



AGENDA PHILOMATH CITY COUNCIL

September 9, 2019

7:00 P.M.

Council Chambers; Philomath City Hall

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

A. ROLL CALL

B. OATH OF OFFICE

1. City Councilor Elect Ruth Causey

C. 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 Agenda Item C. 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 August 12, 2019

D. ITEMS REMOVED FROM CONSENT AGENDA

E. PRESENTATIONS

1. Philomath Community Market Steering Committee – Mark McGuire, Executive Director, Philomath Community Services

F. VISITORS COMMENTS

Any citizen attending Council meetings may speak on any item on the agenda, unless it is the subject of a public hearing which has already been closed. If you wish to speak, please complete a Speaker Request Form and turn in to the City Recorder. Testimony time is limited to 5-minutes per speaker.

G. NEW BUSINESS

1. Mayor appointments to standing committees and community organizations
2. Revised Philomath Connection bus schedule
3. Investment Policy review
4. Proposed 9-1-1 Service District for Benton County
5. "If I were Mayor..." Contest by Oregon Mayor's Association

H. ORDINANCES & RESOLUTIONS

1. Resolution 19-10 Supporting the Philomath Community Farmers Market Steering Committee
2. Resolution 19-11 Setting certain fees for services, licenses and permits

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. Thank you letter from Strengthening Rural Families for social service agency contribution
2. Thank you letter from ABC House for social service agency contribution
3. 2018-19 TMDL Implementation Plan Annual Report
4. Thank you letter from Vina Moses for social service agency contribution to Benton County Fish Emergency Fund
5. Memorandum from City Attorney's Office regarding Citizens' Involvement Committee
6. Draft Park Advisory Board minutes of August 8, 2019
7. Draft Finance & Administration Committee minutes of August 27, 2019
8. Republic Services annual report
9. Thank you letter from Philomath Community Services for social service agency contribution

L. ADJOURNMENT

Note: Urban Renewal Agency meeting immediately follows City Council meeting.

CITY MEETING/EVENTS SCHEDULE

(As of 9/4/19)

SEPTEMBER 2019

September 8 – 3-7:00 PM – Public Safety Chili Cook-Off at Philomath Frolic Rodeo Grounds
September 9 – 6:00 PM – Open house on Philomath Connection bus service schedule revisions
September 9 – 7:00 PM – City Council & Urban Renewal Agency meetings
September 11 – 6:00 PM – Citizens' Academy Session #1*
September 16 – 6:00 PM – Planning Commission meeting
September 18 – 6:00 PM – Citizens' Academy Session #2*
September 25 – 6:00 PM – Citizens' Academy Session #3*

OCTOBER 2019

October 2 – 6:00 PM – Citizens' Academy Session #4*
October 3 – 5:00 PM – Public Works Committee meeting (if needed)
October 9 – 6:00 PM – Citizens' Academy Session #5*
October 10 – 5:00 PM – Park Advisory Board meeting
October 14 – 5:30 PM – Urban Renewal Agency work session
October 14 – 7:00 PM – City Council meeting
October 16 – 6:00 PM – Citizens' Academy Session #6*
October 21 – 6:00 PM – Planning Commission meeting (if needed)
October 23 – 6:00 PM – Citizens' Academy Session #7*
October 30 – 6:00 PM – Citizens' Academy Session #8*

*Pre-registration is required for the Citizens' Academy.

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

PHILOMATH CITY COUNCIL
REGULAR MEETING
MINUTES
August 12, 2019

A. CALL TO ORDER/ROLL CALL

The City Council of the City of Philomath was called to order on Monday, August 12, 2019, at 7:00 p.m. in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon, by Mayor Niemann.

Present:

Mayor Eric Niemann
Councilor Marion Dark
Councilor Doug Edmonds
Councilor Chas Jones
Councilor David Low

Absent:

Councilor Matthew Thomas

Staff Present:

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

Absent:

B. CONSENT AGENDA

1. City Council Minutes – July 8, 2019

MOTION: Councilor Edmonds moved, Councilor Low second, to approve the consent agenda and Council meeting agenda of August 12, 2019, as presented. Motion APPROVED 5-0 (Yes: Dark, Edmonds, Jones, Low, and Niemann; No: None.)

C. ITEMS REMOVED FROM CONSENT AGENDA

None.

D. VISITORS COMMENTS

1. Mark Weiss, Philomath, OR – Mr. Weiss read a statement he is providing to as many local city councils and planning commissions as he can in the area (Supplemental Agenda Item D.01). He stated concerns regarding overpopulation and the need to limit the birth rate. He noted correlations between science and the Bible regarding the importance of protecting natural resources and the earth. He recommended a worldwide birth control plan, removal of income tax credits for children unless adopted, a moratorium on development of currently undeveloped land.

2. Ann Buell, Philomath, OR – Ms. Buell stated agreement with Mr. Weiss' statements. She stated that the Finance & Administration Committee minutes of July 9 should reflect that Councilor Low agreed with Councilor Dark about recording city meetings. She stated concerns that a page of her testimony for the Planning Commission on July 29 was not posted and submitted a second copy to the City Recorder (Supplemental Agenda Item D.02)

1 **3. Jeff Lamb, Philomath, OR** – Mr. Lamb stated the substance of Councilor Dark’s
2 motion and the outcome are not in the minutes. Mr. Lamb thanked the Council for the
3 many meetings held by the City Council and Planning Commission over the past eight
4 months regarding growth and development, including the water forum. He stated the
5 Planning Commission has developed a list of amendments for the development code;
6 but at their July 22 work session with Laura Buhl, the City Manager suggested putting
7 the brakes on proceeding with those amendments. Mr. Lamb questioned how that
8 conclusion was reached without having Patrick Wingard from DLCDC in attendance. Mr.
9 Lamb stated concern that all of the work that has been accomplished on amendments
10 would be a waste of time and questioned if the City’s development code and criteria
11 should be turned over the state. (Supplemental Agenda Item #D.03)
12

13 Mr. Lamb also questioned why the consensus decision of the Finance & Administration
14 Committee to record all city meetings wasn’t on the current Council agenda. Mayor
15 Niemann stated the recordings are already being made and are on the website. Mr.
16 Lamb questioned how he would know that. Mayor Niemann suggested going to the
17 website.
18

19 **4. Laurence Johnson, Philomath, OR** – Mr. Johnson stated concerns that Philomath
20 is out of compliance with Goal #1 of Oregon statewide planning goals regarding citizen
21 involvement. He stated he has not reviewed all of the available City information but
22 someone told him that the Planning Commission is supposed to be the Citizens
23 Involvement Committee (CIC). He suggested that the lack of a CIC could make
24 decisions subject to objection. He stated that the Grow Philomath Sensibly group is
25 acting de facto as an citizens’ advisory commission. He stated the goal doesn’t state that
26 the Council has to listen to a CIC, just to allow them to have input. He stated that the
27 Council may be out of compliance with State statute and he hasn’t seen anything in any
28 minutes regarding input from an official CIC.
29

30 **5. Mike Fay, Philomath, OR** – Mr. Fay requested that the Finance & Administration
31 Committee minutes be corrected to spell his name correctly. He stated concerns that he
32 wasn’t allowed to speak at that meeting and came in prepared to provide an alternative
33 to the \$250 fee for additional space on the website. He stated he has been in the
34 computer business since 1985 and there are no concerns about where documents are
35 stored on servers. He stated additional concerns about the discussion regarding base
36 rates being paid. He stated the motion was made regarding recording the meetings but it
37 is not in the minutes and there should have been audio recorded.
38

39 **6. Sandy Heath, Philomath, OR** – Ms. Heath stated she would like to hear more
40 about the 40 different water rates mentioned in the Finance & Administration Committee
41 meeting. Ms. Heath commented on the Planning Commission work session regarding
42 public outreach to the community on having the Total Growth Management group assist
43 the City with the development code. She stated concerns about the City’s
44 Comprehensive Plan Community Goal regarding being a self-reliant city. She stated best
45 practices at other communities should be considered when making decisions. She
46 questioned if the annexation criteria changes approved by the Planning Commission
47 have been implemented. (Supplemental Agenda Item #D.06) Mr. Workman stated a
48 public hearing must be held anytime the code is changed and offered to review the
49 timeline for the proposed amendments with Ms. Heath.
50

51 **7. Robert Biscoe, Philomath, OR** – Mr. Biscoe questioned the process for making
52 development code changes. Mayor Niemann stated the public develops the code; and

1 anytime a change is proposed, a public hearing must be held. Mr. Workman explained
2 there is a schedule, including a required 35-day notice to DLCD before the first public
3 hearing. Mr. Biscoe stated the audio recording issue is good to have been enacted but
4 didn't understand it not being in the minutes.
5

6 **E. NEW BUSINESS**

7 **1. City Council Vacancy Appointment** – Mayor Niemann thanked former
8 Councilor Terry Weiss for her service and reviewed her relocation outside of the city
9 limits and resignation. He reviewed the municipal code requirements for filling a
10 vacancy. He noted that four applications had been received for the position and thanked
11 them all for volunteering. He stated that all of the applicants have met the legal eligibility
12 requirements. He reviewed the process to be followed of interviews and balloting the
13 votes. Mr. Brewer added that the requirements for filling the vacancy are derived in the
14 City Charter.
15

16 Ruth Causey, Philomath, OR – Ms. Causey described her experience on the Budget
17 Committee as a positive one and that she'd shown commitment in that capacity. She
18 stated the water issue is a concern for citizens and she would bring skills to the table.
19 She stated she has gotten to know a number of people, including staff, Council and
20 citizens, and doesn't know anyone she couldn't work with. She described being raised in
21 Oregon and relocating back to here after a career in the San Francisco area. She stated
22 she doesn't miss the traffic in California. She stated she had worked with public entities
23 in her career but had never held a public office. She described her quantitative skills and
24 ability to get along with others as assets. She stated there is a clear distrust of the
25 Council and she hopes to contribute to better communication. She suggested the coffee
26 with a Councilor idea was something she supported.
27

28 Noelle Cummings, Philomath, OR – Ms. Cummings stated as a Councilor she would
29 seek to address community emergency responsiveness needs. She described the
30 community advisory board she currently serves on in Corvallis by virtue of her
31 employment in Corvallis. She stated it has been a rewarding experience; and if she was
32 appointed, she would look to new avenues for community outreach in Philomath. She
33 stated she lived overseas for six years while her husband was on active duty, in addition
34 to her 26 years in Philomath. Ms. Cummings described her reasons for having run for
35 City Council at the last election; and stated the work that the City Council does affects
36 everyone and she wants to be involved in that. She stated working on the Budget
37 Committee has given her an appreciation for both sides of an issue. She described her
38 communications work in community outreach and work in equity and inclusiveness. She
39 stated she has the ability to work with others and that there is big potential to improve
40 the discourse between the community and the Council.
41

42 Matt Lehman, Philomath, OR – Mr. Lehman described his involvement with Philomath
43 Youth Activities Club and his prior service in Corvallis before moving to Philomath. He
44 described his experience on the Budget Committee. Mr. Lehman described his beliefs in
45 fiscal responsibility and the need to be as transparent as possible. He stated there will
46 always be contention about how money is spent and it is a healthy discussion to have.
47 He described his skills in interacting with other government entities in his technology
48 career. He stated it would be beneficial to have someone who has seen a lot of different
49 things. Mr. Lehman described his perspectives of living on North 12th Street, and he can
50 appreciate the need for balance of development that has happened and those who live
51 there because it is a historically less developed neighborhood. He stated he would like to

1 help be a part of that solution. He stated that would be a challenge for both the Council
2 and the residents.

3
4 Doug Nelson, Philomath, OR – Mr. Nelson described his history as a real estate
5 appraiser, his work in bringing film production work to Lane County, and serving on the
6 Lane County Board of Tax Appeals. He described moving to Philomath to be closer to
7 his grandchildren, and he likes the town. He stated there are challenges in developing
8 industry in a town bisected by a highway. He stated concerns about education and
9 creating jobs. He stated he didn't understand the concerns he's heard about a lack of
10 transparency, but his ambition is to move forward. He stated that growth is going to
11 happen but it's important to make sure the growth is in the best interest of the
12 community. He stated he has had land use experience at the state and federal levels
13 with regard to appraisers and their failure to understand land use highest best use
14 principles. Mr. Nelson stated he didn't see a challenge to serving on the Council but
15 there may be times when everyone is not in agreement.

16
17 Mayor Niemann noted the successful candidate would be sworn in at the September 9
18 meeting. Councilors voted by signed ballot for two candidates each:
19 Ruth Causey: 3 votes (Jones, Edmonds, Low)
20 Noelle Cummings: 2 votes (Low, Niemann)
21 Matthew Lehman: 3 votes (Jones, Dark, Niemann)
22 Doug Nelson: 2 votes (Edmonds, Dark)

23
24 Councilors voted for the two finalists with one vote each:
25 Ruth Causey: 3 votes (Jones, Low, Edmonds)
26 Matthew Lehman: 2 votes (Dark, Niemann)

27
28 Ruth Causey was declared the successful candidate. Mayor Niemann thanked everyone
29 who submitted for consideration and encouraged them to consider other opportunities
30 for volunteering with the City.

31
32 Mayor Niemann called a brief recess at 8:17 p.m. and reconvened at 8:24 p.m.

33
34 **2. OLCC winery application from Marcotte Distilling Co., 1732 Main Street –**

35 There was discussion about the flavoring process that Marcotte does to create the
36 moonshine and their intention to do the same thing with a neutral dessert wine.

37
38 **MOTION:** Councilor Low moved, Councilor Dark second, that the Philomath City Council
39 recommend approval of the OLCC Liquor License Application submitted by Marcotte
40 Distilling Company. Motion APPROVED 5-0 (Yes: Dark, Edmonds, Jones, Low, and
41 Niemann; No: None).

42
43 **3. Low income water rate discussion –** Councilor Low reviewed the Council's
44 original concerns when setting the utility rates regarding low income residents. He stated
45 the agenda summary outlines the Finance & Administration Committee's review and
46 recommendation to create a low income water base rate. He reviewed the current
47 income limits for HUD very low income. Councilor Low summarized the survey that was
48 conducted by the Finance Department to find out what types of programs other cities
49 have and stated that out of approximately 20 cities, only three had a low income rate
50 program. He stated this was an effort to recognize that some people have greater needs
51 than others. Councilor Dark stated that there are only about 25 families that currently
52 access the General Fund Fee waiver and it would be expected to be approximately the

1 same number for this lower water base rate. Mr. Workman confirmed that any new rate
2 would be added to the rate schedule that is annually reviewed by the Council and is
3 accessible to the public on the City's website. He described outreach that would be
4 conducted to promote any new rate. Councilor Dark suggested reaching out to the
5 agencies that currently provide assistance to rate payers to ensure they are aware of the
6 low-income rate. Councilor Jones restated the HUD very low income levels for singles at
7 \$29,300 and \$55,250 for a household of eight.
8

9 **MOTION:** Councilor Edmonds moved Councilor Dark second, the City Council establish
10 a \$14 water base rate effective August 1, 2019, for those customers that complete a Low
11 Income Water Base Rate application and meet the 2019 HUD very low income limits.
12 Motion APPROVED 5-0 (Yes: Dark, Edmonds, Jones, Low, and Niemann; No: None).
13

14 **4. Canine grant opportunity –** Mayor Niemann reviewed the grant that the City
15 can receive from Howling Creek Kennel for a new K-9 drug dog. Chief Rueben
16 described the program at Howling Creek Kennel to raise enforcement dogs for both
17 federal agencies and municipal governments and the fundraising organization of
18 Working Dogs Oregon that makes the grants possible. Councilor Edmonds described
19 the discussion held at the Police Committee meeting. He described the community
20 needs for a K-9 and the correlation to Strategic Plan Item 5.1.2: Ensuring security of
21 public and private property. He stated there are currently only two certified K-9's in this
22 geographic region and that can create a timeliness issue in conducting a search. He
23 reviewed the difference between Percy, the police comfort dog, and a K-9 narcotics dog.
24 He described costs associated with the program and noted the vehicle has been
25 donated to the police department and other ongoing costs are being matched by local
26 donations. He stated the City has experience with a prior K-9 program under Sergeant
27 Gurski who can provide support to the officer assigned to the K-9. He stated the Police
28 Foundation supports the program and commits to fundraising for ongoing costs. He
29 stated the typical life span of a dog is seven to ten years and described the potential
30 process if a change in handler becomes necessary.
31

32 Councilor Edmonds described the prior dog that the City had and the medical issue that
33 is somewhat common in working dogs that led to his death. Chief Rueben explained the
34 process that the dogs are now required to be surgically treated for in advance to prevent
35 the gastric torsion issue.
36

37 Chief Rueben stated the car was donated by the Corvallis Police Department. He
38 reviewed the planning for the next year and expenses outlined. He reviewed the Police
39 Foundation and its activities and the services it provides. He described the fundraising
40 from the upcoming chili cook-off that will partially benefit the K-9 program.
41

42 Chief Rueben described plans for avoiding handler overtime. Councilor Edmonds
43 described the policies to put in place regarding activities the dog and handler will be
44 involved in. Chief Rueben described the two other dogs at Benton County and the
45 Corvallis Police Department. He was unsure of any other cities of similar population that
46 have dogs. He described the dogs that the federal government purchases for \$19,000
47 from Howling Kennels and the two Oregon communities that received grants this year as
48 Philomath and Pendleton. He noted that the federal purchases pay something of a
49 premium that helps make the donations at the local level possible.
50

51 Chief Rueben stated the average startup of a program is \$80,000 to \$110,000 and that
52 is why the grant and foundation efforts make a big difference. He stated the car is a used

1 car and there can be maintenance issues. He suggested the foundation may make a run
2 at raising the funds for a new vehicle in the future. Councilor Jones stated concerns
3 about tracking specific costs of the ongoing program that could get lost in the budget.
4 Chief Rueben stated the Police Committee would receive regular reports on the ongoing
5 costs.

6
7 Chief Rueben stated if the City had a dog, it would be used, on average, every day. He
8 stated the Foundation has vowed to fundraise and pay all of the ongoing costs.
9 Councilor Dark stated she wanted to be ensured that this was a budget neutral program.
10 She stated she supported the dog itself but wanted to make sure it didn't impact the
11 budget. Chief Rueben stated that the officer would live just outside the Corvallis city
12 limits. Councilor Jones stated he had similar concerns to Councilor Dark's and noted
13 there has been need to cut costs in the budget. Chief Rueben stated that the ongoing
14 costs was the primary reason for delaying a new program for four years to get the
15 foundation in place. He stated the grants are difficult to come by. He described the initial
16 costs covered by the grant for the dog and the initial training.

17
18 Councilor Dark stated the importance of not coming back in a year with additional
19 funding requests due to the dog. There was brief discussion about the dogs' heritage
20 being European.

21
22 **MOTION:** Councilor Low moved, Councilor Edmonds second, to direct the Police
23 Department to begin making the necessary plans to re-establish the K-9 program and
24 accept the grant award for the K-9 Drug program and direct staff to sign the necessary
25 documents to accept the award. Motion APPROED 3-2 (Yes: Edmonds, Low and
26 Niemann; No: Dark and Jones).

27
28 **8. Transportation Growth Management (TGM) Code Assistance Program**
29 **discussion** – Mr. Workman described the work of the Planning Commission in
30 reviewing the annexation criteria and additional aspects of the current code that had
31 been reviewed and considered. He described the type of work the TGM program
32 provides and the model code that has been developed as a resource for development
33 code reviews. He provided a brief history of the TGM program and stated the decision of
34 the Planning Commission was to request direction from the Council before proceeding
35 with the currently developed amendments. He described the public process that is part
36 of the process and the ways a model code can be modified to meet the community's
37 needs. He described a timeline of eight to twelve months to complete a more
38 comprehensive code review. He stated this could be in addition to the work already
39 performed by the Planning Commission and the Council can still hold the public hearing
40 process for the annexation criteria. He stated his sense is that the process used by TGM
41 is more community driven but the program does have some guiding principles. Mr.
42 Brewer described the amendment process that must be used for any development code
43 changes. He suggested continuing forward with the work already completed with the
44 understanding that it may be replaced by something better down the road. Mayor
45 Niemann suggested moving forward with the work the Planning Commission has already
46 completed but stated concerns about the transportation aspect related to traffic on roads
47 out of the City's control. Mr. Brewer noted the advantages of receiving a grant from
48 ODOT is that it ties them into cooperation on traffic issues.

49
50 Mr. Workman suggested advantages of using the TGM program to address issues
51 related to transportation and development in the downtown corridor that the current code
52 doesn't address. He stated the timing is good with the Downtown Safety and

1 Streetscape Program coming soon. He stated there was a separate program that for
2 Comprehensive Plan reviews and those are competitive grants that must be applied for.
3 He noted money is budgeted this year to begin that process and he is in conversations
4 with different consultant who have been recommended. Councilor Edmonds favored
5 moving forward with the work that has already been completed by the Planning
6 Commission with the realization that there may be more changes as a result of the TGM
7 review.
8

9 There was discussion about modifying the suggested motion to add proceeding with the
10 current work that has been done or separating the issues into two separate motions to
11 allow for differing votes. Mr. Workman stated staff now has the direction from the Council
12 that the amendments developed by the Planning Commission should be carried forward.
13 Mr. Workman explained that the first evidentiary public hearing for the code
14 amendments will be scheduled with the Planning Commission as soon as the required
15 35-day notice has been given to the State DLCD.
16

17 **MOTION:** Councilor Jones moved, Councilor Edmonds second, to direct staff to apply
18 for the TGM Code Assistance Grant and Mayor Niemann to provide the required letter of
19 support on behalf of the City Council; and further moved to authorize the City Manager
20 to sign any required agreements related to acceptance of the grant if awarded and direct
21 the Planning Commission to work with staff and the selected consultant on updating the
22 City's development code. Motion APPROVED 5-0 (Yes: Dark, Edmonds, Jones, Low,
23 and Niemann; No: None).
24

25 **F. ORDINANCES & RESOLUTIONS**

26 **1. Ordinance #840 granting an electric utility franchise and general utility**
27 **easement to Pacificorp (First Reading)** – Mayor Niemann reviewed the 7% franchise
28 fee collected in the current franchise agreement. He stated this is the maximum fee
29 allowed by the State to be charged. Mr. Brewer read the ordinance by title.
30

31 **ROLL CALL:** Yes: Dark, Edmonds, Jones, Low, and Niemann; No: None. Ordinance
32 APPROVED 5-0 at first reading.
33

34 **G. COUNCIL REPORTS**

35 **1. Councilor Edmonds** – Councilor Edmonds encouraged everyone to attend the
36 last Music in the Park on Thursday, August 15. He also noted on the Philomath
37 Connection bus report that the results are not stellar but new routes are being
38 implemented and a new bus is coming.
39

40 **2. Councilor Low** – Councilor Low stated he has noted discussions on social
41 media about speeders and one person having had a dog hit and killed. Chief Rueben
42 stated he has spoken to the resident who lost the dog. He stated they do not often run
43 radar speed enforcement in neighborhoods but they will run it if it is requested. He stated
44 they will also do directed patrols as needed.
45

46 Councilor Low stated the Finance & Administration Committee did discuss putting the
47 audio recordings on the website and the consensus was to proceed with that. Ms. Post
48 clarified that there was no motion made at that meeting and the decision was by
49 consensus. Councilor Low stated that committee meetings are more of a business
50 format and don't include public comment.
51

1 Councilor Low reported on his attendance at the League of Oregon Cities Small Cities
2 meeting last week and the legislative update they received. He described the value in
3 connecting with legislators and the perception that they are not in touch with the local
4 communities. He stated the need for cities to make their concerns known to their
5 legislators and encouraged having Philomath's legislative representatives come to a
6 Council meeting.
7

8 **3. Councilor Dark** – Councilor Dark stated the ability to review the Planning
9 Commission audio recording of the TGM discussion really helped her with that agenda
10 item tonight. She requested clarification and Mr. Workman confirmed that the audios
11 were to be posted for a year. She stated the City's water utility rates are available on-line
12 for those who want to look them up. Councilor Jones added that the consensus on the
13 audio recording was for them to be on the website for a year unless space issues
14 became an issue.
15

16 **4. Councilor Jones** – Councilor Jones described confusion with the freshly painted
17 lines on West Hills Road. He requested that line numbers be added to all of the meeting
18 minutes and it should be recognized that most of the minutes are draft and not yet
19 approved by the respective committees. He questioned if a status update is available for
20 the young lady reported as missing earlier this summer. Chief Rueben stated the FBI is
21 involved in the case and they are aware of her location. He stated that this being a
22 juvenile prevents further information from being released.
23

24 Councilor Jones stated that County Commissioner Pat Malone has requested an
25 invitation to any special programs the City puts on like the water forum. He has been
26 asked to find out if skateboarding is still illegal. Chief Rueben stated it is only enforced
27 on neighborhood streets and sidewalks if a complaint is received, but it is illegal in the
28 downtown corridor. Mr. Workman stated there was a period of time when there were
29 many complaints about skateboarding and it was actively enforced. Chief Rueben noted
30 these are the types of issues that are covered at Police Committee meetings. Councilor
31 Jones stated he understood issues that can be caused in a business area but didn't feel
32 an outright ban, particularly in neighborhoods, was appropriate.
33

34 **5. Mayor Niemann** – Mayor Niemann reviewed the multiple positive events that
35 have occurred throughout Philomath over the past summer (Supplemental Agenda Item
36 #G.05). He thanked all of the many volunteers from the many organizations and
37 individuals that have stepped up to make Philomath great. He listed upcoming events
38 scheduled for August and September.
39

40 **H. STAFF REPORTS**

41 **1. City Manager** – Mr. Workman stated appreciation for Mayor Niemann's
42 leadership for the past eight months, including attending the Police Academy graduation
43 and talking about the positive things that have happened in Philomath this summer. He
44 announced the Flossie Overman Discovery Park groundbreaking is scheduled for
45 August 22 with completion estimated September 18. He stated the Oak Springs
46 Apartments have received their final certificates of occupancy. He stated that The
47 Boulevard Apartments have applied for temporary occupancy approval of some
48 completed buildings. He stated that ODOT has worked with them and Public Works
49 added additional conditions of approval but the application is still open for public
50 comment at this time. He reported on the Planning Commission public hearings process
51 for the Lepman Projects. He stated a lot of public input has been received with a lot of
52 good questions and the deadline for public comments is 5:00 p.m. tomorrow. He stated

1 the applicant will have seven days for final written rebuttal and the Planning Commission
2 will meet August 26 for final discussion and decision. He reported on the school district
3 boundary issue related to The Boulevard Apartments but stated that issue is being
4 resolved to move the boundary line and put those apartments in the Philomath School
5 District.

6
7 Mr. Workman stated that his employment contract requires City Council approval
8 anytime his continuing education plans take him out of state, and he would like to attend
9 the ICMA Conference in Nashville in October. Council gave consensus for his
10 attendance.

11
12 Mr. Workman described the stipulation from ODOT for early occupancy at The
13 Boulevard regarding the pedestrian crossing of the highway. He stated the curb cut is
14 present on the north side where the pedestrian crossing will be located and the
15 completed project requirement calls for a flashing light. He described the expectation
16 that pedestrians don't proceed into the crosswalk until traffic stops and this is why the
17 light is located where the pedestrian can't actually see it.

18
19 **2. City Attorney** – Mr. Brewer reported on his attendance at the International
20 Municipal Lawyers Association conference and attorneys from other states continue to
21 be surprised that Oregon doesn't have a sales tax. He stated they are also intrigued by
22 the home rule provisions for cities in Oregon. He addressed the concern raised in
23 Visitors Petitions regarding the Planning Commission serving as the City's Citizen
24 Involvement Committee. He stated that is allowed and that designation was previously in
25 the City code; but it may have been overwritten by the latest adopted code. Mr.
26 Workman stated the same issue was raised at the Planning Commission and Deputy
27 City Attorney Amy Cook confirmed the designation of the Planning Commission as the
28 CIC is stipulated is in the Comprehensive Plan.

29 **3. Finance Director** – No report.

30 **4. Police Chief** – Chief Rueben reported there will be a lot of social media
31 regarding the relocation of the chili cook-off to the Frolic Grounds this year and
32 encouraged spreading the word. He stated it is already more successful before it has
33 even started than in recent years. He stated there are 14 Philomath teams signed up. He
34 reported there will be a demonstration tomorrow morning of the speed radar signs for
35 those interested.

36 **5. City Recorder** – Ms. Post reported that Dirt Road Brewing has received their
37 final occupancy approvals and opening is expected this week. She also reported she
38 would be attending the first Farmers Market Steering Committee meeting later this week.

39 **6. Public Works Director** – No report.

40
41 **I. INFORMATION & CORRESPONDENCE**

42 **1. July Website reports** – No comment.

43 **2. July Philomath Connection Ridership reports** -- No comment.

44 **3. Draft Finance & Administration Committee minutes of July 9, 2019** – No
45 comment.

46 **4. Draft Planning Commission minutes of July 15, 2019** – No comment.

47 **5. Draft Public Works Committee minutes of July 18, 2019** – No comment.

48 **6. Draft Planning Commission minutes of July 29, 2019** – No comment.

49 **7. Draft Park Advisory Board minutes of June 13, 2019** – No comment.

50 **8. Mid-Valley Prosperity's Entrepreneurial Ecosystem Year End Report** –
51 Mayor Niemann described the many businesses that have benefited from the
52 RAIN program.



PHILOMATH CITY COUNCIL SPEAKER REQUEST FORM

IMPORTANT: Any citizens attending council meetings may speak on any item on the agenda, unless it is the subject of a public hearing which has been closed. If you wish to speak, please complete this form and return to the City Recorder.

IF YOU WISH TO ADDRESS THE CITY COUNCIL:

1. Please complete this form and return it to the City Recorder.
2. Address the Council from the microphone.
3. State your name and address for the official record.

Name Julie Conner Date 9.9.19

Mailing Address 1504 College St.

City Philomath State OR Zip Code 97370

PUBLIC HEARINGS:

(Testimony time may be limited depending on number of speakers.)

I wish to speak on PUBLIC HEARING ITEM/FILE # _____

_____ IN FAVOR _____ OPPOSED _____ NEUTRAL

VISITORS/PETITIONS:

(5-minute limit per speaker)

I wish to speak during VISITORS/PETITIONS on a subject that is not on the current council agenda. The subject is:

School bus safety on Hwy 20.

I wish to speak during VISITORS/PETITIONS on AGENDA ITEM # _____

THIS DOCUMENT IS A PUBLIC RECORD
MAILING ADDRESS WILL BE USED TO DELIVER A NOTICE OF DECISION.



PHILOMATH CITY COUNCIL SPEAKER REQUEST FORM

IMPORTANT: Any citizens attending council meetings may speak on any item on the agenda, unless it is the subject of a public hearing which has been closed. If you wish to speak, please complete this form and return to the City Recorder.

IF YOU WISH TO ADDRESS THE CITY COUNCIL:

1. Please complete this form and return it to the City Recorder.
2. Address the Council from the microphone.
3. State your name and address for the official record.

Name Sandy Heath Date 9/9/19
Mailing Address 340 N 13th St., Philomath
City Philomath State OR Zip Code 97370

PUBLIC HEARINGS:

(Testimony time may be limited depending on number of speakers.)

I wish to speak on PUBLIC HEARING ITEM/FILE # H-2
_____ IN FAVOR OPPOSED _____ NEUTRAL

VISITORS/PETITIONS:

(5-minute limit per speaker)

I wish to speak during VISITORS/PETITIONS on a subject that is not on the current council agenda. The subject is:

I wish to speak during VISITORS/PETITIONS on
AGENDA ITEM # H-2

THIS DOCUMENT IS A PUBLIC RECORD
MAILING ADDRESS WILL BE USED TO DELIVER A NOTICE OF DECISION.



PHILOMATH CITY COUNCIL SPEAKER REQUEST FORM

IMPORTANT: Any citizens attending council meetings may speak on any item on the agenda, unless it is the subject of a public hearing which has been closed. If you wish to speak, please complete this form and return to the City Recorder.

IF YOU WISH TO ADDRESS THE CITY COUNCIL:

1. Please complete this form and return it to the City Recorder.
2. Address the Council from the microphone.
3. State your name and address for the official record.

Name Peggy Clark Date 9-9-19

Mailing Address P.O. Box 533

City Blodgett State OR Zip Code 97326

PUBLIC HEARINGS:

(Testimony time may be limited depending on number of speakers.)

I wish to speak on PUBLIC HEARING ITEM/FILE # _____

_____ IN FAVOR _____ OPPOSED _____ NEUTRAL

VISITORS/PETITIONS:

(5-minute limit per speaker)

I wish to speak during VISITORS/PETITIONS on a subject that is not on the current council agenda. The subject is:

I wish to speak during VISITORS/PETITIONS on
AGENDA ITEM # H.2

THIS DOCUMENT IS A PUBLIC RECORD
MAILING ADDRESS WILL BE USED TO DELIVER A NOTICE OF DECISION.



Philomath City Council Agenda Item Summary

Title/Topic: Mayor Appointments to Standing Committees and Community Organizations

Meeting Date: September 9, 2019
Mayor Eric Niemann

ISSUE STATEMENT

Mayor Niemann is making new appointments to the Standing Committees and Community Organizations.

BACKGROUND

Section 2.10.050(A) of the Philomath Municipal Code states: "At the first regular meeting of each calendar year, or as soon as practicable thereafter, the mayor shall, after consultation with and consent of the members affected, appoint the members of the council to the council's standing committees and evenly assign representative responsibilities to the council members."

With the new appointment of Ruth Causey to the City Council, here are the proposed assignments:

Standing Committees:

Police

Doug Edmonds
Matthew Thomas
Ruth Causey

Public Works

Doug Edmonds
Chas Jones
Eric Niemann

Finance/Admin

Marion Dark
Chas Jones
David Low

Representative Assignments:

Oregon Cascades West Council of Governments:	Chas Jones
OCW Area Commission on Transportation (CWACT):	Eric Niemann Alternate: Vacant
Chamber of Commerce:	Ruth Causey
Corvallis Area MPO (CAMPO):	Eric Niemann Alternate: Vacant
Frolic & Rodeo:	Matthew Thomas
Philomath Community Foundation:	Doug Edmonds
Philomath Community Services:	David Low
Philomath School District:	David Low
Philomath Youth Activities Club (PYAC):	Eric Niemann
Willamette Criminal Justice Council:	Eric Niemann/Matthew Thomas



Philomath City Council Agenda Item Summary

Title/Topic: Revised Philomath Connection Bus Schedule

Meeting Date: September 9, 2019
Issue Lead: Mayor Eric Niemann
Staff: City Manager Chris Workman

ISSUE STATEMENT

Shall the Council approve of the proposed revisions to the Philomath Connection bus schedule?

BACKGROUND

The City Council has discussed the drop in bus ridership year after year at several of its meetings. The following table shows the decline in ridership between 2013 and 2019.

<u>Year</u>	<u>Average rides per month</u>	<u>High</u>	<u>Low</u>
2013/2014	2484 (83 per day)	3293 (Oct.)	2120 (Jun.)
2018/2019	1360 (45 per day)	1703 (Oct.)	1041 (Dec.)

The City began working with Corvallis Transit Services, which administers the Philomath Connection as part of its regional transit services, over the past several months to revise the Philomath Connection bus schedule. The revisions focused on increasing ridership through three primary objectives:

1. Reduce the time it takes to get from Philomath to OSU and the Corvallis Transit Center.
 - a. Remove stops along that route that are not frequently used.
 - b. Re-route from Plymouth Drive and 53rd Street to Highway 20 between Corvallis and Philomath.
2. Increase the frequency of routes.
 - a. Eliminate the Philomath Library 6:15 a.m. run M-F and the 7:10 a.m. run on Saturday.
 - b. Add two round trip runs, 8:00 and 10:00 from the Corvallis Transit Center.
3. Provide consistent pick up times for each stop.
 - a. Each run begins from the Corvallis Transit Center on the hour.
 - b. Allows for recovery time so one late bus does not interrupt the schedule of future runs.

The proposed changes meet each of the primary objectives and should encourage increased ridership. In addition, the changes will actually result in a lower total number of operator hours, saving the City approximately \$6000 over the next year.

Final recommendations were prepared and noticed to the public on Friday, August 23, 2019. Staff posted the formal notice in conspicuous locations around town, at every Philomath Connection bus stop, and on the City's website. The notice included the changes to the route, information on how to provide comments, and an invitation to attend an informative open house on September 9th at 6:00 p.m.

A draft map showing the new schedule was prepared by the end of the day on the 30th and posted to the City website.

Staff recommends the new routes take affect Monday, September 23rd. This is two days before classes start at OSU and Corvallis Transit has indicated they prefer implementing routes changes on a Monday for staffing reasons. Upon the Council's approval, the final changes will be sent to the copier so the updated maps can be printed and distributed prior to the start of classes.

COUNCIL OPTIONS

1. Approve of the proposed revisions to the Philomath Connection bus schedule
2. Do not approve of the proposed revisions to the Philomath Connection bus schedule

RECOMMENDED MOTION

"I move to approve of the proposed revisions to the Philomath Connection bus schedule effective September 23, 2019."



BUS STOPS

The bus stops only at the designated stops.

Check the arrival time of a specific stop immediately preceding each location to determine a specific bus' approximate arrival time. Arrive a few minutes early and have your fare ready.

OSU FACULTY, STAFF & STUDENTS

With your VALID OSU ID, you can ride all Philomath routes shown in this Bus Schedule just by showing your ID EACH TIME YOU RIDE (Subject to annual agreements with OSU & ASOSL)

PARK & RIDE SITE

Located at the Philomath City Library on Applegate. Park in the lot on the west side of the building.

BICYCLE RACK

A bicycle rack is available on the front of the bus for use on a first-come, first-served basis. The rack will secure two bicycles. The cities of Philomath and Corvallis assume no liability for damages to bicycles.

PARATRANSIT SERVICES

Paratransit Service is curb-to-curb transportation for persons who are unable to use the regular, fixed-route bus service. The ride may be shared with other ADA-eligible people. To be able to use this service, a person must complete an application form and meet eligibility criteria under the Federal regulations. To request an application, call Dial-A-Bus at 752-2615, or log onto www.corvallis transit.com and click on "Paratransit Services."

BUS FARE

Cash Fares (for one-way trip)

Adult	\$7.75
Disabled, Senior (60 & Older) Youth (17 & under)	\$3.35
Medicare Card Holder Oregon Trail Card Holder	\$3.35
5 Years of age and under 75 Years of age and older	FREE
	FREE

Please have exact fare ready. Drivers do not carry change.

Coupon Books are available at Corvallis Utility Billing (500 SW Madison Ave.) and Philomath City Hall

20 rides (for one-way trip)	
Adult	\$11.25
Disabled, Senior (60 & Older) Youth (17 & under)	\$6.50
Medicare Card Holder Oregon Trail Card Holder	\$6.50
Monthly passes are available at Corvallis Utility Billing and Philomath City Hall.	\$6.50

DAYS OF SERVICE

Monday Through Friday

No Service on Major Holidays

New Years Day	Labor Day
Memorial Day	Thanksgiving day
Independence Day	Christmas Day

TITLE VI

The City of Philomath operates its programs, including the provision of transit services, without regard to race, color or national origin. For inquiries about the City of Philomath's non-discrimination policies, or to file a discrimination complaint, contact the Title VI Coordinator in the Philomath City Manager's Office, 541-929-6148

SAFETY & COMFORT

We ask for your cooperation to help make riding the bus an enjoyable experience for everyone. Please observe these guidelines:

- Do not smoke, eat or drink aboard the bus
- Leave front seats available for senior citizens and persons with disabilities
- Keep bus aisles clear of packages, strollers, etc.
- Keep seats clean
- Use earphones to listen to your radio/audio device
- Do not cause disruptive behavior or use foul language
- Do not cross in front of or behind the bus; wait for the bus to pull away before crossing the street
- Do not attempt to board the bus once it has pulled away from the curb; drivers are not allowed to return to the curb once the bus has departed

Restrictions on Carry-On Items

- Open containers of food or beverages (permitted in sealed, spill-proof containers)
- Alcohol, guns and weapons are strictly forbidden
- Items which would cause chemical or grease damage or hazards such as automobile batteries are prohibited
- Oversize objects that impede safe movement of passengers are not permitted
- Animals, other than service animals, must be in secure containers.



WHEELCHAIR PASSENGERS

Bus is equipped with a lift to board passengers with mobility issues.

SCHEDULE, ROUTE INFORMATION AND LOST & FOUND

541-766-6998
www.corvallis transit.com

Albany Transit System

541-917-7667
www.cityofalbany.net/publicworks/transit

Amtrak

541-928-0885
www.amtrak.com

Corvallis Transit System

541-766-6998
www.corvallis transit.com

Dial-A-Bus

541-752-2615
<http://dialabus.freeshell.org>

Greyhound (Corvallis)

541-757-1797
www.kokkola-bus.com

HUT Airport Shuttle

888-257-0126
www.hutshuttle.com

Linn-Benton Loop

541-917-7667
www.cityofalbany.net/publicworks/transit/lb_loop.php

OSU Shuttle

541-737-2583
www.oregonstate.edu/facilities/transit_pkg/shuttle_pkg.html

Valley Retriever

541-265-2253
www.kokkola-bus.com/ValleyRetrieverBusiness.html

BUS

SCHEDULE

Serving Philomath, Corvallis, and Oregon State University



BUS STOPS

The bus stops only at the designated stops. Check the arrival time of a specific stop immediately preceding each location to determine a specific bus' approximate arrival time. Arrive a few minutes early and have your fare ready.

OSU FACULTY, STAFF, AND STUDENTS

With your VALID OSU ID, you can ride all Philomath routes shown in this Bus Schedule just by showing your ID EACH TIME YOU RIDE. (Subject to annual agreements with OSU & ASDSU.)

PARK & RIDE SITE

Located at the Philomath Community Library on Applegate Street. Park in the lot on the west side of the building.

BICYCLE RACK

A bicycle rack is available on the front of the bus for use on a first-come, first-served basis. The rack will secure two bicycles. The cities of Philomath and Corvallis assume no liability for damages to bicycles.

PARATRANSIT SERVICES

Paratransit Service is curb-to-curb transportation for persons who are unable to use the regular, fixed-route bus service. The ride may be shared with other ADA-eligible people. To be able to use this service, a person must complete an application form and meet eligibility criteria under the Federal regulations. To request an application, call Dial-A-Bus at 541-752-2615, or log onto www.corvallistransit.com and click on "Paratransit Services."

BUS FARE

Please have exact fare ready. Drivers do not carry change.

Cash Fares (for one-way trip)

Adult	75¢
Disabled, Senior (60 & Older) Youth (17 & under)	35¢
Medicare Card Holder	35¢
Oregon Trail Card Holder	35¢
5 Years of age and under	FREE
75 Years of age and older	FREE

Monthly Passes and Coupon Books are available at Corvallis Utility Billing (500 SW Madison Avenue) and Philomath City Hall.

Coupon Book (20 one-way trip rides)

Adult	\$ 11.25
Disabled, Senior (60 & Older) Youth (17 & under)	\$6.50
Medicare Card Holder	\$6.50
Oregon Trail Card Holder	\$6.50

DAYS OF SERVICE

Bus service is Monday through Saturday. No Service on major holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

TITLE VI

The City of Philomath operates its programs, including the provision of transit services, without regard to race, color or national origin. For inquiries about the City of Philomath's non-discrimination policies, or to file a discrimination complaint, contact the Title VI Coordinator in the Philomath City Manager's Office, 541-929-6148.

SAFETY & COMFORT

We ask for your cooperation to help make riding the bus an enjoyable experience for everyone. Please observe these guidelines:

- Do not smoke, eat or drink aboard the bus
- Leave front seats available for senior citizens and persons with disabilities
- Keep bus aisles clear
- Keep seats clean
- Use earphones to listen to your radio/audio device
- Do not cause disruptive behavior or use foul language
- Do not cross in front of or behind the bus; wait for the bus to pull away before crossing the street
- Do not attempt to board the bus once it has pulled away from the curb; drivers are not allowed to return to the curb once the bus has departed

Restrictions on Carry-On Items

- Open containers of food or beverages (permitted in sealed, spill-proof containers)
- Alcohol, guns and weapons are strictly forbidden
- Items which would cause chemical or grease damage or hazards such as automobile batteries are prohibited
- Oversize objects that impede safe movement of passengers are not permitted
- Animals, other than service animals, must be in secure containers

WHEELCHAIR PASSENGERS

Bus is equipped with a lift to board passengers with mobility issues.



SCHEDULE, ROUTE INFORMATION, AND LOST & FOUND

541-766-6998
www.corvallistransit.com

Albany Transit System

541-917-7667
www.cityofalbany.net/publicworks/transit

Amtrak

541-928-0885
www.amtrak.com

Corvallis Transit System

541-766-6998
www.corvallistransit.com

Dial-A-Bus

541-752-2615
dialabus.freeshell.org

Greyhound (Corvallis)

541-757-1797
www.kokkolar-bus.com

Groome Transportation

877-693-3785
www.groometransportation.com

Linn-Benton Loop

541-917-7667
www.cityofalbany.net/publicworks/transit/lb_loop.php

OSU Shuttle

541-737-2683
www.oregonstate.edu/facilities/transit/pkg/shuttle_pkg.html

BUS SCHEDULE

Operates Monday Through Saturday

541-766-6998

CorvallisTransit.com

Serving Philomath, Corvallis, and Oregon State University

Effective September 23, 2019

Comments received regarding the Revised Philomath Connection Bus Schedule

From: ara weller <araweller@gmail.com>
Sent: Thursday, September 5, 2019 5:06 PM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: changes to the philomath connection route

Hi my name is Ray and I work for CTS as a dispatcher and driver. I have heard the Philomath connection is proposing changes to the route. My proposal is for the PC to run outbound out Monroe, to Harrison, to 53rd, then south to Philomath Blvd and into philomath. This would close the gap in service being created by Corvallis' elimination of the C3, which used to give service to the fairgrounds. This would be a great opportunity for OSU, corvallis, and Philomath to work together to best serve the community's needs. The time to the route added would be minimal, and It would provide good service to OSU, the fairgrounds, the new apartments by Circle and Harrison, and also the new apartments going in on Philomath blvd. in Philomath. The inbound route from Corvallis into Philomath could come in via Philomath Blvd, Western, and 26th through campus much as the CTS route 3 currently does.

Ara Weller "Ray"
503-309-9555

From: Diana Kepner <diana.kepner@gmail.com>
Sent: Thursday, September 5, 2019 4:23 PM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: Philomath Connection proposed changes

I live on Southwood Drive and I have some concerns about the proposed Philomath Connection bus route changes. I recognize the need to service the new apartments and the economies of concentrating on higher population areas, but I also am aware of how important the bus can be to people who need it.

My son suffers from severe mental illness and does not drive. The bus offers him independence. He hasn't used it much lately because he has been hospitalized and was extremely ill for some time before his hospitalization, but he is coming home and expecting to be able to use the bus to access services in Corvallis.

Right now, he's doing pretty well and can probably manage his time and the 0.6 mile walk to the nearest proposed bus stop. When he is less well, not so much. He will have to depend on me or on ridesharing, which is costly and environmentally wasteful.

I know I have neighbors that no longer drive and I expect that to become more common as the population ages. I see less turnover and increased remodeling in the area as aging in place becomes more popular, younger buyers can't afford these houses, and there aren't a lot of options for downsizing.

I'm worried that it would be difficult once lost to get service back. You obviously know when new housing goes in and when ridership at established stops increases; how will you know if more people in this neighborhood need it? I know you publicize meetings but I didn't even know about the last one. I saw the signs about this one at stops you propose to eliminate.

Thank you,

Diana Kepner

From: maria gutoski <duckbeav@yahoo.com>
Sent: Wednesday, September 4, 2019 10:08 PM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: Philomath Connection

Greetings! Concerning proposed changes to Philomath Connection times and route, I do have some concerns. I work at Philomath Middle School, yet I reside in Corvallis and my family is a one car family. There are occasions where my family needed the car and I have taken the 6:45 am bus to Philomath and I exit at the Philomath High School bus stop. That has been a very convenient time for me, and during the winter, there were students from OSU who took that morning bus to Philomath schools, as well.

While I do understand the benefit of making the Connection's route more convenient and efficient, especially in light of possible impacts from the new housing on Philomath Boulevard, I hope at least the Connection will have a stop at PHS. Additionally, I have seen early morning riders board at 6:45 am at Corvallis Transit Center with their bikes, get off in Philomath, and then bike the remainder of the way to work at the mill off 19th. Lastly, occasionally, I will take the bus to Philomath and carry my bike and bike back to Corvallis, or vice-versa, bike to Philomath on a Saturday, work all day at my building, and then take the Connection back to Corvallis.

Thank you for your time and consideration.

--Maria Gutoski
Corvallis, Oregon

From: susan 7si <susan7si@hotmail.com>
Sent: Wednesday, September 4, 2019 10:46 AM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: 53rd St and Helen

Hi

I am a regula rider and my stop is on 53rd st and Helen
According to the new proposed schedule my stop will be removed.
Is the correct ? Would you please advise.

I am visually Impared and learning to walk to new bus stop is not easy especially in and around that corner where traffic is heavy and it lack pedestrian sidewalk.
Thank you.

susan

From: Erin <ekdlabola@gmail.com>
Sent: Wednesday, September 4, 2019 8:29 AM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: Bus change comments

Hi Ruth,

I'm writing with a few comments on the proposed changes to the Philomath Bus route.

My main points are regarding the elimination of a number of stops essentially within and around Corvallis itself.

To me, this is a huge number of stops to be eliminated:

- SW Jefferson Ave and 7th Street
- SW Jefferson Ave and 11th Street
- Western Boulevard and Grove Street
- West Hills Road and West Hills Place
- West Hills Road and Gerold Street
- West Hills Road and 53rd Street
- 53rd Street and Helen Avenue
- 53rd Street and Philomath Boulevard
- 53rd Street and Technology Loop
- 53rd Street and Country Club Drive
- 53rd Street and Plymouth Street
- Southwood Street and Bellfountain Road
- Southwood Street and 30th Street
- 30th Street and Applegate Street
- 30th Street and James Street
- Dixon Recreation Center, OSU
- NW Monroe Avenue and 10th Street
- NW Monroe Avenue and 7th Street

And to be honest I am having some trouble understanding the proposed schedule. Does this mean the bus will ONLY stop at the stops listed within Philomath up to 53rd St and then proceed directly to the Corvallis bus stop?

If so, this to me eliminates the usefulness of the bus because I will then have to transfer to another bus to get anywhere else around Corvallis. At least consider having a stop at OSU somewhere in order to transport people to campus.

I am starting classes this fall and I was planning to take the bus in order to save parking spots, money, cars on the road, etc. on days I don't want to bike due to weather, energy levels, bike maintenance, etc. However, if OSU stops are eliminated then that sort of removes that option for myself and others. When riding the bus, I know I see a number of people who regularly ride to OSU. As one of the major employers in the area, it seems like a bit of an oversight to remove it from the bus route completely. It would be nice if these things were taken into consideration.

I also wonder how these decisions were made? What is this actually based on? How was the data collected? Did someone ride the bus and tally people getting on/off/etc. If so, what month was the survey done? How long did the survey last? Whether school/university is in or out could have a big impact on ridership as well as seasonal changes, like fair weather bicyclists opting for the bus during rainier, colder months. All things that should be considered when making changes...

If this is to curb confusion regarding the fare payment on this bus (as when riding the bus I often see people boarding past 53rd St in Corvallis getting quite confused about having to pay \$0.75 for the bus when the rest of them are free) then perhaps there's a better solution to the problem...

Possibly make the bus drop-off only after 53rd once it reaches Corvallis? Or eliminate the \$0.75 fee altogether or eliminate it once the bus reaches the border of Corvallis, at which point it can become a regular free Corvallis bus.

Finally, it would be great to see a proposed map or schedule for the new route for visual people like myself as its difficult for me to envision without side by side comparison or a complete list of what the new stops will be alongside the current stops that will be retained. So if I have misunderstood anything, I apologize!

And to add some positive feedback I'd like to say that adding the stop at Oak Springs seems like an excellent idea!

Thank you,
Erin Dlabola

From: Toni Hall <tonihall5576@gmail.com>
Sent: Sunday, September 1, 2019 1:42 AM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: proposed new bus routes

Taking away the 53rd and Philomath bus route does not make sense to me. Many people use this stop to run errands and go to work. I am one of these people. With the new proposed routes I will have to walk farther to get to work after I get off at one of the new stops. I am also thinking of the older bus patrons who can not walk that far. Please leave the routes the way they are. Just use the new hourly schedule and include a run on Sunday. Thank you for taking the time to read my comment.

Sincerely,
Toni Hall

From: oaksprings@rentfromdpm.com <oaksprings@rentfromdpm.com>
Sent: Tuesday, September 3, 2019 1:13 PM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject: Philomath Connection Bus Route Changes

Hi Ruth,

I just found out about this from a tenant. (Means I should start going to City Council meetings, huh? 😊)

I think it's great, wonderful, and will add a nice bonus to not just our community but the surrounding area.

I did have a question or two about the proposed change on College Street.

- Which side of the street will it be on? North, South, both?
- Will it be sign/post or will it be booth/shelter?
- Is a completion date set?

I plan on attending the Open House but if I was able to get a head start where it concerns the residents of the Oak Springs community, especially concerning those questions, it'd be appreciated.

Thanks and I hope you have a great day. 😊

Spider Mann
Resident Manager (*On Site*)
Oak Springs Apartments 📍

P: 541.929.3048

F: 541.929.3049

E: oaksprings@rentfromdpm.com

W: www.rentfromdpm.com

A: 1933 College Street
Philomath, OR 97370





Philomath City Council Agenda Item Summary

Title/Topic: Investment Policy

Meeting Date: September 9, 2019
Committee: Finance and Administration
Chair: Councilor David Low
Staff Contact: Joan Swanson

ISSUE STATEMENT

Shall the City update our current Investment Policy?

BACKGROUND

The City's current investment policy was developed in 1994.

Last year the Finance Committee took on the challenge of creating a new policy. The goal was to come up with a policy that would protect city assets, provide liquidity and attain a market rate of return. The template the committee used was developed by the Oregon Short Term Fund Board (OSTF). The OSTF Board manages the Local Government Investment Pool and helps Oregon Municipalities develop investment policy.

In January, staff took the draft policy to the OSTF Board for their review. After the meeting, the board issued a letter to the City Councilors detailing their recommendations. The OSTF Board's recommendations are not binding and are only suggestions.

The Finance and Administration Committee discussed the OSTF Board recommendations. The committee decided to only adopt one of the recommendations which was to remove commercial paper from the list of allowed investments.

COUNCIL OPTIONS

1. Approve the investment policy as presented.
2. Make additional adjustments to the policy.

RECOMMENDED MOTION

I move the City Council approve the Investment Policy as presented.



City of Philomath Investment Policy

Purpose

This Investment Policy defines the parameters within which funds are to be invested by the City of Philomath (“the City”). This policy also formalizes the framework, pursuant to ORS 294.135, for the City’s investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Governing Authority

The City of Philomath’s investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

Scope

This policy applies to activities of the City of Philomath with regard to investing the financial assets of operating funds, capital funds, bond proceeds and bond reserve funds. Funds managed by the City of Philomath that are governed by other investment policies are excluded from this policy; however, all funds are subject to Oregon Law.

General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. Preservation of Invested Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy. The "prudent person" standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the City Council. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities

A. Governing Body

The City Council will retain ultimate fiduciary responsibility for invested funds.

B. Delegation of Authority

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to the Finance Director, hereinafter referred to as Investment Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

C. Investment Committee

The City of Philomath Finance and Administration Committee shall be designated as the Investment Committee. The Committee shall meet quarterly to receive investment reports, provide guidance to the Investment Officer and monitor investment policy compliance.

D. Investment Adviser

The City Council may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a discretionary or a non-discretionary basis. All investment transactions by approved investment advisers must be compliant with this Investment Policy. If the City hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of the City.

Transaction Counterparties, Investment Advisers and Depositories

1. Investment Advisers

A. Guidelines for engaging investment advisers' services shall include the following. Additional requisites or due diligence items may be required.

- a) Positive references from at least three other local government clients of a prospective investment adviser firm.
- b) Inquiries with other local government clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.
- c) Requirement that prospective investment advisers have an established history of advising local governments with similar amounts of assets under management.

B. The following items are required for all approved Investment Advisers:

- a) The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon.
- b) All investment adviser firm representatives conducting investment transactions on behalf of the City must be registered representatives with FINRA.
- c) All investment adviser firm representatives conducting investment transactions on behalf of the City must be licensed by the state of Oregon.
- d) Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- e) Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based local government.
- f) Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.

C. An annual review of all investment advisers will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:

- a) Pending investigations by securities regulators
- b) Significant changes in net capital
- c) Pending customer arbitration cases
- d) Regulatory enforcement actions

D. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

E. Competitive Transactions

If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

Administration and Operations

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the City of Philomath's safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City of Philomath's name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls

The investment officer and Investment Committee are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

- A.** Compliance with Investment Policy
- B.** Control of collusion
- C.** Separation of transaction authority from accounting and record keeping
- D.** Custodial safekeeping
- E.** Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
- F.** Clear delegation of authority to subordinate staff members
- G.** Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form

- H. Dual authorizations of wire and automated clearing house (ACH) transfers
- I. Staff training
- J. Review, maintenance and monitoring of security procedures both manual and automated

Suitable and Authorized Investments

1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810.

- A. US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.
- B. US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).
- C. Federal Instrumentality Securities: Debentures, discount notes, step-up securities, callable securities and stripped principal or coupons with final maturities not exceeding five years from the date of settlement. Subordinated debt may not be purchased.
- D. Corporate Bonds: The debt must be rated at least Aa2 by Moody's, AA by Standard and Poor's, or AA by Fitch at the time of purchase. Split ratings are acceptable to no less than A. Ownership of corporate bonds shall be limited to a total of 35% of the portfolio, with no more than 5% of the portfolio held in any one issuer or its affiliates or subsidiaries. A rating exception may be made if the bond issuer meets the criteria of ORS 294.035(3)(i)(C). The minimum corporate bond credit quality may be lowered to at least A by Standard and Poor's, A2 by Moody's, or A by Fitch on the date of settlement.
- E. Oregon Short Term Fund
- F. Corporate Bonds

2. Approval of Permitted Investments

If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City of Philomath.

3. Prohibited Investments

- A. Private Placement or "144A" Securities
Private placement or "144A" securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.
- B. US Agency Mortgage-backed Securities
US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.
- C. Securities Lending
The City of Philomath shall not lend securities nor directly participate in a securities lending program.
- D. Commercial Paper

Although allowable under Oregon statute, the City of Philomath shall not purchase commercial paper.

4. Demand Deposits

- A.** All demand deposits shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
- B.** Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy.

Investment Parameters

1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

A. Diversification

It is the policy of the City of Philomath to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type, Allowed security types and Investment exposure limitations are detailed in the table below.

B. Recognized Credit Ratings

Investments must have a rating from at least one of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

C. Portfolio Average Credit Rating

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.

D. Exposure Constraints and Minimum Investment Credit Ratings

The following table limits exposures among investments permitted by this policy.

E. Determining a Security's Rating

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings respectively.

F. Restriction on Issuers With Prior Default History

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

Summary Table
Suitable and Authorized Securities and Transactions

Security Type	Maximum Portfolio %	Maximum Issuer %	Maturity Restrictions	Rating Restrictions (Moody's, S&P, Fitch)
US Treasury Obligations	100%	100%	5 Years	N/A
US Agency Obligations	100%	25%	5 Years	N/A
Federal Instrumentality Securities	50%	25%	5 years	N/A
Corporate Bonds	35%	5%	5 years	Aa2/AA/AA
Oregon LGIP	ORS 294.810 balance limitation	ORS 294.810 balance limitation	N/A	N/A
Oregon Local Government Intermediate Fund	20%	ORS 294	N/A	N/A

The City will diversify investments across maturities, security types and issuers to avoid incurring unreasonable risks. The City has further defined the eligible types of securities and transactions as follows:

US Treasury Obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips with maturities not exceeding five years from date of settlement. Maximum ownership of US Treasury Obligations is 100%.

US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or US government sponsored enterprises (GSE)

2. Liquidity Risk

Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

- A. The value of at least 40% of funds available for investing will be invested in the Oregon Short Term Fund, with a qualified depository institution, or investments maturing in less than 90 days to provide sufficient liquidity for expected disbursements.
- B. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments.

Total Portfolio Maturity Constraints:

Maturity Constraints	Minimum % of Total Portfolio
Under 90 days	40%
Under 3 years	80%
Under 5 years	100%

- C. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- D. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- E. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

Single Issuance:

Issue Type	Maximum % of Issuance* (Par)
US Agency Securities	50%
Corporate Debt (Total)	
Corporate Bonds	25%

*The par amount issued under a single CUSIP.

3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- A. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.

- B. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate re-investment risk.
- C. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- D. The maximum percent of callable securities in the portfolio shall be 35%;
- E. The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy.
- F. The maximum portfolio average maturity (measured with stated final maturity) shall be 2.5 years.

Investment of Proceeds from Debt Issuance

- 1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
- 2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy’s liquidity risks.

Investment of Reserve or Capital Improvement Funds

Pursuant to ORS 294.135(1)(b), reserve or capital Improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used

Guideline Measurement and Adherence

- 1. **Guideline Measurement**
Guideline measurements will use market value of investments.
- 2. **Guideline Compliance**
 - A. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
 - B. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Investment Committee.
 - C. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

Reporting and Disclosure

1. Compliance

The Investment Officer shall prepare a report at least quarterly that allows the Investment Committee to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- A. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- B. Average maturity of the portfolio at period-end
- C. Maturity distribution of the portfolio at period-end
- D. Average portfolio credit quality of the portfolio at period-end
- E. Average weighed yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- F. Distribution by type of investment
- G. Transactions since last report
- H. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

2. Performance Standards/ Evaluation

At least annually, the Investment Officer shall report to the Investment Committee comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. Marking to Market

The market value of the portfolio shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least quarterly.

4. Audits

Management shall establish an annual process of independent review by the external auditor to address compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

Policy Maintenance and Considerations

1. Review

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

2. Policy Adoption and Amendments

This investment policy and any modifications to this policy must be formally approved in writing by the City Council of the City of Philomath.

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if material changes have been made since the last review by the OSTF Board.

List of Documents Used in Conjunction with this Policy

- Listing of authorized personnel
- Relevant investment statutes and ordinances
- Investment Adviser Agreement
- Listing of financial institutions
- Safekeeping agreements
- Wire transfer agreements
- Sample investment reports



Proposed 911 Service District for Benton County

Frequently Asked Questions

In November 2019, Benton County voters will have an opportunity to consider a proposed service district to support emergency 911 dispatch services throughout Benton County, Oregon.

If approved, the new district would replace the existing 911 agreement that dates back to 1983. Emergency telecommunications have evolved in both technological and service capabilities in the 35 years since the original agreement was put into place. This resource answers some common questions about the proposed service district and how it would affect communities in Benton County if the measure passes.

Q: How are 911 services delivered in Benton County?

A: The Corvallis Regional Communications Center (CRCC) provides 911 emergency telecommunications and dispatch services for an area of about 726 square miles, which encompasses most of Benton County. This includes services to the following emergency agencies:

- Adair Rural Fire Protection District
- Alesia Rural Fire Protection District
- Benton County Sheriff's Office
- Blodgett Rural Fire Protection District
- Corvallis Fire Department (Including the Corvallis Rural Fire Protection District)
- Corvallis Police Department
- Hoskins/Kings Valley Rural Fire Protection District
- Monroe Rural Fire Protection District
- Philomath Police Department
- Philomath Rural Fire Protection District

This service also includes coordinating mutual aid responses with neighboring jurisdictions, coordinating air ambulance responses, and dispatching for the U.S. Forest Service and the Oregon Department of Forestry.

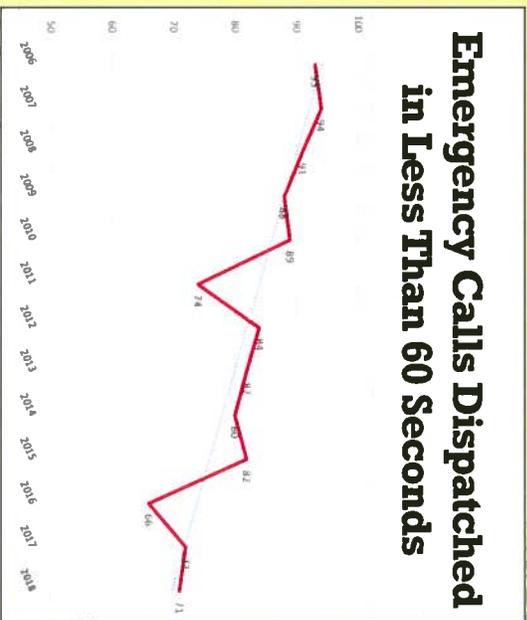
CRCC operates a multi-million dollar emergency communications system throughout the county. If approved, the district would allow this equipment to be maintained to industry standards, improving response capabilities for emergency responders.

Q: Why are voters being asked to consider a new service district?

A: The service district, if approved, would create a new model for sharing the cost of providing 911 services throughout Benton County.

The existing 911 agreement dates back to 1983 and has remained largely unchanged even as the population of Benton County has increased 24% in the past 35 years. The 911 center experienced a 132% increase in dispatched calls for service over the same time period.

In addition, the number of calls dispatched within 60 seconds – a common industry benchmark – has changed from 93% in 2006 to 71% in 2018. The proposed 911 district, if approved, would provide funding to hire 11 additional dispatchers and upgrade equipment at CRCC. Additional staffing and equipment upgrades would improve response times, communications, and situational awareness.



The number of calls dispatched within 60 seconds in Benton County has changed from 93% in 2006 to 71% in 2018.

Q: How would the district affect me, if approved?

A: If approved, the new 911 service district would appear on your Benton County property tax bill. The tax rate for the new district would be \$0.65 per \$1,000 of assessed value, which would generate about \$5.6 million annually. Funding gathered through the district would be distributed to CRCC by the Benton County Board of Commissioners.

If the district is not approved, the assessment of \$0.65 per \$1,000 of assessed value would not be made. The special taxing district would not be created, additional staff would not be hired, and the equipment upgrades would not take place. The existing 1983 inter-governmental agreement for 911 services would remain in place.

Q: Why was this measure referred to the voters?

A: CRCC began exploring the possibility of developing a 911 service district for Benton County following a report produced in 2012 by ESCI Inc., and the 2018 Benton County Criminal Justice System Assessment.

Over the last 18 months, CRCC delivered presentations about the proposed 911 service district to communities throughout Benton County, including the following municipalities and organizations:

- Adair Village
- Alsea Rural Fire Protection District
- Benton County
- Corvallis
- Monroe
- Philomath

For More Information

Xan Augerot, Benton County Commissioner
 Xanthippe.Augerot@Co.Benton.OR.US
 541-766-0180

Jon Sassaman, Corvallis Police Chief
 Jon.Sassaman@corvallisoregon.gov
 541-766-6791

www.co.benton.or.us/911district

This information, except for the website link, was reviewed by the Oregon Secretary of State's Office for compliance with ORS 260.432.

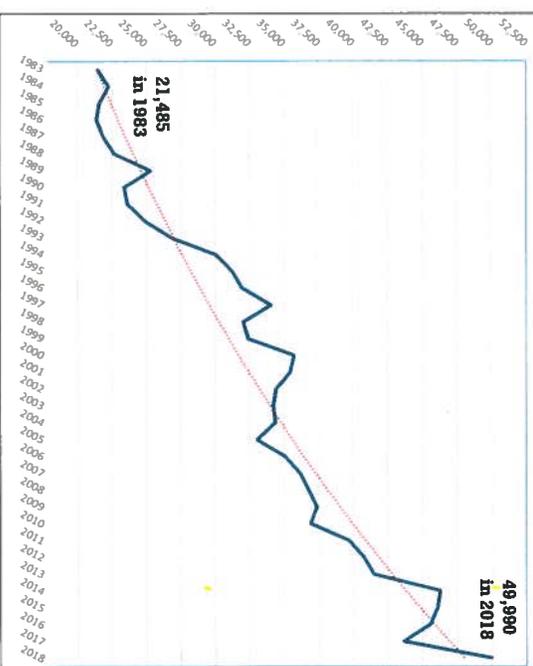
Similar districts were passed by voters in Deschutes County and Hood River County to support 911 services in those areas.

Q: What's next?

A: The proposed 911 service district will appear on the ballot on November 5, 2019. Once the ballot measure for the service district is certified for the ballot (likely in August), public employees (including those working for Benton County or the City of Corvallis) will be prohibited from engaging in political advocacy while on the job during working hours or otherwise acting in their official capacity. To register to vote or check your status, go to www.oregonvotes.gov.

Dispatched Calls for Service

1983 - 2018



The 911 Center has experienced a 132% increase in dispatched calls for service over the last 35 years.

**CITY OF PHILOMATH
RESOLUTION 18-17**

**DECLARATION IN SUPPORT OF THE BENTON COUNTY BOARD OF
COMMISSIONERS ADOPTING AN ORDER INITIATING FORMATION OF
A PROPOSED 9-1-1 EMERGENCY COMMUNICATIONS BENTON
COUNTY SERVICE DISTRICT.**

WHEREAS, The City of Philomath is a member of the ten separate government public safety agencies that form the current Corvallis Regional Communication Center (CRCC); and,

WHEREAS, creating a stable funding source will fulfill the mission and obligation the CRCC has as the primary Public Safety Answering Point (PSAP) for Benton County; and

WHEREAS, the needs and requirements to operate a PSAP are continually evolving and changing in order to provide quality emergency telecommunication services to the community.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Philomath that, pursuant to ORS 403.305(3) it approves of the Benton County Board of Commissioners adopting an order initiating formation of a permanent 9-1-1 Emergency Communications County Service District in Benton County, Oregon.

PASSED by the Council this 25th day of June 2018.

APPROVED by the Mayor this 25th day of June 2018.

SIGNED:


Rocky Sloan, Mayor

ATTEST:


Ruth Post, MMC, City Recorder

August 2019

TO: Oregon Mayors
FROM: Brian Dalton, Mayor, Dallas, 2019 OMA President
RE: "If I Were Mayor" Student Contest Information

The Oregon Mayors Association (OMA) is pleased to announce our annual "If I Were Mayor" student contest for the 2019-20 school year. As always, we would be delighted to have your participation.

We hope that each of us is able to promote a local contest, selecting one elementary poster finalist, one middle school essay finalist and one high school digital media presentation finalist to be entered in our OMA statewide contest. Feel free to begin the contests at any time.

Experience has taught us to kick off the contest early in the school year to give teachers more flexibility in incorporating the contest into their curricula. Be encouraged to visit with your school district during the summer so teachers can incorporate the contest into their lessons and have occasions to promote the entries. Winning entries from local contests are due to OMA by May 8, 2020 for entry into the statewide contest. You are welcome to submit entries at any point prior to the May 8th deadline.

For starters, we are enclosing contest information, a sample student contest flyer and entry form. We will send these forms electronically to your city manager/administrator/recorder, so they can be customized for your local contest. These documents are also available on the OMA website at www.oregonmayors.org. The OMA Board has broadened the job description of a mayor (see separate flyer) to inform your students about the mayor's responsibilities.

Judging by our OMA members will occur in early to mid-June and statewide winners and their mayors will be notified shortly after the judging takes place. First place winners and their parents will be invited to attend the Awards Luncheon held during the OMA Annual Conference in North Bend on August 6-8 where they will receive their prizes – a gift valued at \$500.00! If funding is available for second-place prizes, the prizes will be given to mayors to present locally following the Conference.

If you have questions, please contact Debi Higgins at the League of Oregon Cities: (503) 588-6550 or dhiggins@orcities.org.

We hope your community will be able to participate in this year's contest!

Sincerely,

Mayor Brian Dalton
OMA President

CONTEST INFORMATION

Here's How It Works . . .

First, each mayor promotes a **local contest** by the same name to select one local winner in each of the three categories:

- **Elementary School** (grades 4 -5) – Poster
- **Middle School** (grades 6 – 8) – Essay
- **High School** (grades 9 – 12) – Digital Media Presentation (e.g. Video, PowerPoint, Prezi, etc.)

Examples of winning entries from previous years for each category can be viewed at www.oregonmayors.org. Additional instructions for each of the categories are also available on the website.

Each mayor can design the local contest as they decide but do be aware of the May 8, 2020 deadline for the statewide competition. A sample flyer and entry form will be sent electronically to each city's manager/administrator/recorder and mayor for customization and reproduction in August 2019.

Ideas for Local Contests

- Identify local prizes to be awarded by the city and paid for by the city for the local winners. Mayors are encouraged to identify local sponsors for additional exposure and prizes.
 - Cash award or gift card
 - Lunch with the mayor and/or shadow the mayor for a day
 - Article in local newspaper, city newsletter and/or city's website
- Increase participation in the contest by promoting it in a variety of ways.
 - City Newsletter
 - Local Newspapers
 - Visiting local schools
 - Announcing at City Council Meetings
 - Announcing at local service club meetings (Chamber, Rotary, etc.)

Statewide Competition Rules & Parameters

Once your local contest is complete, submit no more than one winner from each category – elementary, middle and high school (three total) – to Debi Higgins at OMA by May 8, 2020 to be eligible for the **statewide competition**.

- Previous statewide winners may participate, but are not eligible to receive a prize in the same category they have previously won in. However, they are eligible to receive a prize in a new category.
- Local winning submissions must be received by May 8, 2020 to be considered in the statewide competition.
- Statewide winners are determined by OMA's Student Contest Selection Committee, comprised of mayors from across the state.
- Mayors of students who win in the statewide competition will be notified in mid-June 2020. It is the responsibility of the mayor to notify the winners. Mayors of students who do not win will not be notified. These students will receive certificates of recognition following the OMA Summer Conference in August.
- First-place statewide winners and their parent(s) will be recognized at an awards luncheon held during the OMA Summer Conference in North Bend, August 6 – 8, 2020. Staff will contact parent(s) of statewide winners in July to arrange travel to the conference.
- Prizes for first and second-place winners of the statewide competition are dependent on funding available. Prizes in 2019 included iPad Airs for first-place winners and Kindles for second-place winners.
- First-place winners will be recognized by a press release sent to the local media, acknowledgement in the OMA quarterly newsletter and on the OMA website.
- Posters and other statewide contest entry materials become the property of the OMA when submitted. They will be available for pick up at the OMA Summer Conference, August 6 – 8, 2020 in North Bend. Materials that are not picked up during this time will be destroyed.

Local winning submissions may be emailed or mailed (posters)
by **May 8, 2020** to Debi Higgins
dhiggins@orcities.org | OMA, 1201 Court St. NE #200 Salem, OR 97301

Questions? Contact Debi Higgins at (503) 588-6550 or dhiggins@orcities.org



CITY OF PHILOMATH RESOLUTION 19-10

A RESOLUTION IN SUPPORT OF THE PHILOMATH COMMUNITY MARKET STEERING COMMITTEE.

WHEREAS, the City of Philomath has adopted a Strategic Plan which contains objective 2.2.4, "Create an encouraging environment for the development and expansion of desired businesses. Collaborate with organizations focused on business retention, expansion, startup development, and entrepreneurship to establish new firms and strengthen existing businesses"; and

WHEREAS, the Strategic Plan Objective 2.2.4 Action Item includes direction to "Address regulatory barriers and provide resources that enable development and retention of businesses in Philomath;" and

WHEREAS, the last full-service grocery store in Philomath closed years ago and the nearest farmers market is in Corvallis; and

WHEREAS, Philomath Community Services has formed a Philomath Community Market Steering Committee to research the feasibility of creating a farmers market in Philomath; and

WHEREAS, community benefits of a local farmers market include, but are not limited to:

- Providing local access to fruits, vegetables, and animal products,
- Introducing an attraction to the community,
- Developing a fundraising tool for Philomath Community Services, and
- Growing a platform for community interaction and involvement; and

WHEREAS, the Philomath Community Market Steering Committee is a collaborative effort including participation by representatives from Philomath Community Services, OSU Extension Service, the Market Director for the Corvallis-Albany Farmers' Market, the City of Philomath, and local citizens.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Philomath that the collaborative efforts of the Philomath Community Market Steering Committee to bring a farmers market to Philomath are supported by the City Council; and

Pursuant to Strategic Plan Objective 2.2.4, staff is authorized to identify and address regulatory barriers associated with a farmers market and to use City of Philomath resources to provide outreach, communications and survey platforms on behalf of the Steering Committee.

PASSED by the Council this _____ day of September 2019.

APPROVED by the Mayor this _____ day of September 2019.

SIGNED:

ATTEST:

Eric Niemann, Mayor

Ruth Post, MMC, City Recorder



Philomath City Council Agenda Item Summary

Title/Topic: Resolution 19-11 Fee Schedule

Meeting Date: September 9, 2019
Committee: Finance and Administration
Chair: Councilor David Low
Staff Contact: Joan Swanson

ISSUE STATEMENT

Shall the City add reduced weekday fees for the Kugler Community Hall and adjust the fee schedule for maps/large format printing, and other miscellaneous fees?

BACKGROUND

In 2015 the Finance Committee determined that the City would waive the rental fee at the Kugler Hall for the Philomath Car Show, Old Timers picnic, the Day of Blessing and the Lions Club. Any other group would have to go before the City Council to request a fee waiver.

The City frequently gets requests from non-profit type groups that would like to rent the Kugler Hall for free or a reduced rate. The problem that we have encountered in the past is how to determine which groups would qualify and which would not.

The Finance and Administration Committee reviewed the issue and has recommended the following changes. First, there would be no fee waiver except for the Lions Club in recognition of the money and volunteer labor that they contributed to the construction and furnishing of the Kugler Hall. Second, they have recommended a reduced weekday fee. The new fee schedule would allow non-profit groups to use Kugler Hall for a reduced fee. The new fee might also increase the use of the Kugler Hall during the weekdays as there is almost no weekday usage at this time.

The maps/large format printing charges have been updated to reflect the types of printing that Public Works is able to offer.

COUNCIL OPTIONS

1. Approve Resolution 19-11 as presented.
2. Make adjustments to the fee schedule.

RECOMMENDED MOTION

I move the City Council approve Resolution 19-11 as presented.

**CITY OF PHILOMATH
RESOLUTION 19-11**

A RESOLUTION REPEALING RESOLUTION 17-01 AND SETTING FEES FOR CERTAIN SERVICES, LICENSES AND PERMITS, SUPERSEDING ALL PREVIOUS RESOLUTIONS RELATING TO FEES FOR THESE SERVICES, LICENSES AND PERMITS.

WHEREAS, the Philomath City Council has ordained certain services, licenses and permits and that certain fees are attached; and,

WHEREAS, certain ordinances have allowed these fees to be set by resolution;

THEREFORE, the following fees are set for the following services, licenses and permits:

Public Records Requests:

Copies:	
1-5 pages	Free
6 and over	\$.25/page
Large Format Printing up to 36" x 44"	
Black and White	\$10.00/page
Color.....	\$15.00/page
Photo Paper	\$50.00/page
Information Compilation & Research	
Requiring more than 15 minutes	\$50/hour
DVD or Flash Drive recording	\$10 each
Audio CD	\$10 each
Photos, file, standard size	\$5
Police Dispatch Tapes	\$25/CD
Police Photographs.....	\$25/CD plus redaction fee
Police Video	\$50 plus redaction fee
Redaction Fee (download, review and redact for privacy/legal issues)	\$100/hour

Licenses:

Bicycle.....	\$5
Liquor:	
New	\$75
Renewal	\$35
Tobacco Sales	\$35

Permits:

Alcoholic Beverage with park reservation	\$25
Non-Domestic Animal(s)	\$25
Broadcast	\$20
Parade	\$20
Public Dance	\$20
Sign	\$30

Parks:

Park Reservations

Randy Kugler Community Hall)/Shelter 1

Refundable Security Deposit..... \$100

Weekend Rates

Philomath residents (per time block) \$50

Nonresidents (per time block) \$125

Weekday Rates – Block 1

Philomath residents \$15

Nonresidents \$45

Weekday Rates – Block 2 or Block 3

Philomath residents (per time block) \$20

Nonresidents (per time block) \$50

City Park Shelter 2 and Mary's River Park Shelter

Philomath residents Free

Nonresidents \$25

Police:

False alarm:

1 to 4 calls per calendar year Free

5 or more calls per calendar year \$20 each

Fingerprint Card:

Resident \$10

Nonresident..... \$25

Motor Vehicle Impound \$50

Truck Parking Permit \$25

Public Works:

Citywide GIS on CD \$75

Custom Digital Data or Plotting \$75/hour

Master Plans on CD (Print copy actual cost):

Park \$25

Street \$25

Stormwater System \$25

Water System \$25

Wastewater System \$25

Public Works Design Standards on CD or print \$25

Other:

Building Permit Refund Administrative Fee	\$25
Lien Search:	
Initial Search	\$25
Subsequent Search (same property within 90 days)	\$15
Medical and/or Retail Marijuana Facility Registration:	
Application and Investigation	\$2,000
Renewal Application	\$1,000
Records Filing fee with Benton County Records	\$200
Returned Check (NSF or Closed Account)	\$10
Subordination Request	\$100

PASSED by the Council this 9th day of September 2019.

APPROVED by the Mayor this 9th day of September 2019.

SIGNED:
Eric Nieman, Mayor

ATTEST:
Ruth Post, MMC, City Recorder

City of Philomath Proclamation

September is Suicide Prevention Awareness Month

WHEREAS, September is known as National Suicide Prevention Awareness Month which helps promote resources and awareness around the issue of suicide prevention. It teaches us how to help others and how to talk about suicide without the increasing risk of harm; and

WHEREAS, suicidal thoughts can affect anyone regardless of age, gender, or background; and

WHEREAS, Suicide is among the leading causes of death of young people in our nation; and

WHEREAS, Philomath, Oregon is no different than any other community in the nation, but chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, religious leaders, police officers, and parents as partners in supporting our community in simply being available to one another; and

WHEREAS, organizations such as Benton County Behavioral Health, Crisis Text Line, and Lilly's Lope For Hope, the Philomath School District, religious institutions, and the Philomath Police Department are all on the front lines in a battle that many still refuse to discuss in public; and

WHEREAS, the stigma associated with mental illness and suicide works against suicide prevention by discouraging persons at risk for suicide from seeking life-saving help and further traumatizes survivors of suicide; and

NOW, THEREFORE I, Eric Niemann, Mayor of the City of Philomath, do hereby encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next month and to genuinely convey their appreciation for their existence by any gesture they deem appropriate, and if you notice someone that needs help, please encourage them to get it. Don't wait.

FURTHERMORE, I proclaim the month of September 2019 as National Suicide Prevention Month in the City of Philomath & ask that city flags be flown at half-staff tomorrow, September 10th to remember those in our community to those we may have lost to this tragic circumstance, and to symbolize our city's support of National Suicide Awareness Month.

Dated this 9th day of September 2019.

Eric Niemann, Mayor



City of Philomath
Joan Swanson
Finance Department
P.O. Box 400
Philomath, OR 97370

August 5, 2019

Dear City of Philomath, Mayor and Finance/Administration Committee,

Thank you for your donation of \$1,200.00 to Strengthening Rural Families to support our organization. Strengthening Rural Families' mission is to work together to build stronger families and communities in rural Benton County. We use a collaborative approach to promote the health and well-being of individuals and families.

Your donation helps us fulfill our mission. It also shows our other funders and partners that people appreciate the services we provide and they, in turn, invest more of their resources in our work. We are grateful for your donation.

Strengthening Rural Families is a tax exempt, non-profit entity under section 501(c)(3) of the Internal Revenue Code. Our number is #20-2934930. You will find more information about us at www.ruralfamilies.org.

Sincerely,

Paul Smith
Executive Director,
Strengthening Rural Families

We really appreciate the support.

P.O. Box 1528
535 S. 19th Street, #147
Philomath, OR 97370
Phone: 541/929-2535 www.ruralfamilies.org

...working together to build stronger families and communities in rural Benton County

August 7, 2019



ABC House

PO Box 68
Albany, OR 97321
Phone: 541-926-2203
Fax: 541-926-1378
www.abchouse.org

*ABC House is the
Child Abuse
Intervention Center
serving Benton and
Linn Counties.*



City of Philomath
Mayor Eric Niemann
PO Box 400
Philomath OR 97370

Dear Mayor Niemann and City Council Members,

On behalf of the Board of Directors, staff, and volunteers at ABC House, we thank you for your very generous social services grant of \$3,000.00. We appreciate your generous response to the needs of the children and families who are served at ABC House.

Your support will directly impact the lives of hundreds of abused children in Benton and Linn counties – children who might otherwise suffer in silence without a safe place like ABC House. In turn, you are strengthening our community and helping to provide a brighter future for those who need it most.

It is only through the continued support of donors like you that ABC House is able to provide much needed care and reassurance to children during their assessment and trauma counseling sessions.

Once again, thank you for taking a stand against child abuse in Benton and Linn counties. ABC House is able to provide hope, healing, and comfort because of donors like you. For more information about our organization and volunteer opportunities, or to schedule a tour, please visit abchouse.org or call our office at (541) 926-2203.

With gratitude,

Jennifer Gilmore-Robinson
Executive Director

Glenda Lonstron
Development Director

*Thank you for your generous support! We are honored to have your confidence in our ability to serve children in crisis and do not take it for granted.
Thank you!!*

Your gift of \$3,000.00 was received by ABC House on 8/2/19 – thank you! This is your gift acknowledgement for which you received no goods or services. Please keep this for your tax records. ABC House is a 501(c)(3) organization, Fed. Tax ID 93-1163555.



Oregon

Kate Brown, Governor

Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401
(541) 686-7838
FAX (541) 686-7551
TTY 711

August 13, 2019

Kevin Fear
1515 Willow St.
Philomath, OR 97370

Re: Review and Approval of the 2018-2019 TMDL Implementation Plan Annual Report for the City of Philomath

Dear Kevin Fear,

Thank you for submitting the City of Philomath 2018-2019 TMDL Implementation Plan Annual Report. I have reviewed your report and find that the city's Annual Report complies with the annual reporting requirement. The city has met its obligation in implementing year three of the third Willamette TMDL cycle.

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at woolverton.priscilla@deq.state.or.us or (541) 687-7347 for assistance.

Best regards,

Priscilla Woolverton
TMDL Basin Coordinator

cc: Zach Loboy, Watershed Manager, DEQ



PUBLIC WORKS

July 3, 2019

Please find the City of Philomath 2018-2019 TMDL
Annual Report Enclosed

CITY OF PHILOMATH
Water Quality TMDL Implementation Plan
2018-2019
Cycle 3 Year 3

Introduction

This Water Quality Implementation Plan describes the actions Philomath will undertake to address total maximum daily pollution load allocations in the Marys River, which is the receiving stream of stormwater from the City of Philomath. Philomath has an approved Storm Water Management Program (SWMP) (Appendix A). A NPDES Phase II MS4 Stormwater Discharge Permit was issued to the city March 1, 2019. The Previous NPDES permit was issued on May 8, 2007 and expired on April 30th 2012. Philomath continued to follow the BMP's set forth in the previous permit throughout the time between the expiration of the previous permit and the implementation of the current permit.

This plan has duplications of the City's S.W.M.P. and is not completely limited to T.M.D. L. issues. Several items in this plan are not addressed in The City's S.W.M.P. This Plan is compatible with relevant State land use planning goals as identified in the City's 2003 Comprehensive Plan. Specific Comprehensive Plan Policies that further this Plan's objectives are identified under Page 58, Goal 5, policies # 1, 4&5.

Current Condition of Marys River

The overall goal of the W.Q.I.P. and the City's S.W.M.P. is to reduce or eliminate sources of pollution entering Marys River via stormwater runoff from the City of Philomath. Marys River exceeds water quality standards for Temperature, and therefore is the only TMDL that is specific to it. It is listed as a Category 4a as a TMDL is currently in place for this "contaminant". The primary cause of elevated temperatures is solar radiation due to loss of mature riparian vegetation and low stream flows to the Marys.

Dissolved Oxygen (DO) and Iron are the only two Cat 5 303(d) listings for the Marys River in the 2012 Integrated Report. DO is mainly attributed to low stream flows and Iron to erosion of soils. The Marys River is not impaired for bacteria or mercury. The Willamette Basin-wide bacteria and mercury TMDLs include the Marys River even though the Marys is not impaired for these pollutants. The Marys is included because it is a tributary to the Willamette River, which is impaired for both of these pollutants. The Marys River is impaired for temperature, and this impairment is addressed in the Upper Willamette Sub-basin Temperature TMDL; the Marys is Cat 4a for temperature. Philomath has implemented actions that help to prevent contributing extra contaminants to the Willamette River, under the basin wide TMDLs.

Status of Philomath

Philomath has very little jurisdiction over Marys River Frontage (approximately one half mile) all of which is city owned or designated as parkland, and is protected from development. This parkland is only one side of the Marys River as the river runs by, not through, the City of Philomath in this area. The City owns and maintains the park, but it is an Oregon State Lands listed Wetland. The city owned and parkland river frontage vegetation is either undisturbed or has been restored. The City's development code requires a fifty-foot riparian set back area from Newton Creek, the only small tributary within the City's jurisdiction.

Philomath is served with sanitary sewer within its jurisdictional boundaries and has no combined sanitary/storm drains. Treated sewage effluent is discharged only during winter months to the Marys River. During the summer months, the City land applies the treated effluent to approximately 119 acres of farm land. The farmland is located on the west side of the lagoons and is owned by the City. The City leases the land to a local farmer with a 20 year lease agreement , renewable in 2032-33, to farm and apply the effluent supplied by the City. The City had been working with the new owner of the approximately 120 acres east of the lagoons and with Cascade Earth Sciences to update our Water Reuse Plan to include that farm field as a land application site to further reduce discharges to the Marys River. The new owner is now converting the 120 acres to a wetland mitigation bank and as such, is not be able to use the treated effluent. Philomath sewage treatment facility discharges are permitted under N.P.D.E.S. permit #102060.

Sewer overflows occur rarely and only during extreme winter rain and flooding events.

Philomath ordinances require picking up and disposing of pet excrement and pens or shelters to be maintained in a clean and sanitary condition.

Conclusions

The City has implemented several policies and regulations to correct the pollutant problem(s). The City believes that it is not a significant contributor of pollutants to the Marys River. The City has only approximately one-half mile of Marys River frontage. The river runs by Philomath, not through it, so Philomath only has frontage on one side, which is heavily shaded. Philomath has two stormwater outfalls to the

Marys River (one piped and one open ditch for the last 500 feet), Newton Creek, which is a small (1.5 mile long) tributary that runs through mostly undeveloped land or park land and East Newton Creek which is also a small tributary (1.5 miles long). Both are shallow slow moving creeks that run dry for a few months each year. They both leave the City and flow through farmland before reaching the Marys River. DEQ and the City of Philomath, in partnership, will make ongoing evaluations to determine the extent of Philomath's contribution of T.M.D.L. pollutants and which actions may be necessary to address any contributions of pollutants that may exist.

Actions

The City remains dedicated to reducing or eliminating pollutant loads in Marys River, Newton Creek and East Newton Creek and will continue to implement the following actions. The importance of riparian vegetation, stream flow volumes, wetland habitat and erosion prevention and their relationship to river temperatures as well as the importance or properly functioning septic systems, and appropriate agricultural practices to reduce or eliminate bacteria will be included as a portion of the education and outreach portion of the City's S.W.M.P. There are 16 known septic systems in use within the city limits. Septic systems within the UGB, but outside the city limits are under Benton County's S.W.M.P. and/or T.M.D.L. plan. Philomath relies on the Benton County Environmental Health Division for assistance with septic systems by implementing actions taken by Benton County. The City's existing ordinances regarding riparian setbacks and sanitary conditions for pets will continue to be rigorously enforced. Pet waste stations have been installed in all city parks and are checked and restocked with bags on a regular basis. The local garbage hauler (Republic Services) is now providing the free clean-up program. It is now a one week-end day program. Republic Services has fully staffed the program with workers to unload vehicles bring in waste. There was nearly the same turnout as the week long program, but was made more efficient with the staff unloading vehicles. Residents were still able to bring yard debris, scrap wood and metal, electronics and cardboard to be recycled and/or disposed of as well as the addition of taking in Freon based appliances such as refrigerators and AC units.

Monitoring, evaluation, reporting and adaptive management.

Philomath will conduct monitoring to track its efforts to protect and improve water quality in Marys River. An effectiveness monitoring program will indicate whether activities performed in accordance with this plan are effective in achieving plan goals. Monitoring activities conducted by Marys River Watershed Council and information collected at Philomath's Water Treatment Plant should be adequate to provide effective baseline water quality data. The City of Philomath has been monitoring at least 10 sites monthly for temperature, Dissolved Oxygen,

pH and turbidity for several years. While grab samples have been the method for sampling, in the future Philomath would like to deploy some composite type sampling devices and/or temperature loggers. As most locations that are sampled during the year are either stagnant or dry nearly half the time, the cost for monitoring equipment seems costly for what little data may be retrieved and useful. Monthly grab sampling may provide some useful data, but it also allows a monthly check of the outfall location that is being sampled. Marys River Watershed Council data may be suitable to provide for future monitoring needs. Philomath will also track permits issued, specifically those that require riparian setbacks, and Philomath Ordinance Enforcement in regards to pets and pet enclosure activities. This information will continue to be evaluated to determine the impact on Stormwater pollution. Progress will be noted in the annual report presented to the DEQ. This plan will also be evaluated on a more extensive basis every five years to determine if the plan adequately addresses the City's water quality concerns. Depending on evaluation results, this plan and/or the City's S.W.M. P. may be altered to improve water quality in Marys River.

Funding

The City will use funding from its storm water fee. Commercial property stormwater rates are based on a graduated schedule using square footage of impervious surface, while residential property rates are a flat fee based on equivalent dwelling units.

Respectfully submitted,

Kevin Fear
Public Works Director
City of Philomath

City of Philomath TMDL Matrix
2018-2019

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Development, Redevelopment, and Watershed Management	Use enforcement and other measures to maintain stream vegetation.	Create city ordinances that can benefit stream health	Track ordinances	Enables enforcement actions for non-complying	Review As-needed		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Wetland Protection Ordinance	Track and document violations and enforcement of PMC 18.55.020(A)	Enables enforcement actions for non-complying	In place PMC 18.55.020(A)		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Tree Protection Ordinance (Riparian setback)	Track and document violations and enforcement of PMC 18.55.020(B)	Enables enforcement actions for non-complying	In place PMC 18.55.020(B)		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Wetland, riparian, native vegetation area protection	Track and document violations and enforcement of PMC 18.55.050	Enables enforcement actions for non-complying	In place PMC 18.55.050		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Inspect city controlled riparian areas regularly	Document violations and issues	Occurrence of ordinance violations continues to decrease	Monthly		X	X	X	X	X	Inspected No violations this reporting period
		Inspect city controlled riparian areas after each windstorm.	Document issues		In place		X	X	X	X	X	Inspected areas Lost two significant trees in Marys River Park
Development, Redevelopment, and Watershed Management	Increase shade along city streams	Work independently or with schools and other groups to plant and maintain trees along streams in Philomath	Track number of trees planted and monitor survival rate	Replacing dead and dying trees before the need to remove.	No less than annually, but also ties into inspection of riparian areas and other tree inspection work.		X	X	X	X	X	Used Arbor Day celebration to give away 150 seedlings to 3 rd grade children, helped them plant in pots to take home and educated them on importance of trees to stormwater and air. Also set up information booth at local hardware store and gave away about 15 seedlings to shoppers and educating them on the same.

City of Philomath TMDL Matrix
2018-2019

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
												2016-17, 2017-18 and 2018-19. Seems to be a very popular event Planted 0 park trees, 0 street trees and removed 2 dead or dying trees this reporting period. 2018-19
Development, Redevelopment, and Watershed Management	Assess stream health and canopy cover to focus on restoration efforts	Use city arborist and outside groups to assess streams yearly	Restoration projects implemented	Document locations that are identified as restoration candidates and develop timeline for implementation	Ongoing		X	X	X	X	X	One restoration project planned this year-2019-20 City Arborist and Operations Supervisor are working on planting project to replace dead and dying trees along Newton Creek and East Newton Creek with a goal of planting 15 trees in 2019-20 and making this a multi year project depending on funding as to how many years the project will take before finished.

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Public Works Maintenance Practices	Update Policies	Review existing operation and maintenance practices regularly	Document current procedures	Ensure BMP's and actions are current	As needed		X	X	X	X	X	Reviewed 2 policies (Benton County "Erosion and Sediment Control" and "Post Construction Site Runoff") no updates this year, will be working with Benton County and other municipalities on updates.
		Update O & M Manual as needed	Document modifications to manual.	Keeps manual up-to-date	As needed		X	X	X	X	X	No reviews or updates this year.
	Catchbasin Inspection/cleaning Policy	Creating and updating catchbasin inspection and cleaning policy	Document procedures and modifications to maximize efficiency and water quality	Monitor amount of debris found in catchbasins during cleaning.	Catchbasins are inspected yearly. Catchbasins that have debris filling more than 50% of their sumps or have 6" or more over all sediment will be cleaned.		X	X	X	X	X	Inspected all Catchbasins and Storm Manholes- On going- Found several unknown storm lines and Catchbasins. Mapped and recorded all new found Catchbasins and updated maps. 2018-19.
Development and Redevelopment	Catchbasin Cleaning	Clean and inspect catchbasins	Track sediment depths in catchbasins	Clean catchbasins on a regular basis; gather data on where most sediment is being collected to better determine and track cause.	Catchbasins that have debris filling more than 50% of their sumps or have 6" or more all sediment will be cleaned.		X	X	X	X	X	Did not clean Catchbasins in 2018-19. Catchbasin cleaning scheduled to begin first or second week in July 2019. Also looking to hire temp employee to clean catchbasins which are not accessible with the Vac Truck and must be manually cleaned.

City of Philomath TMDL Matrix
2018-2019

	Stormline	Clean and inspect stormlines	TV inspect stormlines and track debris build up in lines	Identify damaged pipe and flow problems	Stormline cleaning was postponed in 2017-18 Video inspection is scheduled with cleaning.		X	X	X	X	X	Scheduled to begin first or second week in July 2019.
Street Debris	Remove debris from streets	Sweep all paved city streets per city policy	Following Street Sweeping Policy	Track time spent sweeping	As Needed		X	X	X	X	X	Swept streets per schedule
Public Operations and Maintenance Practices	Train staff in infrastructure and housekeeping procedures	During monthly staff meetings time for stormwater training issues will be allocated. Use of various training methods will be used.	Track attendance on sign in sheet	Field inspections of employees' performance of using BMP's when required.	Started in 2010; Monthly at staff and safety meeting, first Thursday of the month.		X	X	X	X	X	Continued monthly training.

City of Philomath TMDL Matrix
2018-2019

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Spills and Illicit Discharges	Establish enforcement authority for illicit discharges	Enforce IDDE ordinance PMC 13.40.150 to 13.40.330	Track and document illicit violations and enforcement actions	Continue to enable enforcement actions related to IDDE	Passed in 2009; ongoing		X	X	X	X	X	Reviewed with no changes.
	Develop Plan to detect illicit discharges	Develop procedures to address non-stormwater discharges	Document procedures	Provide a consistent means of investigating IDDE's	Completed April 2011 Revised Oct 2014		X	X	X	X	X	Reviewed with no changes.
		Develop investigative sampling and monitoring plan	Document plan	Provide a consistent means of investigating IDDE's	Contained in the overall IDDE plan		X	X	X	X	X	No action this reporting period.
		Develop worksheets for inspections	Document worksheets	Provide a consistent means of inspections of storm system outfalls.	Completed April 2011		X	X	X	X	X	Reviewed worksheets 2 reporting periods ago.
Spills and Illicit Discharges	Train employees in illicit discharge investigation and spill response.	Provide training to staff that will respond to spills and investigations. Training will occur monthly at the regular staff meetings as a part of the NPDES training whenever possible.	Conducting training on NPDES and TMDL a minimum of 9 times a year.	To ensure employees are following bmp's on stormwater issue and are comfortable with responses and investigations.	Nine times a year		X	X	X	X	X	Continued monthly training. 11 training sessions were conducted this period. No spill responses this year to critique or discuss.

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Spills and Illicit Discharges	Conduct illicit discharge investigations	update stormwater outfall map as needed	outfall maps are kept current	Inventory all outfalls and their characteristics	As needed		X	X	X	X	X	Outfall maps are current
	Conduct illicit discharge investigations	Respond and investigate reports of illicit discharges	Document location, substance and all pertinent information on investigation form	Track and document reports of illicit discharges	As-needed		X	X	X	X	X	No Illicit discharges during this reporting period
	Clean-up illegal dumps	Identify illegal dumps; respond to reports of illegal dumps.	Track number of calls or contacts along with number of citations issued and resolution	Reduce number of instances of illegal dumping	As-needed		X	X	X	X	X	No illegal dumps this reporting period.
	Respond to Spills	Spill responses by Public Works or Fire Department. (Fire calls PW for assistance)	Track location of spills with field response worksheet	To contain spills safely and rapidly.	As needed		X	X	X	X	X	Responded to 1 spill. See attached response forms
	Maintain up to date Stormwater conveyance systems maps	Update maps as needed	Maps are up to date	Staff have access	As needed		X	X	X	X	X	Updating in GIS and working on quick ID samples to evaluate usefulness before full implementation.
	Establish authority to require Sewer Hookup	Enforce Sewer Ordinance PMC 13.20.060	Track and document violations and enforcement actions	Continue to enable enforcement actions for compliance	Ongoing		X	X				No violations this reporting period
Illegal Dumping	Provide opportunity for citizens to dispose of junk at no cost.	Offer free dumpsters for citizens to clean up properties and dispose of garbage and junk.	Document disposal events	Team with local waste removal company and provide local location for dumping.	Yearly		X	X	X	X	X	Provided 1 day of free dumping to citizens of Philomath. Another very strong turnout
Pet and Animal waste	Establish Animal Sanitation program	Enforce Animal Sanitation ordinance 6.10.080, 6.10.050 (B), and 13.40.170 and any other pertinent ordinance, and facilitate animal sanitation practices	Track and document violations and enforcement actions	Continue to enable enforcement actions for compliance	Ongoing		X	X				No violations this reporting period
			Track number of bags or cost of maintaining pet waste stations	Pet stations supplied	Ongoing		X	X				Used approx. 9,500 doggy waste bags this reporting period

City of Philomath TMDL Matrix
2018-2019

	Establish "No Feeding Wildlife" ordinance	Enforce Wildlife ordinance PMC 6.11.030 to 6.11.060	Track violations and enforcement actions	Enables enforcement actions for complying	As needed		X	X		X		No violations this reporting period
							Pollutant					
Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?		Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	Reporting Comments
Construction Runoff	Implement Construction Site Sediment Control and Post Construction Runoff Policy	Develop an IGA with Benton County to implement the policy	Track violations and enforcement actions	IGA between Benton County and Philomath completed	Ongoing		X	X	X	X	X	Continue to partner with Benton County on inspections through IGA
All	Use Stormwater Fee to support stormwater program	Budget for stormwater system maintenance and repair	Track and document stormwater program costs and budget	Continue to fund stormwater program	Implemented in 1998. Increased fee in 2016.		X	X	X	X	X	Ongoing
All	Provide mechanism to report stormwater, illicit discharge and erosion issues	Provide email link on City Website for reporting stormwater issues and inform community members that reporting can be done by email from city website	Track and document reports	Staff address reports [in a timely manner] What is the protocol for responding to complaints/ reports received via email? To respond as soon as complaint is received.	Ongoing		X	X	X	X	X	Ongoing
All	Provide mechanism to maintain Bioswales and Detention ponds	The Public Works Design Standards require a Home Owners Association to fund repair and maintenance issues for swales and ponds. The City inspects yearly for compliance. The Storm Utility Fee funds maintenance on City controlled Swales and Ponds.	Tracking Inspection Sheets	Ensures BioSwales and Detention Ponds are kept in good working order	Annually with Outfall inspections		X	X	X	X		Inspected all outfalls and detention ponds at the beginning of this reporting period. (July/August)-On going annual inspection.
All	Develop Low Impact Development Manual	Work with Benton County to Develop a Low Impact Development Manual. Benton County provides services that would cover LID.	Develop Manual	Benton County would adopt ordinance enacting this LID manual and it would be included in the IGA with Philomath	Manual has been completed by Intern from Benton County..		X	X	X	X	X	Plan is to work with City Engineer to implement LID into Stormwater Plan.

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Pollutant						
						Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature		
All	Website Education	Provide stormwater information on the city website	Provide links to webpages	Post stormwater info on website and ensure links are kept updated.	Ongoing		X	X	X	X		Creating new Stormwater website-email complaint form is active on website.
	City Council Awareness	Include TMDL and NPDES reports to the City Council	TMDL Plan and NPDES reports will be included in Council packets	City Councilors will receive TMDL and NPDES reports at least annually	Annually		X	X	X	X	X	Council will receive a copy of this report once approved by DEQ
	Newspaper articles	Team with Benton County to submit press releases to local newspaper and/or to city newsletter to coincide with NPDES releases	Publish articles in the newspaper and newsletter in partnership with Benton County	Articles published	1 to 2x a year		X	X	X	X	X	Published Summer BMP article in City Newsletter.
	Door Hangers	Hang informational door hangers on each resident in Philomath.	Through NPDES report	Ensures each home receives stormwater information	Approx 2 times in 5 year permit cycle		X	X	X	X	X	Hung winter door hangers on all homes, apts and businesses in Philomath in Sept 2018
	Public Outreach	Team with Benton County to reach broader area of people through there many events	Host or support local outreach events	Interacting with citizens	Host or contribute to 1 or 2 a year; combined with fire department open house, Arbor Day and school demonstrations.		X	X	X	X	X	Contributed with Philomath Fire and Rescue and had Arbor day Celebration. – On going.
	Tree Planting Program	Through the inspections of the Riparian areas and public owned properties and right-of-ways, planting and replacing trees as needed.	By tree inventories	Provide canopy cover and storm water collection	Inspections are ongoing. After storms, expected projects, when arborist is on customer service every 5 weeks or when complaints are filed.		X	X	X	X	X	City Arborist and Operations Supervisor are working on planting project to replace dead and dying trees along Newton Creek and East Newton Creek with a goal of planting 15 trees in 2019-20.

City of Philomath TMDL Matrix
2018-2019

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Spills and illicit discharges	All storm drains are marked in the city to raise awareness that catchbasins drain to streams.	Attaching stormwater medallions on catchbasins.	All catchbasins inspected and marked	All catchbasins inspected	Annual		X	X	X	X	X	Identified some missing medallions on Catch Basins during inspections. Will replace during the summer.
Construction Site Runoff	Educate developers and builders of construction site BMP's	Provide BMP brochure with each building permit issued	Each developer or builder will receive a BMP brochure with their building permit prior to any ground disturbance	Roadways around construction sites will be cleaner; less track out	Ongoing		X	X	X	X	X	Continue to pass out brochures to builders and partner with Benton County through an IGA. – On going No violations in 2018-19.
All	Sample stormwater	Sample stormwater monthly at select locations for DO, pH, Temperature, Turbidity and occasionally for other parameters.	Track results	Possibly to monitor success of BMP's	Monthly		X	X	X	X	X	Continue to sample storm water on a monthly basis.-On going.
All	Replace and expand vegetation	Use inspections to note downed and damaged trees and other vegetation	Work orders; acres treated	Enables inspections and follow-up actions	Ongoing				X		X	Continue to remove noxious weeds and replant native vegetation and trees. -- On going. Benton County Cooperative Weed Management Area and Benton County Soil and Water District headed two invasive weed removal projects. One at Marys River Park and one at Reservoir Park, respectively. all with volunteers.

Receipt

Vina Moses Center
968 N.W. Garfield
Corvallis, OR 97330
541-753-1420
vinamoses@proaxis.com

Monday, August 05, 2019

CITY OF PHILOMATH
PO BOX 400
PHILOMATH, OR 97370

Donation Date	Amount	Goods?	
7/30/2019	\$3,000.00	<input type="checkbox"/>	



The health and livability of our community has been enhanced because of your very generous donation to the Benton County Fish Emergency Fund. Through the support of friends like you, Benton County Fish can continue to help and serve those families who need assistance with rent, utilities, medical and transportation needs. We sincerely appreciate your community awareness and support. Thank you.

*Christine Duffney
Director*



No goods or services were provided to the donor for these contributions.

I. CITIZEN INVOLVEMENT

Citizen involvement has been an important part of the planning process in Philomath since comprehensive planning for the city began in 1974. Since that time, numerous public meetings, workshops and hearings have been held during the development of the comprehensive plan and implementing ordinances. In addition, notices of hearings regarding quasi-judicial planning actions are sent to nearby property owners in order to allow them to be involved in hearings which may affect their property.

Philomath's Citizen Involvement Program was approved by the Land Conservation and Development Commission (LCDC) in March of 1976. The Philomath Planning Commission was appointed to serve as the committee for citizen involvement (CCI).

Citizen Involvement Policies

1. The City of Philomath shall continue to hold public hearings on all comprehensive plan and zoning ordinance amendments.
2. The City of Philomath shall provide for ongoing citizen involvement in the planning process by continuing to follow the approved Citizen Involvement Program.

I. CITIZEN INVOLVEMENT

Citizen involvement has been an important part of the planning process in Philomath since comprehensive planning for the City began in 1974. Since that time, numerous public meetings, workshops and hearings have been held during the development of the comprehensive plan and implementing ordinances. In addition, notices of hearings regarding quasi-judicial planning actions are sent to nearby property owners in order to allow them to be involved in hearings which may affect their property.

Philomath's Citizen Involvement Program was approved by the Land Conservation and Development Commission (LCDDC) in March of 1976. The Philomath Planning Commission was appointed to serve as the Committee of Citizen Involvement (CCI).

Citizen Involvement Policies

1. The City of Philomath shall continue to hold public hearings on all comprehensive plan and zoning ordinance amendments.
2. The City of Philomath shall provide for ongoing citizen involvement in the planning process of continuing to follow the approved Citizen Involvement Program.

**CITY ATTORNEY'S OFFICE
MEMORANDUM
SEPTEMBER 9, 2019**

To: Philomath City Council
From: Jim Brewer, City Attorney
RE: Committee Citizen Involvement

Issue: Does the City of Philomath have a Committee for Citizen Involvement (CCI) as required by State Planning Goal 1?

Answer: Yes. As City Manager Workman reported to the Council at your last meeting, Amy Cook from our office addressed Lawrence Johnson's concerns about this during a recent planning commission meeting.

As stated on page 3 of the 2006 Philomath Comprehensive Plan, "Philomath's Citizen Involvement Program was approved by the Land Conservation and Development Commission (LCDC) in March of 1976. The Philomath Planning Commission was appointed to serve as the Committee of Citizen Involvement (CCI)." The same language was used in the original Comprehensive Plan when it was adopted in 1983, and has been submitted to DLCD/LCDC as part of the original acknowledgment process and each subsequent periodic review of Philomath's land use program, and has been acknowledged by the State each time, without change. For the past decade the State has largely suspended its periodic review process, due to funding shortages.

The City has followed the process that satisfies the legal requirements of ORS 197.160, as the City Council has submitted the program to the LCDC, as the administrative rules have required. As a policy choice, the Council could go through a post-acknowledgment process to review this portion of the Comprehensive Plan, but there is no current legal requirement to do so.

Conclusion: The Philomath Planning Commission is currently the CCI for the City of Philomath and has been for decades.

Attachments:

1. 1983 Comprehensive Plan, Citizen Involvement statement
2. 2006 Comprehensive Plan, Citizen Involvement statement

Philomath Park Advisory Board
Minutes
August 8, 2019

1. **Roll Call** Meeting called to order at 5:00 p.m. by Committee Chair, Dale Collins.
Present: Dale Collins, Carol Leach, Mal Miner, Lindy Young, Spencer Irwin, Izzie Elliott
Staff: Chris Workman
Others present: Michael Sprouse
2. **Approval of minutes**
Minutes of June 13, 2019 approved. Thank you Lindy.
3. **Business**
 - 3.1 **Performing Arts Fund Discussion:** Kay McGee, president of Philomath Performing Arts Benefit Fund (PPABF) talked about her group which is a 501(c)(3). Their mission as listed on the brochure:
“To serve the Philomath Schools’ Performing Arts Programs by providing an additional stream of funding for ongoing program needs in order to maintain a strong, enriching program for the students and families in our community.”

After extended discussion, Carol made a motion that funds that were raised at Music in the Park be given to endowment. Second by Lindy.
 - 3.2 **Music in the Park:** Possible bands for next year were discussed. An idea was brought up to have two bands playing 45 minutes each with a break in between. Dates for next year are May 21, June 18, July 16, and August 20, 2020.
 - 3.3 **Tennis Court Construction:** Tennis Courts are underway; fencing is being engineered. Dennis Gibson Construction is the contractor with completion soon.
 - 3.4 **11th Street Park:** Construction begins in a week-and-a-half. Actively soliciting plant material for landscaping in new park. Irrigation will be included.
 - 3.5 **Photo Contest:** Ideas were talked about to stimulate new interest.
 - 3.6 **Other business:** Izzie asked about skateboard park interest? She will follow up and ask Ian and Kim Mannis about their interest. What happened to survey?
 - 3.7 **Comments from the citizens?** Michael Sprouse wanted to say that being a student of music “increases awareness”.
4. **Adjournment**

Finance/Administration Committee

August 26, 2019

City Hall Council Chambers, 980 Applegate, Philomath

The meeting was called to order by Chair David Low at 6:01 p.m.

1. ROLL CALL:

Committee: David Low, Marion Dark and Chas Jones

Staff: City Manager Chris Workman, Finance Director Joan Swanson, and City Recorder Ruth Post.

2. APPROVAL OF MINUTES:

Councilor Jones stated he had not reviewed the minutes and requested to table them until the next Finance & Administration Committee meeting.

MOTION: Councilor Jones moved, Councilor Dark second, to table the minutes of July 9, 2019. Motion approved 2-1 (Yes: Dark and Jones; No: Low).

3. NEW BUSINESS:

3.1 Discussion on water rates – Ms. Swanson distributed a new spreadsheet that Councilor Jones had provided that evening. Councilor Jones recapped his request for additional analysis at the July 9 meeting and subsequent research seeking information about water rate increases and correlating reduced usage. He stated he was unable to locate any supplemental information. He thanked Ms. Swanson for developing the spreadsheet showing gradation of increasing per unit water rates at \$1 increments and directed the Committee's attention to the section he had added at the bottom of the spreadsheet to simulate maximum water fees in a summer month for a residential user based on a varying level of units used. Ms. Swanson explained the basis of the spreadsheet that the goal is for annual revenue that provides \$800,000 towards the water treatment plant financing and \$50,000 for operational needs. Jones: Using 7.5 as average units used, Councilor Jones noted there was not much impact and the least variation of total fee, irrespective of the base charge or per unit charge. Ms. Swanson noted that 8 units is considered a typical average family usage, excluding additional summer usage. Councilor Jones directed attention to the zero usage customer line as an indicator of the base cost for service with no usage. He noted that all of the rates produced the desired revenue outcome with differing levels of uncertainty due to potential reductions in usage. He wanted to base the conversation on what it costs to be hooked up to the system and the corresponding per unit increase would be the rate that needed to be charged.

Ms. Swanson stated there are somewhere around 20 customers who use 0 or 1 unit per month. There was discussion about the types of customers who use very limited water. Councilor Low stated that the City is building infrastructure for the entire community and whether you use water or not, everyone benefits from it. He added that every person in the City does have a benefit from the water treatment plant; and we need funds to build the plant. He supported the base rate being the basis for paying for it. Councilor Dark noted that this computation does provide for the infrastructure; it's just a different way to do it. Some people would say that people using more water are putting more wear and tear on the treatment plant. She added that it might be necessary to make changes in the fee structure down the road if reduced summer usage resulted in insufficient revenues. Councilor Jones pointed out that each of the options does provide the required infrastructure revenue.

Councilor Dark stated that poorer people probably don't irrigate and wouldn't reduce usage anyway. Mr. Workman suggested that Councilor Jones address the uncertainty levels. Councilor Jones added labels to the options as A) \$4.58 per unit; B) \$5.58 per unit; C) \$6.58 per unit; D) \$7.58 per unit; E) \$8.58 per unit and F) \$9.58 per unit. He stated the uncertainty associated with

Option A is the least because it weighs most heavily on a larger base rate for everyone; whereas, as the per unit cost increases, the assumption is the decrease in usage would increase but the uncertainty is by how much. Councilor Jones stated there was insufficient time last spring in the Public Works Committee for this level of analysis to be reviewed, and he was not advocating for any particular option. There was discussion about the rate scenarios and step increases that were discussed in the spring by the Public Works Committee (PWC). Mr. Workman noted that Option B most closely matches the scenario the PWC focused on. Councilor Jones stated that at the time, he didn't exactly understand what he was looking at and now doesn't believe that option to be the most equitable. Mr. Workman questioned if Councilor Jones had a preference in the options now being reviewed. Councilor Jones stated he was focused on what was the most equitable to a user who uses a little bit of water and the value of being connected to the water system. He felt that, based on an approximate \$30 cost just to be hooked up, he would lean towards Options C or D.

Ms. Swanson pointed at that with Option F, with a \$15 cost of service, a low usage customer would be burdening everyone else and paying less than their fair share for a new treatment plant. Councilor Jones wanted to try to identify what is most equitable for a resident in Philomath and noted that to a medium usage customer, there isn't that much variability in the end cost. Councilor Low questioned if there was discussion about increasing the per unit rate by the PWC. Councilor Jones stated that Options A, B and F were the three that were essentially considered by the PWC and what he really wanted to see was a gradation of rates in this format.

Mr. Workman asked Ms. Swanson to summarize philosophy of water rate increases in the past. Ms. Swanson stated that the past philosophy has been to keep the base rate as low as possible; but at the same time, have the requirement for each user to pay a fair share. Councilor Dark noted this depends on your interpretation of what constitutes fair share. She added that higher users tax the infrastructure more than someone who uses less. If you use it, you should pay for it. Ms. Swanson suggested that the focus of this increase is the cost to build the new plant and not the cost to produce water. There is a base cost for having the plant sitting there and fair share is the cost to have it there. There was discussion about using more water and paying more in the per unit charge. There was discussion about the social equity of creating a fair base fee that doesn't unduly burden those who have less. There was discussion about the timing of the budget calendar and Councilor Jones felt this type of analysis should have been in front of the PWC last spring. Mr. Workman noted that staff wasn't asked for this type of analysis at the time and there was more focus put on incremental implementation. He noted there were two meetings of the PWC devoted to this topic. Councilor Jones felt that Option B was chosen because it was what was presented. Ms. Swanson noted that Options A, B and F were all reviewed by the PWC. Councilor Jones explained he always looks at the extremes to complete an analysis.

Councilor Low questioned if one of these rate options would still have incremental increases. Ms. Swanson explained there would still be COLA increases but the rates being considered are the end-rate scenarios. Mr. Workman stated there could still be an incremental schedule over the upcoming years but these were the rates that needed to be in place at the time of the water treatment plant financing. Councilor Low questioned if staff had any objections to these rates being taken back to the Council. Mr. Workman stated there were no objections but did note concerns about not getting in the habit of regurgitating issues from one Committee to another. He recommended this Committee look at an incremental implementation plan. There was discussion about avoiding changing rates every few months and creating confusion for ratepayers.

Councilor Jones expressed frustrations over the calendar the prior spring with the PWC review and budget approval and felt he'd been told the rates could be adjusted later; but when he brought it up in June, he was told it wasn't the right time. Ms. Swanson conveyed that there was a misunderstanding in the process. She described the review process that has been used for many years so she knows how much revenue to put into the budget.

There was discussion about tabling this and presenting the new options to the PWC this spring. Councilor Dark emphasized that she felt the City Council had been pushed to accept a rate decision and didn't have sufficient information despite it having been vetted by the PWC. Mr. Workman noted that the rates weren't a unanimous decision at the PWC or at the City Council. Councilor Jones agreed with tabling the discussion until spring. He felt this was the analysis that was needed to keep moving towards the goal. Councilor Low suggested Councilor Jones could take the lead on an implementation plan. Councilor Jones didn't have a strong opinion about implementation method as long as the goals are met. There was additional discussion about an implementation plan. Councilor Dark suggested discussions start earlier, so nobody feels rushed. There was discussion about the difference between last year with a substantial change in the makeup of the Council and this year, where everyone has a year of experience. Mr. Workman agreed that discussions could definitely start earlier this year or could move forward at this time.

Councilor Jones suggested choosing one of the options to push forward, so Ms. Swanson could develop incremental increases. There was discussion about using a similar incremental plan that is being used currently and about starting earlier next year. Ms. Swanson explained the benefits of making final decisions later in the spring to have more accurate information about approved development projects. There was discussion about the Committee completing the implementation analysis and making a recommendation to the PWC, instead of the Council. There was discussion about having a recommendation ready by February. Discussion focused on a midpoint between Options C and D, with a zero user rate of \$30 with a \$2.50 per unit increase.

MOTION: Councilor Jones moved, Councilor Dark second, that the Finance & Administration Committee make a recommendation to the Public Works Committee for next spring that the water rate for next fiscal year be a unit increase of \$2.50 with the required additional flat base fee to reach an increased revenue of \$850,000. Motion APPROVED 3-0 (Yes: Dark, Jones and Low; No: None).

3.2 Randy Kugler Community Hall reduced weekday rate – Ms. Swanson reviewed the history of the initial rates that were set for Kugler Hall and the four community groups that were initially identified to receive a fee waiver. Since then, Ms. Swanson explained, more and more groups have come forward requesting a reduced or waived fee. She stated that it has been a struggle to come up with a definition for the type of group that should qualify for a reduced or waived fee. Ms. Swanson stated that staff is suggesting a reduced fee for weekday reservations instead of trying to weigh the merits of individual requests. She reviewed the past two years' usage of the building categorized by day of the week. She noted there may be people reserving the hall on Saturday or Sunday who would move to a cheaper weekday, freeing up more weekend reservation space. She stated this year the weekend reservations are on pace to be double those of last year. There was discussion about the challenges of meeting the community need. Ms. Swanson explained the roll of the park caretaker in preparing for reservations and completing the check-out afterwards. Councilor Jones stated he was philosophically opposed to choosing four groups who receive it for free. There was discussion about the groups and notation that the Lions Club made major monetary and labor donations to the construction of the hall. Ms. Swanson stated that, at the time the rates were set, the City had no experience in this type of building reservation. Councilor Jones recommended only allowing the Lions Club to

receive free use of the hall. There was discussion about adopting an even lower rate for the weekday mornings than the weekday afternoons to encourage reservations in that block. There was further discussion about a Monday through Friday rate and weekend rate.

MOTION: Councilor Low moved, Councilor Jones second, the Finance and Administration Committee recommend to the City Council new weekday rates at the Randy Kugler Community Hall. \$20 per block for residents and \$50 per block for non-residents. And furthermore moved, from 8 a.m. to 12:00 noon on weekdays, the rate be reduced an additional \$5 for that block. The reduced rate would not apply on City recognized holidays. And further moved that the existing fee waiver be limited to only the Philomath Lions Club in recognition of their contributions to the construction of the hall. Motion APPROVED 3-0 (Yes: Dark, Jones and Low; No: None).

3.3 Investment Policy review – Ms. Swanson explained the origination of the proposed Investment Policy was during the prior City Council's term. She reviewed the timeline involving the Oregon Short Term Fund (OSTF) Board's meeting schedule, resulting in it now being revisited by this Committee. She explained the State had a model policy and there were certain pieces that were removed or put into the proposed policy for specific reasons tailored to Philomath. She stated the model policy is intended for application by all size entities, from the City of Portland down to organizations smaller than Philomath. She explained that, upon approval, the City would hire an investment advisor to work directly with the Committee to make investment decisions.

Ms. Swanson questioned whether the Committee wanted to proceed with the original State model policy or with the policy modified by the 2017-18 Finance & Administration Committee. She stated this policy is more conservative than the State's policy. Councilor Dark requested a copy of the original State policy. Councilor Low stated the State policy was wordy. There was discussion about the differences between the model policy and the modified one. Councilor Low reviewed the process of the Committee directing a financial advisor to make purchases. Ms. Swanson described benefits of having a professional advisor. There was discussion about the Finance & Administration Committee serving as the Investment Committee. There was discussion about the OSTF Board recommending removal of the Corporate Commercial paper. There was discussion about deleting Corporate Commercial paper.

MOTION: Councilor Low moved, Councilor Jones second, the Finance & Administration Committee forward the draft Investment Policy, with the change to Page 8 to remove Corporate Commercial paper reference under 2E, to the City Council for their approval. Motion APPROVED 3-0 (Yes: Dark, Jones and Low; No: None).

4. ADJOURNMENT:

4.1 There being no further business, Chair Low adjourned the meeting at 7:45 p.m.

Minutes recorded by Ruth Post, MMC, City Recorder.



August 23, 2019

Mayor Eric Niemann
Members of the Philomath City Council
City Manager, Chris Workman

This report provides information necessary to calculate the annual Refuse Rate Index effective January 1, 2020. As stated in the Rate Modification and Rate Adjustment Statement this calculation is based on the Consumer Price Index and disposal costs. Based on these factors, the adjustment effective January 1, 2020 will be calculated at 2.84% for residential customers, 2.90% for commercial customers and 2.54% for industrial customers. This represents an average increase of 68¢ per month for residential customers.

Included with this letter is information about the increasing cost of recycling. We want to keep the City informed with transparent information about the state of recycling.

We appreciate your comments and suggestions as you review this document. Feel free to contact me with questions.

Best Regards,

Julie Jackson

A handwritten signature in blue ink, appearing to read "Julie Jackson", written in a cursive style.

Municipal Relations Manager
Republic Services
541-286-3313
jjackson6@republicservices.com

Republic Services - City of Philomath RRI

Industrial

CPI - West Size Class B/C All Urban Consumers	Index: June 30, 2018	Index: June 30, 2019	% Change	Weight	Refuse Index
CPI - West Size Class B/C All Urban Consumers	152.094	155.956	2.54%	100%	2.54%
Coffin Butte Benton County Disposal Rate	\$ 30.69	\$ 31.97	4.17%	0%	0.00%
PRC Disposal Rate for RS of Corvallis	\$ 40.75	\$ 42.50	4.29%	0%	0.00%
Rate Adjustment %					2.54%
					100.00%
Adjustment Factor					102.54%

Commercial

CPI - West Size Class B/C All Urban Consumers	Index: June 30, 2018	Index: June 30, 2019	% Change	Weight	Refuse Index
CPI - West Size Class B/C All Urban Consumers	152.094	155.956	2.54%	78%	1.98%
Coffin Butte Benton County Disposal Rate	\$ 30.69	\$ 31.97	4.17%	18%	0.75%
PRC Disposal Rate for RS of Corvallis	\$ 40.75	\$ 42.50	4.29%	4%	0.17%
Rate Adjustment %					2.90%
					100.00%
Adjustment Factor					102.90%

Residential

CPI - West Size Class B/C All Urban Consumers	Index: June 30, 2018	Index: June 30, 2019	% Change	Weight	Refuse Index
CPI - West Size Class B/C All Urban Consumers	152.094	155.956	2.54%	82%	2.08%
Coffin Butte Benton County Disposal Rate	\$ 30.69	\$ 31.97	4.17%	11%	0.46%
PRC Disposal Rate for RS of Corvallis	\$ 40.75	\$ 42.50	4.29%	7%	0.30%
Rate Adjustment %					2.84%
					100.00%
Adjustment Factor					102.84%

2018 P&L Narrative Notes – City of Philomath

In 2018 Net Income as a percentage of revenue was 8.2%, a margin expansion of 1.9%. The expansion was not a result of a change in our cost to operate the business, as Gross Profit margin was virtually unchanged, declining 0.1%. Two expense categories that don't typically have a material effect on margin; Provision for Taxes and Sales, General, and Administrative (SG&A) expenses declined sharply year over year. Provision for Taxes decreased \$7k or 21%, a result of the new Federal Tax Code passed by congress in January. SG&A reduced \$7k or 8%, from a reduction in local management salaries and corporate management fees.

Revenue grew modestly at 0.9%. Revenue was negatively impacted by the collapse of the recycle market.

Cost of Operations increased at rate lower than inflation, at 1.0%, indicating efficiencies in the operations. Notable changes in expense are maintenance, which continue to rise as our natural gas fleet begins to age, and an increase in container repair aimed at reducing capital outlay for new containers. Conversely, we experienced a decline in safety related insurance claims.

Finally, franchise fees paid to the City of Philomath totaled \$47k in 2018, up \$4k from a year ago.

Republic Services of Corvallis
City of Philomath
Statement of Income
For the Year Ended December 31, 2017 and 2018

	<u>2017</u>	<u>2018</u>	<u>% Change</u>
<i>Revenue</i>	769,981	776,751	0.9%
<i>Cost of Operations</i>	596,355	602,404	1.0%
<i>Gross Profit</i>	<u>173,625</u>	<u>174,347</u>	<u>0.4%</u>
<i>Sales, General and Administrative</i>	92,976	85,586	-7.9%
<i>Operating Income</i>	<u>80,649</u>	<u>88,761</u>	<u>10.1%</u>
<i>Provision for Income Taxes</i>	32,260	25,386	-21.3%
<i>Net Income</i>	<u>48,390</u>	<u>63,375</u>	<u>31.0%</u>
<i>Net Income as a Percent of Sales</i>	6.3%	8.2%	

Republic Services of Corvallis
 City of Philomath
 Schedule of Direct Expenses
 For the Year Ended December 31, 2017 and 2018

	2017	2018	% Change
COST OF OPERATIONS			
Labor	178,182	176,131	-1%
Repairs and Maintenance	61,851	70,196	13%
Vehicle Operating Costs	28,195	26,206	-7%
Facility	24,731	21,931	-11%
Insurance	28,772	22,145	-23%
Disposal & Recycle Purchases	156,780	166,298	6%
Franchise Fees	43,342	47,435	9%
Other Operating Costs	23,175	19,438	-16%
Depreciation	51,328	52,625	3%
TOTAL COST OF OPERATIONS	596,355	602,404	1%
Sales, General and Administrative			
Salaries	26,285	21,247	-19%
Rent and Office Expense	14,741	15,305	4%
Travel and Entertainment	3,152	2,651	-16%
Professional Fees	3,508	2,223	-37%
Bad Debt Expense	2,309	2,822	22%
Management Services & Cust Response Center	31,125	29,369	-6%
Other Expenses	11,855	11,970	1%
TOTAL SALES, GENERAL & ADMINISTRATIVE	92,976	85,586	-8%

City of Philomath - Collection Receipts

CURRENT YEAR: 2018

PRIOR YEAR: 2017

Month	2018 Receipts	Fee Paid	Month	2017 Receipts	Fee Paid
18-Jan	\$85,426	\$4,271	17-Jan	\$67,346	\$3,367
18-Feb	\$64,152	\$3,208	17-Feb	\$51,088	\$2,554
18-Mar	\$90,945	\$4,547	17-Mar	\$73,345	\$3,667
18-Apr	\$68,628	\$3,431	17-Apr	\$43,934	\$2,197
18-May	\$86,866	\$4,343	17-May	\$83,916	\$4,196
18-Jun	\$58,470	\$2,924	17-Jun	\$61,291	\$3,065
18-Jul	\$91,853	\$4,593	17-Jul	\$84,027	\$4,201
18-Aug	\$80,881	\$4,044	17-Aug	\$66,761	\$3,338
18-Sep	\$87,552	\$4,378	17-Sep	\$74,252	\$3,713
18-Oct	\$72,384	\$3,619	17-Oct	\$70,625	\$3,531
18-Nov	\$94,231	\$4,712	17-Nov	\$89,081	\$4,454
18-Dec	\$70,383	\$3,519	17-Dec	\$63,107	\$3,155
TOTAL	\$951,770	\$47,589	TOTAL	\$828,772	\$41,439

City of Philomath - Recycling Receipts

CURRENT YEAR: 2018

PRIOR YEAR: 2017

Month	2018 Receipts	Fee Paid	Month	2017 Receipts	Fee Paid
18-Jan	\$2,217	\$111	17-Jan	\$2,996	\$150
18-Feb	\$1,117	\$56	17-Feb	\$3,361	\$168
18-Mar	\$554	\$28	17-Mar	\$3,996	\$200
18-Apr	(\$1,008)	(\$50)	17-Apr	\$5,057	\$253
18-May	(\$1,109)	(\$55)	17-May	\$2,538	\$127
18-Jun	(\$1,113)	(\$56)	17-Jun	\$3,055	\$153
18-Jul	(\$995)	(\$50)	17-Jul	\$4,010	\$200
18-Aug	(\$795)	(\$40)	17-Aug	\$3,170	\$158
18-Sep	(\$874)	(\$44)	17-Sep	\$3,283	\$164
18-Oct	(\$742)	(\$37)	17-Oct	\$2,409	\$120
18-Nov	(\$351)	(\$18)	17-Nov	\$1,389	\$69
18-Dec	(\$575)	(\$29)	17-Dec	\$2,024	\$101
TOTAL	(\$3,675)	(\$184)	TOTAL	\$37,288	\$1,864

City of Philomath - Medical Waste Revenue

CURRENT YEAR: 2018

PRIOR YEAR: 2017

Month	2018 Receipts	Fee Paid	Month	2017 Receipts	Fee Paid
18-Jan	\$0	\$0	17-Jan	\$0	\$0
18-Feb	\$0	\$0	17-Feb	\$0	\$0
18-Mar	\$0	\$0	17-Mar	\$45	\$2
18-Apr	\$0	\$0	17-Apr	\$0	\$0
18-May	\$162	\$8	17-May	\$201	\$10
18-Jun	\$0	\$0	17-Jun	\$0	\$0
18-Jul	\$0	\$0	17-Jul	\$0	\$0
18-Aug	\$127	\$6	17-Aug	\$127	\$6
18-Sep	\$175	\$9	17-Sep	\$0	\$0
18-Oct	\$0	\$0	17-Oct	\$336	\$17
18-Nov	\$0	\$0	17-Nov	\$69	\$3
18-Dec	\$146	\$7	17-Dec	\$0	\$0
TOTAL	\$609	\$30	TOTAL	\$778	\$39

Service	Monthly	Bi-Monthly
Car-2yr, 35g, 55g, 0p, 0c, 1yr, RC, w/Glass	NA	NA
1 Car	\$27.97	\$55.94
2 Car	\$43.93	\$87.86
3 Car	\$68.22	\$136.44
3rd Car	NA	NA
24g car	\$27.80	\$55.60
35g car	\$38.98	\$77.96
55g car	\$27.25	\$54.50
55g car	\$34.77	\$69.54
55g car, Monthly	NA	NA
55g car, Monthly	NA	NA
On car 35g	\$16.70	\$33.40
2nd yr w/ Monthly for Monthly 1yr	\$9.27	\$18.54
2nd yr w/ Monthly for Monthly 2yr	NA	NA
2nd yr w/ Monthly for Monthly 3yr	NA	NA
RC w/ 0c, 0p, 0c, 1yr, RC	NA	NA
RC w/ 0c, 0p, 0c, 2yr, RC	NA	NA
2-yr 0c	\$7.9	\$15.8

Mobile Home Pl. Non-Standard Cart. (park pays for 35g)
Customer pays difference between larger cart and 35g

Special Pick Ups - Rt 420 - Within 2 Days of Request	Special Pick Ups - Rt 514 - Serv Day
FURF-Furniture	\$36.28
MAT-Mattress or boxspring	\$32.40
BUH-Dead Deer	\$123.53
APP-Appliance Without Freon	\$34.72
APN-Appliance With Freon	\$44.88
EXB-Extra 32 gal cart/bag/box/heavy	\$7.28
Extra loose garbage per yard-EXY	\$32.78
Time per minute to pull loose garbage (5 minutes min)	\$2.14
Each Extra Person Req. To Pull Loose Garbage Per Min	\$1.05
LLK-Locking Cart Set Up	NA
Labor Charges Per Hour (Calculation-Per Min X 60)	\$128.40

Commercial Delivery	Supplemental Services Fees
Commercial Exchange-EXC	\$30.00
Commercial Dry Run-DRY	\$102.14
Commercial Extra Lin-EXY	\$58.49
Commercial Extra Yardside-EXY	See Below EXT
Commercial Relocate-REL	\$32.78
Commercial Removal	\$58.49
Industrial Delivery	\$58.60
Industrial Exchange-EXC	\$102.08
Industrial Exchange-Off Site	\$102.08
Industrial Dry Run-DRY	\$58.06
Industrial Relocate-REL	\$58.06
Residential Delivery	\$30.00
Residential Removal	NA
Late Fee	0.75%
Returnment Check Fee	\$25.00
Service Infrmkp Fee	\$30.00
Account Origination Fee	\$10.00
Commercial Container Recovery Fee	\$400.00
Industrial Container Recovery Fee	\$3,000.00
Bin Replacement	NA
32/35g Cart Recovery/Replacement	\$75.00
65/GRC Cart Recovery/Replacement	\$75.00
90g Yc Cart Recovery/Replacement	\$75.00
Monthly/Recycle Processing Surcharge	\$2.00

Temp	1st Dump	Max Rent
1.5 Yd	\$48.44	\$33.41
2 Yd	NA	NA
3 Yd	NA	NA
4 Yd	NA	NA
6 Yd	NA	NA

Size	1 Week	2 Week	3 Week	4 Week	5 Week
1 Yd	\$110.66	\$184.88	\$277.55	\$359.37	\$445.17
1.5 Yd	\$128.29	\$242.52	\$356.74	\$471.03	\$585.26
2 Yd	\$158.59	\$296.60	\$436.69	\$576.46	\$716.56
3 Yd	\$220.37	\$410.60	\$605.65	\$812.41	\$937.45
4 Yd	\$283.84	\$523.16	\$774.85	\$985.98	\$1,178.35
6 Yd	\$367.80	\$675.02	\$930.38	\$1,182.56	\$1,542.23

Size	1 Week	2 Week	3 Week	4 Week	5 Week
1 Yd	\$108.36	\$211.30	\$314.55	\$417.69	\$520.82
1.5 Yd	\$140.84	\$276.44	\$411.64	\$547.37	\$682.66
2 Yd	\$173.49	\$339.71	\$508.23	\$672.64	\$838.04
3 Yd	\$248.29	\$473.35	\$693.48	\$901.15	\$1,116.94
4 Yd	\$314.98	\$597.34	\$851.48	\$1,124.56	\$1,378.45
6 Yd	\$415.30	\$784.25	\$1,066.57	\$1,413.01	\$1,723.58

Temp	Per Month	Per Month	Per Month
30yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
35yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
40yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
30yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
35yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
40yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
Trash - Per Ton	\$33.03	\$33.03	\$33.03
Wood - Per Ton	\$47.50	\$47.50	\$47.50
YWT - Per Ton	\$47.50	\$47.50	\$47.50
Env Fee - Trash/Yr/Wood	\$16.25	\$16.25	\$16.25
Mobile	\$1.00	\$1.00	\$1.00
Concrete	\$75.00	\$75.00	\$75.00

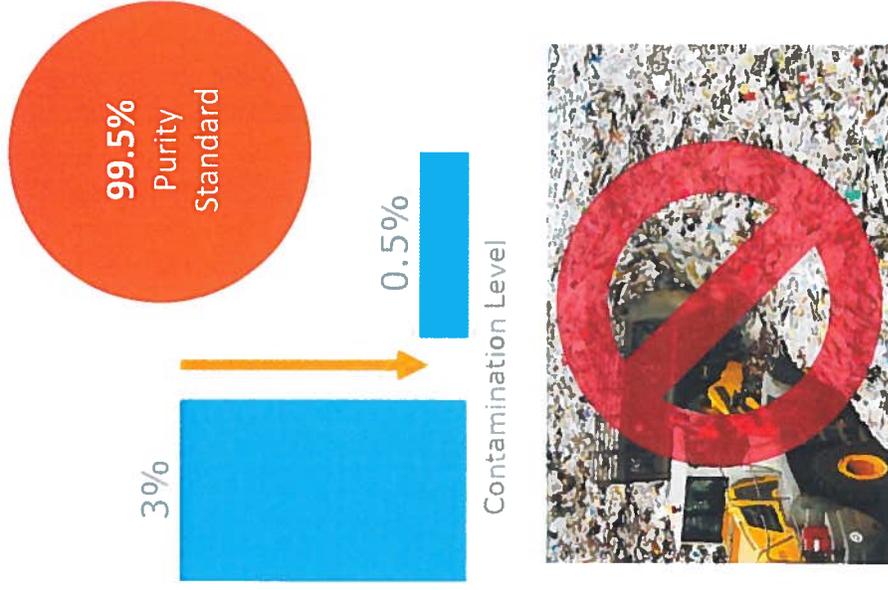
Temp	Per Month	Per Month	Per Month
30yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
35yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
40yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
30yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
35yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
40yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
Trash - Per Ton	\$33.03	\$33.03	\$33.03
Wood - Per Ton	\$47.50	\$47.50	\$47.50
YWT - Per Ton	\$47.50	\$47.50	\$47.50
Env Fee - Trash/Yr/Wood	\$16.25	\$16.25	\$16.25
Mobile	\$1.00	\$1.00	\$1.00
Concrete	\$75.00	\$75.00	\$75.00

Temp	Per Month	Per Month	Per Month
30yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
35yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
40yd Trash Compactor Hour Fee	\$320.05	\$320.05	\$320.05
30yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
35yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
40yd OCC Compactor Hour Fee	\$182.67	\$182.67	\$182.67
Trash - Per Ton	\$33.03	\$33.03	\$33.03
Wood - Per Ton	\$47.50	\$47.50	\$47.50
YWT - Per Ton	\$47.50	\$47.50	\$47.50
Env Fee - Trash/Yr/Wood	\$16.25	\$16.25	\$16.25
Mobile	\$1.00	\$1.00	\$1.00
Concrete	\$75.00	\$75.00	\$75.00

China Sword

A disruption in the global recycling industry.

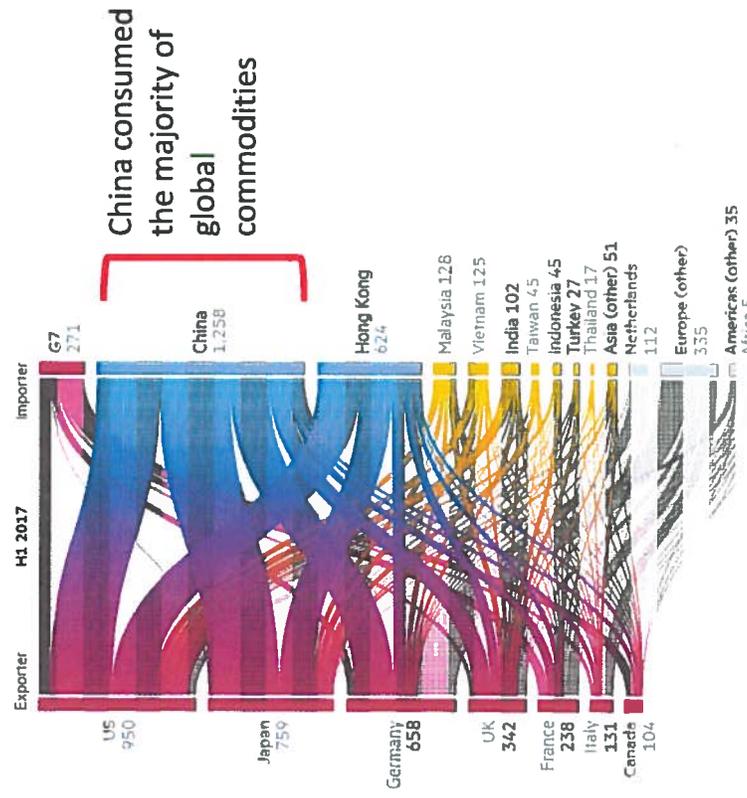
- In December 2017, China announced their environmental initiative, National Sword, to reduce pollution.
- China reduced the contamination level of imported materials from **3% to 0.5%**.
- China banned **all** mixed paper from import, regardless of contamination levels.



Shift in Commodity Markets

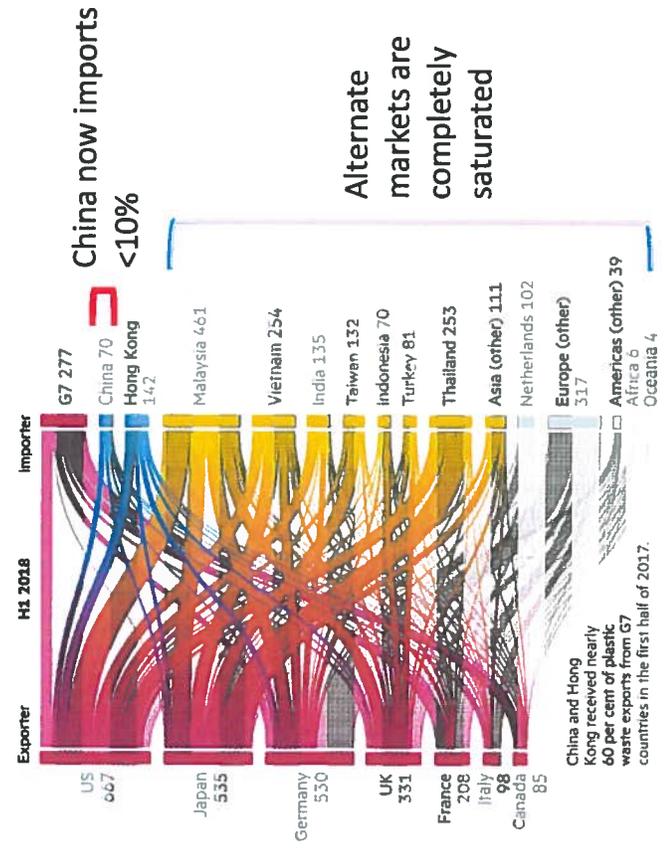
Exports of plastic waste, pairings and scrap from G7 countries ('000 tons)

Before China Sword



Region groupings from UN Statistics Division M49 standard
Data accessed Sep 20, Oct 1, 2018
Sources: US Census Bureau; Japan's Stat; Eurostat; Statistics Canada
© FT

After China Sword



China and Hong Kong received nearly 60 per cent of plastic waste exports from G7 countries in the first half of 2017.

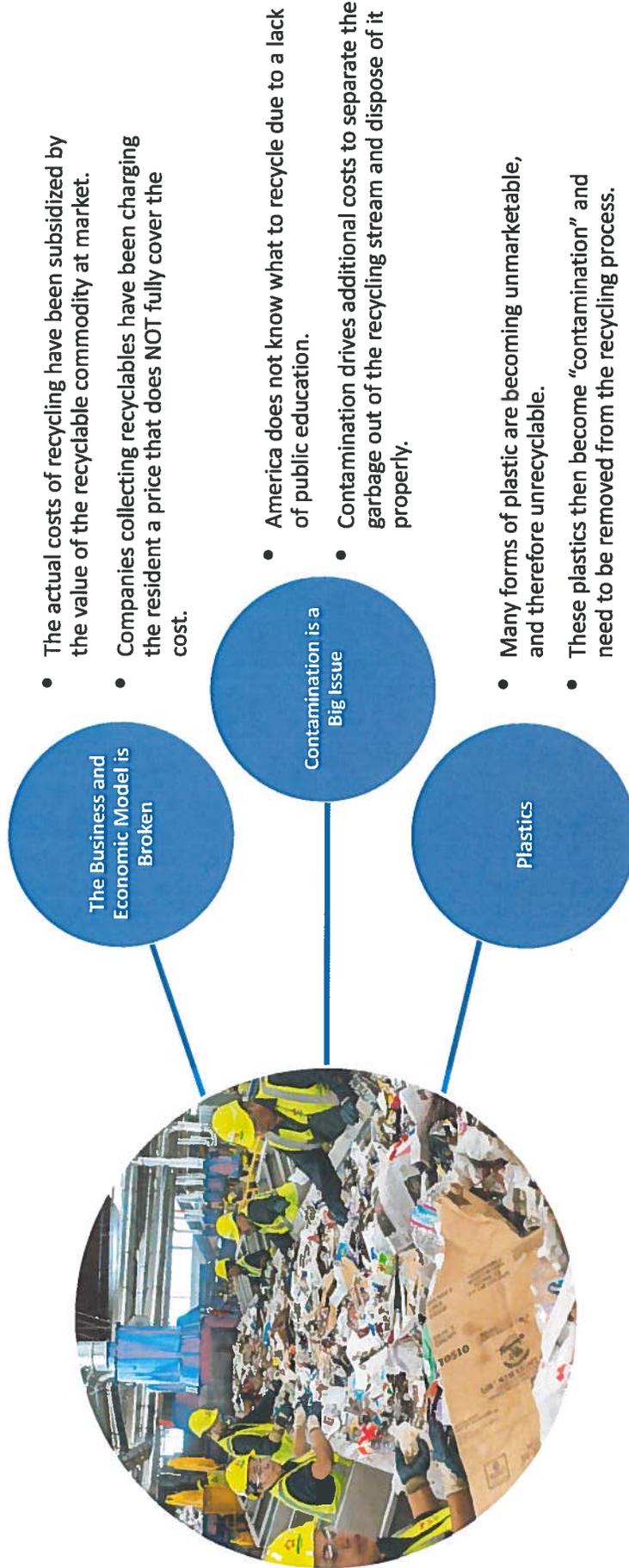
Following a Chinese crackdown on imports of plastic waste, which came into effect at the beginning of 2018, exports from the G7 fell by more than 20 per cent overall. The share of the remaining exports that went to China and Hong Kong fell below 10 per cent, with other Asian countries - particularly Malaysia - making up much of the shortfall.

Visual journalist: David Blood, Liz Faunce, Andrew Rimsland

Source: Financial Times, Oct 24, 2018

Recycling Economics

It's time to face the uncomfortable economics behind household recycling.



Taking Action

Republic Services is committed to building a sustainable recycling business model.

2.5 Billion Media Impressions
Republic Services has garnered 2.5B media impressions regarding our recycling education.



Recycling Simplified
This \$3.5M campaign is a simplified education plan for residents, businesses, and schools.



Recycling Simplified

We are a leader in recycling education, teaching communities what to recycle and how to avoid contamination.



Recycling Resources for:

- Residential
- Municipal
- Business
- Media

Public Education Materials:

- Website
- Print Ads
- Billboards
- Brochures
- RecyclingSimplified.com
- Lesson Plans
- Reference Guides
- Post Cards & Bill



Philomath Community Services
PO Box 1334, Philomath OR 97370
360 S. 9th St, Philomath OR 97370
www.philomathcommunityservices.org
541-929-2499

August 22, 2019

City of Philomath
PO Box 400
Philomath, OR 97370-0400

Dear City Finance Department,

On behalf of the Philomath Community Services Inc. Board of Directors and Volunteers we would like to thank you for your generous contribution of \$6,100.00 on 07/30/2019. Your continued support is so vital to our programs.

Your donation will help provide needed services to our neighbors in the Philomath Community through one or more of our 5 programs including Holiday Cheer, June's Kids Kloset, Lupe's Community Garden, Philomath Food Bank and Philomath Gleaners

Thank you so much for your support.

A handwritten signature in cursive script that reads "Jean M. Goul".

Jean M. Goul
President, Board of Directors
Philomath Community Services

Philomath Community Services is an equal opportunity provider. Philomath Community Services is a 501(c) 3 non-profit. Donations are tax deductible to the extent provided by law. No goods or services were received in exchange for this donation.