



City of Philomath

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

FINANCE/ADMINISTRATION COMMITTEE

City Hall

980 Applegate St., Philomath, OR

A G E N D A

September 30, 2020

4:00 PM

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Minutes of August 26, 2020

3. NEW BUSINESS

3.1 CARES Act Small Business & Social Service Agency Grant Programs

4. ADJOURNMENT

Meeting Access Information

This meeting is being held electronically via Zoom. The public may watch the live feed of the meeting on the City's Facebook page at <https://www.facebook.com/cityofphilomath> . This is a public page and does not require a Facebook account to access. Contact City Hall to make viewing arrangements if you do not have access to the internet.

NOTICE: Given 2 business days' notice, an interpreter will be made available for the hearing impaired or those with limited English proficiency. Contact person: Ruth Post (541) 929-6148.

FINANCE & ADMINISTRATION COMMITTEE

Minutes

August 26, 2020

1. ROLL CALL

Committee: City Councilors David Low, Chas Jones and Matt Lehman.

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

2. APPROVAL OF MINUTES

2.1 July 22, 2020 Minutes - Councilor Low moved, Councilor Jones second, to approve the July 22, 2020 minutes as presented. Motion APPROVED 3-0.

3. NEW BUSINESS

3.1 CARES Act Small Business & Social Service Agency Grant Programs – Chair Low summarized the motions that were approved by the City Council for the Committee to discuss.

Utility Bill Assistance: Ms. Swanson provided updated information regarding utility customers who are behind per the aging report, noting that the total of the potential list is approximately \$22,000; and discussed a potential process for utilizing Vina Moses to provide assistance in paying the bills. There was discussion about the process the utility billing staff uses with customers who are behind on their bills. Ms. Swanson recommended a process for notifying customers they are eligible to have Vina Moses pay their bill and shared a draft letter to customers (Supplemental Agenda Item #3.1). There was discussion about disparity in the amounts that customers are behind. There was discussion about the apportionment of the CARES Act funds that have been allocated to cities and a possible second apportionment in the future.

There was discussion about using only Vina Moses or splitting funds between them and We Care. There was discussion about whether to provide funding for 100% of customers' bills or to limit it to 90%. There was discussion about the Council motion having included relief for other COVID-related expenses and the current amount of the overdue bills exceeding the \$20,000 that was approved by the Council.

There was discussion about the types of outstanding bills, including those that have disconnected service and moved away. There was discussion about the City's reimbursement process from the State.

The Committee consensus was for staff to proceed as discussed.

Small Business Assistance Grant: Mr. Workman reviewed the draft application presented in the application packet. Ms. Post noted the majority of the application text was derived from applications being used by other cities. There was discussion about the maximum number of full-time equivalent employees listed in the application and the number of employees different businesses in Philomath have. There was discussion about possible scenarios and whether to change the language from first come, first served, to a specific date deadline for review of applications. There was discussion about City-related liens and whether to include that reference or amend it to delinquent City-related liens.

There was discussion about the minimum and maximum assistance amounts and discussion that the expenses being submitted for reimbursement must be COVID related. There was discussion about asking whether previous PPE CARES Act funds had been received and the amount of the actual funding being requested.

There was discussion about whether businesses are, or have been, delinquent on property taxes and whether the information should be requested. There was further discussion about providing assistance to businesses that may, or may not, survive the pandemic. There was discussion about business physical locations being in Philomath.

Mr. Workman reviewed next steps for the process including finishing the form and setting an application deadline six weeks out. The Committee agreed by consensus to proceed as outlined.

Social Service Agency Assistance Grant: There was discussion about the review process for both programs. There was discussion about establishing a minimum and maximum grant amount and identifying the benefits the service agencies provide to Philomath residents. There was discussion about how to allocate funds, either equally or at varying levels based on merit. There was discussion about different types of services and the benefits they provide, comparing those that provide survival benefits to those that provide less tangible services. There was discussion about leaving the criteria open-ended with the requirement that the agencies must justify their request.

The number of City of Philomath residents that are benefited by the agency was added to the application. There was discussion about setting the maximum funding amount at \$5,000.

There was discussion about whether staff or the Committee would review the applications. Consensus was for the Committee to convene after the deadline for both grants to review the applications and make funding decisions. There was discussion about pushing the grant information out via social media and personal contacts.

There was discussion about whether home occupation businesses should qualify. There was discussion about whether to exclude any particular types of businesses. There was discussion about other funding opportunities for different types of businesses.

There was consensus to proceed with the Small Business Grant as discussed.

Chair Low called a break at 5:32 p.m. The Committee reconvened at 5:38 p.m.

4. OLD BUSINESS

4.1 Evaluation Processes for City Manager, Attorney and Municipal Judge –

City Manager Evaluation: Mr. Workman outlined options for either maintaining the current type of evaluation format for the City Manager or a process that ties the performance to the Strategic Plan. Chair Low supported the use of the Strategic Plan and more frequent review of progress on the plan. Councilor Lehman supported getting feedback from staff, not necessarily every year. Councilor Jones supported both of those points with establishment of metrics that aren't necessarily picked up in the Strategic Plan. Mr. Workman offered to draft a hybrid model for the Committee to review.

There was discussion about completing a 360 review in the coming year. There was discussion about the timing of the City Manager's evaluation.

Municipal Judge: Mr. Workman reviewed methods of evaluating the Judge's performance and the past practice to have the Judge provide the Council with an annual presentation. There was discussion about the sample evaluation form provided. There was discussion about the value of specific staff, particularly the court clerk, providing feedback. Consensus was to have the Judge appear before the Council and to have staff provide feedback. There was discussion about timing for the Judge to appear before the Council and consensus was for February.

City Attorney: There was discussion about the last evaluation of the Attorney being in 2014. There was discussion about the most recent evaluation form and the timing of an evaluation. There was discussion about other attorneys that work with the Planning Commission and Court.

4.2 Transient Lodging Tax discussion: Council Objective 2.3.4 – Mr. Workman recommended tabling the discussion until the City is closer to having an RV park to collect revenue from and for the Department of Revenue to establish a mechanism to assist in collections. There was discussion about keeping the RV park developer apprised of the TLT status. There was discussion about the DOR being in contact with the League of Oregon Cities regarding the status of their collection program. There was discussion about collecting the revenue from Air BnB's, VRBO and other types of rental entities.

Mr. Workman brought forward a proposal to engage the Philomath Chamber to provide support in outreach working with the local businesses in applying for grant funds. There was discussion about using the Chamber to make personal contacts with businesses. Consensus was given for the use of the Chamber of Commerce.

5. ADJOURNMENT

Meeting adjourned 6:18 p.m.

Meeting recorded by Ruth Post, MMC, City Recorder



Philomath Finance/Admin Committee Agenda Item Summary

Title/Topic: Small Business and Social Services Emergency Relief Grant

Meeting Date: September 30, 2020
Department: Administration
Staff Contact: Chris Workman

ISSUE STATEMENT

Shall the Finance/Admin Committee award applicants for the Small Business and Social Services Emergency Relief Grants?

BACKGROUND

The Finance/Administration Committee was given oversight of the Small Business and Social Services Emergency Relief programs by the City Council on August 10, 2020. The Committee met on August 26, 2020, approved the applications for both grant programs, set a deadline of September 25th, and directed staff to promote the programs and accept applications.

Staff announced the program on Facebook and posted the applications on the website. I also contracted with the Philomath Area Chamber of Commerce to provide outreach services and promote the program to all businesses within city limits. I also asked for additional information about business employees in January of this year, current employees, and projected number of employees in January 2021. That report is due to the City on September 30.

Social Service Agency Assistance Grant

On the social services front, the City received seven requests for a total ask of \$42,400. The total earmarked for this program was \$28,500. ABC House asked for \$20,000 while the others asked for \$2200-\$5000. If we dropped ABC House down to \$6100, we would meet all the other requests and still provide ABC House with substantial assistance as shown in Table B below. This is staff's recommendation, however, there are a number of other factors to consider before settling on this method. Staff is prepared to discuss other options with the Committee as requested.

Table B. Social Service Agency Grant Requests at 100%, less ABC House

Agency Name	Grant Request	50%
ABC House	\$ 20,000	\$ 6,100
Maxtivity	\$ 2,200	\$ 2,200
Meals on Wheels	\$ 5,000	\$ 5,000
Philomath Community Services	\$ 2,200	\$ 2,200
Philomath Youth Activities Club	\$ 5,000	\$ 5,000
Strengthening Rural Families	\$ 3,000	\$ 3,000
Vian Moses	\$ 5,000	\$ 5,000
Totals	\$ 42,400	\$ 28,500

Small Business Assistance Grant

The City received 30 applications from businesses inside city limits with a total ask of \$130,600 and two applications from businesses outside city limits. Total earmarked funds for this program was \$66,500, or 50.9% of what was asked for. The simplest solution, and staff's recommendation, is to fund each request at 50% of what was asked for as shown on the Table A below. This assumes businesses outside city limits would not receive funding.

There are other options to consider, such as funding the two applications from outside city limits, funding requests for \$2000 or less in full and all other requests at 50%, or selecting which applications to fully fund based on the reported use of the funds stated on each application. Each of these additional considerations have pros and cons, and staff is prepared to discuss these with the Committee in more depth if desired.

Table A. Small Business Grant Requests at 50% Funding

Inside City Limits	Busienss Name	Grant Request	50%
X	3 Pyramids Realty	\$ 5,000	\$ 2,500
x	Anytime Fitness	\$ 5,000	\$ 2,500
x	Astyles and Smiles	\$ 2,000	\$ 1,000
x	Awakening Joy LLC	\$ 5,000	\$ 2,500
X	Chiseled Spirit	\$ 5,000	\$ 2,500
x	Dairy Queen	\$ 3,500	\$ 1,750
X	Dirt Road Brewing Inc	\$ 5,000	\$ 2,500
x	DpsDave.com	\$ 2,000	\$ 1,000
x	Eats and Treats	\$ 5,000	\$ 2,500
x	Eco Express Laundry	\$ 5,000	\$ 2,500
x	El Cruzero	\$ 2,800	\$ 1,400
x	Figaro's Pizza	\$ 5,000	\$ 2,500
x	Galaxie Motel	\$ 5,000	\$ 2,500
x	Gretchen Landis LMC,LMT	\$ 1,500	\$ 750
x	Healing Motion Physical Therapy	\$ 5,000	\$ 2,500
x	Ixtapa	\$ 5,000	\$ 2,500
x	Jonas Market	\$ 5,000	\$ 2,500
x	Les and Bobs Sports & Apparel	\$ 5,000	\$ 2,500
x	MAK Sudio	\$ 5,000	\$ 2,500
x	MatSense, LLC	\$ 5,000	\$ 2,500
x	Meet N Plac Tavern	\$ 5,000	\$ 2,500
X	One On One Realty	\$ 5,000	\$ 2,500
X	Oregon Hoorseshoe Art	\$ 3,000	\$ 1,500
x	Philomath Liquor Store	\$ 3,800	\$ 1,900
x	Sissi's Bakery and Eatery	\$ 5,000	\$ 2,500
x	Small World Wine Company	\$ 5,000	\$ 2,500
x	The Dizzy Hen	\$ 2,000	\$ 1,000
x	Timber Town Coffee	\$ 5,000	\$ 2,500
x	Vinwood Taphouse	\$ 5,000	\$ 2,500
x	Woodsman Restaurant	\$ 5,000	\$ 2,500
	Totals -City Limits	\$130,600	\$ 65,300
	ClubZ! Tutoring	\$ 5,000	\$ -
	Intergral Progression Fight System	\$ 2,000	\$ -
	Totals -Outside City Limits	\$ 7,000	\$ -

Each business has provided a W-9 or other acceptable form as proof of operating within the City. Each has met the minimum requirements of the application.

COMMITTEE OPTIONS

1. The Committee will need to decide how to best fund the Small Business and Social Service Agency grant requests.

CITY MANAGER RECOMMENDATION

Noted within the AIS above.

RECOMMENDED MOTION

*"I move to approve funding for the Social Service Agency Assistance applicants as follows:
_____."*

"I move to approve funding the Small Business Assistance applicants as follows: _____."

ATTACHMENTS

- A. Social Service Agency Assistance Applications
- B. Small Business Assistance Applications

From: [Joan Swanson](#)
To: [Chris Workman](#); [David Low](#); [Chas Jones](#); [Matt Lehman](#)
Cc: [Ruth Post](#)
Subject: RE: F&A meeting today
Date: Wednesday, September 30, 2020 1:52:26 PM
Attachments: [image001.png](#)

Good afternoon –

One more bit of information for today’s meeting. Councilor Low asked for a recap of the donations that we have made so far this year.

	5/12/2020	7/13/2020
	COVID	2020-21
	Donations	Annual
		Contribution
ABC House	2,500	2,500
Maxtivity		750
Meals on Wheels		1,500
Philomath Community Services		9,500
PYAC		6,450
Strengthening Rural Families	2,500	1,500
Vina Moses	2,500	3,000
We Care	2,500	6,000
Total	<u>10,000</u>	<u>31,200</u>

See you soon.

Joan Swanson
Finance Director
City of Philomath
P.O. Box 400
Philomath, OR 97370
(541) 929-3001

From: Chris Workman <Chris.Workman@philomathoregon.gov>
Sent: Wednesday, September 30, 2020 11:25 AM
To: David Low <David.low@philomathoregon.gov>; Chas Jones

<Chas.Jones@philomathoregon.gov>; Matt Lehman <Matt.Lehman@philomathoregon.gov>
Cc: Joan Swanson <Joan.Swanson@philomathoregon.gov>; Ruth Post
<ruth.Post@philomathoregon.gov>
Subject: FW: F&A meeting today

Dear Committee Members,

Please see the information below from Councilor Low. Also, we received an additional application. We had been in communication with We Care about submitting an application weeks ago, but I did not follow up with them like I should have and they did not get in in on time. I feel this was at least in part my error, and recommend the Committee accept it for consideration. The chart below shows an updated distribution, dropping all \$5000 requests and ABC House's \$20,000 request down to \$4000 or \$4500. This still leaves another \$100 to go where ever the Committee would like to place it.

Agency Name	Grant Request	50%
ABC House	\$ 20,000	\$ 4,000
Maxtivity	\$ 2,200	\$ 2,200
Meals on Wheels	\$ 5,000	\$ 4,000
Philomath Community Services	\$ 2,200	\$ 2,200
Philomath Youth Activities Club	\$ 5,000	\$ 4,000
Strengthening Rural Families	\$ 3,000	\$ 3,000
Vian Moses	\$ 5,000	\$ 4,500
We Care	\$ 5,000	\$ 4,500
Totals	\$ 47,400	\$ 28,400

I've attached a copy of the We Care application for you review. I have also attached the Chamber of Commerce report of the outreach they performed for us as well.

See you all tonight,

Chris Workman
Philomath City Manager
541-929-6148

"Never too busy to help."

Disclaimer: This e-mail message is a public record of the City of Philomath. The contents may be subject to public disclosure under Oregon Public Records Law and subject to the State of Oregon Records Retention Schedules. (OAR:166.200.0200-405)

From: David Low <David.low@philomathoregon.gov>
Sent: Wednesday, September 30, 2020 9:06 AM
To: Chris Workman <Chris.Workman@philomathoregon.gov>
Cc: Joan Swanson <Joan.Swanson@philomathoregon.gov>

Subject: F&A meeting today

Hi Chris,

I would like the Committee to receive the following prior to our 4PM meeting.

- 1) Recap of total awards/donations to each of the social service agencies YTD calendar year.
- 2) Awakening Joy LLC/Kaleidoscope: What exactly do they do? Their application didn't say specifically. What is a service investment business?
- 3) The number employee now for each of the businesses. We have it for 3/31/20, but it would be good to know what the status is now for each business.

Thanks very much for getting this together and disseminated. I think this will be useful information for the Committee's deliberations.

David

David M. Low
City Councilor

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		Request	50%
X	3 Pyramids Realty	\$ 5,000	\$ 2,500
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x	Astyles and Smiles	\$ 2,000	\$ 1,000
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X	Chiseled Spirit	\$ 5,000	\$ 2,500
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x	Galaxie Motel	\$ 5,000	\$ 2,500
x	Gretchen Landis LMC,LMT	\$ 1,500	\$ 750
x	Healing Motion Physical Therapy	\$ 5,000	\$ 2,500
x	Ixtapa	\$ 5,000	\$ 2,500
x	Jonas Market	\$ 5,000	\$ 2,500
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Totals -City Limits		\$ 130,600	\$ 65,300
	ClubZ! Tutoring	\$ 5,000	\$ -
	Intergral Progression Fight System	\$ 2,000	\$ -
Totals -Outside City Limits		\$ 7,000	\$ -

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