

WHO AM I?

- Lifelong Philomath resident
- 1999 Utility Billing Clerk
- 2001 Municipal Court Clerk
- 2002 City Recorder
- Master Municipal Clerk designation
- Past President of the Oregon Assoc. of Municipal Recorders



PRIMARY RESPONSIBILITIES

- Clerk to the Council
 - Agendas
 - Minutes
 - Ethics
- Records Management Officer
- Elections Officer



WHAT ELSE DOES THE CITY RECORDER DO?

- Building Permits Clerk
- Planning Assistant
- Webmaster
- Permits/Licenses Manager
- Electronic Readerboard Manager
- City Newsletter Editor



PUBLIC MEETINGS



QUORUMS

- Mayor and 6 City Councilors
- 4 or more gathered constitutes a quorum
- Social gatherings are not a public meeting
- Standing Committees only have 3 members
 - Police Committee
 - Finance/Administration Committee
 - Public Works Committee
- Budget Committee – 14 Members

ELECTRONIC MEETINGS

- Electronic meetings or “chain email meetings are not allowed
- The City provides each elected official with an email account
- Councilors receive training on proper use of email
- The City Recorder monitors these accounts to ensure compliance

REQUIRED MEETING NOTICES

- Media must receive notice of public meetings 24 hours in advance – except for emergencies
- Notice includes agenda items – but other agenda items can be added
- Executive Sessions **MUST BE** noticed
- The media **IS NOT** required to publish notice of the meeting

REQUIRED MEETING NOTICES

- Who do we notify?
 - Gazette Times (4 different reporters)
 - Philomath Express
 - KGAL Radio
 - Corvallis Community Access TV (City of Corvallis)
 - Chamber Director (Community Calendar)



PUBLIC NOTICE TYPES

- **Typical Media Notice:**

Following is the City of Philomath's public meetings schedule for the week of April 10:

Monday, April 10

7:00 p.m. – City Council meeting, immediately followed by Urban Renewal Agency meeting at City Hall, 980 Applegate, Philomath.

- City Council agenda: Visitors/Petitions – Kevin Sullivan; Public Hearings – Proposed Ordinance #818 adopting PMC Chapter 3.25, General Fund Fee and PC17-02 application for city zoning by Skirvin Farms; Arbor Day proclamation; Contract award for North 12 Street water line replacement project; Executive Sessions per ORS 192.660(2)(d) Labor negotiations and (e) Real property transactions.
- Urban Renewal Agency agenda: Award contract for 2017 Downtown water and sanitary sewer system improvements project.

PUBLIC NOTICE TYPES

- Paid Public Notice:

NOTICE OF PUBLIC HEARING

The Philomath City Council will hold a public hearing on Monday, November 12, 2016, at 7.00 p.m. in Council Chambers in Philomath City Hall, 980 Applegate, Philomath, Oregon, to consider the following application. NATURE OF APPLICATION: Amend Table 18.35.040 (Lot Standards) to allow for a residential density increase of approximately fifty percent (50%) when located on a designated arterial or collector street. APPLICANT: David Dodson. PROPERTY LOCATION: City Wide. STAFF CONTACT: City Planner Jim Minard. FILE NUMBER: PC15-06.

Copies of applicable sections of the Staff Report and related documents can be reviewed at City Hall for free or be obtained at the City Manager's Office at City Hall for the cost of copying. The Staff Report will be posted on the City's website for review six days in advance of the hearing date. Additional information about the application, submitting and offering testimony, and the hearing process is available on the City's website at www.ci.philomath.or.us.

#63198

PUBLISH: ?

How Much \$\$\$

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PUBLISH: ?

\$217 !! Based on 2017 rates

OTHER NOTICE METHODS

- City Website
- Newsletter
- City Council Agenda
- Weekly Email Blast



Four-year City Councilor Recognized at Samaritan Awards

The Philomath City Council recognized Jason Leonard at this year's Samaritan Award Ceremony on February 9th. Jason recently completed his second term as a City Councilor and left behind a complete list of accomplishments during his 4 years from 2013-2016.

During those years he served on the Budget Committee and Public Works Committee. Over and over, the Public Works Department benefited from his horticulture experience in managing parks, making equipment purchases, and as a Tree City USA. As a member of the Budget Committee, he helped ensure that the approved budget supported the City's mission statement.

He also served two years each on the Finance/Administration Committee and Police Committee, providing oversight in selection of the City's outside auditor and the annual allocation of assistance to local social service agencies. While on the Council, Jason served as the liaison to PFAC and was active in their activities.

The City Council thanks Jason for his years of dedication towards making Philomath the best community to live and work in.

Public Safety Service Fee Public Comment set for March 13th

The first of two public comment periods was held on Feb. 22 and the second is scheduled for March 13.

The Philomath City Council is considering imposing a Public Safety Service Fee of \$17 per month for each household and business within the City to increase revenue in the General Fund. The fee would provide approximately \$400,000 of



CITY MEETINGS & EVENTS

MARCH 2017:

- Mar. 1 – Finance/Administration Committee at 6 p.m.
- Mar. 2 – Public Works Committee at 5 p.m.
- Mar. 7 – Park Advisory Board at 5 p.m.
- Mar. 13 – City Council at 7 p.m.
- Mar. 14 – Police Committee at 4 p.m. at Police Station.
- Mar. 22 – Public Comment Period at 7 p.m.
- Apr. 4 – Park Advisory Board at 5 p.m.
- Apr. 6 – Public Works Committee at 5 p.m. (if needed).
- Apr. 10 – City Council at 7 p.m.
- Apr. 17 – Planning Commission at 7 p.m. (if needed).
- Apr. 17-22 – Spring Clean-up Event.

10. NEW BUSINESS

- 10.1 Contract award for North 12th Street water line replacement project

11. INFORMATION & CORRESPONDENCE

- 11.1 Website report for March 2017
- 11.2 Philomath Connection ridership for March 2017
- 11.3 Quarterly budget update – FY 2016-2017 Third Quarter (to be distributed at meeting)

12. EXECUTIVE SESSION

- 12.1 Per ORS 192.660(2)(d) Labor Negotiations
- 12.2 Per ORS 192.660(2)(e) Real Property Transactions

13. ADJOURNMENT

CITY MEETING/EVENTS SCHEDULE

(As of 4/5/17)

APRIL 2017

- April 10 – 7:00 PM – City Council and Urban Renewal Agency
- April 12 – 6:00 PM – Citizens' Academy
- April 17 – 22 – Spring Cleanup
- April 18 – 7:00 PM – Stakeholder Committee for Philomath Safety & Streetscape Project
- April 20 – 7:00 PM – City and Urban Renewal Agency Budget Committees
- April 26 – 7:00 PM – Finance/Administration Committee
- April 26 – 6:00 PM – Citizens' Academy at Police Department, 1010 Applegate Street
- April 27 – 10:00 AM – Arbor Day Tree Planting at Public Works Compound

MAY 2017

- May 2 – 5:00 PM – Park Advisory Board
- May 4 – 7:00 PM – Budget Committee
- May 8 – 7:00 PM – City Council
- May 9 – 4:00 PM – Police Committee
- May 10 – 6:00 PM – Citizens' Academy

City Meetings & Events

April 2017

S	M	T	W	Th	F	S
26	27	28	29	30	31	1
2	3	4 ★	5	6	7	8
9	10 ★★ ★	11	12	13	14	15
16	17 ★	18 ★ ★	19 ★	20 ★ ★	21 ★	22 ★
23	24 ★ ★	25	26 ★	27	28	29
30	1	2 ★	3	4 ★ ★	5	6

< Mar

May >

[Read more...](#)

Meeting Agendas

[Apr. 10 City Council Audio](#)

[Apr. 10 Urban Renewal Agency Agenda](#)

[Apr. 10 City Council Agenda](#)

LAND USE PUBLIC HEARINGS

- Must follow State Statutes
- Most notification requirements are in our own Zoning Code
- 2018 Zoning Code revision requires posting notices of land use public hearings on the City's website

LAND USE PUBLIC HEARINGS

PMC 18.105:

- Mailed notice to area property owners within 250 feet
- Posted on property (Type III applications – i.e. subdivisions)
- Posted in 6 public places: (Type IV applications – i.e. zone changes) City Hall, Police Department, Library, Post Office, Public Works, School District Office
- Posted on website

OTHER NOTICE METHODS:

- Social Media
 - Facebook
 - Currently limited to special events:
 - Music in the Park
 - Dedications
 - Twitter
 - Not currently used

PUBLIC RECORDS REQUESTS

- Information on City website Administration page:

Quick Links

- [Home](#)
- [City News](#)
- [City Meetings & Events](#)
- [Online Utility Bill Payments](#)
- [Online Municipal Court Payments](#)
- [Sign Up for E-News](#)
- [Employment Opportunities](#)
- [Contact Us](#)

Administration

City Manager: [Chris Workman](#)
City Recorder: [Ruth Post](#)

Phone: (541) 929-6148
Fax: (541) 929-3044
Location: City Hall, 980 Applegate St., Philomath, OR 97370
Mailing address: PO Box 400, Philomath, OR 97370

Office Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

[Code Enforcement Request](#)

[Elections](#)

[Public Records Requests](#)

[Requests for Proposals](#)

REQUEST FORM



CITY OF PHILOMATH

PO Box 400
980 Applegate Street
Philomath, OR 97370

Phone: (541) 929-6148
Fax: (541) 929-3044
Email: ruth.post@ci.philomath.or.us

PUBLIC RECORDS REQUEST

Name: _____ Phone #: _____

Address: _____

I request inspection/copies of the following records in your office: (please be specific)

(circle one)

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents the fee will be actual cost plus staff time. I hereby request that the City of Philomath Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$25.

Signature of Requestor

Date of Request

FOR OFFICE USE ONLY

The City shall provide written response to this information request within seven (7) calendar days (ORS 192.465(2)).

- The City is not in possession of the requested records;
- Further information is required to clarify the request. Please provide the following:

- Copies of the requested records are attached.
- The City is in possession of at least some of the requested records.
It will take approximately _____ to provide the records.
The estimated cost is _____.
- It is uncertain that the City is in possession of the records.
It will take approximately _____ to search for the records.
- The public records requested are exempted from public disclosure under state and/or federal law, per ORS 192.410 to 192.505.

Information compiled by: _____ Date completed: _____

Number of copies made _____ x \$.25/sheet = \$ _____
 Number of CD/DVD's made _____ x \$10/each = \$ _____
 Staff time at \$46/hour x _____ hours = \$ _____
 Shipping/Handling = \$ _____
 Other charges: _____ = \$ _____
 Total amount due = \$ _____

Costs for copies of documents are specified by City Council resolutions and ordinances as allowed by ORS 192.440(3)

SEE REVERSE SIDE FOR PUBLIC RECORDS REQUEST PROCEDURE.

RECORDS vs. INFORMATION

- With certain exceptions, we're required to provide public records we are in possession of
 - Exceptions:
 - Utility billings records
 - Certain employee information
 - Other records exempted by State statute
- We are not required to CREATE public records to provide information

MOST COMMON REQUESTS

- Building permit histories
- Municipal Court records for military enlistees
- Automobile accident reports
- Websites like “Open the Books”

PUBLIC REQUEST EXAMPLES

- Sunshine Week requests for “City Manager’s Expense Report”
 - We don’t have a “City Manager’s Expense Report”



- We DO HAVE an “Administration Credit Card Bill”



PUBLIC REQUEST EXAMPLES

- Open the Books requests for employee information:
Pursuant to the Public Records Law, this is a request for a copy of the following records: An electronic copy of any and all employees for years of 2015, (fiscal or calendar year). Each employee record should contain the employer name; employer zip code; year of compensation; first name, middle initial, last name; hire date (mm-dd-yyyy); gross annual (fiscal or calendar) wages (including but not limited to salary, over-time wages); position; etc. (etc.: means any other public data available, as to not require the agency to have to remove data from existing records.) This data should be broken down by employer, employee and year.

PUBLIC REQUEST EXAMPLES

- Not a record we could produce without releasing undiscloseable employee information
- Required an employee to collect and create a spreadsheet with that information
- State statute requires notice to employees of release of information (even retirees)
- Fee was based on total cost to complete the request -- \$74

PUBLIC REQUEST EXAMPLES

- Response after narrowing down the scope of the request:

Adam, I requested that our Finance Director review the deposit amount for your records request. She has taken steps to reduce the expense to the City in meeting the state statutory requirement for notifying each of our employees individually when information such as this is released and has reduced the deposit to \$74. This estimated cost is for her staff to derive the requested information from our software system and provide it in the format requested. Again, this is a deposit. Actual employee time will be tracked and a timely refund provided if it requires less time. Upon receipt of the deposit, we will proceed immediately with processing your request. A revised invoice is attached.

Ruth

PUBLIC REQUEST EXAMPLES

- What they did with the information:

OPEN THE BOOKS
Every Dime. Online. In Real Time.

EVERY DIME. ONLINE. IN REAL TIME.
JOIN THE **TRANSPARENCY REVOLUTION**

Submit a Donation Sign Up Sign In

Home About Us FAQs Contact Us Maps Widget Mobile News Donate Sign Up!
Home / Search Facebook Twitter Email

Search Criteria

Employer Name: City Of Philomath ✖

Clear All Save Search

Year

2015 (41)

Employer Name

City Of Philomath (41)

Name

Annual Wages

\$0 \$6,000,000

View Results

THE LATEST

Subscriber Special - Your Tax Information The Ivy League

Welcome to our search tool! If you already have an account please login before you perform searches. If you are new to our website you can try our tool several times before you are required to register.

You currently have 4 trials left.

OR - State/Local Employee Salaries - Village, Township, County, Park, Library, Local

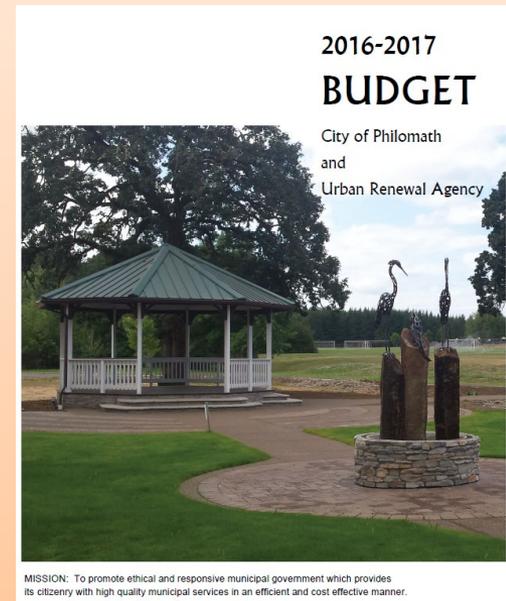
Select new category

Customize Your View Current View: Village, Township, County, Park, Library, Local

Year	Employer Name	Job Title	Name	Annual Wages
2015	City Of Philomath		Swanson Joan	\$103,810.92
2015	City Of Philomath		Rueben Ken	\$84,381.43
2015	City Of Philomath		Fear Kevin	\$84,010.15
2015	City Of Philomath		Workman Chris	\$83,718.23
2015	City Of Philomath		Gurski David	\$75,721.01
2015	City Of Philomath		Moser Grant	\$74,879.19
2015	City Of Philomath		Mincar Matt	\$73,344.77

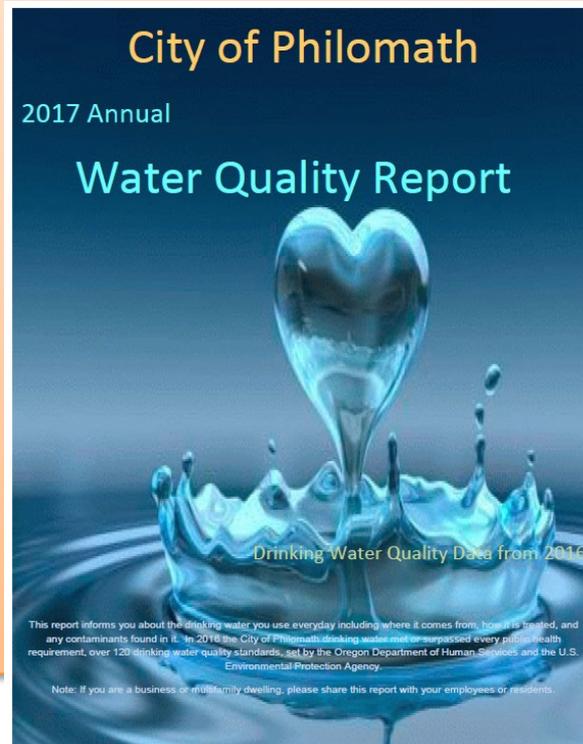
WHAT DO WE PROVIDE FOR FREE?

- Website provides:
 - Audio recording of meetings
 - Approved minutes
 - Agendas
 - Budgets for the past 10 years
 - Independent Audits for the past 10 years
 - Open land use application documents



WHAT DO WE PROVIDE FOR FREE?

- Website provides:
 - Water Quality Reports for the past 9 years
 - Master plans for
 - Water
 - Sewer
 - Stormwater
 - Streets
 - Parks



City of Philomath



Park Master Plan

Last Updated February 2016



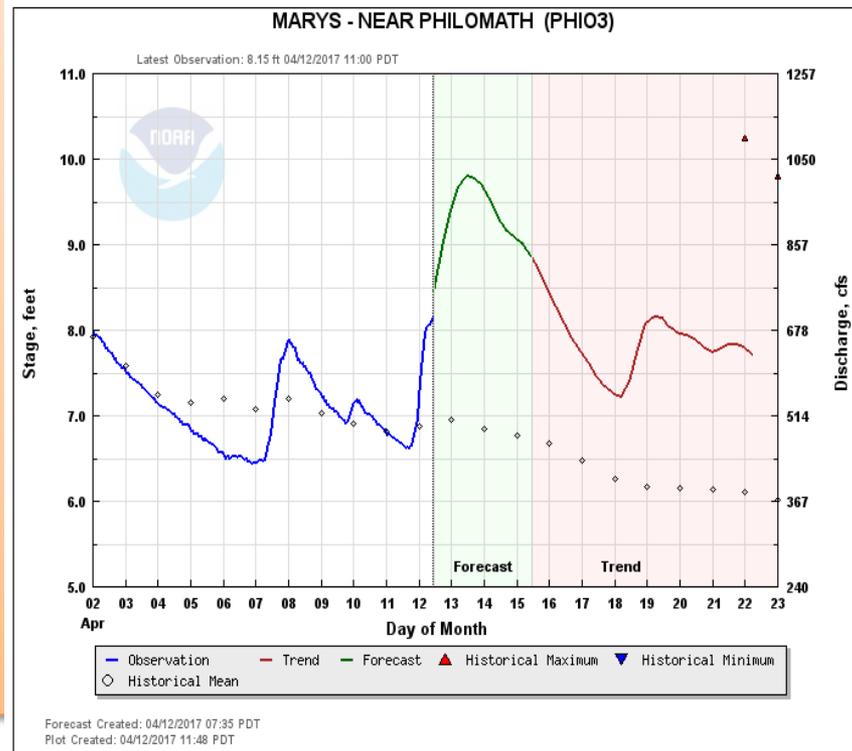
WHAT ELSE IS ON OUR WEBSITE?

- Link to building permit information via Oregon ePermitting system:

The screenshot shows the Oregon ePermitting website. At the top left is the logo with the word "Permitting" below it. To the right are links for "Register" and "Home". Below the logo is the text "Need help? 503-373-7396". A row of four large buttons is displayed: "+ Apply" (teal), "Q Search" (yellow), "Schedule" (green), and "? Resources" (grey). Below these buttons is a navigation menu with "Home", "Building" (highlighted), "Planning", "Licensing", and "Onsite/Septic". A search bar is located below the navigation menu. To the right of the search bar is a dropdown menu for "Announcements(1)" and a "Register" link. Below the search bar is a section titled "Search for applications and permits that have been processed through the ePermitting system". It includes a list of search criteria: Application Information, Date Range, Contractor License Information, and Site Address. Below this is a "General Search" section with a red note: "Change the Start Date field to find permits over a year old." At the bottom, there are two date input fields: "Start Date:" with the value "04/12/2016" and "End Date:" with the value "04/12/2017". A checkbox for "Search All Records" is also present.

WHAT ELSE IS ON OUR WEBSITE?

- Emergency Management information, including Marys River flow levels:



WHAT ELSE IS ON OUR WEBSITE?

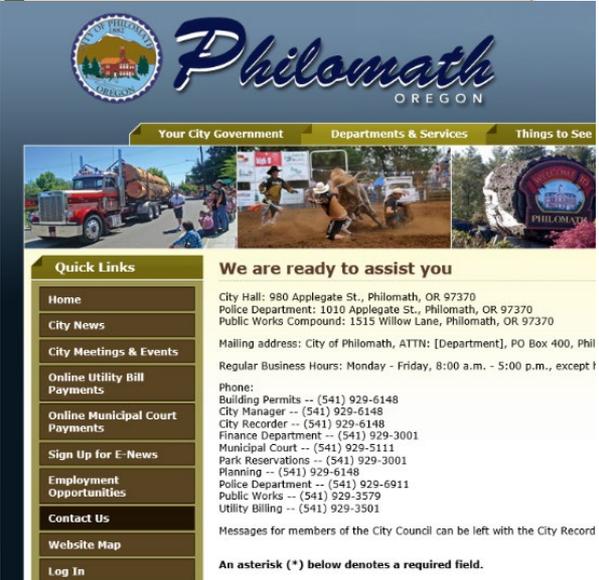
- Direct link to the Philomath Community calendar
- Election filings
- Contact us!



Community

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Apr 1
	1 Hwan Wiggly Wobbler Ski Open Rotary Meeting Open Lions Club Meeting	2 Hwan Rose & Shine Shanty Open Lions Club Meeting	3 Hwan Rose & Shine Shanty Open Lions Club Meeting	4 Hwan Rose & Shine Shanty Open Lions Club Meeting	5 Hwan Rose & Shine Shanty Open Lions Club Meeting	6 Hwan Health & Safety Fair Open Garage Sale (Lions C	7
8 Hwan Park Advisory Board	9 Hwan Park Advisory Board	10 Hwan Park Advisory Board	11 Hwan Park Advisory Board	12 Hwan Park Advisory Board	13 Hwan Park Advisory Board	14 Hwan Park Advisory Board	15 Hwan Park Advisory Board
16 Hwan Park Advisory Board	17 Hwan Park Advisory Board	18 Hwan Park Advisory Board	19 Hwan Park Advisory Board	20 Hwan Park Advisory Board	21 Hwan Park Advisory Board	22 Hwan Park Advisory Board	



WHO CAN USE CITY HALL?

- The meeting room is available for:
 - Other governmental groups – i.e. Fire Board
 - Local Non-profits – i.e. Marys River Watershed Council and Corvallis to the Sea Association
- The meeting room is not available for:
 - Private Birthday or Anniversary parties



DID YOU KNOW?

- There is a records room at City Hall

TOUR!