



# CITY OF PHILOMATH CITY COUNCIL

**August 12, 2024**

City Hall Council Chambers  
980 Applegate St., Philomath, OR 97370

## Mission Statement

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

## **WORK SESSION**

**5:30 pm**

- A. Discussion of LOC Legislative Priorities

## **REGULAR MEETING**

**7:00 pm**

- A. ROLL CALL

- B. PRESENTATION

1. Twenty-year Service Recognition – Mike Vencill

- C. PROCLAMATION

1. Resolution 24-18, Age-friendly Communities Proclamation

- D. PUBLIC COMMENTS (See Meeting Participation Instructions on Page 2)

This time is intended for individuals to speak and Council to listen. Members of the Council will not discuss topics or make decisions during this time, but may take comments or requests under advisement, assign topics to a future Council or Standing Committee agenda, or request staff to take action. Comments about a topic scheduled for a public hearing should be given during the hearing, not during visitors and comments. Testimony time is limited to 3-minutes per speaker; a 30-second warning will be provided. Speakers should provide their name and city of residence. Providing the Council with written copy of your comments prior to or during the meeting is greatly appreciated. Those who attend public meetings are required to adhere to the council's rules of proceedings and observe the same standards of decorum as members of the council. Further, at the discretion of the presiding officer, members of the public who fail to observe these rules of procedure will be asked to discontinue speaking and will not be allowed to speak again for the remainder of the meeting.

- E. CONSENT AGENDA

1. City Council Minutes of July 22, 2024

- F. NEW BUSINESS

1. Water Treatment Plant Membrane Filtration Equipment Purchase
2. City Logo and Website Redesign Update

- G. RESOLUTIONS AND ORDINANCES

1. Ordinance 885 Phelps Annexation

- H. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF

1. Management Report
2. 4<sup>th</sup> Quarter Strategic Plan

## INFORMATION & CORRESPONDENCE

1. August City Newsletter
2. YouTube Channel Views Report: July 2024

3. Philomath Connection bus ridership for July 2024
4. Local Lodging Quarterly Report

I. ADJOURNMENT

**MEETING PARTICIPATION INSTRUCTIONS**

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. Public comments and testimonies are also available via written or electronic participation. City meetings are live-streamed on the City’s YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is required.

Given two business days’ notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English.

Contact the City Manager’s Office to make interpreter arrangements:  
541-929-6148; [cityhall@philomathoregon.gov](mailto:cityhall@philomathoregon.gov); PO Box 400, Philomath, OR 97370

**Opportunities to Comment**

<u>Methods:</u>	<u>Must be received by:</u>
1. Appear at City Hall Council Chambers	
2. Sign up to speak via phone or Zoom by contacting City Hall	4:00 p.m. the day of the meeting
3. Email written comments to City Hall	12:00 p.m. the day of the meeting
4. Deliver written comments to City Hall	12:00 p.m. the day of the meeting
5. Mail written comments to City Hall	12:00 p.m. the day of the meeting

**UPCOMING CITY MEETING AND EVENTS**

(as of 8/8/2024)

August 11	11-3:00 PM	Philomath Farmers’ Market
August 12	5:30 PM	City Council Work Session
August 12	7:00 PM	City Council Meeting
August 15	6-8:00 PM	Music in the Park
August 18	11-3:00 PM	Philomath Farmers’ Market
August 19	6:00 PM	Planning Commission Meeting
August 25	11-3:00 PM	Philomath Farmers’ Market
August 25	6-8:00 PM	Music in the Park
August 26	6:00 PM	City Council Meeting or Work Session (if needed)
August 27	5:30 PM	Inclusivity Committee Meeting
September 1	11-3:00 PM	Philomath Farmers’ Market
September 2	All Day	Labor Day Holiday – City offices closed
September 3	5:30 PM	Park Advisory Board Meeting
September 5	3:00 PM	Public Works Committee Meeting (tentative)
September 8	11-3:00 PM	Philomath Farmers’ Market
September 8	2-6:00 PM	Public Safety Chili Cookoff at Rodeo Grounds
September 9	7:00 PM	City Council Meeting
September 10	4:00 PM	Police Committee Meeting
September 15	11-3:00 PM	Philomath Farmers’ Market
September 16	6:00 PM	Planning Commission Meeting
September 18	3:00 PM	Finance & Administration Committee Meeting

Meetings may be cancelled or postponed. Refer to the City Meetings & Events calendar on the City’s website for the most up-to-date meeting information.

## Work Session LOC Priorities

Topic	Ranked
Infrastructure Funding (Co-Sponsored by Community and Economic Development Committee)	7
Community Safety and Neighborhood Livability	5
Lodging Tax Flexibility	5
Restoration of Recreational Immunity	5
Address Energy Affordability Challenges from Rising Utility Costs	4
Cybersecurity & Privacy	4
2025 Transportation Package	3
Behavioral Health Enhancements	3
Alcohol Tax	2
Full Funding And Alignment For Housing Production	2
Funding and Expanding Public and Inter-Community Transit	2
Marijuana Tax	2
Resilient, Futureproof Broadband Infrastructure and Planning Investment	2
Shift from a Gas Tax to a Road User Fee	2
Building Decarbonization, Efficiency, and Modernization	1
Continued Addiction Policy Reform	1
Digital Equity and Inclusion	1
Employment Lands Readiness And Availability	1
Infrastructure Funding (Co-Sponsored by Water and Wastewater Committee)	1
Investment in Community Resiliency and Climate Planning Resources	1
Operator in Training Apprenticeships	1
Shelter and Homeless Response	1
Artificial Intelligence (AI)	0
Place-Based Planning	0



## Philomath City Council Agenda Item Summary

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Title/Topic: Resolution 24-18 for an Age-Friendly Community

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Meeting Date: August 12, 2024  
Committee: Inclusivity Committee  
Committee Chair: Christopher McMorran  
Staff Contact: Chris Workman

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### ISSUE STATEMENT

Shall the Philomath City Council approve Resolution 24-18, a resolution for an age-friendly community?

### BACKGROUND

The AARP Network of Age-Friendly States and Communities serves as a catalyst to educate local leaders (both elected officials and engaged residents) and encourage them to implement the types of changes that make communities more livable for people of all ages, especially older adults.

The network provides cities, towns, counties and states with the resources to become more age-friendly by tapping into national and global research, planning models and best practices. Membership in the AARP Network of Age-Friendly States and Communities means that a community's elected leadership has made a commitment to actively work with residents and local advocates to make their town, city, county or state an age-friendly place to live.

### *Joining the Network*

There is no fee to join the AARP Network of Age-Friendly States and Communities. Communities enroll individually, as part of a region or as a state. All towns, villages, townships, boroughs, cities, counties and states seeking to enroll in the AARP age-friendly network are required to submit a membership application. In addition, the community must provide a letter of commitment signed by the jurisdiction's highest elected official (e.g. a governor, mayor, county executive). Communities with council or commission forms of government typically pass a resolution in support of membership in the network.

Membership in the network:

- Helps local leaders identify and understand community needs
- Serves as an organizing structure for making community improvements
- Fosters partnerships among community groups and local stakeholders
- Provides leadership opportunities for volunteers
- Enables changes that benefit people of all ages

Membership provides a community with:

- Public recognition for committing to becoming age-friendly
- Resources for identifying and assessing community needs
- Access to technical assistance and expert-led webinars
- Support and best practice materials from AARP

Upon passing of the resolution, the Inclusivity Committee will oversee the application process for the city to join the AARP Age-Friendly Community Network and report back on the status of the city's application. The Council should expect to see future recommendations from the Inclusivity Committee related to making the community more age-friendly.

COUNCIL OPTIONS

1. Approve Resolution 24-18, a resolution for an age-friendly community as presented.
2. Approve the resolution with specific changes.
3. Do not approve Resolution 24-18 and provide staff with direction on how to proceed.

CITY MANAGER RECOMMENDATION

Approve the resolution as presented.

RECOMMENDED MOTION

"I move to approve Resolution 24-18 a resolution for an age-friendly community, as presented."

ATTACHMENTS

- A. Resolution 24-18, a resolution for an age-friendly community
- B. Information sheet on AARP Age-Friendly Community Network.



## CITY OF PHILOMATH RESOLUTION 24-18

### A RESOLUTION FOR AN AGE-FRIENDLY COMMUNITY

**WHEREAS**, the City of Philomath desires to create an age-friendly community that is safety, healthy, accessible and prosperous for all residents; and

**WHEREAS**, the Neilsberg Research Data updated in 2023, shows Philomath, Oregon having 20.55 % of our population being under the age of 15, 24.25% are 15 to 29 years of age, 42.44% are 30 to 64 years of age, and 12.76% of our community citizens are over 65 years of age.

**WHEREAS**, a membership in the Network of age-friendly communities includes and allows access to and support from nationwide resources and expertise; and

**WHEREAS**, the health and safety of Philomath citizens of all ages is important to our community's well-being; and

**WHEREAS**, as our general population changes, we must be able to adapt to those changes; and

**WHEREAS**, decisions based on land-use, housing, and transportation should be cohesive, to the needs of our community members; and

**Whereas**, community support for this work includes volunteers from our city departments, health & community services, social networks, and community members.

**NOW, THEREFORE, BE IT RESOLVED THAT PHILOMATH, OREGON WILL COMMIT TO PROMOTING THE HEALTH, SAFETY, AND SUSTAINED ECONOMIC GROWTH OF ITS CITIZENS AND PARTICIPATE IN AND SUPPORT THE AGE-FRIENDLY COMMUNITIES NETWORK.**

PASSED by the Council this 12<sup>TH</sup> day of August, 2024.

APPROVED by the Mayor this 12<sup>th</sup> day of August, 2024.

SIGNED:

ATTEST:

\_\_\_\_\_  
Chas Jones, Mayor

\_\_\_\_\_  
Ruth Post, MMC, City Recorder



# AARP Network of Age-Friendly States and Communities

An age-friendly community is livable for people of *all* ages

## America's Population Is Rapidly Aging

According to the U.S. Census Bureau, by 2034 the nation will have more people age 65 or older than under 18. By 2060, nearly 1 in 4 people in the United States will be at least 65 years old.

This demographic shift presents an opportunity for communities that are prepared. Well-designed, age-friendly communities foster economic growth and make for happier, healthier residents of all ages.

The **AARP Network of Age-Friendly States and Communities** supports the work of local, regional and state governments as they prepare for the nation's changing demographics. Established in 2012, the network includes towns, cities, counties and states that have made a commitment to being more livable for people of all ages, and especially older adults.

The program's framework equips local leaders and residents with resources for assessing the needs of older adults related to housing and transportation options, access to key services, and opportunities to participate in community activities. Once identified, those needs can be incorporated into an action plan.



Age-Friendly Communities  
Are Livable for  
People of All Ages  
[aarp.org/livable](http://aarp.org/livable)

### Membership in the network:

- Serves as an organizing structure for making community improvements
- Fosters partnerships among community groups and local stakeholders
- Provides resources for identifying and assessing community needs
- Enables community improvements that benefit people of all ages

### Membership provides local leaders with:

- Access to expert-led webinars and technical assistance from livability professionals
- Connections to a national network of more than 700 enrolled communities
- A private group forum for discussions, asking questions and finding answers
- Support, guidance and best-practice resources from AARP about creating an action plan and documenting progress

Membership in the AARP Network of Age-Friendly States and Communities is *free!*

### Membership matters:

- 68% of communities successfully advanced policy changes
- 86% of communities overcame barriers
- More than 100 million people in the United States live in a community that is committed to being age-friendly.

DEMOGRAPHIC DATA: "Demographic Turning Points for the United States: Population Projections for 2020 to 2060," *Current Population Reports*, P25-1144, U.S. Census Bureau, Washington, D.C., 2020

AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES DATA: 2022 Member List and Survey

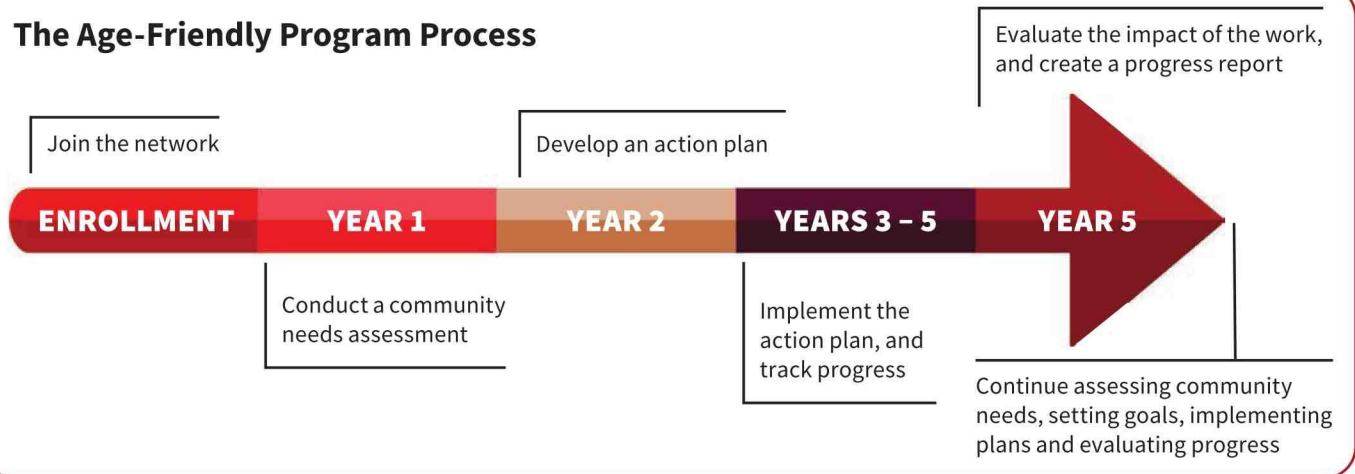


## Enrolling in the Network

Communities enroll individually or as part of a region. A governor can choose to enroll an entire state. All towns, villages, townships, boroughs, cities, counties and states seeking to enroll in the AARP Network of Age-Friendly States and Communities are required to submit a membership application. The community must also provide a letter of commitment signed by the jurisdiction's highest elected official (e.g., a governor, mayor, county executive) or a legislative body can pass and provide a resolution in support of membership.

Learn more and find the membership application via [AARP.org/AgeFriendly](https://www.aarp.org/AgeFriendly).

### The Age-Friendly Program Process

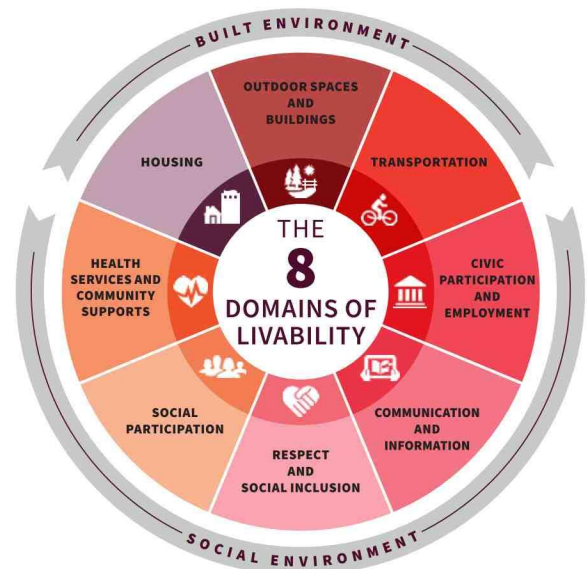


## The Program Steps

Members of the **AARP Network of Age-Friendly States and Communities** commit to an assessment process and cycle of continuous improvement, the steps of which typically require the member community to:

1. Establish a way to include older residents in all stages of the age-friendly process
2. Conduct a community needs assessment (*AARP provides survey examples and access to an online tool*)
3. Develop an action and evaluation plan based on the assessment results and submit to AARP for review
4. Implement the plan and work toward its goals
5. Assess the impact of implementing the plan and submit progress reports
6. Share solutions, successes and best practices across the age-friendly network
7. Repeat!

The **8 Domains of Livability** is the framework used by states and communities enrolled in the network to organize and prioritize their work. The availability and quality of these community features impact the well-being of older adults and people of all ages.



## LEARN MORE, GET IN TOUCH

- **Website:** [AARP.org/AgeFriendly](https://www.aarp.org/AgeFriendly) or [AARP.org/Livable](https://www.aarp.org/Livable)
- **Twitter:** @AARPLivable
- **Free Newsletter:** [AARP.org/LivableSubscribe](https://www.aarp.org/LivableSubscribe)
- **Email:** [AARPAge-FriendlyNetwork@AARP.org](mailto:AARPAge-FriendlyNetwork@AARP.org)
- **Locate Your AARP State Office:** [AARP.org/States](https://www.aarp.org/States) or call 1-888-687-2277

OR SCAN THIS CODE



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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
July 22, 2024**

**A. ROLL CALL**

Meeting called to order at 6:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones (departed at 6:37 p.m.)  
Councilor Jessica Andrade (arrived at 6:20 p.m.)  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
Assistant City Manager Chelsea Starner  
City Recorder Ruth Post  
Ashleigh Dougill, City Attorney's Office

**Absent:**

**C. PUBLIC COMMENTS**

Start Time: 6:02 p.m.

1. None.

**D. CONSENT AGENDA**

Start Time: 6:03 p.m.

1. City Council Minutes of June 10, 2024

Action: To approve the Consent Agenda as presented.

Motion/Second: Councilor Lehman/Councilor Nielson

Vote: Action APPROVED 6-0 (Yes: Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**E. NEW BUSINESS**

Start Time: 6:04 p.m.

1. North 13<sup>th</sup> Street Streetlight Installation.

- Assistant City Manager Starner reviewed the bid process, bids received and staff recommendation to award the bid to Aaken Corporation.
- Budget allocation and option to reuse cable discussed.

Action: To award the North 13<sup>th</sup> Street Streetlight Installation Contract to Aaken Corporation in the amount of \$100,440.

Motion/Second: Councilor Lehman/Councilor Causey

Vote: Action APPROVED 6-0 (Yes: Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**F. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF**

Start Time: 6:08 p.m.

**1. Management Report**

- Discussion about the downtown façade improvement grant program.
- Discussion about the timeline for the electric vehicle charging stations grant.

- New railroad street crossings at 7<sup>th</sup> and 8<sup>th</sup> Streets discussed with approval.
- Update provided on water reservoir project with construction to re-commence as early as next week.
- Update on downtown streetscape project.
- Update on Millpond Crossing Subdivision, including requests for occupancy of two new homes. Outstanding reports that must be submitted prior to issuance of Certificates of Occupancy reviewed.
- City Hall remodel project updated. CM Workman preparing Request for Proposals for construction plans.
- Update on Oregon Parks & Recreation Grant for new rodeo ground restrooms provided.

Start Time: 6:20 p.m.

- Councilor Andrade arrived.
- Ashleigh Dougill, Beery Elsner & Hammond, provided a brief review of bias, ex-parte contact and conflict of interest.
- Discussion about communications and site visits.

## **B. PUBLIC HEARING**

Start Time: 6:28 p.m.

### 1. PC24-02 Phelps Annexation and PC24-03 Zoning Map/Comprehensive Plan Amendment

Applicant: Gregory Phelps

Tax Map/Lots: 12-6-12BB #1200 (769 N 9<sup>th</sup> Street)

- Mayor Jones opened the public hearing at 6:28 p.m.; and introduced the public hearing topic, described the order or proceedings, and noted the Council's decision would be a final decision.
- Mayor Jones cited the criteria for decision-making and testimony and noted the raise it or waive it procedure regarding testimony.
- Upon requesting ex-parte contact, bias or conflicts of interest:
  - Councilor Causey disclosed she did a site visit and served as City Council liaison at the Planning Commission public hearing.
  - Councilor Lehman declared a site visit.
  - Councilor McMorran declared a site visit and a communication exchange with two neighborhood residents.
  - Councilor Crocker declared a site visit and past association with the applicant's family. She stated that she could make an unbiased decision.
  - Councilor Nielson declared multiple site visits.
  - Mayor Jones declared site visits and ex-parte contact with neighbors and a real conflict of interest due to his personal residence's proximity to the subject location and potential impact on his property values. He recused himself from the public hearing and decision at 6:37 p.m. and departed from the meeting.
- Council President Causey assumed the role of meeting chair.
- Staff Report on annexation application provided by City Manager Workman as included in the meeting agenda packet by highlighting specific aspects.
- Questions about highest most intense use compared to existence of wetlands and Rock Creek Waterline.
- Staff Report on zone change appeal provided by CM Workman as included in the meeting agenda packet, noting the Planning Commission's focus on the impact of taller high density buildings adjacent to lower single-family buildings.
- Questions addressing zone changes being considered by Planning Commission and impact on this application.
- Consideration of conditions of approval discussed.

1 Start Time: 7:18 p.m.

- 2 • Applicant presentation made by Linda Howard, Devco Engineering Inc. supporting  
3 both annexation and appeal of Planning Commission zoning change.  
4 • Attorney Dougill provided clarification of development criteria that does not apply to  
5 annexations or zone changes and noted that all applicable criteria must be met.

6 Recess: 7:39 p.m. to 7:48 p.m.

- 7 • Testimony in favor of application opened.  
8 • Jerry Wolcott, Philomath, OR – Supported application and opportunity for affordable  
9 housing to potentially happen at the site.  
10 • Samantha Alley, Corvallis, OR – Stated support for application, citing real estate  
11 market statistics in Philomath. (Supplemental Agenda Item B.01)

12 Start Time: 7:55 p.m.

- 13 • Testimony in opposition to application opened.  
14 • Bill Narver, Philomath, OR – Stated opposition to zone change citing negative  
15 impacts to adjacent properties, lack of parking, and allowance for duplexes and  
16 triplexes in R-2 (Supplemental Agenda Item B.01).  
17 • Becca Houghtaling, Philomath, OR – Stated support for annexation and opposition to  
18 zone change citing taller buildings allowed on R-3 on property that sits at higher  
19 elevation than adjacent properties. Lack of available services next to apartments on  
20 the subject property cited as inappropriate.  
21 • Al Davis, Philomath, OR – Stated no opposition to annexation but opposition to zone  
22 change, citing buffer zoning methods as needed for pragmatic expansion.  
23 • Mike Gannis, Philomath, OR – Stated concerns about impacts on North 9<sup>th</sup> Street  
24 safety and requested improvements to the street prior to any development.  
25 • Public neutral testimony opened.  
26 • None.

27 Start Time: 8:08 p.m.

- 28 • Applicant rebuttal limited to testimony provided by Linda Howard, Devco Engineering  
29 Inc.  
30 • Stated support for annexation from public testimony.  
31 • Despite important aspects of testimony, lack of correlation to criteria cited.  
32 • Importance of safety improvements to North 9<sup>th</sup> Street noted as being a community  
33 issue as opposed to a single developer's responsibility.  
34 • Question regarding reason for dual application by owner discussed.  
35 • Question regarding condition of approval option to either demolish house or install  
36 sidewalk addressed as a safety issue.  
37 • Ability of subsequent application for zone change with a development plan  
38 discussed.  
39 • Discussion about evaluation of pedestrian connectivity in transportation criteria  
40 discussed leading to discussion about proportional off-site improvement  
41 requirements.  
42 • Need for applicant to show the zone change is more appropriate than the current  
43 zoning discussed.

44 Start Time: 8:35 p.m.

- 45 • No request for continuance received.  
46 • Applicant waived 7-day period to submit final written argument.  
47 • Public hearing closed at 8:36 p.m.

48  
49 Action: To adopt the Findings as presented in the Staff Report dated July 10,  
50 2024, approve the annexation application, Planning File PC24-02, with

1 the listed condition of approval, and direct staff to prepare an ordinance to  
2 annex the property for Council's consideration.

3 Motion/Second: Councilor Lehman/Councilor McMorran  
4 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
5 McMorran, and Nielson; No: None; Recused: Jones).

6  
7 Discussion:

- 8 • Support by Councilor Crocker for affordable housing.
- 9 • Housing options allowed in R-2 zone supported by Councilor Nielson.
- 10 • Lack of guarantee that development would be affordable housing cited by Councilor  
11 Andrade and safety concerns stated.
- 12 • Available water supply and water treatment capacity discussed.
- 13 • Previously properties rezoned to high density and need for all types of zone cited by  
14 Councilor Lehman.
- 15 • Lack of transportation data taking into account the road conditions cited by Councilor  
16 Causey as reason for not supporting rezoning.
- 17 • Accident criteria for obtaining funding for street improvements discussed.
- 18 • Discussion about Planning Commission finding in denying the rezone request  
19 discussed and potential amendment by the City Council to define the reason why the  
20 zone change does not meet the criteria.
- 21 • Extensive discussion about development of more specific findings of fact discussed  
22 including taking into consideration need for all types of housing, not exclusively high  
23 density housing and alternative locations that are on improved streets that could  
24 better serve high density housing and more adjacent to transit and pedestrian  
25 amenities.

26  
27 Action: To direct staff to amend Finding #9 to reflect the conversation just held.  
28 (See: "Taking into consideration need for all types of housing, not  
29 exclusively high density housing and alternative locations that are on  
30 improved streets that could better serve high density housing and more  
31 adjacent to transit and pedestrian amenities.")

32 Motion/Second: Councilor Lehman/Councilor McMorran  
33 Vote: Approved 4-2 (Yes: Andrade, Lehman, McMorran and Nielson; No:  
34 Crocker and Causey; Recused: Jones)

35  
36 Action: To adopt the Findings in the Staff Report that staff will be amending as  
37 noted, dated July 10, 2024, which denies the appeal of Planning File  
38 PC24-03 for zone change and direct staff to prepare an ordinance to  
39 annex the property at medium-density residential for Council's  
40 consideration.

41 Motion/Second: Councilor Nielson/Councilor Causey  
42 Vote: Approved 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran and  
43 Nielson; No: None; Recused: Jones).

- 44
- 45 • CM Workman announced this was a final decision by the City Council and all  
46 participants would receive a notice of the final decision.
- 47

48 **G. ADJOURNMENT**

49 Meeting adjourned at 9:24 p.m.

50 SIGNED:

ATTEST:

51  
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53 \_\_\_\_\_  
54 Chas Jones, Mayor

51  
52  
53 \_\_\_\_\_  
54 Ruth Post, MMC, City Recorder



## Philomath City Council Agenda Item Summary

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Title/Topic: Water Treatment Plant Membrane Filter Purchase

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Meeting Date: August 12, 2024  
Staff Contact: Kevin Fear, Public Works Director

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### ISSUE STATEMENT

Westech Engineering prepared a public solicitation document for the City of Philomath in accordance with ORS 279B.060, for the purpose of evaluating and procuring membrane filtration equipment for the City's new water treatment plant.

At a special Public Works Committee meeting Pete Blumanthal, from Westech Engineering who is designing the City's new water treatment plant and reservoir, presented a slide show and discussion on membrane filtration and the process for evaluating and purchasing the filtration equipment.

Membrane filters are highly specialized equipment packages and the mechanical and electrical interface for these filters varies between manufacturers. The selection and early procurement of this equipment package offers two distinct advantages to the overall project. First, the detailed design of the equipment interface to integrate the equipment into the wider plant, can now be completed. Second, the long manufacturing period for this equipment can begin.

The committee formed a review and selection group comprised of the Public Works Committee, two citizens experienced in the process, the City Engineer, and Staff.

At the close of the public solicitation period, a single bid was received. We were hoping for at least 3 bidders, however this is a fairly specialized industry with a limited number of suppliers.

Westech Engineering has reviewed the proposal submitted by Aria Filtra. The proposal is complete and meets or exceeds the required specifications identified in the solicitation. As a company, Aria Filtra has a strong reputation for providing quality membrane filtration equipment for municipal and industrial clients.

Staff recommends awarding the membrane filter equipment contract to Aria Filtra for a total of \$2,675,163.00.

### COUNCIL OPTIONS

1. Award the membrane filter contract to Aria Filtra for \$2,675,163.00.
2. Do not award the contract and instruct staff on how to proceed.

### CITY MANAGER RECOMMENDATION

Award the contract to Aria Filtra for \$2,675,163.00.

### RECOMMENDED MOTION

1. I move the City Council award the membrane filter contract to Aria Filtra for \$2,675,163.00.

### ATTACHMENTS

Westech Engineering Recommendation Letter



**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS & PLANNERS

August 5, 2024

The Honorable Mayor and City Council  
City of Philomath  
980 Applegate Street  
Philomath, OR 97370

RE: Recommendation for Award  
Water Treatment Plant—Membrane Equipment Procurement

Ladies and Gentlemen:

On July 1<sup>st</sup>, 2024 Westech Engineering prepared a public solicitation document for the City of Philomath in accordance with ORS 279B.060 for the purpose of receiving competitive sealed proposals for the procurement of membrane filtration equipment for the City's new water treatment plant. The solicitation was posted in the public notices section of the Daily Journal of Commerce for wide circulation.

At the close of the 3-week open solicitation period, a single proposal for the equipment package was received from Aria Filtra, a division of Trojan Technologies, previously known as Pall Water Corporation. The proposal was formally and publicly opened at the Westech Engineering office on 7/25/24. The total base bid price for the equipment package was \$2,675,163.

Westech Engineering has reviewed the proposal submitted by Aria Filtra in detail. The submitted proposal is complete and was well prepared, and we can confirm that it meets the performance and quality metrics established in the solicitation. As a company, Aria Filtra has a strong reputation for providing quality microfiltration membrane equipment for municipal and industrial clients. We are confident that the selection of this equipment package will provide lasting value to the City.

We hereby recommend the City award the procurement of the membrane filter equipment contract to Aria Filtra. If it is the City's desire to proceed with the project at this time, we recommend that the City authorize award of a contract for the base bid of \$2,675,163.

The next step in this procurement stage is to finalize the contract with Aria Filtra. The solicitation request included a standard contract form prepared by our office however, there are some specific details and terms of that contract that require further coordination with Aria Filtra—things such as specific dates for delivery milestones, a schedule of progress payments, as well as other minor contractual items. The finalization and execution of a formal contract between the City and Aria Filtra will be the product of this next work element.

If you have any questions or need additional information regarding this matter, please contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Peter Blumanthal'. The signature is written in a cursive, flowing style.

Peter Blumanthal, P.E.



## Philomath City Council Agenda Item Summary

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Title/Topic: City Logo and Website Redesign Update

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Meeting Date: August 12, 2024  
Staff Contact: Chelsea Starner

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### ISSUE STATEMENT

Shall the City Council appoint one Downtown Streetscape Ad-Hoc Public Art Committee Council representative to participate in the City logo design and selection process?

### BACKGROUND

During the 2024/2025 Budget meetings, staff updated the Budget Committee on the City's need to go out for a Request for Proposals for a website redesign & hosting. This was in due to the City's current provider's mandate to use and pay for their new platform by the end of 2024. The RFP is currently published with proposals due by August 29.

At the March 11, 2024, City Council Work Session, Chris Workman discussed an action item from Objective 1.2.1 of the Strategic Plan, which related to the website and access to information. Mr. Workman also discussed the timing of the website redesign correlating with the City's overall efforts to create more of a "brand" presence.

The City currently uses the City seal as a logo, and staff recommends moving ahead with a design process to create and adopt a City of Philomath logo. The City seal was originally used to legitimize or validate documents. With the advent of a City logo, the City seal will return to its elevated status and be reserved for use on official documents only.

In order to have the new logo completed by the time the website redesign is occurring, staff has moved forward with starting the logo design process. The project includes the following:

- The designers who worked with the Downtown Streetscape Ad-Hoc Public Art Committee to design art elements for the project have accepted an invitation to work on the City's logo design project. They are experienced in logo work, including City logos, and have familiarity with Philomath which will cut down on costs to research the community.
- In order to keep the process focused and timely, staff is working to form a team of design and marketing centric professionals to join several City staff members. Staff recommends a City Council representative from the Downtown Streetscape Project Public Art Committee (Ruth Causey or Christopher McMorrان) be

appointed to the project team due to their recent experience working with the designers on selection of City art design for the project. In addition, representative from Maxtivity, Visit Corvallis, and City of Corvallis will be invited to provide their expertise in art and marketing.

- The final design is estimated to be presented to the City Council in November.

COUNCIL OPTIONS

1. Appoint a City Council Public Art Committee representative.
2. Do not appoint a City Council Public Art Committee representative, and direct staff on how to move forward.

STAFF RECOMMENDATION

Appoint one of the referenced Council members to participate in the process.

RECOMMENDED MOTION

*“Motion to appoint [Ruth Causey or Christopher McMorran] to represent the City Council on the City logo design team.”*

ATTACHMENTS

None

## CITY OF PHILOMATH ORDINANCE NO. 885

### AN ORDINANCE PROCLAIMING THE ANNEXATION OF CERTAIN DESCRIBED REAL PROPERTY TO THE CITY OF PHILOMATH.

**WHEREAS**, in compliance with Philomath Municipal Code Chapter 18.135, the Philomath Planning Commission scheduled and held a public hearing on June 17, 2024, on File PC24-02, an application to annex approximately 3.56 acres of property located with Benton County, Oregon and a section of public right-of-way known as North 9<sup>th</sup> Street; and,

**WHEREAS**, the Planning Commission approved findings of fact located in the Staff Report dated June 17, 2024, and forwarded the application to the Philomath City Council for consideration and action; and,

**WHEREAS**, in compliance with Philomath Municipal Code Chapter 18.135, the Philomath City Council scheduled and held a public hearing on July 22, 2024, on File PC24-02, an application to annex approximately 3.56 acres of property located with Benton County, Oregon and a section of public right-of-way known as North 9<sup>th</sup> Street; and,

**WHEREAS**, the Philomath City Council approved findings of fact and found that the application met the criteria for annexation into the City of Philomath; and,

**WHEREAS**, current Oregon Revised Statute requires that such applications that are deemed to meet the City's criteria for annexation shall be declared annexed;

### **NOW, THEREFORE, THE CITY OF PHILOMATH ORDAINS AS FOLLOWS:**

**Section 1.** The following described real property as identified in the attached legal description and map (Exhibit A), located in Benton County, Oregon, is hereby annexed to the City of Philomath.

**Section 2.** Effective date: This ordinance is effective on the latter of 30 days from approval or upon exhaustion of all appeal rights.

PASSED by the Council this \_\_\_\_ day of August 2024.

APPROVED by the Mayor this \_\_\_\_ day of August 2024.

SIGNED:

ATTEST:

\_\_\_\_\_  
Chas Jones, Mayor

\_\_\_\_\_  
Ruth A. Post, MMC, City Recorder

## **Annexation Boundary Legal Description**

Beginning at a 5/8 inch iron rod at an angle point in the westerly property line of Parcel 1 of Partition Plat 1992-7, a partition plat of record located in the Wayman St. Clair DLC No. 47 and the northwest quarter of Section 12 of Township 12 South, Range 6 West of the Willamette Meridian, Benton County, Oregon; thence along the westerly line of said Parcel 1 South 00° 27' 23" West 208.53 feet to a 5/8 inch iron rod at the most southerly southwest corner of said Parcel 1, said point also being the northwest corner of Parcel 1 of Partition Plat 2007-02, a partition plat of record located in the Wayman St. Clair DLC No. 47 and the northwest quarter of Section 12 of Township 12 South, Range 6 West of the Willamette Meridian, Benton County, Oregon; thence along the west lines of said Partition Plat 2007-02 South 00° 27' 23" West 86.31 feet to the southwest corner of Parcel 2 of said Partition Plat 2007-02, also being the northeast corner of Lot 5 of "Quail Glenn Subdivision", a subdivision plat of record located in the Wayman St. Clair DLC No. 47 and the northwest quarter of Section 12 of Township 12 South, Range 6 West of the Willamette Meridian, Benton County, Oregon, said point being witnessed by a 5/8 inch iron rod which bears South 81° 27' 03" East 2.20 feet from the true corner; thence along the northerly lines of said "Quail Glenn Subdivision" South 89° 51' 36" West 285.07 feet to a 5/8 inch iron rod at the northwest corner of Lot 4 of said "Quail Glenn Subdivision", said point also being on the easterly right of way line of N. 9<sup>th</sup> Street; thence along said easterly right of way line South 00° 27' 28" West 444.07 feet to a 5/8 inch iron rod at the southwest corner of Lot 40 of said "Quail Glenn Subdivision", said point also being on the north line of Parcel 1 of Partition Plat 2001-007, a partition plat of record located in said Township, Range, and Section; thence continuing along said easterly right of way line North 84° 10' 57" West 10.04 feet to the northwest corner of said Parcel 1, said point being witnessed by a 5/8 inch iron rod which bears South 84° 10' 57" East 0.31 feet from the true corner; thence continuing along said easterly right of way line South 00° 27' 28" West 60.15 feet to the most westerly southwest corner of said Parcel 1, said point being witnessed by a 5/8 inch iron rod which bears South 84° 07' 30" East 0.16 feet from the true corner; thence continuing along said easterly right of way line South 84° 07' 30" East 10.07 feet to a 5/8 inch iron rod at the northwest corner of Parcel 1 of Partition Plat 2016-011, a partition plat of record in said Township, Range, and Section; thence continuing along said easterly right of way line South 00° 27' 28" West 272.78 feet to a 5/8 inch iron rod at the most westerly southwest corner of said Parcel 1; thence continuing along said easterly right of way line the following courses: North 87° 48' 32" West 10.03 feet to a 5/8 inch iron rod, South 01° 28' 09" West 136.19 feet, along the arc of a 760.00 feet radius curve to the left 111.18 feet (the long chord of which bears South 02° 40' 37" East 111.08 feet) to a 5/8 inch iron rod, and South 06° 52' 05" East 17.52 feet to a 5/8 inch iron rod on the south line of said Wayman St. Clair DLC No. 47; thence along said south DLC line North 84° 10' 42" West 41.00 feet to the westerly right of way line of said N. 9<sup>th</sup> Street; thence along said westerly right of way line the following courses: North 06° 52' 05" West 8.51 feet, along the arc of an 800.00 foot radius curve to the right

117.03 feet (the long chord of which bears North 02° 40' 37" West 116.93 feet), North 01° 28' 09" East 135.81 feet, North 00° 27' 28" East 287.31 feet to a 5/8 inch iron rod, and North 88° 23' 20" West 9.99 feet to a 5/8 inch iron rod at the southeast corner of Lot 4 of "The Woodlands", a subdivision plat of record in said Township, Range, and Section; thence continuing along said westerly right of way line N00° 27' 28" East 755.03 feet to the intersection of said westerly right of way line and the northerly right of way line of Marilyn Drive; thence along said northerly right of way line South 87° 24' 25" East 10.01 feet to the intersection of said northerly right of way line and said westerly right of way line; thence along said westerly right of way line North 00° 27' 28" East 29.31 feet to the intersection of said westerly right of way line and the westerly extension of the southerly line of the aforementioned Parcel 1 of Partition Plat 1992-7; thence along said southerly line, and westerly extension thereof, of said Parcel 1 North 90° 00' 00" East 335.04 feet to the point of beginning.

The above described tract of land consists of 3.56 acres of land, more or less. The basis of bearings for the above described tract of land is from said Partition Plat 1992-7.

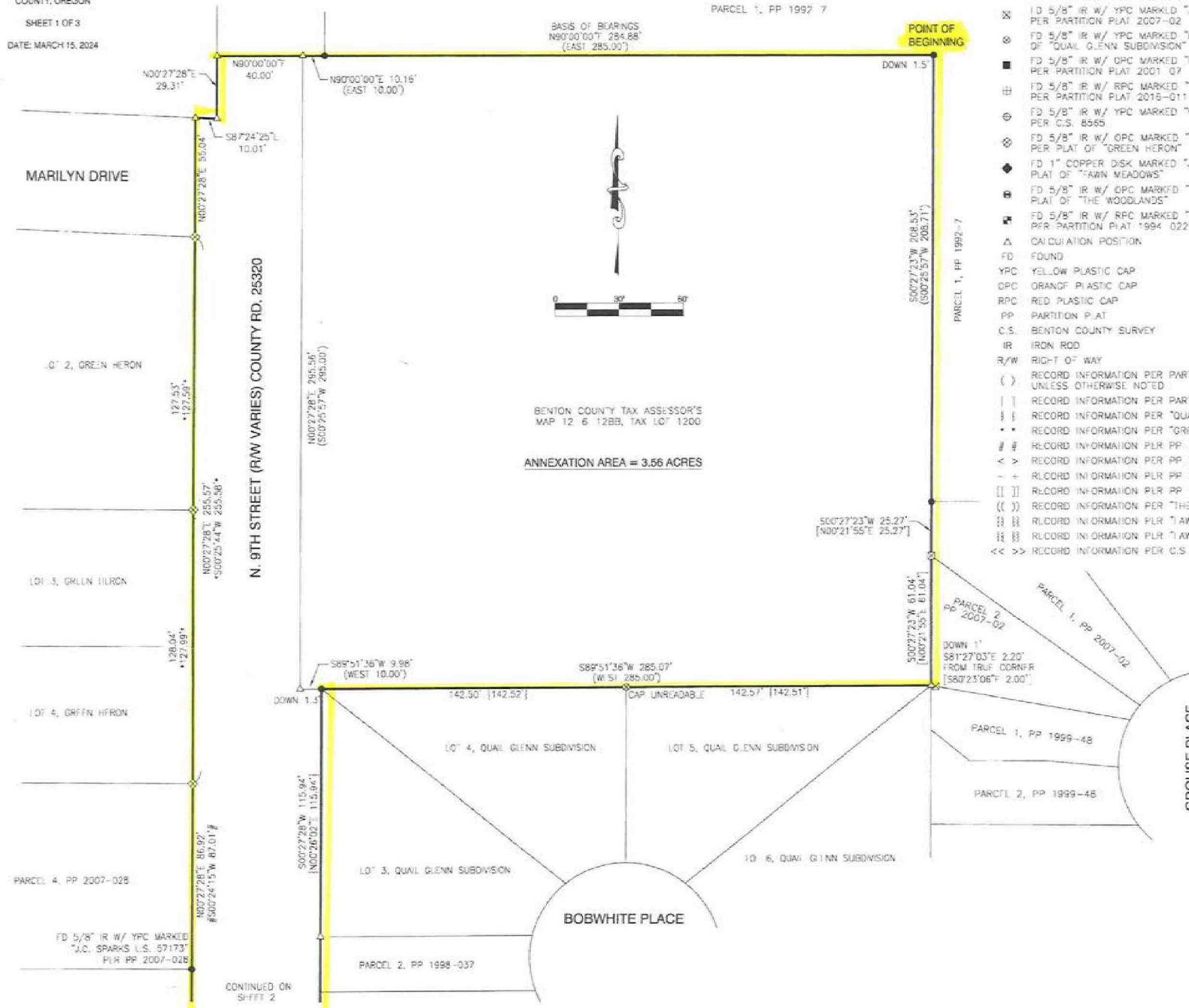


**ANNEXATION BOUNDARY**

LOCATED IN THE WAYMAN ST. CLAIR DLC No. 47 AND IN THE NORTHWEST 1/4 OF SECTION 12 OF TOWNSHIP 12 SOUTH, RANGE 6 WEST OF THE WILLAMETTE MERIDIAN, BENTON COUNTY, OREGON

**ORDINANCE #885 EXHIBIT A**

SHEET 1 OF 3  
DATE: MARCH 15, 2024



**LEGEND**

- FD 5/8" IR W/ YPC MARKED "J. TACCHINI PLS 2267" PER PARTITION PLAT 1992-007, UNLESS OTHERWISE NOTED
- ⊗ LD 5/8" IR W/ YPC MARKED "J.C. SPARKS LS 57173" PER PARTITION PLAT 2007-02
- ⊙ FD 5/8" IR W/ YPC MARKED "LS 1329", PER PLAT OF "QUAL GLENN SUBDIVISION"
- FD 5/8" IR W/ OPC MARKED "DARRYL HARMS, PLS 1079" PER PARTITION PLAT 2001-07
- ⊕ FD 5/8" IR W/ RPC MARKED "NORTHSTAR SURVEYING" PER PARTITION PLAT 2016-011
- ⊖ FD 5/8" IR W/ YPC MARKED "WEST SURV. LS 1901" PER C.S. 8565
- ⊗ FD 5/8" IR W/ OPC MARKED "DARRYL HARMS, PLS 1079" PER PLAT OF "GREEN HERON"
- ◆ FD 1" COPPER DISK MARKED "JDM PLS 58902", PER PLAT OF "SAWN MEADOWS"
- ⊖ FD 5/8" IR W/ OPC MARKED "LDRII ENG", PER PLAT OF "THE WOODLANDS"
- ⊖ FD 5/8" IR W/ RPC MARKED "NORTHSTAR PLS 1823" PER PARTITION PLAT 1994-022
- △ CALCUATION POSITION
- FD FOUND
- YPC YELLOW PLASTIC CAP
- OPC ORANGE PLASTIC CAP
- RPC RED PLASTIC CAP
- PP PARTITION PLAT
- C.S. BENTON COUNTY SURVEY
- IR IRON ROD
- R/W RIGHT OF WAY
- ( ) RECORD INFORMATION PER PARTITION PLAT 1992-007, UNLESS OTHERWISE NOTED
- [ ] RECORD INFORMATION PER PARTITION PLAT 2007-02
- || RECORD INFORMATION PER "QUAL GLENN SUBDIVISION"
- RECORD INFORMATION PER "GREEN HERON"
- ## RECORD INFORMATION PER PP 2007-026
- < > RECORD INFORMATION PER PP 2001-007
- + RECORD INFORMATION PER PP 2016-011
- [ ] RECORD INFORMATION PER PP 1994-022
- (( )) RECORD INFORMATION PER "THE WOODLANDS"
- ||| RECORD INFORMATION PER "SAWN MEADOWS"
- ||| RECORD INFORMATION PER "SAWN MEADOWS"
- << >> RECORD INFORMATION PER C.S. 8565

ANNEXATION AREA = 3.56 ACRES

BENTON COUNTY TAX ASSESSOR'S  
MAP 12 6 12BB, TAX LOT 1200



**ANNEXATION BOUNDARY**  
LOCATED IN THE WAYMAN ST. CLAIR DLC No. 47 AND  
IN THE NORTHWEST 1/4 OF SECTION 12 OF TOWNSHIP  
12 SOUTH, RANGE 6 WEST OF THE WILLAMETTE  
MERIDIAN, BENTON COUNTY, OREGON

SHEET 2 OF 3  
DATE: MARCH 15, 2024

QUAIL GLENN DRIVE

N. 9TH STREET (RW VARIES) COUNTY RD. 25320

BOBWHITE PLACE

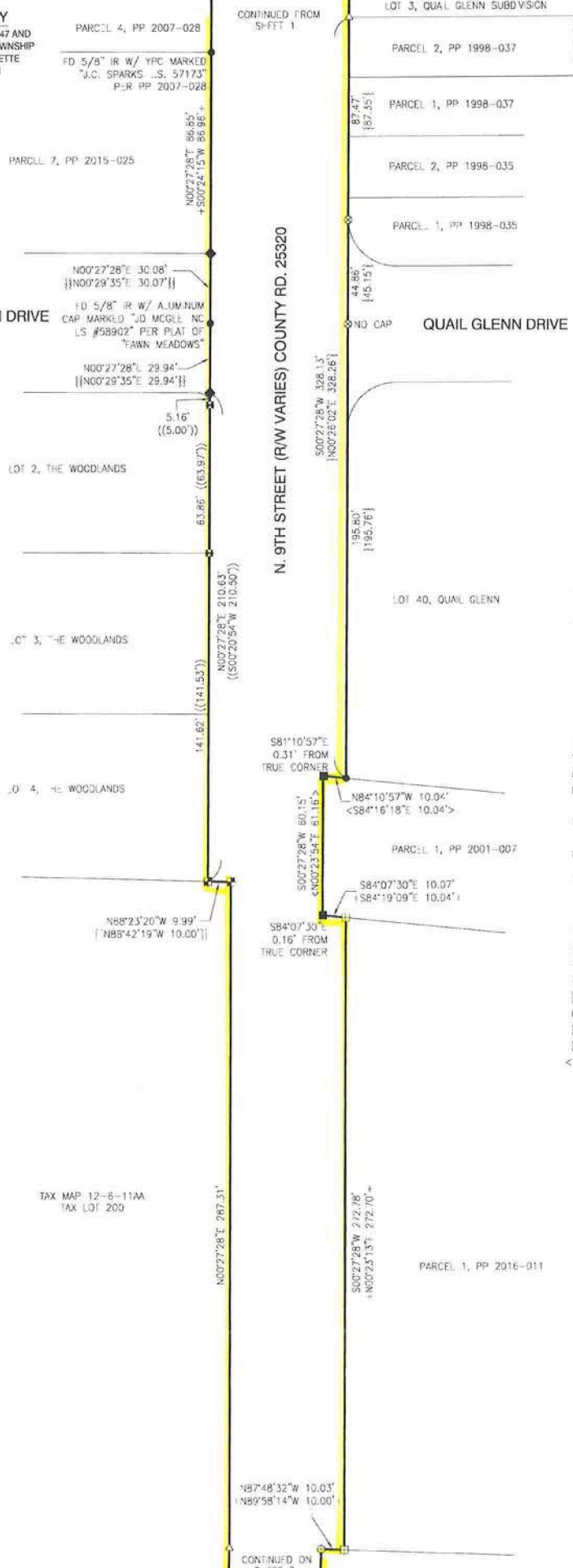
ORDINANCE 885  
EXHIBIT A



**LEGEND**

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- FD 5/8" IR W/ OPC MARKED "DARRYL HARMS, PLS 1079" PER PARTITION PLAT 2001-07
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- [ ] RECORD INFORMATION PER "QUAIL GLENN SUBDIVISION"
- \* RECORD INFORMATION PER "GREEN HERON"
- # RECORD INFORMATION PER PP 2007-028
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- || || RECORD INFORMATION PER "FAWN MEADOWS"
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- << >> RECORD INFORMATION PER C.S. 8565

BRIAN SCOTT SAILOR, P.L.S.  
COLE SURVEYING, LLC  
P.O. BOX 1211  
CORVALLIS, OREGON 97339  
(541) 257-1019



TAX MAP 12-6-11AA  
TAX LOT 200

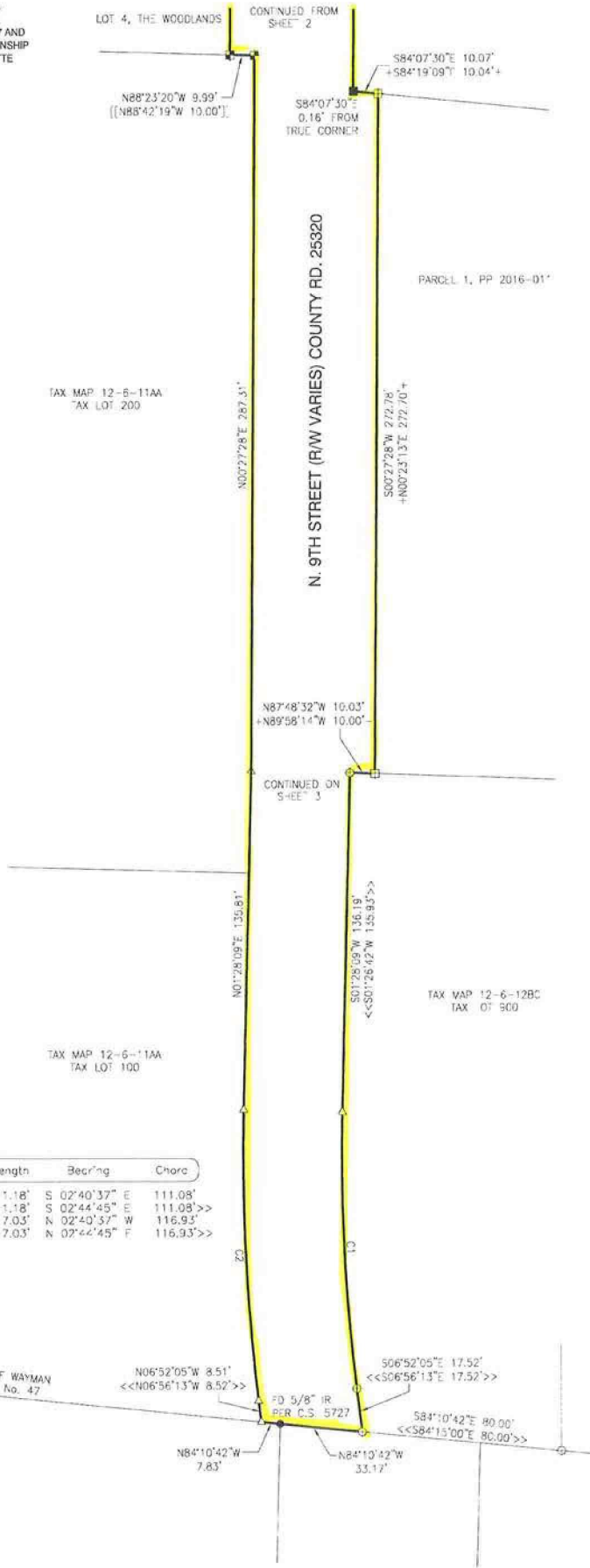
PARCEL 1, PP 2016-011

CONTINUED ON  
SHEET 3

**ANNEXATION BOUNDARY**  
LOCATED IN THE WAYMAN ST. CLAIR DLC No. 47 AND  
IN THE NORTHWEST 1/4 OF SECTION 12 OF TOWNSHIP  
12 SOUTH, RANGE 6 WEST OF THE WILLAMETTE  
MERIDIAN, BENTON COUNTY, OREGON

SHEET 3 OF 3  
DATE: MARCH 15, 2024

**ORDINANCE #885  
EXHIBIT A**



**LEGEND**

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- { } RECORD INFORMATION PER "FAWN MEADOWS"
- << >> RECORD INFORMATION PER C.S. 8565

G#	Radius	Date	Length	Bearing	Chord
C1	750.00'	08'22'54"	111.18'	S 02°40'37" E	111.08'
<<C1	750.00'	08'22'55"	111.18'	S 02°44'45" E	111.08'>>
C2	800.00'	08'22'54"	117.03'	N 02°40'37" W	116.93'
<<C2	800.00'	08'22'54"	117.03'	N 02°44'45" W	116.93'>>

BRIAN SCOTT SAILOR, P.L.S.  
COLE SURVEYING, LLC  
P.O. BOX 1211  
CORVALLIS, OREGON 97339  
(541) 257-1019





## Philomath City Council Agenda Item Summary

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Title/Topic: Management Report – August 2024

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Meeting Date: August 12, 2024  
Staff Contact: Chris Workman

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### ISSUE STATEMENT

The following management updates are intended to keep the Council apprised of work taking place within each of the various City departments. If there are specific questions about the topics listed or any other item of interest, please contact me directly prior to the meeting and I will come prepared to answer your questions or concerns as best as possible.

### ADMINISTRATION

- Election Update: Two candidates have qualified for the ballot for the position of Mayor – Chas Jones and Christopher McMorrان. Three candidates have qualified for the position of City Councilor: Diane Crocker, Spencer Irwin and Brent Kaseman. There are three open City Councilor positions. The filing deadline is 5:00 p.m. on Tuesday, August 13.
- LOC Conference: The following members of Council have been registered for the LOC Annual Conference: Mayor Chas Jones and City Councilors Jessica Andrade and Christopher McMorrان.
- HB 2805 gave the Oregon Government Ethics Commission authority for enforcement of Oregon public meetings laws. The State has been drafting new administrative rules for this authority. Upon completion of the rules, all members of the City Council will be required to complete annual Public Meeting Law training. More information about this training will be provided as it becomes available.
- The Skirvin Park Public Restroom grant request was recommended for approval by the Local Government Grant Program Advisory Committee. Ranking Results will be forwarded to the OPRD Commission for review and approval at their September 18th meeting.
- Collecting bids for construction drawings and a cost estimate for the city hall remodel. RFP for construction to be released by the end of the month.
- Façade Improvement Grant applicants have been contacted. Projects will be presented at the next meeting for final approvals.
- Preparing promotional material for the 2024 Citizens' Academy to start in September.
- Participated in National Night Out event with the What's Up, Philomath tent.

### Planning

- Issued approval of a Type II Site Design Review for a new pharmacy to be built at the corner of Applegate and 11<sup>th</sup> Street.
- Welcomed new Associate Planner, Michael Bidwell, to the City and began onboarding.

### Human Resources

- Currently recruiting for a Lateral or Entry Level Police Officer.
- The City has modernized the online recruitment, application, and tracking process by selecting a program which will streamline human resources process and make for a better applicant experience.

### POLICE

- A successful National Night Out was held on August 6.
- Officer Thomas DeVicq resigned.

### PUBLIC WORKS

- The S 16<sup>th</sup> Street/ Sewer Improvement project continues. Curbing and paving should be completed by the end of August.
- The electronic meter reading system is in, software installation and system training coming up.
- Concrete pad for the Starlight generator should be poured by this meeting. No word on delivery of generator as of this writing.
- Concrete pads for 3 bus shelters should be poured by this meeting.
- Replacing 76 feet of vandalized fencing at Triangle Park. A 10 foot tall fence will be replacing the current 6 foot fence that was vandalized along the basketball court, as per requested by the Park Advisory Board, to prevent the ball from bouncing over the fence.
- S. 19<sup>th</sup> sewer and water improvement engineering is underway.
- Repairs have begun on the reservoir floor. They are inserting approximately 1800 "pins" in the floor that will be epoxied in. They expect the repairs to be completed by the end of August, with the first wall panel poured by then also.
- Held pre-construction meeting for the new credit union building on 7<sup>th</sup> Street.

### FINANCE

- Auditors were on sight last week and worked with staff to get specific documents.



## Philomath City Council Agenda Item Summary

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Title/Topic: Strategic Plan Quarter 4 Update

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Meeting Date: August 12, 2024

Staff Contact: Chris Workman

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### ISSUE STATEMENT

This is the final status check on the 2023-24 Strategic Plan. Staff is now focused on the updated 2024-2025 Plan.

### BACKGROUND

This Strategic Plan is a living document, but it does live on the shelf. It is an integral part in guiding the City's work plans as we strive to reach our goals and objectives. As a high performing organization, we anticipate and adapt to changes that impact our previous best-made plans. Although the Strategic Plan is reviewed annually, minor adjustments will be necessary throughout the year.

The Plan follows the fiscal year, so this 4<sup>th</sup> Quarter Status Check covers work that was completed through the end of the fiscal year (April, May, and June). The 2024-2025 Strategic Plan is now in affect and staff is focusing on these updated objectives and action items. A copy of the 2024-2025 Plan has been provided.

Occasionally a formal recommendation is made after the adoption of the Strategic Plan. The Park Advisory Board has been discussing volunteerism in parks for several months. Developing and implementing a formalized program will take a substantial amount of staff time and will have some budgetary impacts due to the cost of insurance for volunteers, though it will be necessary if the City desires to offer more opportunities for individuals to volunteer. During the August 6, 2024, Park Advisory Board meeting, members voted to share with the City Council their desire to have staff create a formalized volunteer program and policies, to allow more people in Philomath to volunteer in parks. Because of the time commitment and costs, staff believes the Council should make the decision on when or if this program should be developed.

### COUNCIL OPTIONS

No action is required. The Council may vote to update or correct objectives or action items as needed by way of a motion.

### STAFF RECOMMENDATION

N/A

### RECOMMENDED MOTION

N/A

ATTACHMENTS

- A. 2023-2024 Strategic Plan 4<sup>th</sup> Quarter Status Check
- B. 2024-2025 Strategic Plan
- C. Volunteers in Parks AIS from 8/6/2024 Park Advisory Board Meeting

# Philomath Strategic Plan

FY2023– FY2027

4<sup>th</sup> Quarter Status Check



## 4<sup>th</sup> Quarter –Final Status Check

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This Strategic Plan is a living document, but it does not live on the shelf. It is an integral part in guiding the City's work plans as we strive to reach our goals and objectives. As a high performing organization, we anticipate and adapt to changes that impact our previous best-made plans. Although the Strategic Plan is reviewed annually, minor adjustments will be necessary throughout the year.

The Plan follows the fiscal year, so this 4<sup>th</sup> Quarter Status Check is the final review of the 2023-2024 Fiscal Year projects, specifically covering April, May and June 2024.

## Strategic Plan Themes and Goals

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### **Theme 1: Responsive, Effective & Transparent Governance**

- Goal 1.1: Maintain a budget with appropriate reserves within each fund
- Goal 1.2: Enhance current levels of operations and city services
- Goal 1.3: Regular Council and Staff Engagement with Citizens
- Goal 1.4: Cyber-Security Resiliency Plan

### **Theme 2: Healthy Economy**

- Goal 2.1: Advance the Downtown Safety & Streetscapes Project
- Goal 2.2: Support and Expand Economic and Community Development
- Goal 2.3: Develop and Expand Philomath Tourism

### **Theme 3: Strong and Resilient Infrastructure**

- Goal 3.1: Update, Adopt and Implement all Master Plans
- Goal 3.2: Preserve and Enhance the Sewer Infrastructure
- Goal 3.3: Preserve and Enhance the Water Infrastructure
- Goal 3.4: Preserve and Enhance the Stormwater Infrastructure
- Goal 3.5: Preserve and Enhance the Street Infrastructure
- Goal 3.6: Improve Resiliency of Public Infrastructure

### **Theme 4: Great Neighborhoods**

- Goal 4.1: Address Affordable Housing in Philomath
- Goal 4.2: Maintain optimal level of transit services
- Goal 4.3: Implement the Park Master Plan and encourage community events
- Goal 4.4: Support the Philomath Community Library
- Goal 4.5: Promote Healthy and Clean Neighborhoods
- Goal 4.6: Reduce Energy Usage in City Buildings and Vehicles

### **Theme 5: Safe Community**

- Goal 5.1: Ensure Public Safety by Protecting People, Their Property, and Enforcing Traffic Laws.

# Theme 1: Responsive, Effective & Transparent Governance

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## Goal 1.1: Maintain a Budget with Appropriate Reserves within Each Fund

**Objective 1.1.1:** Maintain a General Fund ending balance equivalent to at least five months' operating expenses.

*Action: Hold a budget planning meeting with the city council (2023-24)*

Status: Completed work session February 2024.

**Objective 1.1.2:** Maintain appropriate reserves in each of the enterprise funds.

**Objective 1.1.3:** Promote City efforts and accomplishments in managing finances.

*Action: Provide clear reports in the City newsletter each publication (12 per year), highlighting an area of City operation that reduced an expense or saved the City money (Annual)*

Status: April –online park reservation; May –Gerding Builders Contract for grandstands project; June –None.

## Goal 1.2: Enhance Current Levels of Operations and City Services

**Objective 1.2.1:** Implement appropriate technology to improve efficiency and expand transparency.

*Action: Explore ways to post the budget and other financial information on the website (2025-26)*

Status: Staff is exploring options to expand information with design of a new website.

**Objective 1.2.2:** Ensure City's Fee Schedules are fair and equitable, being specifically considerate of low-income households.

*Action: Conduct a planning fee schedule analysis and update the schedule (2022-23)*

Status: Completed with Resolution 23-09, June 2023.

*Action: Hire a consultant to perform a full utility rate study and update utility rates (2023-24)*

Status:

Status: Re-scheduled to start in October 2024.

*Action: Analyze all rates on how they specifically effect low-income households (2023-24)*

Status: Scheduled to start in October 2024 as part of the utility rate study.

*Action: Complete a fee schedule analysis and update the City Fee Schedule (2024-25)*

Status: Scheduled to start following the utility rate study.

**Objective 1.2.3:** Strengthen Regional Cooperation by *contacting appropriate regional partners and affiliates when implementing an action item. Affiliates include but are not limited to: Benton County, Corvallis Area Metropolitan Planning Organization (CAMPO), Willamette Criminal Justice Council, Oregon State University, Oregon Cascade West Council of Governments, Thriving Communities Initiative, League of Oregon Cities, etc.*

Status: Liaisons are attending various committee and board meetings. CM completed annual LOC survey.

**Objective 1.2.4:** Save money each year for future building renovations and construction.

*Action: Allocate money in the budget each year toward renovation and construction of City buildings within the Land Building and Equipment Fund (Annual)*

Status: Completed. Transferred \$73,000 to LBE for future buildings.

**Objective 1.2.5:** Increase awareness of equity, diversity, and inclusivity throughout the community, including the members of the Council, staff, and the public.

*Action: Allocate money in the budget each year for equity, diversity and inclusivity training and hold trainings (Annual)*

Status: Complete. Allocated \$6000 for education and training.

**Objective 1.2.6:** Look for opportunities to respond to residents' requests and experiences with small, incremental, timely, low-cost solutions rather than responding with large analyses or program development.

### **Goal 1.3: Regular Council and Staff Engagement with Citizens**

**Objective 1.3.1:** Administer a satisfaction survey for city-provided services.

*Action: Scope the cost and expected results of a survey (2022-23)*

Status: Completed.

*Action: Complete a satisfaction survey and analyze results after previous action item (2023-24)*

Status: Completed. Analysis of the results will be presented to the Council in February.

**Objective 1.3.2:** Engage with the public on a regular basis.

*Action: Update residents about state legislative process and matters (Annual)*

Status: No action taken.

*Action: Establish a kiosk at City Hall (2023-24)*

Status: Completed. Kiosk has been installed.

**Objective 1.3.3:** Hold in-person sessions with the public throughout the year.

*Action: Have "Coffee with a City Council Member" sessions (Annual)*

Status: Completed. Several events held.

*Action: Hold a quarterly Town Hall meeting (Annual)*

Status: None.

*Action: Schedule and hold Citizens Academy (Annual)*

Status: Cancelled this year due to lack of participants. Next Academy Sept. 2024

*Action: Complete internal review of public outreach and compare findings to other communities and recommended best practices (2023-24)*

Status: No action taken.

## **Goal 1.4: Cyber-Security Resiliency Plan**

**Objective 1.4.1:** Adopt and maintain a relevant Cyber-Security Resiliency Plan.

*Action: Test the plan against a likely attack at the staff level and report the findings of the test to the Council (2023-24)*

Status: Monthly email Phishing test continue. No report to Council.

## **Theme 2: Healthy Economy**

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### **Goal 2.1: Advance the Downtown Safety & Streetscapes Project**

**Objective 2.1.1:** Revitalize Downtown.

*Action: Revamp the Façade Improvement Program, adding a match-required forgivable loan aspect. Create and implement a private property incentive program for redevelopment/structural repair of downtown buildings once Streetscape project is complete (2022-23)*

Status: In process of first application reviews. Three projects submitted.

*Action: Utilize any remaining Urban Renewal dollars to maximize redevelopment efforts in Downtown Philomath with strategic public investments to spur private investments following completion of the Streetscape project (2024-25)*

Status: In process

*Action: Establish Design Standards for the downtown area to complement the streetscapes theme (2023-24)*

Status: Completed. Material standard minimums for commercial and industrial buildings have been adopted into the development code and the Façade grant Program has very clear guidelines and sample "Timber Town" elements in place.

*Action: Enable and promote events in the downtown area (Annual)*

Status: Due to construction, there are restrictions this fiscal year, however, the City has supported the efforts of the Trunk or Treat, Parade of Lights, and Dirt Road Street Party events.

### **Goal 2.2: Support and Expand Economic and Community Development**

**Objective 2.2.1:** Create and maintain a dialogue between city officials and local businesses in regards to things that the City can do to assist local businesses.

*Action: Establish a Downtown Vitalization Advisory Committee (2023-24)*

Status: Completed. Committee has met twice.

*Action: Re-evaluate time/place/manner restrictions that prohibit targeted businesses (2023-24)*  
Status: No action taken.

**Objective 2.2.2:** 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.

*Action: Conduct regular visits to businesses and industries as an ambassador to address regulatory barriers and provide resources that enable development and retention of businesses. Connect local businesses with available resources including the Chamber, Cascades West Council of Governments (CWCOG), Small Business Administration (SBA), and Small Business Development Center at (Linn-Benton Community College (LBCC) (Annual)*

Status: Completed. Individual meetings as well as meetings with groups of businesses to discuss the impacts of the Streetscapes Project were held.

**Objective 2.2.3:** Participate in meetings of partner organizations. Share and communicate our economic development goals and policies with our partners. Maintain positions on any boards of our partner organizations.

*Action: Participate in the strategic planning process of Rural Economic Alliance (REAL) (2022-23)*  
Status: The Strategic Plan has been completed and priorities have been selected. Progress is being made, but constrained by lack of funding. Grants are being applied for.

**Objective 2.2.4:** Maintain strong interoffice communication to deliver prompt and accurate responses to economic development information requests. Apprise the City Council of economic development projects and identify regulatory barriers to these projects.

**Objective 2.2.5:** Utilize a formal committee to assist with economic development.

*Action: Partner with other entities such as Oregon State University (OSU), LBCC and other businesses or nonprofits to further economic development outreach (Annual)*

Status: We are partnering with Corvallis Benton County Economic Development to establish better partnerships and working relationships with OSU. CM met with the new director at LBCC's Small Business Development Center and the new director at Corvallis Benton County Economic Development.

*Action: Approve language in the municipal code to establish the committee including organizational structure, appointments, terms, responsibilities, etc. Select members and assign a Council representative to attend committee meetings with regular reporting (2023-24)*

Status: Ad Hoc Committee formed at this point.

*Action: Consider forming an Economic Development Committee to take the lead on business outreach (2024-25)*

Status: Completed. Forming the Housing and Economic Development Committee.

**Objective 2.2.5:** Determine uses of city-owned property in the downtown area (2023-24)

## Goal 2.3: Develop and Expand Philomath Tourism

**Objective 2.3.1:** Support the Marys Peak to Pacific Scenic Byway.

*Action: Select a Council liaison to take the lead at regularly scheduled meetings of the Byway Maintenance Committee (2022-23)*

Status: Completed. First meeting held.

**Objective 2.3.2:** Support efforts to improve Skirvin Park, home of the Philomath Frolic & Rodeo.

*Action: Task the Council liaison to participate in the Stakeholder Committee meetings for the master plan project and provide updates of the committee's progress (2022-23)*

Status: Completed. Under contract with Gerding Builders for the Streetscape project.

*Action: Partner with the Frolic & Rodeo to apply for an Oregon Parks and Recreation Department grant in 2023 to improve Skirvin Park (2022-23)*

Status: Completed. Grant likely to be awarded. Awaiting final approval.

**Objective 2.3.3:** Support efforts that service or promote tourism in the city.

*Action: Promote completion of the Streetscapes project*

Status: Project completion estimated summer of 2024.

*Action: Replace wayfinding signs in downtown (2024-25)*

Status: No action taken.

*Action: Replace holiday decorations in the downtown (2023-24)*

Status: Completed. New decorations have been purchased and will be installed Nov. 2024.

## Theme 3: Strong and Resilient Infrastructure

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### Goal 3.1: Update, Adopt and Implement all Master Plans

**Objective 3.1.1:** Update the Stormwater Master Plan by 2023.

Status: Completed.

**Objective 3.1.2:** Become familiar with the various tools available for funding local improvements such as water, sewer, and streets as alternatives to local improvement districts.

*Action: Review requirements for reimbursement districts to prioritize public notification early in the process and equitable assessments to benefiting property owners (2022-23)*

Status: Assigned to Public Works Committee. No action taken.

*Action: Review funding sources for infrastructure and the code language for local improvement districts; amend as needed (2023-24)*

Status: The Council did review infrastructure funding tools, but there were no recommendations directly related to local improvement districts.

**Objective 3.1.3:** Update the Water Conservation Plan (2024-25)

## **Goal 3.2: Preserve and Enhance the Sewer Infrastructure**

**Objective 3.2.1:** Move conflicting utilities for Benton County Chapel Drive Improvement Project.

*Action: Lower existing sewer force main on Chapel Drive (2022-23)*

Status: Completed.

**Objective 3.2.2:** Reduce excessive Inflow and Infiltration (I & I) in the sewer collection system to prevent excessive flows in the Wastewater Treatment facility by following the Capital Improvement Plan (CIP).

*Action: Replace sewer lines on S 16<sup>th</sup>, S 17<sup>th</sup>, and S 18<sup>th</sup> streets (2023-24)*

Status: Construction is underway and scheduled to be completed by Fall 2024

**Objective 3.2.3:** Expand capacity to spread effluent through land application.

*Action: Construct irrigation line from lagoons to the east side of Bellfountain Road (2025-26)*

Status: No action taken.

**Objective 3.2.4:** Sewer installation on upper and lower Benton View Drive - Creating a Local Improvement District to pay for the construction.

*Action: Complete engineer's report and hold the public hearing (2025-26)*

Status: No action taken.

## **Goal 3.3: Preserve and Enhance the Water Infrastructure**

**Objective 3.3.1:** Replace undersized and end-of-service water lines in conjunction with street projects.

Status: Prioritized water lines on N 19<sup>th</sup> in conjunction with Benton County paving project.

**Objective 3.3.2:** Analyze water availability from other sources.

*Action: Meet with Adair Village, Corvallis, Monroe and Benton County to consider possibility of a region-wide water district (2023-24)*

Status: No meetings were held or progress made this quarter.

**Objective 3.3.3:** Construct new water treatment plant.

*Action: Keep the community up to date on new water treatment plant project progress through construction and completion (2022-23)*

Status: Reservoir repair is in limbo. New WTP engineering moving forward. Project webpage updated.

**Objective 3.3.4:** Update meter reading system to reduce staff time and add hourly information for customers.

*Action: Seek bids for full-remote reading system and add project to the Capital Improvement Plan and Budget.*

Status: Completed.

### **Goal 3.4: Preserve and Enhance the Stormwater Infrastructure**

**Objective 3.4.1:** Renew pipe sections of the Storm Sewer System listed in the Capital Improvement Plan to more effectively remove standing water from our streets.

*Action: Complete stormwater portion of the Downtown Safety and Streetscapes Project (2023-24)*

Status: In progress.

*Action: Complete stormwater improvements as part of S 16<sup>th</sup> Street project (2023-24)*

Status: Construction is underway and scheduled to be completed by the end of August.

### **Goal 3.5: Preserve and Enhance the Street Infrastructure**

**Objective 3.5.1:** Keep existing streets in good repair with chip sealing, crack sealing and overlays when available, following the Transportation System Master Plan priority list of projects.

**Objective 3.5.2:** Modernize or improve undeveloped streets and streets in disrepair by appropriately widening, adding sidewalks, bike lanes, lighting, trees, striping and other improvements as funding allows.

*Action: Consider establishment of a local gas tax (2024-25)*

Status: No action taken.

*Action: Complete the S 16<sup>th</sup> Street Project, including widening, adding sidewalks, and extending the road to Cedar Street (2023-24)*

Status: Construction is underway and scheduled to be completed by the end of August.

*Action: Coordinate completion of the Downtown Safety and Streetscapes Project with ODOT (2024-25)*

Status: Construction is underway.

*Action: Install Phase III EV charging stations within the downtown area (2024-25)*

Status: Grant has been applied for and awarded.

*Action: Consider additional projects along the Downtown Safety and Streetscapes Project to improve streets and expand or improve on-street parking (2022-24)*

Status: Council of Governments is under contract to The City will be applying for a technical assistance grant during the first part of next year to fund this analysis.

*Action: Replace street lighting on N 13<sup>th</sup> Street to match new streetlights, (2023-24)*

Status: Contract approved. Installation scheduled for August 2024.

*Action: Work with the F Street (N 12th Street) Road District on the formation of a Local Improvement District. City recognizes that the Road District should have at least a 50%*

*majority in favor of proceeding before the City becomes involved in the planning effort of forming a LID (2024-25)*

Status: No action taken.

**Objective 3.5.3:** Monitor traffic counts on local streets and maintain counts over time.

*Action: Utilize radar signs for land use application and public safety issues (Annual)*

Status: The radar signs have been used on several occasions regarding speed complaints in town. We did not deploy them for any land use applications this quarter.

**Objective 3.5.4:** Encourage development of N 9<sup>th</sup> Street to current City standards from Pioneer Street north with Benton County and CAMPO.

**Objective 3.5.5:** Increase on-street parking in downtown area

*Action: Complete downtown parking analysis (2024-25)*

Status: Working with COG to complete analysis Summer 2024.

*Action: Repave and restripe side streets to maximize parking (2025-26)*

Status: No action taken.

**Objective 3.5.6:** Work with the School District to implement the recommendations of the School Safety and Circulation Report (2023-24)

## **Goal 3.6: Improve Resiliency of Public Infrastructure**

**Objective 3.6.1:** Complete seismic upgrades to water reservoir identified in the Water Master Plan.

*Action: Procure a grant for seismic upgrades (2023-24)*

Status: Re-applying for next round of FEMA grant funding.

**Objective 3.6.2:** Add backup power generators at Starlight Village pump station and Neabeack booster pumps as well as Neabeack fire pump.

*Action: Procure project bids and grants to cover the costs (2023-24)*

Status: In progress; generator ordered and grant application submitted.

## **Theme 4: Great Neighborhoods**

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### **Goal 4.1: Address Affordable Housing in Philomath**

**Objective 4.1.1:** Ensure the City's housing policies encourage housing options for low to med-income households.

*Action: Perform a code audit to remove barriers to low-income housing options and allow for various housing types such as tiny homes, cottage clusters, and other high-density, low impact housing (2023-24)*

Status: The Planning Commission is reviewing Development Code changes to address this.

*Action: Review year-end statistics on residential, commercial, and industrial growth; inventory levels; building permits, etc. (Annual)*

Status: Not completed this quarter.

**Objective 4.1.2:** Support applications for higher density housing options through conditions of approval and development agreements that favor more affordable housing options.

**Objective 4.1.2:** Look for opportunities to support low- and median-income housing.

## **Goal 4.2: Maintain Optimal Level of Transit Services**

**Objective 4.2.1:** Improve bus service to residents and businesses.

*Action: Complete ridership needs assessment and adjust routes and schedules as needed (2024-25)*

## **Goal 4.3: Implement the Park Master Plan and Encourage Community Events**

**Objective 4.3.1:** Provide support for community events, including funding, resources, and staff time.  
Status: Budgeted \$2000 for new community events.

**Objective 4.3.2:** Follow the Park Master Plan and install projects from the Capital Project list.

*Action: Complete Cochran Park Design and begin Construction (2022-23)*

Status: Design completed, construction complete. Waiting on granite pieces.

*Action: Complete feasibility study for active sports park (2022-23)*

Status: Completed. Feasibility study completed, preliminary design complete.

*Action: Flossie Overman Park – Shade trees and tree protection, and trash/recycling cans (2023-24)*

Status: Park Advisory Board discussed solution.

**Objective 4.3.3:** Preserve natural areas within the park system.

*Action: Hold the inaugural Heritage Tree Program selection process (2022-23)*

Status: Completed. Second round of inductees completed.

*Action: Using the Park Master Plan as a reference, analyze the Development Code to ensure requirements adequately preserve natural spaces (2024-25)*

Status: No action taken.

**Objective 4.3.4:** Coordinate efforts relating to Music in the Park through the Park Advisory Board.  
Status: Completed.

**Objective 4.3.5:** Maintain annual Tree City USA certification.

*Action: Hold Arbor Day Event with schools (Annual)*

Status: Completed.

**Objective 4.3.5:** Encourage planting of native trees and vegetation where appropriate in the parks and streets.

*Action: Update allowed tree list and create a “recommended” list that is provided on the website and in the City Newsletter (2024-25)*

Status: No action taken.

## **Goal 4.4: Support the Philomath Community Library**

**Objective 4.4.1:** Support the cultural and social impact of the library.

*Action: Complete a feasibility study for library expansion (2023-24)*

Status: Consultant hired and initial meetings are taking place.

## **Goal 4.5: Promote Healthy and Clean Neighborhoods**

**Objective 4.5.1:** Follow programs that focus on improving and maintaining existing neighborhoods.

*Action: Provide Spring Clean-Up free of charge to residents (Annual)*

Status: Completed.

*Action: Hire a new, part-time code compliance officer to focus on noncompliance (2022-23)*

Status: Completed. Position was filled, then vacated, then morphed into new full-time officer position.

*Action: Have the Public Works Committee review appropriate synthetic turf options, if they are any, to be used in the community.*

Status: Completed and installed in Paul J. Cochran Veterans Memorial Park.

## **Goal 4.6: Reduce Energy Usage in City Buildings and Vehicles**

**Objective 4.6.1:** Procure grants targeted at lowering utility usage for commercial/governmental buildings.

**Objective 4.6.2:** Consider low- and lower-emission vehicles when looking to replace city vehicles

## **Theme 5: Safe Community**

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### **Goal 5.1: Ensure Public Safety by Protecting People, their Property, and Enforcing Traffic Laws.**

**Objective 5.1.1:** Ensure the Safety of Philomath Community Members.

*Action: Expand Crime Prevention and Community Outreach efforts; hold 4+ events (Annual)*

Status: Ongoing events held

*Action: Provide periodic walk through of the schools with Officer Percy (Annual)*  
Status: Completed. Percy retired.

*Action: Coordinate National Night Out efforts (Annual)*  
Status: Completed August 1, 2023.

*Action: Report to the Council about the PD-Philomath School District relationship (Annual)*  
Status: Completed.

**Objective 5.1.2: Ensure the Security of Public and Private Property.**

*Action: Reduce property crime by continuing proactive policing approach (Annual)*  
Status: Completed.

- As of October 30th, there has been only 1 burglary, and 3 Unlawful entries into vehicles reported to PPD. A total of 32 theft complaints were lodged YTD.

**Objective 5.1.3: Make Philomath a safe place to walk, bike and drive.**

*Action: Provide proactive traffic enforcement in high traffic areas to reduce accidents and improve traffic safety (Annual)*  
Status: Completed.

*Action: Reduce drug crimes and drug trafficking by proactive traffic enforcement (Annual)*  
Status: Completed.

*Action: Reduce impaired driving using state DRE enforcement approach (Annual)*  
Status: Completed, PPD has arrested 43 DUII drivers YTD (Oct 30) with 15 being DUII-Drugs.

*Action: Complete School Safety and Circulation Study and identify targeted improvement areas (2022-23)*  
Status: Completed.

**Objective 5.1.4: Maintain a highly trained, state accredited department.**

*Action: Maintain and expand Advanced Officer Training to improve service delivery*  
Status: Completed.

- Officers attended advance training in 2023 in the subjects of Child Abuse Investigation, DUII, Roadside DUII interdiction, Advanced Interviewing Skills, and Electronic Crimes.

*Action: Continue support and implementation of State of Oregon Law Enforcement Accreditation Program (Annual)*  
Status: Completed.

- Completed 3-year Accreditation Award by Oregon Accreditation Alliance in February!

*Action: Maintain records and follow training schedule and other requirement of accreditation (Annual).*  
Status: Completed

- All state and OAA training requirements were met in 2023.

**Objective 5.1.5: Educate Public on emergency management and emergency preparedness.**

*Action: Provide educational opportunities for the community on how to best prepare for and react to fires, earthquakes, floods, and other disasters (Annual)*

Status: Shared Benton County Emergency Management information including supporting community outreach and feedback for the Natural Hazards Mitigation Plan update.

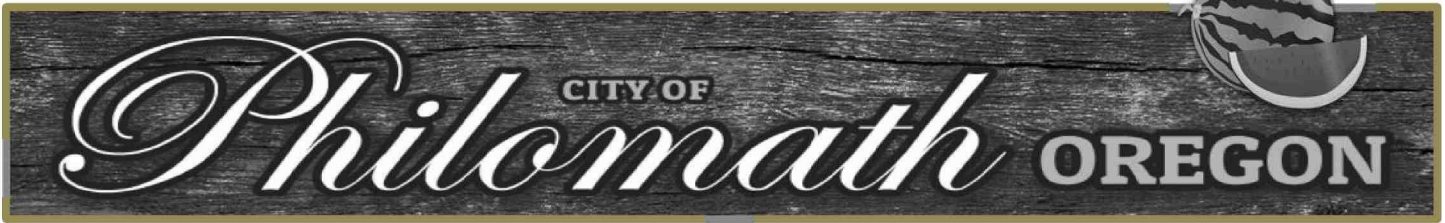
*Action: Support and encourage Community Emergency Response Team (CERT) training (2025-26)*

Status: Publicized BCSO efforts.

August 2024

[www.ci.philomath.or.us](http://www.ci.philomath.or.us)

## Official Newsletter of the City of Philomath



### City Hall remodel coming soon...

Last year, City staff began working with a design team on plans to remodel City Hall. The primary goals of the remodel are to improve ADA accessibility to the lobby, increase employee safety, add two work stations, and freshen up the façade. Handicap accessible parking will be added to the east end of the parking lot, closer to the administrative offices door. A ramp will be installed in the walkway, and automatic doors will be installed at both entrances. The lobby will be fully walled off from employee work stations, and three large service windows will be installed to assist customers with



either utility payments, court questions, or building permits/planning. This separation will better protect employees from confrontations that have the potential to escalate quickly. Shrinking the lobby area will create a workspace for the city planner and permit clerk to better assist property owners and contractors, and will free up a small but private office where defendants can meet with their attorney or the city prosecutor. Currently, those meetings most often take place in the hallway outside the restrooms because there is no other space. Other notable changes will be the addition of coverings over each entrance, with exposed timbers and rock columns to support the city's Timber Town theme. To finish out the design, new signage will be installed beside each entrance so people know which door to enter for public meetings or administrative issues. During construction, temporary offices will be set up at the police station and public works building. More information will be released once the construction schedule is set.



Don't miss the final Music in the Park 2024 concerts! Food concessions at every concert. Free family activities sponsored by Philomath Library on Thursday!

August 15 - The Nettles - Celtic & Americana 6-8pm  
August 25 - Family Tradition - Classic Rock 6-8pm

Thank you **Pioneer Connect** – 2024 Series Sponsor!


A poster for the "Chili Cook Off 2024". At the top, the words "PUBLIC SAFETY" are written in a bold, serif font. Below this is a graphic of a cowboy hat with a star on the front and a chili pepper with a mustache. Underneath the graphic, the words "CHILI COOK OFF" are written in a large, bold, serif font. Below that, the year "2024" is written in a smaller, bold, serif font. The event details are listed: "2:00 - 6:00 p.m. on Sunday, September 8th, Philomath Frolic Rodeo Grounds." At the bottom, it says "All charity benefits go to the 4-Spirits Veterans Scholarship Fund and the Philomath Police and Sheriff's Charity Foundations". There is a QR code and logos for "4 SPIRITS DISTILLERY", "PHILOMATH POLICE", and "PHILOMATH FOUNDATION". The background is a textured, parchment-like surface.



## New Employee Spotlight

The City welcomes Russell Howard to the Public Works Department. He has been working for the City since May and has already proven to be a valuable team member. He brings knowledge and skills to the City that will be an asset to the organization.

The Public Works Department's maintenance and operations crews are responsible for work related to streets, sewer, water, stormwater, parks & facilities. We are looking forward to working with Russell for many years to come!




# Philomath Farmers' Market

## Sundays 11 to 3

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### Philomath Community Library

May 26th to October 20th



SUBSCRIBE TO RECEIVE CITY EMAIL:

**SUBSCRIBE**

KNOW WHAT'S GOING ON IN YOUR COMMUNITY!

## Social Service Agency and Transient Lodging Tax Grants Now Being Accepted

Applications are now being accepted for the City's two primary annual grant opportunities: The 2024 Transient Lodging Tax (TLT) Grant Program and 2024 Social Service Agency Grants.

**Social Service Agency Grants:** Local agencies that support projects or services that will benefit Philomath community members in the upcoming year are encouraged to apply for Social Service Agency Grants. The City annually allocates up to 35% of estimated State Revenue Sharing monies for social service requests.

Organizations applying for social service funds must be recognized as a non-profit by the Federal government with a tax-exempt status or be a governmental or quasi-governmental agency.

**TLT Grants:** The City annually provides an opportunity for organizations to apply for funding of projects that contribute to the development and improvement of Philomath's economy by means of the enhancement, expansion and promotion of the tourism industry.

Funds for the program come from the city-wide TLT established in 2021 and an annual allocation of tourism-related dollars from Benton County and other state or federal funding partners.

Applications for both grant programs must be received by August 30, 2024, at 5:00 p.m. at City Hall. More detailed information and the grant applications are available on the City's website.



POLICE-COMMUNITY PARTNERSHIPS

## Tuesday, August 6

### Philomath City Park

6:00-8:00 PM



## MEETINGS

- Aug. 1** Public Works Committee 3:00 PM
- Aug. 6** Park Advisory Board 5:30 PM
- Aug. 12** City Council 7:00 PM
- Aug. 19** Planning Commission 6:00 PM
- Aug. 26** City Council 6:00 PM (if needed)
- Aug. 27** Inclusivity Committee 5:30 PM

Additional City committee and board meetings may be added to the calendar later in the month.

**For the most up to date schedule, agendas and participation details, go to:**  
[City Meetings & Events Calendar](#)

Watch meetings via live-stream on  **YouTube**

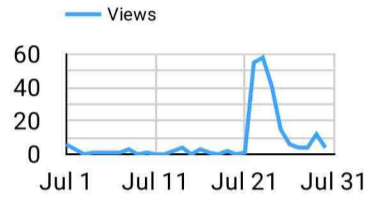
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Jul 1, 2024 - Jul 31, 2024

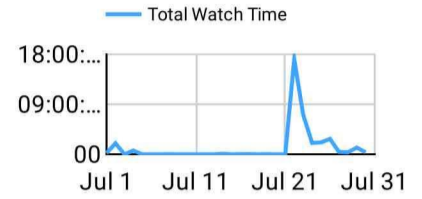
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Trending

Views  
**229.0**



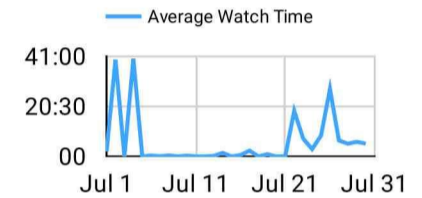
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Video Shares  
**2.0**



Avg. View Duration  
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Top Videos Watched

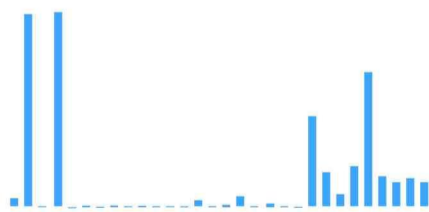
Video Title	Views	Average Watch Time
Philomath City Council meeting 7/22/2024	76	00:18:33
Inclusivity Committee 7/23/2024	60	00:06:06
Public Works Committee 7/24/24	28	00:06:48
Chief Ken Rueben Retirement Songs	8	00:00:54
Planning Commission 6/17/2024	7	00:07:52
City Council & Urban Renewal Agency meeting 6/10/2024	5	00:01:37
Inclusivity Committee 5/28/2024	4	00:01:24
Park Advisory Board 6/4/2024	3	00:06:53
City Council & Urban Renewal Agency meeting 2/12/2024	3	00:00:25
Planning Commission meeting 4/15/2024	3	00:00:05

1 - 10 / 36 < >

Likes, Comments, and Subscriptions

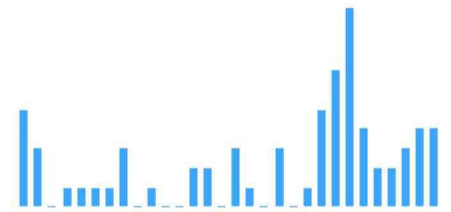
Likes

**09:36**



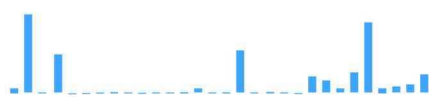
Subscriptions

**37**



Dislikes

**8%**

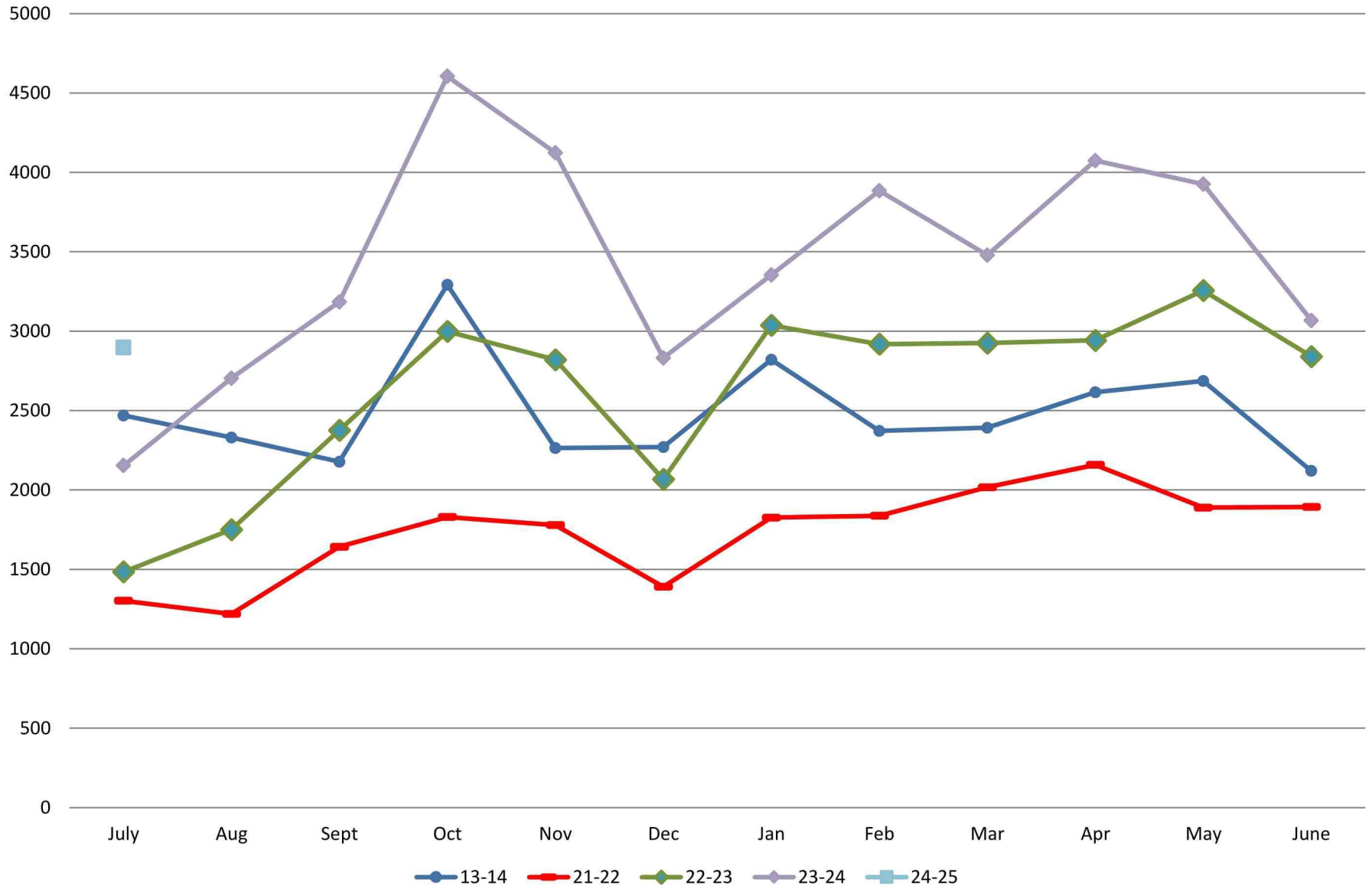


Comments

**0**



## Philomath Connection Bus Ridership Monthly Totals



**PHILOMATH CONNECTION RIDERSHIP SUMMARY**

<b>2024-2025 SUMMARY TOTAL RIDES -</b>	<b>2,898</b>	<b>DAYS OF SERVICE-</b>	<b>26</b>	<b>AVG RIDE/DAY-</b>	<b>111</b>
<b>2023-2024 SUMMARY TOTAL RIDES -</b>	<b>41,393</b>	<b>DAYS OF SERVICE-</b>	<b>255</b>	<b>AVG RIDE/DAY-</b>	<b>162</b>
<b>2022-2023 SUMMARY TOTAL RIDES -</b>	<b>31,414</b>	<b>DAYS OF SERVICE-</b>	<b>275</b>	<b>AVG RIDE/DAY-</b>	<b>114</b>
<b>2021-2022 SUMMARY TOTAL RIDES -</b>	<b>20,783</b>	<b>DAYS OF SERVICE-</b>	<b>307</b>	<b>AVG RIDE/DAY-</b>	<b>68</b>
<b>2020-2021 SUMMARY TOTAL RIDES -</b>	<b>12,025</b>	<b>DAYS OF SERVICE-</b>	<b>333</b>	<b>AVG RIDE/DAY-</b>	<b>36</b>
<b>2019-2020 SUMMARY TOTAL RIDES -</b>	<b>16,277</b>	<b>DAYS OF SERVICE-</b>	<b>308</b>	<b>AVG RIDE/DAY-</b>	<b>53</b>

<b>MONTH</b>	<b>DAYS OF SVC</b>	<b>TOTAL FOR MONTH</b>	<b>AVERAGE RIDES PER DAY</b>
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**2024-2025**

JULY	26	2,898	111
AUGUST	27		0
SEPTEMBER	24		0
OCTOBER	27		0
NOVEMBER	26		0
DECEMBER	25		0
JANUARY	26		0
FEBRUARY	24		0
MARCH	25		0
APRIL	26		0
MAY	26		0
JUNE	25		0

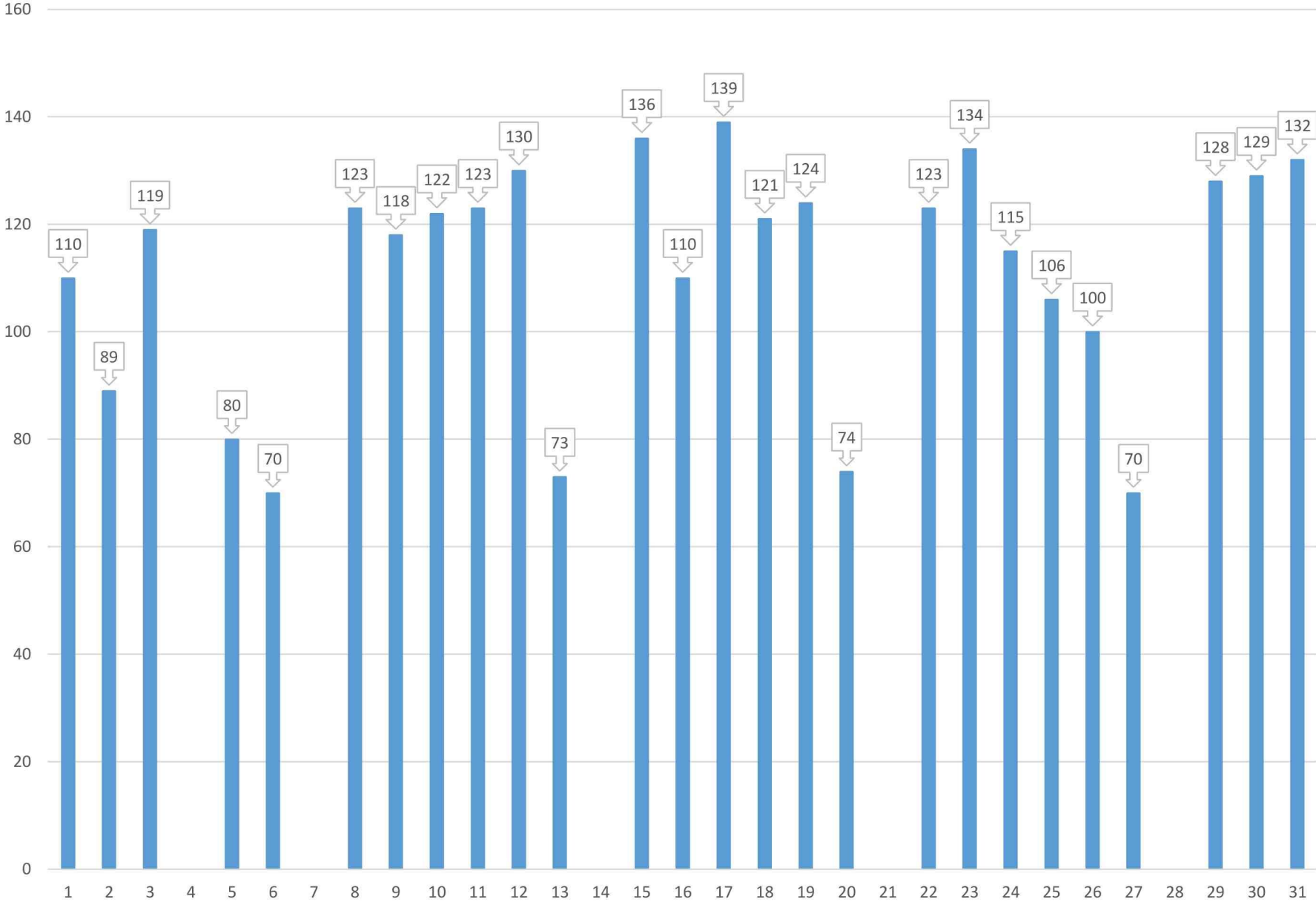
**2023-2024**

JULY	25	2,154	86
AUGUST	27	2,704	100
SEPTEMBER	25	3,185	127
OCTOBER	26	4,606	177
NOVEMBER	26	4,123	159
DECEMBER	25	2,832	113
JANUARY	24	3,354	140
FEBRUARY	25	3,885	155
MARCH	26	3,479	134
APRIL	26	4,074	157
MAY	26	3,929	151
JUNE	25	3,068	123

**RIDERSHIP BY WEEK FOR THE MONTH**

<b>PC ROUTE</b>	<b>July 1-6</b>	<b>July 8-13</b>	<b>July 15-20</b>	<b>July 22-27</b>	<b>July 29-31</b>
<b>MONTHLY TOTAL</b>	<b>468</b>	<b>689</b>	<b>704</b>	<b>648</b>	<b>389</b>

Daily Philomath Connection Riders: July 2024





# Local Lodging Quarterly Report

Revenue Period April 1, 2024 through June 30, 2024

## City of Philomath

The following table contains the local lodging tax distribution for City of Philomath. This distribution includes revenues received from April 1, 2024, through June 30, 2024.

Net Receipts	DOR Administrative Fee	Dollars Directed to Local Government
(2,984.73)	30.00	(2,954.73)

The following information comes from all returns filed from April 1, 2024 through June 30, 2024. While this information mainly reflects the filing activity for the Q1 2024 tax return period, it may include late returns, amended returns, and audits from various filing periods.

### Return Information

Original Returns Filed	3
# of Taxpayers	3
Amended Returns	0
Failure to File Assessment	0
Audits	0

### Demographic Information

Hotels	1
Motels	1
B&B	0
RV/Campground	0
Vacation Rental	1
Other	0

Owner Operator	1
Managing Agent	0
Transient Lodging Intermediary	2

A state lodging return may include multiple rental locations located in City of Philomath on one return. This means that the number of rental locations may not equal the number of returns.

### Local Tax Information

Gross receipts reported on returns	39,164.84
Exemptions claimed on returns	4,255.63
Net Taxable Receipts reported on returns	34,909.21
Local tax reported on returns	2,984.73
Tax deficiency/unpaid tax	-
Penalty and Interest Received	-
Audit Payments Received	-

Penalties and interest also apply to deficiencies but are not included in this figure.

These values may not always tie to the amounts distributed due to system tolerances, and/or penalty/interest waiver requests. Payments are first applied to penalty/interest, and then to tax.