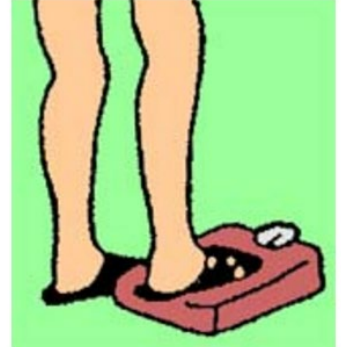
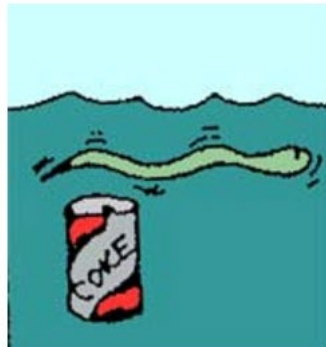
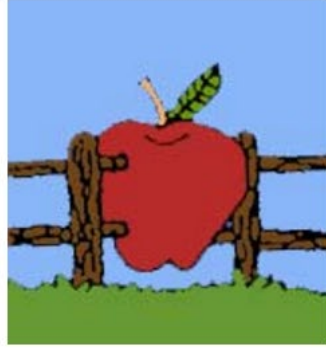
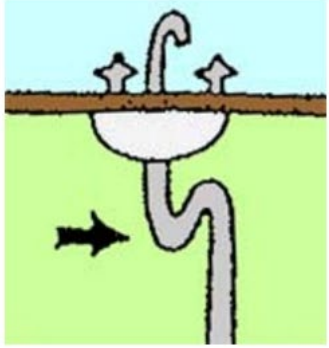


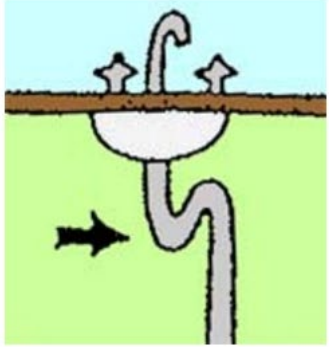
City of Philomath

2019 CITIZENS ACADEMY

Can you guess the name of each city?



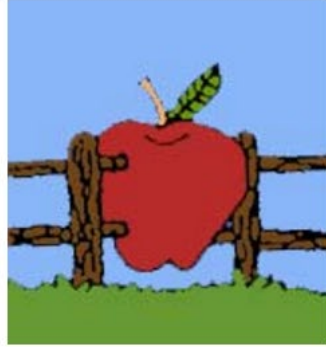
Can you guess the name of each city?



Drain



Mt. Angel



Applegate



Maupin



Woodburn



Sisters



Bigs



Tigard



Roseburg



Coquille



Bend



Gearhart



Halfway



Joseph

City of Philomath

2019 CITIZENS ACADEMY

Citizens Academy Overview

- Better understanding of City functions and services
- Improve communication and transparency with citizens
- Help citizens better understand what role they play in making our community great
- Transform residents into citizens
 - “...if you examined who really builds , contributes to and essentially “makes” a city, you would find that those citizens who have an emotional connection with their city make the difference.”

-For the Love of Cities by Peter Kageyama

Our Government

American Philosophy of Government

"...all power is vested in, and consequently derived from, the people; that magistrates are their trustees and servants and at all times amenable to them."

-Virginia Declaration of Rights, June 12, 1776

"...Governments are instituted among men, deriving their just powers from the consent of the governed"...to secure "certain unalienable Rights; that among these are Life, Liberty, and the pursuit of Happiness."

-Declaration of Independence, adopted July 4, 1776

Our Government

Types of U.S. & Oregon Local Governments

■ U.S. General Purpose

- 3,033 Counties
- Municipalities
 - 19,492 Cities
 - 16,519 Towns or Townships

■ U.S. Special Purpose

- 37,381 Special Districts
- 13,051 School Districts

■ Oregon General Purpose

- 36 Counties
- Municipalities
 - 241 Cities (
 - 674 Towns or Communities

■ Oregon Special Purpose

- 938 Special Districts
- 220 School Districts

Source: Municipal Year Book 2015, ICMA

Oregon Cities

Over 50,000

Portland	667589
Salem	177019
Eugene	175803
Gresham	114835
Hillsboro	112427
Bend	103962
Beaverton	102177
Medford	85518
Springfield	65301
Corvallis	59081
Albany	56319
Tigard	54191

12

50K-20K

Keizer	42646
Lake Oswego	40241
Grants Pass	39801
Oregon City	37876
McMinnville	37162
Redmond	31590
Tualatin	28745
West Linn	27738
Woodburn	26988
Wilsonville	26462
Forest Grove	25186
Newberg	24839
Happy Valley	23259
Roseburg	23025
Ashland	22248
Klamath Falls	22043
Milwaukie	21349

17

20K-5K

Sherwood	19759
Central Point	19429
Canby	18337
Dallas	17780
Hermiston	17637
Lebanon	17592
Pendleton	16894
Coos Bay	16799
Troutdale	16683
The Dalles	16229
St. Helens	14522
La Grande	13778
Gladstone	12572
Cornelius	12519
Sandy	12118
Damascus	11510
Ontario	11153

38

Under 5,000

Philomath	4892
Phoenix	4695
Lafayette	4569
King City	4231
Aumsville	4230
Reedsport	4190
Coquille	4040
Wood Village	4028
Harrisburg	3916
Estacada	3811
Toledo	3731
Mount Angel	3706
Hubbard	3665
Myrtle Creek	3589
Jacksonville	2955
Burns	2896
Sisters	2891

122

Forms of City Government

Council-Manager

- Most common form of government, especially in cities with populations over 4,000
- City council oversees general administration, makes policy, sets the budget
- Council appoints a professional city manager to carry out day-to-day administrative operations

Commission

- Oldest form of government in the U.S., used still in only 1 major city but commonly exists at the county level today
- Voters elect individual commissioners to a governing board
- Each commissioner is responsible for one specific aspect, such as fire, police, public works, health, finance
- One commissioner is designated as chairman or mayor, who presides over meetings
- The commission has both legislative and executive functions

Mayor-Council

- Second most common form of government, found predominantly in older, larger cities, or in very small cities
- Mayor is elected separately from the council, is often full-time and paid, with significant administrative and budgetary authority
- Depending on the municipal charter, the mayor could have weak or strong powers
- Council is elected and maintains legislative powers
- Some cities appoint a professional manager who is given specific administrative authority

Town Meeting

- Most commonly found in small cities with populations less than 1,000
- All voters meet to decide basic policy and elect officials to carry out those policies
- Although it is generally viewed as the purest form of democracy, because it allows all eligible voters a voice in local policy decisions, it is practiced in only 5% of municipalities

Laws and Actions of the City

Charter

- This is the "Constitution" of the City
- Basic document governing how city government functions

Ordinances

- Actions of a more permanent or long-term nature
- Particularly actions that establish a new law or policy

Resolutions

- Actions that are more temporary or administrative in nature
- May implement an already established law or policy
- May set rates and fees for a policy adopted by ordinance

Motions

- Actions that are more temporary or strictly administrative in nature
- May indicate Council's approval of an action (approve minutes, authorize staff to move forward on a project, etc.)

City Council and Mayor's Role

The council is the highest authority within city government in deciding issues of policy.

- Identification of problems and needs
- Establishment of community goals and objectives
- Development/analysis of alternative solutions (short- and long-term)
- Establishment of priorities and development of programs or strategies
- Implementation of programs or strategies
- Monitoring and evaluation of programs or strategies
- Feedback and program or strategy improvement and modification

City Manager's Role

Professional Local Government Managers

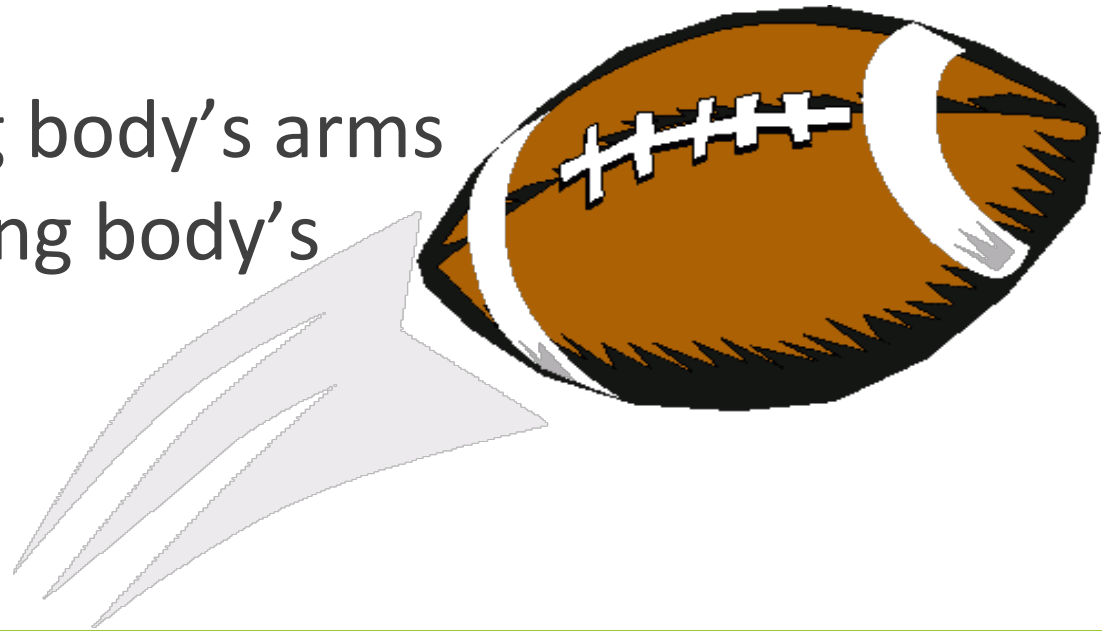
- serve at the pleasure of the elected official or governing body
- translate policy and visionary ideas into tangible results
- develop sound approaches to community challenges
- make policy recommendations to the council for consideration and final decision
- align the local government's administrative systems with the values, mission, and policy goals defined by the community and elected officials
- develop and oversee the budget
- supervise department heads and procure products and services

City Manager's Role

Every team needs a quarterback.

Professional local government managers help implement the City Council's strategic plan so the Council is free to focus on policy and governing.

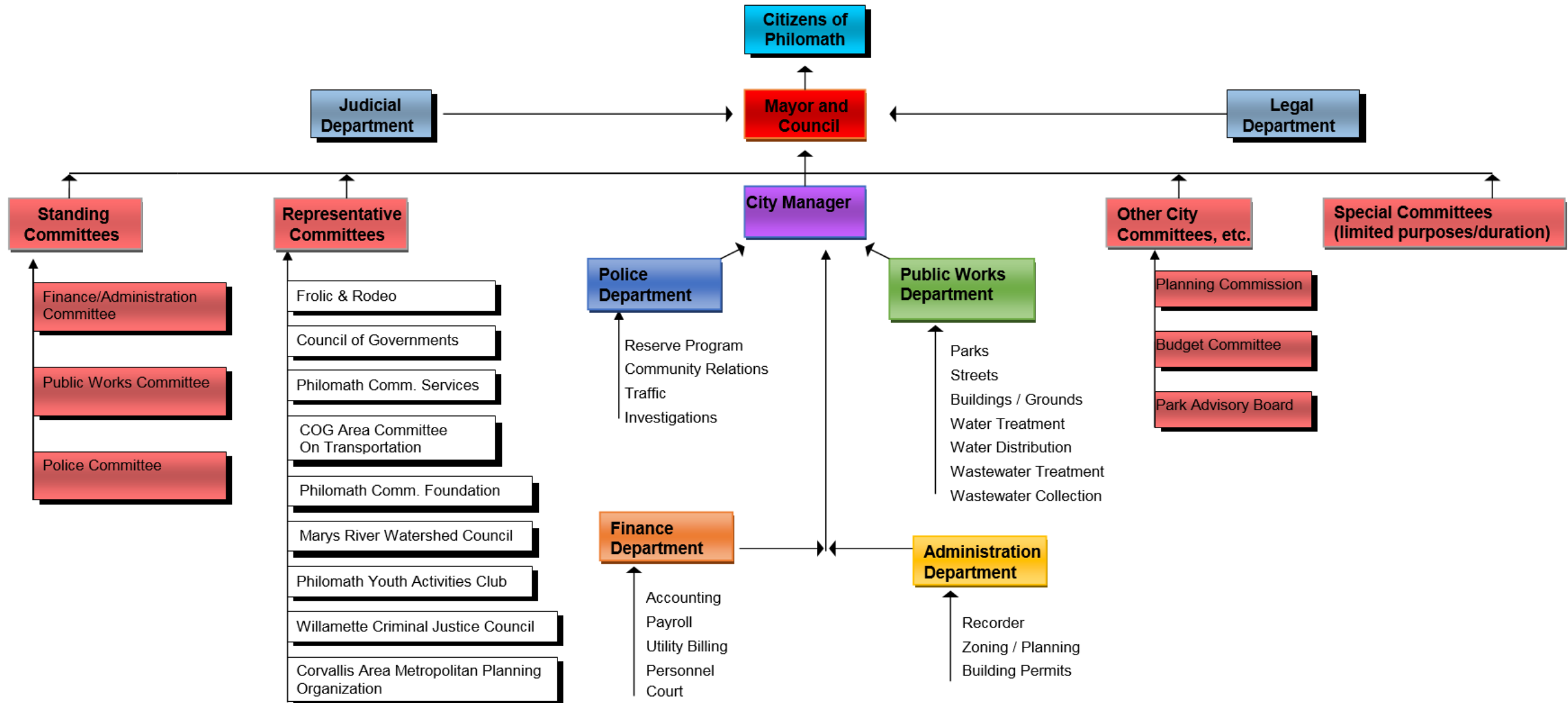
The City Manager is the governing body's arms and legs, helping turn the governing body's vision into reality.



Community Organization

Who Works for Who?

CITY OF PHILOMATH Organizational Chart



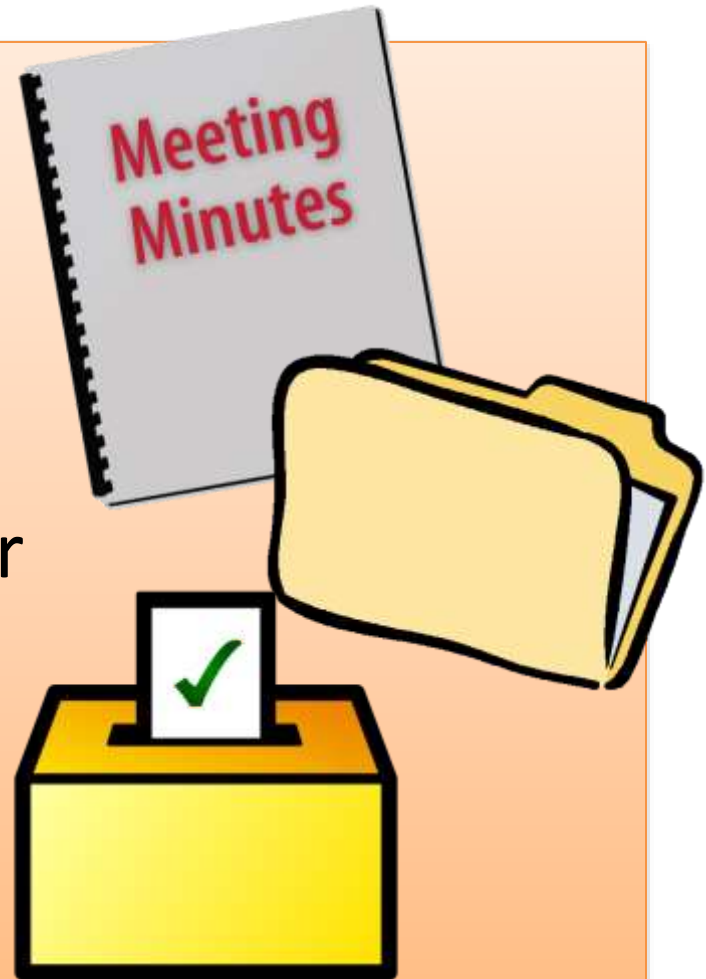
WHO AM I?

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



PRIMARY RESPONSIBILITIES

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



WHAT ELSE DOES THE CITY RECORDER DO?

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



PUBLIC MEETINGS



QUORUMS

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

ELECTRONIC MEETINGS

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

REQUIRED MEETING NOTICES

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

REQUIRED MEETING NOTICES

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



PUBLIC NOTICE TYPES

- **Typical Media Notice:**

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

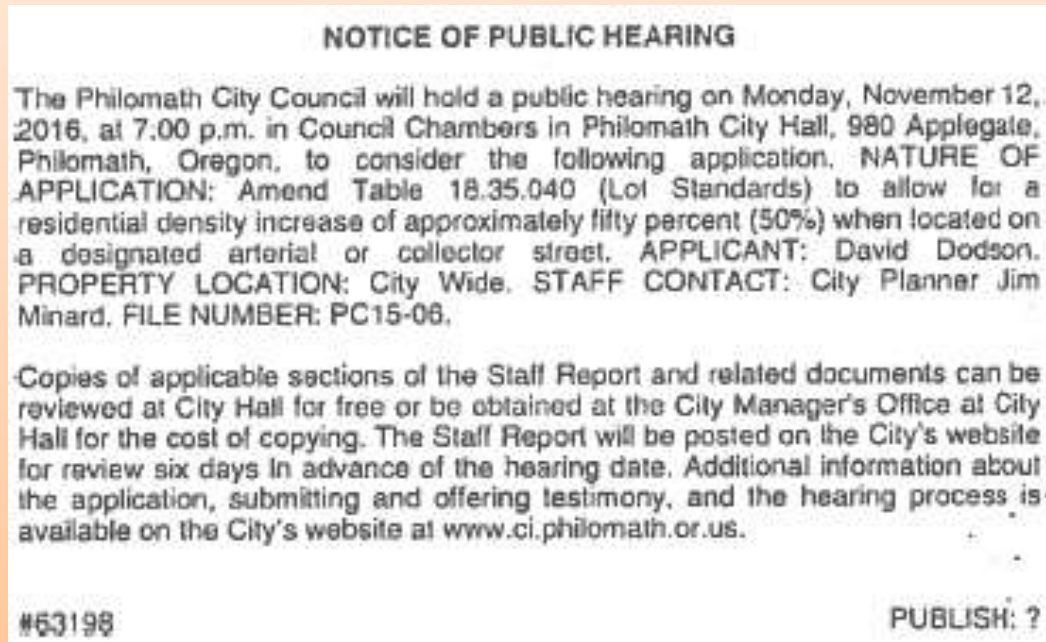
Monday, April 10

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

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

PUBLIC NOTICE TYPES

- Paid Public Notice:



How Much \$\$\$

PUBLIC NOTICE TYPES

- Paid Public Notice:

NOTICE OF PUBLIC HEARING

The Philomath City Council will hold a public hearing on Monday, November 12, 2016, at 7:00 p.m. in Council Chambers in Philomath City Hall, 980 Applegate, Philomath, Oregon, to consider the following application. NATURE OF APPLICATION: Amend Table 18.35.040 (Lot Standards) to allow for a residential density increase of approximately fifty percent (50%) when located on a designated arterial or collector street. APPLICANT: David Dodson. PROPERTY LOCATION: City Wide. STAFF CONTACT: City Planner Jim Minard. FILE NUMBER: PC15-06.

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

#63198 PUBLISH: ?

\$217 !! Based on 2017 rates

OTHER NOTICE METHODS

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



Four-year City Councilor Recognized at Samaritan Awards

The Philomath City Council recognized Jason Leonard at this year's Samaritan Award Ceremony on February 8th. Jason recently completed his second term as a City Councilor and left behind a complete list of accomplishments during his 4 years from 2013-2018.

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

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

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

Public Safety Service Fee Public Comment set for March 13th

The first of two public comment periods will be held on Feb. 13 and the second is scheduled for 7:00 am on March 13.

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



CITY MEETINGS & EVENTS

MARCH 2017:

- Mar. 2 - Finance/Administrative Committee at 6 a.m.
- Mar. 2 - Police Works Committee at 6 a.m.
- Mar. 7 - Park Advisory Board at 1 p.m.
- Mar. 12 - City Council at 7 p.m.
- Mar. 18 - Police Committee at 4 p.m. at Police Station
- Mar. 20 - Planning Commission at 7 p.m.

APRIL 2017:

- Apr. 4 - Park Advisory Board at 1 p.m.
- Apr. 4 - Public Works Committee at 6 p.m. (2 weeks)
- Apr. 11 - City Council at 7 p.m.
- Apr. 11 - Planning Commission at 7 p.m. (2 weeks)
- Apr. 17-23 - Spring Cleanup Event

10. NEW BUSINESS

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

11. INFORMATION & CORRESPONDENCE

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

12. EXECUTIVE SESSION

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

13. ADJOURNMENT

CITY MEETING/EVENTS SCHEDULE

(As of 4/5/17)

APRIL 2017

- April 10 – 7:00 PM – City Council and Urban Renewal Agency
- April 12 – 5:00 PM – Citizens' Academy
- April 17 – 22 – Spring Cleanup
- April 18 – 7:00 PM – Stakeholders Committee for Philomath Safety & Streetscape Project
- April 20 – 7:00 PM – City and Urban Renewal Agency Budget Committees
- April 26 – 7:00 PM – Financial Administration Committee
- April 26 – 8:00 PM – Citizens' Academy at Police Department, 3010 Applegate Street
- April 27 – 10:00 AM – Arbor Day Tree Planting at Public Works Compound

MAY 2017

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

City Meetings & Events

April 2017

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

< Mar

May >

[Read more...](#)

Meeting Agendas

[Apr. 10 City Council Audio](#)

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

[Apr. 10 City Council Agenda](#)

LAND USE PUBLIC HEARINGS

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

LAND USE PUBLIC HEARINGS

PMC 18.105:

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

OTHER NOTICE METHODS:

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

PUBLIC RECORDS REQUESTS

- Information on City website Administration page:



REQUEST FORM



CITY OF PHILOMATH

PO Box 400
980 Applegate Street
Philomath, OR 97370

Phone: (541) 929-6148
Fax: (541) 929-5044
Email: ruth.port@ci.philomath.or.us

PUBLIC RECORDS REQUEST

Name: _____ Phone #: _____

Address: _____

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

(circle one)

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

Signature of Requestor _____

Date of Request _____

FOR OFFICE USE ONLY

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

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

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

Information compiled by: _____ Date completed: _____

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

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

SEE REVERSE SIDE FOR PUBLIC RECORDS REQUEST PROCEDURE.

RECORDS vs. INFORMATION

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

MOST COMMON REQUESTS

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

PUBLIC REQUEST EXAMPLES

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



- We DO HAVE an “Administration Credit Card Bill”



PUBLIC REQUEST EXAMPLES

- Open the Books requests for employee information:

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

PUBLIC REQUEST EXAMPLES

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

PUBLIC REQUEST EXAMPLES

- Response after narrowing down the scope of the request:

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

Ruth

PUBLIC REQUEST EXAMPLES

- What they did with the information:

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

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

Submit a Donation Sign Up Sign In

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

Search Criteria

Employer Name: City Of Philomath

Clear All Save Search

Year

☐ 2015 (41)

Employer Name

City Of Philomath (41)

Name

Annual Wages

\$0 \$4,000,000

View Results

THE LATEST

Subscriber Special - Your Tax Dollars & the Ivy League

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

You currently have 4 trials left.

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

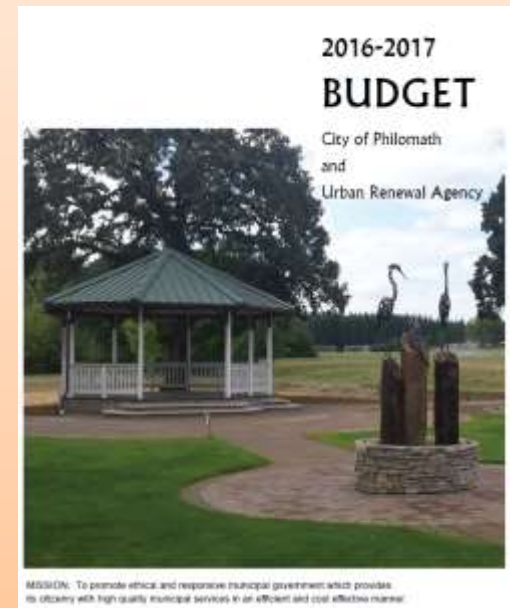
Select new category

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

Year	Employer Name	Job Title	Name	Annual Wages
2015	City Of Philomath		Swanson Joan	\$103,810.92
2015	City Of Philomath		Rueben Ken	\$84,381.43
2015	City Of Philomath		Fear Kevin	\$84,010.15
2015	City Of Philomath		Workman Chris	\$83,718.23
2015	City Of Philomath		Gurski David	\$75,721.01
2015	City Of Philomath		Moser Grant	\$74,879.19
2014	City Of Philomath		Moser Matt	\$75,144.77

WHAT DO WE PROVIDE FOR FREE?

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



WHAT DO WE PROVIDE FOR FREE?

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



City of Philomath



Park Master Plan

Last Updated February 2016



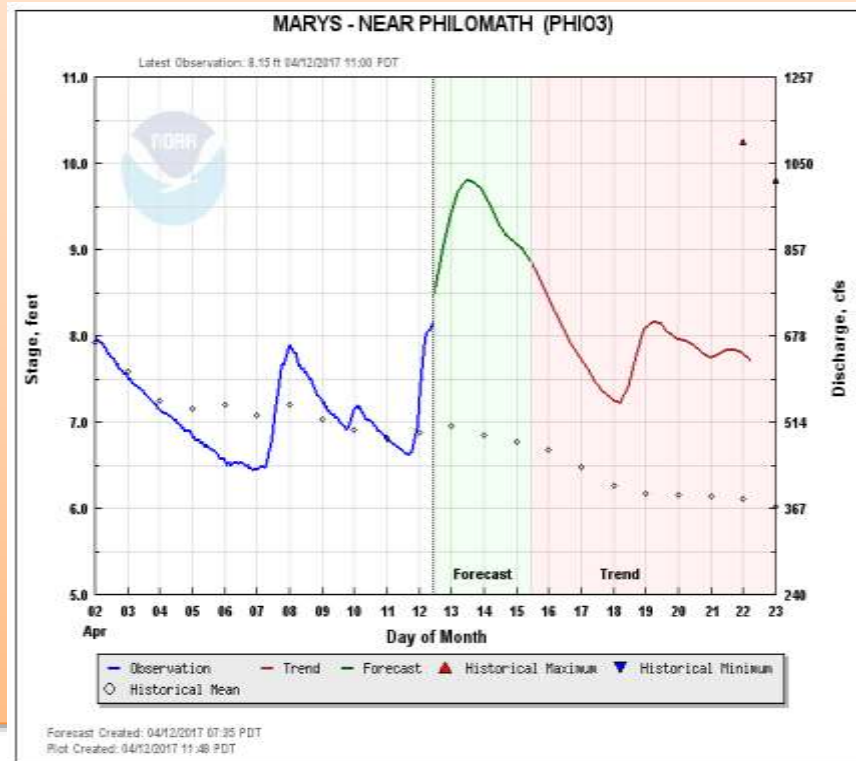
WHAT ELSE IS ON OUR WEBSITE?

- Link to building permit information via Oregon ePermitting system:

The screenshot shows the Oregon ePermitting website. At the top, there is a logo for 'Permitting' and a phone number 'Need help? 503-373-7396'. Navigation links for 'Register' and 'Home' are in the top right. Below these are four large buttons: '+ Apply' (blue), 'Q Search' (yellow), 'Schedule' (green), and '? Resources' (grey). A horizontal menu below the buttons includes 'Home', 'Building' (highlighted), 'Planning', 'Licensing', and 'Onsite/Spec'. Under 'Building', there are links for 'Search' and 'Schedule Inspections'. A search bar is present with a 'More on Web' link. A section titled 'Search for applications and permits that have been processed through the ePermitting system' lists search criteria: Application Information, Date Range, Contractor/License Information, and Site Address. Below this is a 'General Search' section with a red note: 'Change the Start Date field to find permits over a year old.' It features two date input fields: 'Start Date' (04/12/2018) and 'End Date' (04/12/2017), with a 'Search All Records' checkbox.

WHAT ELSE IS ON OUR WEBSITE?

- Emergency Management information, including Marys River flow levels:



WHAT ELSE IS ON OUR WEBSITE?

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



WHO CAN USE CITY HALL?

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



DID YOU KNOW?

- There is a records room at City Hall

TOUR!




City of Philomath

Finance and Budget



What is the purpose of City Government?

To provide services that are not provided by the private sector



What are the major services provided by the City?

- Planning and Building Permits
- Police
- Parks
- Municipal Court
- Streets
- Utilities – Water and Sewer

How are these services paid for?

- Property taxes
- Fees
 - Building Permit Fees
 - Court Fees
 - Water Fees
 - Franchise Fees



Our Mission

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

That means to me:

- We strive to provide the best quality services and spend your money as wisely as we can.
- That does not mean hiring the cheapest employees we can or cutting corners when doing a project.
- By hiring good people and training them well, we have high expectations that those employees
 - 1) Work hard and provide excellent customer service
 - 2) Be conscious about purchases they make for the City.



If our Mission is to provide services

How do we decide:

What services to provide
and



If our Mission is to provide services

How do we decide:

What services to provide

and

What level of service



Its all about the Budget

- If it is in the budget we can pay for it.
- If it is not in the budget we can not.

Who determines what goes in the budget?

The budget officer prepares the budget

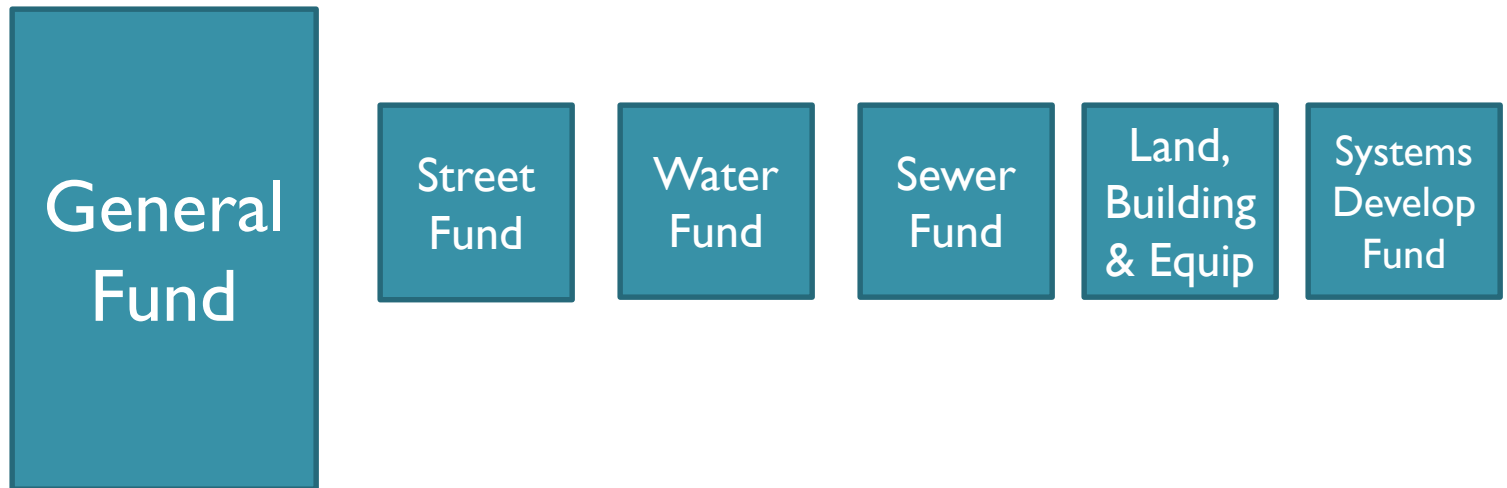
- Start with last year's budget:
 - Remove line items for projects that have been completed
 - Update estimated revenues and expenses
- Add in:
 - New projects from the Capital Improvement Plan
 - City Council goals requiring funding

Formal Budget Process

- 7 City Councilors and 7 citizen members
- Citizen members apply to be on the committee and the Council appoints them
- All meetings open to the public
- Budget meetings published, citizens invited to comment
- Committee reviews budget, makes changes and forwards to City Council for final approval

Fund Accounting

Each Fund is a Separate Business



- Each Fund has its own dedicated revenue
- Funds are kept separate so that the dedicated revenue from one fund can not be used to pay the expenses of another fund.

General Fund

- Every governmental agency has a General Fund
- Major source of revenue is **property tax**
- Everything goes in the General Fund that does not belong somewhere else

General Fund

Revenue

Property taxes	\$1,700,000
General Fund Fee	250,000
Building Permits	400,000
Municipal Court Revenue	200,000
Franchise Fees	350,000
Admin Overhead/Other	<u>600,000</u>
Total Revenue	\$3,500,000

Departments

Administration	\$320,000
Building Permits	330,000
Finance	350,000
Municipal Court	200,000
Police	1,650,000
Buildings & Grounds	140,000
Parks	100,000
City Council	260,000
Transfers	<u>100,000</u>
Total Expense	\$3,450,000

Other Funds – Street, Water, Sewer

Revenue	\$800,000
---------	-----------

Expenses

Personnel Services	\$200,000
--------------------	-----------

Materials and Services	\$330,000
------------------------	-----------

Debt Service	\$100,000
--------------	-----------

Transfers	<u>\$150,000</u>
-----------	------------------

Total Expense	\$780,000
---------------	-----------



Street Fund

Revenue Source

State Gas Tax

Street Utility Fee

Purpose of Fund

Repair and Maintenance of City Streets



Water Fund

Revenue Source

Water utility fees

Purpose of Fund

Provide water to residential, commercial and industrial customers

- Operation of water treatment plant
- Pipes and distribution system



Sewer Fund

Revenue Source

Sewer user fees

Purpose of Fund

Treat sewage

Maintain sewer lagoons

Discharge to river/land apply

Maintain sewer pipes



Storm Drain Fund

Revenue Source

Storm Drain Fees

Purpose of Fund

Maintain Storm Drain lines and ditches

Monitor runoff going to the river



2 Capital Project Funds

Purpose of Capital Project Funds

Hold money until we have enough to do a large capital project or purchase large piece of equipment



Land, Building & Equipment Fund

(think “savings account”)

- Transfers from other funds

Systems Development Fund

- Fees collected from developers on new construction
 - Reimburse for infrastructure already in place
 - Payment towards increasing capacity




Questions?


Pop Quiz!

- I. The new members of the Budget Committee would like to get to know each other.

Can they have an informal gathering at the coffee shop to talk about things they would like included in this year's budget?


- 
2. The current bus service is Monday through Friday. Citizens come to the City Council and say that they would like to add Saturday bus service.

Can the City Council add a new service on Saturday?

- 
3. Police cars are purchased out of the Land, Building and Equipment (LBE) Fund. The average cost of a new car is \$50,000. We have \$20,000 saved in the LBE Fund, but did not budget to purchase a car this year as we did not have enough money saved up.

The Police Chief learns that the Sheriff department is getting rid of one of their older cars that is in good condition and has low mileage. The Sheriff said we could purchase it for \$10,000.


It's a great deal. Can we purchase the car?

- 
4. It is a very dry year. Everyone is watering their lawns and planting gardens early. The Water Fund collects more revenue than was anticipated because of all the extra water usage.

The Public Works Director wants a new bathroom in City Park. Can the Water Fund transfer money to the General Fund for the new bathroom?



Break!



Philomath Urban Renewal Agency



Philomath Urban Renewal Agency

- Has its own Board of Directors
- Collects its own separate tax
- Separate budget process
- Has a separate annual audit

What does an Urban Renewal Agency Do?

Provides infrastructure necessary to improve overall appearance, condition and function of blighted area.

Maximum plan allowed to spend \$14.3 million

Spent to date 8.2 million

Available for Downtown project \$ 6.1 million

Downtown Safety & Streetscape Project

- Revitalize downtown to improve appearance and attract people to the downtown
 - Objective - Increase property values
- Summer of 2021 and 2022
 - \$10.3 million project
 - \$6.1 million - Urban Renewal
 - \$3.7 million - ODOT
 - \$.5 million - Regional Transportation



Property Tax

Typical Philomath Residence

• School	\$1,453
• City	912
• Benton County	549
• Urban Renewal	312
• Fire Department	310
• Linn Benton CC	168
• Library	68
• Soil & Water Dist.	<u>8</u>
• Total	\$3,780

Tax – City Differences

	Philomath	Corvallis	Monroe	Junction City
Permanent Rate	5.3005	5.1067	3.5566	6.0445
Local Option Levy		0.8181		
Bond Levy		0.2367	3.4567	
Total City tax	5.3005	6.1615	7.0133	6.0445

Tax limits- Compression

	Home A	Home B
Real Market Value	\$200,000	\$200,000
Assessed Market Value	\$155,000	\$190,000
<u>Measure 5 Limits</u>		
Education \$5	$\$5 \times 200 = \$1,000$	$\$5 \times 200 = \$1,000$
General \$10	$\$10 \times 200 = \$2,000$	$\$10 \times 200 = \$2,000$
<u>Measure 50 Tax Rates</u>		
Education	$\$10.14 \times 155 = \$1,572$	$\$10.14 \times 190 = \$1,927$
Compression Loss =	572	927
General	$\$10.63 \times 155 = \$1,648$	$\$10.63 \times 190 = \$2,020$
Compression Loss =	none	20
<u>Tax</u>		
Education	\$1,000	\$1,000
General	<u>\$1,648</u>	<u>\$2,000</u>
Total Tax due to Compression	<u>\$2,648</u>	<u>\$3,000</u>



Cash



Beginning Cash	\$ 600,000
----------------	------------

Revenue	3,500,000
---------	-----------

Expenses	<u>3,450,000</u>
----------	------------------

Ending Cash	<u><u>\$ 650,000</u></u>
-------------	--------------------------

Ending Cash Balance

- **General Fund**

We need enough to hold us over until property tax revenue is received in November

Currently about \$600,000

- **All other Funds**

Generally 2 months worth of expenses

General Fund Ending Cash Balance

• June 30, 2012	\$313,297
• June 30, 2013	\$193,610
• June 30, 2014	\$151,499
• June 30, 2015	\$130,500
• June 30, 2016	\$ 87,904



June 30, 2016

- Facing the possibility that we would run out of cash to pay bills before the end of the year.
- In Spring of 2017 discussed with Budget Committee what action we should take.
 - Cut expenses *or*
 - Raise revenue

What was the problem?

We are not bringing in enough revenue to pay for current services.

Property taxes –

- Revenues not growing as fast as expenses
 - Property taxes growing at 3% per year
 - Expenses growing at 4%

Cut Expenses

- Eliminate Services and cut personnel costs
 - Union Contracts
 - Fixed costs such as PERS
- Cut expenses across the board (5%)
 - Many of our costs we have no control over
 - 911 Center
 - Building Permit Inspections
 - Jail fees
 - Insurance on our buildings
- Reduce or eliminate transfers
 - To LBE Fund (savings account) for construction/improvement of City buildings

Increase revenue

Property Tax –

- Our rate is fixed, it cannot be increased
- Local Option tax – 5 years maximum
- Add new assessed value

Increase the value of existing buildings
Build new buildings

Other ways to increase Revenue?

- Fees

Other ways to increase Revenue?

- Fees
- General Fund Fee
 - Effective July 1, 2017
 - \$10 per customer
 - Multi-residential customers pay per unit
 - Annual revenue \$250,000
 - 100% waiver for low income households

Corvallis vs. Philomath Fee Comparison

Fees	Philomath	Corvallis
General Fund	10.00	
Street Fee	4.00	2.01
Storm Drain Fee	2.00	9.02
Bus		3.16
Sidewalk Maintenance		.80
Urban Forestry		.50
Police		12.10
Fire		5.21
Total	16.00	32.80

By the end of fiscal year 2017-18

- General Fund fee added \$237,000
- Building permit revenue increased by \$270,000
- Sale of surplus City-owned lots \$150,000
- New Marijuana tax \$25,000

- 
- Our ending cash balance was:



Our ending cash balance was:

\$812,000

but.....

A long standing problem had gotten out of control. Any guesses?

PERS

Unfunded Liability = \$3 million

Tier 1 and 2 Rates from PERS

<u>2017-19</u>	<u>2019-21</u>	<u>2021-23</u>	<u>2023-25</u>	<u>2025-27</u>
19.95%	24.49%	29.91%	30.79%	30.48%

Oregon Legislature Steps In

- In 2018 the legislature recognized the PERS unfunded liability was a huge problem.
 - Made it easier to set up side accounts.
 - Side accounts allow cities/counties to set aside funds that will pay future costs.
 - State would provide a 25% match for all funds put in a side account.

New Plan

- Discussed the benefit of setting up a PERS side account with the City Council and the Budget Committee.
- Earmarked \$500,000 from 2017-18
(General Fund and Utility Funds)
- Squeaked out \$500,000 from 2018-19
(General Fund and Utility Funds)

As of June 2019: **\$1 million saved**



Future Benefit to the City

\$1.25 million contribution will save the city:

- \$2.163 Million over 20 years
- Equivalent of \$108,200 savings per year as a result of two year's worth of savings.



Looking to the future

Estimated cash balance June 2020 is \$470,000

- Continue adding to cash balance to ensure that it is adequate and sustainable and
- Reinstate annual contributions to Land Building and Equipment Fund (savings account) for future needs

Frequently asked questions

- I. How much does it cost per day for room and board at the gray bar hotel?

Frequently asked questions

- I. How much does it cost per day for room and board at the gray bar hotel?

\$150




2. In 2010 our population was is 4,610
What is it today?




2. In 2010 our population was is 4,610
What is it today?

4,734

That equals about 14 new
people per year; 0.3% growth rate



3. Is every street in the City owned by the City?



3. Is every street in the City owned by the City?

No – These are County roads:

North 9th Street

South 13th Street

19th Street

ODOT Owns Main St. & Applegate St.



4. Is the Fire Department part of the City?



4. Is the Fire Department part of the City?

No – It is a separate taxing district



5. What is the average cost of a speeding ticket issued in Philomath?



5. What is the average cost of a speeding ticket issued in Philomath?

\$165



5. What is the average cost of a speeding ticket issued in Philomath?

\$165

How much of the \$165 does the City keep?



5. What is the average cost of a speeding ticket issued in Philomath?

\$165

How much of the \$165 does the City keep?

- \$99 City
- \$50 State
- \$16 Benton County



6. Who owns the Philomath Frolic Grounds?



6. Who owns the Philomath Frolic Grounds?

~~Skirvin Family~~

It was donated to the City in May 2018



7. How much does the mayor get paid?



7. How much does the mayor get paid?

\$0



8. How much would a running toilet cost you if you let it run for a month?



8. How much would a running toilet cost you if you let it run for a month?

200 gallons per day \times 30 days = 6,000 gal.

6,000 gallons / 748 = 8 units

8 units of water & sewer = **\$83**



9. How many full time employees does the City have?



9. How many full time employees does the City have?

10 Police

9 Public Works

6 City Hall

25



10. How many utility customers do we have?



10. How many utility customers do we have?

1,675



10. How many utility customers do we have?

1,675

How many pay on-line?



10. How many utility customers do we have?

1,675

How many pay on-line?


50%



If you have answered all 10 questions correctly
you will be promoted to Finance Director.

If you answered 3 to 9 questions correctly, you
will be qualified to be a City Councilor

If you got 2 or fewer correct answers, Could we
interest you with a position on the tree
committee?



**Thank you for
participating in
Citizens' Academy!**



Philomath
OREGON

Citizens' Academy Community Development and Urban Renewal

September 25, 2019

Why plan?



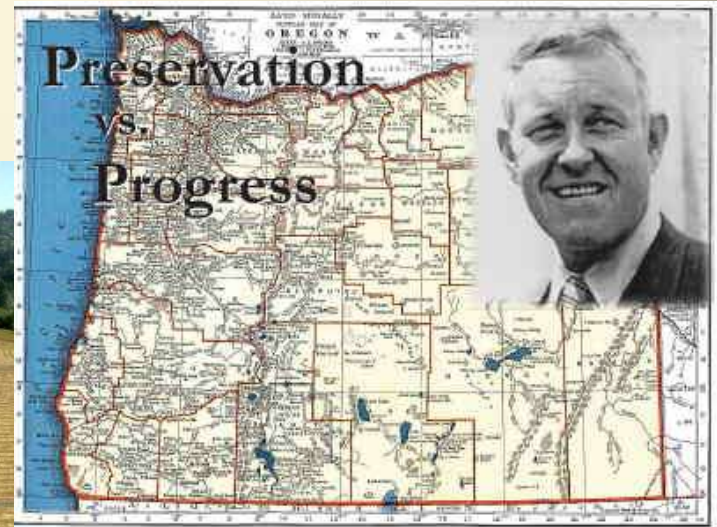
Philomath
OREGON

Why plan?

Fairness	Let people have a say in the decisions that affect them.
Quality of Life	Make our communities better places to live.
Economics	Ensure an adequate supply of land and services for development.
Efficiency	Keep our public service systems cost-effective
Conservation	Protect natural resources.
Predictability	Get everyone playing by one set of rules.
Property Values	Protect private and public investments.
Shared Vision	Set a direction for our community's growth and land use.

Planning in Oregon

- Senate Bill 100 adopted in 1973
- 19 statewide planning goals
- Urban Growth Boundaries
- Requires cities to plan

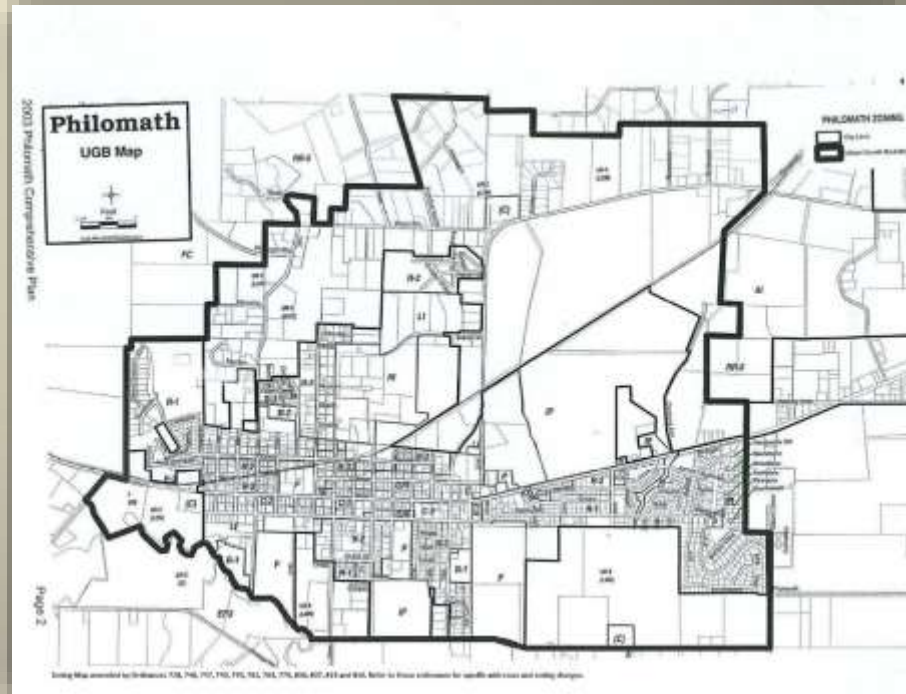


Philomath
OREGON

Planning in Philomath

Philomath Comprehensive Plan (1983, revised 1990 & 2003)

- 20 year plan for growth and development
- Guiding policies & Aspirational goals
- Addresses:
 - Population & Trends
 - Housing
 - Economy
 - Environment
 - Public Facilities
 - Parks and Open Space
 - Land Needs



Development Code

- Philomath Development Code
 - Implements the Comprehensive Plan
 - Contains the standards; criteria for decision-making
 - Important to be consistent with the Comp Plan
 - Adopted 2003.
 - Codified as Chapter 18 of the Philomath Municipal Code

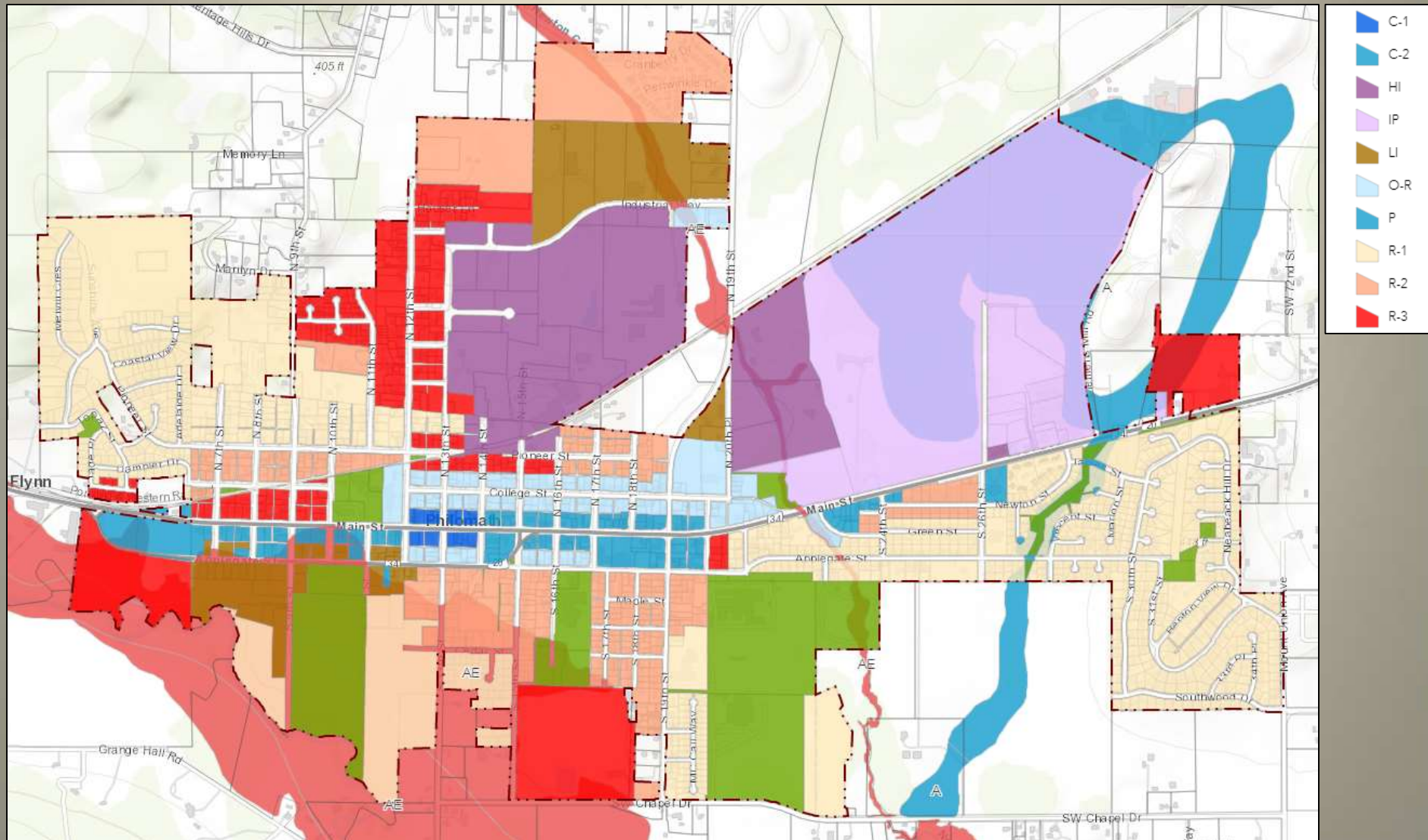
Figure 2.3.060(C)(1) - Building Orientation



What is Zoning?

- Basic concept: To separate land uses that would conflict with each other.
- Every property in Philomath has a zoning designation:
 - Residential: R-1, R-2, R-3
 - Commercial: C1, C2, and O/R
 - Industrial: LI, HI, IP
 - Public: P
 - Overlay zones: Floodplain

Zoning Map



Zoning = Uses & Standards

- Specifies uses:
 - Permitted outright (e.g. house in R-1 zone)
 - Conditional uses (e.g. church in R-1 zone)
 - Non-conforming uses (e.g. house in C-2 zone)
- Specifies development standards:
 - Setbacks, lot sizes, parking, landscaping, etc.

Types of Land Use Decisions

- Type I: Administrative (staff decision)
E.g. Build a shop
- Type II: Administrative + (staff decision
with notice and comment period)
E.g. Partition of 1 lot into 2 lots
- Type III: Quasi-judicial (Planning Commission
with notice and public hearing)
E.g. Subdivision
- Type IV: Legislative (Planning Commission
and City Council with notice and
public hearing)
E.g. Development Code update

Level of Discretion

Low



High



Philomath
OREGON

Appeals



Type I Appeal to Planning Commission

Type II Appeal to Planning Commission

Type III Appeal to City Council

-Must have standing to appeal

Type IV Appeal to the State

Land Use Board of Appeals (LUBA)



Philomath
OREGON



Philomath
OREGON

Urban Renewal

What is Urban Renewal?

Defined by the State Statute ORS 457 as *blight*, generally covers:

- Underdevelopment or underutilization of property
- Poor condition of buildings including need for seismic upgrading
- Inadequacy of infrastructure including pathways



Philomath
OREGON

Urban Renewal

Conditions of Blight

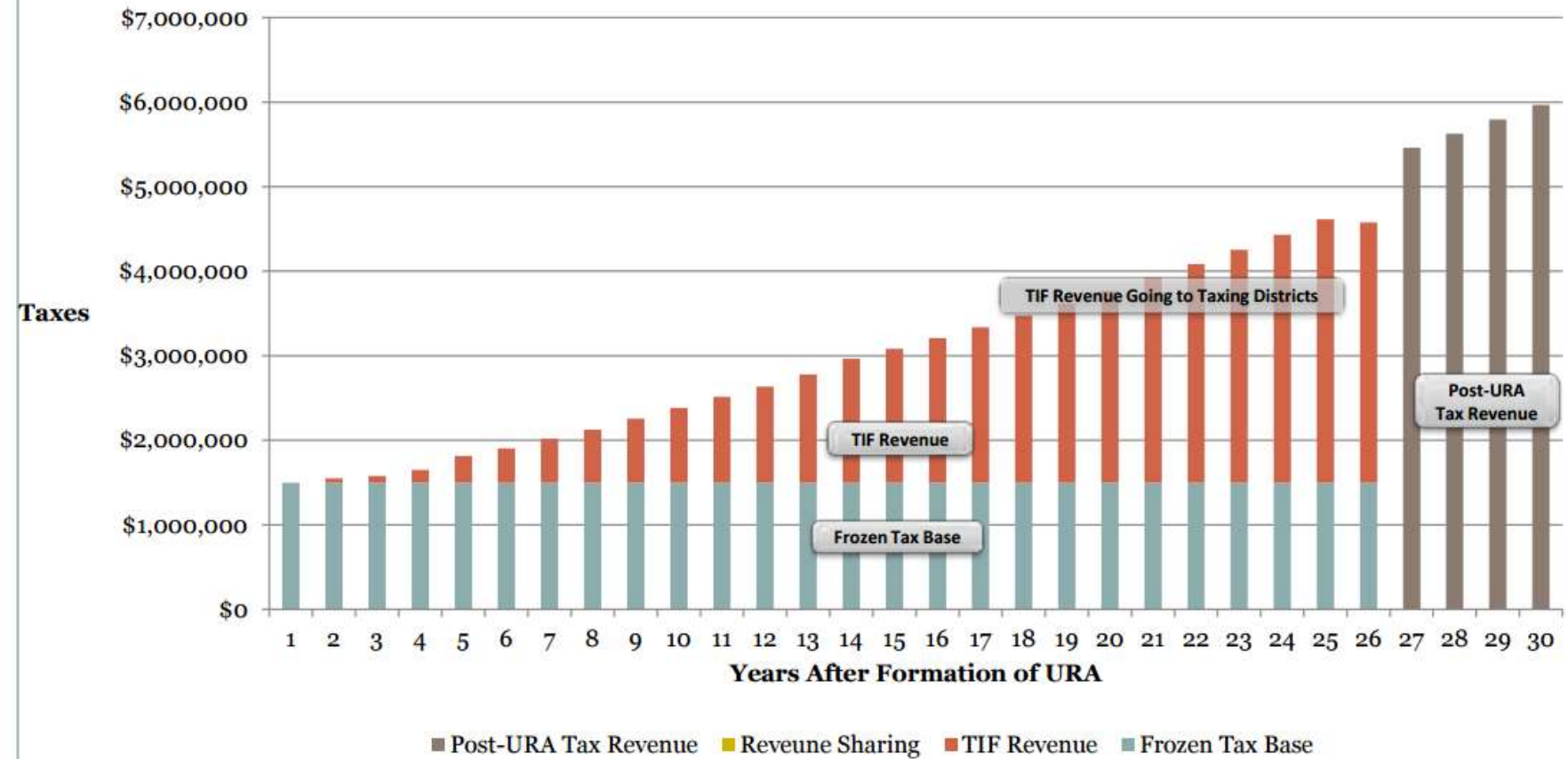
- Deficiencies in the transportation system: freight, cars, bike, pedestrian, transit
- Low improvement to land values throughout the Area
- Vacant and underutilized parcels in the Area
- Conditions of buildings, including the need for seismic reinforcements

Urban Renewal

How Does Financing in Urban Renewal Work?

- An area is designated as an urban renewal area
- The tax assessed value of properties within the area is frozen
- Taxes from that “frozen base” go to all taxing jurisdictions
- Increases in taxes over the “frozen base” go to the urban renewal agency to pay for projects targeted at improving property values
- After the projects are paid for, the taxes are unfrozen and the taxing districts all collect the increased taxes.

Projected TIF Revenues



Urban Renewal

How Long Does Urban Renewal Last?

- Typical plans are designed for a 25-30 year period, time period is not a requirement
- Plans can be closed out earlier if all projects are completed and paid for earlier



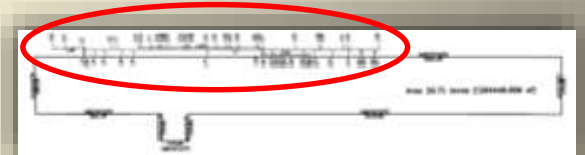
Urban Renewal



2003 Storm Drain Project



2010 Streetscapes Project



2015 Water-Sewer Project



Philomath
OREGON



Urban Renewal



Philomath
OREGON

Philomath brings back citizens' academy for second time [SHARE THIS](#)

https://www.gazettetimes.com/philomathexpress/local/philomath-brings-back-citizens-academy-for-second-time/article_4123333b-3df7-5f8c-8c22-e8e3529117d9.html

Philomath brings back citizens' academy for second time

Brad Fuqua
Aug 17, 2018

ACT NOW! Subscribe \$5 for 5 mo.



Philomath brings back citizens' academy for second time

SHARE THIS

From left, Julie Conner, Molly Crocker, Bryan Crocker and Margie Brown participate in a tabletop exercise during the 2017 Citizens Academy.

CITY OF PHILOMATH, PROVIDED

In an effort to improve communication and exchange ideas with the local community, Philomath City Manager Chris Workman launched a citizens academy during the summer of 2017.

A second edition of the academy is scheduled to begin this fall but those interested in joining the group need to register by Aug. 28.

Philomath brings back citizens' academy for second time [SHARE THIS](#)

The inaugural citizens' academy averaged 12 to 15 participants with eight that made it to all but one session.

“The city council looked at that and felt like it had value to do it and it might only grow as those people talk to their friends and we get it out there more,” Workman said. “The other side was we’re not tweaking the presentations very much. It’ll be updated information but a lot of that work at the staff level’s already been done to develop the program.”

The city opted to offer the program at a different time of the year and with more frequent meeting times.

“We looked at doing it through the summer again and just felt like it may be better to do it in the fall,” Workman said. “The only thing format-wise we changed was instead of doing it every other week or twice a month, we’re doing it every week so it’ll be done in two months as opposed to four months. We thought it might be easier for people.”

The academy’s order of presentations will also be a little different from the first time around but that doesn’t involve any strategic change. The schedule is simply based on when buildings and partner organizations are available.

Philomath brings back citizens' academy for second time [SHARE THIS](#)

Workman said the series will be capped at 20 participants and if fewer than 10 sign up, the city council will be asked for direction on whether or not to hold it considering the time involved for everyone. As of this past Wednesday, two people had registered.

The citizens' academy kicks off Sept. 5 at City Hall with an introduction to local government. Participants will learn about the roles of the mayor, city council and city manager. Workman and City Recorder Ruth Post will lead a discussion on public meeting laws, the public notice process and the best ways to get information to citizens.

The following week on Sept. 12, Finance Director Joan Swanson will lead a program on the city budget with details such as where property taxes go and how they are spent, along with a discussion on current financial policies and how Philomath has adopted a strategy to “stay in the black.”

The Sept. 19 program will take place at the Philomath Police Department with Chief of Police Ken Rueben and Municipal Judge Larry Blake, who will provide insight into the inner workings of the local court system.

“Ken plans to take them on a tour of the police department and see the back where the guys work out and Percy’s new area where he hangs out so people can really get a feel for everything that goes on at the police department,” Workman said. “Those tours are an important part of it because people get to see stuff that you don’t typically see and often don’t think about with what goes on behind doors.”

On Sept. 26, Public Works Director Kevin Fear and Public Works Superintendent Garry Black will head up a presentation on the city’s infrastructure system, including discussion of upcoming projects.

“We hold that at City Hall and at the end of it, we walk over to the water treatment plant and take a tour so residents can see firsthand the existing treatment plant and we talk about its capacity and shortfalls,” Workman said.

The fifth session on Oct. 3 will take place at Philomath Fire & Rescue’s Station 201 with Fire Chief Tom Miller and Fire and Life Safety Officer Richard Saalsaa giving a presentation and tour of the remodeled facility.

“I know with the fire department last year, they got to ride in one of the trucks and this year, we’re looking to have them put out gas fires with the extinguishers and mix it in with hands-on stuff,” Workman said about some of the possibilities for that session.

Philomath brings back citizens' academy for second time [SHARE THIS](#)

On Oct. 10, the academy moves back to City Hall for a presentation by Workman and Post on community development and urban renewal. Land-use planning, development policies, the urban renewal district and building codes will be discussed.

The Oct. 17 session heads over to the Philomath School District's office for a presentation by Superintendent of Schools Melissa Goff and Philomath Community Library's Julia Engel. The class will focus on the school district's vision and topics such as funding and decision-making. The library's role in the community will also be part of the evening.

The academy wraps up Oct. 24 with a program at the Benton County Historical Museum. Various community organization leaders will be on hand to give presentations.

“We invite all of the organizations to come and give an eight- to 10-minute pitch about what they do in the community, what their role is and they talk about volunteer opportunities within the organizations,” Workman said. “It’s not all geared just toward the city and being a city volunteer, it’s really about the community and all of the different organizations that you can volunteer for.”

Each of the eight sessions is scheduled to run from 6-8 p.m. on those Wednesdays.

Participants that complete the series will be recognized at a city council meeting with a graduation event.

REGISTER

The second Philomath Citizens Academy will run for eight weeks from Sept. 5 through Oct. 24. Each session goes from 6-8 p.m. at various sites around the city. A recognition ceremony will be staged at a future city council meeting.

For those interested, the registration deadline is Aug. 28. The schedule and the registration form are available at City Hall or online at **www.ci.philomath.or.us**.

For more information, call City Recorder Ruth Post at 541-929-6148.

— *Philomath Express*

Be the first to know

Get local news delivered to your inbox!

* I understand and agree that registration on or use of this site constitutes agreement to its user agreement and [privacy policy](#).

Brad Fuqua
Editor

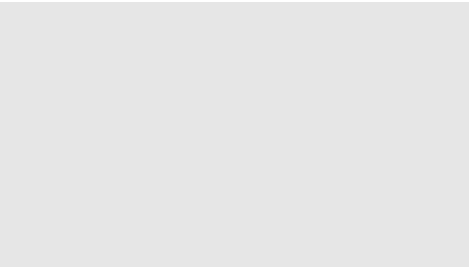
Related to this story

Philomath brings back citizens' academy for second time

SHARE THIS

Philomath considers offering Citizens Academy for 3rd straight year

Updated Aug 19, 2019



Philomath Citizens Academy

BRAD FUQUA, PHILOMATH EXPRESS

Aug 16, 2017



The inaugural Citizens Academy class featured eight individuals who received a certificate of completion for attending at least seven of the eight programs. From left, City Manager Chris Workman, Todd Tunison, Lori Tunison, Michael Sprouse, Julie Conner, Craig Henricks, Rick Flacco, Spencer Irwin, Debbie Thorpe and Mayor Rocky Sloan.

BRAD FUQUA, PHILOMATH EXPRESS

As featured on



Local entrepreneur introduces 'Dax' to city council

Philomath Citizens Academy 2019

BRAD FUQUA, PHILOMATH EXPRESS
Nov 15, 2019



The city recognized 14 graduates of its recent Citizens' Academy during the Nov. 12 council meeting. Mayor Eric Niemann, left, and City Manager Chris Workman, right, are pictured with program graduates. From left, Niemann, Christine Kastella, Giana Bernardini, Robert Biscoe, Ruth Causey, Catherine Biscoe, Rachel Biscoe, Ann Buell, Sandy Heath, Christine Clemmer, Andrew Edwards and Workman. Not pictured: Jessica Andrade, Jennifer Edwards, Carla Merrell and William Wright.

BRAD FUQUA, PHILOMATH EXPRESS

As featured on



City receives clean audit for 2018-19 fiscal year



Philomath Citizens' Academy Curriculum 2019

Session 1 – Wednesday, Sept. 11, 6:00-8:00 p.m.

Topics: Introduction to Local Government; City Management and Community Organization; Public Meetings and Legal Notices

Location: Philomath City Hall

Speakers: Chris Workman, City Manager; Ruth Post, City Recorder

Overview: Learn about the roles of the mayor, city council and city manager. Participants will also learn about public meeting laws, the City's public notice process, and discuss the best ways to get important information to citizens in this age of information-overload.

Session 2 – Wednesday, Sept. 18, 6:00-8:00 p.m.

Topics: The Budget and City Finances

Location: Philomath City Hall

Speakers: Joan Swanson, Finance Director

Overview: Discover how government budgeting is different than corporate budgeting, where your property taxes go and how they get spent. Participants will also discuss the current financial policies and strategies Philomath has adopted to stay in the black.

Session 3 – Wednesday, Sept. 25, 6:00-8:00 p.m.

Topic: Community Development & Urban Renewal

Location: Philomath City Hall

Speakers: Chris Workman, City Manager; Ruth Post, City Recorder

Overview: Learn about how the city uses land-use planning, development policies, the urban renewal district, and building codes to help make Philomath a welcoming place to build your dream home or start a business.

Session 4 – Wednesday, Oct. 2, 6:00-8:00 p.m.

Topics: City Infrastructure (water, sewer, streets)

Location: Philomath City Hall

Speakers: Kevin Fear, Public Works Director; Garry Black, Public Works Superintendent

Overview: Maintaining the city's public infrastructure system is key to vibrant and sustainable community. Participants will learn about the city's infrastructure and upcoming projects, tour the water treatment plant, and learn how Philomath makes such great tasting water.

Session 5 – Wednesday, Oct. 9, 6:00-8:00 p.m.

Topics: Fire and EMS Services

Location: Philomath Fire Department

Speakers: Tom Miller, Fire Chief; Richard Saalsaa, Fire and Life Safety Officer, EMT

Overview: Experience what it's like to be a firefighter or EMT and get a first-hand perspective of the inner workings of Philomath Fire & Rescue. Participants will tour the newly remodeled station, fire and EMS apparatus.

Session 6 – Wednesday, Oct. 16, 6:00-8:00 p.m.

Topics: Philomath School District and the Library

Location: Philomath School District Office

Speakers: Buzz Brazeau, School Superintendent; Julia Engel, Philomath Librarian

Overview: This session will focus on the School District's vision, how the schools are funded, and how decisions are made from the student to the Board level. Participants will also learn about the expanded role the Library is playing within our community.

Session 7 – Wednesday, Oct. 23, 6:00-8:00 p.m.

Topic: Police and Municipal Court

Location: Philomath Police Department

Speakers: Ken Rueben, Police Chief; Larry Blake, Municipal Judge

Overview: Get a first-hand perspective of what it takes to safeguard the Philomath community by spending an evening with the city's police department. Tour headquarters and speak with the judge who will provide insights into the inner workings of our municipal court.

Session 8 – Wednesday, Oct. 30, 6:00-8:00 p.m.

Topics: Community Service Organizations

Location: Benton County Historical Museum

Speakers: Various Community Organization Leaders

Overview: Philomath area service organizations will present on how their organizations are structured, what they do, and what volunteer opportunities are available.

Graduation – City Council Meeting –date TBD

Location: Philomath City Hall

Overview: Participants will be recognized for completion of the Philomath Citizens' Academy by the Mayor and City Council.

Helen & Alan Berg Good Governance Award City of Philomath Citizens' Academy

Philomath Citizens' Academy, now entering its fourth consecutive year, was formed in response to a lack of applicants for the city's various committees, namely, Budget Committee, Planning Commission, Park Board, as well as a lack of interest for serving on the City Council. As an illustration, in the 2016 election, only the incumbent mayor, four incumbent councilors and two new councilor candidates ran for office – all unopposed (yes, Philomath elects a mayor and six council members every two years).

The City Council was concerned about both the lack of individuals wanting to serve and the lack of understanding people had of how the city operated and interacted with other public entities within the community. City Manager Chris Workman reasoned that more civic education and awareness could benefit the city. Other cities were providing large-production academies, but for it to be successful in a smaller community, he knew the City would have to put together a training that was very relevant and specific to Philomath. He worked with the management team at the City as well as other community leaders at the Philomath Fire and Rescue District, School District, and Public Library District to form an eight-week curriculum.

The City began offering its eight-session Citizens' Academy in 2017. In that first year, sessions were held every other week on Wednesday evenings. The sessions included a range of topics such as City Management and Organization, Police and Municipal Court, City Infrastructure, City Finance and Budgeting. The city manager, finance director, public works director, municipal judge and city recorder all took an evening to present on their topics. The Academy also included sessions from the Fire, School, and Library Districts. One of the favorite aspects of the sessions was that the venue changed from week to week depending on who was presenting. The week the Academy discussed the School District and Library, for example, the session was held in the School District Board Room so participants learned where the School Board met, when the meetings were held, and how they could get involved. On the night of the Fire District's presentation, a tour of the Fire House was provided, and on the Public Infrastructure session, everyone got to tour the current water treatment plant scheduled to be replaced within the next two years.

The first session each year has been presented by City Manager Chris Workman and City Recorder Ruth Post. They introduce how the city is organized and managed and all the funky things about how public meetings are noticed to the public and run. One of the first games participants play is an organization chart game called "Who Works for Who?" Teams of 3-4 are created and each team is given a stack of index cards, each with a title such as Mayor, School Superintendent, School Custodian, Police Chief, Chamber of Commerce Board President, City Attorney, etc. Each team is tasked with building the City Org Chart, top to bottom within 15 minutes. Not only is this a great ice-breaker that gets people up and talking with one another, but the game leads to fun conversations about how the various entities within the city all have to work together. After each team has index cards spread out over 2+ tables, it's evident that everyone has a lot to learn about how local government works.

Another favorite aspect of the Academy has been the final session, Session 8 on Community service Organizations. This session includes presentations from the various service agencies that take care of Philomath residents. These agencies include Philomath Community Services, which houses the Food Bank, Meals on Wheels, Gleaners, June's Kids' Closet, and the Community Garden, the Philomath Lions

Club, Philomath Rotary, Philomath Community Foundation, Philomath Youth Activities Club, the Boosters, Strengthening Rural Families, and several others. Light refreshments are provided and time is given to allow participants and presenters the opportunity to network ask questions about the different programs.

The Academy format remained consistent through the 2018 and 2019 seasons, with the one exception being that session were held weekly on Wednesday nights in an effort to complete the academy in eight weeks instead of sixteen. The order of sessions has changes from one year to the next as a result of scheduling presenters or buildings, but otherwise it has remained very much the same curriculum.

Results have been staggering! In 2017, there were 20 participants, 8 of which were recognized for graduating from the Academy with 90% attendance or better. In 2018, there were 14 attendees and 7 graduates, and in 2019, the Academy had 17 participants and 12 graduates. In total, that's 51 participants and 27 graduates over just three years. More importantly, of those 51 participants, 21 have gone on to apply for appointed or elected positions since 2017. Citizens' Academy graduates are currently serving on the Budget Committee, Planning Commission, Park Advisory Board, Tree Board, and City Council. In contract to the general election of 2016 when just seven candidates were running for seven positions, in the upcoming general election of 2020, just four years later, Philomath voters will have 2 mayoral candidates and 12 city council candidates to choose from, half of which are Philomath Citizens Academy participants!

The argument could be made that the relationship between Citizens' Academy participation and application for elected or appointed office is more correlated than causal, since those interested in running for Council or getting appointed to a city committee would also be more likely to attend a Citizens' Academy session. However, a positive correlation does not explain the increase in the number of people applying for various city positions, nor does it recognize the second concern the City Council identified before the Academy was formatted, which was the lack of understanding people had of how the city operated and interacted with other public entities within the community. Regardless of the number of applicants to each open position, the fact that so many applicants have attended Philomath Citizens' Academy mans they are more likely to serve with a better understanding than if they had not attended the Academy. Either way you look at it, the Philomath Citizens' Academy should be considered a huge success that has dramatically improved the quantity and quality of applicants the City now enjoys.

As a bonus, the way the Philomath Citizens' Academy has been structures makes it very easy for other cities to replicate. Each topic session is relevant to cities, regardless of size. If a larger city has its own library department, it can simply substitute a Library Department presentation instead of a Library District presentation –though we would recommend the session still be held at the Library or School District. Conversely, if a smaller city does not have its own police department, time could easily be given to the county sheriff or neighboring city that provides contracted public safety. The last session is likewise easy to schedule and invite whichever not profit and social service agencies are active in a given city, each taking 5-8 minutes to discuss their programs and opportunities for volunteerism.

City of Philomath
Presented to

Certificate of Completion

presented to

NAME NAME

**In recognition of participation and completion of the
2019 Citizens' Academy**

Presented this 14th day of November 2019.

Mayor Eric Niemann





2019 Philomath Citizens' Academy Registration Form

Registrants must be 16 years of age or older to be considered for the Philomath Citizens' Academy. The deadline for registration is August 30, 2019. Please submit completed registrations to City Recorder Ruth Post at Philomath City Hall, 980 Applegate/PO Box 400, Philomath, OR 97370, ruth.post@philomathoregon.gov. Questions? Call 541-929-6148.

General Information

Name: _____ Email: _____

Mailing Address: _____ Phone Number: _____

Academy Information

2019 Citizens' Academy Sessions:

Introduction to Local Government	City Budget and Finances	Community Service Organizations
City Infrastructure (water, sewer, streets)	Fire and EMS Services	Community Development & Urban Renewal
Philomath School District and the Library	Police and Municipal Court	

Please describe why you are interested in participating in the Citizens' Academy:

The Philomath Citizens' Academy sessions are scheduled for 6:00 p.m. – 8:00 p.m. every Wednesday from September 11th through October 30th. Can you commit to attend each session?

YES ☐ NO ☐

If not, please explain why: _____

The City of Philomath may take pictures of the participants throughout the Academy to use in our promotional material. Do you agree to allow your photo to be used in this way? A "no" answer will not disqualify you from participation.

YES ☐ NO ☐

I hereby certify that, to my knowledge, the above information is true and correct.

Signature: _____ Date: _____



Philomath Citizens' Academy

Please Sign In

Session 7, Police and Municipal Court

October 23, 2019

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



2019 Philomath Citizens' Academy

Welcome