



# City of Rockaway Beach

## Regular City Council Meeting Agenda

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**Date:** Wednesday, July 12, 2023  
**Time:** 6:00 P.M.  
**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

View the meeting live here: <https://janescottvideoproductions.com>

**Join here to attend remotely:**

[Regular City Council Meeting](#)

Meeting ID: 879 1012 3484

Passcode: 555843

Dial by your location

253 215 8782 US (Tacoma)

Comments may be submitted electronically by sending an email by 4:00 p.m. the day of the meeting to [CityHall@Corb.us](mailto:CityHall@Corb.us)

**1. CALL TO ORDER – Charles McNeilly, Mayor**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Mayor: Charles McNeilly

Councilors: Penny Cheek, Mary McGinnis, Tom Martine, Kristine Hayes, Alesia Franken

**4. CONSENT AGENDA**

a. Approval of June 14, 2023 Regular Meeting Minutes

b. Approval of June 14, 2023 Workshop Minutes

c. Review of June 2023 Check Register

d. Consideration of **Resolution 23-1000** Reappointing Budget Committee Members Dave May and Susan Hennessy Schaeftbauer

e. Consideration of **Resolution 23-998** Adopting the Rockaway Beach Public Works Department's Mobile Equipment Plan

**5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS**

a. Community Grant Recipients End of Year Reports

i. Friends of the Rockaway Beach Library – Jean Scholtz

ii. Meals for Seniors, Inc. – Teri Bruneau

iii. Tides of Change – Valerie Bundy

b. Stormwater Feasibility Study – Matt Del Moro, HBH Consulting Engineers

**6. STAFF REPORTS**

a. Fire Department

b. Sheriff's Officer

c. Public Works

d. City Manager

## **7. PUBLIC HEARING**

- a. **Ordinance 23-443** Amending the Rockaway Beach Code of Ordinances, Sections 95.07, 90.02 and 90.99 Regulating the Sale, Discharge, and Noise of Fireworks within the City of Rockaway Beach
- b. **Ordinance 23-444** Amending the Rockaway Beach Code of Ordinances, Chapter 33, Sections 33.01 and 33.02, and Removing Section 33.10 and Sections 33.12 through 33.38

## **8. CITIZEN INPUT ON NON-AGENDA ITEMS**

## **9. OLD BUSINESS**

## **10. NEW BUSINESS**

- a. Consideration of **Resolution 23-997** Approving a Proposal from HBH Consulting Engineers for a Feasibility Study to Evaluate Flooding that Exists on Coral Street and South 2<sup>nd</sup> Avenue
- b. Consideration to Make an Appointment to the Planning Commission to Fill Vacant Position 6
- c. Consideration of **Resolution 23-995** Adopting City Council Meeting Rules and Procedures
- d. First & Second Reading by Title Only of **Ordinance 23-444** An Ordinance Amending the Rockaway Beach Code of Ordinances, Chapter 33, Sections 33.01 and 33.02, and Removing Section 33.10 and Sections 33.12 through 33.38
- e. Consideration to Adopt **Ordinance 23-444** An Ordinance Amending the Rockaway Beach Code of Ordinances, Chapter 33, Sections 33.01 and 33.02, and Removing Section 33.10 and Sections 33.12 through 33.38
- f. First & Second Reading by Title Only of **Ordinance 23-443** An Ordinance Amending the Rockaway Beach Code of Ordinances, Sections 95.07, 90.02 and 90.99 Regulating the Sale, Discharge, and Noise of Fireworks within the City of Rockaway Beach
- g. Consideration to Adopt **Ordinance 23-443** An Ordinance Amending the Rockaway Beach Code of Ordinances, Sections 95.07, 90.02 and 90.99 Regulating the Sale, Discharge, and Noise of Fireworks within the City of Rockaway Beach

## **11. ITEMS REMOVED FROM CONSENT AGENDA**

## **12. COUNCIL CONCERNS**

## **13. MAYOR'S REPORT**

## **14. ADJOURNMENT**



# City of Rockaway Beach

## City Council Meeting Minutes

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**Date:** Wednesday, June 14, 2023  
**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

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### 1. CALL TO ORDER

Mayor McNeilly called the meeting to order at 6:00 p.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

Start time: [06:01:00 PM \(00:00:34\)](#)

[Mayor - Charles McNeilly: Present](#)

[Position #3 - Kristine Hayes: Present](#)

[Position #4 - Alesia Franken: Present](#)

[Position #1 - Mary McGinnis: Present](#)

[Position #5 - Penelope Cheek: Present](#)

[Position #2 - Tom Martine: Present](#)

**Staff Present:** Luke Shepard, City Manager; Melissa Thompson, City Recorder; Mikael Hesse, Administrative Assistant; Dan Emerson, Public Works Superintendent; Todd Hesse, Fire Chief; and Kevin Grogan, Sheriff's Department Deputy.

### 4. CONSENT AGENDA

Start time: [06:01:21 PM \(00:00:55\)](#)

- a. Approval of Minutes:
  - i. May 10, 2023 Regular Meeting Minutes
  - ii. May 10, 2023 Workshop Minutes
- b. May 2023 Check Register

McGinnis noted that the minutes erroneously indicated that the Mayor voted. McGinnis made a **motion**, seconded by Martine, to amend the May 10, 2023 regular meeting minutes, striking to remove the Mayor's vote.

The **motion carried** by the following vote:

[Position #1 - Mary McGinnis: Motion](#)

[Position #2 - Tom Martine: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

Cheek made a **motion**, seconded by Franken, to approve the May 10, 2023 regular meeting minutes as amended.

The **motion carried** by the following vote:

Position #5 - Penelope Cheek: Motion  
Position #2 - Tom Martine: 2nd  
Position #3 - Kristine Hayes: Approve  
Position #4 - Alesia Franken: Approve  
Position #1 - Mary McGinnis: Approve  
Position #5 - Penelope Cheek: Approve  
Position #2 - Tom Martine: Approve

Martine made a **motion**, seconded by McGinnis, to approve the May 10, 2023 workshop meeting minutes and the May 2023 Check Register.

Franken requested more detailed information regarding vehicle maintenance and repair in the check register report. Shepard responded that staff would see what was possible. At the request of Franken, staff provided clarification regarding payments for 1<sup>st</sup> Street Improvements and a Fire Department expense. Hayes suggested that in the future payments to the Oregon Coast Scenic Railroad (OCSR) could be withheld until rock and gravel was cleaned up, noting that she was aware it was not the City's responsibility. Shepard acknowledged the issue and concurred that the gravel was within OCSR's right-of-way and outside the City's jurisdiction.

The **motion carried** by the following vote:

[Position #2 - Tom Martine: Motion](#)  
[Position #1 - Mary McGinnis: 2nd](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #2 - Tom Martine: Approve](#)

## **5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS**

### **a. Destination Management Advisors, Jon-Paul Bowles – Salmonberry Update**

Start time: [06:08:04 PM \(00:07:38\)](#)

Jon-Paul Bowles, Destination Management Advisors, presented a progress report on the Community Path/Salmonberry Trail project and provided an update on the timeline and next steps for the project. In response to a request from McGinnis, McNeilly provided a general overview of the project. It was noted that there was a recent Headlight Herald article about the project, and that additional information could be found on the City website and via QR codes posted around town.

### **b. Tillamook Coast Visitors Association, Nan Devlin – 2023/24 Marketing Plan**

Start time: [06:16:02 PM \(00:15:36\)](#)

Nan Devlin, Tillamook Coast Visitors Association (TCVA) Executive Director, presented an Annual Marketing Report for fiscal year 2022-2023 and Marketing Plan for fiscal year 2023-2024. In response to a request from McGinnis, Devlin provided a general overview of TCVA and information about the marketing grants they provide. There was brief discussion about pursuing facilities grants for storefront improvements. McNeilly noted that there would be community engagement for the Destination Management project mentioned in the report.

## 6. STAFF REPORTS

### a. **Fire Department**

Start time: [06:46:05 PM \(00:45:39\)](#)

Chief Todd Hesse summarized his report on the Fire Rescue Department's activities and operations for May 2023. He noted that the County Fire Defense Board was having discussions regarding the start of the County burn ban. Hesse mentioned interest in reactivating the CERT team training and added that he was working on a preparedness roadmap. He reported that the state had its first conflagration, a wildfire near Umatilla. Hesse shared that the department received a staffing grant through State Fire Marshall's office that will allow them to hire seasonal fire fighters for the summer. In response to a question from McGinnis, Hesse clarified that the department was still hiring for a full-time budgeted position in addition to the seasonal positions funded by the grant. Martine commented that he was concerned about ambulance availability. Hesse indicated he could provide a report regarding ambulance availability's impact on the department.

### b. **Sheriff's Office**

Start time: [06:58:57 PM \(00:58:31\)](#)

Deputy Kevin Grogan provided a summary of the Sheriff's Office report for May 2023. Grogan answered clarifying questions for Hayes. In response to a question from Cheek regarding 4<sup>th</sup> of July parade plans, Grogan indicated that Sheriff Josh Brown will be participating in the parade.

### c. **Public Works**

Start time: [07:02:13 PM \(01:01:47\)](#)

Public Works Superintendent Dan Emerson presented his monthly report for May 2023. McNeilly commended Emerson for his commitment to customer service and shared that he was impressed to see Public Works staff working early one day to accomplish tasks so that they could attend a scheduled training later that day.

### d. **City Manager**

Start time: [07:07:24 PM \(01:06:58\)](#)

City Manager Shepard provided additional compliments to the Public Works department. Shepard presented a briefing on the action items on the meeting agenda, including an overview of the Anchor Street project. He also shared updates on other items including the Planning Commission vacancy, quarterly newsletter, State of the City/Salmonberry Trail update on July 19<sup>th</sup>, end of fiscal year financials, "backwards" kiosk map replacement, Fire Department staffing grant and July 4<sup>th</sup> events. Shepard answered clarifying questions from Council.

7. **CITIZEN INPUT ON NON-AGENDA ITEMS**

Start time: [07:21:28 PM \(01:21:02\)](#)

Keven Morse, referring to his submitted written testimony, commented on concerns about a driveway and parking on Lake Boulevard.

Carolyn Walters expressed her concerns regarding nonprofessional fireworks. She requested that the three ordinances regarding fireworks be reworked to say the same thing and that the City ban the sale of fireworks in Rockaway Beach.

Lisa Finkle commented that she was requesting a waiver of fees for a public records request related to 2006 rule changes. She indicated that the quoted fee was \$40.

Nancy Westemeyer, one of the owners of Tie Breaker family restaurant and sports bar, commented on the process of opening of the restaurant, expressed interest in doing events to benefit local schools, and requested that anyone seeking a job be referred to the restaurant.

8. **OLD BUSINESS** – None Scheduled

9. **NEW BUSINESS**

a. **RESOLUTION 23-990 APPROVING WAYSIDE USE APPLICATION FOR THE PIRATE FESTIVAL**

Start time: [07:33:10 PM \(01:32:44\)](#)

McNeilly explained that the Rockaway Beach Chamber of Commerce and Visitor’s Center has applied for use of the Wayside on July 21-23, 2023, for the Pirate Festival. Details can be found in their submitted application.

No audience members wished to comment.

McGinnis **moved**, seconded by Martine, to approve Resolution 23-990, approving the Wayside Use application for the Pirate Festival.

McGinnis commented on the popularity of the Pirate Festival and its benefit to businesses.

The **motion carried** by the following vote:

[Position #1 - Mary McGinnis: Motion](#)

[Position #2 - Tom Martine: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

b. **RESOLUTION 23-991 RECOMMENDING GRANTING OF LIQUOR LICENSE APPROVAL FOR TIE BREAKER LLC**

Start time: [07:35:15 PM \(01:34:49\)](#)

McNeilly explained that Oregon law requires applicants for a liquor license obtain a recommendation to grant the license from the City Council prior to issuance of the Liquor License by the Oregon Liquor Control Commission. The applicant has applied for a “Full On-Premises” commercial liquor license.

No audience members wished to comment.

Hayes **moved**, seconded by Franken, to approve Resolution 23-991, recommending the granting of the liquor license for the Tie Breaker LLC.

Hayes expressed her enthusiasm.

The **motion carried** by the following vote:

[Position #3 - Kristine Hayes: Motion](#)

[Position #4 - Alesia Franken: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

c. **PUBLIC HEARING ON RESOLUTION 23-986 AMENDING LICENSE FEES FOR SHORT-TERM RENTALS FOR THE CITY OF ROCKAWAY BEACH**

Start time: [07:36:53 PM \(01:36:26\)](#)

McNeilly introduced the public hearing to receive comment on the proposed license fee adjustment for short-term rentals.

McNeilly opened the public hearing at 7:37 p.m.

Councilor Hayes recused herself from the Council meeting room at 7:37 p.m.

No audience members wished to comment.

McNeilly closed the public hearing at 7:38 p.m.

d. **RESOLUTION 23-986 AMENDING LICENSE FEES FOR SHORT-TERM RENTALS FOR THE CITY OF ROCKAWAY BEACH**

Start time: [07:38:14 PM \(01:37:48\)](#)

McNeilly commented that tourism is at the heart of the economic viability of the community and housing for tourists is critical. He shared figures regarding the number of short-term rentals and

noted that the location of short-term rentals within the city's residential areas posed unique challenges. McNeilly explained that due to the additional staff time required to administer and enforce Ordinance 22-442, the current short-term rental fees are not adequate to recover the cost of staff time to properly implement the adopted regulations. This resolution proposes to increase the Short-term Rental License Application Fee for the purpose of greater cost recovery.

Cheek **moved**, seconded by Martine, to approve Resolution 23-986, amending license fees for short-term rentals for the City of Rockaway Beach.

Franken commented on a desire to explore in the future the fairness of regulations for owner-occupied short-term rentals and to explore a tiered fee based on quantity of beds. McGinnis noted that the City's fees were below most other cities' and concurred with the suggestion to explore a tiered system in the future. McNeilly commented that he was also in favor of reviewing rules for owner-occupied short-term rentals in the future.

The **motion carried** by the following vote:

[Position #5 - Penelope Cheek: Motion](#)  
[Position #2 - Tom Martine: 2nd](#)  
[Position #3 - Kristine Hayes: Recused](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #2 - Tom Martine: Approve](#)

Councilor Hayes returned to the Council meeting room at 7:42 p.m.

e. **RESOLUTION 23-992 ADOPTING THE ROCKAWAY BEACH FIRE RESCUE DEPARTMENT'S MOBILE EQUIPMENT REPLACEMENT PLAN & CAPITAL EQUIPMENT ACQUISITION PLAN, AND DIRECTING STAFF TO INVESTIGATE NECESSARY PROCUREMENT FUNDING**

Start time: [07:43:10 PM \(01:42:44\)](#)

McNeilly explained that the Rockway Beach Fire Rescue Department has designed a plan to supply necessary equipment that anticipates current and future capital needs of the department and directs staff to explore funding options.

No audience members wished to comment.

Hayes **moved**, seconded by Cheek, to approve Resolution 23-992, adopting the Rockaway Beach Fire Rescue Department's mobile equipment replacement plan and capital equipment acquisition plan, and directing staff to investigate necessary procurement funding.

McGinnis commented that the plan had been a long time coming and she was glad that the City reached this point.

The **motion carried** by the following vote:



[Position #3 - Kristine Hayes: Motion](#)  
[Position #5 - Penelope Cheek: 2nd](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #2 - Tom Martine: Approve](#)

f. **RESOLUTION 23-989 AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE ANCHOR STREET PARK & SOUTH 1ST AVENUE RESTROOM PROJECT**

Start time: [07:45:38 PM \(01:45:12\)](#)

McNeilly explained that this resolution delegates authority to the Mayor and City Manager to ensure a timely contract award and execution of the project.

No audience members wished to comment.

McGinnis **moved**, seconded by Martine, to approve Resolution 23-989, authorizing the Mayor and City Manager to execute a contract with the lowest responsive and responsible bidder for the Anchor Street Park & South 1st Avenue restroom project.

McGinnis commented that this project was included in the city's Transportation Plan ten years ago and it had made its way slowly through the system. She observed that parking in the area was getting more crowded, so the project was obviously needed.

The **motion carried** by the following vote:

[Position #1 - Mary McGinnis: Motion](#)  
[Position #2 - Tom Martine: 2nd](#)  
[Position #3 - Kristine Hayes: Approve](#)  
[Position #4 - Alesia Franken: Approve](#)  
[Position #1 - Mary McGinnis: Approve](#)  
[Position #5 - Penelope Cheek: Approve](#)  
[Position #2 - Tom Martine: Approve](#)

g. **RESOLUTION 23-994 ENTERING INTO AN AGREEMENT WITH ROMTEC FOR RESTROOM PROCUREMENT THROUGH KEYSTONE PURCHASING NETWORK**

Start time: [07:48:21 PM \(01:47:55\)](#)

McNeilly explained that this resolution approves proposals for restroom building kits from Romtec for installation in Anchor Street Park and Wayside Park. They will be procured through Keystone, a national purchasing cooperative.

No audience members wished to comment.

Martine **moved**, seconded by Cheek, to approve Resolution 23-994, entering into an agreement with Romtec for restroom procurement through Keystone Purchasing Network.

The **motion carried** by the following vote:

[Position #2 - Tom Martine: Motion](#)

[Position #5 - Penelope Cheek: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

## **10. COUNCIL CONCERNS**

Start time: [07:49:46 PM \(01:49:20\)](#)

Cheek commented on the need to look at finding another parking area close to the Old Growth Tree. Hayes commented on the limited capacity of the boardwalk and concern that more parking would increase capacity. Franken commented that safety should be the priority. Shepard recommended a comprehensive review of city parking through the development of a destination management plan.

Franken expressed her appreciation to Emerson for his work with the community and his approach to the Public Works mobile equipment plan. She thanked city staff and welcomed new staff members.

Hayes commented that she agreed with Cheek's parking concerns. She requested that Accessory Dwelling Unit (ADU) fees and workforce housing be placed on the agenda together in order to discuss creating immediate workforce housing. Hayes shared reminders about the Arts and Crafts Fair, Kite Festival, Farmer's Market, Pirate Festival, and 4<sup>th</sup> of July events.

McGinnis thanked the city volunteers who place holiday banners, work in the community garden, and pick up trash. She acknowledged a Neah-Kah-Nie Middle School student named Blake who recently volunteered picking up trash. McGinnis thanked the Mayor and City Manager for holding their first listening session with the public. She welcomed new staff and noted the city is now a desirable place to work, in large part due to the current staff and City Manager. She said that the 4<sup>th</sup> of July parade needs volunteers. McGinnis shared that she will be making a podcast in coordination with the Tillamook Pioneer news that will be held at the Public Library, and she invited the public to attend and ask questions.

## **11. MAYOR'S REPORT**

Start time: [08:02:34 PM \(02:02:08\)](#)

McNeilly welcomed new staff and complimented the current staff and leadership for attracting new talent. McNeilly mentioned the open Fire Captain position in the Fire Rescue Department. He reported on the first monthly "What's on your mind?" coffee with the Mayor and City Manager and noted that the next scheduled coffee is on June 22<sup>nd</sup>. McNeilly reported on a planned review of public facilities policies, and a Town Hall scheduled for July 19<sup>th</sup> that will include a State of City address and Salmonberry Trail design workshop.

**12. ADJOURNMENT**

Start time: [08:05:42 PM \(02:05:16\)](#)

McGinnis **moved**, seconded by Martine, to adjourn the meeting at 8:06 p.m.

The **motion carried** by the following vote:

[Position #1 - Mary McGinnis: Motion](#)

[Position #2 - Tom Martine: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

MINUTES APPROVED THIS  
12<sup>TH</sup> DAY OF JULY 2023

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Charles McNeilly, Mayor

ATTEST

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Melissa Thompson, City Recorder



# City of Rockaway Beach

## City Council Workshop Minutes

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**Date:** Wednesday, June 14, 2023  
**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

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### CALL TO ORDER

Mayor McNeilly called the meeting to order at 4:33 p.m.

### ROLL CALL

Start time: [04:33:19 PM \(00:00:35\)](#)

[Mayor - Charles McNeilly: Present](#)  
[Position #3 - Kristine Hayes: Present](#)  
[Position #4 - Alesia Franken: Present](#)  
[Position #1 - Mary McGinnis: Present](#)  
[Position #5 - Penelope Cheek: Present](#)  
[Position #2 - Tom Martine: Present](#)

**Staff Present:** Luke Shepard, City Manager; Melissa Thompson, City Recorder; Mikael Hesse, Administrative Assistant; Dan Emerson, Public Works Superintendent; and Todd Hesse, Fire Chief.

### COUNCIL BRIEFING/DISCUSSION

**a. Public Works Dept. Mobile Equipment Plan – Superintendent Emerson**

Start time: [04:34:07 PM \(00:01:23\)](#)

Public Works Superintendent Emerson presented the Mobile Equipment Plan and equipment list. He noted that the equipment list might change based on use and conditions. Emerson provided an overview of the 2008 Chevy Silverado and explained the need for its replacement. He answered clarifying questions for the Council.

**b. Amendments to Fireworks Regulations and Fines – Mayor McNeilly**

Start time: [04:43:22 PM \(00:10:38\)](#)

Mayor McNeilly reviewed proposed changes to the Ordinance Section 95.07, eliminating the noise exception for fireworks. He said that since fireworks have been illegal in City for 25 years, allowing the sale of fireworks seems to be contrary to the City's ordinance. McNeilly noted that since the City doesn't have control over the beach, it was proposed to remove references to the beach in Sections 90.02 (E) and (F). McNeilly answered clarifying questions and explained the formal ordinance adoption process. After Council discussion, there was consensus to have City Manager Shepard prepare a final draft of the Ordinance for Council consideration at a regular meeting.

**c. Council Rules and Procedures - City Manager Shepard**

Start time: [05:00:10 PM \(00:27:27\)](#)

Shepard reviewed updates to the draft Rules of Procedure for Council Meetings.

The Council discussed additional proposed changes and updates, providing direction to City Manager Shepard. Shepard indicated that a final draft would be presented to the Council at the July meeting.

**~~d. City Website Non-Affiliate Links~~** (item removed from agenda)

**e. Annual Work Session – Councilor Hayes**

Start time: [05:43:18 PM \(01:10:35\)](#)

Hayes spoke regarding a desire to have quarterly or annual work sessions. After Council discussion, there was consensus to have City Manager Shepard bring suggestions and information regarding staff availability to a later workshop.

**ADJOURNMENT**

Start time: [05:51:24 PM \(01:18:40\)](#)

Franken made a **motion**, seconded by Hayes, to adjourn the meeting at 5:51 p.m.

The **motion carried** by the following vote:

[Position #4 - Alesia Franken: Motion](#)

[Position #3 - Kristine Hayes: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Alesia Franken: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

MINUTES APPROVED THIS  
12<sup>TH</sup> DAY OF JULY 2023

\_\_\_\_\_  
Charles McNeilly, Mayor

ATTEST

\_\_\_\_\_  
Melissa Thompson, City Recorder

CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES &amp; RESOURCES</u>					
10-31-4010 CUR YR PROP TX - GEN FUND	.00	460,999.86	425,000.00	( 35,999.86)	108.5
10-31-4020 DELINQUENT PROP TAX REVENUE	.00	8,020.71	8,000.00	( 20.71)	100.3
10-31-4040 LIQUOR TAX - OLCC	.00	27,364.12	18,000.00	( 9,364.12)	152.0
10-31-4050 CIGARETTE TAX	.00	922.66	1,500.00	577.34	61.5
10-31-4060 OTHER TAX REVENUE	.00	43,052.09	23,000.00	( 20,052.09)	187.2
<b>TOTAL REVENUES &amp; RESOURCES</b>	<b>.00</b>	<b>540,359.44</b>	<b>475,500.00</b>	<b>( 64,859.44)</b>	<b>113.6</b>
<u>GRANTS, LOANS &amp; BONDS</u>					
10-33-4175 GRANTS - GENERAL FUND MISC	.00	2,500.00	216,000.00	213,500.00	1.2
10-33-4180 DLCD GRANT	.00	.00	15,000.00	15,000.00	.0
10-33-4185 STATE REVENUE SHARING	.00	26,700.30	20,000.00	( 6,700.30)	133.5
<b>TOTAL GRANTS, LOANS &amp; BONDS</b>	<b>.00</b>	<b>29,200.30</b>	<b>251,000.00</b>	<b>221,799.70</b>	<b>11.6</b>
<u>FEES &amp; SERVICES</u>					
10-34-4060 LICENSES & FRANCHISES	7,884.82	280,445.74	200,000.00	( 80,445.74)	140.2
10-34-4085 LAND USE-ORDINANCE FEES-PERMIT	5,162.50	33,993.05	21,000.00	( 12,993.05)	161.9
10-34-4141 CIVIC/COMM CENTER RENT	370.00	1,255.00	500.00	( 755.00)	251.0
10-34-4142 FIRST FLOOR RENT-HLTH DEPT	946.00	11,352.00	10,500.00	( 852.00)	108.1
10-34-4145 CC-REFUNDABLE DEPOSITS	.00	.00	500.00	500.00	.0
10-34-4146 HEALTH DEPT UTILITY REIMB	99.58	2,061.36	2,200.00	138.64	93.7
<b>TOTAL FEES &amp; SERVICES</b>	<b>14,462.90</b>	<b>329,107.15</b>	<b>234,700.00</b>	<b>( 94,407.15)</b>	<b>140.2</b>
<u>FIRE DEPARTMENT</u>					
10-35-4091 NEDONNA FIRE DIST	.00	29,000.00	30,000.00	1,000.00	96.7
10-35-4092 TWIN ROCKS WATER DISTRICT	.00	10,000.00	10,000.00	.00	100.0
10-35-4093 OR STATE FORESTRY DEPT	500.00	500.00	500.00	.00	100.0
10-35-4185 FIRE PERMITS	.00	.00	150.00	150.00	.0
10-35-4186 EMERGENCY SERVICES FEE	.00	103,657.73	110,000.00	6,342.27	94.2
<b>TOTAL FIRE DEPARTMENT</b>	<b>500.00</b>	<b>143,157.73</b>	<b>150,650.00</b>	<b>7,492.27</b>	<b>95.0</b>
<u>OTHER REVENUES</u>					
10-36-4120 INTEREST ON INVESTED FUNDS	.00	118,902.13	8,000.00	( 110,902.13)	1486.3
10-36-4150 MISC RCPTS - GEN FUND	40.00	16,462.64	10,000.00	( 6,462.64)	164.6
10-36-4190 SURPLUS PROPERTY SALES	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL OTHER REVENUES</b>	<b>40.00</b>	<b>135,364.77</b>	<b>19,000.00</b>	<b>( 116,364.77)</b>	<b>712.5</b>

CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

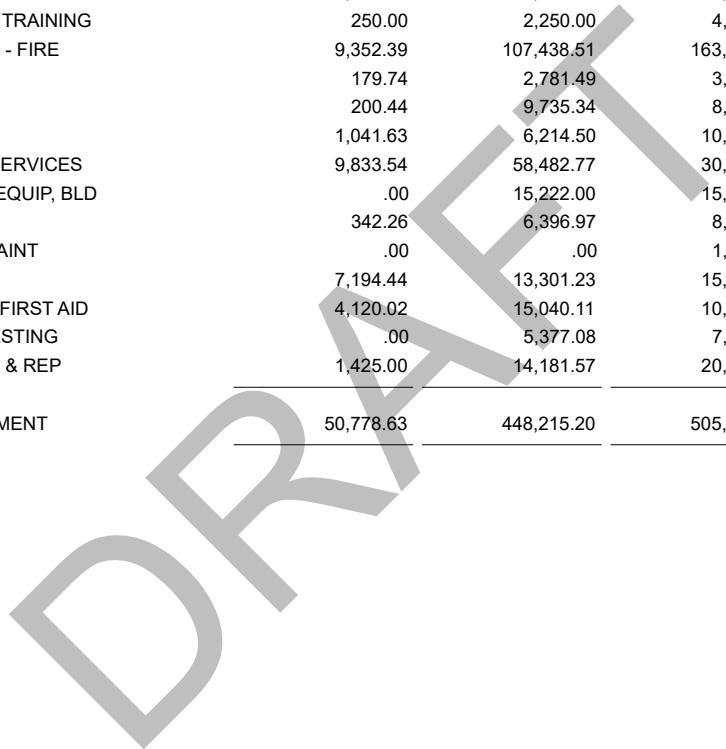
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>POLICE DEPARTMENT</u>					
10-37-4100 CITATIONS - FINES & FORFEITS	735.50	19,960.50	15,000.00	( 4,960.50)	133.1
10-37-4110 OLD COURT COLLECTIONS	336.43	336.43	1,000.00	663.57	33.6
<b>TOTAL POLICE DEPARTMENT</b>	<b>1,071.93</b>	<b>20,296.93</b>	<b>16,000.00</b>	<b>( 4,296.93)</b>	<b>126.9</b>
<u>TRANSFERS</u>					
10-39-4030 TIF - TRT POLICE	.00	178,321.50	237,763.00	59,441.50	75.0
10-39-4032 TIF -SEWER OP	.00	33,750.00	45,000.00	11,250.00	75.0
10-39-4037 TIF - CC	.00	33,750.00	45,000.00	11,250.00	75.0
10-39-4038 TIF- TRT-GF PW CAP OUTLAY	.00	32,071.50	42,763.00	10,691.50	75.0
10-39-4052 TIF - TRT-CTY BEAUTIF	.00	3,750.00	5,000.00	1,250.00	75.0
10-39-4053 TIF - TRT FIRE DEPT	.00	178,321.50	237,763.00	59,441.50	75.0
10-39-4055 TIF - TRT USDA LOAN	.00	48,000.00	64,000.00	16,000.00	75.0
<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>507,964.50</b>	<b>677,289.00</b>	<b>169,324.50</b>	<b>75.0</b>
<b>TOTAL FUND REVENUE</b>	<b>16,074.83</b>	<b>1,705,450.82</b>	<b>1,824,139.00</b>	<b>118,688.18</b>	<b>93.5</b>

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-45-6550 MATERIALS SUPPLIES	.00	138,077.78	457,000.00	318,922.22	30.2
TOTAL POLICE DEPARTMENT	.00	138,077.78	457,000.00	318,922.22	30.2
<u>FIRE DEPARTMENT</u>					
10-46-5052 FIRE CHIEF WAGES	7,701.05	92,412.60	95,210.00	2,797.40	97.1
10-46-5053 FIREFIGHTERS	6,865.70	65,997.05	75,000.00	9,002.95	88.0
10-46-5061 VOLUNTEER FIRE FIGHTER BONUS	2,272.42	33,383.98	38,250.00	4,866.02	87.3
10-46-5062 RECORD KEEPING & TRAINING	250.00	2,250.00	4,000.00	1,750.00	56.3
10-46-5152 PAYROLL EXPENSES - FIRE	9,352.39	107,438.51	163,595.00	56,156.49	65.7
10-46-6110 ELECTRICITY	179.74	2,781.49	3,500.00	718.51	79.5
10-46-6530 TELEPHONE	200.44	9,735.34	8,500.00	( 1,235.34)	114.5
10-46-6535 MEDICAL	1,041.63	6,214.50	10,000.00	3,785.50	62.2
10-46-6555 SUPPLIES, GEAR & SERVICES	9,833.54	58,482.77	30,000.00	( 28,482.77)	194.9
10-46-6570 INS- VEHICLE, LIAB, EQUIP, BLD	.00	15,222.00	15,000.00	( 222.00)	101.5
10-46-6580 FUEL & OIL	342.26	6,396.97	8,000.00	1,603.03	80.0
10-46-6582 ELECTRONIC REP-MAINT	.00	.00	1,500.00	1,500.00	.0
10-46-6630 FIRE BLDG MAINT	7,194.44	13,301.23	15,000.00	1,698.77	88.7
10-46-6660 SAFETY TRAINING & FIRST AID	4,120.02	15,040.11	10,000.00	( 5,040.11)	150.4
10-46-6670 REQUIRED EQUIP TESTING	.00	5,377.08	7,500.00	2,122.92	71.7
10-46-6690 VEHICLE MAINT, SUP & REP	1,425.00	14,181.57	20,000.00	5,818.43	70.9
TOTAL FIRE DEPARTMENT	50,778.63	448,215.20	505,055.00	56,839.80	88.8





CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-48-5055 SALARY & WAGES - CITY HALL	.00	248.31	.00	( 248.31)	.0
10-48-5057 OFFICE ASSISTANT	8,750.84	87,368.64	81,179.00	( 6,189.64)	107.6
10-48-5065 OVERTIME - CITY HALL	.00	.00	4,000.00	4,000.00	.0
10-48-5075 ACCRUED VACATION - ADMIN	.00	.00	5,000.00	5,000.00	.0
10-48-5082 CITY MANAGER	6,649.86	91,254.05	80,669.00	( 10,585.05)	113.1
10-48-5085 MAYOR & COUNCIL STIPEND	125.00	1,410.00	1,100.00	( 310.00)	128.2
10-48-5152 PAYROLL EXP - ADMIN	8,196.10	89,067.34	137,051.00	47,983.66	65.0
10-48-6410 PLANNING & ZONING	5,276.64	81,803.50	75,000.00	( 6,803.50)	109.1
10-48-6440 REFUNDABLE DEPOSITS	100.00	550.00	500.00	( 50.00)	110.0
10-48-6530 TELEPHONE	126.38	997.66	5,800.00	4,802.34	17.2
10-48-6570 INS-VEHICLE, LIAB, EQUIP, BLDG	.00	6,100.00	6,000.00	( 100.00)	101.7
10-48-6571 TECHNOLOGY & DATA PROCESSING	( 5,356.51)	12,351.55	25,000.00	12,648.45	49.4
10-48-6577 ORDINANCE UPDATE	.00	1,241.56	1,500.00	258.44	82.8
10-48-6596 EMERGENCY SERVICES EXPENSE	.00	632.90	2,000.00	1,367.10	31.7
10-48-6666 CITY BEAUTIFICATION	.00	1,572.28	3,000.00	1,427.72	52.4
10-48-6667 STORM DAMAGE REPAIR	.00	.00	100.00	100.00	.0
10-48-6830 CITY HALL OPERATIONS	2,253.28	49,921.93	68,000.00	18,078.07	73.4
10-48-6831 DUES-CITY, OFFICIALS & STAFF	2,021.49	3,500.16	2,500.00	( 1,000.16)	140.0
10-48-6835 BANK FEES	.00	535.46	2,000.00	1,464.54	26.8
10-48-6840 COURT COSTS	.00	240.00	500.00	260.00	48.0
10-48-6850 ATTORNEY	365.50	128,016.91	145,000.00	16,983.09	88.3
10-48-6870 AUDIT & BOND	.00	4,653.25	8,000.00	3,346.75	58.2
10-48-6880 ADVERTISING	.00	1,560.00	500.00	( 1,060.00)	312.0
10-48-6890 STATIONERY & SUPPLIES	249.85	2,926.82	10,500.00	7,573.18	27.9
10-48-6915 TRAVEL & TRAIN-STAFF	434.00	997.65	5,000.00	4,002.35	20.0
10-48-6920 BLDG MAINT-CTY HALL	391.46	15,858.03	18,000.00	2,141.97	88.1
10-48-6931 COUNCIL EXPENSE	25.00	634.14	1,000.00	365.86	63.4
10-48-6932 CITY MANAGER FUND	.00	503.91	500.00	( 3.91)	100.8
10-48-6954 REVENUE SHARING PMTS	.00	20,921.33	20,000.00	( 921.33)	104.6
10-48-6999 OPERATING CONTINGENCY - GF	.00	.00	134,000.00	134,000.00	.0
10-48-8000 GENERAL FUND CAPITAL PROJECTS	12,870.00	95,845.78	110,000.00	14,154.22	87.1
10-48-8041 TO - ROADS/STREETS, FRANCHISE	.00	27,000.00	36,000.00	9,000.00	75.0
10-48-8044 TO -FIRE EQUIPMENT RESERVE	.00	195,750.00	261,000.00	65,250.00	75.0
10-48-8045 TO - DEBT SERVICE RESERVE FUND	.00	50,000.00	100,000.00	50,000.00	50.0
10-48-8518 DEBT SVC - USDA LOAN	374.83	114,834.13	125,000.00	10,165.87	91.9
<b>TOTAL ADMINISTRATION</b>	<b>42,853.72</b>	<b>1,088,297.29</b>	<b>1,475,399.00</b>	<b>387,101.71</b>	<b>73.8</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>93,632.35</b>	<b>1,674,590.27</b>	<b>2,437,454.00</b>	<b>762,863.73</b>	<b>68.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 77,557.52)</b>	<b>30,860.55</b>	<b>( 613,315.00)</b>	<b>( 644,175.55)</b>	<b>5.0</b>

CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FIRE EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
14-36-4120 INTEREST INCOME	.00	1,212.94	.00	( 1,212.94)	.0
TOTAL OTHER INCOME	.00	1,212.94	.00	( 1,212.94)	.0
<u>TRANSFERS</u>					
14-39-4026 TIF - GF	.00	195,750.00	261,000.00	65,250.00	75.0
14-39-4030 TIF - TRT	.00	146,250.00	195,000.00	48,750.00	75.0
TOTAL TRANSFERS	.00	342,000.00	456,000.00	114,000.00	75.0
TOTAL FUND REVENUE	.00	343,212.94	456,000.00	112,787.06	75.3

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CITY OF ROCKAWAY BEACH  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

FIRE EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
14-47-7621 FIRE EQUIP & CAPITAL OUTLAY	6,875.00	268,698.30	329,000.00	60,301.70	81.7
TOTAL FIRE DEPARTMENT	6,875.00	268,698.30	329,000.00	60,301.70	81.7
TOTAL FUND EXPENDITURES	6,875.00	268,698.30	329,000.00	60,301.70	81.7
NET REVENUE OVER EXPENDITURES	( 6,875.00)	74,514.64	127,000.00	52,485.36	58.7

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CITY OF ROCKAWAY BEACH  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

DONATIONS RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>						
15-45-6600	POLICE DEPARTMENT EXPENSE	.00	44,353.00	44,353.00	.00	100.0
	TOTAL MATERIALS & SERVICES	.00	44,353.00	44,353.00	.00	100.0
	TOTAL FUND EXPENDITURES	.00	44,353.00	44,353.00	.00	100.0
	NET REVENUE OVER EXPENDITURES	.00	( 44,353.00)	( 44,353.00)	.00	(100.0)

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

LOAN PAYMENT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
16-36-4120 INTEREST INCOME	.00	.00	25.00	25.00	.0
TOTAL OTHER INCOME	.00	.00	25.00	25.00	.0
<u>TRANSFERS</u>					
16-39-4030 TIF - GEN FND	.00	50,000.00	100,000.00	50,000.00	50.0
TOTAL TRANSFERS	.00	50,000.00	100,000.00	50,000.00	50.0
TOTAL FUND REVENUE	.00	50,000.00	100,025.00	50,025.00	50.0

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CITY OF ROCKAWAY BEACH  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

LOAN PAYMENT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
16-45-6850 ATTORNEY/LEGAL FEES/COURT COST	.00	.00	329,435.00	329,435.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	329,435.00	329,435.00	.0
TOTAL FUND EXPENDITURES	.00	.00	329,435.00	329,435.00	.0
NET REVENUE OVER EXPENDITURES	.00	50,000.00	( 229,410.00)	( 279,410.00)	21.8

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

PROJECT & EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
21-36-4120 INTEREST INCOME	.00	1,439.67	800.00	( 639.67)	180.0
TOTAL OTHER INCOME	.00	1,439.67	800.00	( 639.67)	180.0
<u>TRANSFERS IN</u>					
21-39-4030 TIF - TRT	.00	548,760.50	731,681.00	182,920.50	75.0
TOTAL TRANSFERS IN	.00	548,760.50	731,681.00	182,920.50	75.0
TOTAL FUND REVENUE	.00	550,200.17	732,481.00	182,280.83	75.1

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CITY OF ROCKAWAY BEACH  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

PROJECT & EQUIP RESERVE

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CAPITAL OUTLAY</u>						
21-47-7577	TOURISM CAPITAL PROJECTS	44,100.00	208,700.35	799,000.00	590,299.65	26.1
	TOTAL CAPITAL OUTLAY	44,100.00	208,700.35	799,000.00	590,299.65	26.1
	TOTAL FUND EXPENDITURES	44,100.00	208,700.35	799,000.00	590,299.65	26.1
	NET REVENUE OVER EXPENDITURES	( 44,100.00)	341,499.82	( 66,519.00)	( 408,018.82)	513.4

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATE REVENUE</u>					
30-31-2985 RESTRICTED BIKE PATHS ODOT	.00	.00	1,000.00	1,000.00	.0
30-31-4340 STATE STREET - DMV - REVENUE	.00	106,411.52	99,000.00	( 7,411.52)	107.5
<b>TOTAL STATE REVENUE</b>	<b>.00</b>	<b>106,411.52</b>	<b>100,000.00</b>	<b>( 6,411.52)</b>	<b>106.4</b>
<u>GRANTS</u>					
30-33-4182 GRANTS & REIM- ROADS & STREETS	.00	68,300.00	.00	( 68,300.00)	.0
30-33-4183 GRANTS- SPECIAL CITY ALLOTMENT	.00	100,000.00	100,000.00	.00	100.0
<b>TOTAL GRANTS</b>	<b>.00</b>	<b>168,300.00</b>	<b>100,000.00</b>	<b>( 68,300.00)</b>	<b>168.3</b>
<u>OTHER REVENUE</u>					
30-36-4120 INTEREST INCOME	.00	19,146.25	4,000.00	( 15,146.25)	478.7
<b>TOTAL OTHER REVENUE</b>	<b>.00</b>	<b>19,146.25</b>	<b>4,000.00</b>	<b>( 15,146.25)</b>	<b>478.7</b>
<u>TRANSFERS</u>					
30-39-4030 TIF - TRT	.00	289,762.50	386,351.00	96,588.50	75.0
30-39-4038 TIF - GEN FND	.00	27,000.00	36,000.00	9,000.00	75.0
<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>316,762.50</b>	<b>422,351.00</b>	<b>105,588.50</b>	<b>75.0</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>610,620.27</b>	<b>626,351.00</b>	<b>15,730.73</b>	<b>97.5</b>

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
30-41-5054	.00	.00	825.00	825.00	.0
30-41-5055	4,457.35	60,441.51	75,909.00	15,467.49	79.6
30-41-5056	.00	.00	5,000.00	5,000.00	.0
30-41-5058	( 4.05)	6,032.36	9,700.00	3,667.64	62.2
30-41-5059	724.17	2,896.70	.00	( 2,896.70)	.0
30-41-5065	.00	.00	2,000.00	2,000.00	.0
30-41-5075	.00	.00	2,000.00	2,000.00	.0
30-41-5082	949.99	13,036.36	11,523.00	( 1,513.36)	113.1
30-41-5085	25.00	( 463.13)	500.00	963.13	( 92.6)
30-41-5152	3,284.69	42,028.78	77,308.00	35,279.22	54.4
<b>TOTAL PERSONNEL SERVICES</b>	<b>9,437.15</b>	<b>123,972.58</b>	<b>184,765.00</b>	<b>60,792.42</b>	<b>67.1</b>
<u>MATERIALS &amp; SERVICES</u>					
30-45-6125	158.06	3,478.89	3,000.00	( 478.89)	116.0
30-45-6130	3,202.80	31,125.28	35,000.00	3,874.72	88.9
30-45-6131	245.00	30,093.00	28,000.00	( 2,093.00)	107.5
30-45-6570	.00	5,000.00	5,000.00	.00	100.0
30-45-6572	1,432.00	17,112.41	23,000.00	5,887.59	74.4
30-45-6580	194.75	4,114.27	9,000.00	4,885.73	45.7
30-45-6592	.00	1,524.93	1,500.00	( 24.93)	101.7
30-45-6600	.00	8,676.97	10,000.00	1,323.03	86.8
30-45-6610	.00	4,165.07	4,000.00	( 165.07)	104.1
30-45-6620	.00	1,796.47	4,600.00	2,803.53	39.1
30-45-6667	.00	25.16	1,500.00	1,474.84	1.7
30-45-6690	208.89	6,764.16	7,500.00	735.84	90.2
30-45-6800	1,010.05	25,249.69	23,000.00	( 2,249.69)	109.8
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>6,451.55</b>	<b>139,126.30</b>	<b>155,100.00</b>	<b>15,973.70</b>	<b>89.7</b>
<u>CAPITAL OUTLAY</u>					
30-47-7501	.00	100,000.00	100,000.00	.00	100.0
30-47-7502	.00	253,874.47	300,000.00	46,125.53	84.6
30-47-7661	.00	.00	8,000.00	8,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>353,874.47</b>	<b>408,000.00</b>	<b>54,125.53</b>	<b>86.7</b>
<u>CONTINGENCY</u>					
30-48-7999	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.0</b>

CITY OF ROCKAWAY BEACH  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	15,888.70	616,973.35	752,865.00	135,891.65	82.0
NET REVENUE OVER EXPENDITURES	( 15,888.70)	( 6,353.08)	( 126,514.00)	( 120,160.92)	( 5.0)

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSPORTATION SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
39-36-4120 INTEREST INCOME	.00	1,024.94	1,000.00	( 24.94)	102.5
TOTAL OTHER INCOME	.00	1,024.94	1,000.00	( 24.94)	102.5
<u>FEEES</u>					
39-38-4940 IMP FEES - TRANSPORT SDC	.00	18,000.00	15,000.00	( 3,000.00)	120.0
TOTAL FEES	.00	18,000.00	15,000.00	( 3,000.00)	120.0
TOTAL FUND REVENUE	.00	19,024.94	16,000.00	( 3,024.94)	118.9

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CITY OF ROCKAWAY BEACH  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSPORTATION SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
39-47-7880 CONT MAT - IMP TRANS	.00	.00	185,000.00	185,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	185,000.00	185,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	185,000.00	185,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	19,024.94	( 169,000.00)	( 188,024.94)	11.3

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
40-34-4540 WATER SERVICE BASE	.00	1,065,504.25	1,126,000.00	60,495.75	94.6
40-34-4550 NEW WATER CONNECTIONS	.00	23,547.00	28,000.00	4,453.00	84.1
40-34-4560 WATER MASTER PLAN	.00	63,672.97	73,000.00	9,327.03	87.2
<b>TOTAL REVENUE</b>	<b>.00</b>	<b>1,152,724.22</b>	<b>1,227,000.00</b>	<b>74,275.78</b>	<b>94.0</b>
<u>INTEREST &amp; MISC</u>					
40-36-4120 INT - WATER OP	.00	9,117.45	3,000.00	( 6,117.45)	303.9
40-36-4150 MISC RCPTS - WTR OP FUND	.00	171,414.99	170,000.00	( 1,414.99)	100.8
<b>TOTAL INTEREST &amp; MISC</b>	<b>.00</b>	<b>180,532.44</b>	<b>173,000.00</b>	<b>( 7,532.44)</b>	<b>104.4</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>1,333,256.66</b>	<b>1,400,000.00</b>	<b>66,743.34</b>	<b>95.2</b>

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
40-41-5054	.00	.00	2,338.00	2,338.00	.0
40-41-5055	7,541.88	98,918.18	114,064.00	15,145.82	86.7
40-41-5056	.00	.00	2,000.00	2,000.00	.0
40-41-5057	8,925.16	93,039.64	84,079.00	( 8,960.64)	110.7
40-41-5058	( 20.22)	30,281.88	48,387.00	18,105.12	62.6
40-41-5059	7,954.23	45,563.11	95,000.00	49,436.89	48.0
40-41-5064	.00	.00	2,000.00	2,000.00	.0
40-41-5065	247.32	2,410.82	14,000.00	11,589.18	17.2
40-41-5067	.00	.00	1,000.00	1,000.00	.0
40-41-5075	.00	.00	10,000.00	10,000.00	.0
40-41-5082	949.99	13,036.36	11,525.00	( 1,511.36)	113.1
40-41-5085	75.00	810.00	1,400.00	590.00	57.9
40-41-5152	13,616.57	144,941.21	262,996.00	118,054.79	55.1
<b>TOTAL PERSONNEL SERVICES</b>	<b>39,289.93</b>	<b>429,001.20</b>	<b>648,789.00</b>	<b>219,787.80</b>	<b>66.1</b>
<u>MATERIALS &amp; SERVICES</u>					
40-45-6110	2,116.54	26,751.56	36,500.00	9,748.44	73.3
40-45-6455	.00	.00	1,000.00	1,000.00	.0
40-45-6520	86.00	1,897.56	2,000.00	102.44	94.9
40-45-6530	390.99	14,575.13	12,000.00	( 2,575.13)	121.5
40-45-6534	2,731.52	21,837.41	30,000.00	8,162.59	72.8
40-45-6551	587.21	20,685.71	19,000.00	( 1,685.71)	108.9
40-45-6570	.00	27,300.00	27,000.00	( 300.00)	101.1
40-45-6574	.00	8,710.00	11,000.00	2,290.00	79.2
40-45-6580	377.30	7,933.21	10,000.00	2,066.79	79.3
40-45-6667	.00	.00	500.00	500.00	.0
40-45-6690	.00	2,379.61	13,500.00	11,120.39	17.6
40-45-6745	.00	4,320.00	9,000.00	4,680.00	48.0
40-45-6750	11,837.13	67,631.84	65,000.00	( 2,631.84)	104.1
40-45-6831	.00	1,199.09	2,500.00	1,300.91	48.0
40-45-6850	107.50	451.50	12,000.00	11,548.50	3.8
40-45-6851	.00	285.99	12,000.00	11,714.01	2.4
40-45-6915	1,234.00	7,642.74	4,500.00	( 3,142.74)	169.8
40-45-6945	1,494.72	4,486.46	8,500.00	4,013.54	52.8
40-45-6951	.00	.00	500.00	500.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>20,962.91</b>	<b>218,087.81</b>	<b>276,500.00</b>	<b>58,412.19</b>	<b>78.9</b>
<u>CAPITAL OUTLAY</u>					
40-47-7601	.00	.00	300,000.00	300,000.00	.0
40-47-7602	.00	14,558.57	75,000.00	60,441.43	19.4
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>14,558.57</b>	<b>375,000.00</b>	<b>360,441.43</b>	<b>3.9</b>

CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
40-48-7999 CONTINGENCY - WTR	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
<u>TRANSFERS</u>					
40-49-8027 TO - CC - CH OPERATING	.00	33,750.00	45,000.00	11,250.00	75.0
40-49-8045 TO -WMP FUND	.00	514,500.00	686,000.00	171,500.00	75.0
TOTAL TRANSFERS	.00	548,250.00	731,000.00	182,750.00	75.0
TOTAL FUND EXPENDITURES	60,252.84	1,209,897.58	2,061,289.00	851,391.42	58.7
NET REVENUE OVER EXPENDITURES	( 60,252.84)	123,359.08	( 661,289.00)	( 784,648.08)	18.7

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
42-36-4120 INTEREST INCOME	.00	17,928.03	8,000.00	( 9,928.03)	224.1
TOTAL OTHER INCOME	.00	17,928.03	8,000.00	( 9,928.03)	224.1
<u>TRANSFERS</u>					
42-39-4030 TIF - WATER OP	.00	514,500.00	686,000.00	171,500.00	75.0
TOTAL TRANSFERS	.00	514,500.00	686,000.00	171,500.00	75.0
TOTAL FUND REVENUE	.00	532,428.03	694,000.00	161,571.97	76.7

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
42-47-7555 WMP - IMPLIMENTATION PROJECTS	.00	396,536.90	700,000.00	303,463.10	56.7
TOTAL CAPITAL OUTLAY	.00	396,536.90	700,000.00	303,463.10	56.7
<u>CONTINGENCY</u>					
42-48-7999 WATER MASTER PLAN CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
TOTAL FUND EXPENDITURES	.00	396,536.90	730,000.00	333,463.10	54.3
NET REVENUE OVER EXPENDITURES	.00	135,891.13	( 36,000.00)	( 171,891.13)	377.5

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
47-34-4550 WATER DEBT REVENUE	.00	127,238.05	148,000.00	20,761.95	86.0
TOTAL UTILITY BILLING	.00	127,238.05	148,000.00	20,761.95	86.0
<u>OTHER INCOME</u>					
47-36-4120 INTEREST INCOME	.00	1,485.29	1,000.00	( 485.29)	148.5
TOTAL OTHER INCOME	.00	1,485.29	1,000.00	( 485.29)	148.5
TOTAL FUND REVENUE	.00	128,723.34	149,000.00	20,276.66	86.4

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
47-49-8510 WATER RESERVOIR DS - PRINC	.00	60,000.00	60,000.00	.00	100.0
47-49-8511 WATER RESERVOIR DS - INT	.00	2,160.00	2,160.00	.00	100.0
47-49-8520 WATER PLANT DS - PRINC	.00	30,000.00	34,950.00	4,950.00	85.8
47-49-8521 WATER PLANT DS - INT	.00	9,450.00	4,500.00	( 4,950.00)	210.0
TOTAL DEBT SERVICE	.00	101,610.00	101,610.00	.00	100.0
TOTAL FUND EXPENDITURES	.00	101,610.00	101,610.00	.00	100.0
NET REVENUE OVER EXPENDITURES	.00	27,113.34	47,390.00	20,276.66	57.2

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
49-36-4120 INTEREST INCOME	.00	1,802.25	1,000.00	( 802.25)	180.2
TOTAL OTHER INCOME	.00	1,802.25	1,000.00	( 802.25)	180.2
<u>WATER SDC FEES</u>					
49-38-4935 REIMB FEES - WTR SDC FUND	.00	9,936.00	10,000.00	64.00	99.4
49-38-4940 IMP FEES - WTR SDC FND	.00	106,650.00	90,000.00	( 16,650.00)	118.5
TOTAL WATER SDC FEES	.00	116,586.00	100,000.00	( 16,586.00)	116.6
TOTAL FUND REVENUE	.00	118,388.25	101,000.00	( 17,388.25)	117.2

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
49-47-7880 CONT MAT - IMP WTR	.00	5,095.35	280,000.00	274,904.65	1.8
49-47-7885 CONT MAT - REIMB WTR	.00	2,479.34	170,000.00	167,520.66	1.5
TOTAL CAPITAL OUTLAY	.00	7,574.69	450,000.00	442,425.31	1.7
TOTAL FUND EXPENDITURES	.00	7,574.69	450,000.00	442,425.31	1.7
NET REVENUE OVER EXPENDITURES	.00	110,813.56	( 349,000.00)	( 459,813.56)	31.8

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
50-34-4640 SEWER SERVICE BASE	.00	657,357.20	768,000.00	110,642.80	85.6
50-34-4650 NEW SEWER CONNECTIONS	.00	17,070.80	17,000.00	( 70.80)	100.4
50-34-4660 SEWER MASTER PLAN	.00	68,236.95	81,200.00	12,963.05	84.0
<b>TOTAL UTILITY BILLING</b>	<b>.00</b>	<b>742,664.95</b>	<b>866,200.00</b>	<b>123,535.05</b>	<b>85.7</b>
<u>OTHER INCOME</u>					
50-36-4120 INTEREST INCOME	.00	19,645.14	13,000.00	( 6,645.14)	151.1
50-36-4150 MISC RECEIPTS - SEWER	.00	956.60	1,000.00	43.40	95.7
<b>TOTAL OTHER INCOME</b>	<b>.00</b>	<b>20,601.74</b>	<b>14,000.00</b>	<b>( 6,601.74)</b>	<b>147.2</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>763,266.69</b>	<b>880,200.00</b>	<b>116,933.31</b>	<b>86.7</b>

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
50-41-5055 MAINT WORKER WAGES	7,406.79	97,180.51	111,799.00	14,618.49	86.9
50-41-5056 EXTRA LABOR WAGES	.00	.00	2,000.00	2,000.00	.0
50-41-5057 OFFICE ASST WAGE	8,925.17	93,078.96	84,078.00	( 9,000.96)	110.7
50-41-5058 SUPER PUB WORKS	( 16.18)	24,225.47	38,316.00	14,090.53	63.2
50-41-5059 PLANT OP WAGES	7,230.06	42,666.30	87,324.00	44,657.70	48.9
50-41-5064 STANDBY - SEWER	.00	.00	2,000.00	2,000.00	.0
50-41-5065 OVERTIME SEWER	247.32	2,410.79	7,000.00	4,589.21	34.4
50-41-5075 ACCRUED VAC - COMP TIME	.00	.00	15,000.00	15,000.00	.0
50-41-5082 CITY MANAGER WAGES	949.99	13,036.36	11,524.00	( 1,512.36)	113.1
50-41-5085 MAYOR & COUNCIL STIPEND	75.00	810.00	1,500.00	690.00	54.0
50-41-5152 PAYROLL EXP - SEWER	13,129.26	138,949.30	249,829.00	110,879.70	55.6
<b>TOTAL PERSONNEL SERVICES</b>	<b>37,947.41</b>	<b>412,357.69</b>	<b>610,370.00</b>	<b>198,012.31</b>	<b>67.6</b>
<u>MATERIALS &amp; SERVICES</u>					
50-45-6110 ELECTRICITY - SEWER	2,531.23	27,754.38	32,000.00	4,245.62	86.7
50-45-6455 EMERGENCY MANAGEMENT	.00	.00	1,000.00	1,000.00	.0
50-45-6520 BLDG MAINT - SEWER	594.33	4,357.20	3,500.00	( 857.20)	124.5
50-45-6530 TELEPHONE & TELEMTRY	142.76	5,535.36	6,000.00	464.64	92.3
50-45-6534 PLANT CHEMICALS & SUP	5,579.80	51,484.72	50,000.00	( 1,484.72)	103.0
50-45-6551 ADMIN & BILLING	4,904.05	25,968.98	25,000.00	( 968.98)	103.9
50-45-6570 INS - VEHICLE, LIAB, EQUIP, BL	.00	38,930.47	38,000.00	( 930.47)	102.5
50-45-6574 AUDIT - SEWER	.00	8,710.00	11,000.00	2,290.00	79.2
50-45-6580 FUEL & OIL	377.30	7,819.57	15,000.00	7,180.43	52.1
50-45-6690 VEHICLE MAINT, SUP & REP	3,517.96	6,608.49	13,000.00	6,391.51	50.8
50-45-6740 I & I WORK	8,513.75	18,334.03	26,500.00	8,165.97	69.2
50-45-6745 REQUIRED TESTING	.00	.00	2,250.00	2,250.00	.0
50-45-6750 SYSTEM MAINT & SUPPLY	3,003.51	32,619.69	68,000.00	35,380.31	48.0
50-45-6831 DUES	.00	604.37	700.00	95.63	86.3
50-45-6850 ATTORNEY	.00	.00	2,500.00	2,500.00	.0
50-45-6851 ENGINEERING	.00	4,599.79	2,250.00	( 2,349.79)	204.4
50-45-6915 TRAVEL & TRAINING - STAFF	1,354.00	5,962.44	5,000.00	( 962.44)	119.3
50-45-6945 METER READERS	996.48	10,466.50	6,000.00	( 4,466.50)	174.4
50-45-6951 ORDINANCE ENFORCEMENT	.00	.00	500.00	500.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>31,515.17</b>	<b>249,755.99</b>	<b>308,200.00</b>	<b>58,444.01</b>	<b>81.0</b>
<u>CAPITAL OUTLAY</u>					
50-47-7601 IMPROVEMENT & NEW LINES	.00	.00	15,000.00	15,000.00	.0
50-47-7740 SEWER FACILITIES CAPITAL OUTLA	.00	15,235.20	15,000.00	( 235.20)	101.6
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>15,235.20</b>	<b>30,000.00</b>	<b>14,764.80</b>	<b>50.8</b>



CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
50-48-7999 CONTINGENCY - SEWER	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
<u>TRANSFERS</u>					
50-49-8027 TRNSFR TO - GF CH OPERATING	.00	33,750.00	45,000.00	11,250.00	75.0
50-49-8033 TRNSFR TO - SEWER MASTER PLAN	.00	56,250.00	75,000.00	18,750.00	75.0
TOTAL TRANSFERS	.00	90,000.00	120,000.00	30,000.00	75.0
TOTAL FUND EXPENDITURES	69,462.58	767,348.88	1,098,570.00	331,221.12	69.9
NET REVENUE OVER EXPENDITURES	( 69,462.58)	( 4,082.19)	( 218,370.00)	( 214,287.81)	( 1.9)

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
52-36-4120 INTEREST INCOME	.00	10,753.24	4,000.00	( 6,753.24)	268.8
TOTAL OTHER INCOME	.00	10,753.24	4,000.00	( 6,753.24)	268.8
<u>TRANSFERS</u>					
52-39-4032 TRNSFR IN - FROM SEWER OPER	.00	56,250.00	75,000.00	18,750.00	75.0
TOTAL TRANSFERS	.00	56,250.00	75,000.00	18,750.00	75.0
TOTAL FUND REVENUE	.00	67,003.24	79,000.00	11,996.76	84.8

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
52-47-7555 WWMP-IMPLIMENTATION PROJECTS	.00	2,500.00	50,000.00	47,500.00	5.0
52-47-7556 LIFT STATION/INFRASTRUCTURE	.00	.00	50,000.00	50,000.00	.0
TOTAL CAPITAL OUTLAY	.00	2,500.00	100,000.00	97,500.00	2.5
<u>CONTINGENCY</u>					
52-48-7999 CONTINGENCY - SWR	.00	.00	15,000.00	15,000.00	.0
TOTAL CONTINGENCY	.00	.00	15,000.00	15,000.00	.0
TOTAL FUND EXPENDITURES	.00	2,500.00	115,000.00	112,500.00	2.2
NET REVENUE OVER EXPENDITURES	.00	64,503.24	( 36,000.00)	( 100,503.24)	179.2

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CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
56-34-4650 SEWER DEBT REVENUE	.00	212,118.27	243,800.00	31,681.73	87.0
TOTAL UTILITY BILLING	.00	212,118.27	243,800.00	31,681.73	87.0
<u>OTHER INCOME</u>					
56-36-4120 INTEREST INCOME	.00	7,749.80	250.00	( 7,499.80)	3099.9
TOTAL OTHER INCOME	.00	7,749.80	250.00	( 7,499.80)	3099.9
TOTAL FUND REVENUE	.00	219,868.07	244,050.00	24,181.93	90.1

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CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
56-49-8510 WW OUTFALL LOAN PRINCIPLE	.00	195,000.00	195,000.00	.00	100.0
56-49-8511 WW-OUTFALL LOAN INTEREST	.00	15,075.00	15,075.00	.00	100.0
TOTAL DEBT SERVICE	.00	210,075.00	210,075.00	.00	100.0
TOTAL FUND EXPENDITURES	.00	210,075.00	210,075.00	.00	100.0
NET REVENUE OVER EXPENDITURES	.00	9,793.07	33,975.00	24,181.93	28.8

DRAFT

CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
59-36-4120 INTEREST INCOME	.00	2,064.49	3,000.00	935.51	68.8
TOTAL OTHER INCOME	.00	2,064.49	3,000.00	935.51	68.8
<u>FEEES</u>					
59-38-4935 REIMB FEES - SEWER SDC	.00	17,736.00	30,000.00	12,264.00	59.1
59-38-4940 IMP FEES - SEWER SDC	.00	31,740.00	70,000.00	38,260.00	45.3
TOTAL FEES	.00	49,476.00	100,000.00	50,524.00	49.5
TOTAL FUND REVENUE	.00	51,540.49	103,000.00	51,459.51	50.0

DRAFT

CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
59-47-7880 CONTR MAT - IMPROVE	.00	.00	100,000.00	100,000.00	.0
59-47-7885 CONTR MAT - REIMBURSE	.00	.00	100,000.00	100,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	200,000.00	200,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	51,540.49	( 97,000.00)	( 148,540.49)	53.1

DRAFT

CITY OF ROCKAWAY BEACH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSIENT ROOM TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ROOM TAX REVENUES</u>					
80-31-4710 TRT REVENUE 5%	.00	900,476.88	958,215.00	57,738.12	94.0
80-31-4711 TRT REVENUE 2% - ADV	.00	359,917.12	387,162.00	27,244.88	93.0
80-31-4712 TRT REVENUE 2% - CTY	.00	359,917.12	383,286.00	23,368.88	93.9
80-31-4713 TRT REVENUE 1% - CTY	.00	179,906.64	191,643.00	11,736.36	93.9
80-31-4714 DELINQUENT TRT REV COLLECTIONS	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL ROOM TAX REVENUES</b>	<b>.00</b>	<b>1,800,217.76</b>	<b>1,921,806.00</b>	<b>121,588.24</b>	<b>93.7</b>
<u>OTHER INCOME</u>					
80-36-4120 INTEREST INCOME - TRT	.00	7,864.96	3,500.00	( 4,364.96)	224.7
<b>TOTAL OTHER INCOME</b>	<b>.00</b>	<b>7,864.96</b>	<b>3,500.00</b>	<b>( 4,364.96)</b>	<b>224.7</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>1,808,082.72</b>	<b>1,925,306.00</b>	<b>117,223.28</b>	<b>93.9</b>

DRAFT



CITY OF ROCKAWAY BEACH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSIENT ROOM TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
80-45-6533	22,801.85	70,221.90	197,211.00	126,989.10	35.6
80-45-6534	.00	14,515.58	75,000.00	60,484.42	19.4
80-45-6535	1,840.00	52,549.42	55,000.00	2,450.58	95.5
80-45-6536	.00	1,218.00	2,000.00	782.00	60.9
80-45-6537	.00	42,776.15	75,000.00	32,223.85	57.0
80-45-6538	160.00	2,130.77	85,000.00	82,869.23	2.5
80-45-6634	.00	1,000.00	95,000.00	94,000.00	1.1
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>24,801.85</b>	<b>184,411.82</b>	<b>584,211.00</b>	<b>399,799.18</b>	<b>31.6</b>
<u>CONTINGENCY</u>					
80-46-6999	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
<u>TRANSFERS</u>					
80-49-8024	.00	178,321.50	237,763.00	59,441.50	75.0
80-49-8025	.00	80,071.50	106,763.00	26,691.50	75.0
80-49-8026	.00	146,250.00	195,000.00	48,750.00	75.0
80-49-8036	.00	548,760.50	731,681.00	182,920.50	75.0
80-49-8041	.00	289,762.50	386,351.00	96,588.50	75.0
80-49-8044	.00	3,750.00	5,000.00	1,250.00	75.0
80-49-8046	.00	178,321.50	237,763.00	59,441.50	75.0
<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>1,425,237.50</b>	<b>1,900,321.00</b>	<b>475,083.50</b>	<b>75.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>24,801.85</b>	<b>1,609,649.32</b>	<b>2,494,532.00</b>	<b>884,882.68</b>	<b>64.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 24,801.85)</b>	<b>198,433.40</b>	<b>( 569,226.00)</b>	<b>( 767,659.40)</b>	<b>34.9</b>

**RESOLUTION NO. 23-1000**

**A RESOLUTION MAKING APPOINTMENTS TO THE BUDGET COMMITTEE**

**WHEREAS**, the Rockaway Beach Charter Chapter III, Section 7 authorizes the Mayor, with the approval of a majority of the Council, to make appointments to committees; and

**WHEREAS**, the terms for two Budget Committee citizen members ended on June 30, 2023; and

**WHEREAS**, the Mayor wishes to nominate both Budget Committee members to serve another term.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Rockaway Beach City Council hereby approves reappointing the following individuals to serve on the Budget Committee for the term dates noted:

<u>Position</u>	<u>Name</u>	<u>Term Start Date</u>	<u>Term End Date</u>
4	Dave May	07/01/2023	06/30/2026
6	Susan Hennessy Schaeftbauer	07/01/2023	06/30/2026

APPROVED AND ADOPTED BY THE CITY COUNCIL, AND EFFECTIVE THE 12th DAY OF JULY 2023.

APPROVED

ATTEST

\_\_\_\_\_  
Charles McNeilly, Mayor

\_\_\_\_\_  
Melissa Thompson, City Recorder

**RESOLUTION NO. 23-998**

**A RESOLUTION ADOPTING THE ROCKAWAY BEACH PUBLIC WORKS DEPARTMENT'S MOBILE EQUIPMENT PLAN**

**WHEREAS**, the Rockaway Beach Public Works Department must have safe and effective equipment to meet the needs of the citizens and visitors of Rockaway Beach, while remaining fiscally responsible; and

**WHEREAS**, the Rockaway Beach Public Works Department has designed a plan to supply necessary equipment that anticipates current and future capital needs of the department; and

**WHEREAS**, equipment acquisition will be obtained by priority as described in Exhibit A and by funding availability; and

**WHEREAS**, procurement funding will be authorized through the city budgeting process.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Rockaway Beach City Council hereby approves the Rockaway Beach Public Works Department's Mobile Equipment Plan, attached as Exhibit A.

APPROVED AND ADOPTED BY THE CITY COUNCIL, AND EFFECTIVE THE 12th DAY OF JULY 2023.

APPROVED

ATTEST

\_\_\_\_\_

\_\_\_\_\_

Charles McNeilly, Mayor

Melissa Thompson, City Recorder



City of **ROCKAWAY BEACH**  
PUBLIC WORKS DEPARTMENT

## Mobile Equipment Plan

Public Works has created a mobile equipment list which outlines the current order of priority in which items will need to be replaced in the coming years. This mobile equipment plan is more like a living document with at least 32 pieces (hopefully nothing was missed) and some of these can do more than one job. Of course, the '08 chevy is #1, given both its age and use. While a larger portion of our equipment is older, we have factored more than just age into our list.

It's hard to plan out replacing all of these but I believe you picked the right person for this. I have been here as long as every piece of equipment except for three the hotbox, roller and Gehl. Each piece I have hands on experience using and maintaining. Just because something is older doesn't necessarily mean it needs to be replaced sooner. For us, it's more based on how important to critical infrastructure it is and overall everyday use.

Some of these are vital to the infrastructures to keep it running and others are vital to the town's appearance. You'll notice that most, if not all generators were placed near the bottom regarding priority. This is because these generators, despite the age of some, are kept very well maintained. Given that they're emergency power supply generators, they are only used during power outages. They are regularly exercised, oil and filters changed regularly, and batteries are all maintained. Additionally, they are kept inside when not in use.

I tried to put these in order as to what I think needs replaced first to last, it's probably close but not perfect. For example, the generator for N 4<sup>th</sup> # 19 is a nice working with no problems but if it were to fail it would immediately jump to # 1 as this is vital to infrastructure. Everyone that lives in Rockaway understands the unreliability of power during winter storms. So, all of these are sitting in a barn warm and dry waiting to be used during emergencies. They don't need to look purdy, but they do need to run. They are critical but very seldom used so, maintained well they should outlast their expected life. As far as other equipment listed and their assigned priority numbers, it should be noted that at any time this list is subject to change depending on condition changes and any uptick of use on certain equipment items. Seasonal, non-critical equipment is also listed lower for the obvious reasons that it is only used during a certain time each year. For example, the asphalt hotbox is used only during the summer, and is stored inside, therefore despite its age, is lower on our list.

Are there any questions? Thank you for your support.

-Dan Emerson Superintendent  
City of Rockaway Beach Public Works



City of **ROCKAWAY BEACH**  
PUBLIC WORKS DEPARTMENT

**2008 Chevy Silverado 3500HD Utility Bed**

Perhaps the Public Works Department's most valuable vehicle, our '08 Chevy work truck has been around since it was purchased new in 2008 it may not be the oldest by year, but it's been with Public Works longer than any other vehicle (15 years). This truck could easily be called the "workhorse" of our fleet. Sporting a 12ft bed with utility boxes and each side, lumber rack, and a folding bumper crane, it carries everything our utility workers need to get the job done smoothly and more importantly safely. When Public Works respond to a water leak or a sewer issue, this truck is the first to go out every time. Should this truck experience more issues and/or become inoperable, Public Works' efficiency on critical infrastructures would burden the impact. That said, we believe this should be replaced soon before issues arise that could impact the performance of infrastructure maintenance for our utility workers. Time is most definitely taking its toll, and it is beginning to show on this vehicle. The truck is beginning to rust on the outside. The mirrors are very rusty, and they have begun to fall off. The suspension is worn on the truck from the number of times it starts and stops, pulls heavy equipment from jobsite to jobsite. The hinges on many of the doors are worn out and need to be replaced. The transmission has been worked on in the past, the drivetrain is beginning to get sloppy the truck is lacking the power that it once had. Currently, the truck has around 76,000 miles on it. This may not seem like much, but this is a 1ton truck that always carries extra weight, and all these miles are city miles and/or towing miles. This includes multiple engine start/stops, constant turning, occasionally going at an incline. If this truck were to fail now, it would severely impact the response time and efficiency of Public Works utility workers. This is why I believe that this vehicle is a #1 priority to replace. Not just because it is getting older, but it is also the most relied on vehicle in the fleet. With all that said Public Works has maintained this vehicle to a high standard and being able to keep high quality vehicles in the fleet attracts high quality employees. Are there any questions?

Thank you,  
Dan Emerson Superintendent  
City of Rockaway Beach Public Works.

Asset number	Description	Date placed in service	Proj future cost	Priority	Life	Cost
<b>VEHICLES</b>						
2008.0708	2008 Tool Truck Chevy		2008 ~\$60,000	1	10	32,876
	2010 White Ford F250 Super		2015 ~\$45,000	3	10	43,113
2015.0765	Duty					
2013.0732	2008 Ford F350	4/13/2013	~\$50,000	8	10	19,519
2014.0754	2014 Dodge Ram Pickup	9/30/2014	~\$45,000	11	10	21,745
2016.0782	2004 International 4300 Truck		2016 ~\$110,000	16		48,530
2020.0835	PW Dumptruck (F550)	1/13/2020		21	15	49,703
2003.0482	2003 Chevy Silverado 1500 ext	2/15/2003	~\$45,000	10	10	20,705
2016.0780	2022 Ford F-150		2016 ~\$35,000	28	10	48,530

<b>EQUIPMENT</b>						
2011.0712	2005 305CR Excavator	3/28/2011	~\$60,000	6	10	30,550
2005.0704	Skid Loader		2005 ~\$65,000	5	7	32,876
2002.0702	Street Sweeper		2002 ~\$40,000	4	8	24,185
2008.0401	Vactor Trailer	2/6/2008	~\$55,000	2	15	52,799
2020.0843	PW Tilt Trailers	1/27/2020	~\$10,000 for 1	12	15	16,130
	Gravely Zero Turn Mower 60"	12/11/2015	~\$15,000	9	20	7,919
2015.0764	Deck					
2014.0741	Ford 7740 Tractor/Mower	2/20/2014	~\$60,000	21	10	33,700
2016.0763	Sewer Camera	8/30/2016	~\$10,000	7	10	11,750
2001.0700	Street Roller Wacker		2001 ~\$25000	13	25	9,250
	2017 430 F2 Backhoe Loader -	10/31/2017	~\$130,000	17	15	110,657
2017.0800	OHW					
2001.0701	Hot Box 8000 Reclaimer		2001 2/15/2001 SL /N/A	13	15	11,750
2012.0724	Lawn Brush Cutter	5/31/2012	~\$6,000	29	7	7,065

<b>GENERATORS</b>						
	Trailer Mounted 20kw Diesel			15	15	17,675
2008.0536	Genera - S 5th	8/15/2008	~\$20,000			
	Trailer Mounted Generator -			18	10	5,890
2007.0534	used	1/15/2007	Could assume ~\$35,000			
2010.0713	Generator Trailer	12/29/2010	'	20	10	5,378
	Trailer Mounted 40kw Diesel			19	15	21,778
2008.0538	Generator N. 4th	1/6/2008	~\$33,000			
	NE 12th 20kw Gen		~\$25,000	23	15	20,000
	NW 17th 20kw Gen		~\$25,000	24	15	20,000
	6th 10kw Gen		~\$15,000	25	15	3,000
	N 3rd 60kw		~\$35,000	26	15	30,000
	20kw Gen and light tower		~\$25,000	27	15	20,000
2001.0701	Hot Box 8000 Reclaimer		~\$30,000	22	15	11,750

<b>Fixed Generators</b>						
2008.0537	Fixed KB G-8kw Generator - 23rd	8/15/2008	~\$15,000	14	15	10,167
	Wastewater treatment plant					
	south 3rd Main lift	7/14/2022		30		
	White Dove lift station			31		
	PVE Booster Gernerator	7/9/2017		32		

## Report on the Friends of the Rockaway Beach Library's grants for 2022- 2023

This past year was as they say "A Very Interesting Year". The Friends submitted and received a grant for 2 display cases and a movable display board for the library. The total requested and received was \$4, 921.33.

Unfortunately, after submitting this we noticed that there were cracks in the building's foundation. The City informed us that we could apply for a second grant for \$5000 to use (along with the original \$4,921.33). We obtained several estimates on stabilizing the foundation, ranging from \$16,000 to \$32,000. After talking with several people about this, we made the decision to monitor this situation closely as we suspect that this damage (the rear of the library is 3 inches lower than the front of the library) was done a number of years ago. If we do eventually have to have this done, we will most likely have to fix up cracks that will show up in the interior as well. Currently we are monitoring the foundation and it has not moved.

We barely had time to breathe a sigh of relief when we found that the library furnace has quit, and we would need in the neighborhood of \$16,000 to purchase a new one. We contacted the city who said it was fine to go ahead and use the total amount of funds to help with the cost of a new furnace. At this point PUD stepped in to help save us. They introduced us to a contractor who sells and actually had in stock ductless heating systems! We were able to install our new ductless heating system for \$5,271.91.

This left us with some additional funds and so we looked again at purchasing the display cases and movable display board. We had looked up the amount in a library catalog when we applied for the original grant. When we called to order the display cases, we found the actual costs were somewhat less than in the catalog. The 2 cases cost \$2121.88 + shipping of \$573.92 for a total of \$2715.80. The Portable display costs \$619.00 plus \$285 shipping for a total of \$904. So, the total for the cases and the mobile display unit came to a total of \$3,619.80.

Adding the two efforts: the ductless heating and the display cases, the cost to the library was \$8,891.71. The total amount the city provided \$9,921.33. At this point, we had an additional \$1,029.62 left.

Fortunately, there is not a lack of excellent places to use some care at the library. The deck that most patrons use to access the library was showing signs of extreme wear, the stain definitely needed to be redone and the mats that we have been using on the walkway have certainly seen better days. One of our patrons who is a contractor, offered to stain the deck for us and charged us only half of his usual hourly fee. ( \$25/hour as opposed to \$50 / hour). In addition to power washing the deck and staining it, he used some crushed walnut shells on the steps so that patrons would not slip on them. We were able to accomplish the staining for \$375.

As we had funds left, we ordered new mats for the library deck as the old ones were very worn and we want to make sure that patrons don't slip on the deck itself. We have purchased 3 mats for a total of \$310 , \$491.58 with shipping.

That leaves us with \$163.04 unspent. So we suggest there are 3 options:

- Option 1. We are planning to request a grant for just over \$5,000 for next year to redo the upholstery and stuffing on 6 comfy chairs. We will subtract the \$163.04 from that request.
- Option 2. If we don't get the grant we will return the funds to the city.
- Option 3. If the city allows us to keep the funds even though we don't get the grant, we will certainly use them – most likely in small costs when we setup various displays. In addition to the art displays, we are anticipating doing a display on the equipment our citizens should have for emergencies.



*"Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their own homes by providing access to nutritious meals and social occasions."*



*Meals for Seniors, Inc.  
P.O. Box No. 852  
Rockaway Beach, Oregon 97136  
503-317-8967*

*Tax ID Number 90-0097197*

June 23, 2023

Mr. Luke Shepard, City Manager  
City of Rockaway Beach  
PO Box 5  
Rockaway Beach, OR 97136

Dear Mr. Shepard:

Please consider this the final report for the *2022 Community Support Program* grant that we received on August 25, 2022, in the amount of \$6,000. The purpose of the grant was to purchase food for our program and to purchase specialized containers we use for the home deliveries to homebound senior citizens.

Meals for Seniors, Inc. prepares, cooks, serves and delivers freshly prepared, hot and nutritious meals to senior citizens in Rockaway Beach and the surrounding areas. As a federally designated 501 (c) (3) non-profit organization, we have been serving meals continuously since 2003 in the same location, 52 weeks of the year. Since February 2003 we have prepared, cooked, served and delivered 212,039 meals!

With the grant being awarded August 25<sup>th</sup> - for a 10-month period of August, 2022 through May, 2023 we served 4,730 meals on site and delivered to homebound seniors 6,624 meals - for a 10-month total of 11,354 meals. Averaging the final two months of the 12-month grant period with an additional 2,271 meals we will have served 13,625 meals with the assistance of the City of Rockaway Beach's grant.

The grant funds were to be used for the purchase of food, as well as food containers to be used in delivering meals to homebound senior citizens. For the homebound, we ensure they have meals for six days of the week, plus snacks, etc. The vast majority of these homebound seniors are low-income and ask for nothing.

While we do receive some donations of food, especially during the growing season, we purchase food from the Oregon Food Bank (Tillamook Regional Office and the North County Food Bank in Wheeler) and from Costco or US Foods Chef Store, both located in Warrenton. The latter is a restaurant and institutional focused supplier of food and food related products and it is from this establishment that we provide receipts.

Enclosed you will find documentation from Oliver Packaging & Equipment Company and the US Foods Chef Store (previously known as Smart FoodService), for the following dates and amounts:

August 30 2022	\$1,547.99	(Receipt Smart FoodService/Citi Card)
August 31, 2022	\$2,597.31	(Check #5199 to Oliver Packaging)
November 22,2022	<u>\$2,501.11</u>	(Receipt/US Chef Store/Citi Card)
	\$6,646.41	

This grant was instrumental in allowing us to serve our community and to contribute to the health and welfare of our senior citizens.

If there is any additional information you would like us to provide, please do not hesitate to call on us. Once again, the Board, our volunteers and our seniors, thank you for this grant, allowing us to continue to serve our community. We look forward to meeting with you on July 12, 2023 to answer any questions you may have.

By the end of June, we will have also completed a major re-model of our kitchen facilities. Of importance is that with the assistance of grants from the Tillamook PUD and the Loren Parks Foundation we have been able to install up-to-date and additional electrical wiring and purchase a commercial grade generator, which will allow us to be a key community resource during an emergency. We look forward to sharing more information about this re-model when we meet with you and the City Council on July 12, 2023.

Sincerely,



Barbara Riley, Secretary

Enc.



June 29, 2023

City of Rockaway Beach  
Luke Shepherd  
PO Box 5  
Rockaway Beach, OR 97136

Dear Luke,

Thank you for your ongoing support of the work to end violence in our community. We were able to use the Community Grant funds to support 36 survivors of domestic and sexual violence. These funds were used as client assistance to meet the emergency needs of survivors. This included:

- 1) assistance with gas and bus passes to be able to attend court proceedings and access Tides of Change
- 2) safehousing which provided an emergency hotel stay for those who were at high risk for of danger and/or had just had an incident of violence and needed a safe temporary location
- 3) Phone bills/minutes and charger which are to ensure that survivors had access to working phones for safety and to access necessary services
- 4) Gas and Uber ride for relocation out of the area and or to assist those on vacation that experienced violence a safe transport back to their hometown
- 5) Birth Certificate necessary to obtain ID needed to stability
- 6) TCSO legal fees which were fees necessary to serve legal documents on behalf of survivors
- 7) Food and clothing assistance to assist survivors recently impacted by violence and without means to access their belonging and/or in need of food stability
- 8) security cameras which were used to increase safety for survivors that were able to remain in their homes instead of having to become houseless

These funds were extremely beneficial to the survivors and their children that we serve. Being able to assist with small items such as these can take a burden off of a survivor that is already dealing with numerous systems and trauma. We appreciate the support that the City of Rockaway Beach has provided our agency this year and more specifically the support you all provided directly to survivors this year.

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Bundy", is written over a light blue horizontal line.

Valerie Bundy, MA LPC NCC

Executive Director

1902 2nd Street, Tillamook, OR 97141 503.842.9486 503.842.6458 (fax)

## Rockaway Beach Fire Rescue

276 Hwy 101 S  
PO Box 5  
Rockaway Beach OR 97136  
503-374-1752



Date June 28, 2023

Honorable Mayor, City Council and City Manager of Rockaway Beach

Fire Department Council Report:

The following is a summary of the activities and operations of the Rockaway Beach Fire Rescue Department for the month of June 2023.

The Department responded or participated in 59 events during the month of June, the breakdown is listed below.

911 calls for Service: 30	Trainings: 5	Non-Emergent: 24
25- Medical	Water Rescue	11- Beach Safety
2- Fire Alarm	Dementia	5- Public Assist
1- Structure Fire	Wildland	0- Lift Assist
1- Water Rescue	Operations	4- Burn Complaints
0- MVA		4- Radio call-ins
1- Outside Fire		0- Special Assignments
0-Vehicle Fire		

Year to Date	<u>2021</u>	<u>2022</u>	<u>2023</u>
911 Calls	178	184	191
Non-Emergent	104	97	123
Trainings	48	66	61
Total	330	347	375

Training update- The department focused June Thursday night trainings on Water Rescue operations, Wildland Firefighting and Fire Operations. July training will focus on Water Rescue and Wildland firefighting.

Beach Safety continues to be a priority of the department. The focus continues to be on education and safety. During the month of June crews were on the beach 9 times providing information to citizens and visitors. Continue to work with State Parks to better coordinate our safety and enforcement actions on the Beach.

	May	YTD
Fire safety\Educational Moments-	11	43
Water Safety Messages\Out of Water-	17\31 persons	81\203
Stickers to kids-	8	27
Educational signs reset-	0	0
Education Signs Replaced-	0	0
Fires extinguished-	2	13
Volunteer Hours	21	118


Emergency Preparedness group and Radio group continue to meet and increase skill levels. Incident command training was held in June. Information about the Cascadia event will be provided at the July meeting. We are still looking for volunteers and would like to get the CERT team operational. The group is also working hard to prepare for a fundraiser and open house with the Fire Department in October.

Public Education trial, working with Vacasa to place Fire Safety and Campfire Rules as well as Water Safety information in vacation rentals.

The Countywide Burn Ban will take effect on July 15<sup>th</sup>, 2023. Open pile burning and burn barrels will not be allowed. Permitted Fire pits will be allowed until further notice. The Burn ban will be lifted when burn conditions improve, the anticipated date is October 15<sup>th</sup> at this time. I will keep the council and residents informed.

Preparations for the crews are being made for the 4<sup>th</sup> of July. Safety, Training, Public Education and elevating the services provided to the citizens and visitors of Rockaway Beach will also continue to be priorities. If you have any questions, concerns or thoughts please let me know.

Respectfully submitted,



Todd Hesse  
Fire Chief  
Rockaway Beach Fire Rescue



# TILLAMOOK COUNTY SHERIFF'S OFFICE

CONSERVATORS OF THE PEACE

Sheriff Joshua Brown

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## Rockaway Beach Patrol

Month of June 2023

Summer is here! The nice weather has been bringing many people to Rockaway Beach to enjoy our little town and the beaches. Deputies have noticed that the downtown area traffic has already been getting backed up as far south as the Pronto Pup and north to Dollar General at times. This is causing more people to drive on the back streets of town to avoid the slow traffic. Please keep an eye on children and pets while outside playing.

This time of year tends to create an increase in emergency calls for service for medical, fire and law enforcement response. If you need to contact dispatchers for a non-emergent matter, please call (503) 815-1911.

Notable calls for service this month include a burglary on Nehalem Avenue. A garage was broken into, but the owner was unsure if anything had been taken. There will be lots of foot traffic out into the late hours of the night. Remain vigilant in your neighborhood and report suspicious activity.

There was a report of a suicidal person that had left their home in Rockaway for an unknown destination. We were able to contact the person and determine there was not an emergency, and they did not need assistance.

We took a report of a restraining order violation in the Cedar Creek area. The investigation concluded the order had been violated. The subject was arrested, and the case has been forwarded to the District Attorney.

Other call numbers are noted in the statistics report provided.

Undersheriff Matt Kelly

<u>Incident Address</u>	<u>Incident Address City</u>	<u>Incident Date And Time</u>	<u>Incident Type</u>	<u>Incident Unit ID</u>
101 NW 11TH AVE	Rockaway Beach	06/01/2023 01:15:53	Disturbance	217
101 NW 11TH AVE	Rockaway Beach	06/01/2023 01:15:53	Disturbance	229
1031 S JUNIPER ST	Rockaway Beach	06/01/2023 07:03:55	Death	216
1031 S JUNIPER ST	Rockaway Beach	06/01/2023 07:03:55	Death	215
ROCKAWAY	Rockaway Beach	06/01/2023 14:21:03	Warrant	215
27550 HIGHWAY 101 N	Rockaway Beach	06/01/2023 14:42:18	Marine	221
HIGHWAY 101 N / NE 12TH AVE	Rockaway Beach	06/02/2023 13:31:18	MVA/Non-injury	215
S 4TH AVE / S PACIFIC ST	Rockaway Beach	06/02/2023 23:21:15	Noise	217
108 HIGHWAY 101 S	Rockaway Beach	06/03/2023 00:14:37	BUSINESS CHECK	229
102 HIGHWAY 101 S	Rockaway Beach	06/03/2023 00:15:02	BUSINESS CHECK	229
116 HIGHWAY 101 S	Rockaway Beach	06/03/2023 00:15:30	BUSINESS CHECK	229
172 HIGHWAY 101 S	Rockaway Beach	06/03/2023 00:25:21	BUSINESS CHECK	217
176 HIGHWAY 101 S	Rockaway Beach	06/03/2023 00:25:57	BUSINESS CHECK	217
25915 BEACH DR	Rockaway Beach	06/03/2023 11:03:50	UEMV	216
103 S 1ST AVE	Rockaway Beach	06/03/2023 11:29:07	Animal	216
1020 NE 13TH AVE	Rockaway Beach	06/03/2023 14:09:11	Ordinance Violation	215
1083 S BEACON ST	Rockaway Beach	06/03/2023 17:51:56	Runaway	217
1083 S BEACON ST	Rockaway Beach	06/03/2023 17:51:56	Runaway	215
1083 S BEACON ST	Rockaway Beach	06/03/2023 20:00:02	Follow Up	215
45.6005144~-123.943011	Rockaway Beach	06/04/2023 00:42:56	Incom 911	217
26205 HIGHWAY 101 N	Rockaway Beach	06/04/2023 07:35:13	Suspicious	210
1024 SMITH ST	Rockaway Beach	06/04/2023 12:21:29	Marine	221
670 HIGHWAY 101 N	Rockaway Beach	06/05/2023 14:26:03	Ordinance Violation	210
26255 HIGHWAY 101 N	Rockaway Beach	06/05/2023 17:44:51	Disturbance	225
26255 SCENIC VIEW CT	Rockaway Beach	06/05/2023 23:05:09	Disturbance	225
26255 SCENIC VIEW CT	Rockaway Beach	06/05/2023 23:54:16	Follow Up	207
1089 S JUNIPER ST	Rockaway Beach	06/06/2023 11:24:58	Vehicle	210
346 N FALCON ST	Rockaway Beach	06/06/2023 13:09:28	Incom 911	210
1555 N 4TH AVE	Rockaway Beach	06/07/2023 01:05:54	Incom 911	207
1555 N 4TH AVE	Rockaway Beach	06/07/2023 01:05:54	Incom 911	225
1013 S HARBOR ST	Rockaway Beach	06/07/2023 05:03:29	Burglary	222
1013 S HARBOR ST	Rockaway Beach	06/07/2023 05:03:29	Burglary	215
1035 NE 14TH AVE	Rockaway Beach	06/07/2023 06:48:17	Harassment	222
1035 NE 14TH AVE	Rockaway Beach	06/07/2023 08:47:17	Follow Up	222
603 S EASY ST	Rockaway Beach	06/07/2023 10:14:46	Ordinance Violation	215
S JUNIPER ST / S 2ND AVE	Rockaway Beach	06/07/2023 10:18:56	Vehicle	215
358 N DOLPHIN ST	Rockaway Beach	06/07/2023 11:50:23	Incom 911	215
1087 CHARLOTTE ST	Rockaway Beach	06/07/2023 12:18:24	Assist	215
384 S BEACON ST	Rockaway Beach	06/07/2023 15:05:54	Follow Up	215
1087 CHARLOTTE ST	Rockaway Beach	06/07/2023 16:54:21	Civil	215
184 N PACIFIC ST	Rockaway Beach	06/08/2023 10:41:02	Follow Up	215
194 HIGHWAY 101 S	Rockaway Beach	06/08/2023 14:41:52	Property	215
NECARNEY ST / NE 18TH AVE	Rockaway Beach	06/08/2023 15:09:29	Ordinance Violation	215
26255 SCENIC VIEW CT	Rockaway Beach	06/08/2023 20:02:54	Assist	217
174 S EASY ST	Rockaway Beach	06/09/2023 07:00:55	Incom 911	222
27550 HIGHWAY 101 N	Rockaway Beach	06/09/2023 07:42:32	Noise	222
1078 FRANCIS ST	Rockaway Beach	06/09/2023 10:29:51	Welfare check	222
1078 FRANCIS ST	Rockaway Beach	06/09/2023 10:29:51	Welfare check	215
HIGHWAY 101 N / NW 13TH AVE	Rockaway Beach	06/09/2023 15:41:07	Traffic Stop	215
979 S ISLAND ST	Rockaway Beach	06/09/2023 16:35:00	Civil Service	215
1065 NE 13TH AVE	Rockaway Beach	06/09/2023 21:08:45	Welfare check	215
101 NW 11TH AVE	Rockaway Beach	06/10/2023 09:25:07	Disturbance	222
270 S ANCHOR ST	Rockaway Beach	06/10/2023 13:28:34	Unknown	216
270 S ANCHOR ST	Rockaway Beach	06/10/2023 13:28:34	Unknown	215
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/10/2023 15:36:03	Traffic Stop	215
400 S 3RD AVE	Rockaway Beach	06/11/2023 11:52:26	BUSINESS CHECK	210
399 N CORAL ST	Rockaway Beach	06/11/2023 14:06:23	BUSINESS CHECK	210
140 HIGHWAY 101 N	Rockaway Beach	06/11/2023 14:31:00	Property	210
26255 SCENIC VIEW CT	Rockaway Beach	06/11/2023 14:42:08	Follow Up	210

654 S CORAL ST	Rockaway Beach	06/11/2023 16:03:33	Unknown	210
26255 SCENIC VIEW CT	Rockaway Beach	06/12/2023 07:23:17	Follow Up	210
HIGHWAY 101 N / NE 19TH AVE	Rockaway Beach	06/12/2023 09:27:43	Traffic Stop	210
S 2ND AVE / S PACIFIC ST	Rockaway Beach	06/12/2023 09:57:06	Contact	210
NECARNEY ST / NE 18TH AVE	Rockaway Beach	06/12/2023 11:09:39	Assist	214
384 S BEACON ST	Rockaway Beach	06/12/2023 11:21:38	Unknown	210
BREAKER AVE / ALDER ST	Rockaway Beach	06/12/2023 14:21:12	Ordinance Violation	210
27550 HIGHWAY 101 N	Rockaway Beach	06/12/2023 19:53:21	Assist	225
HIGHWAY 101 N / N 3RD AVE	Rockaway Beach	06/12/2023 20:41:11	Traffic Stop	225
140 HIGHWAY 101 N	Rockaway Beach	06/12/2023 23:03:48	Traffic Stop	225
S 2ND AVE / S ANCHOR ST	Rockaway Beach	06/13/2023 07:31:01	7	210
HIGHWAY 101 N / N 3RD AVE	Rockaway Beach	06/13/2023 08:08:04	Traffic Stop	210
26400 NEDONNA AVE	Rockaway Beach	06/13/2023 09:16:29	Assist	214
399 N CORAL ST	Rockaway Beach	06/13/2023 09:36:14	BUSINESS CHECK	210
375 N NEPTUNE ST	Rockaway Beach	06/13/2023 10:46:09	Welfare check	210
N OCEAN ST / CEDAR CREEK CIR	Rockaway Beach	06/13/2023 11:03:29	7	210
NEDONNA AVE / BEACH ST	Rockaway Beach	06/13/2023 23:17:39	Traffic Stop	225
140 HIGHWAY 101 N	Rockaway Beach	06/13/2023 23:29:47	Contact	225
HIGHWAY 101 N / NEHALEM AVE	Rockaway Beach	06/13/2023 23:45:36	Traffic Stop	225
17910 OCEAN BLVD	Rockaway Beach	06/14/2023 02:18:28	Unknown	230
17910 OCEAN BLVD	Rockaway Beach	06/14/2023 02:18:28	Unknown	225
HIGHWAY 101 N / PANSY ST	Rockaway Beach	06/14/2023 10:55:41	Traffic Stop	210
1028 S GRAYLING ST	Rockaway Beach	06/14/2023 13:03:55	Civil Service	214
276 HIGHWAY 101 S	Rockaway Beach	06/14/2023 13:54:58	Follow Up	210
1071 S BEACON ST	Rockaway Beach	06/14/2023 14:43:17	CAMI	223
1190 FRANCIS ST	Rockaway Beach	06/14/2023 22:10:28	Incom 911	217
26700 BEACH DR	Rockaway Beach	06/15/2023 12:56:00	Unwanted	222
26700 BEACH DR	Rockaway Beach	06/15/2023 12:56:00	Unwanted	215
1022 NE 12TH AVE	Rockaway Beach	06/15/2023 13:31:15	Follow Up	223
276 HIGHWAY 101 S	Rockaway Beach	06/15/2023 14:00:58	Contact	223
1071 S BEACON ST	Rockaway Beach	06/15/2023 14:41:46	Follow Up	223
1071 S BEACON ST	Rockaway Beach	06/15/2023 16:12:46	Runaway	215
1071 S BEACON ST	Rockaway Beach	06/15/2023 17:56:13	Assault	215
621 S PACIFIC ST	Rockaway Beach	06/15/2023 23:55:12	Assist	217
137 S PACIFIC ST	Rockaway Beach	06/16/2023 08:58:58	Death	222
1071 S BEACON ST	Rockaway Beach	06/16/2023 10:25:26	Runaway	215
1214 NEHALEM AVE	Rockaway Beach	06/16/2023 11:26:01	Assault	217
1214 NEHALEM AVE	Rockaway Beach	06/16/2023 11:26:01	Assault	215
375 N NEPTUNE ST	Rockaway Beach	06/16/2023 11:31:19	Welfare check	222
137 S PACIFIC ST	Rockaway Beach	06/16/2023 16:22:27	Follow Up	222
814 NEHALEM AVE	Rockaway Beach	06/16/2023 19:44:38	Burglary	215
101 S DOLPHIN ST	Rockaway Beach	06/16/2023 22:06:25	Noise	217
276 HIGHWAY 101 S	Rockaway Beach	06/17/2023 11:31:50	Contact	215
HIGHWAY 101 N / BEACH ST	Rockaway Beach	06/17/2023 13:51:18	Contact	215
274 S JUNIPER ST	Rockaway Beach	06/18/2023 08:50:58	Hit & Run	210
274 S JUNIPER ST	Rockaway Beach	06/18/2023 08:50:58	8	210
S 6TH AVE / HIGHWAY 101 S	Rockaway Beach	06/18/2023 13:17:59	Assist	210
NEDONNA AVE / BEACH ST	Rockaway Beach	06/19/2023 00:29:51	Assist	225
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/19/2023 08:42:10	Traffic Stop	210
275 S PACIFIC ST	Rockaway Beach	06/19/2023 09:53:19	Alarm	210
654 S CORAL ST	Rockaway Beach	06/19/2023 11:38:02	Incom 911	210
ROCKAWAY	Rockaway Beach	06/19/2023 13:34:05	Juvenile	210
9705 SCENIC VIEW DR	Rockaway Beach	06/19/2023 14:40:56	Marine	210
648 S CORAL ST	Rockaway Beach	06/19/2023 15:57:21	Unknown	210
26255 SCENIC VIEW CT	Rockaway Beach	06/19/2023 16:25:12	Welfare check	210
26255 SCENIC VIEW CT	Rockaway Beach	06/19/2023 16:25:12	Welfare check	225



HIGHWAY 101 N / SCENIC VIEW DR	Rockaway Beach	06/19/2023 19:35:32	Contact	225
140 HIGHWAY 101 N	Rockaway Beach	06/19/2023 19:51:58	Follow Up	225
276 HIGHWAY 101 S	Rockaway Beach	06/20/2023 08:24:17	Assist	210
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/20/2023 08:32:03	Traffic Stop	210
654 S CORAL ST	Rockaway Beach	06/20/2023 08:51:13	Suicidal	210
135 NW 13TH AVE	Rockaway Beach	06/20/2023 10:28:15	Unknown	210
GENEVA AVE / PARK ST	Rockaway Beach	06/20/2023 10:52:10	Assist	210
53 MP HIGHWAY 101	Rockaway Beach	06/20/2023 11:44:36	Traffic Stop	214
654 S CORAL ST	Rockaway Beach	06/20/2023 13:20:13	Welfare check	210
NE 12TH AVE / NECARNEY ST	Rockaway Beach	06/20/2023 14:17:20	Trespass	210
504 N 3RD AVE	Rockaway Beach	06/20/2023 14:32:38	Follow Up	210
143 NW 13TH AVE	Rockaway Beach	06/20/2023 14:52:06	Civil	210
545 S EASY ST	Rockaway Beach	06/20/2023 16:25:39	Welfare check	210
S 4TH AVE / S PACIFIC ST	Rockaway Beach	06/20/2023 18:33:06	Animal	215
275 S PACIFIC ST	Rockaway Beach	06/20/2023 19:04:22	Contact	215
17600 OCEAN BLVD	Rockaway Beach	06/20/2023 20:38:08	CAMI	215
276 HIGHWAY 101 S	Rockaway Beach	06/20/2023 21:21:30	Welfare check	215
117 N EASY ST	Rockaway Beach	06/20/2023 23:14:00	Animal	215
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/21/2023 08:26:34	Traffic Stop	210
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/21/2023 08:54:51	Traffic Stop	210
1025 N 3RD AVE	Rockaway Beach	06/21/2023 10:34:18	BUSINESS CHECK	210
375 N NEPTUNE ST	Rockaway Beach	06/21/2023 11:29:03	Welfare check	210
375 N NEPTUNE ST	Rockaway Beach	06/21/2023 11:56:23	Follow Up	210
27550 HIGHWAY 101 N	Rockaway Beach	06/21/2023 13:03:13	Traffic Stop	214
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/21/2023 14:56:57	Traffic Stop	210
276 HIGHWAY 101 S	Rockaway Beach	06/21/2023 16:06:14	10	215
19070 ALDER ST	Rockaway Beach	06/21/2023 20:22:03	Suspicious	217
117 N EASY ST	Rockaway Beach	06/21/2023 22:25:30	Noise	217
275 S PACIFIC ST	Rockaway Beach	06/22/2023 09:04:53	Unwanted	216
HIGHWAY 101 S / E WASHINGTON ST	Rockaway Beach	06/22/2023 10:20:37	Suspicious	216
375 N NEPTUNE ST	Rockaway Beach	06/22/2023 11:02:35	Welfare check	216
375 N NEPTUNE ST	Rockaway Beach	06/22/2023 11:02:35	Welfare check	215
17600 OCEAN BLVD	Rockaway Beach	06/22/2023 13:29:58	CAMI	220
17600 OCEAN BLVD	Rockaway Beach	06/22/2023 13:29:58	CAMI	223
HIGHWAY 101 S / S 2ND AVE	Rockaway Beach	06/22/2023 15:58:00	Traffic Stop	215
S 6TH AVE / HIGHWAY 101 S	Rockaway Beach	06/22/2023 16:06:02	Contact	215
1326 HIGHWAY 101 N	Rockaway Beach	06/22/2023 18:44:50	Disturbance	217
1326 HIGHWAY 101 N	Rockaway Beach	06/22/2023 18:44:50	Disturbance	215
380 N OCEAN ST	Rockaway Beach	06/23/2023 07:34:50	Court Violation	222
350 N OCEAN ST	Rockaway Beach	06/23/2023 07:52:36	Court Violation	222
555 N PACIFIC ST	Rockaway Beach	06/23/2023 15:50:00	Incom 911	215
1022 NE 12TH AVE	Rockaway Beach	06/23/2023 18:52:51	Welfare check	215
121 NW 22ND AVE	Rockaway Beach	06/23/2023 21:37:00	Noise	217
HIGHWAY 101 N / NEHALEM AVE	Rockaway Beach	06/24/2023 08:16:23	Traffic Stop	215
654 S CORAL ST	Rockaway Beach	06/24/2023 10:15:22	Disturbance	215
263 S MILLER ST	Rockaway Beach	06/25/2023 12:23:06	Assist	210
8845 LAKE ST	Rockaway Beach	06/25/2023 12:29:27	Suspicious	214
1015 N PACIFIC ST	Rockaway Beach	06/25/2023 17:27:10	Incom 911	225
271 S MILLER ST	Rockaway Beach	06/26/2023 01:07:19	Burglary	230
271 S MILLER ST	Rockaway Beach	06/26/2023 01:07:19	Burglary	225
654 S CORAL ST	Rockaway Beach	06/26/2023 10:53:28	Welfare check	210
275 S PACIFIC ST	Rockaway Beach	06/26/2023 13:24:23	Assist	210
200 HIGHWAY 101 N	Rockaway Beach	06/26/2023 15:09:03	Assist	210
E WASHINGTON ST / S JUNIPER ST	Rockaway Beach	06/26/2023 15:31:37	7	210
1098 S HARBOR ST	Rockaway Beach	06/26/2023 16:27:39	Suspicious	210
215 S PACIFIC ST	Rockaway Beach	06/26/2023 16:59:15	Incom 911	225
130 HIGHWAY 101 N	Rockaway Beach	06/26/2023 19:36:41	Traffic Stop	225
276 HIGHWAY 101 S	Rockaway Beach	06/27/2023 08:41:53	Follow Up	210
270 S ANCHOR ST	Rockaway Beach	06/27/2023 08:42:30	Follow Up	210
338 HIGHWAY 101 S	Rockaway Beach	06/27/2023 10:26:07	Suspicious	210



June 28th, 2023

Dear Mayor and City Council Members,

I am pleased to present the monthly report for June. This month has been focused on planning and catching up to ensure that Rockaway Beach is fully prepared for the influx of visitors in July. The Public Works department has been engaged in projects, including sewer mainline extensions, road extensions, water services, and capital projects. Despite the ongoing workload, we have made special arrangements to prioritize the preparations for the upcoming 4th of July celebrations, as this event holds great significance for our town.

One notable endeavor was the submission of an application for this year's SCA grant. We have high hopes that our request for an overlay paving project to pave Pacific Street from N. 4th to N. 9th will be approved. Additionally, in June, we employed a sewer cleaning company to perform maintenance on our sewer mainlines, manholes and lift stations as part of our regular cleaning schedule. This proactive measure not only supports our maintenance efforts but also enhances our chances of success in handling the anticipated crowds.

To accommodate the expected increase in visitors, we have taken additional steps to bolster our public utilities. Specifically, we have ordered 20 extra porta-potties, three dumpsters, and deployed additional garbage cans throughout the town. These measures will be crucial in ensuring that our public facilities can meet the demands of the larger crowds. Moreover, our water reservoirs will be maintained at full capacity, and our water and sewer treatment plants will be closely monitored for optimal performance.

Lastly, I would like to take a moment to highlight the progress we have made in the plans to abandon the Scenic View Reservoir. Over the past year, we have dedicated our efforts towards this endeavor, and we are now approaching the final stages of its completion.

Thank you for your attention to this report. If you have any further questions or require additional information, please do not hesitate to reach out to me.

Sincerely,

Dan W. Emerson  
Superintendent, City of Rockaway Beach Public Works  
Phone: 503.374.0586 | Cell: 503.457.6094  
Email: [PublicWorks@corb.us](mailto:PublicWorks@corb.us)

## **Coffee with Manager and Mayor June 22, 2023**

We had three residents attend Coffee with Manager and Mayor on June 22, 2023. Items of interest to our residents are:

- Interest in learning more about the Salmonberry Trail Planning; directed the resident to the City website and the upcoming Town Hall on July 19.
- Need for more parking in Rockaway Beach
  - Pacific Street– adding angle (next to Silver Sands) and parallel parking (towards the wayside) pavement markers
  - Parallel parking on 101– adding parking markers (and adding angle parking markers across from Grumpy’s to increase defined parking and reducing cases of trucks or trailers taking up large swaths of space)
- Interest in the city addressing the existence of derelict buildings; directed the resident to submit Code Complaint. Also a discussion of making complaints and fears about them not being confidential or anonymous.
- Thinks the City government is doing a terrific job; appreciate the open lines of communication and holding to campaign promise about increased transparency

**RESOLUTION NO. 23-997**

**A RESOLUTION APPROVING A PROPOSAL FROM HBH CONSULTING ENGINEERS FOR A FEASIBILITY STUDY TO EVALUATE FLOODING THAT EXISTS ON CORAL STREET AND SOUTH 2ND AVENUE**

**WHEREAS**, Rockaway Beach Code Chapter 30.11 designates the City Council of the City of Rockaway Beach as the Local Contract Review Board; and

**WHEREAS**, the City Council wishes to obtain a feasibility study complete with proposed project alternatives and cost estimates along with a recommendation provided to the City for addressing flooding issues that exist on Coral Street and South 2nd Avenue; and

**WHEREAS**, the City has received a proposal from HBH Consulting Engineers including Scope of Work for the completion of a Stormwater Feasibility Study for the City of Rockaway Beach in the total estimated amount of \$26,750 for time and materials.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Rockaway Beach City Council hereby approves the proposal from HBH Consulting Engineers for a Feasibility Study to Evaluate Flooding that Exists on Coral Street and South 2nd Avenue, attached as Exhibit A.

APPROVED AND ADOPTED BY THE CITY COUNCIL, AND EFFECTIVE THE 12th DAY OF JULY 2023.

APPROVED

ATTEST

\_\_\_\_\_

Charles McNeilly, Mayor

\_\_\_\_\_

Melissa Thompson, City Recorder



501 E First Street  
Newberg, Oregon 97132  
phone 503-554-9553  
fax 503-537-9554

March 8, 2023

Luke Shepard  
City of Rockaway Beach  
PO Box 5  
Rockaway Beach, OR 97136

Re: Rockaway Beach Stormwater Feasibility Study – Coral Street and South 2<sup>nd</sup> Avenue

Dear Luke,

The City of Rockaway Beach has expressed interest in completing a Feasibility Study to evaluate flooding that exists on Coral Street and South 2<sup>nd</sup> Avenue. After meeting with Dan Emerson, the City has noted significant flooding at the intersection of S 2<sup>nd</sup> Avenue and Coral St. The flooding continues west of the intersection on S 2<sup>nd</sup> Ave towards Beacon St. The flooding also continues north of the intersection of S 2<sup>nd</sup> Ave and Coral St towards Rock Creek.

HBH will obtain topographic survey of this area and evaluate it for deficiencies. HBH will prepare a feasibility study complete with proposed project alternatives and cost estimates along with a recommendation provided to the City for addressing flooding issues.

HBH Consulting Engineers, Inc. envisions the following Scope of Work for the completion of a Stormwater Feasibility Study for the City of Rockaway Beach:

Task 1 – Kickoff Meeting and Coordination

This task includes the coordination with the City of Rockaway Beach public works staff. One in person meeting will be completed to discuss the problems and the City’s goals of the study.

Task 2 – Site Survey & Review of Existing Information

HBH will obtain a topographic survey. The survey will be reviewed along with all records the City has to date. Where valid, any information provided by the City can be used to reduce the overall scope to prevent duplication of work.

Task 3 – Sizing Proposed Facilities & Development of Alternatives

HBH will develop a limited number of alternatives for the Feasibility Study. HBH will factor in limitations to in water work as well as modifications to existing sand dunes. Alternatives will focus on developing existing facilities.

Task 4 – Cost Estimate/Capital Improvements Plan

HBH will develop cost estimates for the proposed alternatives and will rank priority projects as necessary. HBH will select the preferred project to address flooding issues in the area. This cost estimate will be such that future funding plans can be developed.

Task 5 – Final Document

HBH will present a final plan to the City which shall include 10 copies of the Feasibility Study. We will also provide the City with an electronic copy of the study.

*Deliverables:*

- Topographic Survey
- Preliminary Feasibility Study

- Final Feasibility Document

*Not included is the following:*

- Advanced Modeling – This feasibility study will be based on topographic survey and will not include advanced modeling for flooding/floodplain analysis, tide modeling, etc.
- Geotechnical Report, Soils investigation or design (if required)
- Agency fees and permits

**In consideration of the mutual promises exchanged herein, our fee for the above work shall be as follows:**

Task 1 – Kickoff Meeting	\$ 1,750.00 (Estimated T&M)
Task 2 – Site Survey & Review of Ex. Information	\$ 11,500.00 (Estimated T&M)
Task 3 – Sizing Proposed Facilities & Alternatives	\$ 4,500.00 (Estimated T&M)
Task 4 – Cost Estimate/CIP	\$ 4,500.00 (Estimated T&M)
Task 5 – Final Document	\$ 4,500.00 (Estimated T&M)

Subconsultant and reimbursables such as copies are at cost plus 10 percent. Mileage will be billed at the IRS mileage rate, which is currently at \$0.655/mile. Payment is due within 30 days of invoice (monthly) or be subject to 1.5 percent monthly interest. Administrative work requested above the scope listed will be billed at \$54/hr. If the agreed upon scope of work changes, HBH reserves the right to renegotiate the fee associated with the changes in scope of work or additional services.

If the above fee is acceptable, please signed and date below, keep a copy for your records, and return the original to our office. We can begin work as soon as we receive a signed agreement.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,  
HBH Consulting Engineers, Inc.

Matt Del Moro, PE  
Project Manager



City of Rockaway Beach, Oregon  
276 S. Highway 101, PO Box 5  
Rockaway Beach, OR 97136  
(503) 374-1752

JUN 19 REC'D

**APPLICATION FOR THE CITY OF ROCKAWAY BEACH PLANNING COMMISSION  
VACANCY**

Name: Nancy Laga Lanyon Date: 6/19/2023  
Mailing Address: Po Box 1466 City, State, Zip: Rockaway Beach, OR  
Street Address: [REDACTED] Anchor St. City, State, Zip: 97136  
Telephone: [REDACTED] ← Cell Phone: \_\_\_\_\_  
E-Mail Address: [REDACTED]@gmail.com  
Registered voter in Rockaway Beach? Yes  No

How long have you resided in Rockaway Beach? Oct, 2019

Signature: [REDACTED] Date: 6/19/2023

- ✓ 1) In addition to the information provided above please, submit a letter with this application answering the following questions:
1. Why would you like to serve on the Planning Commission?
  2. Are you willing to commit to attending all Planning Commission meetings, workshops, training, and events?
- ✓ 2) Please also include your current resume.

**You may submit your application by mail, email or in person. If sending by email, please send to [cityhall@corb.us](mailto:cityhall@corb.us)**

Nancy Laga Lanyon  
[REDACTED] Anchor St. / PO Box 1466  
Rockaway Beach, OR 97136

[REDACTED]  
[REDACTED]@gmail.com

City of Rockaway Beach Planning Commission  
Chair Bill Hassell and Commissioners  
276 Hwy 101 S / PO Box 5  
Rockaway Beach, OR 97136  
503 374-1752

June 19, 2023

Re: Letter of Interest Toward City Planning Commission Vacancy

Dear Chair Hassell and City Planning Commissioners,

Thank you for your consideration of my application to fill the vacancy for Position 6 on our city planning commission. I have attended city council meetings intermittently since the fall of 2019 when I moved here, and have always had a particular interest in the physical aspects of Rockaway Beach. The city master plan being worked on now couldn't be more important for me.

I am motivated to join our city planning commission for the simple fact that I am already involved in various local activities and, I believe, have a good, everyday sense of our year-round community. My resume reflects my daily interaction as both a Pre-K-12 NKN sub and as a volunteer in several local organizations (some before I bought my home!) I keep articles about the Salmonberry Trail and various Tillamook County issues to stay well-versed.

In trying to be a good citizen steward, I feel I would be able to support and strengthen various needs common to our community as a whole: informed city planning, clean drinking water, locations and facilities for youth programs, and pursuit of affordable housing and local services' prioritizing "us locals". To support local needs, we support our valued visitors as well.

I'm a quiet doer and am a stickler for thorough research. In my work history, my skills have required being attentive, doing the homework, addressing needs equitably, and being responsible - I've been security-cleared by United Airlines, the State of Oregon, and the federal government. My only agenda is doing the best job I can (often saving my bosses' money as well.) To me, effective work outcomes involve general participation, hence my volunteerism.

After researching anywhere in the world to spend the rest of my life, I chose 621 S Anchor. So, as I'll be advocating for a positive future for us all anyway, I'd be honored to do so in the most effective way possible - alongside you.

Sincerely,

[REDACTED]  
Nancy Laga Lanyon

Encl:two



**Nancy Laga Lanyon**

Anchor St. (PO Box 1466), Rockaway Beach, OR 97136 (847) 863-9686  
@gmail.com

**Objective:** Perform required City Planning Commission duties and support Rockaway Beach

**Experience:** Substitute Teacher Pre-Kindergarten - High School

*Neah-Kah-Nie School District 56, Rockaway Beach, OR, Fall 2021 - Present*

*Lake Co. Regional Office of Education, IL Districts 67/115, 2006 - 2019*

Full-time in all subjects including AP and Special Needs Teaching Assistant

2020 U.S. Census Bureau Enumerator, North/Central Oregon Coast

*Salem Oregon Area Census Office, U.S. Census Bureau*

"Supplemental" Jobs: Hardline (stocking/inventory/cashier); Reservations

*Target Corp.; Compass Group (nee Levy Restaurant Group Int'l) for Ravinia Festival venues*

Senior Analyst, Pricing Implementation; entry Reservations Sales/Service

*United Airlines Revenue Management, Chicago, Illinois, 1991 - 2006*

- Primary internal/external contact for United Airlines rules, pricing and policy and systems' quality control and competitive status; coordinator for global passenger waiver policies including 9/11; archivist of mandated anti-trust documentation

- Created, supported and implemented resources for United products, policies and promotions via industry Global Distribution Systems (GDS) and united.com

- Accomplished annual six-digit cost-savings through creating new resources

- Key Areas: Highest internal security status, sole record-keeper of sensitive governmental compliance information, new systems development consultant

Owner, Great River Graphics; Owner/Publisher/Editor *The Gorge Current*

*Hood River, Oregon, 1984 - 1990*

- Created, co-owned advertising/publishing business in Pacific Northwest region; accounts included JC Penney, DaKine Hawaii, Full Sail Brewing Co.

- Created, co-owner, reporter, publisher regional newsweekly *The Gorge Current* (serving seven counties in Oregon/Washington); received Society of Professional Journalists Comprehensive Coverage award; circulation 8,500.

Administrative Assistant of Outside Operations

*Mt. Hood Meadows Ski Area, Mt. Hood, Oregon, 1981 - 1983*

Year-round admin for business, communications, compliance of all outside operations of largest U.S. day-ski area

**Education:** University of California at San Diego, B.A. Sociology

**Volunteer:** North Coast Communities for Watershed Protection (NCCWP), Tillamook Beekeepers Association, Rockaway Beach Emergency Preparedness, SOLVE Rockaway Beach beach cleanups; former Board of Directors Head Start OR-WA



**City of Rockaway Beach, Oregon**  
 276 S. Highway 101, PO Box 5  
 Rockaway Beach, OR 97136  
 (503) 374-1752

MAY 25 RECD

**APPLICATION FOR THE CITY OF ROCKAWAY BEACH PLANNING COMMISSION  
 VACANCY**

Name: Victor Troxel Date: 5/17/2023  
 Mailing Address: P.O. Box 353 City, State, Zip: Rockaway Beach, OR 97136  
 Street Address: [REDACTED] HWY 101 S City, State, Zip: Rockaway Beach, OR 97136  
 Telephone: [REDACTED] Cell Phone: 503-300-8316  
 E-Mail Address: [REDACTED]@GMAIL.COM

Registered voter in Rockaway Beach? Yes  No

How long have you resided in Rockaway Beach? 14 yrs

Signature: [Signature] Date: 5/17/2023

- 1) In addition to the information provided above please, submit a letter with this application answering the following questions:
  1. Why would you like to serve on the Planning Commission?
  2. Are you willing to commit to attending all Planning Commission meetings, workshops, training, and events?
- 2) Please also include your current resume.

**You may submit your application by mail, email or in person. If sending by email, please send to [cityhall@corb.us](mailto:cityhall@corb.us)**

City of Rockaway Beach,

May 20th, 2023

I am writing to express my interest in serving on the Rockaway Beach Planning Commission.

I care deeply about our community and believe I could prove to be a valuable addition.

I am committed to working with other members of the commission to ensure that our town continues to thrive and grow in a sustainable and responsible manner.

I can say with confidence that I will be available for all planning commission meetings, as well as any workshops, training sessions and events.

Thank you for considering my application. I look forward to the opportunity to serve our community.

Sincerely,

A black rectangular redaction box covering the signature of Victor Troxel.

Victor Troxel

# Victor Troxel

Rockaway Beach [REDACTED]@gmail.com

## **SUMMARY**

I intend to devote a portion of my time and focus to serve my community while continuing to grow the Troxel businesses and presence in Rockaway Beach.

## **WORK EXPERIENCE**

Troxel's Gem and Jewelry Co.

Owner, 14 years

My wife and I have created a store that offers our customers a buying experience as unique as the jewelry we craft.

Troxel's Rock Garden

Owner, 11 years

A one-of-a-kind rock hounding experience that features mini-golf and beach bike rentals in a campy, pop-artsy atmosphere

with music, laughter and bubbles

## **SKILLS**

**HARD SKILLS** Sales/Marketing - Lapidary - Teaching - Bicycle Repair - Purchasing - Event Planning - Problem Solving - Design -

**SOFT SKILLS** Leadership - Positive Attitude - Quick Learner - Creative - Ethical - Cooperative - Funny

## **Public Service**

- Founded The Rockaway Beach Business Association, Served as President 6 Years, Currently serving as VP
- Founded The Rockaway Beach Champions, dedicated to making all of Rockaway Beach accessible to those with physical disabilities
  - Currently manage free beach wheelchair program
  - Served on Wayfinding committee led by Nan Devlin, donated space for Kiosk sign
  - Served on Pacific City rule change committee to review motor vehicles on the beach
- Volunteered to plan and execute 1st annual Rockaway Beach Moonlight Madness event (coming Sept. 2023)

**RESOLUTION NO. 23-995**

**A RESOLUTION ADOPTING CITY COUNCIL MEETING  
RULES AND PROCEDURES**

**WHEREAS**, the Charter of the City of Rockaway Beach, Chapter III, Section 9, states "The Council must by resolution adopt rules to govern its meetings."; and

**WHEREAS**, Council rules established by Ordinance 07-403, adopted October 24, 2007, will be amended and removed by Ordinance 23-444; and

**WHEREAS**, the Council wishes to adopt updated rules and procedures attached as Exhibit A; and

**WHEREAS**, these Council rules are to be supplementary and subordinate to the City Charter, the laws of the State of Oregon, and the United States of America; and

**WHEREAS**, the Council shall review these rules at least once every 2 years. Amendments shall be adopted by a majority vote of the full Council excluding the Mayor.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Rockaway Beach City Council hereby adopts the City of Rockaway Beach Council Meeting Rules and Procedures, attached as Exhibit A.

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12<sup>TH</sup> DAY OF JULY 2023,  
AND EFFECTIVE THE 11<sup>TH</sup> DAY OF AUGUST 2023.**

APPROVED

ATTEST

---

Charles McNeilly, Mayor

---

Melissa Thompson, City Recorder



# CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

<b>POLICY NUMBER:</b> 100.1	<b>EFFECTIVE DATE:</b> August 11, 2023 <b>REVIEWED:</b> <b>REVISED:</b>
<b>CATEGORY:</b> Administration	<b>RELATED DOCUMENTS:</b> City Charter Code Chapter 33: City Council Ordinance 23-444 – amending Code Ch. 33 Resolution 23-995 – adopting this policy

## Section 1. **AUTHORITY.**

- 1.1 The authority for adopting this policy is Chapter III, Section 9, Charter of the City of Rockaway Beach which states, "The Council must by resolution adopt rules to govern its meetings."
- 1.2 These Council rules are to be supplementary and subordinate to the City Charter, the laws of the State of Oregon and the United States of America.
- 1.3 The Council shall review these rules at least once every two years. Amendments shall be adopted by a majority vote of the full Council excluding the Mayor.

## Section 2. **MEETINGS AND WORKSHOPS.**

- 2.1 **Definition.** ORS 192.610 (5) states that a meeting means the convening of the governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Council meetings and workshops are subject to Oregon Public Meetings Law (ORS 192.610-192.690).
- 2.2 **Regular Meetings.** The Council shall meet regularly, at least once each month, on the second Wednesday at 6:00 p.m. within the City of Rockaway Beach. The meeting calendar shall be set by the Council each December for the following year.
  - 2.2.A. **Mayor's Vote.** The Mayor has no vote unless the voting members of the Council are split evenly, or as otherwise provided in the City Charter.
  - 2.2.B. **Mayor's Functions:**
    1. Act as Chairperson of Council meetings and preside over deliberations of the Council.
    2. Preserve order.
    3. Enforce Council rules.

CITY OF ROCKAWAY BEACH  
**COUNCIL MEETING RULES AND PROCEDURES**

4. Determine the order of business before the Council.
- 2.2.C. **Council President.** Except in voting on questions before the Council, the President shall function as Mayor when the Mayor is:
1. Absent from a Council meeting.
  2. Unable to function as Mayor.
- 2.3 **Special Meetings.** The Mayor, or in the Mayor's absence the president of the Council, or the City Manager may call a meeting at any time, or shall on written petition of three Councilors, call a meeting at any time for the transaction of the business mentioned in the petition.
- 2.3.A. Special meetings shall be noticed in accordance with Oregon public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- 2.3.B. Written notice of a special meeting shall be given each member of the Council.
- 2.3.C. Written notice shall be posted at City Hall and the Post Office. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.
- 2.3.D. The Council President shall attempt to contact the Mayor, by the most expeditious means possible, if the President schedules a special meeting or executive session of the Council in the Mayor's absence. The intent would be to provide the Mayor with the opportunity to attend the meeting, if possible.
- 2.4 **Emergency Meetings.** In the case of an actual emergency, the Mayor, or in the Mayor's absence, the President of the Council, or in the Mayor's and President's absence, a quorum of the City Council, or the City Manager may call an emergency meeting on less than 24 hours' notice. The minutes of the meeting shall describe the emergency justifying less than 24 hours' notice [ORS 192.640(3)]. An attempt must be made to contact the media and other interested parties to inform them of the meeting. Such contacts may be by telephone, email, facsimile, or other electronic means.
- 2.5 **Public Hearings Generally.**
- 2.5.A. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
- 2.5.B. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.

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- 2.5.C. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
- 2.5.D. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
- 2.5.E. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
1. Staff presentation (15 minutes total).
  2. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
  3. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
  4. Other interested persons (3 minutes per person).
  5. Questions of staff (No time limit).
  6. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

**2.6 General Conduct of Hearings.**

- 2.6.A. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party's case.
- 2.6.B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the City Recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- 2.6.C. No person may speak more than once without obtaining permission from the Presiding Officer.
- 2.6.D. Upon being recognized by the Presiding Officer, any member of the Council, the City Manager, City Planner or the City Attorney may question any person who testifies.



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2.6.E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.

2.6.F. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

**2.7 Quasi-Judicial Land Use Matters.**

2.7.A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.

2.7.B. Conflicts of Interest.

1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:

a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.

b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. Members of the Council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

a. The decision of the Council shall be based on the applicable standards and criteria as set forth in the City's municipal code, the City's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule

b. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

3. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

CITY OF ROCKAWAY BEACH  
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a. Land Use Hearing Disclosure Statement. The presiding officer shall read the land use hearing disclose statement, which shall include:

- 1) A list of the applicable criteria;
- 2) A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
- 3) A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
- 4) If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.

b. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

c. Call for abstentions. The presiding officer shall inquire whether any member of the Council must abstain from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.

d. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.

e. Presentation of the Case

- 1) Proponent's case. Twenty minutes total.
- 2) Persons in favor. Five minutes per person.
- 3) Persons opposed. Five minutes per person.
- 4) Other interested persons. Five minutes per person.

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5) Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.

f. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.

g. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

h. Findings and Order. The Council may approve or reject the proposal.

1) The Council shall adopt findings to support its decision.

2) The Council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.

i. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

**2.8 Legislative Land Use Matters.**

2.8.A Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.

2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.

3. Presentation of the Case.

a. Proponent's case. Twenty minutes total.

b. Persons in favor. Five minutes per person.

c. Persons opposed. Five minutes per person.

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d. Other interested persons. Five minutes per person.

4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.

5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

2.9 **Executive Sessions.** Executive sessions may be held during regular or special meetings, or as stand alone meetings, so long as appropriate statutory limitations are met. Written notice shall be posted at City Hall, the Post Office, the City's website and sent out through the city's listserv email listing. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.

2.9.A. Only members of the Council, the City Manager and persons specifically invited by the City Manager or the Council shall be allowed to attend executive sessions.

2.9.B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

2.10 **Continuation of a Meeting.** Upon majority vote of the Council any meeting may be continued to a later date or time, provided that no continuation or adjournment shall be for a period longer than the next regular scheduled meeting.

2.11 **Workshops.** Workshops are permitted to present information to the Council so that the Council is prepared for regular or special meetings. Workshops shall be held as needed to gather information and informally discuss specific issues or questions. The public may attend workshops. but may not participate unless expressly asked.

2.11.A All workshops are subject to Oregon's public meetings law and must be noticed accordingly.

2.11.B. Workshops are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a workshop.

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2.11.C. Workshops are to be scheduled by the City Manager.

2.11.D. The City Manager is to invite any relevant staff to workshops so that the sessions are as productive as possible.

2.12 **Attendance by City Manager.** The City Manager shall attend all Council meetings unless excused by the Council or the Mayor. Staff shall attend when requested by the City Manager.

Section 3. **MECHANICS OF MEETINGS.**

3.1 **Quorum.** The Mayor, or in his/her absence the president of the Council, shall call the meeting to order at the hour designated for the meeting. The City Charter defines a quorum as a majority of the Councilors (Section 14), which means three (3) members of the Council, one of which may not be the Mayor. If a quorum is not present, the City Manager shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

3.2 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order, Revised. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose. Councilors should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens in general. The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Council.

3.3 **Agenda.** An agenda for each regular Council meeting shall be prepared by the City Manager. Council members may request that specific items be included on the agenda. The City Manager should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Agendas for regular Council meetings shall be posted at City Hall and the Post Office at least 5 days prior to the meeting time. The Council shall consider at the meeting only matters that appear on the agenda for that meeting, except in the case of an emergency. The Council may discuss items added by a Council member at the meeting.

3.4 **Consent Agenda.** In order to make more efficient use of meeting time, the City Manager shall place minor administrative items, such as the approval of the order of business on the agenda, meeting minutes and financial reports, that are routine in nature and

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concerning which no debate is expected on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of a Councilor prior to the time a vote is taken on the consent agenda. All remaining items on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda," which shall not be debatable. Adoption of the consent agenda shall be by the affirmative vote of all Councilors present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent agenda shall be voted upon separately in the usual manner.

- 3.5 **Order of Business.** The order of business at regular Council meetings shall be as follows unless amended by the Council when adopting the consent calendar:

THE FOLLOWING SHOULD BE ALTERED AS NEEDED OR DESIRED

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Oaths of Office
- 5) Consent Agenda
- 6) Presentations, guests, and announcements
- 7) Public comment on non-agenda items
- 8) Public comment on agenda items other than public hearings  
(during discussion of each business item)
- 9) Staff Reports
- 10) Public hearings
- 11) Old Business
- 12) New Business
- 13) Committee reports
- 14) Mayor and Councilor comments
- 15) Attorney's comments
- 16) Adjournment

- 3.6 **Record of Proceedings.**

3.6.A A written record, commonly called minutes, shall be kept of all meetings except Executive Sessions and maintained by the city in accordance with the appropriate record retention schedule. Executive Sessions shall be recorded by audio only, except as required by law. The minutes shall contain the following information:

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- 1) The date, time and place of the meeting;
- 2) The members present;
- 3) The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- 4) The results of all votes and the vote of each member by name;
- 5) The substance of any discussion on any matter; and
- 6) A reference to any document discussed at the meeting.

The Council shall approve all minutes of any public meeting. All minutes shall be approved within ninety days of the meeting having occurred. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

3.6.B. A video or audio recording of meetings shall be posted online. Recordings will be posted online within 5 business days after the meeting, whenever feasible.

**3.7 Written Communications to the Council.**

3.7.A. Written comments concerning matters on the agenda received no later than 48 hours prior to the Council meeting will be distributed to the Council and posted online as Citizen Testimony. Comments shall not be individually itemized on the agenda. All written comments submitted at a meeting become part of the permanent public meeting record.

3.7.B. Unsolicited communications to the Mayor and/or Council concerning matters that are not on an agenda and are not submitted as testimony for a meeting shall be distributed to the mayor and/or Council but shall not be included in the agenda packet or online materials.

3.7.C. The City Manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

**3.8 Decorum.**

3.8.A. The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.

3.8.B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey

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the orders of the Presiding Officer or these rules. . Council members shall at all times conduct themselves in a manner appropriate to the dignity of their office.

3.8.C. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

3.8.D. Audience members who are causing an actual disruption can be removed from the public meeting. Persons who interrupt a meeting's proceeding by repeatedly shouting out and yelling, including individuals located in a different room than an actual public meeting who are protesting so loudly that it interferes with the meeting, may be removed from the area, after fair warning, if the Presiding Officer so directs. In case the Presiding Officer should fail to act, any Councilor may obtain the floor and move to require enforcement of this rule. Upon affirmative vote of the majority of the Council present, the person or persons shall be removed as if the Presiding Officer so directed. If a person's disruption of a meeting is such that it threatens the safety and security of the public, the Council can request that the person in question be arrested for disorderly conduct

**3.9 Speaking by Council Members and City Manager.**

3.9.A. Councilors, the City Manager and staff shall be recognized by the Presiding Officer before speaking, unless bringing up a point of order. Upon recognition by the Presiding Officer, the Council member or City Manager shall speak and confine his or her remarks to the matter at hand.

3.9.B. A Council member desiring to question a city employee shall address the questions to the City Manager who shall be entitled to either answer the inquiry or designate a staff member to do so. Council members may direct questions to employees as follow-up to their staff reports or Council meeting presentations.

**3.10 Public Comment by Members of the Audience.**

3.10.A. Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 40 minutes, unless a majority of Councilors present vote to extend the time. The first period for public comment shall be allowed during scheduled business items placed on the agenda (other than public hearings), and the second period of public comment shall be used to comment on any issue of city business, other than agenda items. The Presiding Officer may, unless a member of Council objects, allow a person who desires to comment on an item not on the agenda to speak during the first comment period.



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- 3.10.B. Audience members shall be recognized by the Presiding Officer before speaking. Persons wishing to speak in person during public comment must sign the “speaker’s roster” with the person’s name and address and the topic upon which the person wishes to speak, not later than the call to order. This information shall be used to ensure the minutes of the meeting properly reflect those persons who provided public comment. Persons wishing to speak remotely during public comment will be requested to use the “raise hand” feature.
- 3.10.C. Members of the public may speak about any topic during the last period for public comment, except as provided in 3.10.E of this rule.
- 3.10.D. Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the Council or city staff.
- 3.10.E. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- 3.10.F. Speakers are limited to four minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker’s roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The Presiding Officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 40-minute period.
- 3.10.G. Should there be more speakers than can be heard for four minutes each during either of the 40-minute periods provided for public comment, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
- 3.11 **Decisions.** The Council shall not make a decision on any item that affects the public, or any individual member of the public, unless the item is on the posted agenda, except in the case where an emergency is declared.

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**3.12 Voting Generally.**

3.12.A. The vote on every motion shall be taken by roll call. Members shall not explain their votes during roll call. Names of voters in favor and against shall be entered in full upon the record. Any member of the Council may change his or her vote prior to the next order of business.

3.12.B. An affirmative vote of the majority of the full Council eligible to vote shall be required to adopt ordinances, order appropriations, authorize loans, fill vacancies on the Council, further reconsider a motion, or amend these Rules.

3.12.C. An affirmative vote of the majority of the Council present eligible to vote shall be required to adopt the consent agenda, adopt resolutions, and pass any motion before the Council other than those referred to above.

3.12.D. An affirmative vote of two-thirds of the Council present shall be required in the event of an emergency.

3.12.E. Any other question before the Council may be decided by general agreement unless a motion is requested by any member of the Council.

3.13 **Duty to Vote.** When a question is taken, every member of the Council eligible to vote shall vote unless a Councilor states a valid reason to abstain or has a direct conflict of interest.

3.14 **Reconsideration of Actions Taken.** A Councilor who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council eligible to vote.

3.15 **News Media.** The provisions of this ordinance shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting. Any member of the news media which would like to receive copies of agendas or minutes of Council meetings shall request such copies in writing. There may be a charge for such copies.

3.16 **Standing Committees/Commissions/Boards.**

3.16.A. The Budget Committee, as required by state law, shall be a standing committee. It shall be subject to Local Budget Law, ORS 294.311-294.565.

3.16.B. The Planning Commission, required by state law, shall be a standing commission. It is subject to Code Section 31.01 and any other ordinances and resolutions which may amend it.

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3.16.C. There are no standing boards.

**3.17 Ad Hoc and Advisory Committees.**

3.17.A. The Council may establish ad hoc and/or advisory committees as needed. Each such committee shall be established by ordinance or resolution for a specific purpose. It shall have a deadline to accomplish its purpose and shall be considered dissolved when its purpose is accomplished. If such a committee needs additional time to complete its purpose it shall request additional time from the Council. A Councilor may serve as liaison to a committee, but may not chair or vote.

3.17.B. At the first meeting of such a committee the members shall select a Chairperson, select a Secretary, and set a meeting schedule. Written minutes of meetings should be delivered to City Hall within two weeks of each meeting or before the next meeting if scheduled for less than two weeks. It shall be the responsibility of each committee Secretary to see that notice is posted of each meeting at City Hall and the Post Office. The Secretary may ask City staff to do a posting.

3.17.C. All meetings held by such committees are subject to the Oregon Public Meetings Law ORS 192.610-192.690.

**3.18 Appointing and Dissolving Committees, Commissions or Boards.** The Council may appoint and dissolve committees, commissions or boards as needed at their discretion.

Section 4. **FILLING CITY COUNCIL VACANCY.** A vacancy in the Council shall be filled by appointment by a majority of the Council. In this matter the Mayor is considered to have a vote (City Charter, Chapter VII, Section 31). In the event of a Council member vacancy, the Council will follow the recruitment and appointment process and vacancy procedure below:

4.1 **Recruitment Process.** Notice of the recruitment will be advertised through the use of a news release, the City website, City social media channels, and any other outreach the City deems helpful to reaching a broad and diverse spectrum of community members who might be interested in applying.

4.2 **Application Process.** Candidates will be invited to complete a standard application with questions developed by the City Council together with the City Manager. Questions will be developed either at a public meeting and/or through individual Councilor feedback to the City Manager. Applicants will include a cover letter and resume. Application materials are considered public records.

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- 4.3 **Interview Process.** (Which may take place over multiple meetings.) All applicants will be invited to be interviewed for the available position, unless more than three applications are received.
- 4.3.A. If more than three applications are received, the Council will discuss the desirability of screening the applications and narrowing the interview list to the top three candidates based on their written applications. If the Council opts to narrow the list, after discussion, each Council person shall complete a ballot ranking the candidates in order of their preference for first, second and third choice. Under-voting is not permitted. The top three candidates with the highest totals shall be selected for interviews.
- 4.3.B. Applications from those selected to interview will be published with the Council meeting packet for a regular or special public meeting. Candidates will be interviewed separately; those waiting for interviews will be asked to remain outside the room. All candidates will be asked the same interview questions; follow-up questions to clarify answers are permitted.
- 4.4 **Voting process.** After the conclusion of interviews, and any debate and discussion, the Council will vote using the process outlined below (which may take place over multiple meetings):
- 4.4.A. Each member of Council will complete a ballot ranking the candidates in order of their preference for first, second, and third choice. Under-voting is not permitted. The ballots are tabulated. If one candidate receives a majority of first choice votes, that candidate shall be considered the nominee. Ballots are considered public records.
- 4.4.B. If no candidate receives a majority of first choice votes a second ballot will be held. The top three vote-getters according to the preferences listed on the ballots advance to the second ballot; the candidate(s) who received the fewest first choice votes are eliminated. For the second ballot, each member of the Council will vote for their first and second choice candidate. If one candidate receives a majority of first choice votes on the second ballot, that candidate shall be considered the nominee.
- 4.4.C. If no candidate receives a majority of first choice votes in the second ballot round, the top two vote getters will advance to a third ballot. For the third ballot, each member of the Council will vote for their first choice candidate. If one candidate receives the majority of votes on the third ballot, that candidate shall be considered the nominee.
- 4.4.D. If there is a tie after three ballots, the Council can choose to do additional ballots at the same meeting or at another noticed public meeting.

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- 4.4.E. At the conclusion of balloting and determination of a nominee, if successful, the Council will then make a motion and hold a roll call vote to appoint the nominee to the vacant position. In this matter the Mayor is considered to have a vote.

Section 5. **FILLING BUDGET COMMITTEE AND PLANNING COMMISSION VACANCIES.**

- A. In the event of a Budget Committee or Planning Commission member vacancy, the Mayor shall nominate members for appointment by a majority of the Council, in accordance with the City Charter, Chapter III, Section 7.
- B. The Mayor may choose to follow the recruitment and application process in Section 4.1 and 4.2 of these rules. Before proceeding with recruitment, the Mayor may first consider reappointment of the incumbent.

Section 6. **ETHICS.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
- C. Expressing an opinion contrary to the official position of the council without so saying.
- D. Conducting themselves in a manner so as to bring discredit upon the government of the city.

Section 7. **STATEMENTS TO THE MEDIA AND OTHER ORGANIZATIONS.**

- A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
- B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

Section 8. **SEVERABILITY.** The invalidity of a section or subsection of this ordinance shall not affect the validity of the remaining sections or subsections.



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<b>POLICY NUMBER:</b> 100.1	<b>EFFECTIVE DATE:</b> <u>August 11, 2023</u> <b>REVIEWED:</b> <b>REVISED:</b>
<b>CATEGORY:</b> Administration	<b>RELATED DOCUMENTS:</b> <a href="#"><u>City Charter</u></a> Code Chapter 33: City Council <a href="#"><u>Ordinance 23-444 – amending Code Ch. 33</u></a> <a href="#"><u>Resolution 23-995 – adopting this policy</u></a>

Section 1. **AUTHORITY.**

- 1.1 The authority for ~~the resolution adopting this policy is~~ is the statement in Chapter ~~3-III,~~ Section 9, Charter of the City of Rockaway Beach which states, "The Council must by resolution adopt rules to govern its meetings."
- 1.2 These Council rules are to be supplementary and subordinate to the City Charter, the laws of the State of Oregon and the United States of America.
- 1.3 The Council shall review these rules at least once every two years. Amendments shall be adopted by a majority vote of the full Council excluding the Mayor.

Section 2. **MEETINGS AND WORKSHOPS.**

- 2.1 **Definition.** —ORS 192.610 (5) states that a meeting means the convening of the governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Council meetings and workshops are subject to Oregon Public Meetings Law (ORS 192.610-192.690).
- 2.2 **Regular Meetings.** The Council shall meet regularly, at least once each month, on the second Wednesday at 6:00 p.m. within the City of Rockaway Beach. The meeting calendar shall be set by the Council each December for the following year.
  - 2.2.A. **Mayor's Vote.** The Mayor has no vote unless the voting members of the Council are split evenly, or as otherwise provided in the City Charter.
  - 2.2.B. **Mayor's Functions:**
    - 1. Act as Chairperson of Council meetings and preside over deliberations of the — Council.
    - 2. Preserve order.

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3. ~~\_\_\_~~ - Enforce Council rules.

~~2.3.A. **Council President.** Except in voting on questions before the council, the President shall function as Mayor when the Mayor is:~~

~~1. Absent from a Council meeting.~~

~~2. Unable to function as Mayor.~~

4. ~~\_\_\_~~ - Determine the order of business before the Council.

2.32.AC. **Council President.** Except in voting on questions before the Council, the President shall function as Mayor when the Mayor is:

1. Absent from a Council meeting.

2. Unable to function as Mayor.

2.3 **Special Meetings.** The Mayor, or in the Mayor's absence the president of the Council, or the City Manager may call a meeting at any time, or shall on written petition of three Councilors, call a meeting at any time for the transaction of the business mentioned in the petition.

2.3.A. Special meetings shall be noticed in accordance with Oregon public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

2.3.B. 24 hours' notice is required [ORS 192.640(3)]. Written notice of a special meeting shall be given each member of the Council. ~~The notice shall be served on each member personally, or if a councilor is not found, left at his or her place of residence.~~

2.3.C. Written notice shall be posted at City Hall and the Post Office. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.

~~2.3.A. **Council President.** Except in voting on questions before the council, the President shall function as Mayor when the Mayor is:~~

~~1. Absent from a Council meeting.~~

~~2. Unable to function as Mayor.~~

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2.3.D. ~~T~~The Council President shall attempt to contact the Mayor, by the most expeditious means possible, if the President schedules a special meeting or executive session of the Council in the Mayor's absence. The intent would be to provide the Mayor with the opportunity to attend the meeting, if possible.

2.4 **Emergency Meetings.** In the case of an actual emergency, the Mayor, or in the Mayor's absence, the President of the Council, or in the Mayor's and President's absence, a quorum of the City ~~Council, Council~~, or the City Manager may call an emergency meeting on less than 24 hours' notice. The minutes of the meeting shall describe the emergency justifying less than 24 hours' notice [ORS 192.640(3)]. An attempt must be made to contact the media and other interested parties to inform them of the meeting. Such contacts may be by telephone, email, facsimile, or other electronic means.

2.5 **Public Hearings Generally.**

2.5.A. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.

2.5.B. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.

2.5.C. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.

2.5.D. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.

2.5.E. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:

1. Staff presentation (15 minutes total).
2. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
3. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
4. Other interested persons (3 minutes per person).
5. Questions of staff (No time limit).



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6. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

2.6 **General Conduct of Hearings.**

- 2.6.A. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party's case.
- 2.6.B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the ~~C~~city ~~R~~ecorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- 2.6.C. No person may speak more than once without obtaining permission from the ~~presiding~~~~Presiding officer~~Officer.
- 2.6.D. Upon being recognized by the ~~presiding~~~~Presiding officer~~Officer, any member of the Council, the City Manager, City Planner or the City Attorney may question any person who testifies.
- 2.6.E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- 2.6.F. The ~~presiding~~~~Presiding officer~~Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

2.7 **Quasi-Judicial Land Use Matters.**

- 2.7.A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- 2.7.B. Conflicts of Interest.

1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:

- a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.
- b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the

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evidence, including recordings of the hearing, and declared such fact for the record.

2. Members of the Council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

a. The decision of the Council shall be based on the applicable standards and criteria as set forth in the City's municipal code, the City's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule

b. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

3. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

a. Land Use Hearing Disclosure Statement. The presiding officer shall read the land use hearing disclose statement, which shall include:

1) A list of the applicable criteria;

2) A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;

3) A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and

4) If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.

b. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

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c. Call for abstentions. The presiding officer shall inquire whether any member of the Council must abstain from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.

d. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.

e. Presentation of the Case

1) Proponent's case. Twenty minutes total.

2) Persons in favor. Five minutes per person.

3) Persons opposed. Five minutes per person.

4) Other interested persons. Five minutes per person.

5) Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.

f. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.

g. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

h. Findings and Order. The Council may approve or reject the proposal.

1) The Council shall adopt findings to support its decision.

2) The Council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.

i. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. Any continuance shall result in a

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corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

2.8 **Legislative Land Use Matters.**

2.8.A Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.

2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.

3. Presentation of the Case.

a. Proponent's case. Twenty minutes total.

b. Persons in favor. Five minutes per person.

c. Persons opposed. Five minutes per person.

d. Other interested persons. Five minutes per person.

4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.

5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

2.9 **Executive Sessions.** Executive sessions may be held during regular or special meetings, or as stand alone meetings, so long as appropriate statutory limitations are met. Written notice shall be posted at City Hall, the Post Office, the City's website and sent out through the city's listserv email listing. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.

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—2.9.A. \_\_\_ Only members of the Council, the City Manager and persons specifically invited by the City Manager or the Council shall be allowed to attend executive sessions.

—2.9.B. \_\_\_ Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

2.10 **Continuation of a Meeting.** Upon majority vote of the Council any meeting may be continued to a later date or time, provided that no continuation or adjournment shall be for a period longer than the next regular scheduled meeting.

2.11 **Workshops.** Workshops are permitted to present information to the Council so that the Council is prepared for regular or special meetings. Workshops shall be held as needed to gather information and informally discuss specific issues or questions. The public may attend workshops. but may not participate unless expressly asked.

2.11.A All workshops are subject to Oregon’s public meetings law and must be noticed accordingly.

2.11.B. Workshops are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a workshop.

2.11.C. Workshops are to be scheduled by the City Manager.

2.11.D. The City Manager is to invite any relevant staff to workshops so that the sessions are as productive as possible.

2.12 **Attendance by City Manager.** The City Manager shall attend all Council meetings unless excused by the Council or the Mayor. Staff shall attend when requested by the City Manager.

Section 3. **MECHANICS OF MEETINGS.**

3.1 **Quorum.** The Mayor, or in his/her absence the president of the Council, shall call the meeting to order at the hour designated for the meeting. The ~~city~~-City Charter defines a quorum as a majority of the Councilors (Section 14), which means three (3) members of the Council, one of which may not be the Mayor. If a quorum is not present, the City Manager shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

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- 3.2 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order, Revised. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose. Councilors should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens in general. The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Council.
- 3.3 **Agenda.** An agenda for each regular Council meeting shall be prepared by the City Manager. Council members may request that specific items be included on the agenda. The City Manager should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Agendas for regular Council meetings shall be posted at City Hall and the Post Office at least 5 days prior to the meeting time. The Council shall consider at the meeting only matters that appear on the agenda for that meeting, except in the case of an emergency. The Council may discuss items added by a Council member at the meeting.
- 3.4 **Consent Agenda.** In order to make more efficient use of meeting time, the City Manager shall place minor administrative items, such as the approval of the order of business on the agenda, meeting minutes and financial reports, that are routine in nature and concerning which no debate is expected on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of a Councilor prior to the time a vote is taken on the consent agenda. All remaining items on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda," which shall not be debatable. Adoption of the consent agenda shall be by the affirmative vote of all Councilors present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent agenda shall be voted upon separately in the usual manner.
- 3.5 **Order of Business.** The order of business at regular Council meetings shall be as follows unless amended by the Council when adopting the consent calendar:

THE FOLLOWING SHOULD BE ALTERED AS NEEDED OR DESIRED

1) Call to Order

~~1)~~

2) Pledge of Allegiance

3) Roll Call

4) Oaths of Office

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- 5) Consent -Agenda
- 6) Presentations, guests, and announcements
- 7) Public comment on non-agenda items
- 8) Public comment on agenda items other than public hearings (during discussion of each business item)
- 9) Staff Reports
- 10) Public hearings
- 11) Old Business
- 12) New Business
- 13) Committee reports
- 14) Mayor and Councilor comments
- 15) Attorney's comments
- 16) Adjournment

**3.6 Record of Proceedings.**

3.6.A A written record, commonly called minutes, shall be kept of all meetings except Executive Sessions and maintained by the city in accordance with the appropriate record retention schedule. Executive Sessions shall be recorded by audio only, except as required by law. The minutes shall contain the following information:

- 1) The date, time and place of the meeting;
- 2) The members present;
- 3) The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- 4) The results of all votes and the vote of each member by name;
- 5) The substance of any discussion on any matter; and
- 6) A reference to any document discussed at the meeting.

-The Council shall approve all minutes of any public meeting. All minutes shall be approved within ninety days of the meeting having occurred. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

3.6.B. A video or audio recording of meetings shall be posted online. Recordings will be posted online within 5 business days after the meeting, whenever feasible.

**3.7 Written Communications to the Council.**

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3.7.A. ~~Unsolicited communications to the Mayor and/or Council concerning matters on the agenda shall be distributed to the Council and posted online under Citizen Submitted Testimony but shall not be individually itemized on the agenda. The deadline for unsolicited communication submissions shall be no later than 48 hours prior to the meeting, for any regular City Council meeting.~~

Written comments concerning matters on the agenda received no later than 48 hours prior to the Council meeting will be distributed to the Council and posted online as Citizen Testimony. Comments shall not be individually itemized on the agenda. All written comments submitted at a meeting become part of the permanent public meeting record.

3.7.B. Unsolicited communications to the Mayor and/or Council concerning matters that are not on an agenda and are not submitted as testimony for a meeting shall be distributed to the mayor and/or Council but shall not be included in the agenda packet or online materials.

3.7.C. The City Manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

3.8 ~~Councilor~~ **Decorum.**

~~3.8.A. The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by a member of the Council.~~

~~3.8.B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules. The Councilors shall help the Presiding Officer preserve decorum and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the lawful directions of the Presiding Officer or these Council Rules.~~ Council members shall at all times conduct themselves in a manner appropriate to the dignity of their office.

~~3.8.C. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.~~



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~~3.98.D.~~ Audience Decorum. ~~Any person in the Audience members who are causing an actual disruption can be removed from the public meeting. Persons who interrupt a meeting's proceeding by repeatedly shouting out and yelling, including individuals located in a different room than an actual public meeting who are protesting so loudly that it interferes with the meeting, may be removed from the area audience who makes personal, impertinent, slanderous remarks or who become boisterous while addressing the Council or attending a Council meeting or workshop may be removed from the room,~~ after fair warning, if the Presiding Officer so directs. In case the Presiding Officer should fail to act, any Councilor may obtain the floor and move to require enforcement of this rule. Upon affirmative vote of the majority of the Council present, the person or persons shall be removed as if the Presiding Officer so directed. If a person's disruption of a meeting is such that it threatens the safety and security of the public, the Council can request that the person in question be arrested for disorderly conduct

~~3.109~~ **Flags, Signs and Posters.** ~~No banners, flags, posters, placards or signs may be carried or placed within the city Council chambers unless authorized by the Presiding Officer prior to the meeting. The Presiding Officer will only authorize use of these devices when it is determined that their use will not be visually nor audibly disruptive to the meeting.~~

~~3.11~~ **Speaking by Council Members and City Manager.**

~~3.119.A.~~ Councilors, the City Manager and staff shall be recognized by the Presiding Officer before speaking, unless bringing up a point of order. Upon recognition by the Presiding Officer, the Council member or City Manager shall speak and confine his or her remarks to the matter at hand.

~~3.119.B.~~ A Council member desiring to question a city employee shall address the questions to the City Manager who shall be entitled to either answer the inquiry or designate a staff member to do so. Council members may direct questions to employees as follow-up to their staff reports or Council meeting presentations.

~~3.102~~ **Public Comment by Members of the Audience.**

~~3.1210.A.~~ Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 40 minutes, unless a majority of Councilors present vote to extend the time. The first period for public comment shall be allowed during scheduled business items placed on the agenda (other than public hearings), and the second period of public comment shall be used to comment on any issue of city business, other than

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agenda items. The Presiding Officer may, unless a member of Council objects, allow a person who desires to ~~make~~ comment on an item not on the agenda to speak during the first comment period.

- ~~3.123.10.B.~~ Audience members shall be recognized by the Presiding Officer before speaking. Persons wishing to speak in person during public comment must sign the “speaker’s roster” with the person’s name and address and the topic upon which the person wishes to speak, not later than the call to order. This information shall be used to ensure the minutes of the meeting properly reflect those persons who provided public comment. Persons wishing to speak remotely during public comment will be requested to use the “raise hand” ~~feature, and~~ feature. identify themselves by name and address.
- ~~3.123.10.C.~~ Members of the public may speak about any topic during the last period for public comment, except as provided in ~~3.123.10.E~~ of this rule.
- ~~3.123.10.D.~~ Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the Council or city staff.
- ~~3.123.10.E.~~ If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- ~~3.123.10.F.~~ Speakers are limited to four minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker’s roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The ~~presiding~~ Presiding Officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 40-minute period.
- ~~3.123.10.G.~~ Should there be more speakers than can be heard for four minutes each during either of the 40-minute periods provided for public comment, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.

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**3.1311 Decisions.** The Council shall not make a decision on any item that affects the public, or any individual member of the public, unless the item is on the posted agenda, except in the case where an emergency is declared.

**3.1412 Voting Generally.**

**3.143.12.A.** The vote on every motion shall be taken by roll call. Members shall not explain their votes during roll call. Names of voters in favor and against shall be entered in full upon the record. Any member of the Council may change his or her vote prior to the next order of business.

**3.143.12.B.** An affirmative vote of the majority of the full Council eligible to vote shall be required to adopt ordinances, order appropriations, authorize loans, fill vacancies on the Council, further reconsider a motion, or amend these Rules.

**3.143.12.C.** An affirmative vote of the majority of the Council present eligible to vote shall be required to adopt the consent agenda, adopt resolutions, and pass any motion before the Council other than those referred to above.

**3.143.12.D.** An affirmative vote of two-thirds of the Council present shall be required in the event of an emergency.

**3.143.12.E.** Any other question before the Council may be decided by general agreement unless a motion is requested by any member of the Council.

**3.1513 Duty to Vote.** When a question is taken, every member of the Council eligible to vote shall vote unless a Councilor states a valid reason to abstain or has a direct conflict of interest.

**3.1614 Reconsideration of Actions Taken.** A Councilor who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council eligible to vote.

**3.1715 News Media.** The provisions of this ordinance shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting. Any member of the news media which would like to receive copies of agendas or minutes of Council meetings shall request such copies in writing. There may be a charge for such copies.

**3.1816 Standing Committees/Commissions/Boards.**

**3.1816.A.** The Budget Committee, as required by state law, shall be a standing committee. It shall be subject to Local Budget Law, ORS 294.311-294.565.

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3.~~18~~16.B. The Planning Commission, required by state law, shall be a standing commission. It is subject to City Ordinance Code Section 31.01 and any other ordinances and resolutions which may amend it.

3.~~18~~16.C. There are no standing boards.

**3.1917 Ad Hoc and Advisory Committees.**

3.1917.A. The Council may establish ad hoc and/or advisory committees as needed. Each such committee shall be established by ordinance or resolution for a specific purpose. It shall have a deadline to accomplish its purpose and shall be considered dissolved when its purpose is accomplished. If such a committee needs additional time to complete its purpose it shall request additional time from the Council. A Councilor may serve as liaison to a committee, but may not chair or vote.

3.1917.B. At the first meeting of such a committee the members shall select a Chairperson, select a Secretary, and set a meeting schedule. Written minutes of meetings should be delivered to City Hall within two weeks of each meeting or before the next meeting if scheduled for less than two weeks. It shall be the responsibility of each committee Secretary to see that notice is posted of each meeting at City Hall and the Post Office. The Secretary may ask City staff to do a posting.

3.1917.C. All meetings held by such committees are subject to the Oregon Public Meetings Law ORS 192.610-192.6990.

**3.2018 Appointing and Dissolving Committees, Commissions or Boards.** The Council may appoint and dissolve committees, commissions or boards as needed at their discretion.

Section 4. **FILLING CITY COUNCIL VACANCY.** A vacancy in the Council shall be filled by appointment by a majority of the Council. In this matter the Mayor is considered to have a vote (City Charter, ~~Code~~ Chapter VII, Section 31). In the event of a Council member vacancy, the Council will follow the recruitment and appointment process and vacancy procedure below:

4.1 **Recruitment Process.** Notice of the recruitment will be advertised through the use of a news release, the City website, City social media channels, and any other outreach the City deems helpful to reaching a broad and diverse spectrum of community members who might be interested in applying.

4.2 **Application Process.** Candidates will be invited to complete a standard application with questions developed by the City Council together with the City Manager. Questions will

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be developed either at a public meeting and/or through individual Councilor feedback to the City Manager. Applicants will include a cover letter and resume. Application materials are considered public records.

4.3 **Interview Process.** (~~which~~Which may take place over multiple meetings.) All applicants will be invited to be interviewed for the available position, unless more than three applications are received.

4.3.A. If more than three applications are received, the Council will discuss the desirability of screening the applications and narrowing the interview list to the top three candidates based on their written applications. If the Council opts to narrow the list, after discussion, each Council person shall complete a ballot ranking the candidates in order of their preference for first, second and third choice. Under-voting is not permitted. The top three candidates with the highest totals shall be selected for interviews.

4.3.B. Applications from those selected to interview will be published with the Council meeting packet for a regular or special public meeting. Candidates will be interviewed separately; those waiting for interviews will be asked to remain outside the room. All candidates will be asked the same interview questions; follow-up questions to clarify answers are permitted.

4.4 **Voting process.** After the conclusion of interviews, and any debate and discussion, the Council will vote using the process outlined below (which may take place over multiple meetings):

4.4.A. Each member of Council will complete a ballot ranking the candidates in order of their preference for first, second, and third choice. Under-voting is not permitted. The ballots are tabulated. If one candidate receives a majority of first choice votes, that candidate shall be considered the nominee. Ballots are considered public records.

4.4.B. If no candidate receives a majority of first choice votes a second ballot will be held. The top three vote-getters according to the preferences listed on the ballots advance to the second ballot; the candidate(s) who received the fewest first choice votes are eliminated. For the second ballot, each member of the Council will vote for their first and second choice candidate. If one candidate receives a majority of first choice votes on the second ballot, that candidate shall be considered the nominee.

4.4.C. If no candidate receives a majority of first choice votes in the second ballot round, the top two vote getters will advance to a third ballot. For the third ballot, each member of the Council will vote for their first choice candidate. If

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one candidate receives the majority of votes on the third ballot, that candidate shall be considered the nominee.

4.4.D. If there is a tie after three ballots, the Council can choose to do additional ballots at the same meeting or at another noticed public meeting.

4.4.E. At the conclusion of balloting and determination of a nominee, if successful, the Council will then make a motion and hold a roll call vote to appoint the nominee to the vacant position. In this matter the Mayor is considered to have a vote.

**Section 5. FILLING BUDGET COMMITTEE AND PLANNING COMMISSION VACANCIES.**

A. -In the event of a Budget Committee or Planning Commission ~~m~~Member ~~Vacancy~~vacancy, the Mayor shall nominate members ~~of all committees~~ for appointment by a majority of the Council, in accordance with the City Charter, ~~Code~~Chapter III, Section 7.

B. The Mayor may choose to follow the recruitment and application process in Section 4.1 and 4.2 of these rules. Before proceeding with recruitment, the Mayor may first consider reappointment of the incumbent.

Section 6. **ETHICS.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:

A. Disclosing confidential information.

B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.

C. Expressing an opinion contrary to the official position of the council without so saying.

D. Conducting themselves in a manner so as to bring discredit upon the government of the city.

Section 7. **STATEMENTS TO THE MEDIA AND OTHER ORGANIZATIONS.**

A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.

B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

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Section ~~78~~. **SEVERABILITY.** The invalidity of a section or subsection of this ordinance shall not affect the validity of the remaining sections or subsections.

**CITY OF ROCKAWAY BEACH, OREGON  
ORDINANCE NO. 23-444**

**AN ORDINANCE AMENDING THE ROCKAWAY BEACH CODE OF ORDINANCES,  
CHAPTER 33, SECTIONS 33.01 AND 33.02, AND REMOVING SECTION 33.10 AND  
SECTIONS 33.12 THROUGH 33.38**

**RECITALS:**

1. The Charter of the City of Rockaway Beach, Chapter III, Section 9, states "The Council shall by resolution prescribe rules to govern its meetings and proceedings."; and
2. The Charter of the City of Rockaway Beach, Chapter III, Section 10 states "The Council shall meet in the City regularly at least once each month at a time and place designated by ordinance, and may meet at other times in accordance with the ordinances."; and
2. Rockaway Beach Code of Ordinances (Code), Section 33.01 must be corrected to reference adoption of rules to govern its meetings and proceedings by resolution rather than ordinance, in accordance with the City Charter; and
3. Rockaway Beach Code, Section 33.02 must be corrected to update a reference to the Oregon Government Ethics Commissions, formerly known as the Oregon Government Standards and Practices Commission; and
4. The Rockaway Beach City Council wishes to update the rules governing its meetings and proceedings.

**Now, therefore, the City of Rockaway Beach ordains as follows:**

**Section 1.** The City of Rockaway Beach Code of Ordinances, **Section 33.01 (A)** is hereby amended to read as follows, as presented in attached Exhibit A (underline/strikeout version) and Exhibit B (clean version):

- (A) The authority for this chapter is the statement in Chapter III, Section 10, Charter of the City of Rockaway Beach which states, "The Council shall meet in the City regularly at least once each month at a time and place designated by ordinance, and may meet at other times in accordance with the ordinances."

**Section 2.** The City of Rockaway Beach Code of Ordinances, **Section 33.02** is hereby amended to read as follows, as presented in attached Exhibit A (underline/strikeout version) and Exhibit B (clean version):

Councilors are advised to be familiar with the ethics law, O.R.S. Chapter 244. Each Councilor shall be provided with a copy of the current publication "A Guide for Public Officials", published by the Oregon Government Ethics Commission.



**Section 3.** The City of Rockaway Beach Code of Ordinances, **Section 33.11** is hereby renumbered as **Section 33.03**, as presented in attached Exhibit A (underline/strikeout version) and Exhibit B (clean version).

**Section 4.** The City of Rockaway Beach Code of Ordinances, **Sections 33.10, and Sections 33.12 through 33.38** are hereby removed as presented in attached Exhibit A (underline/strikeout version) and Exhibit B (clean version). Future Council rules will be adopted by Council resolution as provided in the City Charter.

**Section 5.** Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

**Section 6.** Effective Date. This ordinance shall become effective August 11, 2023, 30 days after its adoption by the City Council and approval by the Mayor.

1st reading by the Rockaway Beach City Council \_\_\_\_\_.

2nd reading by the Rockaway Beach City Council \_\_\_\_\_.

Adopted and Approved by the Rockaway Beach City Council \_\_\_\_\_.

\_\_\_\_\_  
Charles McNeilly, Mayor

City Council	Aye/Nay
Mary McGinnis	/
Tom Martine	/
Kristine Hayes	/
Alesia Franken	/
Penny Cheek	/

Attest:

\_\_\_\_\_  
Melissa Thompson, City Recorder

## CHAPTER 33: CITY COUNCIL

### Section

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~~33.37 Ad hoc and advisory committees~~

~~33.38 Appointing and dissolving committees, commissions or boards~~

## GENERAL PROVISIONS

### § 33.01 AUTHORITY.

(A) The authority for this chapter is the statement in Chapter ~~IVIII~~, Section ~~410~~, Charter of the City of Rockaway Beach which states "The Council shall meet in the City regularly at least once each month at a time and place designated by ordinance, and may meet at other times in accordance with the ordinances."~~"The Council shall by ordinance prescribe rules to govern its meetings and proceedings."~~

(B) These Council rules are to be supplementary and subordinate to the City Charter, the laws of the State of Oregon, and the United States of America.

(C) The Council shall review these rules at least once every 2 years. Amendments shall be adopted by a majority vote of the full Council excluding the Mayor.

### § 33.02 ETHICS.

Councilors are advised to be familiar with the ethics law, O.R.S. Chapter 244. Each Councilor shall be provided with a copy of the current publication "A Guide for Public Officials", published by the Oregon Government ~~Standards and Practices~~Ethics Commission.

## ~~MEETINGS AND WORKSHOPS~~

### ~~§ 33.10 DEFINITION.~~

~~—O.R.S. 192.610(5) states that a meeting means the convening of the governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Council meetings and workshops are subject to Oregon Public Meetings Law, O.R.S. 192.610–192.990.~~

### § 33.11-03 REGULAR MEETINGS.

The Council shall hold 1 regular meeting on the second Wednesday of each month at 6:00 p.m. The Council may by resolution at any meeting, either regular or special, change the day and/or time of any future meeting so long as the minimum 1 regular City Council meeting each month is observed.

~~—(A) Mayor's vote. The Mayor has no vote unless the voting members of the Council are split evenly.~~

~~—(B) Mayor's functions:~~

~~—(1) Act as Chairperson of Council meetings and preside over deliberations of the Council;~~

~~—(2) Preserve order;~~

~~—(3) Enforce Council rules;~~

~~—(4) Determine the order of business before the Council.~~

### § 33.12 SPECIAL MEETINGS.

~~—(A) The Mayor, or in the Mayor's absence, the President of the Council, may call a meeting at any time, or shall on written petition of 3 Councilors, call a meeting at any time for the transaction of the business mentioned in the petition. 24 hours notice is required per O.R.S. 192.640(3). Written notice of a special meeting shall be given each member of the Council. The notice shall be served on each member personally, or if a Councilor is not found, left at his or her place of residence. Written notice shall be posted at City Hall and the Post Office. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.~~

~~—(B) Council President. Except in voting on questions before the Council, the President shall function as Mayor when the Mayor is:~~

~~—(1) Absent from a Council meeting;~~

~~—(2) Unable to function as Mayor;~~

~~—(C) The President shall attempt to contact the Mayor, by the most expeditious means possible, if the President schedules a special meeting or executive session of the Council in~~

~~the Mayor's absence. The intent would be to provide the Mayor with the opportunity to attend the meeting, if possible.~~

~~§ 33.13 EMERGENCY MEETINGS.~~

~~—In the case of an actual emergency, the Mayor, or in the Mayor's absence, the President of the Council, may call an emergency meeting on less than 24 hours notice. The minutes of the meeting shall describe the emergency justifying less than 24 hours notice per O.R.S. 192.640(3). An attempt must be made to contact the media and other interested parties to inform them of the meeting. Such contacts may be by telephone, e-mail, or facsimile.~~

~~§ 33.14 PUBLIC HEARINGS.~~

~~—The format for public hearings shall be established as a city policy subject to revision as state law requires.~~

~~§ 33.15 EXECUTIVE SESSIONS.~~

~~—Executive sessions may be held during regular or special meetings, or as stand alone meetings, so long as appropriate statutory limitations are met. Written notice shall be posted at City Hall and the Post Office. Members of the media who have asked to be notified of meetings shall be notified in the usual manner.~~

~~§ 33.16 CONTINUATION OF A MEETING.~~

~~—Upon majority vote of the Council any meeting may be continued to a later date or time, provided that no continuation or adjournment shall be for a period longer than the next regular scheduled meeting.~~

~~§ 33.17 WORKSHOPS.~~

~~—Workshops shall be held as needed to gather information and informally discuss specific issues or questions. The location, date, and time shall be determined at regular Council meetings. The public may~~

~~attend workshops, but may not participate unless expressly asked.~~

~~§ 33.18 ATTENDANCE BY CITY MANAGER.~~

~~—The City Manager shall attend all Council meetings unless excused by the Council or the Mayor. Staff shall attend when requested by the City Manager.~~

## ~~MECHANICS OF MEETINGS~~

### ~~§ 33.20 QUORUM.~~

~~—The Mayor, or in his or her absence the President of the Council, shall call the meeting to order at the hour designated for the meeting. Section 14 of the City Charter defines a quorum as a majority of the Councilors, which means 3 members of the Council, one of which may not be the Mayor. If a quorum is not present, the City Manager shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.~~

### ~~§ 33.21 RULES OF ORDER.~~

~~—Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order, Revised. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose. Councilors should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens in general. The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Council.~~

### ~~§ 33.22 AGENDA.~~

~~—An agenda for each regular Council meeting shall be prepared by the City Manager. Council members may request that specific items be included on the agenda. The City Manager should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Members of the public may request items of business according to city policy. Agendas for regular Council meetings shall be posted at City Hall and the Post Office at least 5 days prior to the meeting time. The Council shall consider at the meeting only matters that appear on the agenda for that meeting, except in the case of an emergency. The Council may discuss items added by a Council member at the meeting.~~

### ~~§ 33.23 CONSENT CALENDAR.~~

~~In order to make more efficient use of meeting time, the City Manager shall place minor administrative items, such as the approval of the order of business on the agenda, meeting minutes and financial reports, that are routine in nature and concerning which no debate is expected on a consent calendar. Any item placed on the consent calendar shall be removed at the request of a Councilor prior to the time a vote is taken on the consent calendar. All remaining items on the consent calendar shall be disposed of by a single motion to adopt the consent calendar, which shall not be debatable. Adoption of the consent calendar shall be by the affirmative vote of all Councilors present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent calendar shall be voted upon separately in the usual manner.~~

~~§ 33.24 ORDER OF BUSINESS.~~

~~The order of business at regular Council meetings shall be as follows unless amended by the Council when adopting the consent calendar. The following should be altered as needed or desired.~~

- ~~(A) Call to order;~~
- ~~(B) Roll call;~~
- ~~(C) Oaths of office;~~
- ~~(D) Consent calendar;~~
- ~~(E) Presentations, guests, and announcements;~~
- ~~(F) Public comment on non-agenda items;~~
- ~~(G) Public Works Department report;~~
- ~~(H) Public hearings;~~
- ~~(I) Old business;~~
- ~~(J) New business;~~
- ~~(K) Committee reports;~~
- ~~(L) City Manager report;~~
- ~~(M) Mayor and Councilor comments;~~
- ~~(N) Attorney's comments;~~
- ~~(O) Adjournment.~~

~~§ 33.25 RECORD OF PROCEEDINGS.~~

~~—A written record, commonly called minutes, shall be kept of all meetings except executive sessions per O.R.S. 192.650. The minutes shall be prepared in a timely fashion, and shall be presented to the Council as soon as possible for review, amendment and approval. All motions made, seconded or not, shall be recorded. Whenever results of an election are announced at a meeting, the vote counts shall be recorded in the minutes. Approval of the minutes shall be the authentication required by Section 17 of the City Charter. Executive sessions shall be recorded on audio tape only; no written record shall be provided except as required by law per O.R.S. 192.650(2). Audio tapes of any meetings other than executive shall be retained for 7 years.~~

#### ~~§ 33.26 DECORUM.~~

~~—(A) Councilor decorum. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by a member of the Council. The Councilors shall help the Presiding Officer preserve decorum and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the lawful directions of the Presiding Officer or these Council Rules. Council members shall at all times conduct themselves in a manner appropriate to the dignity of their office.~~

~~—(B) Audience decorum. Any person in the audience who makes personal, impertinent, slanderous remarks or who become boisterous while addressing the Councilor attending a Council meeting or workshop may be removed from the room, after fair warning, if the Presiding Officer so directs. In case the Presiding Officer should fail to act, any Councilor may obtain the floor and move to require enforcement of this rule. Upon affirmative vote of the majority of the Council present, the person or persons shall be removed as if the Presiding Officer so directed.~~

#### ~~§ 33.27 FLAGS, SIGNS AND POSTERS.~~

~~—No banners, flags, posters, placards or signs may be carried or placed within the City Council chambers unless authorized by the Presiding Officer prior to the meeting. The Presiding Officer will only authorize use of these devices when it is determined that their use will not be visually nor audibly disruptive to the meeting.~~

#### ~~§ 33.28 PERMISSION TO VIDEO TAPE MEETINGS.~~

~~—Requests to video tape a meeting shall be made 24 hours in advance. The video taping shall be from a fixed location.~~

#### ~~§ 33.29 SPEAKING BY COUNCIL MEMBERS AND CITY MANAGER.~~



~~—(A) Councilors, the City Manager and staff shall be recognized by the Presiding Officer before speaking, unless bringing up a point of order. Upon recognition by the Presiding Officer the Council member or City Manager shall speak and confine his or her remarks to the matter at hand.~~

~~—(B) A Council member desiring to question a city employee shall address the questions to the City Manager who shall be entitled to either answer the inquiry or designate a staff member to do so.~~

### ~~§ 33.30 SPEAKING BY MEMBERS OF THE AUDIENCE.~~

~~—(A) Non-agenda items. A member of the audience desiring to address the Council shall raise a hand and wait to be recognized by the Presiding Officer. If the Presiding Officer determines that such item is appropriate for discussion, the Council shall be polled to determine if they, too, agree. If a quorum of members present agree to discuss the item proposed, the Presiding Officer may establish a time period and limit discussion to 10 minutes. After recognition, the person's name and address shall be stated for the record. All remarks and questions shall be addressed to the Presiding Officer and not to any individual Councilor, staff member or other person unless authorized by the Presiding Officer. No person shall enter into discussion without being recognized by the Presiding Officer. A member of the audience addressing the Council shall be limited to 5 minutes unless further time is granted by the Presiding Officer.~~

~~—(B) Agenda items. The members of the audience shall have the opportunity to address the Council on an agenda item when that item is reached in the meeting. A member of the audience desiring to address the Council shall raise a hand and wait to be recognized by the Presiding Officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the Presiding Officer and not to any individual Councilor, staff member or other person. No member of the audience shall comment or enter into discussion without being recognized by the Presiding Officer. A member of the audience addressing the Council shall be limited to 5 minutes unless further time is granted by the Presiding Officer. No member of the audience shall be allowed to speak more than once upon anyone subject until every other member of the audience choosing to speak has spoken. After a motion has been made and seconded no more public comment will be allowed.~~

### ~~§ 33.31 DECISIONS.~~

~~—The Council shall not make a decision on any item that affects the public, or any individual member of the public, unless the item is on the posted agenda, except in the case where an emergency is declared.~~

~~§ 33.32 VOTING GENERALLY.~~

~~—(A) The vote on every motion shall be taken by roll call. Members shall not explain their votes during roll call. Names of voters in favor and against shall be entered in full upon the record. Any member of the Council may change his or her vote prior to the next order of business.~~

~~—(B) An affirmative vote of the majority of the full Council eligible to vote shall be required to adopt ordinances, order appropriations, authorize loans, fill vacancies on the Council, further reconsider a motion, or amend the rules set forth in this chapter.~~

~~—(C) An affirmative vote of the majority of the Council present eligible to vote shall be required to adopt the consent calendar, adopt resolutions, and pass any motion before the Council other than those referred to above.~~

~~—(D) An affirmative vote of two-thirds of the Council present shall be required in the event of an emergency.~~

~~—(E) Any other question before the Council may be decided by general agreement unless a motion is requested by any member of the Council.~~

~~§ 33.33 DUTY TO VOTE.~~

~~—When a question is taken, every member of the Council eligible to vote shall vote unless a Councilor states a valid reason to abstain or has a direct conflict of interest.~~

~~§ 33.34 RECONSIDERATION OF ACTIONS TAKEN.~~

~~—A Councilor who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council eligible to vote.~~

~~§ 33.35 NEWS MEDIA.~~

~~—The provisions of this chapter shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting. Any member of the news media which would like to receive copies of agendas or minutes of Council meetings shall request such copies in writing. There may be a charge for such copies.~~

~~§ 33.36 STANDING COMMITTEES, COMMISSIONS AND BOARDS.~~

~~—(A) The Budget Committee, as required by state law, shall be a standing committee. It shall be subject to Local Budget Law, O.R.S. 294.311–294.565.~~

~~—(B) The Planning Commission, required by state law, shall be a standing commission. It is subject to city ordinance and any other ordinances and resolutions which may amend it.~~

~~—(C) There are no standing boards.~~

#### ~~§ 33.37 AD HOC AND ADVISORY COMMITTEES.~~

~~—(A) The Council may establish ad hoc and/or advisory committees as needed. Each such committee shall be established by ordinance or resolution for a specific purpose. It shall have a deadline to accomplish its purpose and shall be considered dissolved when its purpose is accomplished. If such a committee needs additional time to complete its purpose it shall request additional time from the Council. A Councilor may serve as liaison to a committee, but may not chair or vote.~~

~~—(B) At the first meeting of such a committee the members shall select a Chairperson, select a Secretary, and set a meeting schedule. Written minutes of meetings should be delivered to City Hall within 2 weeks of each meeting or before the next meeting if scheduled for less than 2 weeks. It shall be the responsibility of each committee secretary to see that notice is posted of each meeting at City Hall and the Post Office. The secretary may ask city staff to do a posting.~~

~~—(C) All meetings held by such committees are subject to the Oregon Public Meetings Law, O.R.S. 192.610–192.990.~~

#### ~~§ 33.38 APPOINTING AND DISSOLVING COMMITTEES, COMMISSIONS OR BOARDS.~~

~~—The Council may appoint and dissolve committees, commissions or boards as needed at their discretion.~~

## CHAPTER 33: CITY COUNCIL

### Section

#### General Provisions

33.01 Authority

33.02 Ethics

33.03 Regular meetings

### GENERAL PROVISIONS

#### § 33.01 AUTHORITY.

(A) The authority for this chapter is the statement in Chapter III, Section 10, Charter of the City of Rockaway Beach which states "The Council shall meet in the City regularly at least once each month at a time and place designated by ordinance, and may meet at other times in accordance with the ordinances."

(B) These Council rules are to be supplementary and subordinate to the City Charter, the laws of the State of Oregon, and the United States of America.

(C) The Council shall review these rules at least once every 2 years. Amendments shall be adopted by a majority vote of the full Council excluding the Mayor.

#### § 33.02 ETHICS.

Councilors are advised to be familiar with the ethics law, O.R.S. Chapter 244. Each Councilor shall be provided with a copy of the current publication "A Guide for Public Officials", published by the Oregon Government Ethics Commission.

#### § 33.03 REGULAR MEETINGS.

The Council shall hold 1 regular meeting on the second Wednesday of each month at 6:00 p.m. The Council may by resolution at any meeting, either regular or special, change the day and/or time of any future meeting so long as the minimum 1 regular City Council meeting each month is observed.

**CITY OF ROCKAWAY BEACH, OREGON  
ORDINANCE NO. 23-443**

**AN ORDINANCE AMENDING THE ROCKAWAY BEACH CODE OF ORDINANCES,  
SECTIONS 95.07, 90.02 AND 90.99 REGULATING THE SALE, DISCHARGE, AND  
NOISE OF FIREWORKS WITHIN THE CITY OF ROCKAWAY BEACH**

**RECITALS:**

1. The Rockaway Beach City Council finds it is in the general health, safety and welfare interests of the citizens of Rockaway Beach, Oregon, to amend Rockaway Beach Code of Ordinances (RBCO or Code), Sections 95.07, 90.02 and 90.99 regulating the sale, discharge and noise of fireworks; and
2. The City Council also finds that the illegal discharge of fireworks within the City of Rockaway Beach can severely impact residents' enjoyment of their City and property. This ordinance is necessary for the preservation of the general health, safety and welfare interests of the citizens of Rockaway Beach.

**Now, therefore, the City of Rockaway Beach ordains as follows:**

**Section 1.** The City of Rockaway Beach Code of Ordinances, **Section 95.07 (K)** is hereby removed.

~~(K) Noise emanating from the combustion, detonation, or concussion caused by using fireworks or other similar devices, from July 1 until July 5 of each year.~~

**Section 2.** The City of Rockaway Beach Code of Ordinances, **Sections 90.02 (E), (F)** are hereby amended to read as follows:

(E) Sale of fireworks. It shall be unlawful for any person, firm or corporation to sell consumer fireworks as defined in ORS 480.111, within the City of Rockaway Beach.

(F) Use of fireworks. Except as authorized under permit of the Oregon State Fire Marshal, it shall be unlawful for any person to shoot or discharge fireworks within the City of Rockaway Beach.

**Section 3.** The City of Rockaway Beach Code of Ordinances, **Section 90.99** is hereby amended to read as follows:

**90.99 PENALTIES.**

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § ~~10.99~~.

(B) A person who violates subsection (F) of this chapter is guilty of an infraction, which is punishable by a fine not to exceed \$2000.

(C) Each occurrence of a violation, or, in the case of continuous violations, each day a violation occurs or continues, constitutes a separate infraction, and may be punished separately.

**Section 4.** Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

**Section 3.** Effective Date. Pursuant to the Rockaway Beach City Charter, this ordinance shall become effective on the thirtieth day after its adoption.

1st reading by the Rockaway Beach City Council \_\_\_\_\_.

2nd reading by the Rockaway Beach City Council \_\_\_\_\_.

Adopted and Approved by the Rockaway Beach City Council \_\_\_\_\_.

\_\_\_\_\_  
Charles McNeilly, Mayor

City Council	Aye/Nay
Mary McGinnis	/
Tom Martine	/
Kristine Hayes	/
Alesia Franken	/
Penny Cheek	/

Attest:

\_\_\_\_\_  
Melissa Thompson, City Recorder