

City of Rockaway Beach

City Council Workshop Agenda



Date: Wednesday, September 13, 2023
Time: 4:30 P.M. – 5:40 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

Watch live stream here: corb.us/live-stream
View meeting later here: corb.us/city-council

Join here to attend remotely:

[City Council Workshop](#)
Meeting ID: 818 3819 0844
Passcode: 042347
Dial by your location
253 215 8782 US (Tacoma)

What is a City Council Workshop? *Workshops are intended to allow for preliminary discussions by the City Council and staff. Workshops are held to present information to the Council so that the Council is prepared for upcoming regular meetings. Workshops are subject to Oregon's public meeting law and must be noticed accordingly. No final City Council decisions are made during workshops. The public is encouraged to attend workshops but may not participate unless expressly asked.*

WORKSHOP AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. COUNCIL BRIEFING/DISCUSSION**
 - a. Community Grant Application and Policy Review
 - b. Public Records Request Policy
 - c. Abatement of Nuisances at 603 S. Easy Street
 - d. Project/Task Priorities
- 4. ADJOURNMENT**

Rockaway Beach City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-374-1752.

Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



The City of Rockaway Beach may provide community grants to non-profit entities and organizations that serve the Rockaway Beach community. Community entities and organizations that serve the Rockaway beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activities in Rockaway Beach.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: _____
2. Non-Profit #: _____
3. Mailing Address: _____
4. Telephone No.: _____
5. Email: _____
6. Contact Person: _____
7. Requested Amount: _____
8. Project/Use for funds: _____
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) CityHall@Corb.us
- 2) City of Rockaway Beach
Community Grants
276 S Hwy 101, PO Box 5
Rockaway Beach OR 97136

For additional information please contact the City Hall at CityHall@corb.us or by calling 503-374-1752.

City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2019

Effective Date: 2019

Approval: City Council

- I. **Policy:** It is the policy of the City of Rockaway Beach to provide assistance to non-profits and for-profit entities and organizations, who serve the Rockaway Beach community.

Community entities and organizations that serve the Rockaway Beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medial needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Rockaway Beach.

In evaluating requests from non-profit and for-profits entities and organizations the city will consider the following:

- The requesting organization's history of success
- The organizational and financial stability of the requesting organization.
- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

- III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement in the City Newsletter and on the City Website announcing the City will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.

- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.
- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.

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- Generates/supports economic activities in Rockaway Beach.

In evaluating requests, the city will consider the following criteria:

- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: Brittney Bakes
2. Non-Profit #: For-Profit
3. Mailing Address: P.O. Box [REDACTED] Garibaldi, OR 97118
4. Telephone No.: [REDACTED]
5. Email: [REDACTED]@gmail.com
6. Contact Person: Brittney Hudson
7. Requested Amount: \$7000
8. Project/Use for funds: Expansion of space and equipment to provide classes for kids
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

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Brittney's Bakers

Hello there city of Rockaway Beach! My name is Brittney Hudson and I am owner and pastry chef of the little bakery called Brittney Bakes. I have had great success at many farmers markets along the coast of Oregon as well as the beach towns of south California. This year my partner and I have recently moved to Garibaldi, and within the summer months we've achieved great success at various farmers markets including Rockaway Beach, Manzanita, Tillamook and Pacific City. Not only have we made a name for ourselves at the markets, but we have also recently just found a storefront in Garibaldi and are dreaming of the potential the space has instore for us.

My intention with the grant is to provide a culinary learning space for children to be creative while gaining kitchen skills along with other life skills a kitchen provides. I've learned a lot in my own experiences working in high-end, fast paced restaurants such as teamwork, patience, cleanliness and pride a kitchen can provide within oneself. With our new retail space, I have a second room that I would love to turn into a creative learning space I can teach children in the Garibaldi/Rockaway area and beyond. Having structure in the kitchen can translate to having structure and pride in the children's home life. From decorating cookies to making a birthday cake or frosting cupcakes, not only will I be able to provide a creative outlet for children, but I hope that I can also provide essential skills they can take with them long term. Being in a kitchen environment can provide many opportunities and learning curves. Not only am I teaching culinary skills, but we will also be learning how to use measuring equivalents, math and science skills, cleaning habits, teamwork and problem solving. Having this space, I hope that I can provide benefits of a safe space and a fun space children can look forward to coming and having fun.

With the funds, I will be able to get the required equipment needed to provide the best experience for the kids. A work table, chairs and all the tools needed to make yummy projects. Ideally I'd love to have my classes stay between 5-7 children so I am able to focus on each individual kid and make sure they get the right attention needed for this program to work. With the potential to grow the class numbers. To start with, I'd like to have classes every other week and work my way to providing weekly classes. The funds will allow me to have individual tools each kid can use, including measuring spoons, bowls, spatulas, aprons and towels, and their very own recipe books to keep track of successes and trail and errors behind the science of baking. I would also use the funds to buy an oven to bake the projects we create in the shop. Along with the oven, I'd get a classroom refrigerator and stock it full of supplies needed to bake with the grant funds. I will have "lesson plans" ready for myself so I can provide the best knowledge and experience for the kids. At the end of the classes, the kids will not only know the difference in the science of baking powder vs. baking soda, but they will be able to take pride with them and share their edible projects with their families.

Along with the second space, we also have an office space in our store. My partner Chad handles the organization of our finances and organizes our numbers. We will be bale to clearly and confidently keep track of the grant and where the funds have gone to for the success of my pastry program "Brittney's Bakers". Keeping my classes small will help us keep a streamline accountability of the effectiveness of this new project venture we want to take on.

The opportunities this grant can provide for me are infinite. Having Brittney's Bakers become an actual program will also be teaching me to have patience, determination and caring skills for young children

and be able to be a part of a fun learning experience in their lives. I hope that I will have the chance to share my skills and knowledge I have gained over the past 10 years in my own culinary journey.

I appreciate your time and consideration for this grant. Hoping to form a wonderful relationship with Rockaway Beach.

Thank you soo much!

Brittney Hudson

SEP 05 REC'D

Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



Organization: Friends of the Rockaway Beach Library

Non-Profit #: [REDACTED]

Mailing Address: PO Box [REDACTED], Rockaway Beach, OR 97136

Telephone No. [REDACTED] Jean Scholtz, 503-355-2665 Library

Email: [REDACTED]@gmail.com

Contact Person: Jean Scholtz

Requested Amount: \$8200.36 (\$8037.26 if apply the \$163 remaining from last year's grant.)

Project/Use for funds: Reupholster 6 chairs, move flagpole, redo deck railings, replace handicap ramp (already done – reimbursement requested).

City or Rockaway Beach Grant Proposal

Summary: The Friends of the Rockaway Beach Library are submitting a grant proposal in two parts to the city for to consider for funding. The first part is a proposal for three things that we would very much like to do- reupholster the six comfortable chairs in the library, move the placement of the Flag, and make improvements on the banisters on the library deck.

The second part is for reimbursement for replacement of the plywood walkway on the handicap ramp. We discovered that several boards on the walkway were rotten and felt that this was unsafe for our customers and needed to be corrected immediately (August). Also included is fixing one of the bannisters at the end of the stairs which came apart on 8/30/2023.

Our request for the first part (reupholster six chairs, move flagpole, improvements on the banisters) is \$6,582. The second part (handicapped ramp – already completed) cost \$1455.26.

Total Request is \$8200.26. We have \$163.00 left from last year's grant, so we can reduce the total to \$8037.26.

Part One: Reupholstering Chairs

The first funding opportunity is for reupholstering the six very comfy (well, used to be very comfy) chairs for those who wish to do some reading and/or work in the library itself.

There are six upholstered chairs available in the library (owned by the Friends). These chairs are used both by folks working and folks reading. I have seen many folks sitting in the chairs, using the little tables provided. Often, they are on their computers and making use of the free Wi-Fi

provided at the library. Other times I have seen adults with a child, both reading their respective books in the quiet of the library. Perhaps trying to instill a habit in the child. These chairs were purchased soon after the building became a library (I have been told) and are running a little short on comfort. While there is nothing wrong with the chairs that additional stuffing and recovering cannot fix, an important concern is the material available to use in recovering the chairs. Notice in the photo that the chairs (all of them) are covered with material that shows BOOKS! Amazingly, Tim Hurd's Upholstery in Tillamook has that same fabric available. I have a quote from them, attached to this proposal, for \$5,580 for upholstering the chairs, pickup and delivery is included, and we are being given a 50% discount on the material.



Two of the six chairs – having a small table and an electrical outlet near them help library visitors who want to use their computers/internet here. Or just pile books to read on the table.

The second part of the grant is to move our flagpole from the north side of the deck to the south side of the property onto the concrete slab where the blower from the furnace used to be (before we converted to ductless heating). The issue is that the flagpole has already fallen over once, and we are concerned with this happening again. Not only will that damage the flag and pole but can result in damage to our newly painted deck and our redone (next section) handicap ramp.

This will involve an estimated \$300 in materials (the flagpole will be \$179) and along with concrete anchors of about \$80 and shipping estimated at \$50. Our handyman estimates \$200 of labor (8 hours @\$25). We have included \$350 as well for electrical work: hooking up a light that will automatically come on/turn off.

The total for moving the flagpole: \$950.



Where it is – just outside door on deck

Proposed location of flagpole – off deck, electricity is behind fence.

The 3rd part of the grant is for maintenance of the balusters on the deck stairs. While these are not impacting the safety stairs at this time, they need to be looked at carefully and replaced as necessary. Our estimate for re-doing them is 8 hours to do repairs and obtain materials and paint deck - \$215.

We are asking for funds for accomplish three things:

Reupholstery of 6 chairs by Tim Hurd	\$5,580
Refinishing the balusters on the deck	\$ 215
Moving the Flag Pole	\$ 950
Total	\$6745

Part 2: Handicap Ramp

This part of the submission is for work that has already been done on the handicap ramp for access to the library. This all started this summer when a volunteer offered to resurface this ramp. This involves putting down a coat of deck and porch paint that contains grit so that the ramp does not get slippery with rain on it. Finding a time for this to be done means working Sunday and Monday when the library is closed. A day prior to the scheduled work, the Rockaway Beach librarian called me to look at a place in the ramp that looked very bad. We found that the end of one board (about 2 feet) was dangerously soft. We called one of our community members who is a skilled carpenter and who helps us out at a very good rate. He found a piece of plywood to use as a replacement, put it in and we were now ready for our volunteer for the next weekend. He came on a Saturday as we decided we could close the ramp for Saturday and Sunday. Our librarian said clients could call him on Saturday to come out and bring or take books as needed. However, as the volunteer was trimming some ferns growing alongside the ramp, he found that the entire edge of the board was rotting. At this point, I was called to the library, and we decided that the safest thing to do was to get the situation looked at by a professional. I called a contractor friend who agreed to come and look at the ramp on Sunday morning. He called me to tell me that the supporting boards looked good. He suggested that we close the ramp, take up the plywood and inspect the supports again. Assuming they looked good, he advised us to go ahead and replace all the plywood, rather than having to tear up one or two boards at a time during the months ahead. Our community handyman/carpenter agreed to do this, and we ordered new boards at a good price from the lumber company in Nehalem. The current boards were removed, and we picked up the new boards, installed them and the ramp was painted with two coats of nonslip outdoor paint. We upgraded things a little, using a color other than white on the ramp boards and sealing the abutting boards. This was finished and the ramp was opened again on August 23rd. On August 30th, I visited the library. I found a gentleman sitting on the front steps using the WI-FI. I took hold of the balustrade to walk up the steps and it separated a few inches from the banister. It has been temporarily fixed and a permanent fix is underway.

Total expenses are \$1455.26

We will supply the receipts if this part of the grant is funded.

Labor - taking out the old ramp boards, replacing with new plywood, putting down 2 coats of ramp paint – with grit and caulking the adjoining board- 18 hours @\$25= \$450

Materials - plywood boards, paint for the ramp, nails, taking the used plywood to the recycling center - \$880.26.

Labor and materials for fixing the balustrade- Labor \$50

Wood and fasteners - \$125

2023-2024 COMMUNITY GRANT PROGRAM APPLICATION

1. **Organization:** MEALS FOR SENIORS, INC.

2. **Non-Profit #:** [REDACTED] – Non-Profit 501 (c) (3) since 2003

3. **Mailing Address:** PO Box [REDACTED]
Rockaway Beach, OR 97136

4. **Telephone Number:** 503-317-8967

5. **Email:** [REDACTED] or mealsforseniorsinc@gmail.com

6. **Contact Person:** Theresa Bruneau

7. **Requested Amount:** \$10,000

8. **Project/Use for funds:** Food procurement and specialized containers for deliveries.

9. **Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines:** Please see attached.

"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 [REDACTED]

August 21, 2023

Mayor McNeilly and Members of the Council
Mr. Luke Shepard, City Manager
City of Rockaway Beach
PO Box 5
Rockaway Beach, Oregon 97136

Dear Mayor McNeilly, Council Members and Mr. Shepard:

Meals for Seniors, Inc. of Rockaway Beach is pleased to submit our application for funding through the 2023-2024 Community Grant Program. Meals for Seniors, Inc. prepares, serves, and delivers freshly cooked, hot and nutritious meals to senior citizens. This application is in the amount of \$10,000 and would be used for two purposes:

- **The purchase of food for our program.** Our 2023 budget for the purchase of food is \$26,000 and we are requesting \$6,567 to assist in the purchase of food. We are a Member Agency of the Tillamook Regional Food Bank and we receive donations from the Tillamook Creamery, local hatcheries and in the summer, we receive produce from farmers, gardeners and gleaners. We also have to purchase large quantities of food which we obtain from Costco, and the US Chef Store in Warrenton and Fred Meyer and Safeway in Tillamook. Inflation as well as the general and sustained increase in the cost of food, there continues to be a considerable impact on our food budget. In 2022 our food budget alone was \$18,000, increasing to \$26,000 in 2023 for an \$8,000 increase in one year. With inflation and increases in food prices, we expect the same level of increase in 2024, if not more.
- **Purchase of specialized meal packaging containers for our homebound deliveries.** We are requesting \$3,433 for the purchase of these containers. Our food is freshly prepared and still hot upon packaging and delivery and we must use special food containers and vacuum-seal them, so that the food is hot when received by our seniors. While the food inside remains hot, the container is not hot to the touch; an important feature for our elderly. We also package meals in these same types of containers so that they can be frozen and then reheated easily, either in a microwave or traditional oven. When we deliver meals to our home-bound patrons three times a week, we also deliver additional frozen meals in these containers and fruit and snacks so they have a nutritious meal for other days of the week. For some of our patrons, this is the only meal they will have on any given day. In order to obtain the best pricing for these containers, we order a year's supply of these specialized containers. They cannot be re-used, but are recyclable.

We purchase these containers from a company in Grand Rapids, Michigan (Oliver Packing Equipment Company), which focuses on bakery equipment and meal packaging. There are no known suppliers in Oregon or the Pacific Northwest. Attached you will find a quote for

the purchase of 7,200 containers. This will provide enough to last about a year. We purchase two types of containers; one has two compartments and the other has three compartments.

We use a particular type of machine to vacuum-seal the meals and must also purchase a specialized type of film to seal the meal. We will need eight rolls of sealing film. We obtained a quote dated August 16, 2023 (attached) in which the cost for 3,200, three compartment containers and 4,000 two compartment containers is \$2,740.14. The cost of the seal rolls is \$692.96 for a total cost of \$3,433.10. There are no shipping costs.

Meals for Seniors, Inc. addresses the following **Program Criteria:**

- **Provides assistance for essential utilities, food, medical needs, clothing or shelter.**

Food

For 20 years, Meals for Seniors, Inc. has provided food for senior citizens; most of whom are on fixed incomes and many of whom are homebound. We prepare freshly cooked, hot and nutritious meals three days a week, 52 weeks a year. For our homebound seniors, we ensure they have meals, fruit and snacks for six days a week. In 2022 we prepared 12,058 meals, of which 7,263 were delivered and 4,795 served in our dining hall.

In the summer we also host a free, ice cream social to thank the community for their support. In 2022, our first year for this free event, 80 people attended and this year we are planning for 200 people to come have ice cream (all of which is donated by employees of the Tillamook Creamery!)

We support community volunteers who sponsor a Thanksgiving Dinner which is free to the community.

In December we host special holiday events for our seniors, which includes special meals, entertainment and gift baskets.

In 2022 our long-time cadre of volunteers gave us 4,618 hours of their personal time to the community and our volunteer drivers logged in 6,708 miles to get meals to the homebound. Since our inception in 2003 we have prepared, cooked/baked, served, packaged and delivered over 203,000 meals to our local seniors!

Medical Needs

- We conduct a Flu Shot Clinic every fall.
- We provide flyers for health assistance such as for Medicare and Medicaid, flyers for fitness and access to COVID-19 vaccinations, etc.
- We have a working relationship with Tillamook Adventist Health Social Services where they refer patients to us who need meals after surgery, during rehabilitation, etc. and we are then able to deliver food and do welfare checks.

Essential Utilities/Clothing

In the Fall of 2021 we organized a separate program called the *Family Fund*. The *Family Fund* is a dedicated fund within the overall non-profit umbrella of Meals for Seniors, Inc. Monies for these efforts are raised completely separately from our food program. We provide utility, clothing and holiday assistance to families who might otherwise “fall through the cracks”. Families are vetted through our partnership with Tillamook County CARES and local utilities.

In December, 2021 we selected 11 families for our holiday efforts. There were 33 children in these families, ranging from newborn to 16 years of age. In 2022 we raised \$18,816 from individuals and two other non-profit organizations. During the 2022 holidays we selected 17 families with a total of 50 children ranging from newborn to 18 years of age. We provided clothes, toys, educational items, significant food baskets and Fred Meyer gift certificates.

We work with the customer service departments of local electric and water/sewer utilities to help families who are in desperate need of assistance with utility bills and we do this throughout the year. Our *Family Fund* is managed by a three-member committee of Meals for Seniors, Inc. Board members.

- **Provides educational or recreational opportunities for children or seniors.**

Having open dining room service provides critical socialization for our senior citizens – both among themselves and interaction with our volunteers. We are open Monday, Wednesday and Friday, 52 weeks of the year and seniors join us for about two hours each of those days, or close to 6 hours a week.

- **Generates/supports economic activity in Rockaway Beach**

St. Mary by the Sea Church is the only community-based facility in Rockaway Beach that has an Oregon Health Authority approved kitchen with adjacent dining room. In addition to hosting our meals, we use these facilities to host fundraisers each year (Winter Prime Rib Dinner and 5 French Toast Breakfasts throughout the year and Silent Auctions/Sales). In addition, we help to support a free community-wide Thanksgiving Dinner. The five French Toast Breakfasts are held on holiday weekends and are legendary for attracting second homeowners and visitors, as well as locals, thus helping to support the community economically. For the second year we will have hosted our free Community-wide Ice Cream Social. Ice cream is donated by employees of the Tillamook Creamery and this is a good opportunity to simply thank the community for their support.

We believe that a variety of continuous community events, much like what the City provides throughout the year, help to attract visitors and second homeowners alike and we are proud to be able to contribute in some small way to these overall efforts. Our events are posted on social media and we put up printed fliers throughout the community and we put up our “sandwich boards”, all helping to promote Rockaway Beach through our own unique efforts.

Continuously since 2003 we have provided a part-time permanent job, with benefits for one employee.

Also, as we reported to the City Council in our Final Report for the grant we received in 2022, we have also just completed a significant project that will allow us to better serve our communities in general. Through generous grants from the Loren E. Parks Foundation, St. Mary by the Sea Church, the Tillamook PUD and the Oregon Food Bank, we were able to complete a major re-model of our kitchen facilities. The Beach Bite Restaurant in Rockaway Beach also loaned us their complete kitchen facilities during the re-model process so that we could continue our food preparation, service and deliveries uninterrupted. The Dining Hall we use is 80 years old, having been built in 1943. The kitchen cabinets were original to the building; the countertops were replaced only once since 1943. The dishwashing machine was 30 years old and failing. Electric and plumbing infrastructure was not up to code and we had only an old donated residential size generator for emergencies.

A key part of this work was to install up-to-code and additional electrical wiring and to purchase a large commercial grade generator – all of which has been done. We believe we are now the only community-based, Oregon Health Authority permitted kitchen in this area and along with our dedicated and long-time volunteer pool we now have the capability to prepare and serve meals to the wider community in the event of a natural disaster or weather-related emergency.

Related to the City's **Evaluation Considerations**:

- **The requesting organization's history of success.**

Meals for Seniors, Inc. has been in continuous business in Rockaway Beach as a registered non-profit for 20 years. We provide services 52 weeks of the year. The need for our services increases each year. In 2003 we served 3,387 meals and in 2022 we prepared 12,058 meals. As previously mentioned, since 2003 we have served over 203,000 meals to our vulnerable senior citizens. On an annual basis we receive grants, donations from individuals and businesses and donations from those who partake of our meals. We do not receive guaranteed funding. We are humbled to say that with our dedicated volunteers, incredible donors, and good management, we have been able to provide for our senior citizens, even during extraordinary times such as with the COVID pandemic.

- **The organizational and financial stability of the requesting organization.**

In 2003, Meals for Seniors, Inc. was registered as a Federal 501 (c) (3) corporation. We have a 13-member board of directors; Bob Dempster, our Vice President has been on the board since its inception. Board members not only serve on the Board but are also active in all aspects of managing and operating the organization – from managing our coin canister fundraising program to supervising volunteer drivers, to managing the kitchen operations, to fundraising, to managing our finances and beyond. The Board meets monthly.

Meals for Seniors, Inc. derives its revenues from 1.) donations from individuals, businesses, and the community at large 2.) grants from foundations, businesses and other non-profit organizations and 3.) donations from those who partake in meals, and 4.) our own

fundraising activities. We do not receive on-going state, national or federal funding, nor are we affiliated with any state or national organization. We believe a diversified income strategy serves us well over time, and to date, that strategy has worked. Our 2023 calendar year budget is \$107,780.

In addition to these metrics we have a number of financial metrics that we measure on a monthly basis. We contract with Weitman & Simpson, LLC in Tillamook to review our financials on an annual basis, manage our payroll, prepare taxes, and report to the State of Oregon on our corporation and non-profit status.

- **The number and types of community members served by the request.**

Meals for Seniors, Inc. serves senior citizens, including those who are active enough to come to our dining facility to partake of meals and visit with their friends and neighbors. A key component of our services is to deliver meals to our most vulnerable home bound senior citizens. Geographically, we serve senior citizens from Nehalem to Bay City, while the majority are within Rockaway Beach. No one is ever turned away, regardless of their age. We are now finding hungry people in our community who are not senior citizens.

We keep our statistics by the number of meals served each month, as our service population shifts from time to time. For the first seven months of 2023 (January 1-July 31, 2023 we have served 7,186 meals, of which 2,763 meals were served in our dining facility and 4,423 were delivered to the home bound. Our numbers for serving meals in our dining room were down because we were re-modeling our kitchen and seniors picked up meals from the Beach Bite restaurant. We cannot thank them enough for generously loaning us all of their facilities during the re-model so that we could continue with uninterrupted service.

Based on these numbers we anticipate preparing, serving and delivering 12,318 meals in 2022. While not part of this funding request, our *Family Fund* provides help to families.

- **The ability to measure and track the effectiveness of the project or service.**

On a monthly basis the Treasurer reports to the Board the following information:

- Total number of meals prepared.
- Total number of meals delivered to the homebound.
- Total number of meals served in the dining room or picked up.
- The number of volunteer hours by all volunteers.
- The number of volunteer hours provided by the Board of Directors.
- The number of miles driven by our volunteer drivers.

Related to our fundraising activities we also measure the following:

Number of people served at the French Toast Breakfasts and Prime Rib Dinner.

On a periodic basis we conduct a *Customer Satisfaction Survey*, where we ask our seniors the following questions:

- What are your three favorite entrees?
- What is your least favorite entrée?

What items would you like to see more of?
What items would you like to see less of?
What town do you live in?
Additional comments.

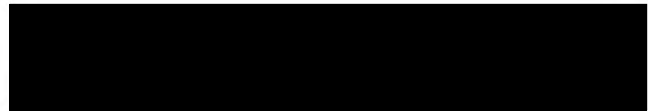
We plan to conduct this survey again toward the end of 2023.

- **Community grant funds will not be used for travel, budget deficits or for routine operating expenses.**

We commit that any granted funds will not be used for travel, budget deficits or routine operating expenses, such as rent, insurance, etc. Funds would be used to purchase the specialized containers we must use for the delivery of meals to the homebound. Funds would also be used for the purchase of food and receipts will be included in the project final report.

Thank you for the opportunity to apply for these Community Support funds.

Sincerely,

A solid black rectangular redaction box covering the signature of Theresa Bruneau.

Theresa Bruneau, President

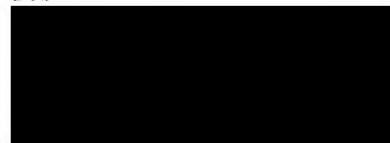
Attached: Cost quote from Oliver Packaging & Equipment Co.

8/16/2023 5:20:53 PM

Estimate No: E000009322
 Quote Date: 8/16/2023
 Expiration Date: 9/15/2023
 Salesperson: 119

Invoice To: 24568
 Bob
 Meals For Seniors Inc
 PO Box 852
 Rockaway Beach OR 97136-0852
 United States

Deliver To: Bob

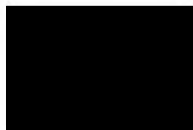


No.	Item	Description	Quantity	U/M	Unit Price	Net Amount	
1	58103T	Tray 3C Fiber 18/7/7oz Turn Flange	4.000	CA	304.46000	1,217.84	USD
2	7230-6262T	Tray 2C Fiber 22/11oz Turn Flange	5.000	CA	304.46000	1,522.30	USD
3	62098	Film Roll 8.75" 1461' 50 OCLF	8.000	RL	86.62000	692.96	USD

Remit To:

Sale Amount: 3,433.10
 Order Disc(0.0000%): 0.00
 Surcharge: N/A
 Sales Tax: 0.00
 Misc Charges: 0.00
 Total Amount: 3,433.10

Wire To:
 Bank Transit Number:
 Account Number:
 Payment Terms:
 Special Instructions:



Net 30
 REMIT TO: PO Box 8506 CAROL STREAM, IL 60197-8506 Governed by Terms & Conditions found at: www.oliverquality.com

Rockaway Beach Community Grant Application SEP 05 REC'D

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



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- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activities in Rockaway Beach.

In evaluating requests, the city will consider the following criteria:

- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: Rockaway Beach Volunteers
2. Non-Profit #: none
3. Mailing Address: [REDACTED] Rockaway Beach, OR 97136
4. Telephone No.: [REDACTED]
5. Email: [REDACTED]@gmail.com
6. Contact Person: Sandra Johnson/Robin Swain
7. Requested Amount: \$2,000
8. Project/Use for funds: purchase of t-shirts, sweatshirts, hats and equipment for core volunteers
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) CityHall@Corb.us
- 2) City of Rockaway Beach
Community Grants
276 S Hwy 101, PO Box 5
Rockaway Beach OR 97136

For additional information please contact the City Hall at CityHall@corb.us or by calling 503-374-1752.

City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2023

Effective Date: 2023

Approval: City Council

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- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement on the City Website announcing the city will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.
- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.

- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number, and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.

September 3, 2023

Dear Rockaway Beach City Council,

Rockaway Beach Volunteers is an informal, non-profit collaboration between Robin Swain, Sandra Johnson, and members of the public who are interested in helping with community events and improvement projects, regardless of sponsorship. The collaboration began in 2021 after Robin Swain submitted a FaceBook post commenting on the lack of community activities following the Covid pandemic social distancing requirements and the need to begin initiating new and traditional community activities and improvement projects. Many full and part-time residents of Rockaway Beach commented on their willingness to volunteer to help get the community activities organized and successfully carried out. Robin accepted Sandra Johnson's offer to help set up a volunteer database and to help organize the volunteer efforts.

Since those initial communications, Robin and Sandra have created a database with names and contact information for over 75 people who have expressed an interest in helping with Rockaway Beach activities. When they become aware that an activity is being planned for the community and that volunteers are needed to assure success of the activity, they send emails and post on Facebook the nature and time of the volunteer opportunities and provide direction on how to sign up to assist with those activities. In most cases, Robin and/or Sandra attend the volunteer activities and help coordinate the volunteers with the tasks to be accomplished.

Since 2021, Rockaway Beach Volunteers have helped to provide volunteers for activities sponsored by the City, the Rockaway Beach Chamber of Commerce, and the Rockaway Beach Business Association. They have also organized a community clean-up day to rid the roadsides north of downtown to Lake Lytle of unsightly litter.

Rockaway Beach Volunteers have now had two successful years of assisting with the annual Easter Egg Hunt, the patriotic bunting installation on our main street businesses, the 4th of July parade, the 5th of July Solve Beach Clean Up, and the annual holiday tree lighting. Also, new this year, the Rockaway Beach Volunteers have helped provide volunteers for the World Famous Wiener Dog Races following the 4th of July parade and have helped in recruiting knowledgeable volunteers for the Chamber's Information Booth in the Caboose.

Rockaway Beach Volunteers participate in activities that help to generate and support economic activities in Rockaway Beach by enabling the City, the Business Association and the Chamber of Commerce to promote and carry out events that draw in many visitors who then frequent our business, dining and lodging establishments. **Rockaway Beach Volunteers also provide recreational opportunities for children** by promoting and assisting with the annual Easter Egg Hunt and by encouraging parents to bring their children to the beach clean up

activities. As a result, Rockaway Beach Volunteers, which is a non-profit collaboration, meets the criteria in applying for a Rockaway Beach Community Grant.

Rockaway Beach Volunteers is applying for a \$2,000.00 grant to the group to pay for the following:

- 1) **EQUIPMENT:** To purchase equipment such as litter grabbers, rakes, and plastic gloves for use by volunteers who participate in beach and community clean up activities. Purchase of a minimum of 10 litter grabbers at an estimated cost of \$8 to \$16 each (\$160), 5 rakes at an estimated cost of \$20 each (\$100) and plastic gloves at an estimated cost of \$10 per 100 (\$10) would total a cost of \$270 for equipment.
- 2) **ATTIRE:** T-shirts, sweatshirts and hats bearing the Rockaway Beach Volunteers name and logo, to be provided to volunteers who have participated in a minimum number of Rockaway Beach Volunteers related volunteer activities. The hats, T-shirts and sweatshirts will provide an incentive to community members to assist in local events and will reward our volunteers for their time and efforts donated to our community. The attire will also signify who the volunteers are so that visitors can ask activity and local questions, obtain directions, etc. The attire will also provide awareness to residents and visitors of the commitment and support that many in our community contribute to making our City a great place to live and to visit. The cost estimate to obtain the minimum number of 36 logo printed sweatshirts is \$1,011.96, 26 logo printed hats is \$340 and 36 logo printed t-shirts is approximately \$280.00. The minimum estimated cost for attire totals approximately \$1,632.
- 3) **PRINTING.** Costs associated with printing flyers seeking volunteers for Rockaway Beach Volunteers and related community sponsored activities, as well as posters to be used to help organize volunteer sign-ups at community events is estimated to be \$100.

Rockaway Beach Volunteers' activities have, to date, been funded by out of pocket expenditures and equipment loans by its volunteers and the City. It currently has no funds on hand. Notwithstanding that, it has been very successful in serving all of the members of the community and thousands of visitors during our holiday and special events.

The co-coordinators of Rockaway Beach Volunteers have the ability to track the effectiveness of the organization's service by including in its database the number of volunteers who participate in the events it helps carry out and compare those numbers from previous similar events. In the past years, the number of volunteers and the number of events Rockaway Beach Volunteers has helped with has consistently increased.

It is understood by Rockaway Beach Volunteers that, if awarded, the grant funds will not be used for travel, budget deficits or for routine operating expenses. The funds will be used solely

to cover the expenses of printing, attire and equipment, in the approximate amounts as outlined above.

Rockaway Beach Volunteers thanks the City Council for its consideration of this grant request.

Respectfully,



Sandra Johnson, Co-Coordinator
Rockaway Beach Volunteers



Robin Swain, Co-Coordinator
Rockaway Beach Volunteers

Rockaway Beach Community Grant Application

SEP 05 REC'D

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



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Please type or print clearly:

1. Organization: Rockaway Writers Rendezvous
2. Non-Profit #: _____
3. Mailing Address: [REDACTED] Bay City, Oregon 97107
4. Telephone No.: [REDACTED]
5. Email: [REDACTED]@gmail.com
6. Contact Person: Don Backman
7. Requested Amount: \$5,000.00
8. Project/Use for funds: Rockaway Writers Rendezvous
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

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City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2023

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City of Rockaway Beach

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- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.

September 5, 2023

Rockaway Beach Community Grant Application

Project Name: 2nd Annual Rockaway Writers Rendezvous Workshops

Project Applicant: Rockaway Writers Rendezvous

Amount requested: \$5,000.00

Background:

The Rockaway Writers Rendezvous is a Writer's Workshop targeting all genres of writing and includes short and long fiction, short and long non-fiction, poetry, cookbooks, and songwriting. The event features a three-day series of individual workshops led by experienced authors in various genres. Funds are raised by an entrance fee. Last year this fee was \$10.00. Funds are also raised by raffles and by donations. This is a three-day event.

The event is designed to raise funds for the Neah-Kah-Nie High School scholarship fund and is earmarked for students going to college to study writing in one of its many forms. This last year, the Rockaway Writers Rendezvous awarded two \$500 scholarships to two 2022 graduates. All proceeds benefit scholarships for Neah-Kah-Nie students attending colleges of their choice. The partnering organizations are the Tillamook County Parks Foundation and a growing list of local non-profit and educational organizations and institutions.

Eligibility: The Rockaway Beach Writers Rendezvous is not yet a 501C3 non-profit. However, this project provides essential educational opportunities for children and seniors through the Rockaway Writers Rendezvous workshops. These workshops will bring residents and visitors to Rockaway Beach who will likely purchase beverages and food at local businesses. In addition, this will benefit students from the entire Neah-Kah-Nie school district. We believe our project meets the eligibility requirements.

Criteria:

1. The requesting organizations' history of success and fulfillment of previous grant obligations.
- ❖ The first year of Rockaway Writers Rendezvous was a success. As a first-year activity, it brought an estimated 350 visitors to the community for the three-day event during the off-season.
- ❖ The partnering non-profit organization, the Tillamook County Parks Foundation, has been in existence since 2017. During the 6 years of the foundation's existence, it has been involved in successful charitable operations. The Rockaway Writers Rendezvous is an example of current activity.
- ❖ This is our first grant application. The Rockaway Writers Rendezvous operated during the April, 2023 event through the donation of space in the Rockaway Roastery, a local business which also was one of the sponsors of the event. Local businesses and businesses throughout Neah-Kah-Nie School District ranging from Manzanita to Bay City donated services and raffle items. Cosmo Jones donated website development and publication design. The Beach Beagle printed fliers and posters. The committee donated their time toward planning and putting on the event. The

Tillamook County Parks Foundation agreed to donate their time to partner and handle donations and funds.

- ❖ The Rockaway Writers Rendezvous is the project applicant and operates in partnership with the Tillamook County Parks Foundation, a 501 C3 organization.

2. The organizational and financial stability of the requesting organization.

The requesting organization is the Rockaway Writers Rendezvous event committee in partnership with the Tillamook County Parks Foundation. All funds are handled by the Tillamook County Parks Foundation which this year will require 5% for administrative purposes.

3. The number and types of community members served by the request.

- ❖ The Rockaway Writers Rendezvous will serve approximately 700 school-age students through supporting Journalism and Writing in the Neah-Kah-Nie School District.
- ❖ This program will also benefit senior citizens in Rockaway Beach and North Tillamook County through the development of writing activities such as workshops, seminars, speakers, and open microphones. Many seniors in Rockaway Beach, whether full-time or part-time residents are involved in various forms of writing and author many works each year. Senior Citizens represent an estimated 30% of the Rockaway Beach population.
- ❖ Rockaway Beach is a center of writing activities, including the Oregon Writers Colony. The Oregon Writers Colony Retreat House is located in Rockaway Beach.

4. The ability to measure and track the effectiveness of the project or service.

- ❖ The Rockaway Writers Rendezvous committee maintained careful records through the 2023 planning and event.
- ❖ As a 501 c3 non-profit, The Tillamook County Parks Foundation handled donations and created financial records.

5. Grant funds will not be used for travel, budget deficits, or for routing operating expenses.

- ❖ Grant funds will not be used for travel, budget deficits, or for routine operating expenses. Grant funds will be used for event promotion, venue costs, equipment and furnishing rentals, contest prizes, student awards, an anthology of student works, and a stipend for workshop leaders.

Budget:

- Student and Contest Participant Anthology:
 - Graphic Designer \$650-800
 - Editor: \$350-600

- Printing (100 copies) \$1,100.00
- Student Contest Prizes: \$500
- Adult contest prizes: \$500.00
- Total cost for contest and anthology: \$3,000.00
- Note: The committee intends to seek donated services and prizes as much as possible to reduce the Anthology cost. Anthologies will also be available for purchase by participants, families, and other interested parties after the event, offsetting the cost.
- Rockaway Writers Rendezvous Venues:
 - Facilities rental fees:
 - Rockaway Beach City Hall Rental Fees:
 - St. Mary's By the Sea meeting hall:
 - Oregon Writers Colony Meeting House: 00.00 (donated)
 - Rockaway Roastery: Donated meeting space
- Tillamook County Parks Foundation administration fee – 5%
- Advertisement and promotion:
 - Tillamook County Pioneer: 00.00 Donated
 - Headlight Herald: 00.00 Donated
 - KTIL Radio: 00.00 Donated
 - Graphic Design: 00.00 Donated by Cosmo Jones
 - Printing (posters, fliers): Estimated \$1,200.00
 - Social Media advertising, advertising in writing organization newsletter: 00.00 (donated)
 - Photography and videography: 00.00 Donated by Don Backman Photography
- Stipend for presenters:
 - High-profile presenter to attract attention:
- Insurance (needed for other venues): estimated \$200.00

Anticipated Revenue sources:

- Adult fees to enter the contest.

- Anthology purchases by adults. Each student with works in the Anthology will receive one copy free. Contest winners will receive prizes.
- Adult entrance fees to the event.
- Additional donations.
- Raffle tickets for Raffle Baskets.
- Additional grants.

September 5, 2023

City of Rockaway Beach

Community Grants

276 Hwy 101, PO Box 5

Rockaway Beach, OR 97136

Subject: Letter of Support, Rockway Writers Rendezvous Workshops Grant application

Thank you for the opportunity to apply for this grant. This grant will be used to help put on the Second Annual Rockaway Writers Rendezvous. Literacy, reading, and writing are skills that our students are in desperate need of. A large part of understanding the misinformation and the accurate information we are all inundated with comes down to literacy. Students today have limited opportunities to write creatively, whether writing fiction, non-fiction, or other genres such as poetry or journalism. The emphasis in the state standards is on technical writing and schools have had to focus their efforts on that aspect to the detriment of other areas.

In addition, today's graduates are often encouraged to go into hard sciences, or the Science, Technical Education, and Math fields. However, there is a need for students with other skills in writing. Journalism is one example. Teaching writing is another. Students who want to enter these fields need opportunities to earn scholarships to help further their dreams.

Finally, creative writing, poetry, songwriting, and journalism need to be encouraged throughout the curriculum. Students need a reason to write. Humans are creative creatures and we need to find ways to create. Writing is one avenue to do this.

This event benefits Rockaway Beach in a variety of ways:

The Second Annual Rockaway Writers Rendezvous scheduled for April 2024 benefits children in Rockaway Beach and upwards of 700 students in the Neah-Kah-Nie School District by raising funds for scholarships. The scholarship funds raised are used for attending the college of their choice. They can also be used to help fund students who want to attend a Writing Workshop or a Summer Journalism

Camp. When the annual event is able to raise enough funds, the groups will also sponsor writing competitions for students in the Neah-Kah-Nie School District.

The Rockaway Writers Rendezvous also benefits senior citizens through the development of writing activities such as workshops, seminars, speakers, and open microphones. Many seniors in Rockaway Beach, whether full-time or part-time residents are involved in various forms of writing and author many works each year. Rockaway Beach is a center of writing activities, with many writers coming to coast to follow their muse. The Oregon Writers Colony Writers retreat house is located in Rockaway Beach. This grant will organize a formal activity and attract seniors to the town which will benefit local businesses.

The 2023 Rockaway Writers Rendezvous was a success. As a first-year activity, it brought in visitors to the community during the off-season for a three-day weekend. The first year proved the viability of the concept and has earned offers from organizations such as the Hoffman Center, and Oregon Writers Colony. Mudd Nick Foundation and other groups have expressed interest in becoming involved.

The partnering non-profit organization, the Tillamook County Parks Foundation, has been in existence since 2017. During the 6 years of the foundation's existence, it has been involved in innumerable charitable operations. The Rockaway Writers Rendezvous is an example of a current activity. The Tillamook County Parks Foundation is a stable organization as its 6-year history will attest. The Rockaway Writers Rendezvous is partnering and cooperating with a growing list of local non-profit and educational organizations and institutions.

This event can potentially serve nearly every full-time and part-time resident, plus visitors. Rockaway Beach has a population of over 1,400 residents. The number of part-time residents and visitors can expand greatly depending on the weather and the activities.

Approximately 250 students at Neah-Kan-Nie High School will be invited to participate in writing activities during the event.

Adult writers and adults interested in writing will be able to participate in a number of workshops, seminars, writing competitions, open microphone activities, and other activities.

30%, or approximately 450 residents in Rockaway Beach, are in the 65 years of age and above category. Most of these are retirees. A large percentage of second homeowners and visitors are also in that same age range, they can benefit from activities that they can take part in for self-enrichment and for their writing hobby.

The success of the project will be measured in the amount of money raised for scholarships, in the number of participants in the activities, and the number of school-aged participants.

The funds will be used to put on the Rockaway Writers Rendezvous:

- Bring in writing experts to teach workshops.
- Rent space for workshops and activities.
- Rent tables, chairs, and other necessary furnishings (depending on the venue).

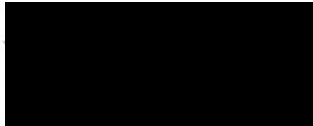
- Prizes for student competitions.
- Production, Editing, and Printing Costs of an anthology of student work.
- Produce professionally developed materials for advertising such as flyers, banners, ads in trade journals, and other advertising channels.
- Prizes for fundraising activities.

The Rockaway Writers Rendezvous Committee is made up of Robin Swain (local resident, experienced journalist, and business person), Neal Lemery (Tillamook County resident and chair of the Tillamook County Parks Foundation, retired judge, published author), Cosmo Jones (Local resident and co-owner of the Rockaway Roastery, published musician), Kizzie Elizabeth Jones (published author, part-time resident), and Don Backman (professional photographer, retired teacher, editor, freelance writer).

We appreciate your consideration and hope we have success.

Sincerely, Don Backman

Contact information:



Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



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Please type or print clearly:

1. Organization: Sea Turtles Forever.org
2. Non-Profit #: [REDACTED]
3. Mailing Address: PO Box [REDACTED] Seaside, Oregon 97138
4. Telephone No.: [REDACTED]
5. Email: [REDACTED]
6. Contact Person: Marc Ward
7. Requested Amount: \$20,000.00
8. Project/Use for funds: Beach filtration
9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

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City of Rockaway Beach

Policy: Community Grant Criteria

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- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement on the City Website announcing the city will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.
- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.

- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number, and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.

Proposal for funding of beach filtration at Rockaway Beach, Oregon.

8/1/2023

The issue of marine microplastic landfall on Oregon beaches has been increasing for the last decade or more. The non-profit organization Sea Turtles Forever (STF) developed a patented system that efficiently removes all marine microplastic from affected beaches. STF has been successful at maintaining a clean beach environment in Cannon Beach for the last 13 years, running filtration during the summer months 5 days a week with an experienced team of operators and directing teams of volunteers.

I have been asked to bring our team to Rockaway beach for several years by several citizens from Rockaway, so I am outlining the potential for an operation in Rockaway in this request for funding.

STF has been a registered non-profit organization since 2004 and involved in environmental operations since 2001. We are a small non-profit with an annual budget of around \$50K but have done some incredible work over the course of two decades. We have two operational priorities as seen on our website – www.seaturtlesforever.org.

Our work with marine microplastic landfall has been very successful and is on a global level. We have helped people all over the world maintain their beaches in a microplastic free condition. The map on our marine debris page of the website illustrates the locations we have helped equip and operate remediation efforts. Locally we have been operating at Fort Stevens State Park, Ecola State Park, Chapman Point, Neccus Park, Whale Park, Oswald West State Park, Manzanita, Lincoln City and Newport. We plan on running an operation at Neskowin this summer. We have worked closely with State Parks and also Tillamook County Solid Waste Department.

This operation serves all community members that use the beach for recreation or economic benefit.

We log every day of work on the beach by number of staff on site, hours worked and pounds of debris removed. Last year we worked 62 days at Cannon Beach with three to four staff and had 35 volunteers. We removed 2500lbs of debris at that beach. We Always track what happens on the beach daily and work with Rose Marie Sibley's accounting office to run payroll.

The operations of microplastic filtration are not environmentally invasive, the operation has been fully permitted under strict guidelines by the State of Oregon Department of Parks and Recreation. We work closely with Parks officials, and they often assist us with operations. Tillamook Solid Waste also assists us with operations.

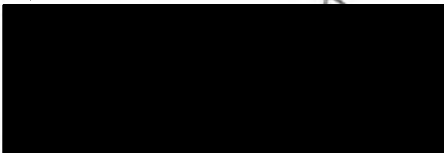
We do have a volunteer component that is an asset to operations but to succeed at filtration of an entire beach takes experienced operators directing any volunteer groups that we incorporate. This month we had one group of 12 volunteers for Fogarty Creek State Park, we have another group of 50 volunteers coming to Manzanita and a group of 80 volunteers planning for Neskowin in August. These groups are a real asset but they need the right equipment and professional direction to get the work done efficiently. Operating the filtration screens is not complicated but running the operation efficiently takes experience, direction and the right tool set in coordination with municipalities and state entities.

We normally spend approx. \$25K over the course of the summer to maintain Cannon Beach area beaches in a pristine condition. We have not run any filtration at Rockaway Beach in the past so the first year would be developmental and we would get data that would indicate exactly what we need for that location. Although landfall varies year to year it has been very consistent in locations we have worked for a decade or more and we know what to expect at each site.

The environmental impact of marine microplastic in the ocean is enormous. NOAA estimates that 1,000,000 sea birds die each year from ingesting marine microplastic. Countless other marine organisms are affected. Beach filtration is the only known way to remove these deadly plastics from the environment. I see filtration of microplastic landfall as an opportunity to protect the overall health of our oceans.

I have been asked to bring our operations to Rockaway Beach, so I am doing my best to facilitate the initiation of a project there. I have done this for many communities around the world and Oregon is my home state, so I am determined to do my best to remediate this situation here on our beautiful Oregon Coast. It takes resources to run a successful operation so I am asking for funding to facilitate this undertaking.

Marc W. Ward



Executive Director

Sea Turtles Forever.org

503-739-1446

RESOLUTION NO. 23-996

A RESOLUTION ADOPTING A PUBLIC RECORDS REQUEST POLICY

WHEREAS, Oregon Public Records Law (ORS 192.311 to 192.478) requires that a public records policy be in place; and

WHEREAS, the Rockway Beach City Council wishes to update its city-wide public records request policy; and

WHEREAS, Oregon Public Records Law allows the city to establish fees reasonably calculated to reimburse the city for its actual cost of making public records available;

NOW, THEREFORE, BE IT RESOLVED, that:

Section 1. The City of Rockway Beach City Council hereby adopts the City of Rockway Beach Public Records Request Policy, attached as Exhibit A.

Section 2. Any public records request policy or procedure in effect before October 11, 2023 is hereby repealed.

APPROVED AND ADOPTED BY THE CITY COUNCIL, AND EFFECTIVE THE 11TH DAY OF OCTOBER 2023.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder



CITY OF ROCKAWAY BEACH PUBLIC RECORDS REQUEST POLICY

POLICY NUMBER: 200.1	EFFECTIVE DATE: REVIEWED: REVISED:
CATEGORY: Records Management	RELATED DOCUMENTS: Resolution 19-674 – providing for fees Resolution 23-996 - adopting this policy

I. Purpose and General Information

It is the policy of the City of Rockaway Beach to make public records easily accessible to interested parties. The City of Rockaway Beach recognizes that Oregon Public Records Law (ORS 192.311-192.478) gives members of the public the right to inspect and copy public records that are not otherwise exempt from public disclosure. It is the policy of the City of Rockaway Beach to respond to public records requests in an orderly, consistent and reasonable manner in accordance with Oregon Public Records Law.

The purpose of this Policy is to:

- Establish an orderly and consistent procedure for responding to public records requests;
- Establish the basis for a fee schedule designed to reimburse the City for the actual costs incurred in responding to public records requests; and
- Inform residents, staff and officials of the procedures and guidelines that apply to public records requests.

Although the city needs to respond to a request under the federal Freedom of Information Act (FOIA), Oregon public bodies are covered by the Oregon Public Records Law and are not bound by the timeframes or other requirements of the federal act.

The city is not required to create a public record to disclose the reasoning behind an action or knowledge the staff might have. The Attorney General’s Office has concluded that:

The Public Records Law does not require public bodies to create new public records. Nor does it require public bodies to disclose the reasoning behind their actions; answer questions about their records; analyze their records; or perform legal research in order to identify records that are responsive to a request.

II. Definitions

CITY OF ROCKAWAY BEACH
PUBLIC RECORDS REQUEST POLICY

A. “Business Day” means a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work.

A.B. “City” refers to the City of Rockway Beach and all employees, appointees and elected officials associated therewith.

B.C. “Custodian” refers to the City Recorder or his or her designee mandated, directly or indirectly, to create, maintain, care for or control a public record.

C.D. “Public Record” has the meaning established in ORS 192.311(4). In general, it refers to any writing containing information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics. A record may be handwritten, typed, photocopied, printed, microfilmed, or exist in an electronic form such as email or a word processing document, or other types of electronic recordings.

III. Procedures for Public Records Request

A. Making a Request

1. A request to inspect or obtain copies of a public record must be made in writing. Persons are encouraged to use the City’s Public Records Request Form that is available on the Forms page of the City’s website at: <http://corb.us>. Other forms of written requests will be accepted only if all of the following information required to respond to the request is provided, including name, address, email, phone, date of request, and a detailed description of the requested records including year of creation or range of dates. If electronic records are requested, keywords must be sufficient to locate the requested records.
2. The written request shall be delivered to the City Recorder either by email to cityhall@corb.us; or by accessing the Public Records section on the City’s website at <http://corb.us>. Requests may also be delivered in person, by mail, or by facsimile, to the City Recorder, P.O. Box 5, Rockaway Beach, OR 97136; 503-374-0641 (fax).

CITY OF ROCKAWAY BEACH
PUBLIC RECORDS REQUEST POLICY

3. Except as otherwise provided by these rules, public records will not be released for inspection or copies provided to the requestor unless the City receives payment of the required estimated fee from the requesting party.

B. Initial Response to Public Records Request

1. After receiving a request for a public record, the City will reply to the requester within five business days with one or more of the following responses:

- A statement that the City does or does not have custody of the requested public record(s);
- Copies of all requested public records for which the City does not claim an exemption from disclosure under ORS 192.311 to 192.478;
- A statement that the City is the custodian of some responsive records, an estimate of time in which copies will be provided or inspection will be available, and an estimate of the fees the requester must pay prior to receiving the records;
- A statement that the City is uncertain whether it possesses any requested records and that it will search for the requested records and respond as soon as practicable; or
- A statement that state or federal law prohibits the City from acknowledging whether the record exists and a citation to the relevant state or federal law.

CITY OF ROCKAWAY BEACH
PUBLIC RECORDS REQUEST POLICY

C. Clarification of Request

If the City receives an unusual request, or the scope of the request is unclear, the City may request additional clarification before responding to the request. Once the City makes a request for additional information or clarification, its obligation to complete its response to the request is suspended until the requester provides the information or clarification or affirmatively declines to provide additional information or clarification. If the requester does not respond to the City's request for clarification or additional information within 60 days, the City will close the request.

D. Completed Response Deadline

Within 10 business days after the date by which the City is required to acknowledge receipt of a public records request, the ~~city~~ City will either complete its response to the request or provide a written statement that the City is still processing the request and provide an estimated date by which the City expects to complete its response. The timeframes established to acknowledge and respond to a request do not apply if compliance would be impracticable due to staffing unavailability, the City's ability to perform other necessary services, or the volume of other public records requests being simultaneously processed. If the City cannot comply with the five-business day acknowledgement or ~~10~~ business day response deadlines, the City must complete the public records request as soon as practicable and without unreasonable delay.

IV. Fees.

A. The Oregon Public Records law [ORS 192.324(4)] allows the City to recover its actual costs in fulfilling a public records request.

B. Fees for public records requests are set by resolution by the City Council.

C. If a record contains exempt information, the city will provide a copy with the exempt portion redacted. The city may include the cost of having legal assistance to redact material in the charged fee.

D. The city will establish a fee that is reasonably calculated to reimburse the city for the actual cost of making public records available, and may include:

- Charges for the time spent by City staff to locate the requested public records, to review the records in order to determine whether any requested records are exempt from disclosure, to segregate exempt records, to supervise the requester's inspection of original records, to copy records, to certify records as true copies and to send records by special or overnight methods such as express mail or overnight delivery;

CITY OF ROCKAWAY BEACH
PUBLIC RECORDS REQUEST POLICY

- Fees set by the Council may be calculated at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request;
- Charges for the time spent by the city attorney reviewing, redacting and segregating records at the City's request;
- A per-page charge for photocopies of requested records; and
- A per-item charge for providing CDs, DVDs, audiotapes, or other electronic copies of requested records.

E. A listing of these fees is available on the city website. A request that would significantly disrupt staff's regular duties will be assessed a fee regardless of whether copies are provided.

F. The city may not establish a fee greater than \$25 unless the city provides written notice of the estimated amount to the requestor and the requestor confirms that they want the city to proceed. Pre-payment of at least half the estimated fee amount is required if the amount of the request is greater than \$25. If a requester fails to provide written confirmation of the estimated fees within 60 days of the City's estimate, the city will close the request.

V. Inspection of Records

A. Inspection of records will occur during regular City business hours, by appointment. All records shall be inspected at the City of Rockaway Beach's place of business. A person making a public records request may personally inspect the requested records, but the right to inspect records does not include the right to access file cabinets or the right to disassemble or change the order of records in files or binders. Original records may not leave the custody of the City. A City staff member must be present while any records are inspected to ensure protection of the records. If any person attempts to alter, remove, or destroy any record, the City staff shall immediately terminate review and notify the City Attorney.

B. If the City maintains copyrighted material, the City will permit the person making the request to inspect the copyrighted material, and may allow limited copying of such material if allowed under Federal copyright law. The City may require the requestor to obtain written consent from the copyright holder before allowing copying of such material.

VI. Application of Fees.

CITY OF ROCKAWAY BEACH
PUBLIC RECORDS REQUEST POLICY

1. A fee will not be charged if a requested document(s) is current and readily available and requires less than 5 minutes of staff time or resources to be made available.
2. All time for public records requests will be recorded in 15-minute increments. If the requester was required to make a deposit, fees will be debited against that deposit. If the fees are less than the deposit, the City will provide the records along with a refund of the deposit, less the fee. If the deposit is insufficient to cover the entire costs of completing the public records request, or the requester was not required to pay a deposit, the City will generate an invoice for the unpaid costs of completing the public records request. The requester must pay the amount owing before the City will deliver the requested records or make them available for viewing.

VII. Fee Waiver Request.

1. Under ORS 192.324(5), the custodian of a public record may reduce or waive fees if the custodian determines that doing so is in "the public interest because making the record available primarily benefits the general public." Application of the public interest test requires analysis of whether disclosure of a record will benefit the interests of the community or society as a whole, i.e., "the public." A personal benefit to be derived by the requester alone is insufficient to permit a fee waiver. Requests for a fee waiver should identify the reason for the request and the public interest served in waiving or reducing fees. The decision to waive or reduce fees is within the reasonable discretion of the City. Requests for a fee waiver or reduction must be evaluated on a case-by-case basis.
2. Requests for fee waiver or reduced fees may be made in writing to the City Manager at the contact address listed above. The City Manager shall determine if the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public and outweighs the cost of furnishing the record.
3. In accordance with ORS 192.324 (6), a requester who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or the district attorney in the same manner as a requester who petitions when inspection of a public record is denied under ORS 192.311 to 192.478. The Attorney General, the district attorney and the court have the same authority in instances when a fee waiver or reduction is denied as when inspection of a public record is denied.



City of Rockaway Beach, Oregon
Office of the City Recorder

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

PHONE (503) 374-1752

FAX (503) 374-0641

cityrecorder@corb.us

Public Records Request

Under state law, every person in Oregon has a right to inspect any **nonexempt** public record. To make a formal records request, submit this form to the Office of the City Recorder. The public records request policy is set by Resolution 23-996, and costs are established by resolution of the City Council. For Sheriff's Department requests, use the Sheriff's Office Records Request Form.

Name:

Phone:

Address:

Email:

Pursuant to ORS 192.311-192.478, I request inspection of the following records in your office:

(Please be as specific as possible. Clearly provide the type of record(s) requested, subject matter, date ranges, names of businesses and/or people involved, and key words. Attach additional sheet if necessary.)

How would you like to receive these records?

Email

Mail

Pick-Up at City Hall

Make appointment to view at City Hall

By signing this form, I understand that the City of Rockaway Beach (the city) has adopted reasonable measures to ensure the integrity of its records and effectiveness of its office operations. The city will respond in writing as soon as practicable and without undue delay. If any material contained in this request is exempt from disclosure, I understand the city will provide the name of the document and the reason for the exemption. I am aware that there may be costs related to this request based on the fee structure adopted by the City Council, and I am aware that I will be notified by the city if any fees need to be paid to complete this request.

Requestor Signature

Date

PUBLIC RECORDS REQUEST LOG 2023

PRR No.	Date of Request	Requestor Name	Staff Completing Request	Request Description	Acknowledgment Due (5 bus. days)	Response Due (10 bus. days from ack. due date)	Clarification Req. Date (if applicable)	Clarification Received	Fee Estimate Provided	Waiver Granted or Denied	Fee or Clarification Deadline	Response Completed	Status	Form of Response	Fee Estimated/C harged
PRR-2023-01-24	1/24/2023	Christian Zupancic	Becca Harth	All corresp. or notices re: 17490 Ocean Blvd	1/31/2023	2/14/2023						1/25/2023	Closed	Email	None
PRR-2023-01-25	1/25/2023	Dannielle Distephano	Becca Harth	All current business license applications	2/1/2023	2/15/2023						2/6/2023	Closed	In-person	None
PRR-2023-02-10	2/10/2023	Ginger Jensen	Becca Harth	Qrtly TLT revenue FY 2021-2022 and TLT rate	2/17/2023	3/3/2023						2/14/2023	Closed	Email	None
PRR-2023-02-16	2/16/2023	Greg Duvall	Jenny Kettner	STR Rental Appl., zoning and driveway permit for 835, 921 & 925 N. Pacific St.	2/23/2023	3/9/2023						2/28/2023	Closed	Email	\$15.00
PRR-2023-03-15	3/15/2023	Carolyn Brown	Jenny Kettner	Development and construction file for 105 NW 23rd Ave	3/22/2023	4/5/2023						3/15/2023	Closed	Email	None
PRR-2023-03-15	3/15/2023	Cody Reich	Jenny Kettner	All complaints for 789 N Pacific in past 2 weeks	3/22/2023	4/5/2023						3/15/2023	Closed	Email	None
PRR-2023-03-16	3/16/2023	Greg Duvall	Jenny Kettner	Construction drawing, site plan, ocean setback survey for 835 & 921 N. Pacific	3/23/2023	4/6/2023			3/20/2023			4/10/2023	Closed	Mail	\$145.85
PRR-2023-04-06	4/6/2023	David Fowler	Jenny Kettner	Complaint submitted for 140 N 23rd Ave	4/13/2023	4/27/2023						4/10/2023	Closed		None
PRR-2023-04-18	4/18/2023	Lisa Finkle	AM, KH	All STR complaints 01/01/23-04/17/23	4/25/2023	5/9/2023						5/1/2023	Closed		None
PRR-2023-04-18a	4/18/2023	Lisa Finkle	JK, AM, KH	All records req from 02/01/23 to 04/17/23	4/25/2023	5/9/2023						5/1/2023	Closed		None
PRR-2023-04-18b	4/18/2023	Lisa Finkle	Becca Harth	All msgs, emails and texts 2/20/23-4/16/23 for Jenny Kettner to anyone	4/25/2023	5/9/2023						5/1/2023	Closed		\$115.20
PRR-2023-05-01	5/1/2023	Karen Hunt	Kale Hesse	Builder and Architect for 530 SE Kesterson Ct.	5/8/2023	5/22/2023						5/1/2023	Closed		None
PRR-2023-05-02	5/2/2023	Daniel Howlett	Becca Harth	Written proof of when Howlett public testimony 4/6/23 made public	5/9/2023	5/23/2023						5/2/2023	Closed	Email	None
PRR-2023-05-02a	5/2/2023	Daniel Howlett	Becca Harth	CC rules, procedure, ord re: public testimony	5/9/2023	5/23/2023						5/2/2023	Closed	Email	None
PRR-2023-05-09	5/9/2023	Lisa Finkle	Becca Harth Luke Shepard	All records pertaining to 2006 ordinance adoption	5/16/2023	5/30/2023	5/9/2023	5/9/2023	5/15/2023	6/16/2023 (D)	8/15/2023	fee unpaid	Closed	Email	\$40.00
PRR-2023-05-11	5/11/2023	Robin Choruby	Jenny Kettner	Zoning permit for 26090 Beach Drive	5/18/2023	6/1/2023						5/11/2023	Closed		None
PRR-2023-05-11a	5/11/2023	Daniel Howlett	Becca Harth	Misc water and sewer charge and billing cycle inquiries	5/18/2023	6/1/2023						5/17/2023	Closed	Email	None
PRR-2023-05-11b	5/11/2023	Daniel Howlett	Becca Harth	Copy of corresp. to web admin to post 4/6/23 public testimony from Howlett	5/18/2023	6/1/2023						5/15/2023	Closed	Email	None
PRR-2023-05-11c	5/11/2023	Daniel Howlett	Becca Harth	All relating to enforcement of Title V, Chapter 53.05	5/18/2023	6/1/2023			see 10/6/2022			fee unpaid	Closed	Email	see 10/6/22
PRR-2023-05-11d	5/11/2023	Daniel Howlett	Luke Shepard Becca Harth	All relating to 9/14/23 CC motion re PRR fees	5/18/2023	6/1/2023						5/23/2023	Closed	Email	\$20.00
PRR-2023-05-11e	5/11/2023	Daniel Howlett	Becca Harth	Internal employee promotion policies and procedures	5/18/2023	6/1/2023						5/23/2023	Closed	Email	\$20.00
PRR-2023-05-11f	5/11/2023	Daniel Howlett	Becca Harth	City Manager position criteria, job posting req, appl. process, etc.	5/18/2023	6/1/2023						5/23/2023	Closed	Email	None
PRR-2023-05-13	5/13/2023	Daniel Howlett	Becca Harth	City Manager Employment Contract	5/19/2023	6/2/2023						5/22/2023	Closed	Email	None
PRR-2023-05-05	5/15/2023	Greg Duvall	Jenny Kettner	Oceanfront Averaging Survey for Zoning Permit 22-22	5/22/2023	6/5/2023						5/17/2023	Closed	Email	None
PRR-2023-05-19	5/19/2023	Nancy Lokocz	Becca Harth	Permits/building records for 615 N. Pacific	5/26/2023	6/9/2023						5/22/2023	Closed	Email	None
PRR-2023-06-06	6/6/2023	Keven Morse	Luke Shepard	Email 6/3/23 from Deputy Grogan re: complaint	6/13/2023	6/27/2023						6/6/2023	Closed	Email	None
PRR-2023-07-03	7/3/2023	David & Carol Bolton	Melissa Thompson	Number of STR Complaints (2022-2023) Number of Police Reports related to STRs	7/10/2023	7/24/2023	N/A	N/A				7/5/2023	Closed	Mail	None
PRR-2023-07-18	7/18/2023	Greg Duvall	Melissa Thompson	STR Rental Applications for 835, 921 & 925 N. Pacific St.	7/25/2023	8/8/2023						7/24/2023	Closed	Email	None
PRR-2023-07-21	7/21/2023	Daniel Howlett	Melissa Thompson	Copy of PRR dated Oct 2021 [Sept 2021] Re: ORD 53.05 Copy of PRR dated May 2023 Re: ORD 53.05	7/28/2023	8/11/2023						7/24/2023	Closed	Email	None
PRR-2023-07-24	7/24/2023	Daniel Howlett	Melissa Thompson	All related to Title V, Chapter-55-53.05 from August 31st, 2021 to July 24th, 2023. Disclose the date that the city practice changed for filing code complaints. All code complaints for 132 N Grayling St, 97136.	7/31/2023	8/14/2023	7/25/2023	8/22/2023			9/25/2023	partial 7/25/2023; final 8/22/2023	Closed	Email	None



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

(503) 374-1752

Fax (503) 374-0641

MEMORANDUM

TO: Luke Shepard, City Manager
FROM: Melissa Thompson, City Recorder
DATE: August 24, 2023
RE: Nuisances on Property Located at 603 S. Easy Street, Rockaway Beach

On August 23, 2021, the City received a complaint form and photographs from a citizen about the property located at 603 S. Easy Street (Map and Taxlot 1N1005BD06600), which is in the City of Rockaway Beach, Tillamook County, Oregon. The complainant indicated that there was junk, non-working automobiles, old appliances, wood and bagged trash on the property that had existed for 3 years and had grown significantly. Staff referred the complaint to the Sheriff's Department on August 27, 2021.

Between September 2021 through June 2023, the complainant submitted several subsequent emails regarding garbage and junk on the property. Photos submitted by the complainant showed garbage, junk, debris, lumber, old motor vehicle parts, abandoned automobiles and unscreened trash cans.

On April 4, 2023, staff sent a certified letter to the responsible party for the property, Randall Vance, indicating that it appeared that the property was in violation of Rockaway Beach City Ordinance 94.036 and 94.039, and requesting compliance. The compliance date was May 4, 2023.

On May 9, 2023, May 30, 2023, and June 26, 2023, the City received additional email complaints regarding the subject property.

On July 11, 2023, a Tillamook County Sheriff's Deputy inspected the property and found that rubbish, junk, debris, lumber, an abandoned automobile and unscreened trash can are still present on the property, in violation of Rockaway Beach Municipal Code Sections 94.036 Attractive Nuisances, 94.043 Screening of Trash Cans and Dumpsters, and 94.061 Junk.

On July 18, 2023, the City Manager determined that nuisances existed. The City posted this property, and sent a first class and certified mail copies of a letter indicating that nuisances exist and the City's intent to initiate abatement procedures.

On July 31, 2023, the City documented some progress, but nuisances still remained. On August 9, 2023, the City received an additional email complaint regarding new nuisances at the subject property.

On August 15, 2023, a Tillamook County Sheriff's Deputy inspected the property and took photographs documenting that junk, lumber, and unguarded machinery and equipment are still present on the property, in violation of Rockaway Beach Municipal Code Sections 94.036 Attractive Nuisances, and 94.061 Junk. Photos are attached to this memo.

Due to the fact we continue to receive complaints on this property and the nuisances continue to exist, staff recommends that the City post this property with an official Notice to Abate to address these conditions that are injurious or detrimental to the public health, safety or welfare of the City of Rockaway Beach and its residents.

CITY OF ROCKAWAY BEACH NOTICE TO ABATE NUISANCES

Pursuant to Rockaway Beach Municipal Code, Section 94.090, the City of Rockaway Beach hereby gives:

**Randall Vance
and/or
any other owner or person in charge of this property**

Notice that nuisances exist on this property located at:

**603 S. Easy Street
Rockaway Beach, Tillamook County, State of Oregon.**

The nuisances on this property include lumber, unguarded machinery and equipment, and junk, and therefore violate Rockaway Beach Municipal Code Sections 94.036 Attractive Nuisances and 94.061 Junk.

The nuisance on this property MUST be abated within ten (10) days of the date of this notice. If the nuisance is not abated within that ten (10) day period, the City may abate the nuisance and the cost of abatement, if not paid, shall be a lien against the property.

The owner or other person in charge of this property may protest this notice to abate to the City Recorder within ten (10) days from the date of this notice. Failure to abate a nuisance may warrant imposition of a fine or imprisonment, as provided under Rockaway Beach Municipal Code Section 90.096-94.999.

This notice is dated the ___24th___ day of August 2023.

City of Rockaway Beach

Determination of Nuisance Made and Abatement Ordered by:



Luke Shepard, City Manager



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

(503) 374-1752

Fax (503) 374-0641

August 24, 2023

Randall Vance
603 S. Easy Street
Rockaway Beach, OR 97136

SUBJECT: NOTICE TO ABATE NUISANCES
603 S. Easy Street ("Property")
Tax & Map Lot: 1N1005BD06600

Dear Mr. Vance:

You have been identified as the owner or person in charge of the above-referenced Property. Attached hereto is a copy of the Notice to Abate Nuisances, which has been posted at the Property as of August 24, 2023. This letter is provided to you pursuant to Rockaway Beach Municipal Code ("RBMC") Section 94.090.

The City has determined that certain nuisances exist at your Property, in violation of RBMC Sections 94.036 Attractive Nuisances and 94.061 Junk. The nuisances on this property include lumber, unguarded machinery and equipment, and junk, photos of which are attached to this letter and the Notice to Abate Nuisances.

The specific nuisance code violations include:

RBCC 94.036 ATTRACTIVE NUISANCES.

(A) No owner or person in charge of property shall permit thereon:

- (1) Unguarded machinery, equipment or other devices which are attractive, dangerous and accessible to children;
- (2) Lumber, logs or piling placed or stored in a manner so as to be attractive, dangerous and accessible to children;

Examples in attached photos include, but are not limited to:

Power cord near black Ford Ranger truck

Black machinery adjacent to log pile

Lawn mowers

Gas grill

RBCC 94.061 JUNK.

(A) No person shall keep any junk outdoors on any street, lot or premises, or in a building that is not wholly or entirely enclosed, except doors used for ingress and egress, or in an area not entirely concealed from view.

(B) The term JUNK as used in this section includes all old motor vehicles, old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances or parts thereof, old iron or other metal, glass, paper, lumber, wood or other waste or discarded material.

Examples in attached photos include, but are not limited to:

Unregistered 1994 black Ford Ranger truck

Concrete block adjacent to log pile

Miscellaneous metal and wood next to and under black Ford Ranger truck

Lumber behind black Ford Ranger, near stairs

Miscellaneous junk between trucks and building

Visible junk (including mattresses) under brown tarp

Visible junk on porch at the top of the stairs

Pursuant to RBMC Sections 90.090-.999, if the property owner or the person in charge of the property fails to abate the nuisances listed above by clearing the property of debris, trash, lumber, abandoned vehicles, and junk on or before **September 3, 2023**, the City of Rockaway Beach may proceed to abate the nuisances, and the cost of the abatement, including administrative overhead and interest, will be charged to the person responsible. Failure to pay the charge may result in the City placing a lien against the property, including any and all costs associated with filing the lien. Failure to abate a nuisance may warrant imposition of a fine or imprisonment, as provided under RBMC Section 90.096-94.999.

The property owner and/or person in charge of the property may protest this order to abate by giving notice in writing to the City Recorder within ten (10) days from the date of this notice, **not later than September 3, 2023**. Please address a notice of protest or any other correspondence regarding this action to: City of Rockaway Beach, Attn: Melissa Thompson, City Recorder, PO Box 5, Rockaway Beach, OR 97136.

Sincerely,



Melissa Thompson
City Recorder

cc: Luke Shepard, City Manager























CHAPTER 94: NUISANCES

Section

General Provisions

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GENERAL PROVISIONS

§ 94.001 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context indicates or requires a different meaning.

PERSON. A natural person, firm, partnership, association or corporation.

PERSON IN CHARGE OF PROPERTY. An agent, occupant, lessee, contract purchaser or other person having possession or control of property or the supervision of any construction project.

PERSON RESPONSIBLE. The person responsible for abating a nuisance shall include:

- (1) The owner;
- (2) The person in charge of property, as defined in **PERSON IN CHARGE OF PROPERTY**; and
- (3) The person who caused to come into or continue in existence a nuisance as defined in this chapter or another ordinance of this city.

PUBLIC PLACE. A building, way, place or accommodation, whether publicly or privately owned, open and available to the general public.

(Prior Code, Ord. 112, passed 9-23-1975)

ANIMALS

§ 94.015 DANGEROUS ANIMALS.

No owner or person in charge of an animal shall permit an animal which is dangerous to the public health or safety to be exposed in public. If the animal is exposed in public, it may be taken into custody by the city and disposed of in accordance with the procedures provided by ordinance for the impoundment of dogs; except that before the animal is released by the city, the Municipal Judge must find that proper precautions will be taken to insure the public health and safety.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.016 ANIMALS-AT-LARGE.

Except for household pets, no owner or person in charge of an animal shall permit the animal to be at-large. Animals at-large may be taken into custody by the city and disposed of in accordance with the procedures provided by ordinance for the impoundment of dogs.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.017 REMOVAL OF CARCASSES.

No person shall permit an animal carcass owned or controlled by him or her to remain upon public property, or to be exposed on private property, for a period of time longer than is reasonably necessary to remove or dispose of the carcass.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.018 LIVESTOCK PROHIBITED WITHIN CITY LIMITS.

No person shall keep within the city limits any horse, mule or other livestock, except for special events approved by the City Manager.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 97-344, passed 5-28-1997) Penalty, see § 94.999

NUISANCES AFFECTING PUBLIC HEALTH

§ 94.035 NUISANCES AFFECTING PUBLIC HEALTH.

- (A) No person shall cause or permit, on property owned or controlled by him or her, a nuisance affecting public health.
- (B) The following are nuisances affecting public health and may be abated as provided in this chapter:

(1) *Privies.* An open vault or privy constructed and maintained within the city, except those constructed or maintained in connection with construction projects in accordance with the Health Division regulations.

(2) *Debris.* Accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the city, except properly maintained by compost piles.

(3) *Stagnant water.* Stagnant water which affords a breeding place for mosquitoes and other insect pests.

(4) *Water pollution.* Pollution of a body of water, well, spring, stream or drainage ditch by sewage, industrial wastes or other substances placed in or near the water in a manner that will cause harmful material to pollute the water.

(5) *Food.* Decayed or unwholesome food which is offered for human consumption.

(6) *Odor.* Premises which are in a state or condition as to cause an offensive odor, or which are in an unsanitary condition.

(7) *Surface drainage.* Drainage of liquid wastes from private premises.

(8) *Cesspools.* Cesspools or septic tanks which are in an unsanitary condition or which cause an offensive odor.

(9) *Slaughterhouse, and the like.* A slaughterhouse, tannery or pigsty.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.036 ATTRACTIVE NUISANCES.

(A) No owner or person in charge of property shall permit thereon:

- (1) Unguarded machinery, equipment or other devices which are attractive, dangerous and accessible to children;
 - (2) Lumber, logs or piling placed or stored in a manner so as to be attractive, dangerous and accessible to children;
- and
- (3) An open pit, quarry, cistern or other excavation without safeguards or barriers to prevent the places from being used by children.

(B) This section shall not apply to authorized construction projects with reasonable safeguards to prevent injury or death to playing children.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.037 SNOW AND ICE.

No owner or person in charge of property, improved or unimproved, abutting on a public sidewalk shall permit:

- (A) Snow to remain on the sidewalk for a period longer than the first 2 hours of daylight after the snow has fallen; and
- (B) Ice to remain on the sidewalk for more than 2 hours of daylight after the ice has formed unless the ice is covered with sand, ashes or other suitable material to assure safe travel.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.038 NOXIOUS VEGETATION.

No owner or person in charge of property shall permit weeds or other noxious vegetation to grow upon his or her property. It shall be the duty of an owner or person in charge of the property to cut down or to destroy shrubbery, brush, bushes, weeds or other noxious vegetation as often as needed to prevent them from becoming a traffic hazard and becoming a fire hazard or, in the case of weeds or other noxious vegetation, from maturing or from going to seed.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.039 SCATTERING RUBBISH.

No person shall deposit upon public or private property any kind of rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling upon a public way.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.040 TREES.

(A) No owner or person in charge of property that abuts upon a street or public sidewalk shall permit trees or bushes on his or her property to interfere with street or sidewalk traffic. It shall be the duty of an owner or person in charge of property that abuts upon a street or public sidewalk to keep all trees and bushes on his or her premises, including the adjoining parking strip, trimmed to a height of not less than 8 feet above the sidewalk and not less than 14 feet above the roadway.

(B) No owner or person in charge of property shall allow to stand a dead or decaying tree that is a hazard to the public or to persons or property on or near the property.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 11-414, passed 7-14-2011) Penalty, see § 94.999

§ 94.041 FENCES.

(A) No owner or person in charge of property shall construct or maintain a barbed-wire fence thereon, or permit barbed wire to remain as part of a fence along a sidewalk or public way; except the wire may be placed above the top of other fencing not less than 6 feet, 6 inches high.

(B) No owner or person in charge of property shall construct, maintain or operate an electric fence along a sidewalk or public way or along the adjoining property line of another person.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.042 SURFACE WATERS; DRAINAGE.

(A) No owner or person in charge of a building or structure shall permit rainwater, ice or snow to fall from the building or structure onto a street or public sidewalk or to flow across the sidewalk.

(B) The owner or person in charge of the property shall install and maintain in proper state of repair adequate drainpipes or a drainage system, so that any overflow water accumulating on the roof or about the building is not carried across or upon the sidewalk.

(C) The owners or properties adjoining or on which any existing stream, canal, drainage ditch, ditch, pipeline, culvert or other facility for carrying off surface water shall keep the drainage way open and free from growth and other obstructions

through the property of each respective owner.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 241, passed 2-11-1986) Penalty, see § 94.999

§ 94.043 SCREENING OF TRASH CANS AND DUMPSTERS.

(A) No owner or person in charge of a building or structure shall place trash cans (more than two 30-gallon) or dumpsters on site for more than 60 days without a sight-obscuring fence or wall which prevents public access and viewing.

(B) The owner or person in charge of property shall install and maintain, in proper state of repair, an enclosure which prevents public access and viewing, in a manner which does not distract from adjoining properties.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 97-343, passed 4-23-1997) Penalty, see § 94.999

NUISANCES AFFECTING PUBLIC PEACE

§ 94.060 RADIO AND TELEVISION INTERFERENCE.

No person shall operate or use an electrical, mechanical or other device, apparatus, instrument or machine that causes reasonably preventable interference with radio or television reception by a radio or television receiver of good engineering design. This section does not apply to devices licensed, approved and operated under the rules and regulations of the Federal Communications Commission.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.061 JUNK.

(A) No person shall keep any junk outdoors on any street, lot or premises, or in a building that is not wholly or entirely enclosed, except doors used for ingress and egress, or in an area not entirely concealed from view.

(B) The term **JUNK** as used in this section includes all old motor vehicles, old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances or parts thereof, old iron or other metal, glass, paper, lumber, wood or other waste or discarded material.

(C) This section shall not apply to junk kept in a duly licensed junk yard or automobile wrecking house.

(Prior Code, Ord. 112, passed 9-23-1975) Penalty, see § 94.999

§ 94.062 METAL TRACKED WHEELS PROHIBITED.

It shall be unlawful for any person to drive or permit to be driven upon any street within the corporate limits of the city, any traction engine or tractor under his or her control, equipped with steel cleats or metal tracts on wheels thereof, unless the same is covered or kept clear of the surface of the street in a manner as not to bear or touch the surface of the street.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 04-390, passed 8-25-2004) Penalty, see § 94.999

UNENUMERATED NUISANCES

§ 94.075 UNENUMERATED NUISANCES.

(A) The acts, conditions or objects specifically enumerated and defined in §§94.015 to 94.061 are declared public nuisances; and the acts, conditions or objects may be abated by any of the procedures set forth in §§ 94.090 to 94.094.

(B) In addition to the nuisances specifically enumerated within this chapter, every other thing, substance or act which is determined by the Council to be injurious or detrimental to the public health, safety or welfare of the city is declared a nuisance and may be abated as provided in this chapter.

(Prior Code, Ord. 112, passed 9-23-1975)

ABATEMENT PROCEDURE

§ 94.090 NOTICE.

(A) Upon receipt of a properly filled-out complaint form, the City Manager, or 1 of the City Manager's designees, shall determine whether or not a nuisance exists based upon the criteria outlined in this chapter. If the City Manager or assigned designee decides that a nuisance does exist, it shall cause a notice to be posted on the premises or at the site of the nuisance, directing the person responsible to abate the nuisance.

(B) At the time of posting, the City Recorder shall cause a copy of the notice to be forwarded by registered or certified mail, postage prepaid, to the person responsible at his or her last known address.

(C) The notice to abate shall contain:

- (1) A description of the real property, by street address or otherwise, on which the nuisance exists;
- (2) A direction to abate the nuisance within 10 days from the date of the notice;
- (3) A description of the nuisance;

(4) A statement that, unless the nuisance is removed, the city may abate the nuisance, and the cost of abatement will be charged to the person responsible;

(5) A statement that failure to abate a nuisance may warrant imposition of a fine or jail sentence; and

(6) A statement that the person responsible may protest the order to abate by giving notice to the City Recorder within 10 days from the date of the notice.

(D) Upon completion of the posting and mailing, the persons posting and mailing shall execute and file certificates stating the date and place of the mailing and posting, respectively.

(E) An error in the name or address of the person responsible shall not make the notice void, and in the case the posted notice shall be sufficient.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 02-380, passed 9-25-2002)

§ 94.091 ABATEMENT BY PERSON RESPONSIBLE.

(A) Within 10 days after the posting and mailing of the notice, as provided in §94.090, the person responsible shall remove the nuisance or show that no nuisance exists.

(B) A person responsible, protesting that no nuisance exists, shall file with the City Recorder a written statement which shall specify the basis for so protesting.

(C) The statement shall be referred to the City Council as a part of its regular agenda at its next succeeding meeting. At the time set for consideration of the abatement, the person protesting may appear and be heard by the Council; and the Council shall determine whether or not a nuisance in fact exists; and the determination shall be entered in the official minutes of the Council. Council determination shall be required only in those cases in which a written statement has been filed as provided.

(D) If the Council determines that a nuisance does in fact exist, the person responsible shall, within 10 days after the Council determination, abate the nuisance.

(Prior Code, Ord. 112, passed 9-23-1975)

§ 94.092 JOINT RESPONSIBILITY.

If more than 1 person is a person responsible, they shall be jointly and severally liable for abating the nuisance, or for the costs incurred by the city in abating the nuisance.

(Prior Code, Ord. 112, passed 9-23-1975)

§ 94.093 ABATEMENT BY THE CITY.

(A) If, within the time allowed, the nuisance has not been abated by the person responsible, the Council may cause the nuisance to be abated.

(B) The Chief of Police shall have the right at reasonable times to enter into or upon property to investigate or cause the removal of a nuisance.

(C) The City Recorder shall keep an accurate record of the expense incurred by the city in physically abating the nuisance and shall include therein a charge for administrative overhead as determined by the Council, whose decision shall be final.

(Prior Code, Ord. 112, passed 9-23-1975)

§ 94.094 ASSESSMENT OF COSTS.

(A) The City Recorder, by registered or certified mail, postage prepaid, shall forward to the person responsible a notice stating:

(1) The total cost of abatement, including the administrative overhead;

(2) That the cost as indicated will be assessed to and become a lien against the property unless paid within 30 days from the date of the notice; and

(3) That if the person responsible objects to the cost of the abatement as indicated, he or she may file a notice of objection with the City Recorder not more than 10 days from the date of the notice.

(B) Upon the expiration of 10 days after the date of the notice, the Council, in the regular course of business, shall hear and determine the objections to the costs assessed.

(C) If the costs of the abatement are not paid within 30 days from the date of the notice, an assessment of the costs as stated or as determined by the Council, shall be made by resolution and shall thereupon be entered in the docket of city liens; and upon the entry being made, shall constitute a lien upon the property from which the nuisance was removed or abated.

(D) The lien shall be enforced in the same manner as liens for street improvements are enforced and shall bear interest at the rate of 7% per annum. The interest shall commence to run from the date of the entry of the lien in the lien docket.

(E) An error in the name of the person responsible shall not void the assessment, nor will a failure to receive the notice of the proposed assessment render the assessment void; but it shall remain a valid lien against the property.

(Prior Code, Ord. 112, passed 9-23-1975)

§ 94.095 SUMMARY ABATEMENT.

The procedure provided by this chapter is not exclusive but is in addition to procedure provided by other ordinances; and the Chief of the Fire Department, the Chief of Police, or any other city official may proceed summarily to abate a health or other nuisance which unmistakably exists and which imminently endangers human life or property.

(Prior Code, Ord. 112, passed 9-23-1975)

§ 94.096 SEPARATE VIOLATIONS.

(A) Each day's violation of a provision of this chapter constitutes a separate offense.

(B) The abatement of a nuisance is not a penalty for violating this chapter but is an additional remedy. The imposition of a penalty does not relieve a person of the duty to abate the nuisance, however, abatement of a nuisance within 10 days of the date of notice to abate, or if a written protest has been filed, then abatement within 10 days of the Council determination that a nuisance exists, will relieve the person responsible from the imposition of any fine or imprisonment under § 94.999.

(Prior Code, Ord. 112, passed 9-23-1975)

§ 94.999 PENALTY.

Violation of any provision of this chapter is punishable by a fine not to exceed \$500 and/or reimbursement to property owner of cost of repairing damages.

(Prior Code, Ord. 112, passed 9-23-1975; Am. Ord. 273, passed 7-24-1990; Am. Ord. 04-390, passed 8-25-2004)

	Project Description	Tasks	Status	Est. Comp.
1	Task Load Management	City Council/Manager Discussions	In-Progress	Oct-23
2	IT Services Migration	Project Management/Legal	In-Progress	Nov-23
3	Records Request Policy	Development/Review/Approval/ Implementation	In-Progress	Oct-23
4	Destination Management Plan	Development/Review/Approval/ Implementation	Scheduled to begin: September 2023	Jan-24
5	Wayside Restroom Project	Project Management	In-Progress	Mar-24
6	Street 5-year Improvement Plan	Development/Review/Approval/ Implementation	Pending Approval: August 2023	Feb-24
7	Financing/Grant Watermain Replacement Nedonna Beach	Financing Approvals, Grant Administration	In-Progress	Dec-23
8	Jetty Creek Working Group – Membership/Mission	Project Management/Outreach	In-Progress	NA
9	2023 Community Grant	Review/Approval/Outreach	In-Progress	Jun-23
10	Lake Lytle Lease Agreement - Approval	Review/Approval	Pending County Approvals	Sep-23
11	Wayside Beach Access	Development/Project Management/Outreach	In-Progress (Permitting)	Mar-24
12	Fire Department Major Equipment Purchase – Funding Actions	Revenue Action/Financing Approvals	In-Progress	Sep-23
13	Salmonberry Trail –ODOT Final Planning/Feasibility/Cost Estimating	Project Management	In-Progress	Dec-24
14	Abatement Program	Development/Review/Approval/ Implementation	In-Progress (Test Case Active)	Sep-23
15	Meeting Rooms Updates	Consultant/Project Management	In-Progress (Install and Testing)	Sep-23
16	Subdivision - Application Review, Preliminary Plan Approval	Planning/Administration/Outreach	In-Progress	Oct-23
17	Lake Lytle Park Planning and Design	Planning/Administration/Outreach	In-Progress	Jan-24
18	High Grounds Project – BRIC Grant Application	Planning/Grant Administration/Outreach/	In-Progress	Oct-23
19	Open For Business Campaign – Marketing and Façade Improvements -Program Development	Development/Project Management/Outreach	In-progress	Oct-23
20	MJ NHMP	Review/Approval	In-Progress	Jan-24

21	TGM Grant, Transportation Planning	Grant Administration	In-Progress	Jun-24
22	Travel Oregon Parking Strategies Grant	Grant Administration	In-Progress	Jun-24
23	Oregon Parks Restroom Grant (LCG)	Grant Administration	In-Progress	Jul-24
24	Short Term Rental Program	Management/ Enforcement/Roll-out	In-Progress	Sep-24
25	Utility Billing and Mailing Updates	Project Management/Outreach	In-Progress	Nov-24
26	SB406 Housing Studies (HCA/HPS)	Grant Administration	In-Progress	Jun-24
27	FD Volunteer Policy Update	Development/Review/Approval/ Implementation	In-Progress	Oct-23
28	Community Assistance Visit (FEMA)	Program Prep.	In-Progress	Jan-24
29	City ISO Rating Update (Home Insurance)		In-Progress	
30	Planning Commission Roles – Code Amendment	Review/Approval/Outreach	In-Progress	Nov-23
31	Subdivision - Application Review, Final Plan Approval	Planning/Administration/Engineering	Pending Prelim. Approval	Oct-23
32	SB406 Housing Studies (HCA/HPS)	Grant Administration /Outreach/Project Management	Pending Grant Award	Jun-24
33	Storm Water and Resurfacing Pacific St. (S. 2nd to S. 3rd)	Design/Project Management	Pending Engineering	Jun-24
34	Watermain Replacement Pacific St. (S. 2nd to S. 3rd)	Design/Project Management	Pending Engineering	Jun-24
35	Cyber Security Policy	Development/Review/Approval/ Implementation	Pending IT Service Contract	Nov-23
36	Watermain Replacement Nedonna Beach	Design/Project Management	Pending Project Financing	Jun-24
37	Source water Protection Plan – Jetty Creek	Project Management/Outreach	Pending Grant Award	Jun-24
38	Water Master Plan Update	Consultant/Project Management/Outreach	Pending Approval (awaiting proposal)	Jun-24
39	Sewer Master Plan Update	Consultant/Project Management/Outreach	Pending Approval (awaiting proposal)	Jun-24
40	Transportation Plan Update	Consultant/Project Management/Outreach	Pending Approval/Grant Award	
41	Water SDC Fee Review and Adjustment	Outreach/Approval/Implementation	Pending WMP Update	Sep-24

42	Sewer SDC Fee Review and Adjustment	Outreach/Approval/Implementation	Pending SMP Update	Sep-24
43	Transportation Fee Review and Adjustment	Outreach/Approval/Implementation	Pending TMP Update	Sep-24
44	Open For Business Campaign – Marketing and Façade Improvements - Review Committee	Outreach/Administrative	Pending Program Approval	Dec-23
45	Senate Bill 406 – Zoning Code Updates	Planning/Administration/Outreach	Pending Studies	Dec-24
46	BIOP – Zoning Code Updates	Planning/Administration/Outreach	More Info Needed	Dec-25
47	Pacific St. Paving Overlay	Project Management/Outreach	Pending Grant Award	Jun-24
48	Travel Oregon Parking Strategies Grant	Grant Administration /Outreach/Project Management	Pending Grant Award	Jun-24
49	Oregon Parks Restroom Grant (LCG)	Grant Administration /Outreach/Project Management	Pending Grant Award	Jul-24
50	Public Facility Use Policy – Policy Development and Adoption	Development/Review/Approval/Implementation	Some Preliminary Work	Oct-23
50	Volunteer Policy (non-fire)	Development/Review/Approval/Implementation	Some Preliminary Work	Oct-24
51	City Administration Fees Review and Adjustment	Development/Review/Approval/Implementation		
52	City Land Use/Permit Fees Review and Adjustment	Development/Review/Approval/Implementation		
53	Sewer Rate Study	Project Management/Outreach	RFP Needed	
54	Sewer Rate Fee Adjustment	Development/Review/Approval/Implementation/Outreach	Pending Sewer Rate Study	
55	2024 Visioning/Goal setting – Winter	Consultant/Outreach		
56	Website Non affiliate Links – Policy Development and Adoption	Development/Review/Approval/Implementation		
57	Zoning Permit Program Update	Planning/Administration/Outreach		
58	High Grounds Project Planning and Design	Planning/Outreach/Project Management	Pending Grant Award	Oct-25
59	High Grounds Project – Construction	Planning/Administration/Outreach	Pending Design Completion	Oct-27
60	Zoning, Planned Unit Development and Subdivision – Code Updates	Planning/Administration/Outreach		

61	Code Enforcement Officer – Needs/Costs	Program Development/HR		
62	Fireworks Show vs. Drone Show vs. Laser Show	Planning/Administration/Program Development		
63	Illegal Fireworks in City Limits	Planning/Administration/Outreach/Enforcement		
64	Parks and Recreation Program	Outreach/Development (IGA)/Review/Approval/Implementation		
65	Records Management Program	Development/ Implementation		
66	Sewer Code Updates (Sewer Extension)			
67	Zoning Code Update (B and B)			
68	Financial Policy Update	Development/ Approval		
69	Complaint Form Policy	Development/ Approval		
70	Tennis Court Lease/Improvements	Legal/Budget/Project Management	Pending Lease Agreement Draft	
71	Housing Needs Analysis	Project Management	Replaced with HCA/HPS due to SB406	
72	Dead End Signs	Research Costs/Labor		
73	Allow Egg Laying Chickens	Development/ Approval		
74	Buy Jetty Creek Watershed			
75	Parking Paint in ODOT ROW			
76	STR Moratorium/Rental License Cap			
77	Firewise Program (wildfire preparedness)			
78				
79				
80				