



City of Rockaway Beach

Regular City Council Meeting Agenda

Date: Wednesday, February 14, 2024
Time: 6:00 P.M.
Location: Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

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[Regular City Council Meeting](#)

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1. CALL TO ORDER – Charles McNeilly, Mayor

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mayor: Charles McNeilly

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

4. CONSENT AGENDA

- a. Approval of January 10, 2024 Regular Meeting Minutes
- b. Approval of January 10, 2024 Workshop Minutes
- c. Review of January 2024 Check Register

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Presentation – Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program - Michael Neunzert, Salmonberry Trail Intergovernmental Agency (STIA)

b. Presentation – Law Enforcement Statistics – Charles McNeilly, Mayor

6. STAFF REPORTS

- a. Fire Department
- b. Sheriff's Office
- c. Public Works
- d. City Manager

7. PUBLIC HEARING

- a. Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals**
- b. Ordinance 2024-02 An Ordinance Prescribing the Manner for a Person to Be Nominated to Run for Mayor or a City Councilor Position**

8. CITIZEN INPUT ON NON-AGENDA ITEMS

9. OLD BUSINESS

- a. Consideration of Proposed Amendments to Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals**
- b. Second Reading by Title Only of Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals**
- c. Consideration to Adopt Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals**

10. NEW BUSINESS

- a. First & Second Reading by Title Only of Ordinance 2024-02 An Ordinance Prescribing the Manner for a Person to Be Nominated to Run for Mayor or a City Councilor Position**
- b. Consideration to Adopt Ordinance 2024-02 An Ordinance Prescribing the Manner for a Person to Be Nominated to Run for Mayor or a City Councilor Position**
- c. Consideration of Resolution 2024-10 Approving Wayside Use Permit Applications**
- d. Consideration of Resolution 2024-12 Approving Awards for the 2023-2024 Façade Improvement Grant Program**
- e. Consideration of Resolution 2024-13 Authorizing the City of Rockaway Beach to Apply for Land and Water Conservation Fund Assistance from the Oregon Parks and Recreation Department for Development Accessible Restroom Facilities at Lake Lytle and Authorizing the City Planner to Sign the Application**
- f. Consideration of Resolution 2024-14 Authorizing Letter of Support for the Salmonberry Trail Intergovernmental Agency's (STIA) Application for RAISE Grant**
- g. Consideration of Resolution 2024-15 Approving Awards for the 2023-2024 Off-Season Tourism Marketing Grant Program**
- h. Consideration of Resolution 2024-16 Approving the Proposal from SSW Consulting for Strategic Planning Services & Authorizing the City Manager to Execute a Professional Services Agreement**

11. ITEMS REMOVED FROM CONSENT AGENDA

12. COUNCIL CONCERNS

13. MAYOR'S REPORT

14. ADJOURNMENT



City of Rockaway Beach

Regular City Council Meeting Minutes

Date: Wednesday, January 10, 2024
Location: Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: 6:01 p.m.

[Mayor - Charles McNeilly: Present](#)

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

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

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

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

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

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Dan Emerson, Public Works Superintendent; and Kevin Grogan, Sheriff's Deputy.

4. CONSENT AGENDA

Start time: [06:01:18 PM \(00:00:26\)](#)

- a. Approval of December 13, 2023 Regular Meeting Minutes
- b. Approval of December 13, 2023 Workshop Minutes
- c. Review of December 2023 Check Register

Martine made a **motion**, seconded by McGinnis, to adopt the Consent Agenda.

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

Position #3 - Kristine Hayes: Approve

Position #4 - Alesia Franken: Approve

Position #1 - Mary McGinnis: Approve

Position #5 - Penelope Cheek: Approve

Position #2 - Tom Martine: Approve

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Presentation - 2022-2023 Fiscal Year Financial Audit – Peter Gelser, Koontz, Blasquez & Associates, P.C.

Start time: [06:05:47 PM \(00:04:54\)](#)

Gelser introduced himself and provided a brief overview of the 2022-2023 fiscal year audit. Gelser explained that fiscally the City is doing well with conservative fiscal management where revenue is slowly increasing and spending is stable. He noted that transient lodging tax funds were a significant source of revenue. Gelser shared that they had seen improvements in fiscal management and there were a few items in the audit plan to address finishing cleaning up past issues. Gelser provided a brief review of the financial statements and answered clarifying questions for the Council. It was noted that the audit was available online on both the City's and the Secretary of State's websites. Gelser acknowledged City staff's hard work providing information for the audit.

b. Guest – Doug Olson, Tillamook County Commissioner

McNeilly announced that there was an addition to the agenda, guest Doug Olson, and invited Olson to speak. Olson introduced himself and shared that he was recently appointed to the Tillamook County Board of Commissioners, to serve the remainder of David Yamamoto's term, upon Yamamoto's retirement. He invited the Council to contact him if there were any issues with the County that they wanted to address.

6. STAFF REPORTS

a. Fire Department

Start time: [06:24:50 PM \(00:23:57\)](#)

Hesse presented his staff report on the activities and operations of the Rockaway Beach Fire Rescue department for the month of December 2023. Hesse added that there were currently 25 students at an Emergency Medical Technician (EMT) training at the Fire Department. He noted that four students from previous classes had joined the ambulance crew owned by Adventist Health. Hesse shared that 33 people had joined the Community Emergency Response Team (CERT) class. Hesse announced that Assistant Fire Chief Shawn Vincent had retired after 35 years of service, and a retirement gathering would be held on January 20th. He shared that Don Kiser had been promoted to Assistant Fire Chief upon Vincent's retirement.

Hayes inquired about the acquisition of the new fire engine. Hesse shared that he selected the color, and it was in production.

b. Sheriff's Office

Start time: [06:33:11 PM \(00:32:18\)](#)

Deputy Kevin Grogan summarized the Sheriff's Office report for December 2023 and answered clarifying questions for the Council.

c. Public Works

Start time: [06:35:56 PM \(00:35:03\)](#)

Emerson presented his report on operations within the Public Works department for December 2023. Emerson confirmed for Franken that he was confident in repairs that were made to the pump station Programmable Logic Controller (PLC). Shepard provided further clarification on the level controller repairs. McNeilly thanked Public Works staff for providing 24/7 monitoring during the issues with the level controller.

d. City Manager

Start time: [06:40:57 PM \(00:40:04\)](#)

Shepard shared a presentation providing background information on the business items on the agenda. He shared updates on anticipated business for the February Council Meeting, and provided updates on the Anchor Street and new Wayside restroom projects. Shepard shared that the City was one of two cities in Oregon that received a Department of Transportation Charging, Fueling and Infrastructure (CFI) Grant to fund charging stations at the Anchor Street parking lot.

7. PUBLIC HEARING

a. Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals

Start time: [06:54:57 PM \(00:54:04\)](#)

At 6:54 p.m., McNeilly opened the public hearing.

Hayes declared a potential conflict of interest and recused herself to join the audience.

McNeilly invited public testimony.

Debbie Reeves testified that she and her husband were developing a property to provide housing for short-term contract employees such as nurses and doctors, and expressed concerns that a short-term rental cap would hinder her project. She advocated that the Council vote no on a cap for short-term rentals.

Nancy Lanyon commented in support of research and public input for a reasonable and thoughtful ordinance. She commented that she had questions regarding designating types, fees, compliance, noise, and other considerations. Lanyon shared that some cities have set aside fees for affordable housing. She commented that we live in an area of limited land space.

Justin McMahan commented that the ordinance equated fewer short-term rentals with more housing for people. He said that housing was a problem everywhere and acknowledged that it was a challenge for cities to manage the problems that come with short-term rentals. McMahan testified that solutions should be based on facts and shared statistical information regarding average housing costs and median incomes. He commented that half of his house was a short-term rental and he lived in the other half. He explained that the vacation rental helps pay for his

house and he would not be able to afford the house with only one income. He commented that workers in Rockaway Beach could not afford the current short-term rental houses if they became available. McMahan advocated for looking at different ways to find housing for people in the median income category. He proposed looking at houses on the west side of the railroad tracks as a separate category since they would not be affordable.

Mary Kay Campbell testified that she was there representing her real estate clients, not realtors. Campbell read aloud the written testimony that she submitted for the hearing.

Kristine Hayes testified that her comments were made as a private citizen. She shared that she didn't feel that she had an answer about whether there should be a cap. She explained that she requested data from past years, read somewhere that we had 450 in 2021, and that made her worried about our economy. She commented that when the Comprehensive Plan was written, the city wrote that we are a resort residential town, which means that we live on tourism money. Hayes encouraged the Council to look at data from past years and see how it has changed. She also encouraged the Council to look at making licenses transferable for families. She advocated for looking at hotels and motels that are being used as short-term rentals, suggesting that they should go through the system the same way.

Todd Spencer testified that he wanted to leave the ordinance the way it is. He commented that he has seen the town in the past several years go from a lot of derelict homes to very few. Spencer commented that the city accountant shared that the city was doing well, and he thought that it had a lot to do with it. He commented that the pros outweigh the cons.

Shavaun Devlin testified that she concurred with McMahan's comments. She commented on the benefits that transient lodging tax revenue had provided. Devlin advocated for reviewing or establishing polices for addressing apartments that are now being used as STRs. She questioned what plans were in place to allocate funds for buying land or building workforce housing. Devlin advocated for working more towards making Rockaway Beach a place where people can find an affordable place to stay and not go elsewhere for entertainment, meals, and cocktails. She commented that she would like more information about the current vacation rental complaint policy.

Cynthia Farren testified that she and her husband owned an STR in Seascape Condos and that it was licensed as an STR when it was purchased. She explained that they use it as their vacation home, and they like that it can be used as an STR in order to have a property manager and so that it does not remain empty when aren't there. She noted that they paid a premium when it was purchased because it was an STR, and they could continue to use it as such. Farren said they ensure that they meet all city STR requirements. She explained that if they sell their property, the buyer has no expectation that they could obtain an STR license, which would affect the property value. She proposed that any existing short-term rental license holders be given a window for new buyers to apply for and receive the prior licensee's lot on the list of STRs. She commented that it would ensure that highly desirable rentals are maintained as STRs, so that Rockaway Beach can continue to compete with Manzanita and Cannon Beach.

Leslie Lauble testified in favor of the ordinance. She lived on a compact cul-de-sac with six houses, and four of the houses were short-term rentals (STRs). She commented on the impact of

the STRs on the neighborhood, including parking and lack of emergency vehicle turn-around space, loss of neighborhood and feeling that they were now surrounded by business, road erosion due to increased traffic, noise, and lack of privacy. Lauble explained that the density of STRs in their neighborhood had a great impact on their ability to enjoy their home.

There being no further public comment, McNeilly closed public hearing at 7:23 p.m.

McNeilly called a recess at 7:23 p.m.

At 7:35 p.m., the City Council reconvened the meeting.

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [07:35:22 PM \(01:23:04\)](#)

Richard Creaser commented on mental awareness for the community. He advocated for finding funds for local seniors. Creaser shared that he has learned that people need someone to talk to and opportunities to socialize, and advocated for finding ways to do so.

Nancy Webster commented on the importance of water and the Jetty Creek drinking water source. She announced that the North Coast Communities for Watershed Protection will be hosting a speaker series to learn about the importance of drinking water and how to protect it, and the first event will be on February 3, 2024. Webster submitted a flyer on the speaker event. She thanked the City for approving a grant to help support the speaker series.

Ronnie Duckworth commented on concerns about the end of his street, where the tree is. He shared that people go past the sign and go around the sign, and leave trash and refuse in the area. Duckworth advocated for a no entrance sign on Highway 101 so that people don't go the wrong way. He suggested that blackberry bushes might deter people from taking the wrong path, and commented on safety concerns. McGinnis suggested that Duckworth contact City staff to address his concerns.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Consideration of Resolution 2024-01 Adopting 2022-2023 Fiscal Year Audit Plan of Action

Start time: 7:43 p.m.

McNeilly explained that this resolution adopts an action plan in response to deficiencies reported in our audit of the fiscal year ending June 31, 2023.

No audience members wished to comment.

Cheek made a **motion**, seconded by Franken, to approve Resolution 2024-01.

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

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

b. Consideration to Elect a Council President

Start time: 7:45 p.m.

McNeilly explained that the Rockaway Beach City Charter Chapter III, Section 8, provides that at its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

No audience members wished to comment.

McNeilly made a **motion**, seconded by McGinnis, to re-elect Councilor Penny Cheek as Council President.

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

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

c. First Reading by Title Only of Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals

Start time: 7:47 p.m.

McNeilly said that this is consideration to perform the first reading of Ordinance 2024-01. This Ordinance amends the Code of Ordinances Chapter 113 related to short-term rentals. It establishes the authority to set a cap on licenses, and authorizes the establishment of fees for waiting lists.

Franken made a **motion**, seconded by Martine, to perform the first reading of Ordinance 2024-01.

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

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

McNeilly performed the first reading by title only of Ordinance 2024-01.

Martine made a **motion**, seconded by Cheek, to approve the first reading of Ordinance 2024-01.

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

Position #5 - Penelope Cheek: Approve

Position #4 - Alesia Franken: Approve

Position #3 - Kristine Hayes: Abstain

Position #2 - Tom Martine: Approve

Position #1 - Mary McGinnis: Approve

d. Consideration of Resolution 2024-02 Authorizing a Safe Drinking Water Revolving Loan Fund Grant Contract for Source Water Protection

Start time: 7:49 p.m.

McNeilly explained that this resolution authorizes a grant contract with the State from the Safe Drinking Water Revolving Loan Fund in the amount of \$50,000 for the Drinking Water Source Protection Plan project, and authorizes the City Manager or his designee to sign the contract.

No audience members wished to comment.

Hayes made a **motion**, seconded by Franken, to approve Resolution 2024-02.

McGinnis thanked City Staff for applying for the grant.

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

Position #5 - Penelope Cheek: Approve

Position #4 - Alesia Franken: Approve

Position #3 - Kristine Hayes: Approve

Position #2 - Tom Martine: Approve

Position #1 - Mary McGinnis: Approve

e. Consideration of Resolution 2024-03 A Resolution Directing City Staff to Close City Trails That Are Used to Access Recreational Areas and Post “No Access” Signs

Start time: 7:51 p.m.

McNeilly explained that on July 6, 2023, the Oregon Court of Appeals issued an opinion in the Field vs. City of Newport case effectively ending recreational immunity for improved trails and striking it down as an immunity that protects public and private landowners from lawsuits. He shared that the City of Newport asked the Oregon Supreme Court to overrule the Oregon Court of Appeals and restore recreational immunity. On October 5, 2023 the Oregon Supreme Court declined to review the Court of Appeals decision. McNeilly explained that this action called “review denied” functioned as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals decision, striking down recreational immunity for vast recreational areas. McNeilly explained that Rockaway Beach has 23 access points to the beach within city limits, and

this resolution directs City staff to close City trails that are used to access recreational areas, including beach access points, and post “No Access” signs. The resolution also establishes a policy decision not to attempt to enforce “No Access” sign warnings. McNeilly said this step is being considered in response to the change in the interpretation of recreational immunity and provides legal protection for the City.

No audience members wished to comment.

McGinnis made a **motion**, seconded by Martine, to approve Resolution 2024-03.

Hayes asked Shepard why the City wasn’t posting “enter at own risk”. Shepard explained that the language for the sign came from the City’s insurance carrier. Cheek commented that it was a terrible thing to be forced to do. McGinnis shared that the State Legislature is the only body that can fix the issue and encouraged residents to contact their legislators.

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

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

f. Consideration of Resolution 2024-04 Approving Additional Awards for the 2023-2024 Community Grant Program

Start time: 7:55 p.m.

McNeilly explained that this resolution approves additional awards to applicants for the 2023-2024 Community Grant Program. This Grant program provides funding to non-profit entities and other organizations that serve the Rockaway Beach Community. The city appropriated \$60,000 for the Community Grant Program as part of its 2023-2024 Budget. Over \$30,000 has been awarded thus far, and additional funds are available. The Council reviewed updated applications at their Workshop this evening, and may now consider granting additional awards to the Friends of the Rockaway Beach Library for a commercial grade flagpole and for funding a mailing project.

No audience members wished to comment.

Hayes made a **motion**, seconded by Franken, to approve Resolution 2024-04.

McNeilly commented that the library was one of the community’s best assets.

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

Position #5 - Penelope Cheek: Approve
Position #4 - Alesia Franken: Approve
Position #3 - Kristine Hayes: Approve

Position #2 - Tom Martine: Approve
Position #1 - Mary McGinnis: Approve

- g. Consideration of Resolution 2024-05 Approving a Scope of Work from GSI Water Solutions, Inc. for a Drinking Water Protection Plan for the City of Rockaway Beach & Authorizing the City Manager to Execute a Professional Services Agreement**
Start time: 7:58 p.m.

McNeilly explained this resolution approves a Scope of Work from GSI Water Solutions for the facilitation of watershed acquisition, and authorizes the City Manager to execute a Professional Services Agreement.

No audience members wished to comment.

McGinnis made a **motion**, seconded by Franken, to approve Resolution 2024-05.

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

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

- h. Consideration of Resolution 2024-06 Approving a Scope of Work from Sustainable Northwest for Project Management Services Related to Watershed Acquisition, Easement or Land Transfer & Authorizing the City Manager to Execute a Professional Services Agreement**
Start time: 8:00 p.m.

McNeilly explained that this resolution approves a Scope of Work (Schedule 1.1) from Sustainable Northwest for the facilitation of watershed acquisition, and authorizes the City Manager to execute a Professional Services Agreement.

No audience members wished to comment.

Franken made a **motion**, seconded by Martine, to approve Resolution 2024-06.

McGinnis shared that Sustainable Northwest is very experienced with watershed acquisition and brings knowledge and expertise to the project.

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

Position #5 - Penelope Cheek: Approve
Position #4 - Alesia Franken: Approve
Position #3 - Kristine Hayes: Approve
Position #2 - Tom Martine: Approve

Position #1 - Mary McGinnis: Approve

i. Consideration of Resolution 2024-07 Establishing the Sourcewater Protection Plan Development Advisory Committee

Start time: 8:02 p.m.

McNeilly explained this resolution establishes an advisory committee for the purposes of receiving and reviewing project information, and providing community input to the Sourcewater Protection Plan facilitator during the development of the City's Sourcewater Protection Plan.

No audience members wished to comment.

Hayes made a **motion**, seconded by Franken, to approve Resolution 2024-07.

Hayes commented that the City was allowing one person in the Urban Growth Boundary to be on the committee and felt that anyone drinking the water should be allowed to be a member. She shared that she hoped that people with related professional backgrounds would submit applications.

McGinnis commented that it is a citizens advisory committee, and it is intended to include ordinary citizens who drink the City's water, care about the water, and have some knowledge of the drinking water.

McNeilly commented that they weren't necessarily looking for degrees, and asked that anyone with an interest in the Jetty Creek watershed and the future of water for the City please apply.

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

Position #5 - Penelope Cheek: Approve

Position #4 - Alesia Franken: Approve

Position #3 - Kristine Hayes: Approve

Position #2 - Tom Martine: Approve

Position #1 - Mary McGinnis: Approve

11. ITEMS REMOVED FROM CONSENT AGENDA – None Removed

12. COUNCIL CONCERNS

Start time: 8:05 p.m.

Cheek reflected on the past year and how much the City accomplished to make the City better and more usable. She commented that Shepard was a gem, and that she appreciated all of staff's work to provide the information the Council needed to make decisions.

Franken echoed Cheek's comments regarding City staff and phenomenal work. She congratulated staff on a successful audit, and expressed thanks to emergency service providers. Franken thanked citizens for their valuable input, especially regarding short-term rentals.

Hayes commented that she wanted to address waiving Accessory Dwelling Unit (ADU) fees, noting that Rockaway Beach was the first to zone for ADUs, but had not addressed fees. She added that two people had expressed that they would build ADUs if there were fee incentives. Hayes commented on the need for workforce housing and expressed to add to the agenda discussion regarding incentives for housing. She thanked Public Works for the long hours worked during issues.

Martine commented that he was glad how well the town was doing financially and how much was being accomplished.

McGinnis commented that the City Manager created a year-end report and recommended that all review it on the city website. She shared that she appreciated the public comments on short-term rentals and encouraged the public to contact her to provide additional input. Thompson added that if the public wanted to submit written testimony to the entire Council for the record, it could be sent to cityhall@corb.us.

13. MAYOR'S REPORT

Start time: 8:11 p.m.

McNeilly reported that the Coffee with Manager and Mayor meetings are held on the fourth Thursday of each month and the next meeting would be Thursday, January 25, 2024.

McNeilly thanked all who shared their thoughts on the Council's consideration of setting a cap on STRs. He said that we are better as a community when we openly share our views while respecting the views of those who may disagree. McNeilly shared his views on STRs, explaining why he believed that STRs did not impact the availability of affordable housing in the City. McNeilly acknowledged as others did that the City's economy is driven by visitors. He noted that hotels and motels do not sit in the middle of residential neighborhoods, but STRs do. He explained that for him it comes down to finding a balance between providing tourist housing, livability for residents, and the impact on the City's infrastructure, such as roads, water, sewers, and staff. McNeilly commented that the increase in visitors is good for the business community, but it creates a demand for services, especially law enforcement, medical, public facilities, and utilities. He said that it impacts City residents. McNeilly commented that finding ways to balance the needs of visitors, business owners (including STR owners), and residents (full and part-time) is critical to the City's future. He said that our city leaders need to think about that balance and how many tourists the City can effectively support until without damaging what makes Rockaway Beach a great place to visit and a great place to live. He commented that the question is how much tourist housing is enough. McNeilly said that achieving balance will not be easy, but he believed that a critical lever for the City Council to achieve balance is to have the option to set a cap on STRs.

14. ADJOURNMENT

Start time: 8:16 p.m.

Hayes made a **motion**, seconded by Cheek to adjourn the meeting at 8:16 p.m.

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

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

MINUTES APPROVED THE
14TH DAY OF FEBRUARY 2024

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

DRAFT



City of Rockaway Beach

City Council Workshop Minutes

Date: Wednesday, January 10, 2024
Time: 4:30 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 – 2nd Floor Conference Room

1. CALL TO ORDER

Mayor McNeilly called the meeting to order at 4:30 p.m.

2. ROLL CALL

Start time: [04:30:00 PM \(00:00:02\)](#)

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

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Mary Johnson, City Planner.

3. COUNCIL BRIEFING/DISCUSSION

a. Discussion Regarding City Council Election Process

Start time: [04:30:41 PM \(00:00:44\)](#)

- Christy Biggs, Tillamook County Clerk

Shepard explained that the Council had an interest in looking at the City's election process and introduced Tillamook County Clerk Christy Biggs, who manages elections for Tillamook County. Shepard invited Biggs to describe the mechanics of elections and why it can be helpful to have position numbers. Biggs explained that prior to 2014 the Council did not have position numbers. She said that she couldn't speak to what occurred with the previous Clerk, but that position numbers were added in 2014. Biggs explained that she was in the office at that time, and she recalled that the conversation was around having position numbers so that it was easier to track when positions were vacated in order to know who filled the position, and to ensure positions were filled for the correct terms in the next election. She noted that it was easier for the County to track in their system. Biggs explained that she didn't find anything in County files from the City requesting or directing the change. Biggs said that she knew that there was communication with the City, but she didn't know the manner in which it happened. There was discussion regarding why positions might have been added and the process. There was brief discussion regarding Charter provisions for terms and filling of vacancies, as well as past amendments to the Charter. Biggs was asked what the City could do to ensure that the election process was compliant with state law and runs smoothly. Biggs suggested getting advice from the City's legal counsel. Shepard advised that he could consult the City Attorney.

McNeilly noted that there was consensus to do it right and follow the Charter and ordinances. He encouraged the Council to look forward.

- Review of Draft Ordinance Prescribing Manner for Election Nominations

Start time: [04:45:12 PM \(00:15:14\)](#)

Shepard explained that in investigating the election process, staff found that the Charter required that the Council have an ordinance prescribing the manner in which candidates are nominated. Shepard explained the draft Ordinance would codify the City's current process of filing by petition. He explained the other option is filing by fee, or both. After discussion, there was consensus to consider the ordinance as drafted.

b. Discussion Regarding Elected Official Stipend

Start time: [04:50:42 PM \(00:20:44\)](#)

Shepard explained that the issue of elected official stipends posed a potential conflict of interest for the entire Council. McNeilly, McGinnis, Franken, and Cheek declared potential conflicts of interest. Shepard explained that the Council could make a decision that would take effect after the next election. McGinnis commented that the League of Oregon Cities recommended that a citizen committee be utilized to provide recommendations to the Council. McNeilly commented that he concurred with that approach. Hayes suggested a citizen survey. Martine suggested it was helpful to know what those in other jurisdictions were paid. After discussion, there was consensus not to rush the process and that it could be implemented in the fiscal year after next. Shepard suggested that staff could work on the topic and bring it back for discussion at a later date.

c. Review of Draft Resolutions Setting Short-Term Rental (STR) Cap & Establishing Fees for STR Waiting List Requests

Start time: [05:02:18 PM \(00:32:20\)](#)

Shepard explained that the City Planner prepared a presentation that was provided to the Council. Shepard noted that the proposed resolution could be adopted in February or March, with the effective date corresponding with the ordinance.

Hayes declared a potential conflict of interest.

Shepard confirmed for Franken that there would be two public hearings on the ordinance setting authority for the cap. He explained that the proposed STR cap figure of 450 was in the draft resolution based on discussion at the January Workshop and is close to the current number of licenses. Shepard shared slides from the presentation, providing information and statistics on short-term rentals within Rockaway Beach and Tillamook County.

McGinnis mentioned that Lincoln County lost a lawsuit after licenses were taken away from existing STRs. McNeilly commented that he had no interest in taking anything away. He commented on STR's impact on City services, and how much tourist housing the City can support. He advocated for a 450 cap. McNeilly noted that there was an exception for people with building permits. He commented that a cap best defines the number of housing that the city can support vs. a percentage of housing.

There was discussion about future consideration of classifying STRs into categories, such as commercial, etc. McGinnis shared that Cannon Beach has a task force doing review of STRs and reporting to Council. She expressed concern about pricing out workers.

Franken suggested a cap of 1% more than existing licenses. McNeilly suggested an annual review of the cap be included in the Resolution.

McNeilly commented that the fees should fully support the overhead costs for managing waiting lists and provisional applications.

Johnson reported that 20 new single-family dwellings and 1 duplex were constructed last year.

d. Review of Friends of the Library Community Grant Applications

Start time: [05:25:48 PM \(00:55:50\)](#)

The Council reviewed community grant applications from the Friends of the Library for a new commercial flagpole and a bulk mailing.

McGinnis inquired if a new flagpole would eliminate a safety issue. Shepard explained that commercial grade flagpoles on the coast were essential. There were comments that the County should do the mailing for the library. McGinnis explained that the Friends of the Library is a separate organization. McNeilly said he supported both grant requests. Shepard clarified for Franken that if grant funds aren't expended that it could rollover in the proposed budget. After further discussion, there was consensus to include both grant awards for consideration in the regular session to be amended if desired.

4. ADJOURNMENT

Start time: 5:32 p.m.

Shepard explained that some cities had experienced "Zoombombing" where members of the public sign up to speak and then make crude, vulgar, and hateful comments. Shepard shared that there were processes that could be put in place, but in the meantime, after consultation with the Mayor, the Mayor will allow comments during the allotted time and will direct the City Recorder to disable the mic when the allowed time has ended. There was brief discussion regarding allowing participants' video, and the law related to public participation.

McGinnis commented that she was impressed with the materials presented by staff to help the Council make decisions.

Hayes made a **motion**, seconded by Martine, to adjourn the meeting at 5:37 p.m.

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

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

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

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

Position #5 - Penelope Cheek: Approve
Position #2 - Tom Martine: Approve

MINUTES APPROVED THIS
14TH DAY OF FEBRUARY 2024

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES & RESOURCES</u>					
10-31-4010 CUR YR PROP TX - GEN FUND	4,319.02	452,027.65	435,000.00	(17,027.65)	103.9
10-31-4020 DELINQUENT PROP TAX REVENUE	473.01	5,232.16	8,500.00	3,267.84	61.6
10-31-4040 LIQUOR TAX - OLCC	2,308.84	17,075.50	26,000.00	8,924.50	65.7
10-31-4050 CIGARETTE TAX	76.80	632.06	1,200.00	567.94	52.7
10-31-4060 OTHER TAX REVENUE	8,338.17	32,001.46	30,000.00	(2,001.46)	106.7
TOTAL REVENUES & RESOURCES	15,515.84	506,968.83	500,700.00	(6,268.83)	101.3
<u>GRANTS, LOANS & BONDS</u>					
10-33-4180 DLCD GRANT	.00	2,000.00	.00	(2,000.00)	.0
10-33-4185 STATE REVENUE SHARING	.00	13,334.99	20,000.00	6,665.01	66.7
TOTAL GRANTS, LOANS & BONDS	.00	15,334.99	20,000.00	4,665.01	76.7
<u>FEES & SERVICES</u>					
10-34-4060 LICENSES & FRANCHISES	20,818.23	331,650.22	280,000.00	(51,650.22)	118.5
10-34-4085 LAND USE-ORDINANCE FEES-PERMIT	2,027.50	11,582.75	21,000.00	9,417.25	55.2
10-34-4141 CIVIC/COMM CENTER RENT	465.00	1,285.00	850.00	(435.00)	151.2
10-34-4142 FIRST FLOOR RENT-HLTH DEPT	946.00	6,622.00	11,500.00	4,878.00	57.6
10-34-4145 CC-REFUNDABLE DEPOSITS	.00	.00	500.00	500.00	.0
10-34-4146 HEALTH DEPT UTILITY REIMB	99.58	1,520.88	2,650.00	1,129.12	57.4
TOTAL FEES & SERVICES	24,356.31	352,660.85	316,500.00	(36,160.85)	111.4
<u>FIRE DEPARTMENT</u>					
10-35-4091 NEDONNA FIRE DIST	33,000.00	33,000.00	30,000.00	(3,000.00)	110.0
10-35-4092 TWIN ROCKS WATER DISTRICT	.00	.00	10,000.00	10,000.00	.0
10-35-4093 OR STATE FORESTRY DEPT	.00	.00	500.00	500.00	.0
10-35-4185 FIRE PERMITS	.00	.00	50.00	50.00	.0
10-35-4186 EMERGENCY SERVICES FEE	110.00	63,487.02	125,000.00	61,512.98	50.8
TOTAL FIRE DEPARTMENT	33,110.00	96,487.02	165,550.00	69,062.98	58.3
<u>OTHER REVENUES</u>					
10-36-4120 INTEREST ON INVESTED FUNDS	21,887.75	137,176.39	12,500.00	(124,676.39)	1097.4
10-36-4150 MISC RCPTS - GEN FUND	373.86	5,865.57	12,000.00	6,134.43	48.9
10-36-4190 SURPLUS PROPERTY SALES	.00	.00	1,000.00	1,000.00	.0
TOTAL OTHER REVENUES	22,261.61	143,041.96	25,500.00	(117,541.96)	561.0

CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>POLICE DEPARTMENT</u>					
10-37-4100 CITATIONS - FINES & FORFEITS	231.06	4,098.32	15,000.00	10,901.68	27.3
TOTAL POLICE DEPARTMENT	231.06	4,098.32	15,000.00	10,901.68	27.3
<u>TRANSFERS</u>					
10-39-4030 TIF - TRT POLICE	.00	172,460.00	344,921.00	172,461.00	50.0
10-39-4032 TIF -SEWER OP	.00	22,500.00	45,000.00	22,500.00	50.0
10-39-4037 TIF - CC	.00	22,500.00	45,000.00	22,500.00	50.0
10-39-4038 TIF- TRT-GF PW CAP OUTLAY	.00	30,202.00	60,405.00	30,203.00	50.0
10-39-4052 TIF - TRT-CTY BEAUTIF	.00	2,500.00	5,000.00	2,500.00	50.0
10-39-4053 TIF - TRT FIRE DEPT	.00	210,912.00	421,825.00	210,913.00	50.0
10-39-4055 TIF - TRT USDA LOAN	.00	32,000.00	64,000.00	32,000.00	50.0
TOTAL TRANSFERS	.00	493,074.00	986,151.00	493,077.00	50.0
TOTAL FUND REVENUE	95,474.82	1,611,665.97	2,029,401.00	417,735.03	79.4

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-45-6531 CODE ENFORCEMENT	.00	.00	65,000.00	65,000.00	.0
10-45-6550 MATERIALS SUPPLIES	19,446.20	140,939.14	564,712.00	423,772.86	25.0
TOTAL POLICE DEPARTMENT	19,446.20	140,939.14	629,712.00	488,772.86	22.4
<u>FIRE DEPARTMENT</u>					
10-46-5052 FIRE CHIEF WAGES	8,356.24	59,939.98	102,700.00	42,760.02	58.4
10-46-5053 FIREFIGHTERS	10,094.17	103,669.39	138,136.00	34,466.61	75.1
10-46-5054 OVERTIME-FIRE DEPARTMENT	479.36	3,132.43	5,000.00	1,867.57	62.7
10-46-5061 VOLUNTEER FIRE FIGHTER BONUS	5,310.63	39,415.36	41,250.00	1,834.64	95.6
10-46-5062 RECORD KEEPING & TRAINING	125.00	1,250.00	3,500.00	2,250.00	35.7
10-46-5152 PAYROLL EXPENSES - FIRE	15,547.49	104,845.91	223,697.00	118,851.09	46.9
10-46-6110 ELECTRICITY	385.64	1,355.98	3,500.00	2,144.02	38.7
10-46-6530 TELEPHONE	4,526.21	11,630.83	8,500.00	(3,130.83)	136.8
10-46-6535 MEDICAL	2,989.74	6,234.72	10,000.00	3,765.28	62.4
10-46-6555 SUPPLIES, GEAR & SERVICES	10,165.47	20,355.80	40,000.00	19,644.20	50.9
10-46-6570 INS- VEHICLE, LIAB, EQUIP, BLD	.00	15,854.40	20,000.00	4,145.60	79.3
10-46-6580 FUEL & OIL	230.19	4,727.36	10,000.00	5,272.64	47.3
10-46-6582 ELECTRONIC REP-MAINT	.00	.00	1,500.00	1,500.00	.0
10-46-6630 FIRE BLDG MAINT	618.08	1,467.88	15,000.00	13,532.12	9.8
10-46-6660 SAFETY TRAINING & FIRST AID	134.60	1,419.32	14,000.00	12,580.68	10.1
10-46-6670 REQUIRED EQUIP TESTING	.00	3,527.50	10,000.00	6,472.50	35.3
10-46-6690 VEHICLE MAINT, SUP & REP	2,060.82	3,612.68	20,000.00	16,387.32	18.1
TOTAL FIRE DEPARTMENT	61,023.64	382,439.54	666,783.00	284,343.46	57.4

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-48-5057 OFFICE ASSISTANT	13,819.12	76,973.29	119,390.00	42,416.71	64.5
10-48-5065 OVERTIME - CITY HALL	.00	.00	4,000.00	4,000.00	.0
10-48-5075 ACCRUED VACATION - ADMIN	.00	.00	5,000.00	5,000.00	.0
10-48-5082 CITY MANAGER	9,614.69	56,144.18	83,790.00	27,645.82	67.0
10-48-5085 MAYOR & COUNCIL STIPEND	125.00	875.00	1,100.00	225.00	79.6
10-48-5152 PAYROLL EXP - ADMIN	11,533.61	72,291.80	172,690.00	100,398.20	41.9
10-48-6410 PLANNING & ZONING	668.40	16,882.64	155,000.00	138,117.36	10.9
10-48-6440 REFUNDABLE DEPOSITS	.00	50.00	500.00	450.00	10.0
10-48-6530 TELEPHONE	2,516.39	2,928.92	6,000.00	3,071.08	48.8
10-48-6570 INS-VEHICLE, LIAB, EQUIP, BLDG	.00	12,177.53	8,000.00	(4,177.53)	152.2
10-48-6571 TECHNOLOGY & DATA PROCESSING	8,780.60	29,599.12	45,000.00	15,400.88	65.8
10-48-6577 ORDINANCE UPDATE	.00	756.00	2,500.00	1,744.00	30.2
10-48-6596 EMERGENCY SERVICES EXPENSE	.00	.00	2,000.00	2,000.00	.0
10-48-6666 CITY BEAUTIFICATION	.00	332.08	3,000.00	2,667.92	11.1
10-48-6667 STORM DAMAGE REPAIR	.00	.00	100.00	100.00	.0
10-48-6830 CITY HALL OPERATIONS	5,001.68	23,411.51	83,000.00	59,588.49	28.2
10-48-6831 DUES-CITY, OFFICIALS & STAFF	180.36	3,314.24	2,500.00	(814.24)	132.6
10-48-6835 BANK FEES	213.41	527.62	2,000.00	1,472.38	26.4
10-48-6840 COURT COSTS	.00	.00	100.00	100.00	.0
10-48-6850 ATTORNEY	2,303.00	13,652.50	29,000.00	15,347.50	47.1
10-48-6870 AUDIT & BOND	1,080.00	7,547.29	8,000.00	452.71	94.3
10-48-6880 ADVERTISING	196.85	404.55	2,000.00	1,595.45	20.2
10-48-6890 STATIONERY & SUPPLIES	1,428.45	4,210.10	12,000.00	7,789.90	35.1
10-48-6915 TRAVEL & TRAIN-STAFF	.00	2,626.73	5,000.00	2,373.27	52.5
10-48-6920 BLDG MAINT-CTY HALL	.00	9,578.91	35,000.00	25,421.09	27.4
10-48-6931 COUNCIL EXPENSE	.00	2,598.81	1,000.00	(1,598.81)	259.9
10-48-6932 CITY MANAGER FUND	292.63	371.59	500.00	128.41	74.3
10-48-6954 REVENUE SHARING PMTS	6,577.50	36,777.86	60,000.00	23,222.14	61.3
10-48-6999 OPERATING CONTINGENCY - GF	.00	.00	200,000.00	200,000.00	.0
10-48-8000 GENERAL FUND CAPITAL PROJECTS	.00	.00	60,405.00	60,405.00	.0
10-48-8041 TO - ROADS/STREETS, FRANCHISE	.00	24,685.00	49,370.00	24,685.00	50.0
10-48-8044 TO -FIRE EQUIPMENT RESERVE	.00	22,500.00	45,000.00	22,500.00	50.0
10-48-8515 DEBT SVC - PARKING LOT	(3,661.72)	.00	.00	.00	.0
10-48-8518 DEBT SVC - USDA LOAN	18,841.37	95,143.85	140,000.00	44,856.15	68.0
TOTAL ADMINISTRATION	79,511.34	516,361.12	1,342,945.00	826,583.88	38.5
TOTAL FUND EXPENDITURES	159,981.18	1,039,739.80	2,639,440.00	1,599,700.20	39.4
NET REVENUE OVER EXPENDITURES	(64,506.36)	571,926.17	(610,039.00)	(1,181,965.17)	93.8

CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

FIRE EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
14-36-4120 INTEREST INCOME	235.03	1,466.75	1,200.00	(266.75)	122.2
TOTAL OTHER INCOME	235.03	1,466.75	1,200.00	(266.75)	122.2
<u>TRANSFERS</u>					
14-39-4026 TIF - GF	.00	22,500.00	45,000.00	22,500.00	50.0
14-39-4030 TIF - TRT	.00	185,803.00	371,607.00	185,804.00	50.0
TOTAL TRANSFERS	.00	208,303.00	416,607.00	208,304.00	50.0
TOTAL FUND REVENUE	235.03	209,769.75	417,807.00	208,037.25	50.2

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

FIRE EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
14-47-7621 FIRE EQUIP & CAPITAL OUTLAY	.00	.00	375,000.00	375,000.00	.0
TOTAL FIRE DEPARTMENT	.00	.00	375,000.00	375,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	375,000.00	375,000.00	.0
NET REVENUE OVER EXPENDITURES	235.03	209,769.75	42,807.00	(166,962.75)	490.0

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

LOAN PAYMENT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
16-36-4120 INTEREST INCOME	.00	.00	2,500.00	2,500.00	.0
TOTAL OTHER INCOME	.00	.00	2,500.00	2,500.00	.0
TOTAL FUND REVENUE	.00	.00	2,500.00	2,500.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	2,500.00	2,500.00	.0

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

PROJECT & EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
21-36-4120 INTEREST INCOME	278.98	1,741.02	3,000.00	1,258.98	58.0
TOTAL OTHER INCOME	278.98	1,741.02	3,000.00	1,258.98	58.0
<u>TRANSFERS IN</u>					
21-39-4030 TIF - TRT	.00	595,240.00	1,190,481.00	595,241.00	50.0
TOTAL TRANSFERS IN	.00	595,240.00	1,190,481.00	595,241.00	50.0
TOTAL FUND REVENUE	278.98	596,981.02	1,193,481.00	596,499.98	50.0

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

PROJECT & EQUIP RESERVE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
21-47-7577	TOURISM CAPITAL PROJECTS	12,077.25	375,634.87	2,425,000.00	2,049,365.13	15.5
	TOTAL CAPITAL OUTLAY	12,077.25	375,634.87	2,425,000.00	2,049,365.13	15.5
	TOTAL FUND EXPENDITURES	12,077.25	375,634.87	2,425,000.00	2,049,365.13	15.5
	NET REVENUE OVER EXPENDITURES	(11,798.27)	221,346.15	(1,231,519.00)	(1,452,865.15)	18.0

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATE REVENUE</u>					
30-31-2985 RESTRICTED BIKE PATHS ODOT	.00	.00	1,000.00	1,000.00	.0
30-31-4340 STATE STREET - DMV - REVENUE	11,218.77	70,385.12	114,000.00	43,614.88	61.7
TOTAL STATE REVENUE	11,218.77	70,385.12	115,000.00	44,614.88	61.2
<u>GRANTS</u>					
30-33-4182 GRANTS & REIM- ROADS & STREETS	.00	650.40	.00	(650.40)	.0
TOTAL GRANTS	.00	650.40	.00	(650.40)	.0
<u>OTHER REVENUE</u>					
30-36-4120 INTEREST INCOME	3,468.49	21,645.78	16,500.00	(5,145.78)	131.2
TOTAL OTHER REVENUE	3,468.49	21,645.78	16,500.00	(5,145.78)	131.2
<u>TRANSFERS</u>					
30-39-4030 TIF - TRT	.00	185,463.00	370,926.00	185,463.00	50.0
30-39-4038 TIF - GEN FND	.00	24,685.00	49,370.00	24,685.00	50.0
TOTAL TRANSFERS	.00	210,148.00	420,296.00	210,148.00	50.0
TOTAL FUND REVENUE	14,687.26	302,829.30	551,796.00	248,966.70	54.9

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
30-41-5055 MAINT WKR WAGES	6,627.79	36,301.42	75,658.00	39,356.58	48.0
30-41-5056 EXTRA LABOR	.00	.00	2,000.00	2,000.00	.0
30-41-5058 SUPER OF PUBLIC WORKS	774.10	4,336.95	11,090.00	6,753.05	39.1
30-41-5065 OVERTIME	.00	.00	2,000.00	2,000.00	.0
30-41-5075 ACCRUED VAC - RDS & STS	.00	.00	2,000.00	2,000.00	.0
30-41-5082 CTY MANAGER - RDS & STS	1,373.55	8,020.65	11,970.00	3,949.35	67.0
30-41-5085 MAYOR & COUNCIL STIPEND	25.00	175.00	500.00	325.00	35.0
30-41-5152 PAYROLL EXP - RDS & STS	5,311.95	34,357.20	82,858.00	48,500.80	41.5
TOTAL PERSONNEL SERVICES	14,112.39	83,191.22	188,076.00	104,884.78	44.2
<u>MATERIALS & SERVICES</u>					
30-45-6125 ELECTRIC-STLITES-WYSD-CTYPRKS	221.43	1,083.76	2,100.00	1,016.24	51.6
30-45-6130 WAYSIDE & PARKS	2,437.64	24,991.36	35,000.00	10,008.64	71.4
30-45-6131 NATURE CONSERVANCY	210.00	1,232.99	5,000.00	3,767.01	24.7
30-45-6570 INS-VEHICLE, LIAB, EQUIP, BLDG	.00	6,110.01	5,000.00	(1,110.01)	122.2
30-45-6572 STREET LIGHTS	2,904.00	10,064.14	23,000.00	12,935.86	43.8
30-45-6580 FUEL & OIL	167.42	2,500.35	7,000.00	4,499.65	35.7
30-45-6592 PARKING LEASE	.00	1,570.68	1,500.00	(70.68)	104.7
30-45-6600 DRAINAGE & FLOOD CONTROL	.00	1,997.50	10,000.00	8,002.50	20.0
30-45-6610 SIDEWALKS, CURBS & FOOTPATHS	.00	63.31	4,000.00	3,936.69	1.6
30-45-6620 STREET SIGNS	.00	193.44	6,000.00	5,806.56	3.2
30-45-6667 STORM DAMAGE REPAIR	1,000.00	2,647.59	1,000.00	(1,647.59)	264.8
30-45-6690 VEHICLE MAINT, SUPP & REP	602.97	617.96	15,000.00	14,382.04	4.1
30-45-6800 ROADS, MATERIALS & SUPPLIES	588.51	6,226.39	32,000.00	25,773.61	19.5
TOTAL MATERIALS & SERVICES	8,131.97	59,299.48	146,600.00	87,300.52	40.5
<u>CAPITAL OUTLAY</u>					
30-47-7502 RDS-STIS IMPROVEMENT PROJECTS	5,843.00	36,039.47	67,000.00	30,960.53	53.8
30-47-7506 RDS-STIS: CAPITAL IMPROV PLAN	4,326.94	14,793.91	150,000.00	135,206.09	9.9
30-47-7507 RDS-STIS PW MOBILE EQUIP PLAN	.00	.00	30,000.00	30,000.00	.0
TOTAL CAPITAL OUTLAY	10,169.94	50,833.38	247,000.00	196,166.62	20.6
<u>CONTINGENCY</u>					
30-48-7999 CONTINGENCY - ROADS	.00	.00	50,000.00	50,000.00	.0
TOTAL CONTINGENCY	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND EXPENDITURES	32,414.30	193,324.08	631,676.00	438,351.92	30.6

CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(17,727.04)	109,505.22	(79,880.00)	(189,385.22)	137.1

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSPORTATION SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
39-36-4120 INTEREST INCOME	198.60	1,239.40	1,000.00	(239.40)	123.9
TOTAL OTHER INCOME	198.60	1,239.40	1,000.00	(239.40)	123.9
<u>FEEES</u>					
39-38-4940 IMP FEES - TRANSPORT SDC	3,600.00	9,900.00	18,000.00	8,100.00	55.0
TOTAL FEES	3,600.00	9,900.00	18,000.00	8,100.00	55.0
TOTAL FUND REVENUE	3,798.60	11,139.40	19,000.00	7,860.60	58.6

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSPORTATION SDC

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
39-47-7880	CONT MAT - IMP TRANS	.00	.00	185,000.00	185,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	185,000.00	185,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	185,000.00	185,000.00	.0
	NET REVENUE OVER EXPENDITURES	3,798.60	11,139.40	(166,000.00)	(177,139.40)	6.7

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
40-34-4540 WATER SERVICE BASE	(1,800.83)	647,175.69	1,215,040.00	567,864.31	53.3
40-34-4550 NEW WATER CONNECTIONS	2,565.00	10,465.00	28,250.00	17,785.00	37.0
40-34-4560 WATER MASTER PLAN	13.91	38,668.91	74,375.00	35,706.09	52.0
TOTAL REVENUE	778.08	696,309.60	1,317,665.00	621,355.40	52.8
<u>INTEREST & MISC</u>					
40-36-4120 INT - WATER OP	1,762.62	11,001.18	5,500.00	(5,501.18)	200.0
40-36-4150 MISC RCPTS - WTR OP FUND	130.00	9,777.62	2,825,800.00	2,816,022.38	.4
TOTAL INTEREST & MISC	1,892.62	20,778.80	2,831,300.00	2,810,521.20	.7
TOTAL FUND REVENUE	2,670.70	717,088.40	4,148,965.00	3,431,876.60	17.3

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
40-41-5054	.00	.00	2,338.00	2,338.00	.0
40-41-5055	7,122.13	58,383.67	112,500.00	54,116.33	51.9
40-41-5056	.00	.00	2,000.00	2,000.00	.0
40-41-5057	14,550.14	78,770.49	121,443.00	42,672.51	64.9
40-41-5058	3,870.45	21,684.61	49,031.00	27,346.39	44.2
40-41-5059	4,758.41	42,853.01	96,078.00	53,224.99	44.6
40-41-5064	.00	.00	2,000.00	2,000.00	.0
40-41-5065	76.21	3,166.96	14,000.00	10,833.04	22.6
40-41-5067	.00	.00	1,000.00	1,000.00	.0
40-41-5075	.00	.00	5,000.00	5,000.00	.0
40-41-5082	1,373.55	8,020.65	11,970.00	3,949.35	67.0
40-41-5085	75.00	525.00	1,400.00	875.00	37.5
40-41-5152	17,244.87	114,881.20	289,633.00	174,751.80	39.7
TOTAL PERSONNEL SERVICES	49,070.76	328,285.59	708,393.00	380,107.41	46.3
<u>MATERIALS & SERVICES</u>					
40-45-6110	3,365.48	17,795.53	36,500.00	18,704.47	48.8
40-45-6455	.00	.00	1,000.00	1,000.00	.0
40-45-6520	.00	654.21	2,000.00	1,345.79	32.7
40-45-6530	2,981.04	7,591.74	12,000.00	4,408.26	63.3
40-45-6534	5,115.12	18,211.42	35,000.00	16,788.58	52.0
40-45-6551	3,874.35	24,412.18	19,000.00	(5,412.18)	128.5
40-45-6570	.00	24,237.07	29,000.00	4,762.93	83.6
40-45-6574	1,385.00	9,244.12	11,000.00	1,755.88	84.0
40-45-6580	391.60	4,875.22	10,000.00	5,124.78	48.8
40-45-6667	.00	.00	500.00	500.00	.0
40-45-6690	414.52	5,385.59	13,500.00	8,114.41	39.9
40-45-6745	.00	2,747.00	9,000.00	6,253.00	30.5
40-45-6750	3,278.86	47,912.46	63,000.00	15,087.54	76.1
40-45-6831	.00	150.00	2,500.00	2,350.00	6.0
40-45-6850	.00	.00	12,000.00	12,000.00	.0
40-45-6851	124.00	3,468.00	2,000.00	(1,468.00)	173.4
40-45-6915	405.00	1,444.69	4,500.00	3,055.31	32.1
40-45-6945	2,410.00	6,670.00	9,540.00	2,870.00	69.9
40-45-6951	.00	.00	500.00	500.00	.0
TOTAL MATERIALS & SERVICES	23,744.97	174,799.23	272,540.00	97,740.77	64.1
<u>CAPITAL OUTLAY</u>					
40-47-7601	6,917.00	10,065.00	3,010,000.00	2,999,935.00	.3
40-47-7602	.00	9,023.80	175,000.00	165,976.20	5.2
40-47-7603	37,640.79	37,640.79	40,000.00	2,359.21	94.1
TOTAL CAPITAL OUTLAY	44,557.79	56,729.59	3,225,000.00	3,168,270.41	1.8

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
40-48-7999 CONTINGENCY - WTR	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
<u>TRANSFERS</u>					
40-49-8027 TO - CC - CH OPERATING	.00	22,500.00	45,000.00	22,500.00	50.0
40-49-8045 TO -WMP FUND	.00	150,000.00	300,000.00	150,000.00	50.0
TOTAL TRANSFERS	.00	172,500.00	345,000.00	172,500.00	50.0
TOTAL FUND EXPENDITURES	117,373.52	732,314.41	4,580,933.00	3,848,618.59	16.0
NET REVENUE OVER EXPENDITURES	(114,702.82)	(15,226.01)	(431,968.00)	(416,741.99)	(3.5)

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
42-36-4120 INTEREST INCOME	3,452.12	21,543.65	12,000.00	(9,543.65)	179.5
TOTAL OTHER INCOME	3,452.12	21,543.65	12,000.00	(9,543.65)	179.5
<u>TRANSFERS</u>					
42-39-4030 TIF - WATER OP	.00	150,000.00	300,000.00	150,000.00	50.0
TOTAL TRANSFERS	.00	150,000.00	300,000.00	150,000.00	50.0
TOTAL FUND REVENUE	3,452.12	171,543.65	312,000.00	140,456.35	55.0

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
42-47-7555 WMP - IMPLIMENTATION PROJECTS	3,453.09	164,362.71	550,000.00	385,637.29	29.9
TOTAL CAPITAL OUTLAY	3,453.09	164,362.71	550,000.00	385,637.29	29.9
<u>CONTINGENCY</u>					
42-48-7999 WATER MASTER PLAN CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
TOTAL FUND EXPENDITURES	3,453.09	164,362.71	580,000.00	415,637.29	28.3
NET REVENUE OVER EXPENDITURES	(.97)	7,180.94	(268,000.00)	(275,180.94)	2.7

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
47-34-4550 WATER DEBT REVENUE	27.84	77,280.69	148,650.00	71,369.31	52.0
TOTAL UTILITY BILLING	27.84	77,280.69	148,650.00	71,369.31	52.0
<u>OTHER INCOME</u>					
47-36-4120 INTEREST INCOME	300.72	1,876.68	1,200.00	(676.68)	156.4
TOTAL OTHER INCOME	300.72	1,876.68	1,200.00	(676.68)	156.4
TOTAL FUND REVENUE	328.56	79,157.37	149,850.00	70,692.63	52.8

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
47-49-8512 NEDONNA BEACH WTR LINE - PRINC	.00	.00	205,000.00	205,000.00	.0
47-49-8520 WATER PLANT DS - PRINC	.00	30,000.00	30,000.00	.00	100.0
47-49-8521 WATER PLANT DS - INT	4,050.00	8,550.00	8,650.00	100.00	98.8
TOTAL DEBT SERVICE	4,050.00	38,550.00	243,650.00	205,100.00	15.8
TOTAL FUND EXPENDITURES	4,050.00	38,550.00	243,650.00	205,100.00	15.8
NET REVENUE OVER EXPENDITURES	(3,721.44)	40,607.37	(93,800.00)	(134,407.37)	43.3

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
49-36-4120 INTEREST INCOME	364.44	2,274.33	1,200.00	(1,074.33)	189.5
TOTAL OTHER INCOME	364.44	2,274.33	1,200.00	(1,074.33)	189.5
<u>WATER SDC FEES</u>					
49-38-4935 REIMB FEES - WTR SDC FUND	1,104.00	5,520.00	9,800.00	4,280.00	56.3
49-38-4940 IMP FEES - WTR SDC FND	11,850.00	59,250.00	82,000.00	22,750.00	72.3
TOTAL WATER SDC FEES	12,954.00	64,770.00	91,800.00	27,030.00	70.6
TOTAL FUND REVENUE	13,318.44	67,044.33	93,000.00	25,955.67	72.1

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
49-47-7880 CONT MAT - IMP WTR	6,917.00	11,734.00	310,000.00	298,266.00	3.8
49-47-7885 CONT MAT - REIMB WTR	.00	819.00	225,000.00	224,181.00	.4
TOTAL CAPITAL OUTLAY	6,917.00	12,553.00	535,000.00	522,447.00	2.4
TOTAL FUND EXPENDITURES	6,917.00	12,553.00	535,000.00	522,447.00	2.4
NET REVENUE OVER EXPENDITURES	6,401.44	54,491.33	(442,000.00)	(496,491.33)	12.3

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
50-34-4640 SEWER SERVICE BASE	(2,321.95)	406,186.44	769,000.00	362,813.56	52.8
50-34-4650 NEW SEWER CONNECTIONS	220.00	7,320.00	17,250.00	9,930.00	42.4
50-34-4660 SEWER MASTER PLAN	15.02	41,325.34	82,000.00	40,674.66	50.4
TOTAL UTILITY BILLING	(2,086.93)	454,831.78	868,250.00	413,418.22	52.4
<u>OTHER INCOME</u>					
50-36-4120 INTEREST INCOME	3,774.69	23,556.68	15,000.00	(8,556.68)	157.0
50-36-4150 MISC RECEIPTS - SEWER	.00	1,006.23	1,000.00	(6.23)	100.6
TOTAL OTHER INCOME	3,774.69	24,562.91	16,000.00	(8,562.91)	153.5
TOTAL FUND REVENUE	1,687.76	479,394.69	884,250.00	404,855.31	54.2

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
50-41-5055 MAINT WORKER WAGES	6,933.60	57,297.67	110,075.00	52,777.33	52.1
50-41-5056 EXTRA LABOR WAGES	.00	.00	2,000.00	2,000.00	.0
50-41-5057 OFFICE ASST WAGE	14,550.13	78,770.45	121,441.00	42,670.55	64.9
50-41-5058 SUPER PUB WORKS	3,096.37	17,347.69	39,508.00	22,160.31	43.9
50-41-5059 PLANT OP WAGES	4,758.40	39,756.55	98,657.00	58,900.45	40.3
50-41-5064 STANDBY - SEWER	.00	.00	2,000.00	2,000.00	.0
50-41-5065 OVERTIME SEWER	76.21	3,166.96	7,000.00	3,833.04	45.2
50-41-5075 ACCRUED VAC - COMP TIME	.00	.00	8,000.00	8,000.00	.0
50-41-5082 CITY MANAGER WAGES	1,373.55	8,020.65	11,970.00	3,949.35	67.0
50-41-5085 MAYOR & COUNCIL STIPEND	75.00	525.00	1,500.00	975.00	35.0
50-41-5152 PAYROLL EXP - SEWER	16,734.10	110,391.99	280,462.00	170,070.01	39.4
TOTAL PERSONNEL SERVICES	47,597.36	315,276.96	682,613.00	367,336.04	46.2
<u>MATERIALS & SERVICES</u>					
50-45-6110 ELECTRICITY - SEWER	2,773.43	14,883.57	32,000.00	17,116.43	46.5
50-45-6455 EMERGENCY MANAGEMENT	.00	.00	1,000.00	1,000.00	.0
50-45-6520 BLDG MAINT - SEWER	.00	175.46	3,500.00	3,324.54	5.0
50-45-6530 TELEPHONE & TELEMTRY	1,002.82	4,499.47	6,500.00	2,000.53	69.2
50-45-6534 PLANT CHEMICALS & SUP	5,944.31	37,851.96	45,000.00	7,148.04	84.1
50-45-6551 ADMIN & BILLING	3,630.51	21,311.23	25,000.00	3,688.77	85.2
50-45-6570 INS - VEHICLE, LIAB, EQUIP, BL	.00	39,100.71	40,000.00	899.29	97.8
50-45-6574 AUDIT - SEWER	1,385.00	9,244.12	11,000.00	1,755.88	84.0
50-45-6580 FUEL & OIL	324.36	4,807.98	15,000.00	10,192.02	32.1
50-45-6690 VEHICLE MAINT, SUP & REP	.00	1,588.57	13,000.00	11,411.43	12.2
50-45-6740 I & I WORK	.00	.00	26,000.00	26,000.00	.0
50-45-6745 REQUIRED TESTING	.00	.00	2,000.00	2,000.00	.0
50-45-6750 SYSTEM MAINT & SUPPLY	35,821.79	66,159.68	65,000.00	(1,159.68)	101.8
50-45-6831 DUES	.00	150.00	700.00	550.00	21.4
50-45-6850 ATTORNEY	.00	2,632.00	2,500.00	(132.00)	105.3
50-45-6851 ENGINEERING	.00	1,992.00	25,200.00	23,208.00	7.9
50-45-6915 TRAVEL & TRAINING - STAFF	340.46	1,243.70	5,000.00	3,756.30	24.9
50-45-6945 METER READERS	4,201.66	9,636.66	6,400.00	(3,236.66)	150.6
50-45-6951 ORDINANCE ENFORCEMENT	.00	.00	500.00	500.00	.0
TOTAL MATERIALS & SERVICES	55,424.34	215,277.11	325,300.00	110,022.89	66.2
<u>CAPITAL OUTLAY</u>					
50-47-7602 PW MOBILE EQUIP REPLACE PLAN	37,640.79	37,640.79	40,000.00	2,359.21	94.1
TOTAL CAPITAL OUTLAY	37,640.79	37,640.79	40,000.00	2,359.21	94.1

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
50-48-7999 CONTINGENCY - SEWER	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
<u>TRANSFERS</u>					
50-49-8027 TRNSFR TO - GF CH OPERATING	.00	22,500.00	45,000.00	22,500.00	50.0
50-49-8033 TRNSFR TO - SEWER MASTER PLAN	.00	37,500.00	75,000.00	37,500.00	50.0
TOTAL TRANSFERS	.00	60,000.00	120,000.00	60,000.00	50.0
TOTAL FUND EXPENDITURES	140,662.49	628,194.86	1,197,913.00	569,718.14	52.4
NET REVENUE OVER EXPENDITURES	(138,974.73)	(148,800.17)	(313,663.00)	(164,862.83)	(47.4)

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
52-36-4120 INTEREST INCOME	2,074.49	12,946.25	9,000.00	(3,946.25)	143.9
TOTAL OTHER INCOME	2,074.49	12,946.25	9,000.00	(3,946.25)	143.9
<u>TRANSFERS</u>					
52-39-4032 TRNSFR IN - FROM SEWER OPER	.00	37,500.00	75,000.00	37,500.00	50.0
TOTAL TRANSFERS	.00	37,500.00	75,000.00	37,500.00	50.0
TOTAL FUND REVENUE	2,074.49	50,446.25	84,000.00	33,553.75	60.1

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
52-47-7555 WWMP-IMPLIMENTATION PROJECTS	.00	.00	60,000.00	60,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	60,000.00	60,000.00	.0
<u>CONTINGENCY</u>					
52-48-7999 CONTINGENCY - SWR	.00	.00	9,000.00	9,000.00	.0
TOTAL CONTINGENCY	.00	.00	9,000.00	9,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	69,000.00	69,000.00	.0
NET REVENUE OVER EXPENDITURES	2,074.49	50,446.25	15,000.00	(35,446.25)	336.3

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>						
56-34-4650	SEWER DEBT REVENUE	46.80	128,806.85	245,000.00	116,193.15	52.6
	TOTAL UTILITY BILLING	46.80	128,806.85	245,000.00	116,193.15	52.6
<u>OTHER INCOME</u>						
56-36-4120	INTEREST INCOME	1,497.04	9,342.56	6,000.00	(3,342.56)	155.7
	TOTAL OTHER INCOME	1,497.04	9,342.56	6,000.00	(3,342.56)	155.7
	TOTAL FUND REVENUE	1,543.84	138,149.41	251,000.00	112,850.59	55.0

DRAFT

CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
56-49-8510 WW OUTFALL LOAN PRINCIPLE	.00	200,000.00	200,000.00	.00	100.0
56-49-8511 WW-OUTFALL LOAN INTEREST	3,075.00	9,150.00	9,375.00	225.00	97.6
TOTAL DEBT SERVICE	3,075.00	209,150.00	209,375.00	225.00	99.9
TOTAL FUND EXPENDITURES	3,075.00	209,150.00	209,375.00	225.00	99.9
NET REVENUE OVER EXPENDITURES	(1,531.16)	(71,000.59)	41,625.00	112,625.59	(170.6)

DRAFT

CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
59-36-4120 INTEREST INCOME	417.89	2,607.92	3,200.00	592.08	81.5
TOTAL OTHER INCOME	417.89	2,607.92	3,200.00	592.08	81.5
<u>FEEES</u>					
59-38-4935 REIMB FEES - SEWER SDC	1,478.00	11,824.00	25,000.00	13,176.00	47.3
59-38-4940 IMP FEES - SEWER SDC	2,645.00	21,160.00	65,000.00	43,840.00	32.6
TOTAL FEES	4,123.00	32,984.00	90,000.00	57,016.00	36.7
TOTAL FUND REVENUE	4,540.89	35,591.92	93,200.00	57,608.08	38.2

DRAFT

CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
59-47-7880 CONTR MAT - IMPROVE	.00	.00	100,000.00	100,000.00	.0
59-47-7885 CONTR MAT - REIMBURSE	.00	.00	100,000.00	100,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	200,000.00	200,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
NET REVENUE OVER EXPENDITURES	4,540.89	35,591.92	(106,800.00)	(142,391.92)	33.3

DRAFT

CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSIENT ROOM TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ROOM TAX REVENUES</u>					
80-31-4710 TRT REVENUE 5%	607,434.60	913,547.72	1,200,000.00	286,452.28	76.1
80-31-4711 TRT REVENUE 2% - ADV	242,973.80	365,419.00	480,000.00	114,581.00	76.1
80-31-4712 TRT REVENUE 2% - CTY	242,973.80	365,419.00	480,000.00	114,581.00	76.1
80-31-4713 TRT REVENUE 1% - CTY	121,486.91	182,709.51	240,000.00	57,290.49	76.1
TOTAL ROOM TAX REVENUES	1,214,869.11	1,827,095.23	2,400,000.00	572,904.77	76.1
<u>OTHER INCOME</u>					
80-36-4120 INTEREST INCOME - TRT	1,514.08	9,448.90	7,500.00	(1,948.90)	126.0
TOTAL OTHER INCOME	1,514.08	9,448.90	7,500.00	(1,948.90)	126.0
TOTAL FUND REVENUE	1,216,383.19	1,836,544.13	2,407,500.00	570,955.87	76.3

DRAFT

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

TRANSIENT ROOM TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
80-45-6533	6,308.12	82,926.69	197,211.00	114,284.31	42.1
80-45-6534	.00	2,357.10	75,000.00	72,642.90	3.1
80-45-6535	.00	3,646.50	55,000.00	51,353.50	6.6
80-45-6536	.00	1,218.00	2,000.00	782.00	60.9
80-45-6537	.00	43,258.00	75,000.00	31,742.00	57.7
80-45-6538	.00	600.00	85,000.00	84,400.00	.7
80-45-6634	135.00	135.00	95,000.00	94,865.00	.1
TOTAL MATERIALS & SERVICES	6,443.12	134,141.29	584,211.00	450,069.71	23.0
<u>CONTINGENCY</u>					
80-46-6999	.00	.00	10,000.00	10,000.00	.0
TOTAL CONTINGENCY	.00	.00	10,000.00	10,000.00	.0
<u>TRANSFERS</u>					
80-49-8024	.00	172,460.00	344,921.00	172,461.00	50.0
80-49-8025	.00	62,205.00	124,405.00	62,200.00	50.0
80-49-8026	.00	185,803.00	371,607.00	185,804.00	50.0
80-49-8036	.00	595,240.00	1,190,481.00	595,241.00	50.0
80-49-8041	.00	185,460.00	370,926.00	185,466.00	50.0
80-49-8044	.00	2,500.00	5,000.00	2,500.00	50.0
80-49-8046	.00	210,912.00	421,825.00	210,913.00	50.0
TOTAL TRANSFERS	.00	1,414,580.00	2,829,165.00	1,414,585.00	50.0
TOTAL FUND EXPENDITURES	6,443.12	1,548,721.29	3,423,376.00	1,874,654.71	45.2
NET REVENUE OVER EXPENDITURES	1,209,940.07	287,822.84	(1,015,876.00)	(1,303,698.84)	28.3

Rockaway Beach Fire Rescue

276 Hwy 101 S

PO Box 5

Rockaway Beach OR 97136

503-374-1752



February 5, 2024

Honorable Mayor, City Council and City Manager of Rockaway Beach

Fire Department Council Report:

The following is a summary of the activities and operations of the Rockaway Beach Fire Rescue Department for the month of January 2024.

The Department responded to or participated in 41 events during the month of January, the breakdown is listed below.

911 calls for Service: 19	Trainings: 12	Non-Emergent: 10
14- Medical	Communications	2- Beach Safety
1- Fire Alarm	Incident Command	3- Public Assist
2- Structure Fire	Hazardous Materials	0- Lift Assist
0- Water Rescue	Operations	1- Burn Complaints
1- MVA	EMT Class	4- Radio call-ins
1- Outside Fire		0- Special Assignments
0-Powerlines		

Year to Date	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
911 Calls	24	44	36	19
Non-Emergent	7	15	15	10
Trainings	4	9	12	12
Total	35	68	63	41

Training update- The department focused January Thursday night trainings on Communications, Incident Command, Hazardous Materials and EMT training. February training will focus on Fire Operations, Bleeding control, and EMT.

During the month of January crews were on the beach 2 times providing information to citizens and visitors. Continue to work with State Parks to better coordinate our safety and enforcement actions on the Beach.

	January	YTD
Fire safety\Educational Moments-	0	0
Water Safety Messages\Out of Water-	0\0-person	0/0
Stickers to kids-	0	0
Educational signs reset-	0	0
Education Signs Replaced-	0	0
Fires extinguished-	0	0
Volunteer Hours	0	2

The Emergency Preparedness group and Radio group continue to meet and increase skill levels, Communications was the subject at this month's preparedness meeting. The CERT recruits met on January 30th to begin the hands-on training portion of the class. They will continue to meet every Tuesday through February and then will be operational. Preparedness group continues working on obtaining and organizing resources for the warming center. Radio group continues performing weekly checks, more citizens would benefit this group, if interested please see captain Grace. Continuing to work with TC4 committee, to coordinate county and regional response readiness in case of disaster.

Winter projects- Continue working on Emergency management and preparedness, complete revising the Fire Department policy manual, Re-rate the cities ISO, continue to explore grant options, update the community wildfire protection plan, EMT class, continue recruiting and training.

Safety, Training, Public Education and elevating the services provided to the citizens and visitors of Rockaway Beach will also continue to be priorities. If you have any questions, concerns or thoughts please let me know.

Respectfully submitted,



Todd Hesse
Fire Chief

Rockaway Beach Fire Rescue



TILLAMOOK COUNTY SHERIFF'S OFFICE

CONSERVATORS OF THE PEACE

Sheriff Joshua Brown

Rockaway Beach Patrol

Month of January 2024

January was a more standard month for Rockaway compared to December. We were able to mostly avoid the ice storm that made almost all of the county treacherous to drive through. We are thankful for everyone that was able to stay home and help keep emergency calls to a minimum during the storm.

Notable calls for service this month include a report of a domestic disturbance that resulted in injury. An arrest was made, and the case was forwarded to the District Attorney.

We responded to a report of a burglary at a business building. Thousands of dollars in equipment, tools and supplies are believed to be lost. There has not been a suspect identified at this point.

A vehicle break-in was reported at the Old Growth Cedar Tree parking lot. A window was broken, and a purse was stolen from the vehicle. There are currently no leads in this case.

TCSO Detectives, assisted by other deputies and officers from other agencies executed a search warrant on a residence in Rockaway Beach. Multiple electronic devices were seized, and a suspect was arrested. The cases where electronics get seized in a warrant require a lot of hours of work prior to obtaining the initial warrant. More warrants will be sought to completely investigate the case and search the electronics that were seized. Our Detectives Division does a lot of work that is usually not seen by the public. They are a great asset to our Department and to Tillamook County.

Other call numbers are noted in the statistics report provided.

Undersheriff Matt Kelly

<u>Incident Address City</u>	<u>Incident Date And Time</u>	<u>Incident Type</u>	<u>Incident Unit ID</u>
Rockaway Beach	01/01/2024 00:17:16	Shots Fired	225
Rockaway Beach	01/01/2024 00:33:15	Traffic	225
Rockaway Beach	01/02/2024 00:09:18	Noise	225
Rockaway Beach	01/02/2024 00:38:54	BUSINESS CHECK	225
Rockaway Beach	01/02/2024 09:48:49	Traffic Stop	214
Rockaway Beach	01/02/2024 10:56:33	Follow Up	210
Rockaway Beach	01/02/2024 15:15:38	Follow Up	210
Rockaway Beach	01/02/2024 15:15:38	Follow Up	225
Rockaway Beach	01/02/2024 15:45:54	Trespass	214
Rockaway Beach	01/02/2024 16:03:00	Follow Up	214
Rockaway Beach	01/02/2024 16:03:00	Unknown	214
Rockaway Beach	01/03/2024 05:33:16	Incom 911	210
Rockaway Beach	01/03/2024 05:49:25	Welfare check	210
Rockaway Beach	01/03/2024 05:49:25	Welfare check	220
Rockaway Beach	01/03/2024 10:01:50	Assist	210
Rockaway Beach	01/03/2024 11:13:08	Assist	215
Rockaway Beach	01/03/2024 13:14:37	Traffic Stop	215
Rockaway Beach	01/03/2024 16:47:18	Shots Fired	220
Rockaway Beach	01/03/2024 16:47:18	Shots Fired	215
Rockaway Beach	01/03/2024 23:29:52	Shots Fired	225
Rockaway Beach	01/03/2024 23:40:55	Traffic Stop	225
Rockaway Beach	01/04/2024 10:41:34	Follow Up	215
Rockaway Beach	01/04/2024 12:05:44	Follow Up	227
Rockaway Beach	01/04/2024 12:26:21	Follow Up	227
Rockaway Beach	01/04/2024 16:59:11	Civil Service	215
Rockaway Beach	01/05/2024 00:57:03	Incom 911	217
Rockaway Beach	01/05/2024 12:05:39	Civil Service	220
Rockaway Beach	01/05/2024 12:12:20	Civil Service	220
Rockaway Beach	01/05/2024 15:08:30	Assist	216
Rockaway Beach	01/06/2024 07:20:23	Death	220
Rockaway Beach	01/07/2024 02:46:26	Incom 911	217
Rockaway Beach	01/07/2024 13:06:35	Civil Service	210
Rockaway Beach	01/07/2024 13:53:58	Assist	210
Rockaway Beach	01/07/2024 14:12:56	Civil Service	210
Rockaway Beach	01/08/2024 03:21:18	Suspicious	210
Rockaway Beach	01/08/2024 09:59:55	Civil Service	210
Rockaway Beach	01/08/2024 11:53:35	Welfare check	214
Rockaway Beach	01/08/2024 17:34:55	Civil	225
Rockaway Beach	01/09/2024 12:26:47	BUSINESS CHECK	210
Rockaway Beach	01/09/2024 15:32:31	Follow Up	210
Rockaway Beach	01/09/2024 16:52:17	CAMI	223
Rockaway Beach	01/10/2024 09:32:41	Follow Up	220
Rockaway Beach	01/10/2024 10:54:54	Traffic Stop	210
Rockaway Beach	01/10/2024 11:03:12	Traffic Stop	210
Rockaway Beach	01/10/2024 14:40:02	Follow Up	210
Rockaway Beach	01/10/2024 20:21:30	Disturbance	216

Rockaway Beach	01/10/2024 20:21:30	Disturbance	217
Rockaway Beach	01/10/2024 20:21:30	Disturbance	225
Rockaway Beach	01/10/2024 20:53:28	Incom 911	217
Rockaway Beach	01/11/2024 09:08:03	Runaway	220
Rockaway Beach	01/11/2024 09:08:03	Runaway	227
Rockaway Beach	01/11/2024 09:08:03	Runaway	215
Rockaway Beach	01/11/2024 14:20:40	Assist	215
Rockaway Beach	01/11/2024 14:26:22	Unwanted	215
Rockaway Beach	01/11/2024 15:35:20	Traffic Stop	220
Rockaway Beach	01/11/2024 17:12:14	Follow Up	215
Rockaway Beach	01/11/2024 18:03:53	Assist	215
Rockaway Beach	01/11/2024 18:32:15	Contact	215
Rockaway Beach	01/11/2024 19:17:15	BUSINESS CHECK	215
Rockaway Beach	01/12/2024 08:18:05	CAMI	206
Rockaway Beach	01/12/2024 14:11:36	Suspicious	215
Rockaway Beach	01/12/2024 14:33:16	Traffic Stop	220
Rockaway Beach	01/12/2024 14:58:22	Civil Service	220
Rockaway Beach	01/13/2024 13:09:35	Incom 911	215
Rockaway Beach	01/13/2024 17:55:50	Shots Fired	215
Rockaway Beach	01/14/2024 14:39:19	Incom 911	210
Rockaway Beach	01/15/2024 00:15:25	BUSINESS CHECK	225
Rockaway Beach	01/15/2024 07:30:30	BUSINESS CHECK	210
Rockaway Beach	01/15/2024 09:06:06	Civil Service	210
Rockaway Beach	01/15/2024 10:00:01	Traffic Stop	210
Rockaway Beach	01/15/2024 11:08:35	Traffic Stop	210
Rockaway Beach	01/15/2024 14:37:34	Home Check	210
Rockaway Beach	01/16/2024 11:32:45	CAMI	206
Rockaway Beach	01/16/2024 11:55:13	BUSINESS CHECK	210
Rockaway Beach	01/16/2024 12:33:37	Assist	214
Rockaway Beach	01/16/2024 13:23:23	Assist	210
Rockaway Beach	01/16/2024 14:10:44	BUSINESS CHECK	210
Rockaway Beach	01/16/2024 14:15:21	BUSINESS CHECK	210
Rockaway Beach	01/16/2024 15:47:05	7	210
Rockaway Beach	01/16/2024 16:15:41	Suspicious	210
Rockaway Beach	01/16/2024 20:28:07	Follow Up	225
Rockaway Beach	01/17/2024 00:52:17	UEMV	230
Rockaway Beach	01/17/2024 00:52:17	UEMV	225
Rockaway Beach	01/17/2024 10:25:18	Follow Up	210
Rockaway Beach	01/17/2024 10:51:13	Unknown	210
Rockaway Beach	01/17/2024 11:22:38	Road Hazard	210
Rockaway Beach	01/17/2024 14:24:31	BUSINESS CHECK	210
Rockaway Beach	01/18/2024 10:29:58	CAMI	206
Rockaway Beach	01/18/2024 10:58:55	Follow Up	227
Rockaway Beach	01/18/2024 11:11:13	Assist	220
Rockaway Beach	01/18/2024 12:34:35	Assist	206
Rockaway Beach	01/18/2024 12:34:35	Assist	227
Rockaway Beach	01/18/2024 12:34:35	Assist	215

Rockaway Beach	01/18/2024 14:43:57	Civil	215
Rockaway Beach	01/18/2024 18:25:26	Contact	215
Rockaway Beach	01/18/2024 20:10:35	Home Check	216
Rockaway Beach	01/18/2024 20:10:35	Home Check	217
Rockaway Beach	01/18/2024 20:32:50	Follow Up	216
Rockaway Beach	01/18/2024 20:32:50	Follow Up	217
Rockaway Beach	01/19/2024 16:42:43	CAMI	206
Rockaway Beach	01/19/2024 22:59:00	Harassment	217
Rockaway Beach	01/20/2024 05:18:59	Incom 911	220
Rockaway Beach	01/20/2024 09:32:40	Vehicle	220
Rockaway Beach	01/20/2024 15:30:10	Contact	215
Rockaway Beach	01/20/2024 22:20:57	Property	217
Rockaway Beach	01/21/2024 15:27:59	BUSINESS CHECK	210
Rockaway Beach	01/21/2024 15:47:11	Traffic Stop	210
Rockaway Beach	01/21/2024 22:26:23	Unwanted	225
Rockaway Beach	01/21/2024 22:44:51	Traffic Stop	225
Rockaway Beach	01/21/2024 23:28:42	BUSINESS CHECK	225
Rockaway Beach	01/21/2024 23:43:40	Suspicious	225
Rockaway Beach	01/22/2024 02:29:15	Structure Fire	210
Rockaway Beach	01/22/2024 09:17:53	Suspicious	210
Rockaway Beach	01/22/2024 13:47:12	Warrant	210
Rockaway Beach	01/23/2024 10:51:33	Traffic Stop	210
Rockaway Beach	01/23/2024 12:14:26	Assist	210
Rockaway Beach	01/23/2024 13:05:40	Civil	210
Rockaway Beach	01/23/2024 13:09:24	Ordinance Violation	210
Rockaway Beach	01/23/2024 15:19:23	Assist	210
Rockaway Beach	01/23/2024 23:18:48	Traffic Stop	225
Rockaway Beach	01/23/2024 23:20:49	UUMV	230
Rockaway Beach	01/23/2024 23:20:49	UUMV	225
Rockaway Beach	01/24/2024 06:07:10	Follow Up	220
Rockaway Beach	01/24/2024 07:09:35	Traffic Stop	210
Rockaway Beach	01/24/2024 07:47:52	Road Hazard	210
Rockaway Beach	01/24/2024 09:23:09	Follow Up	210
Rockaway Beach	01/24/2024 12:28:46	Traffic Stop	220
Rockaway Beach	01/24/2024 15:47:40	Warrant	206
Rockaway Beach	01/24/2024 15:47:40	Warrant	216
Rockaway Beach	01/24/2024 15:47:40	Warrant	223
Rockaway Beach	01/24/2024 15:47:40	Warrant	227
Rockaway Beach	01/24/2024 15:47:40	Warrant	225
Rockaway Beach	01/24/2024 15:47:40	Warrant	215
Rockaway Beach	01/24/2024 19:44:25	Follow Up	225
Rockaway Beach	01/24/2024 21:26:37	Noise	217
Rockaway Beach	01/25/2024 11:38:55	Welfare check	220
Rockaway Beach	01/25/2024 11:38:55	Welfare check	215
Rockaway Beach	01/25/2024 11:38:55	Mental	220
Rockaway Beach	01/25/2024 11:38:55	Mental	215
Rockaway Beach	01/25/2024 15:23:43	Civil Service	215

Rockaway Beach	01/25/2024 17:34:50	Theft	215
Rockaway Beach	01/26/2024 14:07:01	Assist	215
Rockaway Beach	01/26/2024 16:12:26	Traffic Stop	215
Rockaway Beach	01/26/2024 20:13:09	Civil	215
Rockaway Beach	01/26/2024 23:04:34	Noise	217
Rockaway Beach	01/27/2024 14:50:54	BUSINESS CHECK	215
Rockaway Beach	01/27/2024 16:06:39	Follow Up	215
Rockaway Beach	01/27/2024 18:11:51	Follow Up	215
Rockaway Beach	01/27/2024 21:55:36	Follow Up	215
Rockaway Beach	01/27/2024 22:15:12	Fireworks	217
Rockaway Beach	01/27/2024 22:17:26	Noise	217
Rockaway Beach	01/28/2024 12:14:07	Civil	210
Rockaway Beach	01/28/2024 12:18:40	Missing Person	210
Rockaway Beach	01/28/2024 12:18:40	Missing Person	214
Rockaway Beach	01/28/2024 12:18:40	Missing Person	213
Rockaway Beach	01/28/2024 16:31:42	UEMV	210
Rockaway Beach	01/28/2024 17:02:38	Follow Up	225
Rockaway Beach	01/28/2024 21:19:15	Harassment	225
Rockaway Beach	01/28/2024 21:25:58	Harassment	225
Rockaway Beach	01/28/2024 22:37:18	Follow Up	225
Rockaway Beach	01/29/2024 06:59:19	Follow Up	210
Rockaway Beach	01/29/2024 07:44:23	Death	210
Rockaway Beach	01/29/2024 07:44:23	Death	214
Rockaway Beach	01/29/2024 09:44:39	Assist	214
Rockaway Beach	01/29/2024 10:01:43	Follow Up	210
Rockaway Beach	01/29/2024 15:46:40	Traffic Stop	210
Rockaway Beach	01/29/2024 15:57:41	Traffic Stop	210
Rockaway Beach	01/29/2024 16:11:07	Traffic Stop	210
Rockaway Beach	01/30/2024 07:02:41	Ordinance Violation	210
Rockaway Beach	01/30/2024 08:07:47	CAMI	223
Rockaway Beach	01/30/2024 11:36:48	BUSINESS CHECK	210
Rockaway Beach	01/30/2024 11:46:26	BUSINESS CHECK	210
Rockaway Beach	01/30/2024 13:25:32	Follow Up	210
Rockaway Beach	01/30/2024 14:44:27	Traffic Stop	210
Rockaway Beach	01/30/2024 22:33:22	Traffic Stop	225
Rockaway Beach	01/30/2024 22:38:27	Traffic Stop	225
Rockaway Beach	01/30/2024 22:53:54	Traffic Stop	225
Rockaway Beach	01/31/2024 13:24:29	Traffic Stop	215
Rockaway Beach	01/31/2024 14:46:22	Burglary	210
Rockaway Beach	01/31/2024 22:50:24	Unwanted	217
Rockaway Beach	01/31/2024 22:50:24	Unwanted	225



February 6, 2024

Dear Mayor, City Council and City Manager

Public Works Department Council Report:

Water Operations: Our operators conducted preventative maintenance checks to our pressure filtration system and found them to be in great condition. The water plant uses electronically controlled solenoids and compressed air for valve operations. This requires extensive knowledge to understand when and where there is a problem. Imagine the complexity, approximately 60 air-controlled valves operating above 100psi and ranging in size from ¾" to 10" and another 40 manually controlled valves. Two valves displayed points of failure this month. We will be changing out one 8" and one 3" that are failing.

Sewer Operations: last month posed challenges for our sewer plant, including the loss of level control, record high flows, power outage, and freezing conditions. I'm pleased to report that the newly installed level controller is operating as designed. During routing rounds, our crew identified signs of failure in the pump at the 12th street lift. Action was taken parts were ordered, and the pump was successfully rebuilt, now functioning as if new. Additionally, observations noted issues with run times of the pump and motor at the White Dove sewer lift, our city's largest lift station pump. To ensure efficiency, it was removed from service and sent for repairs. It has since been reinstalled and operating as designed. Responding to a sewer plug late on January 22nd, our team encountered a persistent obstruction and called Garibaldi to utilize their high-water pressure hose to address the issue effectively. Rockaway Beach's wastewater treatment plant has proven time and time again its durability. Legend has it that it once shrugged off a hurricane, mistaking it for a gentle breeze.

Roads: Public works did some asphalt pothole patching in Cedar Creek and Nehalem Ave. We also added gravel to roads in need, particularly addressing potholes. New stop signs at S. 6th and Easy St., Nehalem and Island St., and N. 3rd and Palisades combined with brush clearing, improves both traffic control and visibility. Forecast showed heavy rain on January 27th, public works preemptively dug out ditches on Coral St., to minimize flooding. Can't forget about the ice storm on the 13th which had its challenges, thankfully no major issues to cover.

Parks: "No Access" signs are now being installed at public beach access points. To prevent further flooding we called Advanced Excavation to dig out the ocean outfall by the high school. While they were here logs were added to the trash rack at the Wayside. Anchor St. Park project is going smooth and on schedule.

Dan W. Emerson, Superintendent

City of Rockaway Beach Public Works P: 503.374.0586 / C: 503.457.6094

**CITIZEN TESTIMONY
SUBMITTED FOR
FEBRUARY 14, 2024
CITY COUNCIL MEETING**

(Received as of 02/06/2024)

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On Feb 5, 2024, at 1:59 PM, Justin McMahan <[REDACTED]> wrote:

Council Members, City Planner and Mayor,

Thank you for taking time to read this email as I outline my concerns about short-term license caps. I came to last month's meeting and shared some of my concerns. Below I will outline several solutions and challenges, some of which I shared, about this ordinance. Along with this I would like to make a request for more time to speak at the upcoming city council meeting on February 14th. Three minutes is not enough time to discuss such a complex and multi-faceted challenge and most STR owners feel like they are not being heard, that they are being discriminated against and that we are being targeted by a council that is anti-business and anti-short-term rental. To be clear I'm not making this accusation, yet, I am just stating the general feeling from owners I have spoken with. My request is for 15 minutes for me to share and discuss the solutions below.

ANALYZING THE STATED PROBLEM

Here's the stated concerns from the ordinance condensed for my purposes. I am going to give my thoughts on each one.

#1 Affordable Housing for Locals

At the last city council meeting I shared irrefutable proof as to the fallacy of this solution. The average worker in Rockaway makes \$50k per year, the average price of a house is \$533k (and much higher for STRS), even a double income family with a 20% down payment of \$80k can only afford at most \$400-\$450k at current interest rates. Even if all STRS became rentals with the lowest interest rates in the last 20 years 3.25% interest (which doesn't exist anymore) most STR owners switching to long-term rentals would have to rent the home out at \$2500-\$3500 a month to cover mortgage and very minimal income. What these statistics tell us is that the housing problem here is driven by home values being high due to coastal location in general and the global economic climate; not STRS. Most studies on this issue base the numbers on STR's in large cities. STR caps work in large cities because income is far higher than here. Portland's median income is \$75k which means if Rockaway was Portland we would have an issue and would need to lower STRs because average income could afford the available STR's if turned into home sales and long-term rentals. The solution to housing in Rockaway is first building a better economy that can pay higher wages as well as providing more reasonably priced homes such as apartments or condos away from the beach like Garibaldi has done. Do we face a housing crisis on the coast? Yes. Will this STR cap solution help solve this problem? Not even a little. Have you hired anyone to do any research on our unique area that would refute what I'm saying? If so can I have access to this information? Handicapping your number one industry is not the solution. It's finding ways to build more median priced housing and building new industries for higher wages that will solve this specific concern in the ordinance.

#2 Health & Welfare of Residents

What study was done to confirm this besides anecdotal evidence? What solutions have already been enacted to support this concern? I will share my solutions that speak to this below but if there hasn't been an in-depth survey done about the welfare of the citizens in Rockaway then how can you know besides making this determination from the vocal minority.

#3 Balance Needs of all People in Rockaway

I love this part of the ordinance and I am pro-balance. How are you balancing the needs of our STR owners? The answer is the ordinance doesn't address our needs. Balance will be offered in my solutions below.

#4 Toll on City Services

I agree that STR's and tourists are a toll on city services. Given that tourism is our number one industry STR's and their patrons are the reason city employees have jobs. City services and jobs should grow as industry grows. The real question is have we increased city infrastructure as city income has grown from STR funds? My guess is we haven't grown them at the same rate as income has grown from STR's which is why city savings have increased exponentially. The solution to strained services isn't to hamstring our economy. It is to build more infrastructure and hire more employees.

ROCKAWAY BEACH COMPREHENSIVE PLAN & CITY CHARTER HIGHLIGHTS

The city's comprehensive plan that you are required to follow as the council states several things that are in conflict with a blanket STR cap.

Citizen Involvement

MY COMPREHENSIVE PLAN SUMMARY & MY OBSERVATIONS:

#1 All citizens should be involved in the decision making process. STR owners have been under-represented in this process in our opinion.

#2 All economic findings say to support the tourism industry and build other industries. What are we doing to support the comprehensive economic plan? Currently trying to limit our number one industry while not actively and strategically planning to grow other industries is not working to achieve our comprehensive economic plan.

#3 The comprehensive plan states that the city should undertake building, subsidizing and providing for lower and middle income housing. How is the city providing more of this housing? STR's do not fit these two categories. As far as I can tell I don't see any housing being built like they have done in Garibaldi. Instead the solution is an STR cap that won't be affordable to these two groups.

SOLUTIONS:

I am offering solutions because you have given none except to hurt the investment of STR owners with zero concern for what we would have to sacrifice. Mr. Mayor you said you want to do things "the right way" in the recorded work meeting but have only punished one group in this ordinance and that's STR owners. Why are we carrying the full sacrifice of this issue with such a strict cap rule and no grandfather clause? This certainly is not doing things the right way. In most cities that have enacted STR caps the sale price of STR homes has

been drastically affected. Also in communities where STR owners have been unheard and no compromises have been found STR owners have filed class action lawsuits and in the 10 cities I looked at STR's won concessions and legal fees in arbitration in 7 out of 10 cases. I don't share this as a threat or as something I want to do, I'm just sharing facts for consideration and challenging you to work towards a compromise and not an ultimatum.

Here are several solutions that speak to different parts of the ordinance in a balanced way that considers the need of all citizens:

HARD CAP WITH GRANDFATHER CLAUSE: this is what STR owners want. A hard cap sounds great. Allow those with licenses and those you mentioned in the middle of building have the chance to get a license. Then give all owners access to a grandfather clause and as the next few years progress let that number decrease naturally through lack of renewals or home sales that are second homes and primary homes. Let's say in theory that first high number is 475, that's your maximum high cap but instead of leaving the cap there you lower it as licenses go away until you reach the floor of where you want to be at around 450. It wouldn't be until you hit 449 that any new licenses would be made available. This solution means that those of us who have invested don't lose \$100's of thousands of dollars, the city gets their decrease in strain and the vocal minority of resident complaints sees a solution that is measurable over time.

WEST OF TRACKS UNCAPPED ZONE: this idea is simple, leave everything west of the railroad tracks (predominantly STR's, condos and hotels) uncapped since it is primarily vacation rentals and second homes already. Then relook at the rest of the city to determine a reasonable cap with a grandfather clause.

COMMISSIONED STUDY FOR HEALTH & WELFARE: before any decision is made I am calling for the hiring of an outside firm to conduct a study of the citizens of Rockaway health and welfare along with an economic and city review for analysis of the city's citizen health, economics, government and infrastructure development. Having this done by an outside company will give us an impartial, balanced perspective on what is best for the city as a whole.

DEVELOP HOUSING: seek out firms that have a desire to build middle income and subsidized lower income housing. These companies can be attracted through provided deeply discounted service and support in fast-tracking discounted permits, discounted city land sold to developers and other services. In other words make it impossible for builders to ignore our city. If you want housing you will have to build housing not punish STR owners.

DEVELOP BUSINESSES: same idea as the housing. What are we doing to attract businesses to make Rockaway Beach their home? Discounts on city taxes, and other fees is a great start. We should also hire a firm that works to find businesses for our city. If we want people to afford houses they must be able to get jobs in places other than cleaning houses and working retail.

COMMUNITY POLICING ORGANIZATION: speaking to the welfare of our citizens forming a community organization to help owners who have complaints. They can be a part of reporting problem properties or areas that may need special attention in how homes are managed. This should be community led with STR owners and non-owners on the committee. They could come to the city council quarterly to discuss any problems and seek solutions.

3 STRIKE RULE: again, for the welfare of our citizens another great accountability measure to put in place would be 3 strike warning system for STR owners that don't enforce strict rules on their guests. This system could be abused easily especially by vindictive neighbors so a checks and balances system would have to be in place to protect all parties involved.

TOLL ON CITY SERVICES SOLUTION: hire people, buy equipment, use resources, end of story.

I would love to sit down with the mayor, city planner, or city council members to discuss these ideas. Let me know when you have time and I will make time!

Thank you,

Justin McMahan

From: Charles McNeilly <charlesforrockawaybeachmayor@gmail.com>
Sent: Monday, January 29, 2024 11:38 AM
To: City Manager <citymanager@corb.us>
Cc: Mary McGinnis <marymcginniscitycouncil@gmail.com>
Subject: Comprehensive Plan on Vacation Rentals

Luke,

Would you let the Councilors know that on Page 37 of our Comprehensive Plan under Policies it states the following:

6. The City shall review the impacts of vacation rentals on the demand for public facilities and services, neighborhood identity and community and the City's tax structure.

This clearly supports the Council considering an STR Cap.

This came from my conversation with Mary McGinnis.

Thanks and ...

Regards,
Charles

Charles McNeilly
Mayor
City of Rockaway Beach
small town, big beach

charlesforrockawaybeachmayor@gmail.com



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

STAFF REPORT

Date: February 6, 2024
To: City Council
From: Luke Shepard, City Manager
Subject: **Proposed Amendments to Ordinance 2024-01 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113 Related to Short-Term Rentals**

Below for discussion and consideration are proposed amendments to Ordinance 2024-01 proposed by some members of the Council. Proposed changes are shown in red text. If the Council wishes to amend the proposed Ordinance, a motion or motions may be made prior to the second reading of the ordinance. Should the governing body choose to amend the ordinance, they may do so by including one or both amendments proposed below. The City's legal counsel has reviewed the proposed amendments.

1) PROPOSED AMENDMENT TO SUBSECTION (C):

As written, this amended subsection (C) would allow short-term rental license transfers at change of ownership so long as the city is notified within 30 days.

Proposed amendment (redline):

(C) Separate licenses; ~~non-transferability~~. Each dwelling unit shall have a separate short-term rental license. More than one license may be issued for dwelling units on a single property. The short-term rental license is issued to the owner and ~~may be does~~ ~~not~~ ~~transfer~~ ~~red~~ with the sale or conveyance of the property. All short-term rental license holders must report to the city any change of ownership of their short-term rental, in whatever form, before the transfer of ownership. New owners must notify the City of change of ownership within 30 days of closing to effect a short-term license transfer.

Example motion: I move to amend Ordinance 2024-01, subsection (C), as presented in the Staff Report.

2) PROPOSED AMENDMENT TO ADD SUBSECTION (F):

As written, this new subsection F would provide a new exception for those that are buying a house in Rockaway Beach during this update process.

Proposed amendment (redline):

(F) License availability exception. Notwithstanding the number of licenses established under §113.02(E), an owner of a dwelling unit may obtain a short-term rental license under the following conditions: (1) the applicant was under contract to purchase the dwelling unit before the effective date of the 2024 amendments to §113.02; (2) the applicant took ownership of the dwelling unit within 180 days after the effective date of the 2024 amendments to §113.02; and (3) the applicant applies for a short-term rental license for the dwelling unit within 270 days after the effective date of the 2024 amendments to §113.02. In addition to a standard application packet for a short-term rental license, an application submitted under this subsection shall also include copies of the following materials related to the dwelling unit: (1) the property purchase contract executed prior to the effective date of the 2024 amendments to §113.02; and (2) the recorded deed or land sale contract conveying the dwelling unit to the applicant executed within six months after the effective date of the 2024 amendments to §113.02. An eligible owner that submits a complete application meeting the requirements of §113.02(B) and §113.02(F) may obtain a short-term rental license without regard to the number of licenses available under §113.02(E). Licenses issued under §113.02(F) shall not count against the number of licenses established by §113.02(E) and the owner issued a license under §113.02(F) may renew the license in subsequent consecutive years. Failing to timely renew a license in any one year will forfeit the ongoing renewal preference.

Example motion: I move to amend Ordinance 2024-01 by adding new subsection (F), titled “License availability exception” as presented in the Staff Report.

3) PROPOSED AMENDMENT TO ADD SUBSECTION (F) & AMEND SUBSECTION (C):

Example motion: I move to amend Ordinance 2024-01 by adding new subsection (F), titled “License availability exception” as presented in the Staff Report, and to amend Ordinance 2024-01, subsection (C), as presented in the Staff Report.

**CITY OF ROCKAWAY BEACH, OREGON
ORDINANCE NO. 2024-01**

**AN ORDINANCE AMENDING CITY OF ROCKAWAY BEACH CODE OF
ORDINANCES CHAPTER 113 RELATED TO SHORT-TERM RENTALS**

RECITALS:

1. The City Council is concerned for the health and welfare of the residents of Rockaway Beach and find that short-term vacation rentals can impact residents' enjoyment of the City and their property.
2. The City Council is also concerned with the health and welfare of visitors to the City that may stay in a private home acting as a short-term vacation rental.
3. In 2022, the City Council adopted Rockaway Beach Code Chapter 113 to balance the interests of neighbors, vacationers, and vacation rental owners. After working under the new regulations for the past year, the City Council finds that updates are needed to continue to strike the correct balance amongst the various interests.
4. Short-term rentals and the impacts of short-term rentals are major concerns for jurisdictions all over Oregon, and particularly along the Oregon coast. Tillamook County recently enacted license caps for short-term rentals in unincorporated areas of the County. Relatedly, Oregon is also suffering through a documented and significant housing shortage that the City Council finds is exacerbated in coastal communities with significant inventories of short-term rentals.
5. To address the interests of the community, including vacationers, property owners, and neighbors, and to address the need for workforce housing in our community, the City Council wishes to implement a cap on the total number of short-term licenses within the City to better ensure the long-term livability for both residents and vacationers.

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

Section 1. The City of Rockaway Beach Code of Ordinances Section 113.02 is hereby amended, in total, as follows:

§ 113.02 Short-Term Rental License Application and Application Procedures.

(A) Eligibility to apply for license. A property owner who holds title or a recorded land sale contract to a property with a dwelling unit may apply for a short-term rental license. A license application shall not be accepted or processed until fines related to any violation of the city code related to the subject property are paid in full. A license application shall not be accepted or processed until all corrective actions related to any violation of the city code related to the subject property are completed to the city's satisfaction. No person shall occupy, use, operate or manage, or offer or negotiate to use, lease or rent, a dwelling unit for short-term rental unless issued a short-term rental license by the city.

(B) Application. An application packet for a short-term rental license shall be completed and submitted to the city by the owner of the dwelling unit on forms provided by the city. If the dwelling unit is owned by a corporation or other entity, legal documentation, acceptable to the city, detailing the names of all persons with any ownership interest in the entity shall be submitted with the application. At the time of application, an application fee as determined by resolution of the City Council shall be paid to the city. Incomplete application packets shall not be accepted or processed. After one resubmittal, all additional resubmittals for the same property shall require payment of additional application fees. Failure of the owner to supply complete information for the short-term rental application process within 30 days of the initial application submission shall result in the expiration of the application. Applicants can request in writing for a one-time only 30-day extension after receiving communication of an incomplete application.

(C) Separate licenses; non-transferability. Each dwelling unit shall have a separate short-term rental license. More than one license may be issued for dwelling units on a single property. The short-term rental license is issued to the owner and does not transfer with the sale or conveyance of the property. All short-term rental license holders must report to the city any change of ownership of their short-term rental, in whatever form, before the transfer of ownership.

(D) License renewals. All short-term rental licenses must apply for renewal annually for the period of one year from July 1 of the current year to June 30 of the following year. If an owner seeks renewal, the license will remain valid during the pendency of the renewal process. Renewals will be issued so long as all requirements in this chapter continue to be met, a renewal application is submitted, and applicable fees are paid. If the owner is out of compliance with the provisions of this chapter or other city code regulation or requirement related to the licensed property, the city will not renew the license and the property shall no longer be used as a short-term rental. A license shall not be renewed if fines related to a violation of this chapter or transient lodging taxes related to the licensed property are outstanding. A license shall not be renewed until all corrective actions related to any violation of the city code related to the licensed property are completed to the city's satisfaction.

(E) Number of licenses available. The City Council shall establish the total number of licenses available by Council resolution. Except for licenses that may be granted to owners on the under-construction waiting list, the City will not issue more licenses than the total number of licenses established by the City Council.

For license renewals each year, priority will be given to existing licenses seeking renewal, so long as a complete renewal application and payment is received by the City by July 31, or the next business day if July 31 falls on a day City Hall is closed. After July 31, if existing licenses are below the total number of licenses established by the City Council, new applications will be accepted from the new license waiting list.

(F) New license waiting list. Once the total number of allowed licenses have been issued by the City, the City will maintain a waiting list for those owners wishing to obtain a license. An owner of property may submit a waiting list request form with the City.

The City will develop a form for this purpose, requesting basic information from the owner, including but not limited to the property address, the owner's name, and the owner's contact information. It is each owner's responsibility to maintain correct information on file with the City while on the waiting list.

The City will time stamp each complete waiting list request form submitted to mark the date and time a complete form was received by the City. The order of owners on the waiting list will be set by the chronological order of the time stamp on each owner's completed waiting list request form. The City Council may establish a fee by resolution for submitting a waiting list request. The City Manager may develop policies for maintaining the waiting list. Positions on the waiting list are personal to an owner and non-transferrable.

When the number of issued licenses falls below the total number of licenses allowed, owners on the waiting list will be contacted in the order in which their completed waiting list request forms were received. When contacted at the contact information provided by the owner, the owner will have ten business days to submit a complete license application. Failure to submit a complete application within ten business days will forfeit the owner's opportunity to submit an application, remove the owner from the waiting list, and cause the City to move to the next owner on the waiting list.

(G) Under-construction waiting list. Notwithstanding the new license waiting list, the City will also maintain a waiting list for residential properties under-construction. If, pursuant to a valid building permit issued on or before March 29, 2024, an owner is actively constructing a residential structure that the owner intends to use as a short-term rental, the owner may submit a provisional application with the City and be placed on a waiting list created by the City for such provision applications. The City will time stamp each complete provisional application submitted to mark the date and time a complete provisional application was received by the City. It is each owner's responsibility to maintain correct information on file with the City while on the waiting list. The City Council may establish a fee by resolution for submitting a provisional application. The City Manager may develop policies for maintaining the under-construction waiting list. Positions on the under-construction waiting list are personal to an owner and non-transferrable.

Once issued a certificate of occupancy, an owner on the under-construction waiting list may contact the City in writing and submit a complete short-term rental license application. Failing to contact the City within thirty (30) days after obtaining a certificate of occupancy will void the provisional application and the owner will be removed from the under-construction waiting list. Once a short-term rental license application is submitted and deemed complete, notwithstanding the license cap established by this section, the City will issue the owner a license. Licenses issued to owners on the under-construction wait list may be renewed in subsequent consecutive years notwithstanding the license cap established by this section. Failing to timely renew a license in any one year will forfeit the ongoing renewal preference.

An owner on the under-construction waiting list must obtain a certificate of occupancy for the applicable property and must submit a complete short-term rental license application and pay the application fee by March 29, 2026. After March 29, 2026, the under-construction waiting list will lapse and any remaining owners on the list will be transferred to the new license waiting list according to the time their provisional application was received by the City.

Section 2. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

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

1st reading by the Rockaway Beach City Council _____.

2nd reading by the Rockaway Beach City Council _____.

Adopted and Approved by the Rockaway Beach City Council _____.

Charles McNeilly, Mayor

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

Attest:

Melissa Thompson, City Recorder

**CITY OF ROCKAWAY BEACH, OREGON
ORDINANCE NO. 2024-02**

**AN ORDINANCE PRESCRIBING THE MANNER FOR A PERSON TO BE
NOMINATED TO RUN FOR MAYOR OR A CITY COUNCILOR POSITION**

RECITALS:

1. The Charter of the City of Rockaway Beach, Chapter VII, Section 25, states that “City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan;” and
2. The Charter of the City of Rockaway Beach, Chapter VII, Section 27, states “The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position”; and
3. State law (ORS 249.020) provides that candidates may file for candidacy by filing a declaration of candidacy (filing by fee) or by nominating petition (filing by obtaining voter signatures); and
4. The City Council wishes to establish filing by nominating petition as the manner for a person to be nominated to run for Mayor or a City Councilor position.

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

Section 1. A new Chapter 36 titled Elections is added to the City of Rockaway Beach Code of Ordinances as follows:

§36.01 NOMINATING PETITION. Prospective candidates shall file a nominating (prospective) petition to be nominated to run for Mayor or a City Councilor position.

§36.02 NOMINATING PETITION FORM. Nominating petitions shall be submitted to the City Elections Officer on the official candidate filing forms provided by the State in the manner prescribed by State law. The filing form must specify the office and position for which the candidate is filing. The number of signatures required on the nominating petition is set by State law.

§36.03 NOMINATING PETITION DEADLINE. The nominating petition deadline is established by State law. Candidates are advised to submit materials to the City Elections Officer for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

Section 2. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

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

1st reading by the Rockaway Beach City Council _____.

2nd reading by the Rockaway Beach City Council _____.

Adopted and Approved by the Rockaway Beach City Council _____.

Charles McNeilly, Mayor

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

Attest:

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-10

**A RESOLUTION APPROVING WAYSIDE USE APPLICATIONS FOR THE
ARTS & CRAFTS FAIR, INDEPENDENCE DAY, KITE FESTIVAL,
ARTISAN’S/THURSDAY MARKET AND WEENIE WAGON**

WHEREAS, the City has received applications from the Rockaway Beach Chamber of Commerce and the Rockaway Lion’s Club for use of the Wayside; and

WHEREAS, staff has reviewed the application and deemed them complete; and

WHEREAS, the Council has considered and reviewed the application before them.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby approves the following applications for Wayside Use, attached as Exhibits A-E, and as specified below:

Applicant	Event
Rockaway Beach Chamber of Commerce	Arts & Crafts Fair
Rockaway Beach Chamber of Commerce	Independence Day
Rockaway Beach Chamber of Commerce	Kite Festival
Rockaway Beach Chamber of Commerce	Artisan’s/Thursday Market
Rockaway Lions Club	Weenie Wagon

Section 2. This Resolution shall be effective immediately upon adoption.

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 14TH DAY OF
FEBRUARY 2024.**

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5
Rockaway Beach, OR 97136
(503) 374-1752 FAX (503) 355-8221
www.corb.us * cityhall@corb.us



APPLICATION USE PERMIT FOR CITY WAYSIDE

Organization Name: Rockaway Beach Chamber of Commerce

Contact Person: Kristine Hayes / Kim Tackett

Address: PO Box 198, Rockaway Beach State: OR Zip: 97136

Phone Number: 503-355-8108 Email: rbckkristine@gmail.com

Deposit Paid: \$300 Date: _____

Name of Event: Arts and Crafts Fair

Date(s) of Event: 08/02/2024 - 8/4/2024 Time(s) of Event: 9 AM - 7 PM

Estimated number of people attending: 2,000-5,000 Number of Vendors: 15-25

Contact Person(s): Kristine Hayes / Kim Tackett

Contact Phone Numbers: [REDACTED]

Contact Email: rbckkristine@gmail.com / rbccvpkim@gmail.com

If traffic control is needed, please explain:
No traffic control is needed at this time.

Please attach a drawing denoting area of Wayside which will be used and manner of use:

Use Regulations:

1. \$2,000,000.00 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
2. Cleaning Deposit will be paid at time of application.
3. Restrooms must be maintained by applicant.
4. Garbage can and extra dumpster pickups are the applicant's responsibility including City owned garbage container at site.
5. Wayside must be clean and cleared of all trash, papers, cans, bottles, etc. at the conclusion of the event. This includes perimeter area.
6. Wayside to be barricaded by applicant. (Barricades to be picked up and returned to City shops by applicant).

The City of Rockaway Beach is an Equal Opportunity Employer and TTY accessible at <http://www.oregonrelay.com>

7. Sites to be cleaned and garbage picked up by 10 AM the following day of the event last into the evening.
8. Any property damaged during event is the responsibility of the applicant.
9. No stakes, nails, or any pavement or fixture penetrating device will be used to tie down canopies, tents, etc.
10. Any markings to denote spaces shall be done in street chalk.
11. Application must be submitted at least 45 days prior to the event.
12. Incomplete applications will not be forwarded to City Council for approval.

APPLICANT: I have read and understand my, or my organizations' responsibility regarding these City facilities, and will adhere to the rules set forth.

[Redacted Signature]

01/17/2024

Signature of Applicant

Date

Deposit- \$300.00 funds will be retained to cover clean up costs, if the site is not cleaned ADEQUATELY, and also damage to City property, including barricades, restrooms, benches, tables, play equipment, etc. (City Council may waive or reduce deposit).

Date approved by City Council: _____

Disposition of Deposit:

Returned Date: _____

Portion of all retained (work order and invoice attached)

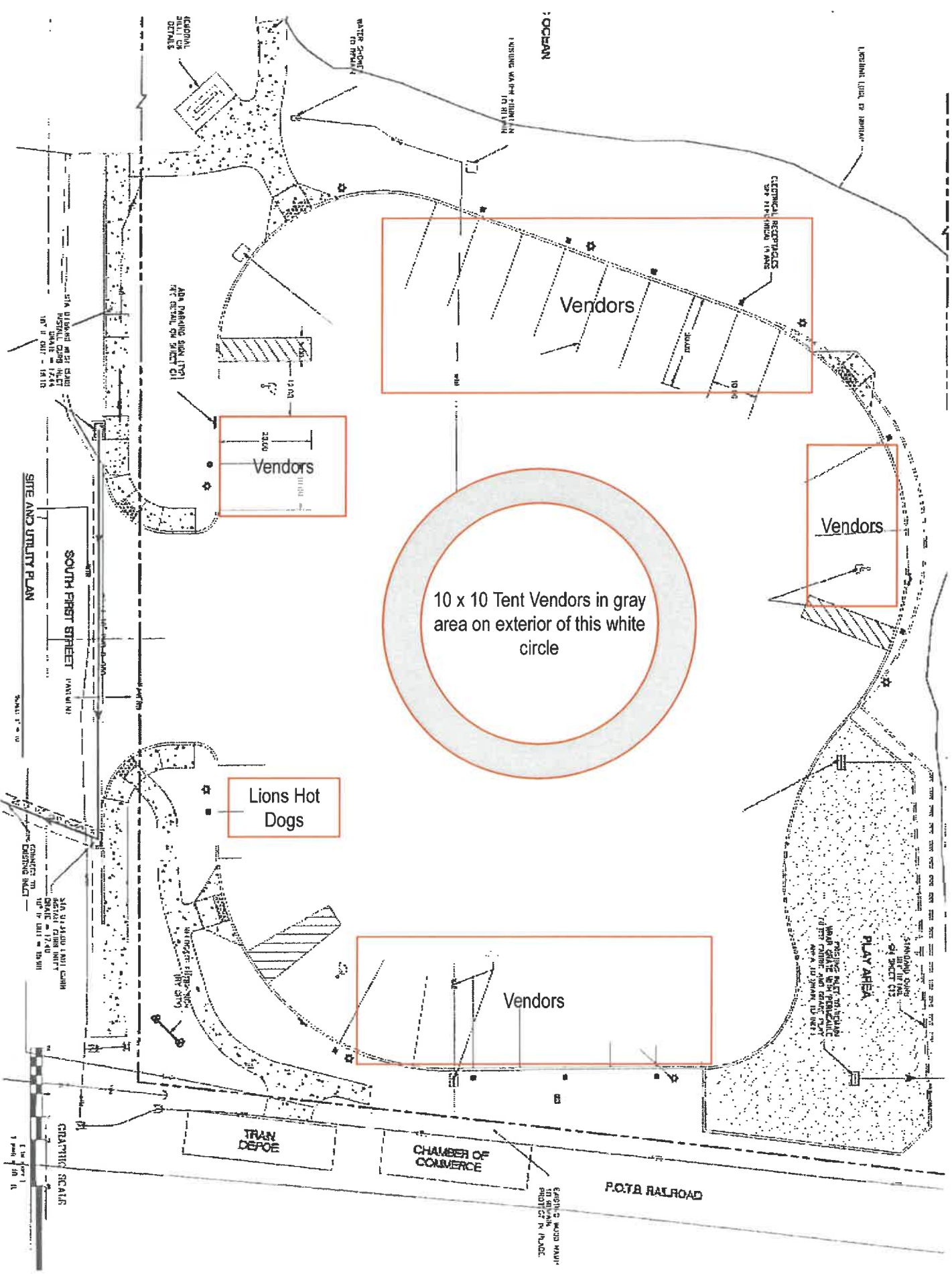
OFFICE USE

Insurance

Drawing

Pre- event Inspection

Post- event Inspection; authorized to return deposit



SITE AND UTILITY PLAN

SOUTH FIRST STREET (PARTIAL)

SCALE 1" = 10'

MAIN STATION AREA (PARTIAL)

GRAFFITI SCARS

1 inch = 10 feet

SEVEN'S WOOD MAJOR TO GROUND PROTECT IN PLACE

CHAMBER OF COMMERCE

TRAN DEPOE

F.O.T.B. RAILROAD

PLAY AREA

POSITIVE MAT TO BE LAYED UNDER GRASS AND REMAIN IN PLACE FOR 100 YEARS (SEE SHEET 013)

SEVEN'S WOOD MAJOR TO GROUND PROTECT IN PLACE

Vendors

Vendors

Vendors

10 x 10 Tent Vendors in gray area on exterior of this white circle

Lions Hot Dogs

Vendors

OCEAN

USING WATER PUMP IN PLACE

WATER SOURCE TO RENT

EXISTING LOT TO BE REMOVED

ELECTRICAL RECEPTACLES SEE SHEET 013 FOR DETAILS

ADA PARKING SEE 1701 FOR DETAILS ON SHEET 011

ADA BOARDING AND DISBOARDING STATION SEE SHEET 011 FOR DETAILS ON SHEET 011



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/25/2023

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PRODUCER Hudson Insurance and Investment Services 612 PACIFIC AVE. PO BOX 670 TILLAMOOK OR 97141		CONTACT NAME: Cheryl Spellman PHONE (A/C, No, Ext): (503) 842-8213 E-MAIL ADDRESS: cspellman@hudson-tillamook.com FAX (A/C, No): (503) 842-4932	
INSURED Rockaway Beach Chamber of Commerce Po Box 198 Rockaway Beach OR 97136		INSURER(S) AFFORDING COVERAGE INSURER A : United States Liability Insurance Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL2392504973 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		NBP1565751A	10/26/2023	10/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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City of Rockaway Beach, Oregon

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www.corb.us * cityhall@corb.us



APPLICATION USE PERMIT FOR CITY WAYSIDE

Organization Name: Rockaway Beach Chamber of Commerce

Contact Person: Kristine Hayes / Kim Tackett

Address: PO Box 198, Rockaway Beach State: OR Zip: 97136

Phone Number: 503-355-8108 Email: rbcckristine@gmail.com

Deposit Paid: \$300 Date: _____

Name of Event: Independence Day Fundraiser

Date(s) of Event: 07/04/2024 Time(s) of Event: 9 AM - 9 PM

Estimated number of people attending: 2,000-5,000 Number of Vendors: 1

Contact Person(s): Kristine Hayes / Kim Tackett

Contact Phone Numbers: [REDACTED]

Contact Email: rbcckristine@gmail.com / rbccvpkim@gmail.com

If traffic control is needed, please explain:
No traffic control is needed at this time.

Please attach a drawing denoting area of Wayside which will be used and manner of use:

Use Regulations:

1. \$2,000,000.00 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
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4. Garbage can and extra dumpster pickups are the applicant's responsibility including City owned garbage container at site.
5. Wayside must be clean and cleared of all trash, papers, cans, bottles, etc. at the conclusion of the event. This includes perimeter area.
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7. Sites to be cleaned and garbage picked up by 10 AM the following day of the event last into the evening.
8. Any property damaged during event is the responsibility of the applicant.
9. No stakes, nails, or any pavement or fixture penetrating device will be used to tie down canopies, tents, etc.
10. Any markings to denote spaces shall be done in street chalk.
11. Application must be submitted at least 45 days prior to the event.
12. Incomplete applications will not be forwarded to City Council for approval.

APPLICANT: I have read and understand my, or my organizations' responsibility regarding these City facilities, and will adhere to the rules set forth.



01/17/2024

Signature of Applicant

Date

Deposit- \$300.00 funds will be retained to cover clean up costs, if the site is not cleaned ADEQUATELY, and also damage to City property, including barricades, restrooms, benches, tables, play equipment, etc. (City Council may waive or reduce deposit).

Date approved by City Council: _____

Disposition of Deposit:

Returned Date: _____

Portion of all retained (work order and invoice attached)

OFFICE USE

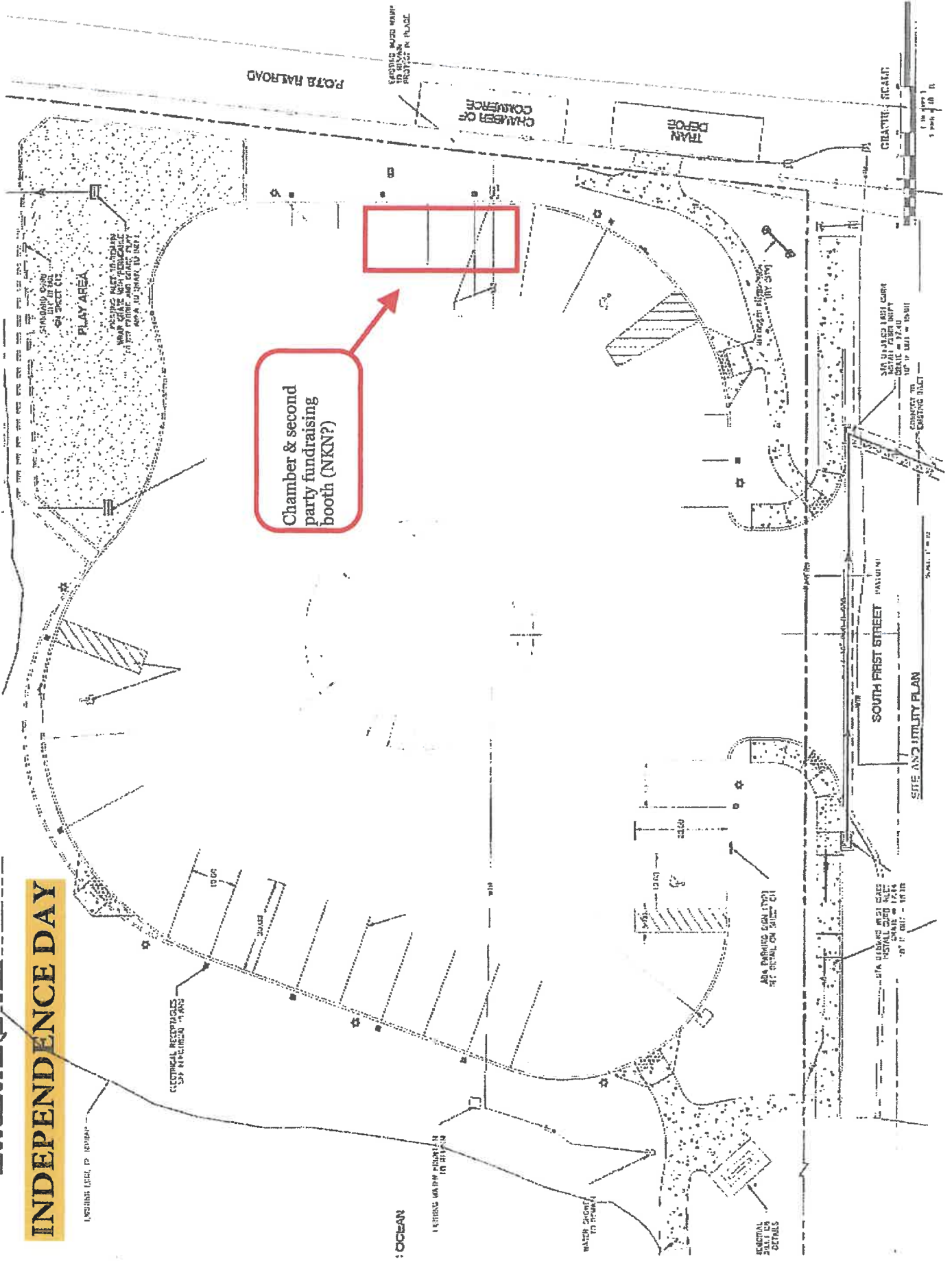
Insurance

Drawing

Pre- event Inspection

Post- event Inspection; authorized to return deposit

INDEPENDENCE DAY



Chamber & second party fundraising booth (NKN?)

PLAY AREA
PLAYING AREA TO BE CONFINED WITH PERENNIALS TO BE PLANTED. BUILT WITH PERENNIALS. PLANTING TO BE COMPLETED BY 10/1/00.
STANDARD OAKS TO BE PLANTED 4' ON CENTER

CHAMBER OF COMMERCE

TRAIN DEPOT

SOUTH FIRST STREET
SCALE: 1" = 10''
SITE AND UTILITY PLAN

OCEAN

ADA PARKING 100' x 20' AT CURB ON SIDE OF ST

WATER PUMP TO BE OPENED TO OCEAN

EXPOSED WATER PUMP IN SOUTH FIRST STREET

ELECTRICAL RECEPTACLES BY APPLICABLE CODE



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APPLICATION USE PERMIT FOR CITY WAYSIDE

Organization Name: Rockaway Beach Chamber of Commerce

Contact Person: Kristine Hayes / Kim Tackett

Address: PO Box 198, Rockaway Beach State: OR Zip: 97136

Phone Number: 503-355-8108 Email: rbckkristine@gmail.com

Deposit Paid: \$300 Date: _____

Name of Event: Kite Festival

Date(s) of Event: 06/13/2024-06/16/2024 Time(s) of Event: 9 AM - 7 PM

Estimated number of people attending: 2,000-5,000 Number of Vendors: 15-25

Contact Person(s): Kristine Hayes / Kim Tackett

Contact Phone Numbers: [REDACTED]

Contact Email: rbckkristine@gmail.com / rbccvpkim@gmail.com

If traffic control is needed, please explain:
No traffic control is needed at this time.

Please attach a drawing denoting area of Wayside which will be used and manner of use:

Use Regulations:

1. \$2,000,000.00 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
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 Signature of Applicant

01/17/2024
 Date

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Date approved by City Council: _____

Disposition of Deposit:

Returned Date: _____

Portion of all retained (work order and invoice attached)

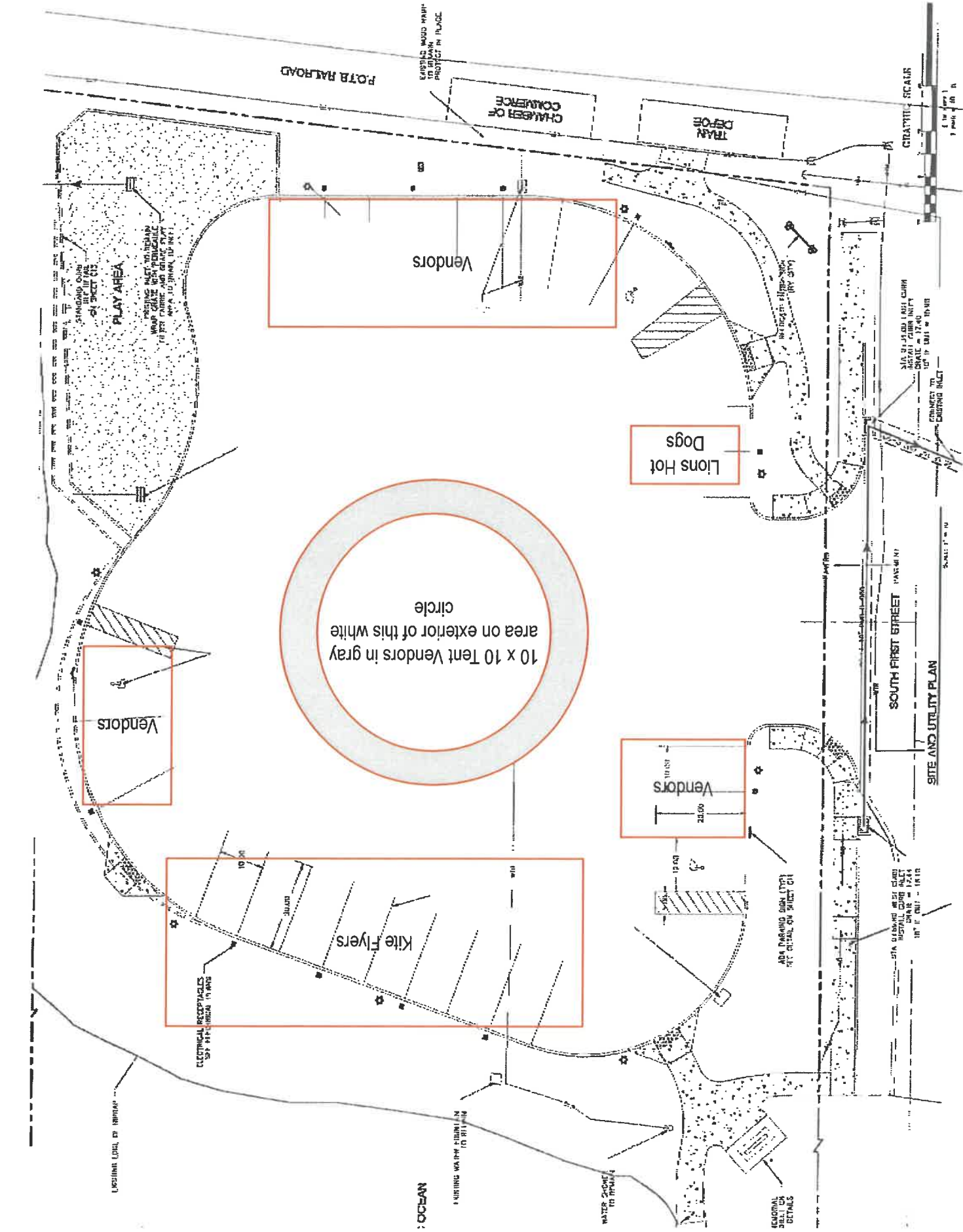
OFFICE USE

Insurance

Drawing

Pre- event Inspection

Post- event inspection; authorized to return deposit



10 x 10 Tent Vendors in gray
area on exterior of this white
circle

PLAY AREA

POSTING ALL MATERIALS
AND EQUIPMENT
AREA TO BE MARKED
WITH CONE AND CHAIN
TO BE PROTECTED
FROM CHILDREN
TO BE KEPT
CLEAR

Vendors

Lions Hot
Dogs

TRAIN
DEPOT

CHAMBER OF
COMMERCE

P.O.T.B. RAILROAD

GRATEWAY STAIRS

SOUTH FIRST STREET

SITE AND UTILITY PLAN

Vendors

Vendors

Kite Flyers

WATER

WATER SERVICE TO BE PROVIDED

WATER SERVICE TO BE PROVIDED

SEWER SERVICE TO BE PROVIDED

AREA MARKING SIGN (SEE
P.O.T.B. RAILROAD)

AREA MARKING SIGN (SEE
P.O.T.B. RAILROAD)

1" = 10' (Scale)

1" = 10' (Scale)

1" = 10' (Scale)



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Organization Name: Rockaway Beach Chamber of Commerce

Contact Person: Kristine Hayes / Kim Tackett

Address: PO Box 198, Rockaway Beach State: OR Zip: 97136

Phone Number: 503-355-8108 Email: rbckkristine@gmail.com

Deposit Paid: \$300 Date: _____

Name of Event: Artisan's/Thursday Market

Date(s) of Event: See attached Time(s) of Event: 3 PM - 7 PM

Estimated number of people attending: 250-500 Number of Vendors: 10/15

Contact Person(s): Kristine Hayes / Kim Tackett

Contact Phone Numbers: [REDACTED]

Contact Email: rbckkristine@gmail.com / rbccvpkim@gmail.com

If traffic control is needed, please explain:
No traffic control is needed at this time.

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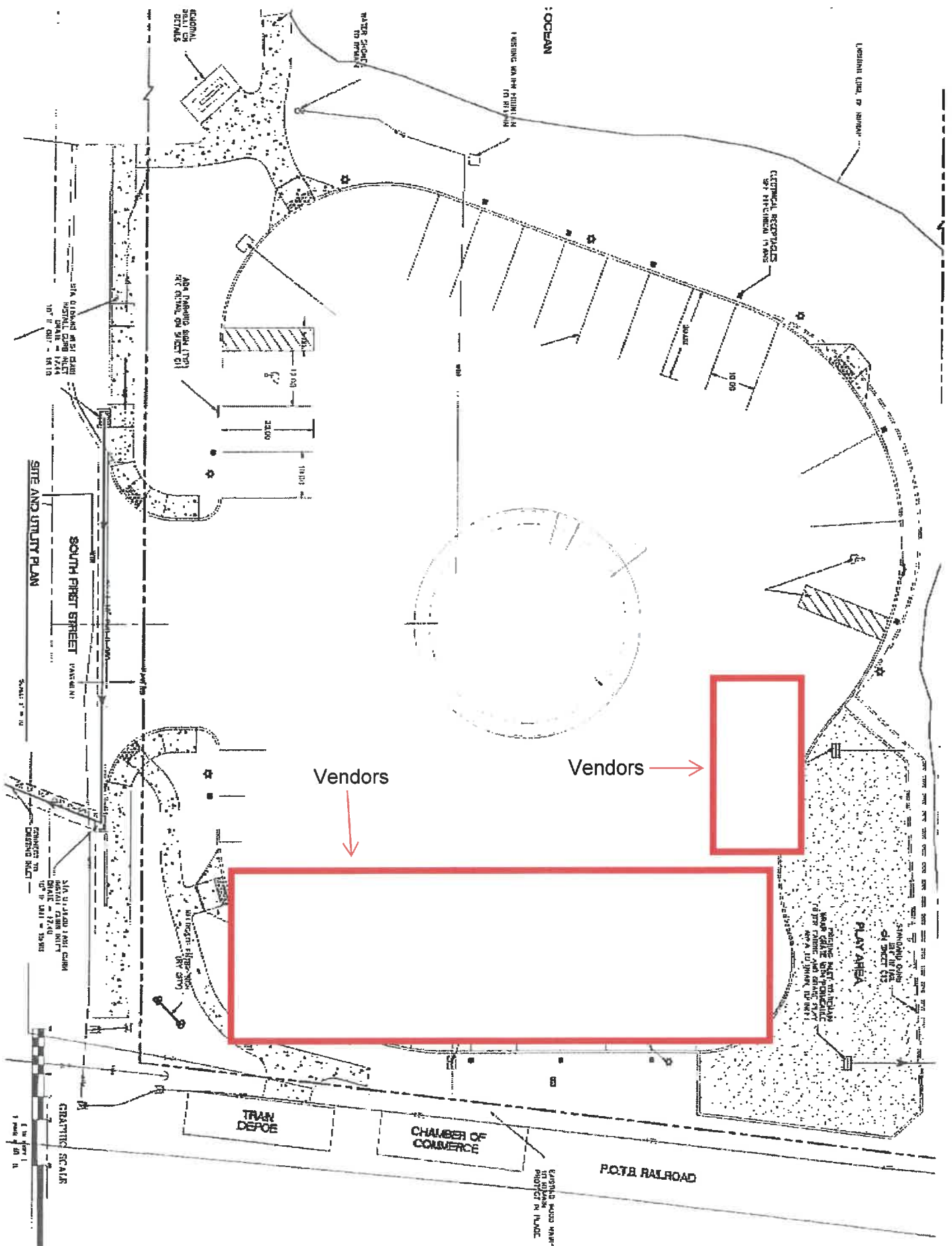
OFFICE USE

Insurance

Drawing

Pre- event Inspection

Post- event Inspection; authorized to return deposit



SITE AND UTILITY PLAN

SOUTH FIRST STREET (WATERWAY)

SOUTH SECOND STREET (WATERWAY)

TRAIN DEPOT

CHAMBER OF COMMERCE

POTB RAILROAD

Vendors

Vendors

PLAY AREA

OCEAN

EXISTING BLDG. TO REMAIN

EXISTING WATER SERVICE TO BUILDING

WATER SERVICE TO BUILDING

ELECTRICAL SERVICE TO BUILDING

Aspx Paving Area (Type 1) etc. shown on sheet 01

Site cleared as per plan. Utility lines to be installed. etc. shown on sheet 01.

Map of site showing building footprint, etc. shown on sheet 01.

EXISTING AND NEW BUILDING PROJECT TO BE MADE

GRATING SCALE

Scale 1" = 10'

Artisan's/Thursday Market dates | May 9, June 6, 13, 20, 27, July 11, 18, 25, August 1, 8, 15, 22, 29, September 5, 12, 19, 26



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	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** CL2392504973 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NBP1565751A	10/26/2023	10/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			XL1633207A	10/26/2023	10/26/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder, its officers, agents and employees are Additional Insureds per the form issued by the carrier.

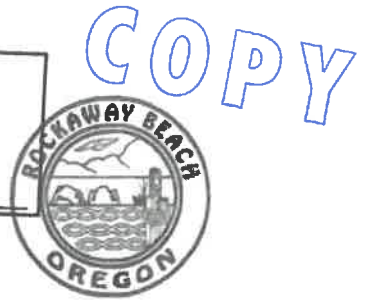
CERTIFICATE HOLDER City of Rockaway Beach PO Box 5 Rockaway Beach OR 97136	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5
Rockaway Beach, OR 97136
(503) 374-1752 FAX (503) 355-8221
www.corb.us * cityhall@corb.us

RECEIVED
JAN 08 2024
BY: *[Signature]*



APPLICATION USE PERMIT FOR CITY WAYSIDE

Organization Name: Rockaway Lions Club

Contact Person: Ron Hemberry

Address: [Redacted] State: Oregon Zip: 97136

Phone Number: [Redacted] Email: [Redacted]

Deposit Paid: yes Date: Jan. 8, 2024

Name of Event: Weenie Wagon

Date(s) of Event: see attached Time(s) of Event: _____

Estimated number of people attending: _____ Number of Vendors: 1

Contact Person(s): Ron Hemberry

Contact Phone Numbers: [Redacted]

Contact Email: [Redacted]

If traffic control is needed, please explain:

Please attach a drawing denoting area of Wayside which will be used and manner of use:

Use Regulations:

Benjamin's on file

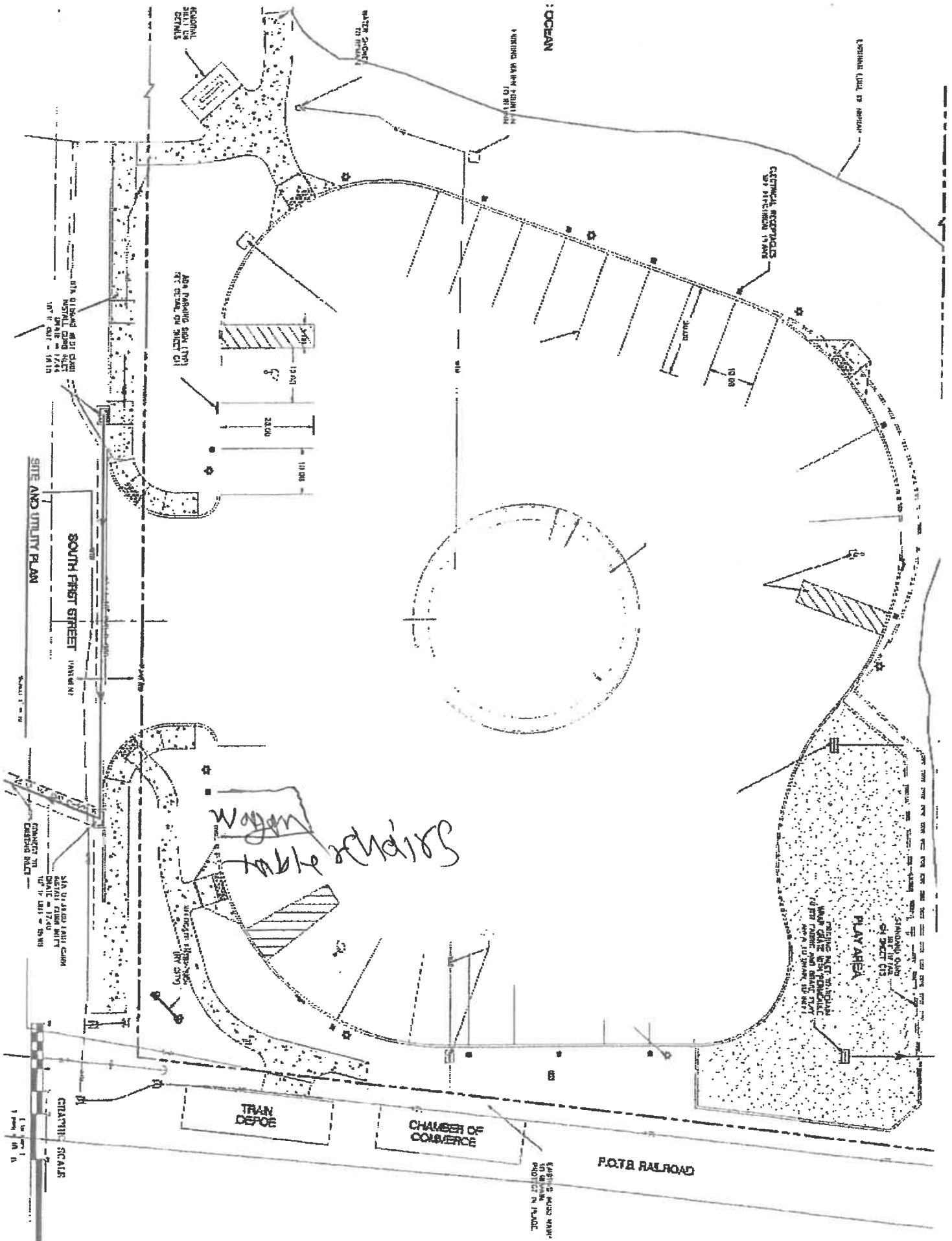
1. \$2,000,000.00 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
2. Cleaning Deposit will be paid at time of application.
3. Restrooms must be maintained by applicant.
4. Garbage can and extra dumpster pickups are the applicant's responsibility including City owned garbage container at site.
5. Wayside must be clean and cleared of all trash, papers, cans, bottles, etc. at the conclusion of the event. This includes perimeter area.
6. Wayside to be barricaded by applicant. (Barricades to be picked up and returned to City shops by applicant).

Rockaway Lions Club WENNIE WAGEN OPEN Res 2024-10 - Exhibit 1
 FOR THE WAYSIDE FOR 2024

MAY - Friday 24 th	Saturday 25 th	Sunday 26 th	Monday 27 th - (MEMORIAL DAY)
JUNE - Friday 14 th	Saturday 15 th	Sunday 16 th	
Friday 21 st	Saturday 22 nd	Sunday 23 rd	
Friday 28 th	Saturday 29 th	Sunday 30 th	
JULY - Wednesday 3 rd	Thursday 4 th - Independence Day	Friday 5 th	Saturday 6 th
Friday 19 th	Saturday 20 th	Sunday 21 st	
Friday 26 th	Saturday 27 th	Sunday 28 th	
AUGUST - Friday 2 nd	Saturday 3 rd	Sunday 4 th	
Friday 9 th	Saturday 10 th	Sunday 11 th	
Friday 16 th	Saturday 17 th	Sunday 18 th	
Friday 23 rd	Saturday 24 th	Sunday 25 th	
Friday 30 th	Saturday 31 st		
SEPTEMBER - Sunday 1 st	Monday 2 nd - Labor Day		

TOTAL holidays

We will need 3 Extra Days For Special Events
 TX
 Lions Club



SITE AND UTILITY PLAN

SOUTH FIRST STREET

SOUTH FIRST STREET

SOUTH FIRST STREET

P.O.T.R. RAILROAD

PLAY AREA

CHAMBER OF COMMERCE

TRAIN DEPOT

EXISTING SAND WALKWAY TO BE MAINTAINED IN PLACE

WATER POINT TO BE LOCATED

OCEAN

EXISTING SAND WALKWAY TO BE MAINTAINED IN PLACE

EXISTING SAND WALKWAY TO BE MAINTAINED IN PLACE

CERAMIC RECEPTACLES TO BE MAINTAINED IN PLACE

ADD PARKING SIGN (TOP) FOR VISUAL ON SHEET C11

DATA OBTAINED FROM CITY ENGINEER'S OFFICE SHEET C11 UP TO DATE - 10/10

Wagon table & chairs

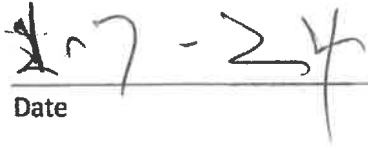
EXISTING SAND WALKWAY TO BE MAINTAINED IN PLACE

SCALE 1" = 10'

SCALE 1" = 10'

7. Sites to be cleaned and garbage picked up by 10 AM the following day of the event last into the evening.
8. Any property damaged during event is the responsibility of the applicant.
9. No stakes, nails, or any pavement or fixture penetrating device will be used to tie down canopies, tents, etc.
10. Any markings to denote spaces shall be done in street chalk.
11. Application must be submitted at least 45 days prior to the event.
12. Incomplete applications will not be forwarded to City Council for approval.

APPLICANT: I have read and understand my, or my organizations' responsibility regarding these City facilities, and will adhere to the rules set forth.


Signature of Applicant _____

Date _____

Deposit- \$300.00 funds will be retained to cover clean up costs, if the site is not cleaned ADEQUATELY, and also damage to City property, including barricades, restrooms, benches, tables, play equipment, etc. (City Council may waive or reduce deposit).

Date approved by City Council: _____

Disposition of Deposit:

Returned Date: _____

Portion of all retained (work order and invoice attached)

OFFICE USE

Insurance

Drawing

Pre- event Inspection

Post- event Inspection; authorized to return deposit

RESOLUTION NO. 2024-12

A RESOLUTION APPROVING AWARDS FOR THE 2023-2024 FAÇADE IMPROVEMENT GRANT PROGRAM

WHEREAS, the City of Rockaway Beach designed the Façade Improvement Grant to market Rockaway Beach as a vibrant, family-friendly destination to stay and play; to improve visitor-facing exteriors of commercial buildings within the City of Rockaway Beach; to promote tourism, economic development, and a positive business environment in Rockaway; to achieve visible results that enhance image, marketability and economic vitality of Rockaway Beach; to encourage more private investment in businesses; to improve the business climate and encourage business development opportunities; and

WHEREAS, the Rockaway Beach City Council believes that the look of a town is its “visual advertising” – first impressions count; first impressions create a “sense of place” and pride in a town; the better the impression, the more visitors stay, spend and support businesses; people have moved and invested here, and are opening or buying businesses; the more a city does to help make a town better, the more economic vitality will occur; and

WHEREAS, this grant program is funded with lodging tax collected by the City of Rockaway Beach and administered through the Tillamook Coast Visitors Association (TCVA); and

WHEREAS, funds are available up to \$200,000 for this grant program, with a maximum request of \$20,000; and

WHEREAS, TCVA has reviewed grant applications for eligibility and completeness; and

WHEREAS, authority to award funds lies with the Rockaway Beach City Council who has reviewed the grant applications and now wishes to approve awards.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby awards a 2023-2024 Façade Improvement Grant to the following recipients in the amounts specified below:

Recipient:	Grant Amount:
Beach Bakeshop	\$20,000
Rockaway Snack Shack	\$14,950

Rockaway Mercantile/SAI Design Build	\$20,000
Sand Dollar Restaurant	\$19,680
Trash and Treasures	\$7,500
Upper Crust Pizza	\$3,321
Lakeside Hideaway	\$17,500

Section 2. TCVA shall execute contracts with awardees, issue grant reimbursements, and manage project contracts.

Section 3. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 14TH DAY OF FEBRUARY 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-13

A RESOLUTION AUTHORIZING THE CITY OF ROCKAWAY BEACH TO APPLY FOR LAND AND WATER CONSERVATION FUND ASSISTANCE FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF ACCESSIBLE RESTROOM FACILITIES AT LAKE LYTLE AND AUTHORIZING THE CITY MANAGER TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the federal Land and Water Conservation Fund Grant Program; and

WHEREAS, the City of Rockaway Beach desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

WHEREAS, the City Council have identified restroom improvements at Lake Lytle as a high priority need in the City of Rockaway Beach and for the benefit of Tillamook County; and

WHEREAS, the project shall consist of demolishing the existing single, vault restroom facility and upgrading the facility to include two, family-style, Americans with Disabilities Act (ADA) restrooms, improved ADA access to the new facilities, and necessary infrastructure improvements; and

WHEREAS, the project has an estimated cost of \$912,843.00 and the City is requesting \$444,578.50 in grant funding from the grant program; and

WHEREAS, the City of Rockaway Beach has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Rockaway Beach has estimated the annual maintenance costs will be as much as \$20,000 and will dedicate adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for development of accessible restroom facilities at Lake Lytle, and authorizes the City Manager to sign the application.

Section 2. This Resolution shall be effective immediately upon adoption.

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 14TH DAY OF
FEBRUARY 2024.**

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-14

A RESOLUTION AUTHORIZING A LETTER OF SUPPORT FOR THE SALMONBERRY TRAIL INTERGOVERNMENTAL AGENCY (STIA) REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY (RAISE) GRANT PROGRAM APPLICATION

WHEREAS, the US Department of Transportation is accepting applications for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program; and

WHEREAS, the Salmonberry Trail Intergovernmental Agency (STIA) wishes to complete the RAISE grant application for final submission by Tillamook County for funds to develop the Salmonberry Trail section through the City of Rockaway Beach; and

WHEREAS, the City of Rockaway Beach desires to express its support for STIA's application to the grant program.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby demonstrates its support for Tillamook County's submittal to the US Department of Transportation for a RAISE grant for the development of the Salmonberry Trail in the City of Rockaway Beach, and authorizes the Mayor to sign a letter of support on behalf of the City Council, attached as Exhibit A.

Section 2. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 14TH DAY OF FEBRUARY 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

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City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

February 14, 2024

Secretary Pete Buttigieg
US Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Subject: Rockaway Beach City Council's Endorsement for the 2024 RAISE Grant Application for the Salmonberry Trail

Dear Secretary Buttigieg,

On behalf of the City Council of Rockaway Beach, Oregon, I write to express our unwavering support and enthusiasm for the 2024 RAISE Grant application for the Salmonberry Trail project. **Our Council, alongside our community, has been devotedly working to advance this project, recognizing its potential to significantly enhance our city's appeal, safety, and connectivity.**

The vision for the Salmonberry Trail as a rails-with-trails project aligns perfectly with Rockaway Beach's strategic goals for economic development, community well-being, and environmental stewardship. We are excited about the prospect of this trail transforming our local businesses by increasing foot and bicycle traffic, thus offering a new avenue for economic growth and vitality.

Moreover, the implementation of the Salmonberry Trail promises to create safer crossings for our Middle and High School students. By providing a dedicated and safe path for walking and biking, we are not only ensuring the safety of our youth but also promoting a healthier, more active lifestyle among them.

The trail will also serve as a crucial link within our community, offering residents and visitors alike a safe and enjoyable way to explore and engage with all that Rockaway Beach has to offer. From our stunning natural landscapes to our vibrant local businesses, the Salmonberry Trail will make our city more accessible to everyone, fostering a greater sense of community and belonging.

We have been tireless in our efforts to see the Salmonberry Trail project come to life, recognizing its transformative potential for Rockaway Beach. It is with great anticipation that we support this grant application, eager to witness the manifold benefits it will bring to our city and its residents.

Thank you for considering the importance of the Salmonberry Trail to Rockaway Beach and for your support in making this vision a reality. We are committed to continuing our work on this project, confident in its capacity to enhance the quality of life and economic prosperity in our community.

Sincerely,

Charles McNeilly
Mayor
City of Rockaway Beach, Oregon

RESOLUTION NO. 2024-15

A RESOLUTION APPROVING AWARDS FOR THE 2023-2024 OFF-SEASON TOURISM MARKETING GRANT PROGRAM

WHEREAS, The City of Rockaway Beach is allocating \$35,000 for the 2023-2024 fiscal year toward off-season marketing and promotions grants; and

WHEREAS, this grant is funded with lodging tax collected by the city and is compliance with use of the tax as a way for tourism-related businesses and nonprofits to implement a new or revised marketing effort, conduct a marketing campaign, work collaboratively with other tourism-related businesses, or launch a new event; and

WHEREAS, applicants may request a maximum of \$3,000 with no match required; and

WHEREAS, in partnership with the City of Rockaway Beach, Tillamook Coast Visitors Association (TCVA) was tasked with managing the grant application process and contract management for the program. TCVA serves as the main point of contact for applicants and grant recipients.

WHEREAS, TCVA has reviewed grant applications for eligibility and completeness; and

WHEREAS, the City Council has reviewed grant applications and now wishes to approve awards.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby awards a 2023-2024 Off-Season Tourism Marketing Grant to the following recipient(s) in the amounts specified below:

Recipient:	Grant Amount:

Section 2. TCVA shall execute contracts with awardees, issue grant reimbursements, and manage project contracts.

Section 3. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 14TH DAY OF

FEBRUARY 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-16

A RESOLUTION APPROVING A PROPOSAL FROM SSW CONSULTING FOR STRATEGIC PLANNING SERVICES & AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the City seeks to engage with SSW Consulting for assistance in its efforts to develop a five-year Strategic Plan; and

WHEREAS, the Rockaway Beach Code Chapter 30 provides that the City Council delegates contracting power to the City Manager for items up to \$75,000.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby approves the proposal from SSW Consulting for strategic planning attached as Exhibit A, and authorizes the City Manager to execute a Professional Services Agreement for the project.

Section 2. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 14TH DAY OF FEBRUARY 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

CITY OF ROCKAWAY BEACH STRATEGIC PLANNING SERVICES

PROPOSAL
JANUARY 10, 2024



SSW CONSULTING



SSW CONSULTING

January 10, 2024

City of Rockaway Beach
Attn. Luke Shepard, City Manager
Email: citymanager@corb.us

Dear Mr. Shepard,

Thank you for your time to discuss the opportunity of working with the City of Rockaway Beach in developing a five-year strategic plan. The SSW team is pleased to present the project approach based on the project outcomes identified during our call earlier this month. These outcomes include:

- » Develop a five-year vision and strategic plan for the community
- » Identify the values that will guide the organization in achieving the vision and supporting the mission.
- » Build a cohesive team amongst the organization and Council that is aligned around shared five-year goals.
- » Conduct inclusive community engagement to inform the development of the plan and build support for implementation.

The proposal includes ideas for how this process could be implemented, and if the city decides to move ahead with this work, we would look forward to discussing these ideas with you further and developing a fun, creative approach for engaging your Council and organization throughout the strategic planning process.

The proposal also includes information about the firm, the team's professional background, and our experience. At SSW Consulting, we have a passion for building great communities and organizations, and we would welcome the opportunity to work with you and the Rockaway Beach team. Thank you for your consideration, and please do not hesitate to reach out with any questions or requests for additional information.

Sincerely,

A handwritten signature in black ink that reads "S. Wilson".

Sara Singer Wilson, Principal/Owner
sara@sarasingerwilson.com
503.305.5067

TABLE OF CONTENTS

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- 08** PROJECT APPROACH
- 12** WORK EFFORT + COSTS
- 13** REFERENCES

ABOUT SSW

SSW CONSULTING

SSW is a Portland, Oregon based consulting firm offering facilitation and strategic planning services for organizations, teams, and individuals. We help leaders develop beautiful, thriving communities and engaging, supportive organizations.

Guided by the belief that engagement should be fun, SSW takes a creative approach to their work. Using the practice of graphic facilitation, we draw on our clients' mission, vision, and values to bring them together and build relationships that get work done.

While serving a variety of clients, SSW specializes in working with local governments. Even after working in the public sector for the last two decades, we are still in awe of the hardworking, dedicated people who sign up to serve their communities. We love being able to help these community-minded individuals do their jobs better in whatever big or small ways we can. We love to see how the passion of a committed organization, team, or individual paired with a plan for action can create positive change in the world.

Our approach to workshops and Council retreats/strategic planning has been outlined in the project approach. We strive to create a collaborative process that is customized based on each client's needs while also bringing our expertise and best practices that we've learned over the years to benefit your team. We are experienced in hosting in-person and virtual workshops. Our clients benefit from the visuals used in the virtual environment to simulate a similar workshop experience to that of being in-person.

We work with the project team to customize the project approach, communication protocols and expectations for providing counsel and recommendations. These expectations will be outlined during the scoping meeting and revisited occasionally throughout the process to ensure communication is flowing freely and our project goals are being fulfilled.

SSW PROJECT TEAM

SARA SINGER WILSON PRINCIPAL/OWNER SSW CONSULTING

Sara spent 15 years working directly in local government serving communities in Missouri, Kansas, California and Oregon where she honed her skills in community building. In 2015, she began serving local governments as a consultant where she has led community visioning and strategic planning projects for both large and small communities. She is an expert facilitator who can guide groups through conversations while also bringing the conversations to life through the technique of graphic facilitation. Sara uses the power of visualization through her use of graphics and illustrations to bring meetings and concepts to life. She has been trained as a graphic facilitator, and uses her facilitation skills, creativity, and graphic work to summarize meetings and enhance outreach efforts.



Sara has a future-oriented, dynamic, and collaborative leadership style that can bring people together. Through her extensive work in local government and with various community groups and stakeholders, Sara understands the importance of genuine and authentic engagement and establishing strong connections between constituents and leadership. These relationships can manifest powerful community change when paired with vision and goals developed through the process of strategic planning or community visioning. She has experienced this in working with clients such as the City of Tualatin's Tualatin Tomorrow Community Vision, the City of Lincoln City's Imagine Lincoln City Community Vision, and the City of Hillsboro's 2035 Community Plan.

Sara maintains active involvement in professional associations including the International City/County Management Association, the Oregon City/County Management Association, and other professional groups. She has served on various professional association committees and participated in conferences as a facilitator, planner, and speaker.

EXPERIENCE

- » Principal/Owner, SSW Consulting, August 2017 to present
- » Vice President, J Robertson and Company (JRO + Co.), October 2015 to December 2017
- » Deputy City Manager, City of Tualatin, OR, February 2011 to October 2015
- » Senior Administrative Analyst, City of Rancho Palos Verdes, CA, March 2008- February 2011
- » Other local government positions held with City of Shawnee, KS, City of Mission Hills, KS, City of Merriam, KS, and City of Brentwood, MO

EXPERTISE

- » Community Visioning
- » Strategic Planning
- » Graphic Facilitation
- » Community Engagement
- » Communications Strategy
- » Project Management
- » Strengths Based Leadership

EDUCATION + TRAINING

- » Bachelor of Science, Political Science, Benedictine College, Atchison, KS
- » Master of Public Administration, University of Kansas, Lawrence, KS
- » Total Strength Deployment Inventory (TotalSDI)/Core Strengths Certified Facilitator
- » Advanced Visual Facilitation/Designing + Leading Change/Strategic Planning, The Grove Consultants International
- » Certified Facilitator, Mid-America Regional Council

ASHLEY SONOFF ASSOCIATE SSW CONSULTING

Ashley has over a decade of progressive responsibility developing and implementing policy and programs in organizations of varying sizes in the public, nonprofit, and private sectors. Highly skilled in strategic planning, data analytics, and community engagement, she enjoys using these skills to implement innovative approaches to enhance public programs and services.

Ashley is a people person through and through and enjoys building effective working relationships to have fun while accomplishing great things together. One of her favorite parts of government work is engaging with the community to build trust, enhance accountability, and support good governance.

Ashley is an active member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA).



EXPERIENCE

- » Associate, SSW Consulting, December 2019 to Present
- » Administrative Analyst, City of Gresham, OR, November 2016 to October 2019
- » ICMA Local Government Management Fellow, City of Gresham and Multnomah County, OR, July 2016 to November 2016
- » Policy and Performance Municipal Graduate Intern, City of Seattle, WA, June 2015 to September 2015
- » International Information Management Assistant, World Concern, August 2013 to September 2014
- » Financial Analyst, Indiana University, August 2012 to May 2013
- » Key Account Planning Analyst, Sunrise Greetings/Hallmark Cards, July 2011 to August 2012
- » Global Buyer/Operations Specialist/International Account Services, Columbia Sports-wear, June 2008 to June 2011

EXPERTISE

- » Strategic Planning
- » Data Analytics
- » Program Evaluation
- » Project Management
- » Community Engagement

EDUCATION

- » Master of Public Administration, University of Washington, Seattle, WA
- » Bachelor of Arts, International Studies, George Fox University, Newberg, OR

PROJECT EXPERIENCE

CITY OF HERMISTON STRATEGIC PLANNING

For the past eight years, SSW has served as the facilitator and strategy advisor for the Hermiston, Oregon (pop. 17,000). Annually, we have conducted a retreat with the City Council and Management Team. Over the years, the agendas and activities have varied for the team based on current issues in the community and the needs of the organization and Council. The retreats have included the development of team vision and values, team building activities, Core Strengths training, environmental scans to identify current community issues and drivers of change, celebrations of prior year accomplishments, and goal setting for the future.

In 2020, the SSW Consulting team supported Hermiston team in the development of their community vision to

serve as the community's road map over the next 20 years. The development of the **Resilient 2024** has been used as the foundation for Council goal setting to support the advancement of the vision. The focus of the retreat has shifted from developing the vision and building an effective team to identifying specific goals and strategies that support the community vision and address current community needs.

CITY OF HILLSBORO GOAL SETTING WORKSHOP

For the last four years, SSW facilitated the City of Hillsboro's (pop. 108,000) City Council and Management Team goal setting workshop. Over the four years, the sessions have included diversity, equity and inclusion training, celebration and recognition of the City's accomplishments, developing a shared community context to set the stage for goal-setting, and the launch of the City's strategic plan update.

SSW is currently working with the City on the strategic plan update which will serve as the foundation for the Council's annual goal setting and the development of the City's biennial budget.



CITY/COUNTY INSURANCE SERVICES (CIS) STRATEGIC PLAN

SSW Consulting began working with CIS in 2019 to assist the organization with the update of their Strategic Plan. Working with CIS staff and their Board of Trustees, SSW facilitated several workshops over the course of five months to develop a focused and updated strategic plan. The plan included high-level goals, strategies and implementation structure with broad support from the Board of Trustees and all levels of the organization. SSW developed an engagement strategy to build buy-in at every phase of development of the plan which translated into accountability across the organization upon completion of the plan.

SSW has assisted CIS in their annual progress review of the plan. We reviewed the goals, strategies, progress and challenges. Working with the CIS Executive Team, we outlined potential recommendations for plan updates for Board consideration. In 2021, SSW supported the CIS Marketing Team in scoping and implementation of one of their strategic plan strategies. SSW facilitated the process to develop four marketing plans for each business unit within the organization. This process was conducted virtually over Zoom while using visual tools to graphically facilitate the workshops.

The SSW team is currently supporting CIS in the 2024 5-year update of the strategic plan which includes the engagement of staff, the Board of Trustees and the city and county members across the State of Oregon.



SSW CLIENTS

We have a number of long-term and repeat clients with local governments and other organizations as you will notice in the client/project list below.

- » City of Hood River Homelessness Strategic Plan (2020)
- » City of Tualatin Goal Setting Workshop (2019, 2024), Tualatin Tomorrow Vision, America's Best Communities Revitalization Plan (2016-2018)
- » City of Stayton Goal Setting Workshop (2019, 2023)
- » City of Hermiston Goal Setting Workshops (2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024)
- » City of Hermiston Community Vision (2020/2021)

- » City of Hillsboro Goal Setting Workshop (2020, 2021, 2022, 2023, 2024), Hillsboro Parks and Recreation Commission Strategic Plan (2020/2021/2023), City of Hillsboro Strategic Plan (2022)
- » City of Forest Grove Goal Setting Workshop and Mid-year Retreat (Feb. 2020, Sept. 2020, 2021, 2022, 2023, 2024)
- » City/County Insurance Services Strategic Plan (January 2020, 2024), CIS Strategic Plan Annual Update (2021, 2022, 2023) Marketing Plans (2021)
- » Happy Valley City Council Retreats and Goal Setting Workshops (2016, 2019, 2020)
- » Hood River County Strategic Plan 2020-2021, 2023
- » Mercer Island City Council Team Building (2018)
- » City of North Plains City Council Retreat (2019, 2023)
- » City of Talent Goal Setting Workshop (2020)
- » City of Yachats Goal Setting Workshop (2020)
- » City of Wilsonville Park Board Prioritization Workshop (2019), Parks Bond Task Force Facilitation + Management (2020), City Council Goal Setting (2021, 2023), Sister City Advisory Board Strategic Plan (2021)
- » City of Florence Executive Team Training (2020/2021)
- » City of McMinnville Department Team Training (2020), City Council Team Building and Core Strengths Training (2021)
- » City of Albany Strategic Plan (2021/2022), Core Strengths Training (2018, 2020)
- » City of Cornelius City Council Goal Setting (2021)
- » City of Gresham Pathways to Employment Strategic Plan (2017), Community Engagement Strategic Plan (2018), Community Engagement Training (2019), Gresham Strategic Plan Engagement Support (2022)
- » Multnomah County Drainage District Strategic Plan (2019), Plan Updates and Implementation Support (2019-2020)
- » City of Oregon City Council Goal Setting (2021)
- » City of Sandy City Council Goal Setting (2021)
- » City of Scappoose City Council Orientation (2021), Council Goal Setting (2022, 2023, 2024)
- » City of Tigard City Council Goal Setting and Core Strengths Training (2021, 2023), Council Ground Rules Workshop (2021)
- » Bend Parks and Recreation District Diversity, Equity and Inclusion Strategy (2021)
- » NW Women's Leadership Academy Core Strengths Training and Strategic Planning (2018, 2019, 2020, 2021)
- » Columbia Memorial Hospital Strategic Plan (2022)
- » City and Borough of Sitka, Alaska Strategic Plan (2022, 2023)
- » City of Bend Council Goal Setting (2023)
- » City of Beaverton Council Goal Setting and Governance Training (2022, 2023, 2024)
- » City of Mankato, Minnesota Strategic Plan (2023-2024)
- » City of The Dalles City Council Goal Setting (2023)
- » City of Vernonia City Council Training (2023)
- » City of Monmouth City Council Goal Setting (2023)
- » City of Independence City Council Goal Setting (2023)
- » Washington County Strategic Planning Support (2023)
- » Clackamas County Facilitation Services (2022/2023)

PROJECT APPROACH

This approach outlines a strategic planning process that includes the City Council and City organization in the development of shared goals, an action plan, and implementation structure to bring the plan to life. The process will build on the City's previous planning work and will seek to achieve the following goals:

- » Develop a five-year vision and strategic plan for the community
- » Identify the values that will guide the organization in achieving the vision and supporting the mission.
- » Build a cohesive team amongst the organization and Council that is aligned around shared five-year goals.
- » Conduct inclusive community engagement to inform the development of the plan and build support for implementation.

The process is estimated to take about 6-7 months to complete depending on the organization's capacity and the alignment of project milestones with city processes. Strategic planning is a useful tool to guide an organization and Governing Body in aligning the allocation of resources with their long-term vision and strategic goals during the annual budget process. SSW will work with the city to ensure the project goals and timelines align with the team's desired outcomes and the organization's processes.

SSW Consulting brings the unique skill of graphic facilitation to our work to help teams envision the big picture and move beyond the discussion to visualizing their plan. All workshops will be facilitated using graphic facilitation, which is the fusion of large-scale notetaking with meeting management. SSW will capture the discussion including areas of agreement and decisions and use this in the meeting summaries and final reports. Graphic facilitation helps increase individual and group retention of the meeting information, buy-in and takeaways. The final piece of art gives the group a unique way to share their accomplishments with others or revisit their process with recall of key points.

The purpose of a strategic plan is to set priorities and help the organization focus their energy and resources towards these priorities. When a strategic plan is developed with an engaged and supportive team, it can strengthen operations and ensure teams are working towards common goals. It does this by establishing agreements around intended outcomes and results, and it provides a mechanism to assess and adjust direction in response to a changing environment.

A strategic plan also helps organizations make decisions and take action that shape and guide what an organization is, who it serves, what it does, and why it does it with a focus on the future – defining or realigning with a mission, vision, and values.

The strategic plan may consider community engagement, as well as new input from the City Council and the City organization. It can account for addressing community needs as well as internal organizational needs. It provides high level goals and an action plan with strategies to advance the goals. Each strategy at a minimum has a project lead identified and a timeline for implementation. Additionally, some plans may identify key partners, progress/performance indicators, success measures, etc. A strategic plan will also outline a process for implementation which will include the structure for progress reporting, plan updates, and other key steps to ensure the plan remains a living, dynamic document to guide the organization and team.

The tasks on the following pages describe a process based on the goals outlined. During the planning and scoping phase, we will discuss the approach and determine any revisions to ensure the process meets the project goals, addresses challenges, and leverages the strengths of the organization and community.

PROJECT APPROACH + SCHEDULE

TASK 1: SCOPING + PLANNING

SSW will meet with city project team members to refine the project goals, work plan and schedule. As part of this meeting, participants will clarify project expectations, challenges, success measures, key stakeholders, and identify background information for consultant review. The SSW team will review all pertinent documents, reports, and other background information related to Rockaway Beach's strategic planning work including any previous goals, reports, and other City planning documents.

As part of this meeting with staff, SSW will develop a project game plan and charter to outline goals, team members, timelines, and expectations. We will also review the organization's key stakeholder groups and discuss ideas and goals for the communications and engagement strategy.

SSW will develop a communication and engagement plan to connect with all stakeholders. The plan will identify the engagement goals, target audiences, proposed engagement tools, and key messages to communicate and engage stakeholders in the strategic planning process.

The plan will include a stakeholder map, identifying the various community groups, organizations, and individuals that we want to target during the engagement process. To ensure broad engagement of all segments of the community, the plan will include demographic information to align our engagement efforts to reach all segments of the community. The plan will also include a list of engagement tools and techniques for engaging the City's stakeholders. Using our engagement expertise and the input from staff, we will build tools and techniques that have proven success in Rockaway Beach. We want to build on and expand the engagement network that already exists. We will also gather input on the project brand and key messages. A consistent project brand and message will be critical in engaging the community and building awareness for the strategic plan.

This plan will be shared with the strategic planning team and shared at the strategic planning workshop for review and additional input.

Task 1 Tasks + Deliverables:

- Meet with Project Team
- Develop Project Charter
- Develop Graphic Work Plan and Schedule
- Identify Key Stakeholders + Engagement Goals
- Communications + Engagement Plan

Task 1 Timeline:

March - April 2024

TASK 2: STRATEGIC PLAN WORKSHOP

SSW proposes kicking off the strategic plan engagement with a workshop for department heads, city council, and any other key staff. SSW will facilitate a full-day strategic planning workshop with the Council and Leadership Team. In preparation for the workshop, the SSW team will conduct outreach which may include interviews with elected officials and department heads/Leadership Team via phone or virtually. These interviews will assist in developing an agenda and materials for a strategic planning workshop. SSW will ask team members about challenges, opportunities, organizational/community strengths, and potential threats on the horizon. We will also identify each stakeholders' expected outcomes for the process and gather input on workshop formats. The interviews not only inform the first team workshop, but they also provide a valuable opportunity to develop trust and rapport with each team member.

Following the interviews, SSW will present a summary of the interview themes and findings to the project team. These themes will shape the workshop agenda and ensure expectations and outcomes are aligned with the agenda topics and sequence. We will work with the project team to finalize the agenda, background materials, and discuss any logistics (e.g., audio/visual, room set-up, special presenters, etc.). The workshop could include both

strategic planning discussions/exercises and team-building activities. We will explore topics which might include:

Rockaway Beach's History: This exercise allows us to explore the history of the organization and consider where we've been before we explore where we are heading in the future. It orients the group to a larger historical context of its work, explores how the past can inform future direction, inspires and reenergizes the team, and serves as a springboard for analyzing the current situation and envisioning the future.

Shared Context: This discussion will result in a context map that identifies what is currently happening in the community/organization. We might explore current challenges, the economic climate, community trends or needs, political factors, technology factors and more. We will explore the themes that emerge which will help us begin thinking about goals we want to set for the future.

Idea Mapping: This discussion would include a mapping of all ideas that emerged during the previous discussions. The ideas will present themes that will serve as the basis of the strategic plan. We will begin to discuss potential goals and desired outcomes of these goals.

Task 2 Tasks + Deliverables:

- Conduct Interviews with Council + Leadership Team
- Prepare + Present Outreach Themes to Project Team
- Prepare for Strategic Planning Workshop
- Facilitate Workshop (including presentations, group discussions, and team building exercises)
- Conduct Workshop Debrief + Prepare Summary

Task 2 Timeline:

May-June 2024

TASK 3: STRATEGIC PLAN ENGAGEMENT

Using the input gathered from the Strategic Planning Workshop, we will finalize the Communications and Engagement Plan which will direct the outreach and communication activities for the duration of the project.

The project brand, key messages, stakeholder map, and engagement tools will be presented in a final Communications and Engagement Plan that will include our strategy and timeline for gathering the engagement data needed to develop the Strategic Plan.

We will work alongside staff to conduct engagement, and we will support the development of a variety of outreach tools to be outlined in the Communications and Engagement Plan. The outreach approach for each group will be designed to be culturally and generationally appropriate. The SSW team understands the value of inclusive engagement, and we will propose a mix of activities and approaches to ensure broad and diverse participation from across the community. Our approach assumes ideas would be solicited under a standard set of questions and later sorted into emerging themes.

We will support staff in conducting the outreach, bringing our skills and expertise wherever needed to begin gathering ideas. We will also design engagement activities that will involve the City organization. Staff have a unique community perspective that can often be overlooked during a community engagement process. In delivering services, they are Rockaway Beach experts, and their input is of great value to the strategic planning process. It is important to engage them and build support for the plan, as they will likely be tasked with implementing actions in the future.

The Communications and Engagement Plan will also include an evaluation process for each engagement tool. Measuring the results is critical to ensuring our engagement techniques are successful. Wherever possible, we will evaluate the engagement efforts and adjust our strategy as needed.

All the information gathered during the engagement process will be organized and sorted by emerging themes into a database. We will analyze the data and look for community trends, opportunities, and challenges. Using this data, the SSW team will develop draft content for the plan. Content will include a summary of public engagement activities, community trends/opportunities/challenges, mission, vision, values, goal statements, and potential

actions organized by theme.

The engagement summary and draft mission, vision, values, and goals will be presented to the Council for their review and input.

Task 3 Tasks + Deliverables:

Finalize Communications + Engagement Plan
 Develop Outreach Tools
 Community Engagement Support
 Engagement Summary + Draft Plan Content (Mission, Vision, Values, Goals)
 Engagement Database
 Present Mission, Vision, Values, + Goals to Council

Task 3 Timeline:

June - July 2024

TASK 4: STRATEGIC PLAN DEVELOPMENT

Using the direction from the City Council, the mission, vision, values, and goals will be refined with City staff. SSW will facilitate a 1/2-day workshop with the Leadership team to engage the team on the Strategic Plan draft goals and begin the goal refinement process and the development of an action plan. The team will use their technical expertise and knowledge of other City Master Plans to align actions/strategies with goals. The team will also discuss and outline an implementation structure for the plan goals and actions. SSW will provide implementation recommendations for the team's consideration. The draft strategic plan will be developed in preparation for the Council review.

Task 4 Tasks + Deliverables:

Prepare for Leadership Team Workshop
 Facilitate Half-Day Workshop
 Prepare Draft Strategic Plan

Task 4 Timeline:

August 2024

TASK 5: STRATEGIC PLAN REVIEW + ADOPTION

Once the draft has been finalized, it will be presented to the Council for their review and input. A draft of the plan will be circulated for community review prior to the final updates. The Council input and community review comments will be reviewed by staff and used to make updates to the draft plan.

A final draft plan will be prepared and presented to the Council for adoption. A visual summary can be developed to include in the final report. These graphics have been used effectively in other organizations to provide a visual poster of the strategic plan goals and actions.

SSW can assist with strategic plan implementation, staff training, and progress reporting tasks. These items can be added to the scope of work or scoped as the next phase following the adoption of the plan depending on the organizational support needed.

Task 5 Tasks + Deliverables:

Present Draft Strategic Plan to City Council
 Circulate Plan for Community Review
 Incorporate Edits and Prepare Final Strategic Plan
 Prepare Summary Graphic
 Present to Council for Approval/Adoption
 Prepare Implementation Memorandum

Task 5 Timeline:

September - October 2024

WORK EFFORT + COSTS

Please see the estimated cost proposal below. The Client will be billed for hours worked and reimbursable expenses. Expenses will be billed for reimbursement at cost. Additional services can be contracted for optional tasks, reports, or work outside of this scope based on a description of services provided by the City of Rockaway Beach. The costs for additional services will be based on the hourly rates listed below:

Sara Singer Wilson, Principal/Owner	\$200/hr
Ashley Sonoff, Associate	\$130/hr
Sasha Konell, Communications and Engagement Strategist	\$110/hr

Tasks	Sara Singer Wilson \$200/hr	Ashley Sonoff \$130/hr	Sasha Konell \$110/hr	Cost
Task 1: Scoping + Planning	3	3	6	\$1,650.00
Task 2: Strategic Plan Workshop	16	0	16	\$4,960.00
Task 3: Strategic Plan Engagement	8	8	28	\$5,720.00
Task 4: Strategic Plan Development	10	15	15	\$5,600.00
Task 5: Strategic Plan Review + Adoption	10	5	10	\$3,750.00
Ongoing Project Tasks/Costs				
Project Admin	10	8	15	\$4,690.00
Graphic Design + Engagement Materials	-	-	-	\$1,000.00
CONSULTANT HOURS				
	57	39	90	186
TOTAL CONSULTANT FEES				
	\$11,400.00	\$5,070.00	\$9,900.00	
EXPENSES (Facilitation supplies, travel, etc.)				\$800.00
GRAND TOTAL				\$28,170.00

REFERENCES

The project references listed below can attest to SSW's facilitation, leadership, and project management capabilities.

SHERILYN LOMBOS

Tualatin City Manager

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PATRICK PRIEST

City/County Insurance Services Executive Director

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BYRON SMITH

Hermiston City Manager

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Coffee with Manager and Mayor

January 25, 2024

- A community member asked about next steps for the Destination Management Workshops. City Manager Shepard spoke of the plan for a survey of community members to prioritize projects. Notification of the survey will come out late January or early February including in the Newsletter and City Email (Listserv).
- We heard support for and against the proposed STR Cap.
 - Providing housing for tourist is important but we currently have 40% to 50% unused STR capacity available for tourist housing according to an Airbnb study from 2023.
 - Community member said that long term renters can be a problem for homeowners and neighbors.
 - Concerns were shared about an STR Cap having possible impact on property values and salability, but also that excess STR's can also impact non-STR property values and salability
 - Comment made that slowing down the increase in property values was not necessarily bad for our community.
 - There was a concern about government overreach that was shared by one community member.
- A community member asked the City to consider amending Chapter 113 Short Term Rentals to remove the STR non-transferability provision.
- STR Nuisance complaints and STR Cap are two separate discussions.
- Community member asked for a geo spatial representation of STRs within the City limits to easily identify clusters of STRs and make it easier to identify non-licensed STR's.
- A community member asked that the city provide verbiage that community members could use when contacting state senators and representatives about the current loss of Recreational Immunity.
- A community member thanked the city for the Roads Plan and filling potholes with gravel but hopes for a more permanent fix; and identified other problematic potholes. City Manager Shepard indicated he would pass on the addresses of problems to Dan Emerson and that more permanent solutions could be put in place when the weather gets warmer for asphalt usage.
- A community member shared with us their concern that a neighbor is feeding deer with unhealthy food (cracked corn and bread) which puts the health of the deer at risk; interferes with their natural feeding behavior; causes a concentration of deer that could trigger the spread of disease; attracts other animals such as bear and racoons. This community member has counted as many as 17 deer at this residence at one time. The deer are also defecating on their property. They asked that the City update its Feeding and Keeping Wild Animals to specifically mention deer.
- A community member asked why the City uses a base water charge. City Manager Shepard explained the fixed costs of the sewer and water systems must be covered; with a large pool of part time residents this is the most equitable way to cover the fixed costs.

Coffee with Manager and Mayor
January 25, 2024

- A community member asked if the City was still looking at hiring a Code Enforcement Officer. City Manager Shepard pointed out that the current low number of complaints received are being handled within the current City staffing by the appropriate departments. Should the number of code complaints increase substantially an individual to coordinate the City's response to Code complaints might be warranted.
- A community member asked that we keep a complainant's name anonymous as a way to increase the likelihood that community members will file ordinance complaints including STR nuisance complaints.
- A complaint was made about the current egg timer used at Council Meetings for public comment; they suggested that the previous timer made it easier for speakers to judge time consumed.
- A community member complained that Grumpy's still has outdoor decorations displayed including an intrusion onto the sidewalk long after the holiday decorating season. City Manager Shepard indicated that sidewalks are the jurisdiction of the Oregon Department of Transportation and the sidewalks were paid for by the merchants.