



City of Rockaway Beach

Regular City Council Meeting Agenda

Date: Wednesday, June 12, 2024
Time: 6:00 P.M.
Location: Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

Watch live stream here: corb.us/live-stream
View meeting later here: <https://janescottvideoproductions.com>

Join here to attend remotely:
<https://us06web.zoom.us/j/84079166121?pwd=9rHgc29HMoX9zUb9xJagcYIDPSNiLF.1>
Meeting ID: 840 7916 6121
Passcode: 688310
Dial by your location
253 215 8782 US (Tacoma)

How to Provide Public Comment (Citizen Input):

- Written Comments may be submitted electronically by sending an email no later than 48 hours prior to the meeting to CityHall@Corb.us
 - In Person – sign-up sheet and instructions will be located on the table outside of the meeting room.
 - Virtually on Zoom – use the “raise hand” feature when the Mayor announces it is time to do so.
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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 May 8, 2024 Regular Meeting Minutes
- b. Approval of May 8, 2024 Workshop Minutes
- c. Review of May 2024 Check Register

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

- a. **Presentation: Granicus Short-Term Rental (STR) Software** - Jeffrey Goodman, Granicus
- b. **Presentation: Contract Extension for Law Enforcement in Rockaway Beach** – Undersheriff Matt Kelly and Sheriff Joshua Brown

- c. **Presentation: Jetty Creek Watershed Project Update** - Forest Legacy & NOAA application efforts, Lower Watershed Letter of Intent and next steps – Daniel Wear, Sustainable Northwest

6. STAFF REPORTS

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

7. PUBLIC HEARING

- a. **Public Hearing on Proposed Uses of State Revenue Sharing Funds for Fiscal Year 2024-2025**
- b. **Public Hearing on the Approved Budget for Fiscal Year 2024-2025**

8. CITIZEN INPUT ON NON-AGENDA ITEMS

9. OLD BUSINESS

10. NEW BUSINESS

- a. **Proclamation - June 2024 as High School Senior Recognition Month**
- b. **Consideration of Resolution 2024-30 Amending the Intergovernmental Agreement Between the City of Rockaway Beach and the Tillamook County Sheriff's Office for Law Enforcement Services**
- c. **Consideration of Resolution 2024-33 Approving a Proposal from Granicus for Short-Term Host Compliance Software & Authorizing the City Manager to Execute an Agreement**
- d. **Consideration of Resolution 2024-22 Adopting an Updated Employee Handbook**
- e. **Consideration to Select a Grand Marshal for the 2024 July Fourth Parade**
- f. **Consideration to Select the 2024 Volunteer of the Year**
- g. **Consideration of Resolution 2024-31 Approving Wayside Application for Rockaway Beach Music Festival**
- h. **Consideration of Resolution 2024-32 Approving a Letter of Intent and Non-Disclosure Agreement with Nuveen Natural Capital, LLC., to Facilitate Funding Opportunities and Related Due Diligence on the Timberlands Comprising the Lower Watershed of Jetty Creek**

- i. Consideration of Resolution 2024-34 A Resolution Reviewing and Continuing Reserve Funds**
- j. Consideration of Resolution 2024-35 A Resolution Establishing the Economic Stability Reserve Fund #170**
- k. Consideration of Resolution 2024-36 Declaring the City’s Election to Receive State Revenues**
- l. Consideration of Resolution 2024-37 Adopting the Budget; Making Appropriations; and Imposing and Categorizing Taxes for Fiscal Year 2024-2025**

11. ITEMS REMOVED FROM CONSENT AGENDA

12. COUNCIL CONCERNS

13. MAYOR’S REPORT

14. ADJOURNMENT



City of Rockaway Beach

Regular City Council Meeting Agenda

Date: Wednesday, May 8, 2024
Time: 6:00 P.M.
Location: Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

1. CALL TO ORDER

Mayor McNeilly called the meeting to order at: 6:01 p.m.

McNeilly made a statement regarding department, requesting that all people respect those in attendance and the opinions of those with whom they may disagree prior, during and after City business meetings.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [06:02:45 PM \(00:01:03\)](#)

[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](#)

4. CONSENT AGENDA

Start time: [06:03:01 PM \(00:01:19\)](#)

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

Martine made a **motion**, seconded by McGinnis, to approve the consent agenda.

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

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

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Presentation – Tillamook PUD and PacifiCorp W2R2 Infrastructure Improvement Project - KC Fagen, Engineering Manager, Tillamook PUD

Start time: [06:04:22 PM \(00:02:41\)](#)

Todd Simmons, PUD General Manager, introduced Barbara Trout, Area Director; Joanna Stelzig, Public Relations Manager; and KC Fagen, Engineering Manager. Fagen explained the Tillamook PUD and PacifiCorp W2R2 Infrastructure Improvement Project that is proposed to improve delivery of electricity by installing remote sensing and control equipment for the north transmission line that will help PacifiCorp quicken their response in power outage situations. Fagen explained that the City had provided a letter of support. He answered clarifying questions, noting the timeline and estimated cost.

b. Presentation – High Grounds Project Update - TJ Fiorelli

Start time: [06:11:26 PM \(00:09:45\)](#)

Fiorelli gave a presentation providing an update on the High Grounds Project. He answered clarifying questions for the Council.

6. STAFF REPORTS

a. Fire Department

Start time: [06:37:14 PM \(00:35:32\)](#)

Hesse presented a staff report on the activities and operations of the Rockaway Beach Fire and Rescue department for the month of April 2024. Hesse reported on the Oregon Fire Chief's conference and Career Day presentations at local high schools. He confirmed for Martine that TEAM and LifeFlight programs are still available to the community. Hesse confirmed for McGinnis that the Fire Department was still investigating sleeping quarters at the Fire Department. McNeilly inquired about the ISO rating and Hesse indicated he was waiting for the arrival of the new ladder truck since it was anticipated to improve the rating.

b. Sheriff's Office

Start time: [06:47:12 PM \(00:45:31\)](#)

Deputy Kevin Grogan summarized the Sheriff's Office report for April 2024. McNeilly inquired about ODOT no parking signs at the entrance to the nature preserve. Grogan confirmed that Deputies would be patrolling the area for parking violations.

c. Public Works

Start time: [06:49:28 PM \(00:47:46\)](#)

Emerson presented a report on recent activities in the Public Works department. He answered clarifying questions for the Council. Emerson reported that cameras had been purchased for the nature preserve but had not yet been installed. McNeilly and Cheek commended Public Works on the new Wayside restrooms.

d. City Manager

Start time: [06:55:21 PM \(00:53:40\)](#)

Shepard gave a presentation providing background information on the business items on the agenda. Shepard added that the City was accepting nominations for the 4th of July Grand Marshall and Volunteer of the Year. He shared updates on the Anchor Street Project, Wayside Restroom project, and South Pacific Street waterline and paving project. Shepard also shared public meeting dates for May and June.

McNeilly commented on the recent Budget Committee meeting and commended Shepard for his approach to the presentation of the budget. McNeilly noted that a community member made a presentation requesting bike racks, and the Committee added funds for bike racks as a result. McGinnis added her appreciation for Lydia Hess' bike rack request. McGinnis noted that the new Anchor Street playground is ADA accessible, commending the Planning Commission on their choice of equipment.

7. PUBLIC HEARING

a. Ordinance No. 2024-05 An Ordinance Amending City Of Rockaway Beach Code Of Ordinances Chapter 113, Section 113.02, Related to Short-Term Rentals Under-Construction Waiting List

Start time: [07:05:09 PM \(01:03:27\)](#)

McNeilly opened the public hearing at 7:05 p.m. There being no audience members who wished to comment, McNeilly closed the public hearing at 7:06 p.m.

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Daniel Howlett advocated for removing position numbers from City Council seats for the election, explaining that he wanted the top four vote-getters to win the open Council seats. Howlett referred to his submitted written testimony.

Michael Weissenfluh shared comments commending Fire Chief Hesse, Captain Grace and Fire Department volunteers for their kind, professional response to a family member's recent medical emergency.

Michael Weissenfluh encouraged the City to purchase Granicus Short-Term Rental (STR) software for monitoring STRs, to assist with tracking the large volume of STRs, enforce regulations that preserve community character, find properties available for rent, educate hosts on compliance and gain revenue with STR compliance monitoring.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. **First & Second Reading by Title Only of Ordinance 2024-05 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113, Section 113.02, Related to Short-Term Rentals Under-Construction Waiting List**

Start time: [07:16:13 PM \(01:14:31\)](#)

McNeilly explained that Ordinance 2024-05 amends the City of Rockaway Beach Code of Ordinances Chapter 113, section 113.02 to change the required criteria for the under-construction waiting list from a building permit to a City zoning permit.

Franken made a **motion**, seconded by Martine, to perform the first and second reading by title only of Ordinance 2024-05.

McGinnis commented that it would make it easier for a few potential STRs to fit under the cap and proceed with the work they had planned. She noted that another resident expressed concerns that may require additional consideration.

Hayes commented that she was abstaining and recusing herself.

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

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

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

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

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

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

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

McNeilly performed the first and second reading by title only of Ordinance 2024-05.

Franken made a **motion**, seconded by Cheek, to approve the second reading by title only of Ordinance 2024-01.

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

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

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

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

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

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

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

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

b. **Consideration to Adopt Ordinance 2024-05 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113, Section 113.02, Related to Short-Term Rentals Under-Construction Waiting List**

Start time: [07:20:38 PM \(01:18:57\)](#)

McNeilly stated with the first and second reading now complete, Ordinance 2024-05 is ready for adoption.

Cheek made a **motion**, seconded by Martine, to adopt Ordinance 2024-05 An Ordinance Amending City of Rockaway Beach Code of Ordinances Chapter 113, Section 113.02, Related to Short-Term Rentals Under-Construction Waiting List.

Cheek commented it was fair to add people who have been working on getting their permits to the list.

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

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

c. Consideration to Move the July City Council Meeting to July 17, 2024

Start time: [07:22:19 PM \(01:20:38\)](#)

McNeilly explained that since the July 10th Council meeting falls on the week following the fourth of July this year, reducing the time that staff, residents, and the governing body will have to prepare for the meeting, the City Manager has proposed the Council consider moving the July meeting date from July 10th to July 17th.

McNeilly invited public comment. No audience members wished to comment.

Hayes made a **motion**, seconded by Cheek, to approve moving the July City Council meeting to July 17, 2024.

Hayes expressed that she was glad the date was being moved.

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

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

d. Consideration of Resolution 2024-28 Adopting the 2023 Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan

Start time: [07:23:58 PM \(01:22:17\)](#)

McNeilly explained that adoption of the 2023 Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan is required for FEMA approval of the plan, and restored eligibility for certain federal pre- and post-disaster mitigation funds.

McNeilly invited public comment. No audience members wished to comment.

Hayes made a **motion**, seconded by McGinnis, to approve Resolution 2024-28 Adopting the 2023 Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan.

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

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

[Position #1 - Mary McGinnis: 2nd](#)

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

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

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

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

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

RECESS INTO EXECUTIVE SESSION

EXECUTIVE SESSION

Start time: [07:25:44 PM \(01:24:03\)](#)

At 7:26 p.m., McNeilly announced that the City Council would now recess to a conference room and into Executive Session pursuant to ORS 192.660 (2)(p) to consider matters relating to cyber security infrastructure and responses to cyber security threats.

McGinnis explained that the state provides certain reasons that allow the Council to meet in private and security is one of them.

RECONVENE REGULAR SESSION

At 7:53 p.m., the City Council reconvened the regular session.

e. Consideration of Resolution 2024-29 Adopting a Cybersecurity Policy

Start time: [07:54:04 PM \(01:25:32\)](#)

McNeilly explained that this resolution approves and adopts a cybersecurity policy for the city. The contents of this policy are exempt from disclosure under ORS 192.355(46).

McNeilly invited public comment. No audience members wished to comment.

Cheek made a **motion**, seconded by Martine, that the Rockaway Beach City Council approve as amended Resolution 2024-29 adopting a cybersecurity policy.

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

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

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

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

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

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

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

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

11. ITEMS REMOVED FROM CONSENT AGENDA – None Removed

12. COUNCIL CONCERNS

Start time: [07:55:48 PM \(01:27:15\)](#)

Franken thanked City staff for their hard work. She shared that she was proud of the Anchor Street project.

Hayes invited everyone to the ribbon cutting being held the next day at the Chamber for wheelchair house and the paver project. Hayes commented that in the past a citizen had submitted a petition to remove position numbers from Council seats and the elections official at the time would not accept it. Hayes commented that she believes that it is what people want. McGinnis commented that the petition submission must have been 8 years ago.

McGinnis commented on the success of the second annual Writer's Rendezvous and thanked local agencies that participated. McGinnis shared that several scholarships were being funded from the proceeds. McGinnis also thanked the Rockaway Beach Volunteers for staffing the workshop. McGinnis reported on attending a tour of the Astoria watershed, and encouraged others to take a tour. She shared that she purchased hanging baskets from the Chamber and encouraged others to do so.

13. MAYOR'S REPORT

Start time: [08:00:52 PM \(01:32:19\)](#)

McNeilly reported that the monthly Coffee with City Manager and Mayor was held on April 13th and a summary of the comments was included in the meeting packet. He encouraged community members to attend the next Coffee meeting on Thursday, May 30th. McNeilly also encouraged the public to sign up for the city email listserv. McNeilly thanked the Rockaway Beach Volunteers for their work to update landscaping at the post office. He shared comments from Sandra Johnson acknowledging each volunteer's contributions to the improvements, including an offer from Lars Lawncare to help maintain the property free of charge. McNeilly encouraged people to email RBVolunteers1@gmail.com and get on their list and get involved. McNeilly also encouraged those with questions or concerns about the City to not rely on social media, but to contact him at charlesforrockawaybeachmayor@gmail.com.

14. ADJOURNMENT

Start time: [08:07:07 PM \(01:38:34\)](#)

Cheek made a **motion**, seconded by Martine, to adjourn the meeting at 8:07 p.m.

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

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

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

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

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

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

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

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

MINUTES APPROVED THE
12TH DAY OF JUNE 2024

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

DRAFT



City of Rockaway Beach

City Council Workshop Minutes

Date: Wednesday, May 8, 2024
Time: 4:30 P.M. – 5:40 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 PM

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; and Melissa Thompson, City Recorder

3. COUNCIL BRIEFING/DISCUSSION

McNeilly announced an update to his plans for the monthly Coffee with Manager and Mayor meetings. He explained that he began the monthly Coffee with Manager and Mayor meetings because he believed that there was not enough opportunity for community members to engage with the city government in an informal way and indirectly provide input to the City Council. McNeilly noted that the City Councilors already had access to himself and the City Manager and there was no need for an additional opportunity to express their ideas and concerns to them. McNeilly indicated that therefore going forward the Coffee with Manager and Mayor would be off limits to City Councilors. McGinnis and Cheek expressed their understanding. Hayes expressed confusion and concern about the meeting notes. McNeilly indicated that he was comfortable with his meeting notes, noting that they were reviewed by Shepard.

a. Review of Granicus Short-Term Rental (STR) Software

Start time: 4:33:15 PM

Shepard explained that the Granicus presentation would be moved to the June meeting. At the request of McGinnis, Shepard explained some benefits of the software and outsourcing STR management. Cheek and McNeilly commented on the benefits of compliance monitoring. Franken commented that it would be beneficial to obtain occupancy data. Shepard explained that the full platform would take twelve months to implement, but staff expected that July renewals could be completed using Granicus online forms. He confirmed that data would be

reported to the Planning Department, and estimated the annual platform cost at \$25,000-30,000.

b. Review of Updated Employee Handbook

Start time: [04:39:37 PM \(00:08:42\)](#)

Shepard explained that the auditors had recommended a cap on vacation accrual payout, which prompted an update to the Employee Handbook. Shepard referred the Council to the Staff Report providing an overview of the Handbook updates, and answered clarifying questions for the Council. At the request of McGinnis, Shepard explained a typical employee orientation process.

c. Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan

Staff Report: [04:47:25 PM \(00:16:31\)](#)

Shepard explained that Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan discusses the potential natural hazards within the County and various means to mitigate them. He explained that the plan is updated every five years and that the City needed to be a signatory on the updated plan in order to be eligible for hazard mitigation project grant funding.

d. Façade Improvement Grant – What projects are eligible?

Start time: [05:11:42 PM \(00:40:48\)](#)

Shepard provided background, noting that the recent requests for Community Grant funding outweighed the available funds. Shepard explained that the Façade Grant criteria didn't make it a great match for non-profits, and the Budget Committee recently increased funds for the Community Grant, which could fund non-profit requests. Hayes commented that funds remained for the Façade Improvement Grant and advocated for reopening it and using it for the Lion's Club and Hope Chest. McNeilly and McGinnis expressed concerns that state statutes restricted the use of funds to tourist-related facilities, and they did not meet the criteria for the Façade Grant, and should be funded by the Community Grant.

There was discussion regarding grant funds in the next fiscal year's proposed budget. It was noted that the Planning Commission was working on updates to the Community Grant criteria. Shepard noted the fastest it could be adopted was July. McNeilly suggested the Planning Commission review the Façade Improvement Grant next. McGinnis expressed concerns about making changes to criteria now with respect to non-profits. There was discussion regarding clarifying criteria and processes for all three grants (Façade Improvement, Off-Season Marketing and Community). McGinnis suggested that each applicant do a short presentation. Hayes suggested an exception and appeal process. After further discussion, McNeilly summarized his understanding that there was consensus to have the Planning Commission make recommendations for the Community Grant and approve it at the July meeting, and not reopen the Façade Grant now. Hayes advocated for reopening the Façade Grant now and indicated that the Chamber was working on an application. McNeilly and McGinnis expressed the need for clear criteria that could be

utilized to swiftly grant awards in the next fiscal year. Martine commented on the importance of requiring the reporting of receipts. Cheek concurred with Martine.

e. Jetty Creek LOI and NDA Next Steps

Start time: [04:49:16 PM \(00:18:22\)](#)

Shepard referred the Council to the memo in their packet from Daniel Wear of Sustainable Northwest and provided an overview of the next steps towards the management of Jetty Creek Watershed identified in the memo. Franken expressed concerns about some of the language in the attachment to the memo, “Oregon Forest Legacy Program Application Instructions”, regarding commodity resources and requested that the attorney clarify it. Shepard indicated that he would get clarification. There was brief discussion regarding the Letter of Intent, and Shepard explained that it would come before the Council for consideration at the June meeting. Shepard explained, and there was discussion, regarding the process for potential land acquisition and appraisals. McNeilly commented on a sense of urgency since Nuveen would entertain any offer received.

f. Proclamation Draft – High School Senior Recognition Month

Start time: [05:08:50 PM \(00:37:55\)](#)

Shepard invited the Council to comment on the draft proclamation and explained that the proclamation would be considered for adoption at the June meeting. McNeilly acknowledged John Goertzen for suggesting the idea at a Coffee with Mayor and Manager meeting. Hayes commented that there were some seniors graduating with double Associate’s degrees. Martine commented on the advantages of a smaller school and the importance of accolades. McGinnis commented that it was important to honor every student who completed their 13 years of education, and a desire to continue a partnership with the school district.

4. ADJOURNMENT

Start time: [05:35:47 PM \(01:04:53\)](#)

Martine made a **motion**, seconded by Cheek, to adjourn the meeting at 5:36 p.m.

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

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

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

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

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

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

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

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

MINUTES APPROVED THE
12TH DAY OF JUNE 2024

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

DRAFT

CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES & RESOURCES</u>					
10-31-4010 CUR YR PROP TX - GEN FUND	.00	479,774.28	435,000.00	(44,774.28)	110.3
10-31-4020 DELINQUENT PROP TAX REVENUE	.00	6,459.10	8,500.00	2,040.90	76.0
10-31-4040 LIQUOR TAX - OLCC	.00	23,472.37	26,000.00	2,527.63	90.3
10-31-4050 CIGARETTE TAX	.00	855.64	1,200.00	344.36	71.3
10-31-4060 OTHER TAX REVENUE	.00	51,995.19	30,000.00	(21,995.19)	173.3
TOTAL REVENUES & RESOURCES	.00	562,556.58	500,700.00	(61,856.58)	112.4
<u>GRANTS, LOANS & BONDS</u>					
10-33-4175 GRANTS - GENERAL FUND MISC	34,145.00	34,145.00	.00	(34,145.00)	.0
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	34,145.00	49,479.99	20,000.00	(29,479.99)	247.4
<u>FEES & SERVICES</u>					
10-34-4060 LICENSES & FRANCHISES	25,277.26	407,228.45	280,000.00	(127,228.45)	145.4
10-34-4080 PERMITS, BLDG TILL CO PORTION	.00	200.00	.00	(200.00)	.0
10-34-4085 LAND USE-ORDINANCE FEES-PERMIT	3,462.75	23,648.50	21,000.00	(2,648.50)	112.6
10-34-4141 CIVIC/COMM CENTER RENT	240.00	2,005.00	850.00	(1,155.00)	235.9
10-34-4142 FIRST FLOOR RENT-HLTH DEPT	946.00	10,406.00	11,500.00	1,094.00	90.5
10-34-4145 CC-REFUNDABLE DEPOSITS	.00	.00	500.00	500.00	.0
10-34-4146 HEALTH DEPT UTILITY REIMB	278.16	2,468.07	2,650.00	181.93	93.1
TOTAL FEES & SERVICES	30,204.17	445,956.02	316,500.00	(129,456.02)	140.9
<u>FIRE DEPARTMENT</u>					
10-35-4091 NEDONNA FIRE DIST	.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	(99.84)	84,072.18	125,000.00	40,927.82	67.3
TOTAL FIRE DEPARTMENT	(99.84)	117,072.18	165,550.00	48,477.82	70.7
<u>OTHER REVENUES</u>					
10-36-4120 INTEREST ON INVESTED FUNDS	.00	215,127.12	12,500.00	(202,627.12)	1721.0
10-36-4150 MISC RCPTS - GEN FUND	246.85	7,151.23	12,000.00	4,848.77	59.6
10-36-4190 SURPLUS PROPERTY SALES	.00	.00	1,000.00	1,000.00	.0
TOTAL OTHER REVENUES	246.85	222,278.35	25,500.00	(196,778.35)	871.7

CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>POLICE DEPARTMENT</u>					
10-37-4100 CITATIONS - FINES & FORFEITS	112.50	6,282.13	15,000.00	8,717.87	41.9
TOTAL POLICE DEPARTMENT	112.50	6,282.13	15,000.00	8,717.87	41.9
<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	64,608.68	1,896,699.25	2,029,401.00	132,701.75	93.5

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	19,508.00	231,745.29	564,712.00	332,966.71	41.0
TOTAL POLICE DEPARTMENT	19,508.00	231,745.29	629,712.00	397,966.71	36.8
<u>FIRE DEPARTMENT</u>					
10-46-5052 FIRE CHIEF WAGES	8,356.24	93,364.94	102,700.00	9,335.06	90.9
10-46-5053 FIREFIGHTERS	10,159.30	145,580.07	138,136.00	(7,444.07)	105.4
10-46-5054 OVERTIME-FIRE DEPARTMENT	589.99	4,681.15	5,000.00	318.85	93.6
10-46-5061 VOLUNTEER FIRE FIGHTER BONUS	.00	46,826.72	41,250.00	(5,576.72)	113.5
10-46-5062 RECORD KEEPING & TRAINING	125.00	1,750.00	3,500.00	1,750.00	50.0
10-46-5152 PAYROLL EXPENSES - FIRE	11,513.90	156,086.41	223,697.00	67,610.59	69.8
10-46-6110 ELECTRICITY	218.54	2,803.05	3,500.00	696.95	80.1
10-46-6530 TELEPHONE	742.27	14,789.27	8,500.00	(6,289.27)	174.0
10-46-6535 MEDICAL	1,271.48	8,949.54	10,000.00	1,050.46	89.5
10-46-6555 SUPPLIES, GEAR & SERVICES	2,977.00	28,110.83	40,000.00	11,889.17	70.3
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	99.55	6,060.70	10,000.00	3,939.30	60.6
10-46-6582 ELECTRONIC REP-MAINT	.00	.00	1,500.00	1,500.00	.0
10-46-6630 FIRE BLDG MAINT	304.16	2,171.61	15,000.00	12,828.39	14.5
10-46-6660 SAFETY TRAINING & FIRST AID	424.00	6,085.31	14,000.00	7,914.69	43.5
10-46-6670 REQUIRED EQUIP TESTING	.00	6,822.90	10,000.00	3,177.10	68.2
10-46-6690 VEHICLE MAINT, SUP & REP	2,212.00	6,241.62	20,000.00	13,758.38	31.2
TOTAL FIRE DEPARTMENT	38,993.43	546,178.52	666,783.00	120,604.48	81.9

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-48-5057 OFFICE ASSISTANT	11,173.56	116,768.30	119,390.00	2,621.70	97.8
10-48-5065 OVERTIME - CITY HALL	.00	.00	4,000.00	4,000.00	.0
10-48-5075 ACCRUED VACATION - ADMIN	1,472.67	1,472.67	5,000.00	3,527.33	29.5
10-48-5082 CITY MANAGER	7,612.75	84,593.26	83,790.00	(803.26)	101.0
10-48-5085 MAYOR & COUNCIL STIPEND	75.00	1,325.00	1,100.00	(225.00)	120.5
10-48-5152 PAYROLL EXP - ADMIN	9,570.67	106,801.76	172,690.00	65,888.24	61.9
10-48-6410 PLANNING & ZONING	2,904.57	23,264.21	155,000.00	131,735.79	15.0
10-48-6440 REFUNDABLE DEPOSITS	.00	50.00	500.00	450.00	10.0
10-48-6530 TELEPHONE	226.34	4,052.85	6,000.00	1,947.15	67.6
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	6,107.03	47,003.84	45,000.00	(2,003.84)	104.5
10-48-6577 ORDINANCE UPDATE	.00	777.45	2,500.00	1,722.55	31.1
10-48-6596 EMERGENCY SERVICES EXPENSE	.00	.00	2,000.00	2,000.00	.0
10-48-6666 CITY BEAUTIFICATION	742.08	1,074.16	3,000.00	1,925.84	35.8
10-48-6667 STORM DAMAGE REPAIR	.00	.00	100.00	100.00	.0
10-48-6830 CITY HALL OPERATIONS	2,628.98	31,829.47	83,000.00	51,170.53	38.4
10-48-6831 DUES-CITY, OFFICIALS & STAFF	.00	4,164.45	2,500.00	(1,664.45)	166.6
10-48-6835 BANK FEES	.00	459.29	2,000.00	1,540.71	23.0
10-48-6840 COURT COSTS	.00	.00	100.00	100.00	.0
10-48-6850 ATTORNEY	6,746.50	30,151.50	29,000.00	(1,151.50)	104.0
10-48-6870 AUDIT & BOND	.00	7,741.29	8,000.00	258.71	96.8
10-48-6880 ADVERTISING	409.20	2,415.58	2,000.00	(415.58)	120.8
10-48-6890 STATIONERY & SUPPLIES	309.22	6,218.80	12,000.00	5,781.20	51.8
10-48-6915 TRAVEL & TRAIN-STAFF	.00	3,542.73	5,000.00	1,457.27	70.9
10-48-6920 BLDG MAINT-CTY HALL	288.00	14,827.35	35,000.00	20,172.65	42.4
10-48-6931 COUNCIL EXPENSE	75.00	2,673.81	1,000.00	(1,673.81)	267.4
10-48-6932 CITY MANAGER FUND	.00	371.59	500.00	128.41	74.3
10-48-6954 REVENUE SHARING PMTS	8,206.64	60,000.00	60,000.00	.00	100.0
10-48-6999 OPERATING CONTINGENCY - GF	.00	.00	200,000.00	200,000.00	.0
10-48-8000 GENERAL FUND CAPITAL PROJECTS	7,080.00	7,080.00	60,405.00	53,325.00	11.7
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
10-48-8518 DEBT SVC - GF LOANS & DEBT SVC	599.66	96,273.51	140,000.00	43,726.49	68.8
TOTAL ADMINISTRATION	66,227.87	714,295.40	1,342,945.00	628,649.60	53.2
TOTAL FUND EXPENDITURES	124,729.30	1,492,219.21	2,639,440.00	1,147,220.79	56.5
NET REVENUE OVER EXPENDITURES	(60,120.62)	404,480.04	(610,039.00)	(1,014,519.04)	66.3

CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

FIRE EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
14-36-4120 INTEREST INCOME	.00	2,299.65	1,200.00	(1,099.65)	191.6
TOTAL OTHER INCOME	.00	2,299.65	1,200.00	(1,099.65)	191.6
<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	.00	210,602.65	417,807.00	207,204.35	50.4

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	.00	210,602.65	42,807.00	(167,795.65)	492.0

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CITY OF ROCKAWAY BEACH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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 11 MONTHS ENDING MAY 31, 2024

PROJECT & EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
21-36-4120 INTEREST INCOME	.00	2,730.16	3,000.00	269.84	91.0
TOTAL OTHER INCOME	.00	2,730.16	3,000.00	269.84	91.0
<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	.00	597,970.16	1,193,481.00	595,510.84	50.1

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

PROJECT & EQUIP RESERVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
21-47-7577 TOURISM CAPITAL PROJECTS	283,181.41	1,935,554.78	2,425,000.00	489,445.22	79.8
TOTAL CAPITAL OUTLAY	283,181.41	1,935,554.78	2,425,000.00	489,445.22	79.8
TOTAL FUND EXPENDITURES	283,181.41	1,935,554.78	2,425,000.00	489,445.22	79.8
NET REVENUE OVER EXPENDITURES	(283,181.41)	(1,337,584.62)	(1,231,519.00)	106,065.62	(108.6)

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	.00	99,608.38	114,000.00	14,391.62	87.4
TOTAL STATE REVENUE	.00	99,608.38	115,000.00	15,391.62	86.6
<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	.00	33,943.40	16,500.00	(17,443.40)	205.7
TOTAL OTHER REVENUE	.00	33,943.40	16,500.00	(17,443.40)	205.7
<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	.00	344,350.18	551,796.00	207,445.82	62.4

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
30-41-5055 MAINT WKR WAGES	6,883.29	66,183.68	75,658.00	9,474.32	87.5
30-41-5056 EXTRA LABOR	.00	.00	2,000.00	2,000.00	.0
30-41-5058 SUPER OF PUBLIC WORKS	777.94	7,433.31	11,090.00	3,656.69	67.0
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	1,087.55	12,084.84	11,970.00	(114.84)	101.0
30-41-5085 MAYOR & COUNCIL STIPEND	25.00	275.00	500.00	225.00	55.0
30-41-5152 PAYROLL EXP - RDS & STS	5,191.58	55,518.45	82,858.00	27,339.55	67.0
TOTAL PERSONNEL SERVICES	13,965.36	141,495.28	188,076.00	46,580.72	75.2
<u>MATERIALS & SERVICES</u>					
30-45-6125 ELECTRIC-STLITES-WYSD-CTYPRKS	198.90	1,853.20	2,100.00	246.80	88.3
30-45-6130 WAYSIDE & PARKS	1,154.69	28,802.53	35,000.00	6,197.47	82.3
30-45-6131 NATURE CONSERVANCY	420.00	2,352.99	5,000.00	2,647.01	47.1
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	2,828.07	15,792.28	23,000.00	7,207.72	68.7
30-45-6580 FUEL & OIL	.00	3,312.61	7,000.00	3,687.39	47.3
30-45-6592 PARKING LEASE	.00	1,570.68	1,500.00	(70.68)	104.7
30-45-6600 DRAINAGE & FLOOD CONTROL	.00	3,927.35	10,000.00	6,072.65	39.3
30-45-6610 SIDEWALKS, CURBS & FOOTPATHS	.00	63.31	4,000.00	3,936.69	1.6
30-45-6620 STREET SIGNS	.00	472.67	6,000.00	5,527.33	7.9
30-45-6667 STORM DAMAGE REPAIR	.00	4,236.34	1,000.00	(3,236.34)	423.6
30-45-6690 VEHICLE MAINT, SUPP & REP	858.59	3,095.10	15,000.00	11,904.90	20.6
30-45-6800 ROADS, MATERIALS & SUPPLIES	8,267.21	19,543.95	32,000.00	12,456.05	61.1
TOTAL MATERIALS & SERVICES	13,727.46	91,133.02	146,600.00	55,466.98	62.2
<u>CAPITAL OUTLAY</u>					
30-47-7502 RDS-STIS IMPROVEMENT PROJECTS	875.00	43,266.27	67,000.00	23,733.73	64.6
30-47-7506 RDS-STIS: CAPITAL IMPROV PLAN	.00	33,679.09	150,000.00	116,320.91	22.5
30-47-7507 RDS-STIS PW MOBILE EQUIP PLAN	.00	.00	30,000.00	30,000.00	.0
TOTAL CAPITAL OUTLAY	875.00	76,945.36	247,000.00	170,054.64	31.2
<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	28,567.82	309,573.66	631,676.00	322,102.34	49.0

CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

ROADS & STREETS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(28,567.82)	34,776.52	(79,880.00)	(114,656.52)	43.5

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

TRANSPORTATION SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
39-36-4120 INTEREST INCOME	.00	1,943.55	1,000.00	(943.55)	194.4
TOTAL OTHER INCOME	.00	1,943.55	1,000.00	(943.55)	194.4
<u>FEEES</u>					
39-38-4940 IMP FEES - TRANSPORT SDC	900.00	14,400.00	18,000.00	3,600.00	80.0
TOTAL FEES	900.00	14,400.00	18,000.00	3,600.00	80.0
TOTAL FUND REVENUE	900.00	16,343.55	19,000.00	2,656.45	86.0

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CITY OF ROCKAWAY BEACH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	900.00	16,343.55	(166,000.00)	(182,343.55)	9.9

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
40-34-4540 WATER SERVICE BASE	(44,383.59)	816,169.87	1,215,040.00	398,870.13	67.2
40-34-4550 NEW WATER CONNECTIONS	2,315.00	23,790.00	28,250.00	4,460.00	84.2
40-34-4560 WATER MASTER PLAN	23.32	51,446.11	74,375.00	22,928.89	69.2
TOTAL REVENUE	(42,045.27)	891,405.98	1,317,665.00	426,259.02	67.7
<u>INTEREST & MISC</u>					
40-36-4120 INT - WATER OP	.00	16,051.58	5,500.00	(10,551.58)	291.9
40-36-4150 MISC RCPTS - WTR OP FUND	(65.00)	13,647.92	2,825,800.00	2,812,152.08	.5
TOTAL INTEREST & MISC	(65.00)	29,699.50	2,831,300.00	2,801,600.50	1.1
TOTAL FUND REVENUE	(42,110.27)	921,105.48	4,148,965.00	3,227,859.52	22.2

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	7,089.26	89,167.95	112,500.00	23,332.05	79.3
40-41-5056	.00	.00	2,000.00	2,000.00	.0
40-41-5057	11,116.77	118,301.84	121,443.00	3,141.16	97.4
40-41-5058	3,889.69	37,166.45	49,031.00	11,864.55	75.8
40-41-5059	4,828.41	63,619.42	96,078.00	32,458.58	66.2
40-41-5064	.00	.00	2,000.00	2,000.00	.0
40-41-5065	355.38	4,144.59	14,000.00	9,855.41	29.6
40-41-5067	.00	.00	1,000.00	1,000.00	.0
40-41-5075	1,429.36	1,429.36	5,000.00	3,570.64	28.6
40-41-5082	1,087.55	12,084.84	11,970.00	(114.84)	101.0
40-41-5085	75.00	825.00	1,400.00	575.00	58.9
40-41-5152	15,353.88	175,944.60	289,633.00	113,688.40	60.8
TOTAL PERSONNEL SERVICES	45,225.30	502,684.05	708,393.00	205,708.95	71.0
<u>MATERIALS & SERVICES</u>					
40-45-6110	2,827.68	29,594.70	36,500.00	6,905.30	81.1
40-45-6455	.00	.00	1,000.00	1,000.00	.0
40-45-6520	96.00	1,038.21	2,000.00	961.79	51.9
40-45-6530	1,860.20	12,313.65	12,000.00	(313.65)	102.6
40-45-6534	4,489.69	26,174.90	35,000.00	8,825.10	74.8
40-45-6551	336.53	29,359.26	19,000.00	(10,359.26)	154.5
40-45-6570	.00	24,237.07	29,000.00	4,762.93	83.6
40-45-6574	.00	9,438.12	11,000.00	1,561.88	85.8
40-45-6580	.00	6,429.05	10,000.00	3,570.95	64.3
40-45-6667	.00	.00	500.00	500.00	.0
40-45-6690	.00	5,385.59	13,500.00	8,114.41	39.9
40-45-6745	.00	3,770.00	9,000.00	5,230.00	41.9
40-45-6750	1,651.62	57,798.95	63,000.00	5,201.05	91.7
40-45-6831	551.53	701.53	2,500.00	1,798.47	28.1
40-45-6850	.00	117.50	12,000.00	11,882.50	1.0
40-45-6851	.00	3,716.00	2,000.00	(1,716.00)	185.8
40-45-6915	196.00	2,739.80	4,500.00	1,760.20	60.9
40-45-6945	2,051.66	11,084.58	9,540.00	(1,544.58)	116.2
40-45-6951	.00	.00	500.00	500.00	.0
TOTAL MATERIALS & SERVICES	14,060.91	223,898.91	272,540.00	48,641.09	82.2
<u>CAPITAL OUTLAY</u>					
40-47-7601	.00	15,782.12	3,010,000.00	2,994,217.88	.5
40-47-7602	4,276.51	20,197.81	175,000.00	154,802.19	11.5
40-47-7603	.00	37,640.79	40,000.00	2,359.21	94.1
TOTAL CAPITAL OUTLAY	4,276.51	73,620.72	3,225,000.00	3,151,379.28	2.3

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	63,562.72	972,703.68	4,580,933.00	3,608,229.32	21.2
NET REVENUE OVER EXPENDITURES	(105,672.99)	(51,598.20)	(431,968.00)	(380,369.80)	(11.9)

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
42-36-4120 INTEREST INCOME	.00	33,783.49	12,000.00	(21,783.49)	281.5
TOTAL OTHER INCOME	.00	33,783.49	12,000.00	(21,783.49)	281.5
<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	.00	183,783.49	312,000.00	128,216.51	58.9

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER MASTER PLAN

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
42-47-7555	WMP - IMPLIMENTATION PROJECTS	782.74	165,513.90	550,000.00	384,486.10	30.1
	TOTAL CAPITAL OUTLAY	782.74	165,513.90	550,000.00	384,486.10	30.1
<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	782.74	165,513.90	580,000.00	414,486.10	28.5
	NET REVENUE OVER EXPENDITURES	(782.74)	18,269.59	(268,000.00)	(286,269.59)	6.8

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

81 WATER REVENUE BOND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>OTHER INCOME</u>					
43-36-4120 INTEREST INCOME	.00	300.16	.00	(300.16)	.0
TOTAL OTHER INCOME	.00	300.16	.00	(300.16)	.0
TOTAL FUND REVENUE	.00	300.16	.00	(300.16)	.0
NET REVENUE OVER EXPENDITURES	.00	300.16	.00	(300.16)	.0

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
47-34-4550 WATER DEBT REVENUE	46.68	102,815.23	148,650.00	45,834.77	69.2
TOTAL UTILITY BILLING	46.68	102,815.23	148,650.00	45,834.77	69.2
<u>OTHER INCOME</u>					
47-36-4120 INTEREST INCOME	.00	1,876.68	1,200.00	(676.68)	156.4
TOTAL OTHER INCOME	.00	1,876.68	1,200.00	(676.68)	156.4
TOTAL FUND REVENUE	46.68	104,691.91	149,850.00	45,158.09	69.9

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	.00	8,550.00	8,650.00	100.00	98.8
TOTAL DEBT SERVICE	.00	38,550.00	243,650.00	205,100.00	15.8
TOTAL FUND EXPENDITURES	.00	38,550.00	243,650.00	205,100.00	15.8
NET REVENUE OVER EXPENDITURES	46.68	66,141.91	(93,800.00)	(159,941.91)	70.5

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
49-36-4120 INTEREST INCOME	.00	3,566.48	1,200.00	(2,366.48)	297.2
TOTAL OTHER INCOME	.00	3,566.48	1,200.00	(2,366.48)	297.2
<u>WATER SDC FEES</u>					
49-38-4935 REIMB FEES - WTR SDC FUND	552.00	9,384.00	9,800.00	416.00	95.8
49-38-4940 IMP FEES - WTR SDC FND	5,925.00	100,725.00	82,000.00	(18,725.00)	122.8
TOTAL WATER SDC FEES	6,477.00	110,109.00	91,800.00	(18,309.00)	119.9
TOTAL FUND REVENUE	6,477.00	113,675.48	93,000.00	(20,675.48)	122.2

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
49-47-7880 CONT MAT - IMP WTR	.00	15,235.12	310,000.00	294,764.88	4.9
49-47-7885 CONT MAT - REIMB WTR	.00	819.00	225,000.00	224,181.00	.4
TOTAL CAPITAL OUTLAY	.00	16,054.12	535,000.00	518,945.88	3.0
TOTAL FUND EXPENDITURES	.00	16,054.12	535,000.00	518,945.88	3.0
NET REVENUE OVER EXPENDITURES	6,477.00	97,621.36	(442,000.00)	(539,621.36)	22.1

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
50-34-4640 SEWER SERVICE BASE	(23,063.40)	515,857.52	769,000.00	253,142.48	67.1
50-34-4650 NEW SEWER CONNECTIONS	.00	9,150.00	17,250.00	8,100.00	53.0
50-34-4660 SEWER MASTER PLAN	33.99	55,016.94	82,000.00	26,983.06	67.1
TOTAL UTILITY BILLING	(23,029.41)	580,024.46	868,250.00	288,225.54	66.8
<u>OTHER INCOME</u>					
50-36-4120 INTEREST INCOME	.00	31,417.22	15,000.00	(16,417.22)	209.5
50-36-4150 MISC RECEIPTS - SEWER	.00	1,036.53	1,000.00	(36.53)	103.7
TOTAL OTHER INCOME	.00	32,453.75	16,000.00	(16,453.75)	202.8
TOTAL FUND REVENUE	(23,029.41)	612,478.21	884,250.00	271,771.79	69.3

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONNEL SERVICES</u>					
50-41-5055 MAINT WORKER WAGES	6,883.29	87,179.93	110,075.00	22,895.07	79.2
50-41-5056 EXTRA LABOR WAGES	.00	.00	2,000.00	2,000.00	.0
50-41-5057 OFFICE ASST WAGE	11,116.76	118,301.79	121,441.00	3,139.21	97.4
50-41-5058 SUPER PUB WORKS	3,111.75	29,733.17	39,508.00	9,774.83	75.3
50-41-5059 PLANT OP WAGES	4,828.42	60,522.93	98,657.00	38,134.07	61.4
50-41-5064 STANDBY - SEWER	.00	.00	2,000.00	2,000.00	.0
50-41-5065 OVERTIME SEWER	355.38	4,144.59	7,000.00	2,855.41	59.2
50-41-5075 ACCRUED VAC - COMP TIME	1,429.36	1,429.36	8,000.00	6,570.64	17.9
50-41-5082 CITY MANAGER WAGES	1,087.55	12,084.84	11,970.00	(114.84)	101.0
50-41-5085 MAYOR & COUNCIL STIPEND	75.00	825.00	1,500.00	675.00	55.0
50-41-5152 PAYROLL EXP - SEWER	14,778.13	169,148.78	280,462.00	111,313.22	60.3
TOTAL PERSONNEL SERVICES	43,665.64	483,370.39	682,613.00	199,242.61	70.8
<u>MATERIALS & SERVICES</u>					
50-45-6110 ELECTRICITY - SEWER	2,563.81	25,514.85	32,000.00	6,485.15	79.7
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	62.42	4,996.67	6,500.00	1,503.33	76.9
50-45-6534 PLANT CHEMICALS & SUP	4,065.46	54,830.16	45,000.00	(9,830.16)	121.8
50-45-6551 ADMIN & BILLING	313.52	25,767.54	25,000.00	(767.54)	103.1
50-45-6570 INS - VEHICLE, LIAB, EQUIP, BL	.00	39,100.71	40,000.00	899.29	97.8
50-45-6574 AUDIT - SEWER	.00	9,438.12	11,000.00	1,561.88	85.8
50-45-6580 FUEL & OIL	.00	6,361.81	15,000.00	8,638.19	42.4
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	9,913.75	26,000.00	16,086.25	38.1
50-45-6745 REQUIRED TESTING	296.62	296.62	2,000.00	1,703.38	14.8
50-45-6750 SYSTEM MAINT & SUPPLY	3,789.29	67,118.46	65,000.00	(2,118.46)	103.3
50-45-6831 DUES	197.60	347.60	700.00	352.40	49.7
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	287.66	1,531.36	5,000.00	3,468.64	30.6
50-45-6945 METER READERS	1,519.78	12,987.70	6,400.00	(6,587.70)	202.9
50-45-6951 ORDINANCE ENFORCEMENT	.00	.00	500.00	500.00	.0
TOTAL MATERIALS & SERVICES	13,096.16	264,593.38	325,300.00	60,706.62	81.3
<u>CAPITAL OUTLAY</u>					
50-47-7602 PW MOBILE EQUIP REPLACE PLAN	.00	40,296.15	40,000.00	(296.15)	100.7
TOTAL CAPITAL OUTLAY	.00	40,296.15	40,000.00	(296.15)	100.7

CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	56,761.80	848,259.92	1,197,913.00	349,653.08	70.8
NET REVENUE OVER EXPENDITURES	(79,791.21)	(235,781.71)	(313,663.00)	(77,881.29)	(75.2)

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER MASTER PLAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
52-36-4120 INTEREST INCOME	.00	24,342.63	9,000.00	(15,342.63)	270.5
TOTAL OTHER INCOME	.00	24,342.63	9,000.00	(15,342.63)	270.5
<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	.00	61,842.63	84,000.00	22,157.37	73.6

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	.00	61,842.63	15,000.00	(46,842.63)	412.3

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>						
56-34-4650	SEWER DEBT REVENUE	106.00	171,476.00	245,000.00	73,524.00	70.0
	TOTAL UTILITY BILLING	106.00	171,476.00	245,000.00	73,524.00	70.0
<u>OTHER INCOME</u>						
56-36-4120	INTEREST INCOME	.00	14,650.52	6,000.00	(8,650.52)	244.2
	TOTAL OTHER INCOME	.00	14,650.52	6,000.00	(8,650.52)	244.2
	TOTAL FUND REVENUE	106.00	186,126.52	251,000.00	64,873.48	74.2

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	.00	9,150.00	9,375.00	225.00	97.6
TOTAL DEBT SERVICE	.00	209,150.00	209,375.00	225.00	99.9
TOTAL FUND EXPENDITURES	.00	209,150.00	209,375.00	225.00	99.9
NET REVENUE OVER EXPENDITURES	106.00	(23,023.48)	41,625.00	64,648.48	(55.3)

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER SDC

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER INCOME</u>					
59-36-4120 INTEREST INCOME	.00	2,607.92	3,200.00	592.08	81.5
TOTAL OTHER INCOME	.00	2,607.92	3,200.00	592.08	81.5
<u>FEEES</u>					
59-38-4935 REIMB FEES - SEWER SDC	.00	14,780.00	25,000.00	10,220.00	59.1
59-38-4940 IMP FEES - SEWER SDC	.00	26,450.00	65,000.00	38,550.00	40.7
TOTAL FEES	.00	41,230.00	90,000.00	48,770.00	45.8
TOTAL FUND REVENUE	.00	43,837.92	93,200.00	49,362.08	47.0

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	34,903.82	53,820.46	100,000.00	46,179.54	53.8
TOTAL CAPITAL OUTLAY	34,903.82	53,820.46	200,000.00	146,179.54	26.9
TOTAL FUND EXPENDITURES	34,903.82	53,820.46	200,000.00	146,179.54	26.9
NET REVENUE OVER EXPENDITURES	(34,903.82)	(9,982.54)	(106,800.00)	(96,817.46)	(9.4)

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CITY OF ROCKAWAY BEACH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

TRANSIENT ROOM TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ROOM TAX REVENUES</u>					
80-31-4710 TRT REVENUE 5%	.00	913,547.72	1,200,000.00	286,452.28	76.1
80-31-4711 TRT REVENUE 2% - ADV	.00	365,419.00	480,000.00	114,581.00	76.1
80-31-4712 TRT REVENUE 2% - CTY	.00	365,419.00	480,000.00	114,581.00	76.1
80-31-4713 TRT REVENUE 1% - CTY	.00	182,709.51	240,000.00	57,290.49	76.1
TOTAL ROOM TAX REVENUES	.00	1,827,095.23	2,400,000.00	572,904.77	76.1
<u>OTHER INCOME</u>					
80-36-4120 INTEREST INCOME - TRT	.00	14,817.29	7,500.00	(7,317.29)	197.6
TOTAL OTHER INCOME	.00	14,817.29	7,500.00	(7,317.29)	197.6
TOTAL FUND REVENUE	.00	1,841,912.52	2,407,500.00	565,587.48	76.5

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CITY OF ROCKAWAY BEACH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

TRANSIENT ROOM TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
80-45-6533	12,655.51	152,725.98	197,211.00	44,485.02	77.4
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	73,258.00	75,000.00	1,742.00	97.7
80-45-6538	12,924.43	13,524.43	85,000.00	71,475.57	15.9
80-45-6634	1,000.00	1,135.00	95,000.00	93,865.00	1.2
TOTAL MATERIALS & SERVICES	26,579.94	247,865.01	584,211.00	336,345.99	42.4
<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	26,579.94	1,662,445.01	3,423,376.00	1,760,930.99	48.6
NET REVENUE OVER EXPENDITURES	(26,579.94)	179,467.51	(1,015,876.00)	(1,195,343.51)	17.7

Rockaway Beach Fire Rescue

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



June, 3, 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 May 2024.

The Department responded to or participated in 81 events during the month of May, the breakdown is listed below.

911 calls for Service: 39	Trainings: 15	Non-Emergent: 27
27- Medical	Flashover	14- Beach Safety
3- Fire Alarm	Water Rescue	2- Public Assist
0- Structure Fire	Driving	3- Lift Assist
1- Water Rescue	EMT Class	4- Burn Complaints
5- MVA		4- Radio call-ins
3- Outside Fire		0- Special Assignments
0-Powerlines		

Year to Date	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
911 Calls	139	157	151	142
Non-Emergent	71	65	99	90
Trainings	34	58	56	66
Total	244	280	306	298

Training update- The department focused May Thursday night training on Flashovers, Firefighter down, Water Rescue, Driving and EMT training. June training will focus on Firefighter skills, driving procedures, Beach Rescue and EMT class.

During the month of May crews were on the beach 14 times providing information to citizens and visitors. Continue to work with State Parks to better coordinate our safety and enforcement actions on the Beach.

	May	YTD
Fire safety\Educational Moments-	3	19
Water Safety Messages\Out of Water-	5\12-person	18/39
Stickers to kids-	0	0
Educational signs reset-	0	0
Education Signs Replaced-	0	0
Fires extinguished-	3	5
Volunteer Hours	18	66

The Emergency Preparedness group, CERT and Radio group continue to meet and increase skill levels, Wildfire safety was the subject at this month's preparedness meeting. The CERT group completed a traffic management class and is preparing for a practical exercise over the 4th. Radio groups continue performing weekly checks and continue to identify areas to improve. Anticipating notification of our regional preparedness grant in June.

Summer season is upon us, the crews are spending more time on the beach providing educational moments. In the process of recruiting and hiring summer staff on the OSFM grant. Seasonal staff will begin work on the week of July 1st.

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 May 2024

May brought some better weather and accompanying increases in visitors to Rockaway. Memorial Day Weekend went smoothly and is a good precursor for how the town will look for the next three months. The annual Search and Rescue Banquet went well, raising funds for the search and rescue team which volunteers to serve all of Tillamook County.

Notable calls for service this month include a report of a domestic disturbance between a father and a son. An arrest was made, and the case has been forwarded to the district attorney.

A burglary was reported at a house that is being renovated. Multiple thousands of dollars' worth of items were taken. There are no suspects in this case as of this time.

A burglary was reported near the north end of town. No items were reported missing, there is no suspect information at this time.

A caller reported their vehicle had been intentionally damaged while parked at a condominium in town. There is no suspect information currently.

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	05/01/2024 09:56:52	Animal	210
Rockaway Beach	05/01/2024 14:36:20	Alarm	211
Rockaway Beach	05/01/2024 14:36:20	Alarm	215
Rockaway Beach	05/01/2024 19:30:10	Fraud	215
Rockaway Beach	05/01/2024 20:13:21	Fraud	217
Rockaway Beach	05/01/2024 21:40:56	Disturbance	217
Rockaway Beach	05/01/2024 21:40:56	Disturbance	225
Rockaway Beach	05/02/2024 07:31:04	Fraud	215
Rockaway Beach	05/02/2024 12:15:36	Trespass	216
Rockaway Beach	05/02/2024 12:15:36	Trespass	215
Rockaway Beach	05/02/2024 14:44:45	Traffic Stop	211
Rockaway Beach	05/02/2024 15:56:14	Traffic Stop	215
Rockaway Beach	05/03/2024 13:37:20	Welfare check	215
Rockaway Beach	05/03/2024 20:26:23	Assist	216
Rockaway Beach	05/03/2024 21:19:08	Traffic	217
Rockaway Beach	05/04/2024 10:43:41	Traffic	216
Rockaway Beach	05/04/2024 12:17:36	Traffic	211
Rockaway Beach	05/04/2024 14:32:26	Traffic Stop	215
Rockaway Beach	05/04/2024 15:25:03	BUSINESS CHECK	215
Rockaway Beach	05/04/2024 15:53:32	Contact	215
Rockaway Beach	05/04/2024 16:06:28	Traffic Stop	215
Rockaway Beach	05/05/2024 14:35:04	Assist	210
Rockaway Beach	05/06/2024 12:02:12	Follow Up	210
Rockaway Beach	05/06/2024 12:05:13	MVA/Non-injury	210
Rockaway Beach	05/06/2024 22:49:52	BUSINESS CHECK	219
Rockaway Beach	05/07/2024 11:37:52	Suspicious	210
Rockaway Beach	05/07/2024 11:50:25	Follow Up	210
Rockaway Beach	05/07/2024 12:30:00	Alarm	210
Rockaway Beach	05/07/2024 12:30:00	Alarm	214
Rockaway Beach	05/07/2024 13:56:04	Follow Up	210
Rockaway Beach	05/07/2024 21:45:49	Traffic Stop	219
Rockaway Beach	05/07/2024 21:58:19	Traffic Stop	219
Rockaway Beach	05/08/2024 07:56:01	BUSINESS CHECK	210
Rockaway Beach	05/08/2024 08:14:04	BUSINESS CHECK	210
Rockaway Beach	05/08/2024 11:39:27	BUSINESS CHECK	215
Rockaway Beach	05/08/2024 12:25:05	Traffic Stop	215
Rockaway Beach	05/08/2024 12:52:28	Traffic Stop	215
Rockaway Beach	05/08/2024 14:53:12	Animal	216
Rockaway Beach	05/08/2024 14:53:12	Animal	215
Rockaway Beach	05/09/2024 08:17:36	Suspicious	211
Rockaway Beach	05/09/2024 09:24:20	Traffic Stop	211
Rockaway Beach	05/09/2024 12:29:03	Contact	215
Rockaway Beach	05/09/2024 12:49:18	Traffic Stop	215

Rockaway Beach	05/09/2024 12:53:07	Assist	215
Rockaway Beach	05/09/2024 16:04:47	Traffic	215
Rockaway Beach	05/10/2024 13:38:36	Follow Up	211
Rockaway Beach	05/10/2024 13:57:07	Traffic	215
Rockaway Beach	05/10/2024 15:41:31	Vehicle	215
Rockaway Beach	05/11/2024 00:26:54	Noise	217
Rockaway Beach	05/11/2024 04:55:42	Missing Person	211
Rockaway Beach	05/11/2024 10:15:25	Vehicle	211
Rockaway Beach	05/11/2024 12:12:51	Follow Up	211
Rockaway Beach	05/12/2024 00:55:12	UEMV	217
Rockaway Beach	05/12/2024 00:55:12	UEMV	229
Rockaway Beach	05/12/2024 13:15:08	BUSINESS CHECK	210
Rockaway Beach	05/13/2024 09:58:30	Assist	210
Rockaway Beach	05/13/2024 14:16:16	BUSINESS CHECK	210
Rockaway Beach	05/13/2024 14:35:32	Assist	210
Rockaway Beach	05/13/2024 15:41:55	Traffic Stop	210
Rockaway Beach	05/13/2024 15:53:36	Traffic Stop	210
Rockaway Beach	05/13/2024 18:56:18	Property	219
Rockaway Beach	05/14/2024 11:08:11	Follow Up	210
Rockaway Beach	05/14/2024 11:13:45	Assist	210
Rockaway Beach	05/14/2024 15:37:59	Traffic Stop	210
Rockaway Beach	05/14/2024 15:46:31	Traffic Stop	210
Rockaway Beach	05/14/2024 15:54:22	Traffic Stop	210
Rockaway Beach	05/14/2024 16:05:55	Traffic Stop	210
Rockaway Beach	05/14/2024 21:42:19	Traffic Stop	219
Rockaway Beach	05/14/2024 21:55:49	Traffic Stop	219
Rockaway Beach	05/15/2024 01:42:39	Prowler	219
Rockaway Beach	05/15/2024 03:12:18	Prowler	230
Rockaway Beach	05/15/2024 03:12:18	Prowler	225
Rockaway Beach	05/15/2024 07:08:50	Welfare check	210
Rockaway Beach	05/15/2024 12:33:22	Traffic Stop	210
Rockaway Beach	05/15/2024 13:14:36	Traffic Stop	210
Rockaway Beach	05/15/2024 13:14:36	Traffic Stop	215
Rockaway Beach	05/15/2024 13:20:43	Traffic Stop	210
Rockaway Beach	05/15/2024 14:27:12	Ordinance Violation	210
Rockaway Beach	05/15/2024 14:46:33	BUSINESS CHECK	215
Rockaway Beach	05/15/2024 15:35:49	Traffic Stop	210
Rockaway Beach	05/15/2024 16:07:38	Assist	210
Rockaway Beach	05/16/2024 12:27:57	Follow Up	215
Rockaway Beach	05/16/2024 15:45:34	Death	229
Rockaway Beach	05/16/2024 15:45:34	Death	215
Rockaway Beach	05/17/2024 11:23:47	Suicidal	214
Rockaway Beach	05/17/2024 20:30:01	Noise	215
Rockaway Beach	05/18/2024 13:41:03	MVA	215

Rockaway Beach	05/18/2024 13:56:14	MVA	215
Rockaway Beach	05/18/2024 16:54:57	Noise	217
Rockaway Beach	05/18/2024 17:42:27	Harassment	217
Rockaway Beach	05/19/2024 11:50:53	Animal	210
Rockaway Beach	05/19/2024 13:19:13	BUSINESS CHECK	210
Rockaway Beach	05/19/2024 13:30:44	Suspicious	214
Rockaway Beach	05/19/2024 16:29:45	Civil	210
Rockaway Beach	05/20/2024 07:22:11	Animal	210
Rockaway Beach	05/20/2024 12:40:51	Traffic Stop	210
Rockaway Beach	05/20/2024 13:38:34	Assist	210
Rockaway Beach	05/20/2024 15:29:31	Unknown	210
Rockaway Beach	05/20/2024 20:40:50	Disturbance	211
Rockaway Beach	05/20/2024 20:40:50	Disturbance	230
Rockaway Beach	05/20/2024 21:48:29	Animal	211
Rockaway Beach	05/21/2024 00:44:27	BUSINESS CHECK	211
Rockaway Beach	05/21/2024 10:23:52	Assist	210
Rockaway Beach	05/21/2024 11:30:11	Traffic Stop	210
Rockaway Beach	05/21/2024 14:23:06	BUSINESS CHECK	210
Rockaway Beach	05/21/2024 15:59:58	Traffic Stop	210
Rockaway Beach	05/21/2024 16:13:28	Follow Up	214
Rockaway Beach	05/22/2024 06:21:44	Unwanted	220
Rockaway Beach	05/22/2024 06:21:44	Unwanted	219
Rockaway Beach	05/23/2024 10:49:03	Follow Up	215
Rockaway Beach	05/23/2024 20:09:55	Harassment	225
Rockaway Beach	05/23/2024 22:04:00	Follow Up	225
Rockaway Beach	05/24/2024 17:20:09	Contact	215
Rockaway Beach	05/24/2024 18:20:13	Civil	215
Rockaway Beach	05/25/2024 12:13:33	Assist	215
Rockaway Beach	05/25/2024 13:07:59	Traffic	215
Rockaway Beach	05/25/2024 16:57:30	Burglary	215
Rockaway Beach	05/25/2024 17:57:22	Welfare check	216
Rockaway Beach	05/25/2024 17:57:22	Welfare check	215
Rockaway Beach	05/25/2024 19:24:32	Water Rescue	216
Rockaway Beach	05/25/2024 19:24:32	Water Rescue	217
Rockaway Beach	05/25/2024 19:24:32	Water Rescue	215
Rockaway Beach	05/25/2024 20:04:53	Ordinance Violation	215
Rockaway Beach	05/26/2024 10:16:49	Civil Service	210
Rockaway Beach	05/26/2024 15:32:10	Assist	210
Rockaway Beach	05/26/2024 16:44:34	Juvenile	210
Rockaway Beach	05/26/2024 16:44:34	Juvenile	214
Rockaway Beach	05/26/2024 22:41:29	Civil	211
Rockaway Beach	05/26/2024 23:20:26	Traffic Stop	211
Rockaway Beach	05/27/2024 00:28:15	BUSINESS CHECK	211
Rockaway Beach	05/27/2024 08:05:05	Alarm	210

Rockaway Beach	05/27/2024 08:12:48	Traffic	210
Rockaway Beach	05/27/2024 09:03:09	Civil	210
Rockaway Beach	05/27/2024 10:24:07	Follow Up	210
Rockaway Beach	05/27/2024 12:01:10	Unknown	210
Rockaway Beach	05/27/2024 16:22:04	Contact	210
Rockaway Beach	05/28/2024 01:04:00	Disturbance	211
Rockaway Beach	05/28/2024 01:04:00	Disturbance	230
Rockaway Beach	05/28/2024 07:35:12	Unknown	210
Rockaway Beach	05/28/2024 08:42:07	Traffic Stop	210
Rockaway Beach	05/28/2024 08:44:46	Follow Up	214
Rockaway Beach	05/28/2024 10:04:59	Assist	210
Rockaway Beach	05/28/2024 10:13:01	Incom 911	210
Rockaway Beach	05/28/2024 10:43:05	Burglary	210
Rockaway Beach	05/28/2024 13:50:59	Ordinance Violation	210
Rockaway Beach	05/28/2024 15:48:10	Traffic Stop	210
Rockaway Beach	05/28/2024 20:40:17	Assist	230
Rockaway Beach	05/29/2024 08:59:20	Assist	210
Rockaway Beach	05/29/2024 12:39:27	Road Hazard	215
Rockaway Beach	05/29/2024 15:19:22	Traffic Stop	219
Rockaway Beach	05/29/2024 15:29:29	Traffic Stop	219
Rockaway Beach	05/29/2024 15:29:45	BUSINESS CHECK	215
Rockaway Beach	05/29/2024 15:44:12	Traffic Stop	215
Rockaway Beach	05/29/2024 16:01:00	Traffic Stop	215
Rockaway Beach	05/29/2024 16:25:49	CAMI	223
Rockaway Beach	05/29/2024 18:58:07	Traffic Stop	211
Rockaway Beach	05/30/2024 09:29:39	Ordinance Violation	215
Rockaway Beach	05/30/2024 12:17:28	Crim Misch	215
Rockaway Beach	05/30/2024 13:11:50	Traffic Stop	215
Rockaway Beach	05/30/2024 16:35:12	Harassment	217
Rockaway Beach	05/30/2024 16:35:12	Harassment	219
Rockaway Beach	05/30/2024 20:28:20	Vehicle	217
Rockaway Beach	05/30/2024 21:30:35	Noise	217
Rockaway Beach	05/31/2024 13:38:05	Traffic Stop	215
Rockaway Beach	05/31/2024 13:50:22	Traffic Stop	215
Rockaway Beach	05/31/2024 14:18:48	Traffic Stop	215
Rockaway Beach	05/31/2024 15:10:08	Traffic Stop	219
Rockaway Beach	05/31/2024 16:04:58	Traffic Stop	215
Rockaway Beach	05/31/2024 20:47:46	BUSINESS CHECK	215
Rockaway Beach	05/31/2024 20:51:11	BUSINESS CHECK	215
Rockaway Beach	05/31/2024 21:02:37	BUSINESS CHECK	215



6/4/24

Dear Mayor, City Council and City Manager

Public works Department Council Report:

Water Operation

Our water plant is operating with great efficiency, this is evidenced by our proven results. Required testing shows Total Trihalomethanes (TTHM) levels consistently low, demonstrating the effectiveness of our water treatment processes.

TTHMs are byproducts formed when chlorine, used for disinfection, reacts with organic material present during the treatment process. By carefully monitoring and controlling these factors, we maintain low TTHM concentrations, ensuring the safety and quality of our water supply.

Water Distribution

The S. Pacific St. project went very well, including the water shutdown scheduling, pressure testing, bacteria testing, and the final notice for paving. Working with Advanced Excavation was a positive experience, and I can't say enough good things about their performance. The Lead and Copper inventory was sent to the state for approval in May. We are awaiting their response, which may include comments of approval.

Wastewater Operations

Plant operators must be vigilant when it comes to monitoring. During routine maintenance checks in daily rounds, operators identified a worn-out piece of equipment. It was observed that our monitoring apparatus, the CL17 unit responsible for chlorine level monitoring, was not performing to its expected standards and needed to be replaced. These necessary parts were installed and tested to verify standards are met.

Wastewater Collections

Mr. Nice Guys is down at the south end of town, they had sewer issue and asked if public works could respond. Of course, we did and found that our sewer manhole had been covered with 10" of asphalt. Public works notified ODOT to let them know we would be working in the roadway. After proper signage and notification, we raised our manhole, then inspect the problem we came for which was a plugged sewer. We identified the problem and immediately started work to unplug the sewer and return flow to normal.

Roads

Good news, Boyd's Implement was able to get our brush cutter back in action as you may have noticed. The brush cutter is kind of like the redheaded stepchild rarely given attention often overlooked but



indispensable when the job calls for it. Please keep all for sale signs on private property especially during mowing season. Thank you, realtors.

Parks

Anchor St. Park is worth the wait. I am thrilled to announce the upcoming completion of Anchor St. Park, which promises to be the destination for families and children in our area. This park is designed to be inclusive, safe, and packed with features that will make it the busiest and most exciting playground around. Key Features:

- Two playgrounds all in one location these are designed to encompass all age groups.
- Inclusive Play Areas specially designed to ensure that children with disabilities can enjoy.
- Musical Wonderland a band of musical instruments awaits
- Ninja Wall for children who love a physical challenge, the ninja wall will be a highlight.
- Slides and Merry-Go-Round these are classics, and they never get old
- Unique games are introduced that will bring out the competitive spirit
- Comfort and convenience with a shaded canopy, tables, benches, walking area, and a drinking water fountain for both people and dogs.
- Event Ready with power and water spigots available, along with class leading bathrooms.

Anchor St. Park is designed with safety in mind to provide a worry-free experience for parents and children alike. If you build it, he will come.

Dan W. Emerson, Superintendent
City of Rockaway Beach Public Works
P: 503.374.0586 / C: 503.457.6094
PublicWorks@corb.us



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

(503) 374-1752

www.corb.us

MEMORANDUM

TO: Rockaway Beach City Council and Luke Shepard, City Manager
FROM: Mary Johnson, City Planner
DATE: June 5, 2024

RE: Planning Department Monthly Report

The Rockaway Beach Planning Commission met on Thursday, May 16th. The Commissioners held a public hearing to consider Variance #24-02 to decrease the number of required parking spaces from 6 to 2, to allow the Applicants to construct a new mixed-use building at 101 South Miller Street. The Commissioners denied the variance request by majority vote. Staff presented a red-lined version of the Zoning Ordinance, Section 4.050, Sign Requirements to rectify necessary administrative issues with this code section. No action was taken by the Planning Commission and the discussion on this code section will continue at an upcoming meeting.

The City Planner's monthly report consisted of the following:

- In April 2024, staff approved zoning permits for 1 new single-family dwelling, 1 new commercial structure, and 1 garage to ADU conversion.
- Status updates on the Anchor Street and Wayside projects.
- Staff met with Alta Planning for the first Project Management Team meeting to kick-off the Salmonberry Trail planning project.
- Staff provided an update on the FEMA BiOp.
- Staff announced Oregon Parks and Recreation Department awarded the City of Rockaway Beach with over \$430,000 in grant funding for the Lake Lytle accessible restroom project.

Upcoming work for the Planning Commission:

- A conditional use hearing will be held in June.
- A Planned Unit Development application will be held in June.

CITIZEN TESTIMONY
SUBMITTED FOR
June 12, 2024
CITY COUNCIL MEETING

(Received as of 4 p.m. on June 5,2024)

From: Justin McMahan <[REDACTED]>
Sent: Wednesday, May 15, 2024 11:45 AM
To: Justin McMahan
Cc: Charles McNeilly; Kristine Hayes; Melissa Thompson; City Manager; Mary McGinnis; tmartine13719@gmail.com; alesiafrankenrbcitycouncil@gmail.com; Penny Cheek
Subject: Re: Election Process In Crisis
Attachments: Model Comm Charter.pdf

Good morning City Council,

I wanted to recap some discussion I have had the last few days with Councilor McGinnis. I appreciate her taking the time to email me back. Below is our discussion, I would like to have them included in Junes agenda as well. Please take time to read the discussion we had, I tried to copy and past it into a slightly more readable format for you as well as for citizens that read the agenda items. Thank you.

Here was Marys first response to my original email (at the bottom for reference):

Justin

"At Large" simply means that every registered voter in the City gets to vote on the City Council, and the elected Councilors then represent the entire City.

The opposite of "At Large" is having Wards, which are not "At Large" with each Councilor voted on by the people only in their neighborhood ward. The Councilors then represent only their neighborhood ward and not the entire City.

Even with the positions on the seats, every City Councilor is voted on "At Large" meaning that all the voters in Rockaway elect all the City Councilors and all the City Councilors after the election represent the entire City. Positions or no positions, that doesn't change.

Every town in Tillamook County that positions on City Council seats are voted on "At Large" in the their city.

What is At-large Elections and what is District Elections?

At-large Elections refer to an electoral system where candidates run for office across an entire city, county, or jurisdiction. In this system, the candidates are elected by the collective vote of all eligible voters within that geographical boundary. Elected officials in an at-large system serve the whole community, rather than a specific subset of it. This method is often used for city councils and school boards in smaller communities, but can also be employed in larger jurisdictions.

<https://campaigninginfo.com/at-large-vs-district-elections-in-depth-insight/>

Mary

Here is my first response to her:

Reread your definition you are only proving my point.

At-large Elections refer to an electoral system where candidates run for office across an entire city, county, or jurisdiction.

*****ENTIRE CITY*****

In this system, the candidates are elected by the collective vote of all eligible voters within that geographical boundary.

*****COLLECTIVE VOTE OF ALL VOTERS*****

Elected officials in an at-large system serve the whole community, rather than a specific subset of it.

*****NO SPECIFIC SUBSET*****

How does having numbered seats fulfill your definition? It Doesn't. Why are you guys fighting against an illegal process so hard? I can't understand the motivation.

Justin McMahan

Here is Mary's second response:

Justin,

I think you are confusing "block voting" with "at large voting". They are not the same.

Rockaway's Charter doesn't mention 'Block Voting' anywhere.

Block voting system

"A **block voting system** is an electoral system in which a voter can select as many candidates as there are open seats. The candidates with the greatest number of votes are elected"

https://ballotpedia.org/Block_voting_system

I taught civics and government for 43 years, so please continue to reach out to me if you have more questions. I would like to have tea or coffee with you and discuss City elections and any other issue.

Mary

Here is my second response:

So take a look at it this way, when our charter was written it was adopted based on a specific definition of the word "at large". Since we disagree on this definition it's important to go back to the original, founding document for clarification on how we should act. In this case our founding charter was based on the League of Cities "model charter". In fact if you look at the attached document and subsequent screen shots you can see that our charter is copied verbatim from this model charter. Take a look at the screen shot of the definition of "at large" from this model. It is clear what this phrase is referencing when you read the word "at large". Mary I don't know you but you are defending something that is wrong by the original intended definition. Please stand up and defend our charter.

¹⁴ Most Oregon cities nominate and elect councilors at large. Some ward. A third option is to nominate by district and elect at large. If must be specified. The most efficient way of doing this is by ordinance "The council consists of a mayor nominated and elected at large, and districts with the boundaries fixed by ordinance." District boundary protection requirements. Most charters that provide for election of councilors require that each councilor reside in the district the councilor represents at the time of office.



Here is her third response:

Hi,

I think my teacher skills need sharpened. My first explanation (sent to Justin) to this group of what "at large" means in a local election may not have been concise enough.

"At-Large" is not connected in any way to whether there are positions on the seats or not. It is simply a **geographical location** of where candidates and voters may come from within the city.

I found a very concise definition from the Independence, Oregon City website that clearly describes the definition of "at large" in candidate filing and voting. A screenshot of their page is included at the end of this email.

Independence, Oregon's concise definition of "at-large": **"Council positions are elected at large, meaning candidates may reside in any area within the city limits of Independence."**

Simply put: "at large" means the candidates for city council may live anywhere in the city, and voters may live anywhere in the city. The opposite of this is a city having neighborhood districts, zones, or wards.

At-large is not connected to determining how the winners are picked. The term most commonly used for this is "Block Voting", meaning the "block" or top number of candidates with the most votes wins. This is not mentioned in Rockaway's Charter.

Rockaway voters are used to at-large voting with position numbers attached. Examples of elections that Rockaway voters routinely see locally at elections that are alt-large (geography of where may candidates come from) with positions attached:

County Commissioner - we are currently voting for County Commissioners in an "at-large" election with positions attached for County Commissioners. This again is a geographical location- the County Commissioner candidates may reside anywhere in the County, and the voters may reside anywhere in the County.

Other "at-large" local elections with positions attached: Tillamook Transportation District, Tillamook Bay Community College Board of Directors, North County Recreation District, Nehalem Bay Health District, Neah-Kah-Nie School District (zoned positions, but voted on at-large), Tillamook School District, City of Nehalem City Council, Port of Tillamook Bay, Port of Garibaldi, Port of Nehalem, Nedonna Beach Fire District, Tillamook Fire District, Nestucca School District, etc.

All these agencies have elections that have positions attached to the candidates, but the candidates and the voters are "at-large", meaning they may live anywhere within that agency's boundaries.

At the 2024 General Election on November 5th, the positions for Mayor and three Councilor positions will appear on the ballot. The filing period for interested candidates begins on June 5, 2024, and all filing requirements must be completed by 5:00 p.m. on August 27, 2024.

OPEN CITY OF INDEPENDENCE POSITIONS

Mayor Currently held by John McArdle Two-year term

Councilor Pos. #3 Currently held by Dawn Roden Four-year term

Councilor Pos. #5 Currently held by Sarah Jobe Four-year term

Councilor Pos. #6 Currently held by Kate Schwarzler Four-year term

- All positions are non-partisan.
- **Council positions are elected at large, meaning candidates may reside in any area within the city limits of Independence.**
- All positions are volunteer/non-paid.

- All terms will begin on January 1, 2025. Swearing in will occur at the first meeting of the City Council on January 14, 2025.

QUALIFICATIONS AND RESIDENCY REQUIREMENTS

To qualify as a candidate for Mayor or City Councilor, you must be:

- A qualified elector under the laws and Constitution of the State of Oregon, and a registered voter of the City of Independence; and,
- A resident of the City of Independence who has resided continuously within the City during the 12 months immediately preceding the election.

Thank you for your interest in Rockaway's elections. I would like to meet and discuss elections or other Rockaway issues with any of you, and anyone else in the City,

Mary

And here is my final response:

Mary thank you for taking the time to research this subject,

When defining a founding document there's two ways to do so. You can define it by the definition of the founders and you can define it by the implementation of the founders, government and religion have always done it this way. We have both of those things available to us. I sent you the definition by the LOC's model charter which is what our charter is based on. Along with that as you know there is no direction for use of seat numbers in our charter so if you are going to use a charter to defend your position then you must also follow what our charter says. Don't defend a charter without defending ours, that would be hypocritical to do. Implementation is available to see as well when you consider that our city operated with no numbers for 70+ years. You went and found another cities founding document to set precedent and are standing again the precedent set by our city for most of its existence in this format. You are defending a lie and numbers that were put in place to control and manipulate the elections in the past. How can you as a council member fight against facts like this? Mary the city needs you to be the voice reason and remove the illegal numbers from the seats and stop with the straw man arguments. The decision is in your hands and as a citizen I am asking you to stand up for what is true, right, facial and the status quo. I have said all I will say on this for now and will summarize our discussions to the rest of the council for inclusion in next month's city council meeting. I am holding out hope that you and the council will do what's right Mary.

Thank you,

Justin McMahan

On May 13, 2024, at 1:44 PM, Justin McMahan <[REDACTED]> wrote:

City Council,

I appreciate the responses I have gotten from my email below. It is clear that the council wants to wait on removing the numbers from the council seats so as to follow a democratic process and have the citizens vote for a change to our charter. I believe in having our charter outline direction on this as well which is why I am emailing you today with new information that you must consider. I have not read the cities charter in detail with this election concern in mind but I recently received a copy of the charter from the mayor and then someone else brought to my attention that in chapter 3 section 6 our current charter says this:

*"The council consists of a mayor plus five voting councilors nominated and elected from the city **at large**."*

"At Large" is the term I am focusing on. Not sure if you have read the charter or understand the ramifications of this term but as a councilor you should understand what it means because by all governmental and political definitions it means the following:

"At large" means that members are elected to represent the entire city rather than a specific district or ward within the city. In the context of a city charter statement, it means that the required number of councilors are elected by all the residents of the city, rather than representing specific districts or neighborhoods within the city."

Originally before 2014 the city followed this definition with there being two pools of "at large" nominees elected. The two pools were people running for two year terms and people running for four year terms but every election since has violated our charter directed elections process. I bring this to your attention because it is clear from our charter that we do have clarity in how to operate our local elections which means there is no change needed in our current charter to return our elections process to it's stated format.

So I am writing you today challenging you to stop violating our city charter and the elections process that is so clearly put in place by our charter. Given this information it should be an easy decision to immediately change our process in the June City Council meeting and anyone standing against our charter should be removed from office or voluntarily step down from their position. I have no desire to be a part of a process like this but I will not hesitate to lead the charge in some or all of the following if the city doesn't begin following it's charter:

#1 lead a recall election of all council members opposing the charter

#2 file ethics violations against all council members opposing the charter

#3 hire a lawyer to take legal action to have this changed

#4 contact the Secretary of State and request an investigation of the city council

You say you believe in a Democratic process but then openly violate the city charter, this should not be. Please reconsider your stance and support democracy by supporting the charters election direction. As with my last email I am request this to be added to

the June council agenda and I will plan to speak on it unless the council reinstates our charter process in that meeting. If you reinstate it I will have no reason to speak except to thank you for your service to our city.

Sincerely,

Justin McMahan

On May 9, 2024, at 12:06 AM, Justin McMahan

<[REDACTED]> wrote:

Good morning City Council,

I tried to comment last night in our May City Council meeting but I guess my hand wasn't seen going up on Zoom, instead I am writing an email. I was distracted so I'm sure it was my fault. I will comment in next month's meeting so Melissa will you please include it in the public testimony agenda for June?

I am writing about the illegal use of numbers on the seats for our local election, Daniel Howlett spoke on it and I am adding to what he shared. I am challenging all of you to consider the civil rights ramifications and violation of election rules these numbers pose. It is shocking that this has stayed in place for so many election cycles when it has never been legally ratified. None of you put the numbers on the seats but if you continue to support the use of these numbers many people in the community have considered seeking legal councils recommendations on what is needed to make things right in our elections process for this Novembers election. That may seem drastic but I don't think the people of Rockaway Beach desire to be manipulated by a fraudulent election process and are willing to do whatever it takes to see our elections be fair and balanced with equity for all candidates and voters.

What I have heard discussed is that you plan to ignore the numbers and plan to give it to the voters to vote on this fall. This would make complete sense if we ever voted it in to begin with but since we didn't and the county has no record, it is as simple as the email between the county and Daniel Howlett states. The direction was make a motion in a city council meeting and then submit the minutes into the county and it will be complete.

If you want unity, honesty and transparency in city government then don't make it us vs. them in our elections and don't make it an illegal elections process. I know people who are scared to run because of attacks from sitting council members (this is not based on the character of council members just internal fears from what they see in the media). Avoid us vs. them and let's get these elections setup correctly for November with a simple system of top vote getters take the open positions as it was intended to be. It is the fair, honest, equitable, transparent, compassionate and a logical decision to make.

Thank you!

Sincerely,

Justin McMahan



MODEL CHARTER FOR OREGON CITIES

Prepared by:

Thomas Sponsler
Beery & Elsner, LLP

**For and in cooperation
with:**

League of Oregon Cities

January 2004

FOREWARD

This is the 6th edition of the Model Charter for Oregon Cities. It is the first published by the League of Oregon Cities. Previous versions were published by the Bureau of Governmental Research and Service at the University of Oregon.^a

The purpose of the Model Charter is to serve as guide for charter drafting by city officials and citizens by providing a foundation for meeting different needs and policy choices about city government structure. It is not intended for submission to community voters without discussion. Each city that undertakes charter revision or the preparation of a new charter must consider provisions and procedures that best serve its unique community.

This 2004 version contains several changes from the 5th edition of 1988. The format continues as one document. All models prior to 1988 had two separate versions: one for the mayor-council form of government and one for the council-manager form of government. Language for the council-manager form is now presented in the text. Except for the city manger section 33, this model is useful for cities without a city manager. Alternative mayor-council language is included in the endnotes. Substantive changes include:

- ? Specific identification of council legislative, administrative and quasi-judicial authority, and ordinances, resolutions and orders as the forms for exercising that authority.
- ? Separate chapters with procedural requirements for council legislative, administrative and quasi-judicial decisions.
- ? Reorganization of certain chapters into separate topics (i.e., council and elections).
- ? Updating mayor and city manager duties.
- ? Deletion of some provisions better left to city ordinances, such as election nomination procedures, public improvements, and special assessments.

This edition also makes numerous clarifications, simplifications and style changes from previous versions. This includes the consistent use of “councilor” in reference to the holder of that office, and “council” and “member of council” as including the councilors and the mayor. Gender-neutral language has also been introduced.

Thanks to Sandy Arp, Don Ashmanskas, Pam Beery, Jeff Condit, Dan Cooper, Candace Haines, Ken Jones, Glenn Klein, Terry Mahr, Jim Mattis, Gussie McRobert, Rich Rodeman and Pete Wells for taking time to review and comment on earlier drafts. This final draft was presented on November 14, 2003 at the Legal Issues Workshop session of the LOC 78th Annual Conference in Eugene. Questions and comments from attendees contributed to this document.

*Thomas Sponsler
Beery & Elsner, LLP
January, 2004*

^a The first Oregon Model Charter was published in 1947; revisions were published in 1951, 1959, 1967 and 1988. A Model Charter for Oregon Counties was published in 1977.

PREAMBLE*

We, the voters of _____, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.¹

Chapter I NAMES AND BOUNDARIES

Section 1. Title. This charter may be referred to as the 20____ Charter.²

Section 2. Name. The City of _____, Oregon, continues³ as a municipal corporation with the name City of _____.⁴

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Chapter II POWERS

Section 4. Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant⁵ or allow⁶ the city, as fully as though this charter specifically enumerated each of those powers.⁷

Section 5. Construction. The charter will be liberally construed⁸ so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 6. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters.⁹ This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative,¹⁰ administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.¹¹

Chapter III COUNCIL

Section 7. Council. The council consists of a mayor¹² and six councilors¹³ nominated and elected from the city at large.¹⁴

Section 8. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council and has no veto authority.¹⁵ With the consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution.

The mayor must sign all records of council decisions.¹⁶ The mayor serves as the political head of the city government.¹⁷

Section 9. Council President. 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.

Section 10. Rules. The council must by resolution adopt rules to govern its meetings.¹⁸

Section 11. Meetings. The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules.

Section 12. Quorum. A majority of the council members is a quorum to conduct business,¹⁹ but a smaller number may meet and compel attendance of absent members as prescribed by council rules.²⁰

Section 13. Vote Required. The express²¹ approval of a majority of a quorum of the council is necessary for any council decision,²² except when this charter requires approval by a majority of the council.²³

Section 14. Record. A record of council meetings must be kept in a manner prescribed by the council rules.²⁴

Chapter IV

LEGISLATIVE AUTHORITY²⁵

Section 15. Ordinances. The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state “The City of _____ ordains as follows:”.

Section 16. Ordinance Adoption.

(a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.²⁶

(b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council,²⁷ provided the proposed ordinance is available in writing to the public at least one week before the meeting.

(c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.

(d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.

(e) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title.

Section 17. Effective Date of Ordinances. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.²⁸

Chapter V

ADMINISTRATIVE AUTHORITY²⁹

Section 18. Resolutions. The council will normally exercise its administrative authority by approving resolutions.³⁰ The approving clause for resolutions may state "The City of _____ resolves as follows:".

Section 19. Resolution Approval.

(a) Approval of a resolution or any other council administrative decision requires approval by the council at one meeting.³¹

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 20. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.³²

Chapter VI

QUASI-JUDICIAL AUTHORITY³³

Section 21. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of _____ orders as follows:".

Section 22. Order Approval.

(a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.³⁴

(b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.

(c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.

(d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 23. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Chapter VII ELECTIONS

Section 24. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected.³⁵ At each general election after the adoption, three councilors will be elected³⁶ for four-year terms.³⁷

Section 25. Mayor. The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every other general election after the adoption, a mayor will be elected for a four-year term.³⁸

Section 26. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.³⁹

Section 27. Qualifications.

(a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.⁴⁰

(b) No person may be a candidate at a single election for more than one city office.

(c) Neither the mayor nor a councilor may be employed by the city.⁴¹

(d) The council is the final judge of the election and qualifications of its members.

Section 28. Nominations. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.⁴²

Section 29. Terms. The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.⁴³

Section 30. Oath. The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section 31. Vacancies: The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence,⁴⁴ or
 - (3) Recall from the office.⁴⁵

- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
 - (2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,
 - (3) Ceasing to reside in the city,⁴⁶
 - (4) Ceasing to be a qualified elector under state law,
 - (5) Conviction of a public offense punishable by loss of liberty,⁴⁷
 - (6) Resignation from the office, or
 - (7) Removal under Section 33(i).

Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members.⁴⁸ The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.⁴⁹

Chapter VIII

APPOINTIVE OFFICERS

Section 33. City Manager.

- (a) The office of city manager is established as the administrative head of the city government.⁵⁰ The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.⁵¹

- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.⁵²

- (c) The manager need not reside in the city.⁵³

- (d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.

- (e) The manager must:
 - (1) Attend all council meetings unless excused by the mayor or council;
 - (2) Make reports and recommendations to the mayor and council about the needs of the city;
 - (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;

- (4) Appoint, supervise and remove city employees;⁵⁴
- (5) Organize city departments and administrative structure;
- (6) Prepare and administer the annual city budget;
- (7) Administer city utilities and property;
- (8) Encourage and support regional and intergovernmental cooperation;
- (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community⁵⁵;
- (10) Perform other duties as directed by the council;
- (11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The manager has no authority over the council or over the judicial functions of the municipal judge.⁵⁶

(g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.

(i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts.⁵⁷ Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.⁵⁸

Section 34. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney. The attorney must appoint and supervise, and may remove any office employees.⁵⁹

Section 35. Municipal Court and Judge.

(a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Municipal Court.

(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.⁶⁰

(e) The municipal judge may:

- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the city;
- (3) Commit to jail or admit to bail anyone accused of a city offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
- (6) Penalize contempt of court;
- (7) Issue processes necessary to enforce judgments and orders of the court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The council may appoint and may remove municipal judges pro tem.

(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.⁶¹

Chapter IX PERSONNEL

Section 36. Compensation. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.⁶²

Section 37. Merit Systems. The council⁶³ by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.⁶⁴

Chapter X PUBLIC IMPROVEMENTS

Section 38 Procedure. The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement.⁶⁵ A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section 39. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Chapter XI
MISCELLANEOUS PROVISIONS

Section 40. Debt. City indebtedness may not exceed debt limits imposed by state law.⁶⁶ A charter amendment is not required to authorize city indebtedness.

Section 41. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 42. Repeal. All charter provisions adopted before this charter takes effect are repealed.⁶⁷

Section 43. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 44. Time of Effect. This charter takes effect _____, 20____.

APPENDIX A

GENERAL GRANTS OF POWER

The first version of the Model Charter for Oregon Cities was published in 1947. It was drafted to confer powers on cities in general terms rather than by a detailed enumeration of specific powers. All subsequent revisions have continued this practice.

Since about 1910, a city charter has been viewed as a city constitution. For this reason city powers have generally been stated in general, comprehensive terms. The charter should deal only with the basic, broad fundamentals of city government. The charter should be as concise as possible, and adaptable to changing conditions to avoid the need for frequent amendment.

Most Oregon cities have charters that grant authority for their activities under general grants of powers. In 1934, Huntington adopted a general powers charter quite similar to the 1947 model charter. Since then, almost all Oregon cities have adopted charters that resemble this model.

The Oregon Incorporation Act (now ORS 224.010-221.100) provides that cities without a home rule charter have comprehensive power and need no grants of specific powers.

A general grant of power allows a city to assume extraterritorial powers granted by statute and conditioned upon the existence of charter authority. ORS 225.020 authorizes a city to own and operate utilities outside city limits if its charter allows it such power. *Kassel v. City of Salem*, 34 Or. App. 739, 579 P.2d 875 (1978) construes this section and states that Salem’s charter “accepts this offer [of extramural powers] in broad terms.” These broad terms were more specific than the general grant of powers in the model. No city with a general grant has been challenged in its exercise of the power offered by ORS 225.020.

Constitutional Grants in General Terms.

The 1906 home rule amendments to the Oregon Constitution empower “the legal voters of every city ... to enact and amend their municipal charter, subject to the Constitution and criminal laws of the State.”^b They also empower “the qualified voters of each municipality” to exercise the powers of initiative and referendum “as to all local, special and municipal legislation of every character in or for their municipality”^c These grants of power are general in terms.

Specific Power Derived from General Grants.

Courts have often held that a general grant of power confers a particular power not specified in the grant. Such specific powers include the following:

- (1) To regulate amusement devices.^d
- (2) To levy special assessments.^e
- (3) To develop a program of free parking using tax revenues.^f

^b Or. Const. art. XI, sec. 2.

^c Or. Const. art. IV, sec. 1a (1906), sec. 1(5) (1968).

^d *Terry v. City of Portland*, 204 Or. 478, 269 P.2d 544 (1955); app. dis., 348 U.S. 979 (1955); 33 Or. Op. Att’y. Gen. 174 (1967).

^e *Paget v. City of Pendleton*, 219 Or. 253, 346 P.2d 1111 (1959).

- (4) To govern labor relations with public employees.^g
- (5) To license certain businesses or occupations.^h
- (6) To levy license taxes for revenue.ⁱ
- (7) To provide police protection.^j
- (8) To control disposal of refuse.^k
- (9) To regulate the storage of gasoline and kerosene.^l
- (10) To control streets.^m
- (11) To levy taxes in the form of licenses.ⁿ
- (12) To adopt taxes on sales and incomes.^o
- (13) To supply water.^p
- (14) To impose registration and license fees.^q
- (15) To impose fees and regulatory requirements on telecommunications providers.^r

^f *Jarvill v. City of Eugene*, 289 Or. 157, 613 P.2d 1 (1980), U.S. cert. den. at 449 U.S. 1013 (1980). Although the majority opinion in this case relies on a specific grant of power stemming from a 1973 amendment to the Eugene city charter, this charter has been repealed. At the court of appeals level, the majority opinion relied on the general grant of power in the 1976 revised city charter to explain the city's ability to levy taxes. "In those cases, it was held that a general grant of powers in a city charter, like that contained in the Eugene charter, carries with it the power to impose revenue taxes." 40 Or. App. 185, 198-99, 594 P.2d 1261 (1979).

^g *Beaverton v. International Assoc. of Firefighters*, 20 Or. App. 293, 531 P.2d 730 (1975).

^h *Davidson Baking Co. v. Jenkins*, 216 Or. 51, 337 P.2d 352 (1959).

ⁱ *City of Idanha v. Consumers Power, Inc.* 8 Or. App. 551, 495 P.2d 294 (1972), aff'd, 13 Or. App. 431 (1973).

^j *City of East Portland v. County of Multnomah*, 6 Or. 62, 64 (1876).

^k *Dunn v. Gray*, 238 Or. 71, 392 P.2d 1018 (1964); *City of Tigard v. Werner*, 15 Or. App. 335, 515 P.2d 934 (1973).

^l Cf. *Leathers v. City of Burns*, 251 Or. 206, 444 P.2d 1010 (1968).

^m See also, *City of East Portland v. County of Multnomah*, 6 Or. 62, 64 (1876).

ⁿ *City of Idanha v. Consumers Power, Inc.* 8 Or. App. 551, 495 P.2d 294 (1972), aff'd 13 Or. App. 431 (1973).

^o 33 Or. Op. Att'y Gen. 238 (1967).

^p *Paget v. City of Pendleton*, 219 Or. 253, 346 P.2d 1111 (1959).

^q *AT & T Communications v. City of Eugene*, 177 Or App 379 (2001), *rev den*, 334 Or 491 (2002). The court held that a general power charter gave the city power to impose registration and license fees. The court relied on *Multnomah Kennel Club v. Department of Revenue*, 295 Or 279 (1983), a case that involved a general power county home rule charter that provided authority to impose a business income tax.

^r *Sprint Spectrum v. City of Eugene*, 177 Or App 417 (2001), *rev den*, 334 Or 491 (2002). The court found that home rule authority includes the taxation of businesses that conduct business within city boundaries.

APPENDIX B
PROVISIONS NOT INCLUDED IN THE MODEL CHARTER

The 2004 Model Charter omits many provisions contained in city charters granted by the Oregon legislature prior to 1906, and charters adopted soon after the 1906 home rule amendments took effect. A general grant of powers replaced specific grants of authority. Subjects and procedures covered by state statutes are generally no longer included in charters. The model charter also omits provisions better left to adoption by ordinance.

Annexation Procedure

An Oregon city may not assume extramural power under its home rule charter unless authorized by state statute.^s City power under the home rule amendments is only intramural in character.^t A city may only exercise the extramural power delegated by the legislature.^u A home rule charter may provide a procedure for the intramural aspects of annexation, such as the manner of acceptance of the annexation by the city. The model charter contains no provision relating to annexation of territory to a city because state statutes control annexation procedures in both its extramural and intramural aspects.

Elections

Elections in Oregon are generally under the control of the secretary of state. The conduct of elections is governed by ORS Chapter 254. Many duties relating to the conduct of elections are delegated to county clerks. Time of elections, wording of ballot titles, printing of ballots, and fixing of precinct boundaries are examples of matters governed by state law. City initiative and referendum requirements and process are found in ORS Chapter 250. Therefore, the model charter contains no sections relating to elections in general. Sections 26 and 28 do authorize the council to govern certain election matters by ordinance.

Subjects Covered by State Law

The 2004 Model Charter contains no provision on several other subjects covered by state law:

Budgeting	ORS 294.305 to 294.565
Public contracts.....	ORS Chapter 279
Assessment bonding and lien enforcement	ORS 223.205 to 223.295 and 223.505 to 223.670
Tort liability	ORS 30.260 to 30.300

^s *Thurber v. Henderson*, 63 Or 410, 415-416, 128 P 43 (1912); *State ex rel. Mullins v. Port of Astoria*, 79 Or 1, 19-20, 154 P 399 (1916).

^t *Kiernan v. City of Portland*, 57 Or 454, 464, 111 P 379, 112 P 402 (1910); *State ex rel. Mullins v. Port of Astoria*, 79 Or 1, 18-19, 154 P 399 (1916); *Curtis v. Tillamook City*, 88 Or 443, 454-455, 171 P 574, 172 P 122 (1918).

^u *Couch v. Marvin*, 67 Or 341, 136 P 6 (1913); *McBee v. Town of Springfield*, 58 Or 459, 114 P 637 (1911); *Landess v. City of Cottage Grove*, 64 Or 155, 129 P 537 (1913).

Debt limitations.....ORS 223.295 and 287.004
 Ethics.....ORS Chapter 244
 Public meetings and recordsORS 192.410 to 192.710
 Land use panning and regulation.....ORS Chapters 92, 197, and 227
 Street vacation.....ORS 271.080 to 271.230
 Condemnation.....ORS Chapter 35; 223.005 to 223.105;
 226.310 to 226.380; 227.300; 281.010; and
 281.510 to 281.550
 Collective bargainingORS 243.650 to 243.782
 Public Employee’s Retirement System.....ORS Chapter 238

Other Subjects

The model charter contains no provision on a number of other subjects that may be covered as well or better by ordinance. Such subjects include council rules, personnel rules, procedures for local improvements, levying and collecting special assessments, and city commissions and committees.

Municipal Judge as Ex Officio Justice of the Peace

Some Oregon charters enacted as special legislative acts prior to 1906 provide that the municipal judge has the jurisdiction and authority of an ex officio justice of the peace. The 2004 Model Charter contains no such provision. A home rule charter may not grant such authority to a municipal judge; such authority may only be granted by state statute.

The decision in *In re Application of Boalt*^v suggests that once a municipal judge is given the jurisdiction and authority of an ex officio justice of the peace by a special legislative act, it continues regardless of a subsequent home rule charter. It may be withdrawn by the legislature. A city in this situation may retain its charter provisions conferring jurisdiction and authority of an ex officio justice of the peace on its municipal judge by enacting its new charter as an amendment to its former legislative charter. A municipal judge may continue to exercise this authority under this Supreme Court decision.

^v 123 Or 1, 260 P 1004 (1927).

NOTES

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¹ This uses the “voters” language of Article XI, section 2 of the Oregon Constitution and makes clear the intent to use all the home rule power.

² Insert the year the charter is adopted and the city name. For convenience, this may be used as the charter’s short title.

³ The continuity of a city’s existence is not broken by the adoption of a new charter.

⁴ If this section changes the name of the city, it may read: “The municipal corporation previously known as the City of _____ continues under this charter as a municipal corporation with the name ‘City of _____.’ ”

⁵ The city home rule amendments to the Oregon Constitution reserve powers to city voters. Oregon Constitution, Article XI, section 2 (1906, 1910). The Oregon Supreme Court has said that the amendments are a “continuous offer” of “all powers properly belonging to municipal government.” *Robertson v. City of Portland*, 77 Or. 121, 127 (1915). The offer is conditional. City voters may accept the offer by adopting charter terms. This general grant of power accepts the offer completely.

⁶ The US Constitution does not mention cities, but does not restrict city actions. The Oregon Constitution imposes some restrictions, but also authorizes city actions. Federal and state statutes impose many requirements and restrictions on cities, but still authorize or allow them a wide range of action. “Allow” in this section is intended to provide a basis for city authority to act even though the city cannot identify clear statutory authority for the city action. It assumes the authority is municipal in nature and not prohibited by federal or state law.

⁷ Appendix A discusses the legal basis for general grants of authority.

⁸ This requirement that the charter be liberally construed is intended to negate the effect of a rule of strict construction of city charters known as Dillon’s Rule.

⁹ Article IV, section 1, subsection (5) of the Oregon Constitution.

¹⁰ City council members are immune from suit under 42 USC § 1983 for their legislative activities. *Bogan v. Scott-Harris*, 523 US 44 (1998).

¹¹ While part of federal and state government structures, separation of powers is rarely found in cities. The council has powers analogous to those of the three branches of the federal government and the three departments of the Oregon government. The context, substance and form of council decisions determine the nature of the power exercised. Only the council may adopt ordinances and exercise its legislative authority. Only its legislative authority is subject to voter initiative and referendum. The council may by ordinance delegate its administrative and quasi-judicial authority.

¹² Although some charters provide that the mayor is not a member of the council, this model recommends that the council include the mayor as a member. This means that the mayor participates in and votes on matters before the council as do other council members. Section 8 states that the mayor is a voting member of the council. If the mayor is not to have a council vote, then section 7 should state that the council consists of a specified number of councilors elected from the city at large.

¹³ Some Oregon cities have five member councils. If the council is to have five members, “six” needs to be changed to “four.” A city may want a larger council of nine members or more. If so, “six” needs to be changed accordingly.

¹⁴ Most Oregon cities nominate and elect councilors at large. Some nominate and elect councilors by district or ward. A third option is to nominate by district and elect at large. If there are districts, then the district boundaries must be specified. The most efficient way of doing this is by ordinance. For that purpose, this section could read: “The council consists of a mayor nominated and elected at large, and six councilors nominated and elected by districts with the boundaries fixed by ordinance.” District boundaries must be periodically adjusted to meet equal protection requirements. Most charters that provide for election of councilors by district also require as a qualification that each councilor reside in the district the councilor represents and continue to so reside for the term of office.

¹⁵ Some charters permit the mayor to vote only to break a tie. If the mayor’s vote is to be so limited, this section needs to be changed accordingly.

¹⁶ The council may assign by ordinance or council rules additional duties to the mayor for authenticating ordinances, resolutions, orders, and other council documents.

¹⁷ This section adds facilitator and political leader to enhance the role of the mayor. It makes specific the apparent and inherent authority of the office of mayor. It also parallels the administrative authority of city manager in section 33. It follows the example of 8th edition of National League of Cities (NLC) Model Charter (2003).

¹⁸ Council meetings must comply with the requirements of the Oregon Public Meetings Law. ORS 192.610 – 192.710. Council rules should be considered administrative and adopted by resolution. They are easier to keep updated and less formal than if adopted by ordinance. Also, they are not subject to initiative and referendum.

¹⁹ A majority is more than half of the council. For a seven member council, a quorum is four or more. If there is one vacancy, the quorum is still four. If there are two vacancies, the quorum is three, the same as for a five member council. If through resignation or other events, the number of councilors is reduced to two or one, the quorum is also reduced to two or one.

²⁰ For example, council rules may state that the members present may order a city police officer to find and bring an absent member to the meeting. The rules may also provide a penalty for the absent member.

²¹ “Express” is used here to clarify the effect of abstention from voting. At common law abstention from voting was regarded as concurrence with the decision made by the votes cast. Thus, the concurrence could be either affirmative or negative depending on how the majority voted on a decision. “Express” is intended to make clear that an abstention from voting on a question may not contribute to answering the question affirmatively; it amounts to a “no” vote. Use of the word “express” means that no vote less than a majority of a quorum may decide affirmatively a question before the council.

²² A “decision” is any action taken by council vote. This includes votes on formal documents such as ordinances, resolutions, orders and contracts. It also includes votes to direct city staff, and other questions and motions before the council. Unless the charter provides otherwise, the council may act affirmatively through less than a majority of its positions. A seven member council thus may act through three councilors; its quorum is four. A five member council may so act through two members; its quorum is three. A question may be decided negatively by fewer councilors than required to decide it affirmatively. For example, a 2 to 2 vote or a 2 to 1 vote when the quorum is four councilors, and one councilor is absent.

²³ Some charter sections require a vote of a majority of the council to make certain decisions. In this model, they are sections 16(a), 32, 33(b) and (d), 34 and 35(a). Section 16(b) requires a unanimous vote of at least a council quorum to adopt an ordinance at one meeting.

²⁴ The Oregon Public Meetings Law, ORS 192.650, requires written minutes. This section provides an independent requirement for council records and authorizes the council to adopt requirements in addition to those of state law.

²⁵ The most significant power granted to cities is the authority to adopt legislation. Legislation is local law that applies throughout a city. Legislative authority is properly exercised in the form of ordinances. City charters traditionally prescribe specific requirements for adoption of ordinances, and no provisions for approval of resolutions (administrative) or orders (quasi-judicial). Only using ordinances for legislation and using other forms for non-legislative decisions makes clear which council actions are subject to referendum. Oregon Constitution, Article IV, section 1(5) gives voters initiative and referendum powers over “municipal legislation.”

²⁶ Under section 12, the majority of the council membership must be present at the time a decision is made. If there is one or more unfilled council vacancy, the majority is calculated on the temporarily diminished membership. However, action by a majority of a quorum (e.g. three votes when quorum of four is present) is not sufficient to enact an ordinance under this section. See note 19 above.

²⁷ This section requires the presence of at least four councilors and a unanimous vote to adopt an ordinance at one meeting when there is a seven member council. The presence of three councilors and a unanimous vote is required when the council has five members.

²⁸ Ordinances containing an emergency clause take effect immediately and are not subject to referendum. Legislation may not take effect when it is subject to referendum. Procedures for city initiative and referendum are found in ORS 250.255 to 250.355, and city ordinances. Emergency clauses are legislative and not subject to judicial review. *Kadderly v. City of Portland*, 44 Or 118 (1903). City use of an emergency clause preventing a referendum on the ordinance is not subject to federal court review as a violation of civil rights. *Stone v. City of Prescott*, 173 F.3d 1172 (9th Cir. 1999).

²⁹ Councils formally exercise their administrative authority in the form of resolutions. Administrative decisions normally implement requirements of city ordinances and state statutes. Examples include city budgets, budget amendments, financial transfers, public contracts, fees and charges, council rules, and city personnel rules. Administrative decisions often are “internal” and relate to the city government. City charters traditionally prescribe specific requirements for adoption of ordinances (legislative), and include no provisions for approval of resolutions (administrative). This model suggests that charters specifically recognize council resolutions as the proper form for the exercise of its administrative authority. Use of this form for non-legislative decisions makes clear which council actions are subject to referendum. Oregon Constitution, Article IV, section 1(5) gives voters initiative and referendum powers over “municipal legislation”, but not municipal administration..

³⁰ The preferred method for the council to exercise its administrative authority is by resolution. However, “normally” is used in this sentence to allow the council to approve contracts and other documents, give direction to the city manager, city attorney and city employees, and make other administrative decisions by approving a motion without adopting a resolution.

³¹ Under section 12, the majority of the council membership must be present at the time a decision is made. If there is one or more unfilled council vacancy, the majority is of the temporarily diminished membership. Action by a majority of a quorum (e.g. three votes when quorum of four is present) is sufficient to approve a resolution under this section. See note 18 above.

³² ORS 221.310(3) applies to cities of 2,000 or more. It provides that a resolution may take effect any time after passage by the city council. The resolution must state the resolution effective date in a separate section.

³³ Quasi-judicial authority is normally exercised in the form of orders. Under this authority, the council holds hearings and is required to make decisions. The most common examples are land use matters and nuisance proceedings. City charters traditionally prescribe specific requirements for adoption of ordinances (legislative) and include no provisions for adoption of orders (quasi-judicial). This model suggests that charters specifically recognize council orders as the proper form for the exercise of quasi-judicial authority. Use of this form for non-legislative decisions helps make clear which council actions are subject to referendum. Oregon Constitution, Article IV, section 1(5) gives voters initiative and referendum powers over “municipal legislation,” but not municipal quasi-judicial decisions.

³⁴ Under section 12, the majority of the council membership must be present at the time a decision is made. If there is one or more unfilled council vacancy, the majority is of the temporarily diminished membership. Action by a majority of a quorum (e.g. three votes when quorum of four is present) is sufficient to approve an order under this section. See note 19 above.

³⁵ This sentence anticipates the charter vote at a primary or special election. If the charter vote is at a general election, the words “or is elected at the time of adoption” should be added.

³⁶ Oregon Constitution, Article II, section 14a requires cities to hold their regular elections for officers at the same time as the general biennial elections for state and county officers are held. ORS 254.035 implements this provision. ORS 254.056 states that general elections are held on the first Tuesday after the first Monday in November of even numbered years. It further states that primary elections may be held on the third Tuesday in May of even numbered years.

³⁷ This language assumes that adoption of the charter will not affect the council size or terms of office. It does provide a transition from the city government before charter adoption to the city government under the charter.

³⁸ A four-year term for the mayor and four-year staggered terms for an even number of councilors gives the voters an opportunity to vote for a majority of the council positions at every other general election. It may also be necessary to change “first” to “second” in the first sentence. A mayor elected to a four year term when this charter provision is adopted would serve until the beginning of the second odd-numbered year after adoption. If the mayor is to have a two-year term, the second sentence of this section needs to be changed.

The mayor is appointed from the council by the councilors under the Incorporation Act, ORS 221.130. If this is to continue under the charter, then the second sentence of section 25 needs to be replaced by the sentence: “At the first meeting of the council in each odd numbered year, the council must appoint one of its members to serve as mayor for a term of two years.” If the mayor is appointed from the council, the council should have an odd number of members, and section 7 should be changed.

³⁹ The last sentence of this section makes specific the Oregon tradition that local government elections are nonpartisan. This provision is included in the county model home rule charter and county charters. It is also consistent with the 8th edition of the NLC Model Charter (2003).

⁴⁰ Courts have consistently invalidated residency qualifications of more than 12 months.

⁴¹ This prohibition is intended to avoid certain conflicts of interest in city service. It bars full-time or part-time employees from serving as mayor or councilor. It does not, however, prevent the mayor or a councilor from receiving reimbursement of expenses for services.

⁴² This model charter does not prescribe a nominating procedure. It allows flexibility by requiring that an ordinance govern the nominating process.

⁴³ These words allow for a successor to be appointed as well as elected, and require that the successor meet the necessary qualifications for the office at the time of election or appointment. Some charters have provisions limiting the number of terms or years that a citizen may serve in an elected office.

⁴⁴ “Adjudicated incompetence” means inability or unfitness to manage one’s affairs because of mental condition determined in a court proceeding.

⁴⁵ Recall of elective officers is governed by Oregon Constitution, Article II, section 18, and ORS 249.865 to 249.877.

⁴⁶ Section 27 requires each member to be a qualified voter and resident of the city. Under subsections (3) and (4) of section 31(b), moving outside the city or allowing voter registration to lapse permits the council to declare a council position vacant.

⁴⁷ Note the use of “punishable” rather than punished. “Loss of liberty” is used because the legislature often describes public offenses with other than criminal terms.

⁴⁸ Normally a single vacancy is filled at one time. This section permits the council to fill multiple vacancies at the same time. Most vacancies are created in positions filled by election. However, this section also applies to appointments to fill vacancies created in positions previously filled by an appointee to the council.

⁴⁹ A member’s disability under this section is usually temporary. If the disability is permanent, it often results in the resignation of the disabled member. A permanent disability does not create a vacancy unless the member resigns. However, the council may appoint a pro tem councilor, and the appointment may continue until a successor to the disabled member is elected and takes office.

⁵⁰ The city manager exercises the administrative authority delegated by the city charter and the city council. The manager and the council both exercise administrative authority. Only the council may exercise legislative authority.

⁵¹ This makes specific the city manager responsibility to mayor and council for city administration. It gives the manager a role in policy development consistent with the 8th edition of the NLC Model Charter. (2003) It makes the manager responsible for carrying out city policy adopted by council resolution or ordinance.

⁵² This section adds more specific qualifications for city manager consistent with the 8th edition of the NLC Model Charter (2003).

⁵³ If the city wants the charter to require the manager to live in the city, the following may be added: “but must become and remain a resident of the city while manager.” This requirement can be imposed more flexibly by ordinance or contract.

⁵⁴ Note that the manager appoints, supervises and removes city employees. The council appoints, supervises and removes city officers.

⁵⁵ Subsection (8) and (9) of this section add provisions that update the charter by recognizing the increasing importance of regional and intergovernmental issues, and the participatory nature of policy development. They are consistent with the 8th edition of the NLC Model Charter (2003).

⁵⁶ Municipal judges have administrative duties incidental to their judicial functions such as record keeping and accounting for certain funds. These administrative duties may be supervised by the city manager.

⁵⁷ A similar charter restriction was the basis for damages in *Still v. Benton*, 252 Or. 463, 445 P.2d 492 (1968). The court found that the mayor did not act within the scope of his authority in pressuring the manager to discharge the police chief. The chief was awarded punitive as well as general damages.

⁵⁸ This does not affect the ability of a council member to obtain information from the manager or other city employees. Council members also have at least as much right to public records as other members of the public under the Oregon Public Records Law, ORS 192.420 to 192.505.

⁵⁹ If a city attorney office is established by the charter, it is independent of the wishes of the council or manager. This language places office employees under the supervision of the attorney rather than the manager. The charter could establish the office and provide for appointment by the manager, although that would be unusual. If not created by charter, the city attorney office may be created by ordinance. The ordinance may provide for city attorney appointment by the council or manager. Attorney duties may be assigned by ordinance and contract.

⁶⁰ ORS 221.339 gives municipal courts jurisdiction over violations and misdemeanors committed or triable in the city. Municipal courts do not have jurisdiction over felonies. The section provides that jurisdiction over misdemeanors may be limited by city ordinance.

⁶¹ ORS 51.035.

⁶² ORS 294.352(5) requires that the budget list the salary for each officer and employee. If councilors are to receive no compensation for their services to the city, the following may be added to this section: “However, no councilor may receive compensation for serving in that capacity.” This prohibition does not prevent reimbursement for expenses.

⁶³ If there is a city manager, the manager may be substituted for the council. Rules adopted by the manager may be made subject to council approval. The council may also delegate authority to the city manager or city administrator to adopt rules.

⁶⁴ “Merit and fitness” allows wide discretion in the interpretation and application of personnel rules and practices.

⁶⁵ Few procedures applicable to cities appear in state statute. ORS 223.387 to 223.401 apply to assessments for local improvements. ORS 223.805 to 223.845 relate to city motor vehicle parking facilities. ORS 271.080 to 271.230 apply to vacation of certain public property.

⁶⁶ ORS 287.004(2) generally limits city bonded debt to “three percent of the true cash value of all taxable property” in the city “computed in accordance with ORS 308.207.” This limitation does not “apply to bonds issued for water, sanitary or storm sewers, sewage disposal plants, hospitals, infirmaries, gas, power or lighting purposes, or the acquisition, establishment, construction or reconstruction of any off-street motor vehicle parking facilities, nor to [Bancroft] bonds issued pursuant to applications to pay assessments for improvements in installments under statutory or charter authority.” ORS 287.004(4). Bancroft bonds may not “exceed .03 of the latest true cash valuation of the city.” ORS 223.295(1).

⁶⁷ It may be necessary to continue unusual charter provisions such as bond approvals, special levies or annexations.



PROCLAMATION

HIGH SCHOOL SENIOR RECOGNITION JUNE 2024

June is High School Graduation Month. It is an opportunity for increasing education, acknowledging the adverse situations being presented to graduating seniors and paving the way toward improving the quality of life for young people with a graduation diploma.

Families, friends, neighbors, and educators should encourage everyone to focus on the abilities of all young people, and honor their hard work; and

We encourage all citizens to support opportunities for graduating seniors in our community that include higher education, housing, employment and recreational activities.

NOW, THEREFORE, I Charles McNeilly, Mayor of Rockaway Beach, a municipal corporation in the County of Tillamook, in the State of Oregon, on behalf of the City Council, do hereby proclaim June 2024 as

HIGH SCHOOL SENIOR RECOGNITION MONTH

within the City of Rockaway Beach. Throughout the City of Rockaway Beach, we urge and encourage all citizens to take time to get to know a graduating senior, recognize their aspirations and contributions and honor them and their journey of education.

IN WITNESS WHEREOF, and with the consent of the City Council of the City of Rockaway Beach, I have hereunto set my hand on this 12th day of June 2024.

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-30

**A RESOLUTION AMENDING THE INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF ROCKAWAY BEACH AND THE TILLAMOOK
COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES**

WHEREAS, On April 6, 2021, the City Council of the City of Rockaway Beach adopted Resolution No. 21-967 authorizing the Mayor and City Manager to execute a Law Enforcement Intergovernmental Agreement (IGA) with Tillamook County; and

WHEREAS, the executed IGA will expire June 30th, 2024, if not amended; and

WHEREAS, the amended term of the agreement shall be through June 30, 2028;
and

WHEREAS, the Council has considered and reviewed the amendment before them regarding the Intergovernmental Agreement.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council hereby authorizes the Mayor and City Manager to sign all such documentation on the City's behalf to complete IGA Amendment #2, attached as Exhibit A.

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

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12th DAY OF JUNE 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

AMENDMENT #2 TO INTERGOVERNMENTAL AGREEMENT #6117
BETWEEN
THE CITY OF ROCKAWAY BEACH AND TILLAMOOK COUNTY SHERIFF'S OFFICE
FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, between the CITY OF ROCKAWAY BEACH, an Oregon Municipal Corporation (hereinafter "City"), and TILLAMOOK COUNTY, a political subdivision of the State of Oregon (hereinafter "County" or "Sheriff"), provides as follows:

(~~Strike through text~~ indicates removals and *italicized text* indicates additions).

- 2. TERM OF AGREEMENT: The term of this Agreement shall be from 10 June 2021 through 30 June ~~2024~~ *2028*, inclusive. This Agreement may be extended for any additional term by mutual agreement of the parties in writing. This Agreement and referenced attachments embody the entire agreement and supersedes all previous agreements relating to the performance of law enforcement services to the City by the Sheriff. This agreement shall not be effective until after its execution by both parties.

Effective July 1, ~~2023~~ *2024*, Attachment A incorporated herein, shall supersede Attachment A in the ~~original Agreement~~ *Amendment #1*.

IN WITNESS WHEREOF, the parties have signed this Agreement in duplicate.

TILLAMOOK COUNTY, OREGON

CITY OF ROCKAWAY BEACH, OREGON

Mary Faith Bell, Chair

Charles McNeilly, Mayor

Doug Olson, Vice-Chair

Luke Shepard, City Manager

Erin D. Skaar, Commissioner

Date

Josh Brown, Sheriff

Date

ATTACHMENT A - BASE

Revised July
2024

The Sheriff agrees to charge, and the City agrees to pay, as follows for services pursuant to the INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES:

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
HOURLY RATE	27.47	28.30	29.14	30.02	30.92	31.85	32.80	33.79	34.80	35.85
SALARY	4,761.38	4,904.38	5,051.53	5,203.20	5,359.37	5,520.22	5,685.92	5,856.65	6,032.41	6,213.54
TOTAL EARNINGS	4,761.38	4,904.38	5,051.53	5,203.20	5,359.37	5,520.22	5,685.92	5,856.65	6,032.41	6,213.54
BENEFITS										
FICA	364.25	375.19	386.44	398.04	409.99	422.30	434.97	448.03	461.48	475.34
RETIREMENT	1,704.57	1,755.77	1,808.45	1,862.75	1,918.65	1,976.24	2,035.56	2,096.68	2,159.60	2,224.45
INSURANCE	1,664.07	1,664.07	1,664.07	1,664.07	1,664.07	1,664.07	1,664.07	1,664.07	1,664.07	1,664.07
WORKERS' COMP	133.32	137.32	141.44	145.69	150.06	154.57	159.21	163.99	168.91	173.98
OREGON TRANSIT TAX	4.76	4.90	5.05	5.20	5.36	5.52	5.69	5.86	6.03	6.21
PAID FAMILY MEDICAL LEAVE	19.05	19.62	20.21	20.81	21.44	22.08	22.74	23.43	24.13	24.85
LIFE INSURANCE - HARTFORD	31.54	31.54	31.54	31.54	31.54	31.54	31.54	31.54	31.54	31.54
RETIREMENT UNITS	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54	5.54
VEBA	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
UNIFORM EXPENSE	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00
TOTAL BENEFITS	4,074.10	4,140.95	4,209.74	4,280.65	4,353.66	4,428.85	4,506.32	4,586.13	4,668.30	4,752.98
TOTAL EXPENSES	8,835.48	9,045.33	9,261.27	9,483.85	9,713.03	9,949.07	10,192.24	10,442.78	10,700.71	10,966.52
HOURLY RATE	50.98	52.19	53.44	54.72	56.04	57.40	58.81	60.25	61.74	63.27
HOURLY RATE With Administrative Cost 10%	56.08	57.14	58.78	60.19	61.64	63.14	64.69	66.28	67.91	69.60
HOURLY RATE With Administrative Cost 10% & Contingency	57.87	59.24	60.66	62.11	63.61	65.15	66.76	68.39	70.08	71.82

Intermediate Certificate add 4%, not cumulative

Advanced Certificate add 7%, not cumulative

RESOLUTION NO. 2024-33

A RESOLUTION APPROVING THE PROPOSAL FROM GRANICUS FOR SHORT-TERM RENTAL HOST COMPLIANCE SOFTWARE & AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT

WHEREAS, the City seeks to engage with Granicus for assistance in its efforts to manage and monitor short-term rentals; 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 Granicus for short-term rental software, attached as Exhibit A, and authorizes the City Manager to execute an agreement.

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

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12TH DAY OF JUNE 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

THIS IS NOT AN INVOICEOrder Form
Prepared for
Rockaway Beach, OR

Granicus Budgetary Proposal for Rockaway Beach, OR

This quote is for budgetary purposes only. Please do not submit a Purchase Order against this document. Pricing is subject to change based on the scope, reseller, or contract utilized. Please contact your Granicus representative for an official quote, which will include a period of performance, final pricing, and terms and conditions. Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

ORDER DETAILS

Prepared By: Kyle Salonga
Phone: 415.874.1783
Email: kyle.salonga@granicus.com
Order #: Q-338302
Prepared On: 20 Mar 2024
Expires On:

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)



PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
Setup and configuration package: OpenForms License	Up Front	1 Each	\$0.00
Training: OpenForms	Upon Delivery	1 Each	\$0.00
24/7 Hotline - Setup and Configuration	Up Front	1 Each	\$0.00
24/7 Hotline - Online Training	Up Front	1 Each	\$0.00
Rental Activity Monitoring - Setup and Configuration	Up Front	1 Each	\$0.00
Rental Activity Monitoring - Online Training	Up Front	1 Each	\$0.00
Mobile Permitting & Registration - Setup and Configuration	Up Front	1 Each	\$0.00
Mobile Permitting & Registration - Online Training	Up Front	1 Each	\$0.00
Tax Collection - Setup and Configuration	Up Front	1 Each	\$0.00
Tax Collection - Online Training	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00



New Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Annual Fee	Prorated Fee
Address Identification	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$9,814.00	\$9,814.00
OpenForms Team License	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$4,467.75	\$4,467.75
24/7 Hotline	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$3,925.60	\$3,925.60
Rental Activity Monitoring	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$4,416.30	\$4,416.30
Enhanced Short-Term Rental Registration Portal	30 Jun 2025 - 30 Jun 2025	Annual	1 Each	\$4,168.30	\$11.42
Mobile Permitting & Registration	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$0.00	\$0.00
Tax Collection	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$0.00	\$0.00
SUBTOTAL:				\$26,791.95	\$22,635.07



FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Address Identification	\$10,795.40	\$11,874.94
OpenForms Team License	\$4,914.53	\$5,405.98
24/7 Hotline	\$4,318.16	\$4,749.98
Rental Activity Monitoring	\$4,857.93	\$5,343.72
Enhanced Short-Term Rental Registration Portal	\$4,585.13	\$5,043.64
Mobile Permitting & Registration	\$0.00	\$0.00
Tax Collection	\$0.00	\$0.00
SUBTOTAL:	\$29,471.15	\$32,418.26



PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	<p>Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, & Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction</p> <ul style="list-style-type: none"> - Updating listing activity and details every 3-5 days - Screenshot activity of every listing - Deduplication of listings into unique Rental Units - Activity dashboard and map to monitor trends and breakdown of compliance
Address Identification - Setup and Configuration	<p>Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction.</p> <p><i>Note: The implementation timeline for Client is dependent on Granicus' receipt of all data from Client required to complete the services, including assessor data and registration files, in the format agreed upon by the parties prior to project kick-off. Any fees associated with the collection or receipt of required data will be borne by Client.</i></p>
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.



Solution	Description
<p>OpenForms Team License</p>	<p>OpenForms is a digital forms builder specifically designed for Government. Government services can be complicated, but the experience for the residents accessing them shouldn't have to be. OpenForms is perfect for the business of government, with capabilities that will help you convert complex, multi-page forms and processes into simple, step-by-step online forms that adjust based on customers responses.</p> <p>The Team plan enables powerful form building for up to:</p> <ul style="list-style-type: none"> • 5 users, 50 published forms. <p>Key features include:</p> <ul style="list-style-type: none"> • Drag and drop form builder • Display logic and calculations • Payments • Insights dashboard • Form analytics • Support team access • Save responses • Unlimited responses • Data connections and API access • Up to: 10GB file uploads, 1,000 web API calls per hour <p>This package does not include premium features such as workflow, workspaces, form versioning or custom documents. For these features, please consider OpenForms Enterprise.</p>
<p>24/7 Hotline</p>	<p>24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos)</p> <ul style="list-style-type: none"> - 24/7 call center for citizens to contact and report complaints verbally - Recordings for all call center complaints - Email notifications to your team when complaints are logged - Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint - SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes - Hotline Dashboard for tracking complaint volumes, trends, and categories - Ability to upload Notes/Comments to each complaint

Solution	Description
Rental Activity Monitoring	Ongoing monitoring of Short Term Rental listings for signs of rental activity including historical revenue estimates & occupancy. Coupled with our Tax Collection product, users can also compare historical revenue estimates to actual reported revenue to identify those that may be underreporting and underpaying sales tax (i.e. TOT).
Setup and configuration package: OpenForms License	Setup and configuration of OpenForms
Training: OpenForms	1.5 hour OpenForms Training session for up to 25 people, delivered online.
24/7 Hotline - Setup and Configuration	Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.
24/7 Hotline - Online Training	Virtual training session with a Granicus professional services trainer.
Rental Activity Monitoring - Setup and Configuration	Setup and configuration of ongoing monitoring of Short-term Rental listings for signs of rental activity.
Rental Activity Monitoring - Online Training	Virtual training session with a Granicus professional services trainer.

Solution	Description
Enhanced Short-Term Rental Registration Portal	<p>Mobile-enabled online portal and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts. These registration forms and workflows include:</p> <ul style="list-style-type: none"> · Host Login and Dashboard · Parcel Number lookup and validation · ACH, Debit, and Credit Payments exclusively powered by Stripe.com · Registration Number & Certificate creation · Document Upload · Renewals · Email confirmation · Admin workflow management for approval & denial
Mobile Permitting & Registration	<p>Mobile-enabled online forms and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts. These registration forms and workflows include:-</p> <ul style="list-style-type: none"> - Parcel Number lookup and validation - E-Signatures - ACH, Debit, and Credit Payments exclusively powered by Stripe.com - Registration Number & Certificate creation - Document Upload - Renewals - Email confirmation - Admin approval & denial
Mobile Permitting & Registration - Setup and Configuration	<p>Setup and configuration of mobile-enabled online forms and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts and capturing and processing the associated signatures, payments and required documentation</p>
Mobile Permitting & Registration - Online Training	<p>Virtual training session with a Granicus professional services trainer.</p>

Solution	Description
Tax Collection	Tax Collection can be built as a separate mobile-enabled form or coupled with Mobile Permitting & Registration in one single portal allowing your users to:- Report revenue monthly, quarterly, or annually and pay sales tax due (i.e TOT) - Remind users when they are registering for a permit/license to also report any back taxes - Collect ACH, Debit, and Credit Payments exclusively powered by Stripe.com
Tax Collection - Setup and Configuration	Setup and configuration of mobile-enabled online forms and back-end systems for streamlining the monthly/quarterly collection of taxes from individual short-term rental hosts and capturing and processing the associated signatures, payments and required documentation
Tax Collection - Online Training	Virtual training session with a Granicus professional services trainer.

RESOLUTION NO. 2024-22

A RESOLUTION ADOPTING AN UPDATED EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook of the City of Rockaway Beach provides, in summary, the personnel policies and procedures that govern the employment relationship between the City and its employees and volunteers, other than those found in applicable collective bargaining agreements; and

WHEREAS, the City of Rockaway Beach finds that it is necessary to update and modernize its existing Personnel Policy and Employee Handbook dated 2019.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. The City of Rockaway Beach City Council hereby adopts the City of Rockaway Beach Employee Handbook, attached as Exhibit A.

Section 2. Resolution No. 19-675 adopting the Personnel Policy and Employee Handbook, dated 2019, is rescinded effective upon adoption of this Resolution.

Section 3. This resolution will take effect immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12TH DAY OF JUNE 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

CITY OF ROCKAWAY BEACH

Employee Handbook



Effective June 12, 2024

Welcome!

Welcome to the City of Rockaway Beach, we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City of Rockaway Beach, you will become a productive and successful member of the City of Rockaway Beach's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Rockaway Beach and its employees, other than those found in applicable collective bargaining agreements (CBA). The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Rockaway Beach with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City of Rockaway Beach that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between the City of Rockaway Beach and its employees. With the exception of employees who are subject to a collective bargaining agreement or a contract of employment, all employment at the City of Rockaway Beach is "at will." That means that either you or the City of Rockaway Beach may terminate this relationship at any time, for any lawful reason, with or without notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City of Rockaway Beach other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City Manager (or that is included in a collective bargaining agreement/contract of employment).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask the City Manager.

Sincerely,

Luke Shepard

City Manager

City of Rockaway Beach

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I. Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management, elected officials, and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with the City Manager at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

The City of Rockaway Beach provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Rockaway Beach also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City of Rockaway Beach policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles). Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)."

The City of Rockaway Beach's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The City of Rockaway Beach supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon or federal law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Rockaway Beach pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Manager.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

The City of Rockaway Beach prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, City of Rockaway Beach prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age,

disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with the City Manager, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Rockaway Beach — related or — sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Rockaway Beach's employees. **Such harassment is prohibited whether committed by City of Rockaway Beach employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).**

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Rockaway Beach policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

City of Rockaway Beach policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Rockaway Beach property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental impairment or disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that speaks badly of or shows hatred toward an individual or group because of one or more protected statuses;
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 1). Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and demonstrate professional conduct in the workplace at all times.

Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment or discrimination in violation of this policy, who have witnessed such behavior, or who have information about such behavior occurring, are expected and should bring the matter to the attention of the City Manager or Finance Director, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Rockaway Beach's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Rockaway Beach will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Rockaway Beach's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other applicable law, whether criminal or civil. Although the City of Rockaway Beach cannot provide employees with legal advice, employees should be aware of the statute of

limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Rockaway Beach, they must provide written notice of the claim to City of Rockaway Beach within 180 days of the act or omission the employee claims caused them harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

City of Rockaway Beach prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the City Manager or Finance Director or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Rockaway Beach provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in City of Rockaway Beach's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Rockaway Beach cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their experience.

The City of Rockaway Beach is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Rockaway Beach to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Rockaway Beach regarding their experience and/or employment status, the employee should contact the City Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such

agreements are not appropriate for every situation. If the City of Rockaway Beach and employee do reach an agreement, the City of Rockaway Beach will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Rockaway Beach or making comments that would lower the City of Rockaway Beach in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Rockaway Beach and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

The City of Rockaway Beach strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Rockaway Beach, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with coworkers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for coworkers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred City of Rockaway Beach will take prompt, appropriate action, and any

employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

City of Rockaway Beach is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

City of Rockaway Beach will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of City of Rockaway Beach.

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, City of Rockaway Beach) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Rockaway Beach, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the City Manager and should specify which essential functions of the employee's job cannot be performed without reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City of Rockaway Beach and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact City Manager to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Rockaway Beach will provide one or more reasonable accommodations for employees with known limitations unless such accommodations impose an undue hardship on the City of Rockaway Beach's operations.

Although this policy refers to "employees," the City of Rockaway Beach will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with City Manager and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Rockaway Beach and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Rockaway Beach prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Rockaway Beach; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Paid Leave Oregon and Oregon's sick leave law. See policies on page 10 and 13, or speak with the Finance Director.

G. Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report concerns about the City of Rockaway Beach's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Rockaway Beach will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Rockaway Beach;
- A violation of law, regulation, or standard pertaining to safety and health in the place of employment;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Rockaway Beach or one of its employees; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Rockaway Beach will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any

member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

In addition to the City of Rockaway Beach's Open Door Policy ([see section V. H.](#)) employees who wish to report improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

The City of Rockaway Beach will not disclose the identity of any employee who reports any of the information described in this policy during an investigation without the written consent of the employee. Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Rockaway Beach were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Rockaway Beach's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Rockaway Beach; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Rockaway Beach will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Rockaway Beach policy).

In addition, the City of Rockaway Beach prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Rockaway Beach employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Rockaway Beach may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Rockaway Beach determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Classification and Compensation

A. Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the City of Rockaway Beach, are hired into an introductory training period that generally lasts no less than 365 days. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Rockaway Beach meets your expectations of an employer.

At or before the end of the introductory period, a decision about your employment status will be made. The City of Rockaway Beach will decide whether to: (1) Extend your introductory period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and City of Rockaway Beach may terminate the employment relationship during the introductory period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by City of Rockaway Beach for any definite period of time. Both you and City of Rockaway Beach are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

The City of Rockaway Beach classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in The City of Rockaway Beach's benefit programs.
2. Regular Part-time (Benefits Eligible): Employment requiring 20 hours per week but less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-

time to full-time. Regular, part-time employees are eligible to participate in the City of Rockaway Beach's benefit programs.

3. Regular Part-time (Not Benefits Eligible): Employment requiring less than 20 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 20 hours will not constitute a change in benefit status. Regular, part-time employees working 20 hours or less per week are not eligible for benefits except those mandated by applicable law.
4. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "non-exempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Rockaway Beach rules and procedures.

C. The Workweek

The City of Rockaway Beach workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m. has established regular working hours to promote a productive work environment that will serve our citizens.

The normal work week is 40 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue to work beyond the normal quitting time without advance approval from your direct supervisor.

The direct supervisor may schedule specific work hours for individual employees. Changes to work schedules may be made on an individual basis based on business necessity, at the discretion of the direct supervisor with approval from the City Manager. Management reserves the right to modify schedules consistent with the needs of the City.

D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that City of Rockaway Beach may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact the City Manager.

Length of Work Period	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hours	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min – 13 hr & 59 min	3	1

E. Rest Breaks for Expression of Breast Milk

The City of Rockaway Beach will provide reasonable rest periods to accommodate an employee who needs to express milk for their child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Rockaway Beach will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Rockaway Beach is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City of Rockaway Beach may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City of Rockaway Beach will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City of Rockaway Beach will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the City of Rockaway Beach will identify a private location the employee can travel to. The travel

time to and from the private location will not be counted as a part of the employee's break period.

Notice

An employee who intends to express milk during work hours must give their supervisor or City Manager reasonable oral or written notice of her intention to do so in order to allow the City of Rockaway Beach time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

F. Overtime

Time-and-a-Half

The City of Rockaway Beach pays one and one-half times a non-exempt employee's hourly rate for all hours worked over eight (8) hours or ten (10) hours (where the City has implemented a 4/10 schedule) in any twenty-four hour period. See "Employee Classification," above. Non-exempt employees required to work in excess of 40 hours in any seven (7) day period shall receive overtime at the rate of one and one-half times the employee's regular rate of pay.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by City of Rockaway Beach on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by City of Rockaway Beach on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved.

When overtime is required by City of Rockaway Beach on a Sunday or on a holiday, City of Rockaway Beach will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or holiday.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory (Comp) Time

Overtime hours can be paid or, at the employee's option with City of Rockaway Beach approval, accumulated at time and one-half up to a maximum of 40 hours and taken as comp time off. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 40 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. Any hours not taken in the fiscal year in which they were earned will be paid to the employee with the last payroll check in June of each year. When an employee is separated from employment with City of Rockaway Beach, any remaining comp time will be paid to the employee.

G. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than City of Rockaway Beach business. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record their time may be subjected to discipline as well.

Salaried exempt employees are required to record their leave time. These employees will be instructed separately on this process.

H. Employee-Incurred Expenses and Reimbursements

The City of Rockaway Beach will pay actual and reasonable business-related expenses incurred by employees during the performance of their job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by the employee's supervisor/manager before they are incurred. The City of Rockaway Beach will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City of Rockaway Beach-approved travel.

Employees who fail to provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Rockaway Beach will reimburse/pay for are:

- *Conferences or Workshops*
- *Education*
- *Meals*
- *Mileage, Ride-Share Expenses and Parking*: Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Finally, employees using a ride-share service to

travel to or from an airport or in connection with work-related travel may also be reimbursed upon submission of receipts on an expense report (the least expensive, but private, option must be selected). Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Rockaway Beach.

As part of each employee's official compensation package, employees may retain any travel benefit program rewards such as frequent flier miles for the employee's own personal use. If the employee receives such travel benefit awards for their personal use, the employee may need to report the value of such rewards for income tax purposes. If an employee receives compensation from a carrier for delay or cancellation of travel, or similar situation, the employee may retain such compensation for delay or cancellation provided there was no increased cost to the City of Rockaway Beach. Any vouchers for unused transportation or lodging paid for by the City of Rockaway Beach are the property of the City of Rockaway Beach.

I. Payroll Policies

You will be paid monthly. For hourly (non-exempt) employees, "month" is defined as the 26th to the 25th, and those are the dates you should report on your timecard. Salaried exempt employees shall report time off due to vacation, holidays and sick leave on the cut-off date established by the Finance Director.

Paydays are generally the last working day of each month, for both non-exempt and exempt employees.

A draw check can be requested in writing for up to the amount of net pay earned up to the 10th of the month. A draw is not advanced pay for the time not yet worked. Draw checks are issued on the 15th day of the month, unless the 15th day of the month falls on a holiday or weekend, in which case draw checks shall be available the final work day prior to the holiday or weekend.

Beginning December 2024, the City intends to transition to a bi-weekly pay schedule, subject to collective bargaining agreements. Since you will be paid every other week, draw check requests will no longer be permitted.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up their paycheck from City of Rockaway Beach, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to City of Rockaway Beach for someone else to receive the check.

J. Statement Regarding Pay Practices

The City of Rockaway Beach makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Rockaway Beach has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly

calculate your wages in any way, you must immediately report the error to the Finance Director or City Manager. The City of Rockaway Beach will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Rockaway Beach's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

K. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify the Finance Director to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from City of Rockaway Beach about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, City of Rockaway Beach may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

L. Performance Reviews

All City of Rockaway Beach employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

City of Rockaway Beach's goal is to provide an employee with their first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City of Rockaway Beach will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed no later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Rockaway Beach business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via phone or text message, no later than one hour before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

It is the policy of City of Rockaway Beach to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date. For regular, full-time employees not under a collective bargaining agreement or contract of employment, vacation accrues as follows:

<u>Years of Service</u>	<u>Accrual Rate</u>
0-2	6.67 hrs monthly
3-5	8.00 hrs monthly
6-10	10.00 hrs monthly
11-14	12.00 hrs monthly
15-20	14.47 hrs monthly
Start of the 20 th year and after	16.67 hrs monthly

Regular, part-time employees earn vacation on their employment anniversary date in the proportion that their normally scheduled number of hours bears to 40 per week.

Vacation Pay Upon Termination

Upon separation of employment, unless otherwise specified in a collective bargaining agreement or contract of employment, employees who have completed six months of employment will be paid for a maximum of 250 hours of unused vacation time that has been earned through the last day of work.

C. Sick Leave

The City of Rockaway Beach provides eligible employee with paid sick leave in accordance with Oregon's Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the Finance Director. Please also refer to the Oregon Sick Leave Law poster that is posted in each City department's headquarters and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

Under Oregon's Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees

Employees begin to accrue paid sick leave on the first day of employment. Paid sick leave may be taken in half-hour increments.

Pay Rate and Carryover

Sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Use of Sick Leave

Paid sick leave may be used for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member.
 - a. "Family member" means the employee's:
 - Spouse or registered domestic partner;
 - Child or the child's spouse or registered domestic partner;
 - Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
 - Grandparent or the grandparent's spouse or registered domestic partner;
 - Grandchild or the grandchild's spouse or registered domestic partner; or

- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
 3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, stalking or bias crime as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
 4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for one or more of the qualifying reasons above must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their immediate supervisor as soon as practicable before the leave begins. Generally, an employee must provide at least 5 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City of Rockaway Beach. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their immediate supervisor as soon as practicable and comply generally with City of Rockaway Beach's call-in procedures. See Section III (A) above.

Employees must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. Employees shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City of Rockaway Beach may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City of Rockaway Beach may require reasonable documentation showing that the employee was absent for an approved reason and for future absences. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, bias crimes, or stalking.

Sick Leave Abuse

If the City of Rockaway Beach suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations, and paydays, the City of Rockaway Beach may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

D. Holidays and Floating Holidays

The City of Rockaway Beach recognizes the holidays listed below. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week.

The holidays celebrated are:

- | | | |
|-----|----------------------------|--------------------------------------|
| 1. | New Year's Day | Jan. 1 st |
| 2. | Martin Luther King Jr. Day | 3 rd Monday in January |
| 3. | Presidents' Day | 3 rd Monday in February |
| 4. | Memorial Day | Last Monday in May |
| 5. | Juneteenth | June 19 th |
| 6. | Independence Day | July 4 th |
| 7. | Labor Day | First Monday in September |
| 8. | Veteran's Day | Nov. 11 th |
| 9. | Thanksgiving Day | 4 th Thursday in November |
| 10. | Christmas Day | Dec. 25 th |

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

Floating Holidays

Each employee shall be credited two (2), or three (3) for Public Works, additional days off with pay (known as "floating holidays") on January 1st of each year. All unused floating holiday time expires on December 31st of each year.

Employees must coordinate requests for floating holidays with their manager.

Employees who begin employment after January 1 receive a pro-rated number of floating holidays. See the Finance Director for more information.

E. Family Medical Leave

Statement of No FMLA/OFLA Coverage

City of Rockaway Beach employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.

One exception is that City of Rockaway Beach will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, during a period of military conflict, as defined by law, eligible employees with a spouse or registered domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this

leave, the employee must have worked an average of 20 hours per week prior to beginning the requested leave.

F. Paid Leave Oregon (PLO)

Paid Leave Oregon (PLO) is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- **Family leave** – for an employee to care for an eligible family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- **Medical leave** – for an employee experiencing their own serious health condition or disability due to pregnancy.
- **Safe leave** – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias, or stalking.

The Paid Leave program also allows employees to take an additional two (2) weeks of Paid Leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave is also allowed for other OFLA-protected reasons if the employee is eligible under OFLA.

Notification Requirements

Although the Paid Leave Oregon program is administered by the Oregon Employment Department (OED), employees are required to notify the City of Rockaway Beach when they have applied for leave.

Foreseeable Leave: If the need for Paid Leave is foreseeable or planned, the employee is required to provide their supervisor with at least 30 days' written notice before paid leave begins.

Unforeseeable: If the need for Paid Leave is unforeseeable or unplanned, an employee is required to provide oral notice to their supervisor within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis (and the proposed schedule) or in one block of time.

If the employee's dates of scheduled leave change, are extended by the PLO program, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the employee's original notice, the employee must notify their supervisor within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City of Rockaway Beach's normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be

reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

Accrued Leave and Holiday Pay While on Leave

Employees using accrued leave in addition to receiving PLO benefits will continue to accrue sick, vacation, or other employer-provided leave, and receive holiday pay. Employees who do not use accrued leave while on a Paid Leave will not accrue sick, vacation, or other employer-provided leave, and will not receive holiday pay.

Benefits While on Leave

If an employee is receiving Paid Leave benefits, the City of Rockaway Beach will continue the employee's healthcare, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on Paid Leave is responsible for paying their share of premiums, the same as when premiums were paid by the employee, prior to receiving Paid Leave benefits.

Medical Certification Prior to Returning to Work

If an employee uses more than three consecutive scheduled workdays for their own serious health condition, prior to returning to work the employee must furnish medical certification from their healthcare provider stating that the employee is able to resume work.

Job Protection

Employees who worked for the City of Rockaway Beach for more than 90 consecutive calendar days prior to taking Paid Leave may be reinstated to their former position if the position still exists. If the position has been eliminated, the employee may be restored to a similar position with similar job duties with the same employment benefits and pay.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Paid Leave have been resolved. If an employee does not return to work at the end of their Paid Leave, reinstatement may not be available.

Employees who work for other employers while taking PLO leave may be subject to discipline up to and including termination. Additionally, all employees who use PLO leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

Use of Accrued Leave During Paid Leave

PLO benefits may not provide employees with 100% of their gross regular wages. Employees receiving PLO benefits may choose to request accrued paid leave (sick, vacation, paid time off, etc.), and/or comp time up to 100% of the employee's regular gross wage. When PLO Benefits and supplemental employer compensation are added together, the amount paid cannot exceed the employee's regular gross monthly wage. To request use of employer compensation, employees are required to complete, sign, and then submit, a Time Off Request Form along with their PLO Benefit Determination Letter, no later than the last date and time the City of Rockaway Beach requires

employees' regular payroll submissions to be submitted. The City of Rockaway Beach will then determine the amount of accrued leave and/or other eligible compensation needed, to equal 100% of the employee's regular gross wages. Failure to complete, sign, and return the Time Off Request Form to their supervisor in a timely manner may result in the employee not being allowed to use employer compensation to supplement PLO benefits.

Complaint Procedure

The City of Rockaway Beach prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or used Paid Leave.

Who to Contact for More Information

For more information, or if you have questions about the Paid Leave Oregon policy, contact the Finance Director.

For more information about the PLO program, including steps for applying for PLO benefits and contact information, go to <https://paidleave.oregon.gov/>

A poster with Paid Leave Oregon information, including information about how to apply for benefits is posted at City Hall, the Fire Department, and Public Works.

G. Leave Donation

The City of Rockaway Beach has implemented a leave donation program to allow employees to voluntarily donate sick, vacation, or compensatory time off to another employee who exhausts, or is likely to exhaust, accumulated paid leave due to an employee's family medical emergency that would otherwise likely cause the employee to take unpaid leave or terminate employment. A "family medical emergency" is defined as a medical condition of the employee or an immediate family member that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Any City of Rockaway Beach employee who has worked at least six months in a benefits-eligible position is eligible to participate in the program as a recipient. Any employee who has sick, vacation, or compensatory time available may participate in the program as a donor. Donations may be made between any employee. City of Rockaway Beach will keep donations confidential and donors will remain anonymous.

Employees seeking donated leave must provide the City of Rockaway Beach with medical verification of the need for the time off, which includes a certification of the employee's or family member's medical emergency and need for time off, and an estimated return-to-work date (if any).

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability, or other supplemental income is not eligible to receive donated leave. An eligible employee must apply for the City of Rockaway Beach-offered short-term disability, if available, and long-term disability benefits.

Employees who receive donated leave may receive no more than 40 hours within a calendar year. Any paid sick leave not used by the recipient for the specified incident will be returned to the donor employee.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to the Finance Director.

H. Bereavement Leave

Under this policy, "Family Member" means the employee's:

- Spouse or registered domestic partner;
- Child or the child's spouse or registered domestic partner;
- Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
- Grandparent or the grandparent's spouse or registered domestic partner;
- Grandchild or the grandchild's spouse or registered domestic partner; or
- An individual related by blood or affinity whose close association with an employee taking bereavement leave is the equivalent of a family relationship.

Up to 40 hours of bereavement leave will be granted to full-time employees. This leave is provided to employees who have experienced the death of a family member. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin

I. Jury and Witness Duty

Jury Duty

City of Rockaway Beach will grant employees paid time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. The employee shall remit to the City any compensation received for such duties, excluding compensation received for mileage and lodging.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the City upon receipt.

Except for employee absences covered under the City of Rockaway Beach's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," or PLO

Safe Leave, employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

J. Religious Observances Leave and Accommodation Policy

The City of Rockaway Beach respects the sincerely held religious beliefs and observances of all employees. The City of Rockaway Beach will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on City of Rockaway Beach's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with your supervisor, and may require information from the employee in support of the request for accommodation or leave.

K. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days immediately before the date the employee takes leave is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild, or grandparent of the employee.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Rockaway Beach may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

L. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence or the crimes of harassment, sexual assault, bias or stalking (either the employee or the employee's minor dependents).

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for

or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave. Employees should also determine whether Paid Leave Oregon may provide pay during this type of leave. See the "Paid Leave Oregon" policy for more information.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to your supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City of Rockaway Beach will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City of Rockaway Beach notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, bias crimes or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on City of Rockaway Beach. Please contact your supervisor immediately with requests for reasonable safety accommodations.

M. Military Leave

Employees who wish to serve in the military and take military leave should contact the Finance Director for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact the Finance Director for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of “benefit eligible” under both City of Rockaway Beach policy and that of its health insurance provider are entitled to the benefit options offered by City of Rockaway Beach. Generally speaking, that means City of Rockaway Beach offers medical insurance for all of its regular, full-time employees unless otherwise established by law

Insurance coverage becomes effective on the first day of the month after date of hire. The City of Rockaway Beach pays a portion of the cost of coverage for its regular, full-time employees and their dependents. The percentage of City paid health benefits is determined by the CBA. Part-time employees are not eligible for health-insurance coverage.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City of Rockaway Beach. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by the City of Rockaway Beach, employees will be advised and provided with copies of relevant plan documents. Copies are available from the Finance Director.

B. Employee Assistance Program (EAP)

This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting the Finance Director or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.

C. Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

If you are injured on the job, the City of Rockaway Beach wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after the injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to the Finance Director.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Salary Continuation

Employees may use accrued vacation or sick leave to make up the difference between time-loss and regular wages.

Return to Work

If you require workers' compensation leave, the City of Rockaway Beach will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a healthcare provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples, and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. City of Rockaway Beach does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by City of Rockaway Beach, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, City of Rockaway Beach will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with City of Rockaway Beach. While you are on modified or transitional work, you are still subject to all other City of Rockaway Beach rules and procedures.

Overlap with Other Laws

City of Rockaway Beach will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) or Paid Leave Oregon. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

D. PERS (Public Employees' Retirement System) Benefits

The City of Rockaway Beach participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about the City of Rockaway Beach's contributions to employee PERS or OPSRP plans, please see the Finance Director.

The City of Rockaway Beach will consider allowing PERS-eligible employees to retire from their employment with the City of Rockaway Beach and then rehiring them, as permitted under Oregon law. The City of Rockaway Beach will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City of Rockaway Beach, and the ability of existing employees to perform the work of the retiring employee. Please see the City Manager for more information.

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

The City of Rockaway Beach works to maintain a safe and efficient work environment. An employee's on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

The City of Rockaway Beach expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

The following examples of prohibited conduct do not apply to law enforcement employees who possess drugs, alcohol or other items identified in this policy in connection with law enforcement work.

- Possession, transfer, use or being under the influence of any alcohol while on City of Rockaway Beach property, on City of Rockaway Beach time, while driving City of Rockaway Beach vehicles (or personal vehicles while on City of Rockaway Beach business), or in other circumstances which adversely affect City of Rockaway Beach's operations or safety of City of Rockaway Beach employees or others.
 - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Rockaway Beach property, on City of Rockaway Beach time, while driving City of Rockaway Beach vehicles (or personal vehicles while on City of Rockaway Beach business), or in other circumstances which adversely affect City of Rockaway Beach operations or safety of City of Rockaway Beach employees.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree (see definition of "reasonable cause testing" below), and if the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
 - As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to City of Rockaway Beach property, or possessing, items or objects on City of Rockaway Beach property that contain any "controlled substance," including, for example, "pot brownies," "edibles," and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to coworkers, members of the public, or elected officials while on work time or on/in City of Rockaway Beach property.

- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana or controlled substances, such as pipes, bong, “vape” pens, smoking masks, roach clips, and/or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City of Rockaway Beach property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed healthcare professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City of Rockaway Beach operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Rockaway Beach operations or safety of City of Rockaway Beach employees or other persons, City of Rockaway Beach may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide City of Rockaway Beach with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City of Rockaway Beach will not agree to allow an employee to use medical marijuana as an accommodation. (See “Disability Accommodation Policy,” above.)

Testing

The City of Rockaway Beach reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a City of Rockaway Beach vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when the City of Rockaway Beach reasonably

suspects that the accident or injury may have been caused by drug or alcohol use.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, the City of Rockaway Beach may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City Manager. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Rockaway Beach property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City of Rockaway Beach may search any furniture, equipment or property provided by the City of Rockaway Beach to the employee, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the City of Rockaway Beach to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report the following within one business day of the event:

- Any criminal arrest or conviction for drug- or alcohol-related activity;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

The City of Rockaway Beach recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City of Rockaway Beach is willing to help such employees obtain appropriate treatment.

An employee who believes they have a problem involving the use of alcohol or drugs should ask a supervisor or City Manager for assistance.

The City of Rockaway Beach will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City of Rockaway Beach to the extent its existing benefits package covers some or all program costs.

Although the City of Rockaway Beach recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City of Rockaway Beach policy is discovered, the employee's willingness to seek City of Rockaway Beach or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and specify the performance required for the employee to achieve in order to continue to be employed by the City of Rockaway Beach. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

B. Mobile Devices Policy

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as "mobile devices" in this policy.

Cell Phones and Mobile Devices in General

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City of Rockaway Beach-provided mobile devices may not violate City of Rockaway Beach's policies against harassment, bullying, and discrimination. Thus, employees who use a personal or City of Rockaway Beach-provided mobile device to send a text or instant message or DM to another employee (or to someone not employed by the City of Rockaway Beach) that is in violation of City of Rockaway Beach's policies prohibiting discrimination, harassment, and bullying will be subject to discipline up to and including termination.

Employee Use of City of Rockaway Beach - Provided or Paid for Mobile Devices

Mobile devices are made available to City of Rockaway Beach employees on a limited basis to conduct City of Rockaway Beach's business. Determinations as to which employees receive City of Rockaway Beach-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, City of Rockaway Beach may provide a monthly cellular telephone

allowance to employees who regularly make calls on behalf of the City of Rockaway Beach away from the office (see supervisor for more information).

Employees who receive a mobile device from City of Rockaway Beach must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from City of Rockaway Beach must acknowledge and understand that because the mobile device is paid for and provided by the City of Rockaway Beach, or subsidized by City of Rockaway Beach, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if City of Rockaway Beach has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other City of Rockaway Beach policy. Employees should have no reasonable expectation of privacy in a City of Rockaway Beach-provided or -paid for mobile device. An employee who refuses to provide City of Rockaway Beach access to their personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee's City of Rockaway Beach-provided mobile device.

Mobile Devices and Public Records

City of Rockaway Beach-related business conducted on City of Rockaway Beach-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against City of Rockaway Beach or individual employees.

Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography options, may not be used by employees during working hours, or at any City of Rockaway Beach-sponsored function unless authorized to do so by their supervisor.

Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Rockaway Beach vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by City of Rockaway Beach.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Rockaway Beach-authorized or City of Rockaway Beach-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages or DMs while driving on City of Rockaway Beach business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept

short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

C. Use of City of Rockaway Beach Email and Electronic Equipment and Services

City of Rockaway Beach uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such City of Rockaway Beach property.

Ownership

All information and communications in any format, stored by any means on or received or transmitted via City of Rockaway Beach's electronic equipment or services is the sole property of City of Rockaway Beach.

Use

All of the City of Rockaway Beach's electronic equipment and services are provided and intended for City of Rockaway Beach business purposes only and not for personal matters, communications, or entertainment. Access to the Internet, websites and other electronic services paid for by the City of Rockaway Beach are intended to be used for City of Rockaway Beach business purposes. This means, for example, that employees may not use the City of Rockaway Beach-provided Internet, or City of Rockaway Beach electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Rockaway Beach's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or City of Rockaway Beach, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other City of Rockaway Beach-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, spyware, adware and other malware);
- Download or view streaming videos for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City of Rockaway Beach-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City of Rockaway Beach email addresses for professional-

based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using City of Rockaway Beach electronic equipment and services are not private. Any data created, received, or transmitted using City of Rockaway Beach equipment services are the property of City of Rockaway Beach and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on City of Rockaway Beach's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect City of Rockaway Beach's ownership of the electronic information, electronic equipment, or services, or City of Rockaway Beach's right to inspect such information. City of Rockaway Beach reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, and other such material to monitor the use of all City of Rockaway Beach's electronic equipment and services, including all communications and internet usage and resources/sites visited. City of Rockaway Beach will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on City of Rockaway Beach's computer systems or mobile devices without approval from the City Recorder. All software installed on City of Rockaway Beach's computer systems must be licensed. Copying or transferring of City of Rockaway Beach-owned software to a personal device/equipment may be done only for personal devices/equipment used for City of Rockaway Beach business and with the written authorization of the City Recorder.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Rockaway Beach management. No employee can examine, change, or use another person's files, output, username or password unless they have explicit authorization from the City Manager to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

The City of Rockaway Beach's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate the City of Rockaway Beach's policies.

D. Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal or commercial website, social networking website, web bulletin board or a chat room, whether or not associated or affiliated with City of Rockaway Beach, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers, or otherwise adversely affects our residents or people who work on behalf of the City of Rockaway Beach or the City of Rockaway Beach's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City of Rockaway Beach policies, including City of Rockaway Beach's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to an City of Rockaway Beach-owned or maintained website without identifying yourself as an City of Rockaway Beach employee.

Express only your personal opinions. Never represent yourself as a spokesperson for City of Rockaway Beach unless you are authorized by your manager/supervisor to do so. If the City of Rockaway Beach is a subject of the content you are creating, be clear and open about the fact that you are a City of Rockaway Beach employee and make it clear that your views do not represent those of the City of Rockaway Beach or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to coworkers, the residents we serve, City of Rockaway Beach's employees and elected officials, and suppliers or other third parties who do business with the City of Rockaway Beach.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, coworkers, City of Rockaway Beach employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Rockaway Beach policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation,

posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Rockaway Beach policy.

Maintain the confidentiality of City of Rockaway Beach's confidential information. Do not post internal reports, policies, procedures or other internal, City of Rockaway Beach-related confidential communications or information. (See "Confidential City of Rockaway Beach Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City of Rockaway Beach operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Rockaway Beach's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

City of Rockaway Beach's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant to disclose or to provide access through the employee's or applicant's username and password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Rockaway Beach.

Nothing in this policy prohibits the City of Rockaway Beach from requiring an employee to produce content from their social media or internet account in connection with a City of Rockaway Beach-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

E. Confidential City of Rockaway Beach Information

Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with City of Rockaway Beach policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use, or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of Rockaway Beach) may be removed from our premises without permission from the City Manager. Likewise, any materials developed by City of Rockaway Beach's employees in the performance of their jobs is the property of the City of Rockaway Beach and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Rockaway Beach's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

City of Rockaway Beach believes in treating people with respect and adhering to ethical and fair business practices. Employees must avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Rockaway Beach or the City of Rockaway Beach's residents.

City of Rockaway Beach's employees are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. Information on Oregon's ethics laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City of Rockaway Beach's or Oregon's ethical standards, please talk with the City Manager. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

G. Open-Door Policy

City of Rockaway Beach's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City of Rockaway Beach's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City of Rockaway Beach, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

H. Outside Employment

Generally, employees may obtain employment with an employer other than the City of Rockaway Beach or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of City of Rockaway Beach time (including the employee's work time), City of Rockaway Beach facilities, equipment and supplies, or the prestige or influence of the employee's position with City of Rockaway Beach. In other words, the employee may not engage in private business interests or other employment activities on the City of Rockaway Beach's time or using the City of Rockaway Beach's property;

- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Rockaway Beach.

The City of Rockaway Beach requires employees to report outside employment to supervisor before the outside employment begins. Thereafter, an employee must provide an update to their supervisor on an annual basis, or sooner if any changes in outside employment occur. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

I. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Rockaway Beach property, or in a City of Rockaway Beach vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

J. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Rockaway Beach employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Rockaway Beach (see "Holidays" section, above), the City of Rockaway Beach is open for business on Mondays through Thursdays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make

one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager (or their designee) will decide whether to and to what extent the City of Rockaway Beach will close. In the event of a closure, management will notify staff via phone, email, or text.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve City of Rockaway Beach from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

L. Driving While on Business

Employees working in positions where driving is an essential function of their duties must possess a valid driver's license and must carry auto liability insurance on any personal vehicles used to conduct City of Rockaway Beach business. Employees who use their own vehicles for authorized City of Rockaway Beach business use should make any necessary arrangements with their insurance carriers.

The City of Rockaway Beach may verify the validity of an employee's driver's license and/or driving record at the time of hire and at any point during their employment if driving is an essential function of their job or if so doing relates to a legitimate business purpose of City of Rockaway Beach. City of Rockaway Beach receives automated reports from the Department of Motor Vehicles (DMV) regarding its employees' driving records and notifies City of Rockaway Beach when there are transactions on an employee's driving record such as speeding tickets and citations.

While on City of Rockaway Beach business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a City of Rockaway Beach-owned vehicle or while on City of Rockaway Beach business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

M. Workplace Violence

Threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City of Rockaway Beach.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with City of Rockaway Beach, or that threaten the safety, security or financial interests of City of Rockaway Beach. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to their supervisor.

The City of Rockaway Beach also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of coworkers or others. See policy on "Workplace Inspections."

N. Workplace Inspections – No Right to Privacy

This policy applies to inspections conducted by City of Rockaway Beach pursuant to policy, established practice or law unless otherwise addressed in a different policy in this Handbook or applicable collective bargaining agreement (CBA).

A City of Rockaway Beach-led inspection may include a search of any organization-provided property, such as desks, work areas, file cabinets, voicemail/phone systems and computer systems (including email accounts maintained by City of Rockaway Beach and internet browsing history). *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail/phone and computer systems assigned to them by the City of Rockaway Beach; these areas are not private.*

O. Smoke-Free Workplace

City of Rockaway Beach provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City of Rockaway Beach property, vehicles or facilities/buildings.

City of Rockaway Beach buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, City of Rockaway Beach prohibits tobacco/marijuana use in or around City of Rockaway Beach vehicles and equipment or machinery.

Employees who smoke must do so outside of City of Rockaway Beach's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City of Rockaway Beach has established employee smoking areas; please contact your supervisor for more information.

P. Hiring of Family Members

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City of Rockaway Beach subject to the same selection and evaluation process and job requirements as any other

applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructuring, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform the City Manager. The employees and City of Rockaway Beach will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Rockaway Beach will make the final decision, based on the City's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Rockaway Beach. Policy violations may result in discipline, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

Q. Prohibition on Secret Recordings

Employees may not obtain or attempt to obtain the whole or any part of a conversation by means of any device without first obtaining permission from all of the people in the conversation. This rule applies to the recording of conversations made during work hours, while at work-related functions, or in connection with work between or among employees, supervisors/managers, elected officials, or members of the public. It does not apply to conversations where there is no expectation of privacy, such as a City Council meeting, a Planning Commission meeting, and the like.

This policy does not apply to law enforcement employees who record conversations in connection with their official public safety duties. Nothing in this policy prohibits or restricts an employee's right under the federal or Oregon constitutions to make recordings outside of working hours or while not representing or working on behalf of City of Rockaway Beach. If anything in this policy contradicts existing CBA provisions on the recordings of personnel meetings, or Oregon or federal law that provide for lawful secret recordings, the CBA provision or law will apply.

Employees who secretly record meetings with supervisors, coworkers, elected officials, members of the public or others while on duty will be subject to discipline, up to and including termination of employment.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and City of Rockaway Beach's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment, time or other City of Rockaway Beach records.
- Recording time worked of anyone other than yourself; allowing another employee to record your work time.
- Theft or the deliberate or careless damage or destruction of any City of Rockaway Beach property, or the property of any other employee, member of the public, vendor or third party.
- Unauthorized use of City of Rockaway Beach equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on City of Rockaway Beach property.
- Carrying firearms or any other dangerous weapon on City of Rockaway Beach premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on City of Rockaway Beach property.
- Insubordination, including but not limited to failure or refusal to follow the lawful orders or instructions of a supervisor or member of management.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. Employees are expected to be at work on time, remain until the workday ends, and perform the work assigned to or requested.
- Sleeping on the job; faking illness or injury to avoid working.
- Excessive personal telephone calls or texting during working hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Rockaway Beach.
- Misrepresentation of City of Rockaway Beach policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Rockaway Beach. Employees may not use the City of Rockaway Beach's name, logo, likeness, facilities, assets, or other resources of the City of Rockaway Beach for personal gain or private interests.
- Violation of any safety, health, security or City of Rockaway Beach policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City of Rockaway Beach or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with City of Rockaway Beach on time, and/or whose City of Rockaway Beach -provided services are disconnected. This includes, without limitation, situations where the employee writes a check to City of Rockaway Beach that is refused for payment due to non-sufficient funds.

This statement of prohibited conduct does not alter City of Rockaway Beach's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, City of Rockaway Beach remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to always perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Rockaway Beach standards, City of Rockaway Beach will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of City of Rockaway Beach policies, procedures, and rules and for other inappropriate behavior or conduct, City of Rockaway Beach may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. City of Rockaway Beach may also choose to send the employee to a training or an education opportunity.

In all cases, City of Rockaway Beach will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. City of Rockaway Beach may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when City of Rockaway Beach deems such action appropriate. City of Rockaway Beach retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

C. Retirement or Resignation from Employment

Employees choosing to resign or retire are asked to give City of Rockaway Beach as much notice as possible — preferably a minimum of two weeks. When giving two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. Employees who do not give two-weeks' notice of their intent to leave City of Rockaway Beach will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the City Manager before making a final decision.

Employees must return all City of Rockaway Beach property, including phones, computers, identification cards, credit cards, keys, and manuals, to their supervisor on or before their last day of work.

D. References

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to give references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City of Rockaway Beach discloses only the dates of employment and position(s) held of former employees. Former employees who authorize the City of Rockaway Beach to make additional disclosures must make a request to do so in writing.

Employee Acknowledgement

Acknowledgment of Receipt of 2024 Personnel Policies – City of Rockaway Beach
Employee Handbook

City of Rockaway Beach Employee Handbook – Adopted _____, 2024

I acknowledge that I have received and will read a copy of City of Rockaway Beach's 2024 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review in the Finance Director's or City Manager's office.

I understand that City of Rockaway Beach has adopted the Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City of Rockaway Beach's sole discretion. I also understand the Employee Handbook's control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Personnel Policies/Employee Handbook are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either City of Rockaway Beach or I may terminate my employment relationship at any time, for any lawful reason and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review City of Rockaway Beach's policies regarding equal employment opportunity and that the City of Rockaway Beach aims to provide a workplace free of harassment, discrimination, and retaliation. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to Human Resources, the City Manager or any trusted manager or supervisor.

During my employment with City of Rockaway Beach, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

2024 Grand Marshal Nominations

Grand Marshal Nomination	Reason for Grand Marshal Nomination
Luke Shepard	He has done so much for this City in the past few years, he has brought the Nature Preserve, new Anchor Street Parking with play area, New Restrooms at Wayside, negotiated to purchase acreage for Emergency Stunami protection elevated protection., Paid off several large loans for the City and now have several thousand dollars in the bank. Improved the Public Works funding, improved a number of streets. Acquired Lake Lytle for the City from the county. I can go on and on. Terrific Person.
Anyone	They deserve it
Becki Duckworth	She does many things for our RB community, not the least of which is helping the feral colonies and abandoned animals. One doesn't even need to ask for her help, she's constantly at the forefront of getting help for others.
Bill Hassell	He is doing his best to get many things done for the community including ADA access
bill hassel	i love going to the big tree
Bill Hassel	The best choice
Bill Hassell	He's helped achieve a lot for this community
Bill Hassell	His undying dedication to our community & the people that live here. Also his leadership & fairness.
Bill Hassell	Bill has been involved with many things here, but the huge one for me is his involvement with the Rockaway Beach Nature Preserve. His hard work in conjunction with the City has helped create this wonderful place for residents and visitors alike. Whenever there has been a problem, Bill has offered solutions. He's very helpful. I hope you will consider his contributions to our City.
Bill Hassell	It's hard to summarize all that he does but for all the work on the Old growth Cedar Trail!! That was huge and vital. As well as bringing information to the public of all new happenings within the City. I do not know him personally and maybe he is paid to do what he does for our City (I don't think so though) but I see him as being the spokesman for this City and community. Always upbeat, always factual and always involved. He is extremely appreciated and what better way to show him than having him as our Grand Marshall!!
Bill Hassell	Bill's commitment to our environment and special projects.
Carolyn Walters	<p>Carolyn is an incredible giving person, retired nurse, who has worked hard, and succeeded, in getting the CERT (Community Emergency Response Team) a FEMA approved program for Rockaway Beach. She has gone out of her way to recruit volunteers for this special training. She is also trying to get the connecting communities (Garibaldi, Bay City) started.</p> <p>She works and supports the Mayor's Office, is always willing to connect with organizations to support Rockaway Beach in case of a large disaster, like Tsunami. She stays informed of current Rockaway Beach directions by attending City Meetings.</p> <p>She was honored when National Geographic Expeditions had her participate in Penguin research in March.</p> <p>She is an asset to the Rockaway Beach Community.</p>
Carolyn Walters	One of the most consequential outcomes in Rockaway Beach recently is the formation of the Community Emergency Response Team (CERT). Carolyn single handedly took on the task of making this happen in Rockaway Beach by doggedly recruiting volunteers. Thanks to Carolyn's efforts Captain Grace now has his CERT in place. Thanks to Carolyn's efforts Rockaway Beach will have better outcomes during emergencies.
Charles McNeilly	Charles has served in an exemplary manner as Mayor of Rockaway Beach for the past two years and has contributed so much to the community in that short time. He has fulfilled his campaign promises to bring transparency to our city government, to work hand in hand with the city administration and to move our community forward with many projects that were planned, as well as some that were simply hoped for. Charles has spent many hours on the streets and in the businesses of Rockaway, as well as at City Hall, getting to know the citizens and the issues that concern them. He has dedicated his talents and his time to making our town be the best it can be and he deserves recognition for those efforts.
Cindy and Harold Brecht in Honor of their son Adam Brecht	We sadly lost Adam to a house fire this past year....I think it would be a wonderful thing for this beautiful memory!
City Manager, Luke.	Because he's doing an excellent job for the city

	<p>Steve Percell and I, Dean Murray, would like to Nominate Denise Percell for Grand Marshall for the 4th of July Rockaway Beach Parade for 2024.</p> <p>Denise and her husband Steve, originally from Portland live here part time and have maintained a home here in Rockaway for about 23 years. Living and working here part time and on the weekends as an entertainment icon. Denise currently is the Karaoke DJ at our very own Tie Breaker family sports bar and restaurant since its opening in the late summer of 2023. Prior to that, 11 years at the Lakeside Hideaway in Rockaway as the "The Hostess with the Mostess KJ" and at the now closed Garibaldi Pub/Hook Line and Sinker prior to this. She also has done fill in work at the Ghost Hole in Garibaldi.</p> <p>We would like to Nominate Denise for her dedication to her home away from home. Denise attends nearly every home town event and celebration that her and Steve can be here for. She is recognized, appreciated and loved by many full-time residents, part-time residents, vacationers and friends.</p> <p>Denise brings her kindness, friendship, creativity and her never-ending smile to our hometown. Denise set up a float in 2022 for the 4th of July parade with a Karaoke theme with on the float singing while representing the Lakeside Hideaway. Denise has donated prizes for the Wiener Dog Race festivities on the 4th of July for several years. Denise & Steve are yearly participants in the Trunk or Treat Halloween event at the Wayside and have won best Halloween Decorated car.</p> <p>Personally, Denise loves photography for scrapbooking, our beautiful sunsets, decorating for her friends birthday parties, singing, dancing, and spending time with her large family in the Portland area, her Mother in Netarts and local friends. Denise also maintains a garden plot in the Community Garden off Washington street for 10 years.</p> <p>Many of you have traveled Highway 6 from here to Portland and have seen a decorated bear. Stumpy II is in its own right a local Highway 6 landmark at Milepost 40. 5 years ago, Denise started to decorate "the Bear" in Holiday costume and décor. As of this writing, Stumpy II is decorated to celebrate Mother's Day and now Graduation for our Seniors in High School. Denise also decorates for New Years Day, Valentines Day, St Patrick's Day, Easter, Fathers Day, 4th of July, Smokey Bear, Halloween, Thanksgiving and Christmas.</p> <p>In Summary, Denise loves her community, promotes Rockaway Beach near and far, and is known, loved and appreciated by all that meet her. Denise embodies what would be the perfect Grand Marshall for Rockaway Beach in 2024.</p>
Denise Percell	
Don Best	He's a legend!
Don Best	For All his Knowledge
Julian Sakata	So many reasons, he's just an all around good guy and has been working hard to establish business there.
Kim Tackett	Besides being the owner of Simply Charming, she does many things for the community, such as the kids holiday event and coat drive.
Kim Tackett	Kim does many great things for this community,. She is a wonderful kind person!
Michael Weisenflue (sp)	Very involved in the community and long term resident
Michael Weisenfluh	Civic minded, long standing family roots here in Rockaway Beach.
Michael Weissenflu	His dedication to our community. Michael is a quiet but intelligent man. He is a strong appointed member of our budget committee. Michael spends time helping our young members of the community. Michael contributes to meals for seniors, and our canine community with rescue and budgeting for K-9 rescue. He attends every council meeting.
Michael Weissenflu	Very involved with the community long time resident..
Michael Weissenfluh	Michael attends all City meetings, is on the Budget committee and completed CERT training. He is very invested in our community.
Michael Weissenfluh	I think he would be a candidate.
Michael Weissenfluh	
Mike White	Great pillar of our community
None	Please be a little more selectiv
Not sure	Don't have one
Penny Cheek	Penny's commitment to our community, as a council member, Lions Club and St. Mary's By The Sea
Penny Cheek	A dedicated President of our council
Penny Cole	Tireless work in the Lions Club as well as in promoting goodwill in the arts and business community
Ronnie duckworth	Done a lot for rockaway
Ronnie Duckworth	Charitable work, good person
Ronnie Duckworth	He is one of the most kind, loving and giving people I have ever known, he has welcomed me and mine countless times.
Ronnie Duckworth	Ronnie and Becki has helped me and my wife for 6 years, as well as anyone who has asked or needed assistance, including so many cats in the area.
Ronnie Duckworth	Ronnie is one of the warmest and most giving people I know, he frequently flies under the radar but he's always doing something for someone.
RONNIE Duckworth	He will be a perfect addition to our community
Simply Charming	Kim is always doing something for the community.
Simply Charming - Kim Tackett	Kim is always doing something wonderful for this community! She is always giving back!
Steve Tackett	I love the community effort and outreach he and his family provide for our city.
steve tackett	he is behind the Seens of everything our community holds dear to us... connecting the right people to get help, giving rides, taking care of elderly, supporting his wife who runs all the charitable events and more. He is a very kind sole and loved by all.

Steve Tackett	He cares about this community and does so many charitable things, he provides music each year every Thursday at the Market, has ukulele music sessions with those who want to learn.provides rides to elderly, Helps with coat drives, childrens events, even Garibaldi events...gives of his time and never complains.
Steve Tackett	Steve has been associated with Rockaway Beach for over 60 years, his grandparents purchased a house brand new in 1938 where he came & visited. He then moved to Rockaway with his parents when he was in the third grade & attended Rockaway grade school.He moved back to Portland.then Moved back to Rockaway when he retired in 2016 & lives in his grandparents home. He.is very active in our community, he teaches locals to play ukulele every Tuesday, He is also active in the weekly farmers market where he plays music & entertains, and always available to give a helping hand to those who are need. Thank you for considering Steve Tackett
Sue Wilson	Sue represented the City for many years both as a Council member and as Mayor through some difficult times for the City. Under her watch, the City did many wonderful things, most recently beginning the process for the Anchor Street Project. Additionally, she has helped the people of Rockaway Beach for many years with such organizations such as the Lions Club, Hope Chest, and the Food Bank. Also, Sue is contributing to the economic health of the city with her local business Seaquest Treasures, which also provides an outlet for local artists. Rockaway Beach would be proud to have Sue Wilson be the Grand Marshal.
Sue Wilson	Sue has been a long time resident in Rockaway Beach. She has been active in all aspects of our city including various city committees, City Council, Mayor, and several volunteer groups including the lions and hope chest. She is a tireless advocate for business. She was instrumental in the new Anchor Park project.
Terry Walhood	She works tirelessly for the Hope Chest and for the City!
Victor Troxel	Victor does so much for the community. He's an eccentric man and a kind merchant in Rockaway.

2024 Volunteer of the Year Nominations

Volunteer of the Year Nomination	Reason for Volunteer of the Year Nomination
Becki Duckworth	Massive charitable work
Becki Duckworth	My wife helps this community daily.
Bill Hassell	Bill has given his time for many years on the planning commission and volunteered all over town for the Lake Lytle project, the nature preserve trail, beach access, emergency preparedness, and others. He is always willing to provide accurate information to inquiries for locals and tourists about the city as well as providing great images and videos.
Bill Hassell	Bill volunteers his time from working on the planning commission to photographing events and being a champion for our nature Preserve and everything else that is Rockaway Beach. The question really is what hasn't Bill done for our community.
Brian Halvorsen	He works at Nehalem Animal Healing and through his work became actively involved with Animal Haven by the Sea and United Paws. He helps many people with vet care, grooming, and spay/neuter of residents fur babies. He even cared for Cindy Kay Gregory's cat Eskimo when the cat had a broken jaw, taking the cat into his own home for 4 weeks of aftercare.
Carolyn Walters	She was instrumental at getting the local CERT group up and running, as well as the many other things she does
Dottie Schyduick/ Myrna Riley	They are responsible for all the flowers and pots in our city and they work very hard to make our city look beautiful. It's a hard job that requires a lot of work.
Dotty and Myrna	These girls work hard to beautify our city with flowers all summer. Planting, weeding and watering.
Kim Tackett	Kim quietly and without fanfare does incredible amounts of good in our community through her actions and her pocketbook. She organizes the facade decoration contests for Halloween and Christmas making sure all business are welcome to compete. She holds a Christmas Children's Market so kids 10 and under can shop for gifts costing \$0.10 to \$1.00. She hosts a Pictures with Santa Claus; the line forms outside her shop. She puts on coats, mittens and hats drive in the winter. She is active in helping rescue dogs and finding lost dogs; recently collecting collars and leashes to give to those who don't have them for their dog. Kim also hosts dogs in her Simply Charming shop; giving out high value treats.
Kim Tackett	She gives all year long to those in need of clothing, food, pet food, finding pets, children especially in need, does coat drive at Christmas and every holiday. Runs events, parades and much more. She is sweet, nice caring and loves this community and has never been nominated lets recognize someone new
Kim Tackett	shes a lady who is fearless, who loves this community and the children that live here. She rounds up all the help when someone needs anything, she is there without wanting anything in return. She is selfless and has done so much for the community here for over 8 years, she needs recognized
Kim and Steve Tackett	He teaches ukelele and entertains at the Wayside Market and she gives xmas baskets ti needy families and winter coats. A caring lady! Once she took a busload of kids into the store so they could be out of the rain. She's kind and charitable.
Kristin Hays	
Kristine Hayes	She does allot for the community
Myrna Riley	Myrna has worked tirelessly to make sure our City looks beautiful. Her constant care of flowers and plants is not an easy task and they need ongoing tending. This beauty is seen and enjoyed by not only the residents, but visitors as well. It's important to keep our City beautiful, especially in the middle of town, by the train station, etc. First impressions are important. I hope her tireless efforts are appreciated.
Myrna Riley	Her awesome and selfless efforts making our City beautiful. We have so many great volunteers in this community but I think this year belongs to her!!
myrna riley	caring for the flowers is very hard work
Myrna Riley	She makes Rockaway Beautiful.
Myrna Riley & Beautification Team	Because they decorate and tend to the flowers that make our whole downtown area beautiful for residents and tourists alike!
Myrna Riley & Dottie Shyduik (they are a team)	For several years they continue to plant all of the planters in town on City property, water and maintain them throughout the year adding cute signs in them for the different occasions. The town and businesses look so good with what they do.
Myrna, Dottie and Sandy (same nomination paper form submitted by 11 different people)	They have for years decorated the planters throughout the town. They plant Spring and maintain them for all of us to enjoy with the holiday decorations for the Fourth, the Fall and Christmas season. Their efforts are appreciated by locals and visitors alike.
Myrna Riley	Besides beautifying the town, she is very helpful to her friends and neighbors that need assistance
Pat Olson	Pat has never stopped giving to this community and I feel it's time he is recognized
Robin Swain	Robin has been an avid volunteer for city events for many years. She presently is a co-coordinator for the Rockaway Beach Volunteers and participates in all the events that group helps with including the 4th of July Parade, the annual Holiday Tree Lighting Celebration, the Easter Egg Hunt, hanging of the patriotic bunting, and the NKN Middle School Day of Service. Despite having to contend with serious health issues in the past two years, Robin has also been instrumental in organizing the annual Memorial Day Service and the Rockaway Beach Writers Rendezvous (which raises funds for NKN school scholarships). She is currently working on a new event, a music festival, to be held later this year. Robin is a NKN High School graduate and a great ambassador for our community. She welcomes everyone to participate in city events including long time residents, newcomers and visitors to Rockaway Beach.
Ron Duckworth	Ron Duckworth is a man with unlimited tenacity. I don't think I can list all this man gives to our town, and overcoming adversity. Ron feeds seniors every week, I know of 4 I'm one of them. He took care of me while I survived esophageal cancer. I am a 35 year veteran smoke jumper from Alaska, without family. When Ron found out my situation, he drove me to OHSU 12 times, fed me, cut my wood and stacked it. He never once would allow me to pay him. He would ask me to tell him another story about smoke jumping in Alaska as payment. He mows several yards without payment he drops grocery items on several residents door step. Ron on several occasions that I witness pick up a tab for seniors in restaurants. Without letting those know he did. The list is long. He allows fosters cats with his wife. I've seen him in his home holding sick infant kittens and tending to them. Please chose Ron for volunteer of the year.
Ron Duckworth	Ron volunteers everywhere in this community. I don't know how he manages to spread his time helping in so many different areas. Great guy.
Ron Duckworth	All around volunteer. He volunteers in multiple capacities whenever needed without question.
Ronald Duckworth	I see him everywhere helping people. He mows my neighbor Derek's yard anytime he sees the grass tall. He checks on my home when I'm at my valley home. He's one of the most decent men I've met, and needs to be given recognition for the volunteering he does.
Ronnie Duckworth	He is a great support for many elderly in RB, providing meals (on his dime), mowing lawns and other yard work, including pressure washing. He does laundry for local Vets and basically anything anyone needs and they often don't need to ask.
Ronnie Duckworth	He is one of the most kind, loving and giving people I have ever known, he has welcomed me and mine countless times. He has welcomed me into his home, mentored my son and is truly a gift.

Ronnie Duckworth	Haven't met anyone who is more willing to help.
Ronnie Duckworth	Ronnie's dedication to anyone in our community in need. With no fanfare or public announcements he serves all quietly, happily & respectfully. From late night rides to the ER to mowing lawns, changing tires, buying groceries & delivering them to those without. Plus countless acts of kindness.
Ronnie Duckworth	Ronnie is an amazing person who helps out when and wherever needed
Ronnie Duckworth	Ronnie is a great resource and always there to help anyone at anytime!
Ronnie Duckworth	Helps anyone that needs it whether it's workingon/towing a car, mowing lawns for those who can't, rescues animals, cares for several elderly people in the community & does it all quietly without notoriety.
Ronnie Duckworth	Ronnie is always doing something for this great community of Rockaway beach! Helping with meals for seniors to feeding the feral kitties.
Ronnie Duckworth	All the things him and his wife do for the community. Such a amazing human all together. He deserves it!
Ronnie Duckworth	Unselfish and consistent service to many of our elderly residents
Ronnie Duckworth	Ronnie's complete dedication to our community, and helping those in need. Ronnie daily makes it his mission to help someone. He's kind and incredibly humble.
RONNIE Duckworth	He has committed years to our community, participated in several community functions, fundraising, and committees
Ronnie Duckworth	Ronnie is one of the warmest and most giving people I know, he frequently flies under the radar but he's always doing something for someone, he and his wife Becki have welcomed me and mine to their family and have helped me in ways I can't fully express here.
Ronnie Duckworth	Ronnie is one of the warmest and most giving people I know, he frequently flies under the radar but he's always doing something for someone.
Ronnie Duckworth	His devotion to our citizens, and always the first to answer a call.of someone in need.
Ronnie Duckworth	I'm nominating Ronnie for his dedication to the community and for the countless hours of volunteer work he does.
Ronnie Duckworth	Ronnie and his wife Becki are the kindest people! They are making sure the feral cats in our neighborhood don't go hungry.
Ronnie Duckworth	I really appreciate all of the community volunteer work they provide for Rockaway and surrounding areas. I think the senior meals, mowing yards for community members who can't, taking care of feral and hurt animals in our community... Really, if anything is needed he drops everything to be there. There is really no other person as deserving as him for this nomination!
The beautification committee. Myrna , Dottie and Sandy .	They always help to make our city look so nice .

RESOLUTION NO. 2024-31

**A RESOLUTION APPROVING WAYSIDE USE APPLICATION FOR THE
ROCKAWAY BEACH MUSIC FESTIVAL**

WHEREAS, the City has received applications from the Neah-Kah-Nie Coast Arts, Music & Cultural Foundation for use of the Wayside for the Rockaway Beach Music Festival; and

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

WHEREAS, the City 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 applications for Wayside Use from the Neah-Kah-Nie Coast Arts, Music & Cultural Foundation for the Rockaway Beach Music Festival Event , attached as Exhibits A.

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

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12TH DAY OF JUNE
2024.**

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

MAY 2 '24 4:47PM

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: Near-Whale Coast Arts Music & Cultural Foundation
Fulcrum Partnership

Contact Person: Robin Swain & Laura Swanson

Address: [Redacted] State: OR Zip: 97136

Phone Number: [Redacted] Email: [Redacted]

Deposit Paid: \$300 Date: May 2, 2024

Name of Event: Rockaway Beach Music Festival

Date(s) of Event: Sept. 20, 21, 22 Time(s) of Event: Sat 12AM-11pm

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

Contact Person(s): Robin Swain

Contact Phone Numbers: [Redacted]

Contact Email: [Redacted]

If traffic control is needed, please explain:
Barricade wayside, volunteers monitoring early ADA parking

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).

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

Rockaway Beach Music Festival

May 2, 2024

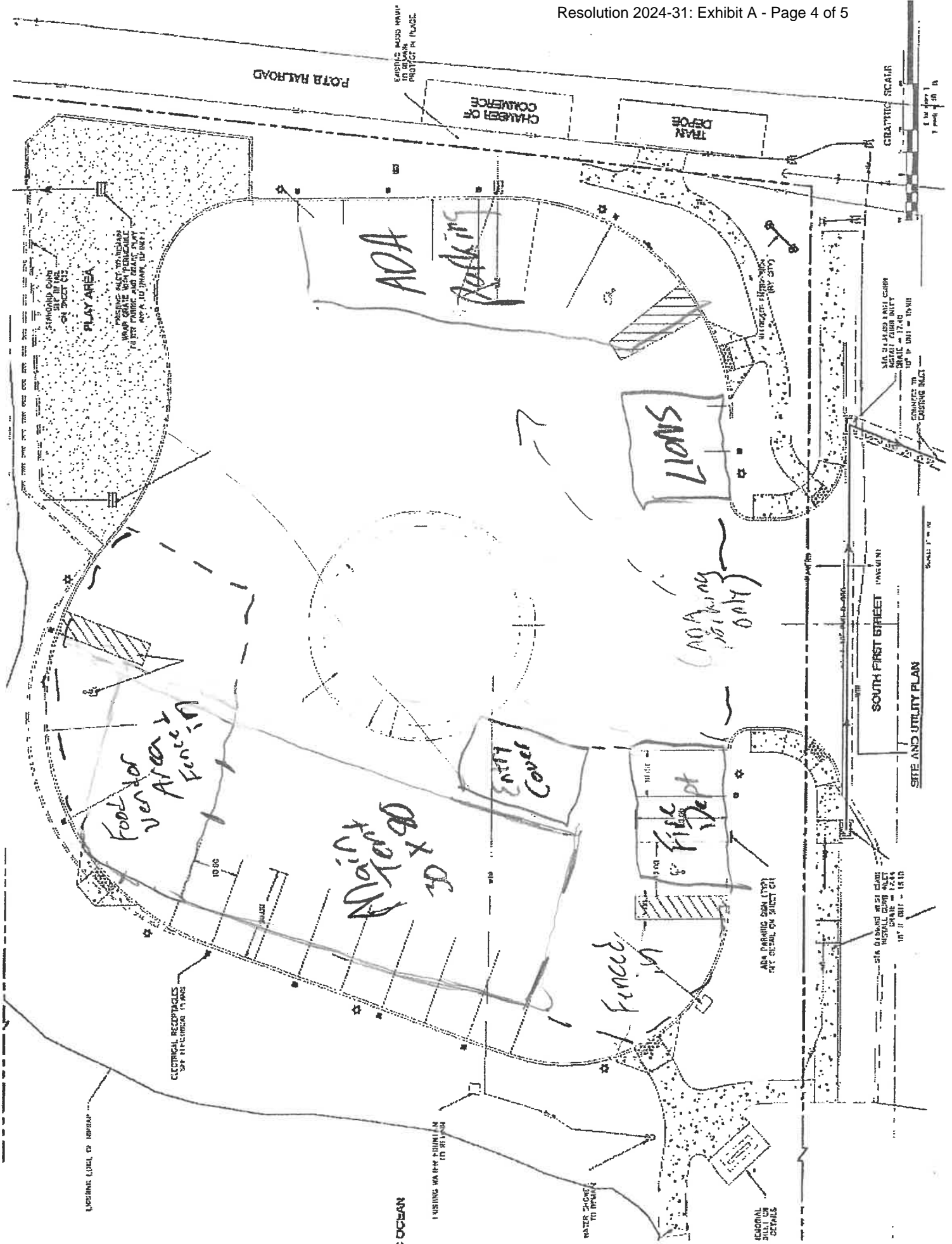
TO: Luke Shepherd, Mayor and City Counselors
FROM: Neah-Kah-Nie Coast Arts, Music and Cultural Foundation
RE: Insurance Clarification

We want to make it clear that we have just signed the contract with Fulcrum, which is our sponsoring non-profit in partnership with Neah-Kah-Nie Coast Arts, Music and Cultural Foundation for our Rockaway Beach Music Festival. This festival is a scholarship fund raiser for NKN students.

We have not yet received our insurance packet from Fulcrum. This insurance is the coverage for the event with the exception of alcohol. In regard to OLCC regulations our food and beverage vendor cannot apply until 60 days before the event. We are requesting September 20th - 22nd, 2024. The location has to be approved at this time allowing us to come back to provide you our amended insurance closer to the event date. Thank you.

Sincerely,

The RB Music Festival Committee



SITE AND UTILITY PLAN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Benson Family Insurance LLC PO BOX 537 Rockaway Beach OR 97136	Phone: 971-306-1040 Fax:	CONTACT NAME: Ronald Benson PHONE (A/C, No, Ext): 971-306-1040 FAX (A/C, No): E-MAIL ADDRESS: ron@bensongfamilyinsurance.com														
INSURED NEAH-KAH-NIE COAST ART MUSIC AND CULTURAL PO BOX 34 Rockaway Beach OR 97136		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : United States Liability Insurance Company</td> <td style="text-align: center;">25895</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : United States Liability Insurance Company	25895	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																

COVERAGES

CERTIFICATE NUMBER:

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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		✓	NBP1570918	6-1-2024	6-1-2025	EACH OCCURRENCE	\$ 2,000,000.00
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000.00
							MED EXP (Any one person)	\$ 5,000.00
							PERSONAL & ADV INJURY	\$ 2,000,000.00
							GENERAL AGGREGATE	\$ 2,000,000.00
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE 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)
 Fundraising Non-profit

CERTIFICATE HOLDER Holder's Nature of Interest : Additionally Insured City of Rockaway Beach P.O. Box 5 276 S Hwy 101. 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 Ron Brenson
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RESOLUTION NO. 2024-32

A RESOLUTION APPROVING A LETTER OF INTENT AND NON-DISCLOSURE AGREEMENT WITH NUVEEN NATURAL CAPITAL, LLC., TO FACILITATE FUNDING OPPORTUNITIES AND RELATED DUE DILIGENCE ON THE TIMBERLANDS COMPRISING THE LOWER WATERSHED OF JETTY CREEK

WHEREAS, the City of Rockaway and the local community that it serves, deeply desire to protect in perpetuity as a community forest the Timberlands, which comprise a significant portion of the watershed that serves as the drinking water source for the City of Rockaway Beach; and

WHEREAS, public ownership of all or a significant portion of the City of Rockaway Beach drinking watershed, would, among other things, protect municipal drinking water, return forest management decision making to the local community, allow a significant portion of the Oregon North Coast rainforest to continue to thrive for generations to come; and

WHEREAS, the City applied for and received funding for the development of a source water protection plan, public outreach, and advisory committee formation from the Oregon Department of Environmental Quality and Oregon Health Authority; and

WHEREAS, the City has applied for funding from Oregon Health Authority to support the development of a forest management plan, related due diligence, and appraisals; and

WHEREAS, the City will soon apply to the federal Forest Legacy Program for significant funding to facilitate the actual acquisition of the interests in the Timberlands as well as other State and federal funding opportunities that align with the land acquisition intentions of the Timberlands; and

WHEREAS, in furtherance of these goals, the City may pursue negotiations with L & C Tree Farms LLC, by and through its manager, Nuveen Natural Capital, LLC, regarding a potential transaction involving the sale of fee simple interest in the Timberlands which collectively comprise the lower watershed of Jetty Creek and the headwaters of the water supply for the Rockaway Beach community; and

WHEREAS, the City wishes to honor Nuveen Natural Capital, LLC's desire that any Confidential and/or Proprietary Information disclosed during initial discussions, or whether provided in the future in connection with the exploration or implementation of the aforementioned relationship be kept private and confidential.

NOW, THEREFORE, BE IT RESOLVED THAT

- Section 1.** The City of Rockaway Beach City Council hereby approves, and authorizes the City Manager to sign, the Letter of Intent with Nuveen Natural Capital, LLC, attached as Exhibit A.
- Section 2.** The City of Rockaway Beach City Council hereby approves, and authorizes the City Manager to sign, the Non-Disclosure Agreement with Nuveen Natural Capital, LLC, attached as Exhibit B.
- Section 3.** The City of Rockaway Beach City Council hereby authorizes the City Manager to submit a funding request to the Forest Legacy Program to facilitate the acquisition of the interests in the Timberlands as well as other State and federal funding opportunities that align with land acquisition of the Timberlands.
- Section 4.** This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12th DAY OF JUNE 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder



May 8, 2024

Lewis and Clark Tree Farm LLC
Attn: Kevin Brown
Head of North America Timberlands
Nuveen Natural Capital
101 SW Main St., Suite 1500,
Portland, OR 97204

Re: Proposed sale to the City of Rockaway Beach, an Oregon City, or interim landowner, to be identified, ("**Buyer**"), by L & C Tree Farms LLC, by and through its manager, Nuveen Natural Capital, LLC., a company organized under the laws of the State of Delaware ("**Seller**"), of certain timberlands situated in Tillamook County, Oregon containing approximately five hundred ninety five acres, of forest identified within the boundary of the Jetty Creek Watershed, along with an additional acreage amount to be identified by Nuveen Natural Capital to best align with the reflecting tax lot boundaries, up to 800 total acres. The property will be best depicted in the maps attached hereto as Exhibit "A" (the "**Timberlands**")

Mr. Brown:

Buyer and the local community that it serves in Rockaway Beach, Oregon, deeply desire to protect in perpetuity as a community forest the Timberlands, which comprise a significant portion of the watershed that serves as the drinking water source for the City of Rockaway Beach. Public ownership of all or a significant portion of the City of Rockaway Beach drinking watershed, adjacent to the Nehalem Bay State Park and three miles north of the City, would, among other things, protect municipal drinking water, return forest management decision making to the local community, and allow a significant portion of the Oregon North Coast rainforest to continue to thrive for generations to come.

In furtherance of these goals, Buyer and Seller (each a "**Party**," and collectively, the "**Parties**") have entered into negotiations regarding a potential transaction (the "**Transaction**") involving the sale to Buyer of fee simple interest in the Timberlands which collectively comprise the lower watershed of Jetty Creek and the headwaters of the water supply for the Rockaway Beach community. Buyer intends to operate the Timberlands as city-managed forest that meets the multiple goals of drinking water protection, community forestry, habitat for rare species, and recreational uses. Buyer may also explore ownership structures that include ownership by a

nonprofit or other public entity the city believes can manage the property long-term for the stated goals.

Buyer very much appreciates Seller's willingness to engage in good faith in these negotiations regarding the Transaction. Buyer has already applied for and received funding for the development of a source water protection plan, public outreach, and advisory committee formation from the Oregon Department of Environmental Quality and Oregon Health Authority. Buyer will also be applying to the federal Forest Legacy Program authorized by the Cooperative Forestry Assistance Act of 1978 for significant funding to facilitate the actual acquisition of the interests in the Timberlands as well as other State and federal funding opportunities that align with the land acquisition intentions of the Timberlands. Additionally, Buyer has applied for funding from Oregon Health Authority to support the development of a forest management plan, related due diligence, and appraisals. Buyer also intends to engage forestry professionals to analyze the timber inventory situated upon the Timberlands, and qualified timber counsel and conservation specialists to advise Buyer with respect to the various aspects of the Transaction.

In order to continue this momentum regarding the Transaction, the Parties desire to memorialize their understanding regarding certain aspects of the Transaction, as more particularly set forth below:

1. Buyer desires to obtain from Seller the Timberlands for a total purchase price (the "**Purchase Price**"), to be negotiated upon completion of an appraisal (the "**Appraisal**") to be performed in accordance with the specific terms and conditions of a Timberlands Option and Purchase and Sale Agreement (the "**Option Agreement**") to be negotiated in good faith between Buyer and Seller in between the date of this letter of intent (the "**LOI**") set forth above and December 31, 2025 (the "**Negotiation Period**"). If Seller and Buyer so mutually agree, the Option Agreement may provide for phased closings of the acquisition of various portions of the Timberlands, as applicable (each, a "**Closing**," and collectively, the "**Closings**"), the last of which Closings shall occur no later than December 31, 2026 (the "**Final Closing Deadline**"), or such other date as the Parties agree to in the Option Agreement.

2. The Parties shall negotiate in good faith with respect to the terms applicable to the Transaction, which terms shall be incorporated into the Option Agreement to be mutually negotiated between Seller and Buyer, attached to which shall be the forms of all ancillary documents to be executed by the Parties in connection with the Closing(s), including (without limitation) any deed or deeds, conservation easement instruments (as applicable), assignment and assumption agreements, owner's affidavits and closing certificates (collectively, the "**Related Documents**"). Buyer will cause its counsel to prepare and circulate initial drafts of the Option Agreement and Related Documents.

3. During the Negotiation Period, Buyer may conduct a review of the Timberlands to examine whether or not they are suitable for Buyer's purposes. This review will include both the Timberlands condition and the economic feasibility of the Timberlands for Buyer's intended use. Buyer's investigation may include, but not be limited to, a review of the following: forest inventory; historical harvest operations executed by Seller and all timber harvest plans pertaining to the Timberlands filed by Seller with the Oregon Department of Forestry, whether in effect or

proposed, of whatever kind or nature; historical log prices and operating costs inclusive of production costs and management costs, to the extent that is publicly available; applicable road easements and access rights appurtenant to or burdening the Timberlands; the presence of threatened and endangered species on or adjacent to the Timberlands; zoning; geotechnical; environmental; utilities; title, maps and surveys; all water rights appurtenant to the Timberlands, if any, all mineral rights, and all timber cutting rights, grazing rights, or agricultural rights which may be appurtenant to or burden the Timberlands; rights arising under any unrecorded agreements; and all licenses, certificates, permits, franchises, approvals, authorizations, variances, certificates, exemptions, or registrations issued by any governmental body or any other similar rights which are necessary to conduct timber management and related operations on the Timberlands (the “**Due Diligence**”). During the Negotiation Period, Buyer’s Due Diligence may include (i) a timber cruise on the Timberlands and, (ii) a Phase I environmental inspection of the Timberlands. Seller shall permit access to the Timberlands for Due Diligence activities requiring access to the Timberlands. During the Negotiation Period, Buyer may elect to move forward with the Transaction or not for any or no reason in Buyer’s sole discretion. If during the Negotiation Period, Buyer elects to not move forward with the Transaction, Buyer shall promptly notify Seller. Buyer shall be responsible for any and all costs associated with Due Diligence performed by Buyer, except as otherwise set forth below.

5. The title company and escrow agent for purposes of this LOI shall be First American Title Insurance Company, with an office address at 9755 SW Barnes Rd #46, Portland, OR (the “**Title Company**”). Seller hereby agrees that Buyer, as part of its Due Diligence during the Negotiation Period, may, at its sole discretion and cost, order a preliminary title report and related underlying title documents (collectively, the “**Title Report**”) from the Title Company.

6. From the date hereof through the end of the Negotiation Period; Seller will use commercially reasonable efforts to continue managing the property to the standard set forth in the previously agreed upon Jetty Creek Working Group MOU. Attached hereto as Exhibit “B” (the “**MOU**”)

7. The Parties agree and acknowledge that the Transaction and any Closing shall at all times be contingent on and subject to (among other contingencies that may be set forth in the Option Agreement or elsewhere herein) Seller obtaining, on terms acceptable to Seller in its sole discretion, the prior written consent of any lender of Seller currently holding a security interest in and to the Timberlands. Seller agrees to make commercially reasonable efforts following the execution of an Option Agreement to obtain all such written consents from any lender of Seller currently holding a security interest in and to the Timberlands.

8. The Parties and all of their agents, accountants, attorneys, and consultants shall treat all information obtained concerning the Timberlands and Transaction as confidential in accordance with that certain Non-Disclosure Agreement dated _____, 2024 (the “**NDA**”) between Buyer and Seller. If the Option Agreement is not executed, or if the transaction contemplated thereby is not consummated, then in either of such events each Party hereto shall return to the other all documents and other information previously obtained from the other Party.

9. Seller will be solely responsible for the payment of any real estate brokerage commission due Seller's broker (if any) in accordance with a separate agreement between Seller

and Seller's broker. Buyer will solely pay through escrow at Closing to Buyer's broker (if any) a real estate brokerage commission in an amount as separately agreed between those parties. The Parties hereby agree to mutually indemnify and hold one another harmless from and against any claims for brokerage commissions made by the respective brokers of the Parties. Additionally, Buyer and Seller will be responsible for their respective expenses, including attorneys' fees and due diligence, associated with the preparation of this LOI, the Option Agreement, and Related Documents.

10. With respect to any dispute arising out of or relating to this LOI, or in the event that a suit, action, arbitration, or other proceeding of any nature whatsoever, including, without limitation, any proceeding under the U.S. Bankruptcy Code and involving issues peculiar to federal bankruptcy law, the prevailing Party shall be entitled to recover from the non-prevailing Party its reasonable attorneys, paralegals, accountants, expert witness (whether or not called to testify at trial or other proceeding) and other professional fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, including but not limited to deposition transcript and court reporter costs, as determined by the judge or arbitrator at trial or other proceeding, or on any appeal or review, in addition to all other amounts provided by law.

11. Buyer shall keep the Timberlands free and clear of all liens (other than those prior and existing liens) and indemnify and hold Seller harmless from all resulting liability, claims, demands, damages, and costs caused by the presence and activities of employees and/or contractors of Buyer on the Timberlands during the Negotiation Period. Buyer shall carry or shall require anyone acting on their behalf to carry policies of general commercial liability and workers' compensation insurance in form and amount of coverage reasonably acceptable to Seller and consistent with industry practice, defending and protecting Seller from liability for any injuries to persons or the Timberlands occurring during any investigations or work done on the Timberlands at Buyer's direction.

12. This LOI may be executed in multiple counterparts (whether by facsimile, electronic .pdf version or otherwise) which, taken together, shall form one original document, and shall be effective as of the date of execution hereof by the Parties.

13. It is understood by the Parties that the consummation of the Transaction is absolutely contingent upon the negotiation, execution and delivery by the Parties of the Option Agreement, and that the Option Agreement must be in form and substance satisfactory to the Parties and their respective counsel, in their sole and absolute discretion. For avoidance of doubt, the Parties acknowledge that the terms contained within this LOI are intended to be interpreted solely as an expression of the Parties interest, and shall not be construed or relied upon as a definitive agreement to consummate the Transaction. Except as expressly provided for, no rights or obligations of the Parties shall arise solely by virtue of the execution of this LOI. Seller understands any future Option Agreement negotiated between the Parties will be subject to the approval of Buyer's governing body, the Rockaway Beach City Council. Seller further understands that the Rockaway Beach City Council, in its complete discretion, may accept or reject the negotiated agreement. Each party shall bear its own costs and expenses incurred in connection with the negotiation, preparation and execution of the Option Agreement. If Buyer and Seller do not execute the Option Agreement prior to the expiration of the Negotiation Period,

this LOI shall terminate and be of no further force or effect; provided, however, that Sections 8, 9 and 11 above shall survive termination.

Sincerely,

City of Rockaway Beach

Reviewed and agreed and accepted as of this __ day of _____, 2024:

L & C Tree Farms, LLC, an Oregon limited liability company

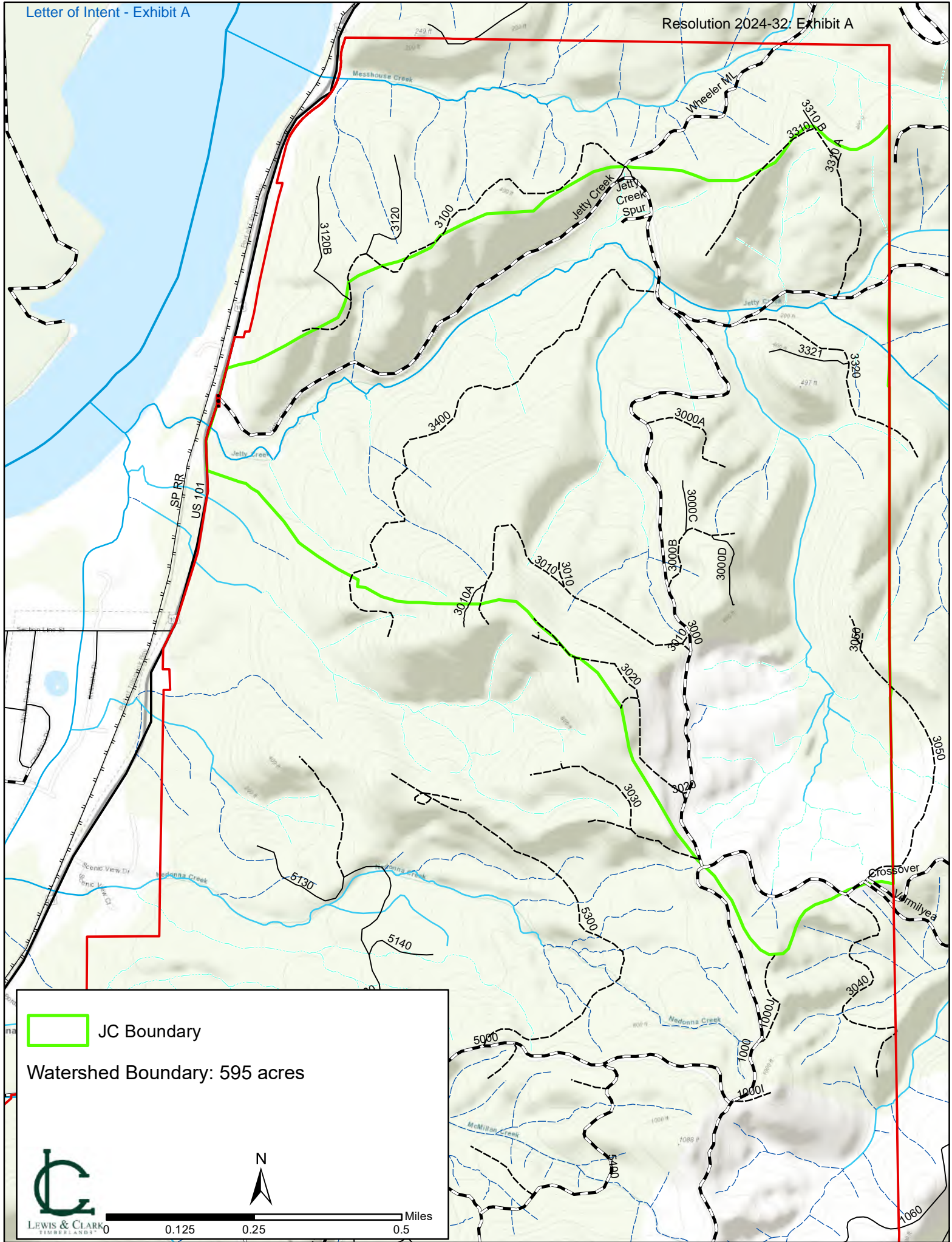
By: Nuveen Natural Capital LLC., its Manager


By: _____
Kevin Brown,
Head of North America Timberlands

cc: Luke Shepard
Charles McNeilly
Mark Garrigues
Greg Houle
Daniel Wear

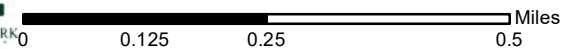
Exhibits

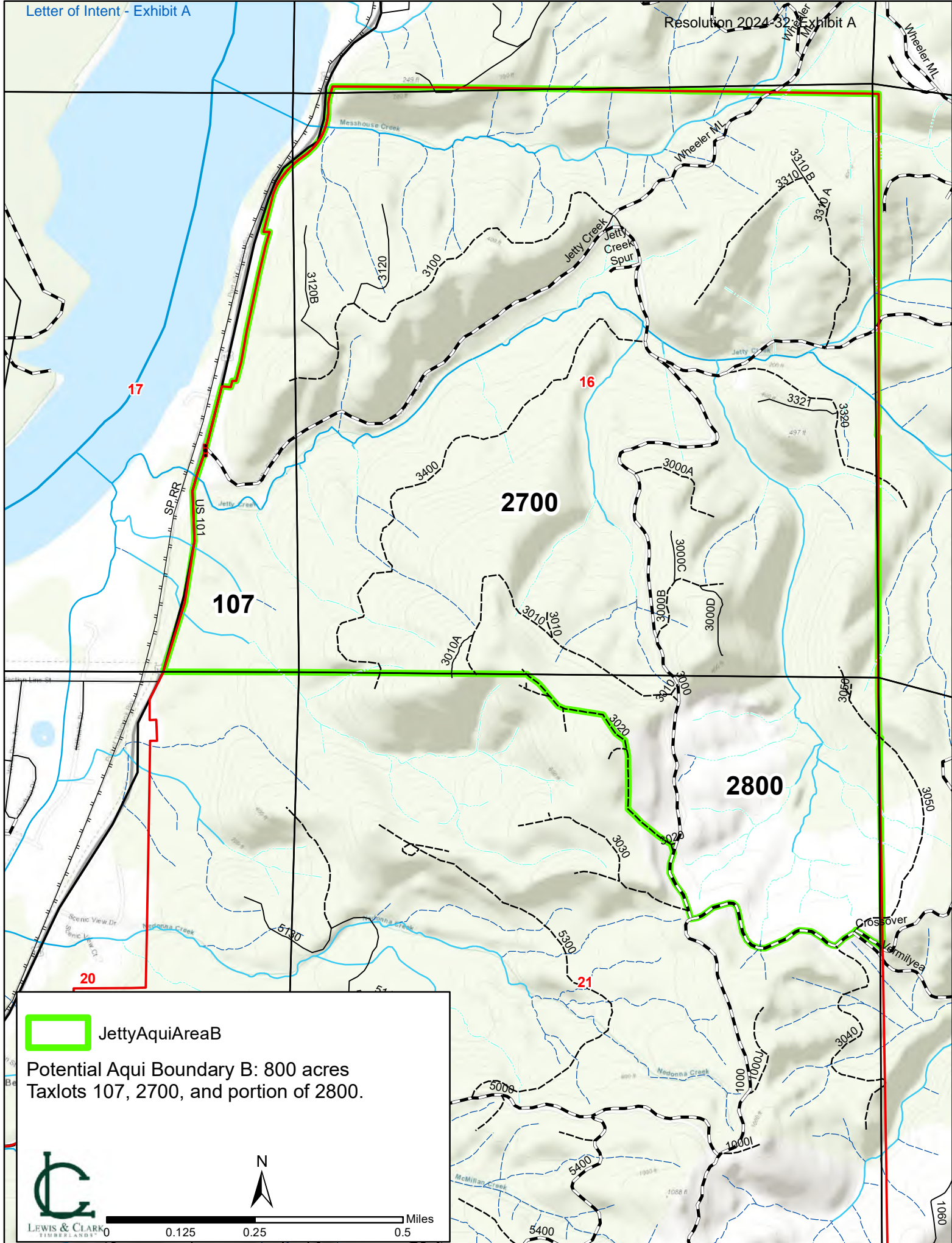
- A - Depiction of Timberlands
- B - Memorandum of Understanding



 JC Boundary

Watershed Boundary: 595 acres



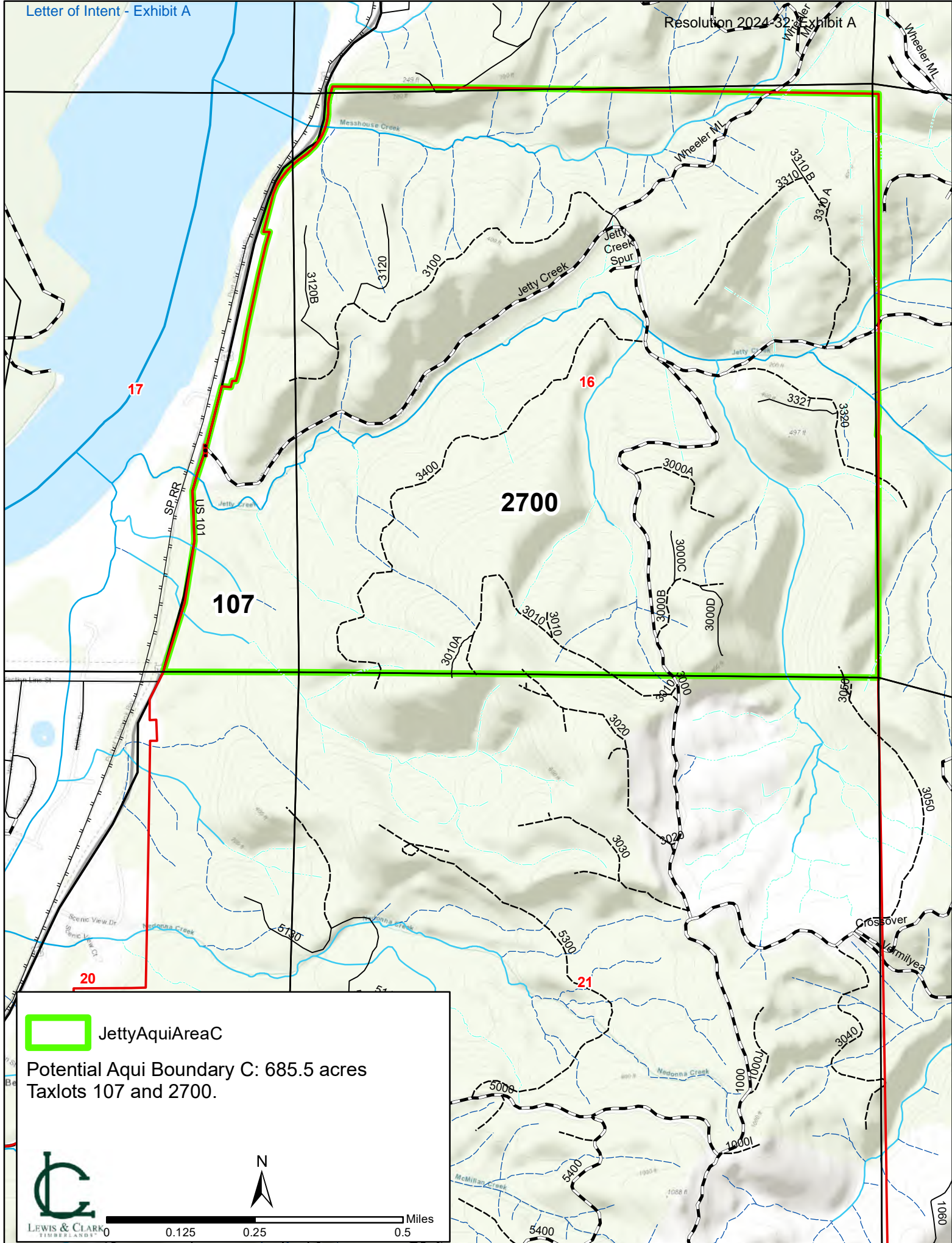


 JettyAquiAreaB

Potential Aqwi Boundary B: 800 acres
Taxlots 107, 2700, and portion of 2800.



Miles
0 0.125 0.25 0.5



 JettyAquiAreaC

Potential AQUI Boundary C: 685.5 acres
Taxlots 107 and 2700.



0 0.125 0.25 0.5 Miles

MEMORANDUM OF UNDERSTANDING

Among Participants of the Jetty Creek Working Group: Nuveen Natural Capital, Sustainable Northwest, North Coast Land Conservancy and The City of Rockaway Beach

I. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to further define the respective roles and responsibilities of Nuveen Natural Capital, Sustainable Northwest, North Coast Land Conservancy, and local community representatives, collectively known as the Jetty Creek Working Group (the “Parties”) in order to achieve mutually beneficial outcomes for the Parties and resources in the lower Jetty Creek watershed (in Tillamook County, Oregon) as described in the Jetty Creek Working Group Letter of Intent (LOI; attached, dated July 25, 2019). Moreover, through the Working Group and this MOU, the Parties intend to create a collaborative solution for long-term stewardship of the watershed, thereby continuing to transform characterization of the watershed from being a “problem” to becoming a “collaborative, sustainable solution.”

This MOU is neither a fiscal nor a funds obligation document. No binding rights or obligations are created or implied by this MOU and it is expressly understood that the Parties are not bound to enter into or undertake any definitive obligations. Any endeavor involving reimbursement, contribution of resources, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures, and such endeavors will be outlined in separate agreements that will be made in writing by representatives of the Parties and independently authorized.

II. TERM

This Memorandum will be effective upon execution and remain in effect until December 31, 2024, which shall be the termination date. At the time of or any time prior to the termination, this Memorandum can be modified or extended upon mutual agreement by the parties.

III. OBJECTIVES

The Parties shall work together to achieve the following objectives:

1. Develop a habitat conservation and restoration plan for the lower portion of the Jetty Creek Watershed managed by Greenwood Resources, Inc, the “property.”
2. Delineate areas of the property for conservation and restoration activities and work towards design and execution of strategies (e.g., a working forest conservation easement) that integrate beneficial, practical, and verifiable restoration and conservation actions.
3. Tier and prioritize restoration and conservation actions to meet the programmatic parameters of the Oregon Watershed Enhancement Board (OWEB) and other potential funding entities.

IV. STATEMENTS OF SHARED UNDERSTANDING

It is mutually agreed to and understood by the Parties that it is the best interest of the Parties and the watershed to:

1. Continue to assess baseline conditions and the future quality and function of the Jetty Creek Watershed as a safe and sustainable drinking water source for the community of Rockaway Beach.
2. Communicate respectfully, without denigration, both internally and externally.
3. Share information, data and ideas to facilitate cooperative work towards the objectives detailed in section III of this MOU.
4. Strive to be as efficient as possible and respectful of the time the Parties invest individually and together in working towards the objectives described in section III of this MOU.
5. Build trust among the Parties, community members, local government, land managers and other stakeholders.

V. ROLES AND RESPONSIBILITIES

The Parties collectively will:

1. Work cooperatively and collaboratively to fulfill the individual roles and responsibilities outlined below by the estimated time frames provided in parentheses. Communicate as early and clearly as possible when timeframes require adjustment.
2. Discuss planning a photo tour that will memorialize a visual baseline of the lower watershed (especially key locations of primary interest for future conservation/restoration) and allow additional representatives of the Parties and the community to digitally share in the project and vision for the future management of the watershed. The photo tour planning discussion(s) will include, but may not be limited to, the tour route, any necessary permissions, talking points, and digital distribution. (Discussion followed by tour: Summer 2023)
3. Assess the feasibility of various management options, which may include, but may not be limited to, modified management, conservation easement strategies, erosion management, timber management, and community/stakeholder acquisition of all or portions of the watershed.
4. Explore fee-title acquisition by the City of Rockaway Beach or conservation easement configurations that are financially feasible, practical, and manageable (from a monitoring and compliance perspective) and that are most likely to effectively balance resource management and protection objectives.
5. Identify potential sources of funding to support creative, aspirational and pragmatic solutions that meet the needs of the Parties.
6. Focus potential proposals and strategies on the lower watershed that is owned and managed by Nuveen Natural Capital.
7. Continue to work with the City of Rockaway Beach to understand their interests and needs related to drinking watershed management and challenges.

Nuveen Natural Capital will:

1. Work with Sustainable Northwest and the North Coast Land Conservancy to compile available mapping and data into a central location/database/folder in support of ongoing assessment of current conditions, potential easements, and funding applications. If Parties identify additional data needs useful to compiling/supporting watershed analysis, those needs and scope will be discussed with the Working Group to determine necessity, timing, costs, etc. (ongoing)
2. Work with North Coast Land Conservancy and Sustainable Northwest to outline the desired framework for a draft working forest conservation easement and/or other easement(s) which

- will include, but may not be limited to, forest stand delineation and identification; buffer types, widths and configurations; and “optimal” age class distribution. (Fall 2023)
3. Implement an innovative pilot field-scale harvest plan in the lower reaches of the watershed, as described in the LOI, and that will be directly tied to the parameters outlined in the draft working forest conservation easement and/or other easement(s).
 4. Provide easement constraint value calculation (easement cost) and all data needed for third-party verification.
 5. Retain the authority to pursue habitat enhancement and restoration efforts such as culvert replacement, Large woody debris (LWD) placement, snag creation and young stand density management, prior to the granting of the working conservation easement holder and subsequently subject to consultation with the easement holder.
 6. Retain the right to perform routine road maintenance, excluding the application of herbicides.
 7. Work with the easement holder to confirm communication procedures and an approval-to-proceed mechanism for management activities within the easement.
 8. Assume responsibility for controlling other user and recreational access via additional signs, gates, etc. as necessary and appropriate.
 9. Retain the authority to perform basic timberland management activities that are not expressly constrained by the easement, including wildland fire response.
 10. Assume the lead role in communicating with the City of Rockaway and property owners adjacent to the lower watershed about the Working Group activities.

Sustainable Northwest will:

1. Work with Nuveen Natural Capital and North Coast Land Conservancy to compile available mapping and data into a central location/database/folder in support of ongoing assessment of current conditions, potential easements, and funding applications. (Spring 2023)
2. Work with Nuveen Natural Capital and North Coast Land Conservancy to outline the desired framework for a draft working forest conservation easement and/or other easement(s) as described under Greenwood Resources, Inc. above. (Fall 2023)
3. Seek letters of support for further OWEB grant funding. (Prior to funding submission)).
4. Identify potential funding opportunities which align with the solutions proposed within the working group.
5. Coordinate collaborative education and outreach efforts.

North Coast Land Conservancy will:

1. Work with Nuveen Natural Capital and Sustainable Northwest to compile available mapping and data into a central location/database/folder in support of ongoing assessment of current conditions, potential easements, and funding applications. (Fall 2023)
2. Work with Nuveen Natural Capital and Sustainable Northwest to outline the desired framework for a draft working forest conservation easement and/or other easement(s) as described under Nuveen Natural Capital above. (Fall 2023)
3. Consider holding fee-title ownership to the property or a working forest conservation easement and/or other easement(s).
4. Assume the lead role in establishing a stable fund to cover monitoring costs.

The City of Rockaway Beach will:

1. Review and provide input into the mapping and data compiled as part of the watershed analysis described in this MOU.

- 2. Work with Nuveen Natural Capital, Sustainable Northwest, and North Coast Land Conservancy to outline, review, and finalize the desired framework for a draft working forest conservation easement and/or other easement(s) as described under Nuveen Natural Capital above. (1st Quarter 2024)
- 3. Support the research, writing, review, and submission of funding applications (and other various written documentation) associated with efforts of the Working Group and under this MOU.
- 4. Consider holding fee-title ownership to the property or a working forest conservation easement and/or other easement(s).
- 5. Assume the lead role in community and stakeholder engagement.

Items completed to date by the working group:

- 1. For the purposes of prioritizing restoration and conservation actions, the group completed a watershed analysis in partnership with current landowners. Among the attributes mapped were, for example, land cover, stream classification, soil classification, slope and soil erodibility, wetlands, fisheries, roads and infrastructure. Emphasis was mapping and data compilation sufficient for discussion and planning purposes, not necessarily a detailed narrative report required for purposes of funding applications, easement agreements/instruments, and other needs.
- 2. The group has completed a draft outlining potential conservation options for the property and mapping detailing potential conservation easement harvest, stream setbacks and conservation zones.
- 3. Nuveen Natural Capital has completed several restoration projects in the lower reaches of Jetty Creek.

VI. MODIFICATION

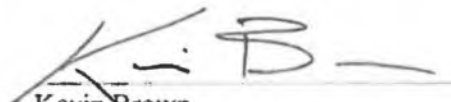
This MOU may be modified or amended only by written agreement signed by each of the Parties to this MOU. New parties may be added to the MOU by modifying this MOU as described.

VII. TERMINATION

Any of the Parties may terminate their participation in this MOU following a 30-day advance written notice to the other Parties.

IN WITNESS WHEREOF, the undersigned have fully executed this Memorandum as of the 18th day of ~~September 2023~~. January 2024.

Nuveen Natural Capital
a Limited Liability Company


Kevin Brown
Pacific Northwest Area Manager

Sustainable Northwest

D wear
Daniel Wear

Forest Program Manager

a Oregon Nonprofit Corp.



Greg Block
President

North Coast Land Conservancy
a Oregon Nonprofit Corp.

Jon Wickersham

Jon Wickersham
Associate Director

City of Rockaway Beach
a Oregon municipal corporation

Luke Shepard

Luke Shepard
City Manager

NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT (the “**Agreement**”) is entered into by and between **City of Rockaway Beach**, an Oregon City, with its place of business at 276 Hwy 101 N, Rockaway Beach, OR 97136 (hereinafter referred to as the “**City**”) and **NUVEEN NATURAL CAPITAL, LLC**, a company organized under the laws of the State of Delaware, with its place of business at 101 SW Main St, Suite 1500, Portland, OR 97204 (hereinafter referred to as the “**NNC**”) (each a “**Party**” and together, the “**Parties**”).

WHEREAS, the Parties are discussing the entry into a business relationship with each other (which will be governed by a separate agreement) and, in that regard may disclose certain Confidential and Proprietary Information (as defined below); and

WHEREAS, the Parties wish to ensure that such Confidential and Proprietary Information will be kept private and confidential, whether such information is provided presently in connection with the initial discussions, or whether provided in the future in connection with the exploration or implementation of subject of the aforementioned relationship or any other possible or actual business or commercial relationship between the Parties.

NOW, THEREFORE, in consideration of the above, the Parties have agreed as follows:

1. For purposes of this Agreement:

- a) “**Affiliate**” means, in relation to a party, any Persons that directly or indirectly through one or more intermediaries: (i) control; or (ii) are controlled by; or (iii) are under common control with; or (iv) are the ultimate beneficial owners of, such specified party. For the purposes of this definition, “**control**” (including, with correlative meanings, the terms “**controls**”, “**controlled by**” and “**under common control with**”), as used with respect to any Person, means the possession, directly or indirectly, of the power to direct or cause the direction of the management or policies of such Person, whether through the ownership of voting securities, by agreement or otherwise;
- b) “**Confidential and Proprietary Information**” shall mean any and all information or data (in whatever medium including in written, oral, visual or electronic form) disclosed by or on behalf of a Party to the other or otherwise received by the other in the negotiation, entering into and/or performance of an agreement between the Parties, which
 - (i) is expressly marked as confidential;
 - (ii) ought reasonably to be considered confidential or proprietary having regard to the nature of the information and the circumstances of its disclosure; or
 - (iii) concerns the technology, know how, trade secrets, methods, techniques, formulas, concepts, business models and analysis, compositions, compounds, projects, products, processes, budgets, strategies, inventions, developments, investments and finances plans, research data, clinical data, personnel data, computer programs of that party

and any of its Affiliates or of the suppliers, stakeholders, investment managers, partnerships, customers or clients of that Party,

together with any and all information which has been or which may be derived or obtained from any such information;

- c) “**Disclosee**” shall refer to a Party receiving Confidential and Proprietary Information from the other Party;
 - d) “**Discloser**” shall refer to a Party disclosing Confidential and Proprietary Information to the other Party;
 - e) “**Person**” includes, without limitation, any individual, corporation, company, City, group or partnership.
2. Disclosee agrees to keep strictly confidential all Confidential and Proprietary Information received by it and to use such Confidential and Proprietary Information solely for the purpose with respect to which such disclosure was made, whether such information was disclosed for the purpose of analyzing, exploration or implementation of a possible or actual business or commercial relationship between the Parties. Disclosee agrees that any and all Confidential and Proprietary Information is and shall remain protected as proprietary and confidential information, property and trade secrets of Discloser. Disclosee shall not, directly or indirectly, use any Confidential and Proprietary Information for its own or any third party’s benefit, or otherwise disclose other than to its Affiliates and its and their affiliates’ directors, employees, officers and advisers (collectively the “**Representatives**”) on a need to know basis, any of Discloser’s Confidential and Proprietary Information for any purpose other than the purposes for which such information was disclosed, without the prior written consent of Discloser. The Disclosee shall inform each of the Representatives of the confidential nature of the Confidential and Proprietary Information and shall be responsible for any breach by the Representative of the terms of this Agreement.
3. Disclosee further agrees (i) to use the utmost degree of care to maintain and protect the confidentiality of all Confidential and Proprietary Information and (ii) not to disclose the Confidential and Proprietary Information to any third party except as agreed in this Confidentiality Agreement. Disclosee will inform those employees, agents and other permitted third parties who may have access to the Confidential and Proprietary Information that such information is confidential information and proprietary trade secrets of Discloser. Disclosee shall use its best efforts to ensure compliance with this Agreement by its Representatives having access to the Confidential and Proprietary Information; provided, however, that Disclosee shall not disclose any such Confidential and Proprietary Information to any third party unless Discloser has given his prior consent and such third party has entered into a binding agreement with Disclosee or with Discloser to keep such information confidential (except for cases where Disclosee has confirmed in writing that such separate agreement with a particular third party is not required). Disclosee agrees not to provide any portion of the Confidential and Proprietary Information to any of its Representatives who do not have a need to know the Confidential and Proprietary Information in connection with the purposes specified herein.

4. Notwithstanding anything herein to the contrary, if Disclosee either (i) determines on the advice of its counsel that it is required to disclose any information pursuant to applicable law or the rules or regulations of a governmental entity or (ii) receives any demand under lawful process or from any governmental entity to disclose or provide information of the Discloser that is subject to an obligation of confidentiality, Disclosee shall, to the extent legally permissible, notify Discloser prior to disclosing or providing such information and, if Discloser so requests, cooperate at the expense of Discloser in seeking any protective arrangements reasonably requested by Discloser. If a protective arrangement is not obtained, the Disclosee (A) may thereafter disclose or provide such information to the extent required by such law (as so advised by counsel) or by lawful process or such governmental entity, without liability therefor and (B) shall exercise commercially reasonable efforts to have confidential treatment accorded to any such information so provided or furnished.
5. Upon request of Discloser, Disclosee agrees to return or destroy (at the Disclosee's option) immediately all copies of any such Confidential and Proprietary Information previously obtained by Disclosee. Notwithstanding the foregoing, Disclosee will not have to destroy or permanently erase copies that contain insignificant extracts from or references to Confidential and Proprietary Information or which only refer to the project; and (ii) the Disclosee may retain copies of the Confidential and Proprietary Information where required to do so by applicable law or regulation or internal policy or where electronic copies have been made automatically in the ordinary course of business pursuant to an established data maintenance and recovery plan or where to delete electronically stored copies of the Confidential and Proprietary Information would require undue efforts.
6. Disclosee understands and agrees that no license, implied or otherwise, is hereby given to Disclosee of any of Discloser's intellectual property rights such as patents, copyrights, trademarks, trade secrets or any other Confidential and Proprietary Information of the Discloser.
7. Disclosee's obligations as to the Confidential and Proprietary Information shall not apply to any portion of the Confidential and Proprietary Information: (i) of which Disclosee can show by documentary evidence that it previously had knowledge or which was in its possession prior to disclosure by Discloser; (ii) which is presently or becomes publicly available or a matter of public knowledge generally other than by a breach of this Agreement or any other agreement or duty owed by Disclosee, or otherwise made public or disclosed to Disclosee as a result of a breach on the part of any person or entity of a duty or obligation of confidentiality; (iii) which is lawfully received by Disclosee from a third party who is or was not bound in any confidential relationship or obligation to Discloser; or (iv) which is disclosed with the prior express written permission of Discloser.
8. This Agreement shall enter into effect on the date first written above and expire two (2) years from the date all discussions and agreements between the Parties have been terminated.

9. If any provision of this Agreement shall be determined to be illegal and unenforceable by any court of law, the remaining provisions shall be severable and enforceable in accordance with their terms.
10. Disclosee acknowledges that Discloser may not have an adequate remedy at law in the event that Disclosee breaches this Agreement and that Discloser may suffer irreparable damage and injury in such event. Disclosee agrees that Discloser, in addition to any other available rights and remedies, shall be entitled to seek an injunction restraining Disclosee from committing or continuing any violation of this Agreement.
11. This Agreement may not amended or assigned without the prior written consent of each Party.
12. This Agreement shall be construed, interpreted and enforced in accordance with, and the respective rights and obligations of the Parties hereto shall be governed by, the laws of the State of Oregon. Each of the Parties hereto irrevocably and unconditionally (i) submits to the non-exclusive jurisdiction of the courts of the State of Oregon over any action or proceeding arising out of or relating to this Agreement, (ii) waives any objection that he or it might otherwise be entitled to assert to the jurisdiction of such courts and (iii) agrees not to assert that such courts are not a convenient forum for the determination of any such action or proceeding.
13. This Agreement is intended to supersede and replace all prior agreements or understandings relating to the subject matter hereof.
14. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.
15. A (scanned) copy or facsimile of this document with the signature of a Party's representative placed hereinbelow shall be binding upon that Party as if the document is an original signed with a handwritten signature.

IN WITNESS WHEREOF, the Parties hereto have duly executed and delivered this Agreement under seal as of the day, month and year first below written.

<p>Nuveen Natural Capital, LLC a Delaware limited liability company</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>City of Rockaway Beach An Oregon City</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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RESOLUTION NO. 2024-34

A RESOLUTION REVIEWING AND CONTINUING RESERVE FUNDS

WHEREAS, ORS 294.346 requires reserve funds be reviewed to determine whether the fund will be continued or abolished not less frequently than every 10th anniversary of the date upon which a reserve fund is established; and

WHEREAS, Resolution 14-627, adopted in 2014, reaffirmed the continuation of the following funds:

Fire Truck Reserve Fund (#140)
Project & Equipment Reserve Fund (#210)
Water Master Plan Reserve Fund (#420)
Wastewater Master Plan Reserve Fund (#520)

WHEREAS, the City Council has reviewed these funds wishes to continue to maintain them.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Rockaway Beach City Council, pursuant to ORS 294.346, City hereby reviews and reaffirms the need for continuing the following funds:

Fire Truck Reserve Fund (#140)

This fund was established to set aside funds for revenues and expenditures related to vehicles and equipment for the Fire Department.

Project and Equipment Reserve Fund (#210)

This fund was established to set aside funds for larger projects or equipment which necessitated saving towards them.

Water Master Plan Fund (#420)

Established to receive and set aside funds to complete projects in the Water Master Plan.

Wastewater Master Plan Fund (#520)

Established to receive and set aside funds to a master plan and subsequent projects, which will be outlined in the Wastewater Master Plan.

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

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12th DAY OF
JUNE 2024.**

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-35

A RESOLUTION ESTABLISHING ECONOMIC STABILITY RESERVE FUND #170

WHEREAS, ORS 294.346 provides that any municipal corporation may establish one or more reserve funds; and

WHEREAS, the City relies on transient room tax revenue for maintaining city governmental functions; and

WHEREAS, an economic downturn or unforeseen event could cause the decline of a significant portion of revenues supporting governmental functions; and

WHEREAS, the City of Rockaway Beach believes it prudent to set aside funds to reduce the impact of potential budget deficits.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. The City Council hereby establishes the Economic Stability Reserve Fund #170 for the purpose of supporting governmental functions through an economic downturn or future budget deficit.

Section 2. The City Council may appropriate monies from the Economic Stability Reserve Fund only if the appropriation is approved by resolution of the City Council.

Section 3. Funds shall not be used to supplement water or sewer operating funds.

Section 4. Upon abolishment of the fund, any unexpended balance in the Economic Stability Reserve Fund shall be transferred to the General Fund.

Section 5. This Resolution shall be effective immediately upon adoption.

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12TH DAY OF
JUNE 2024.**

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-36

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, ORS 221.770 requires the City Council to adopt a resolution declaring the City's election to receive State Revenue Sharing Funds; and

WHEREAS, the 2024-2025 fiscal year budget for the City of Rockaway Beach includes State Revenue Sharing Funds as a resource.

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. Pursuant to ORS 221.770, the City of Rockaway Beach hereby elects to receive state revenues for fiscal year 2024-2025.

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

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12TH DAY OF JUNE 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

I hereby certify that a Public Hearing before the Budget Committee was held on May 2, 2024, and a Public Hearing before the City Council was held on June 12, 2024, giving citizens an opportunity to comment on the use of State Revenue Sharing.

Dated this 12th day of June 2024

**Melissa Thompson
City Recorder**

RESOLUTION NO. 2024-37

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED, that the City Council of the City of Rockaway Beach hereby adopts the budget for fiscal year 2024-2025 in the total amount of \$26,055,245.*

This budget is now on file at the office of the City Manager, Rockaway Beach City Hall, 276 S. Highway 101, Rockaway Beach, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purposes:

GENERAL FUND 100:

Police Department	668,392
Fire Department	706,300
Administration Department	769,960
Administration Dept. Debt Service	140,000
Administrative Dept. Transfers Out	554,800
Contingency	333,848
TOTAL	<u>\$ 3,173,300</u>

FIRE EQUIPMENT RESERVE FUND 140:

Fire Equipment Program	255,000
TOTAL	<u>\$ 255,000</u>

ECONOMIC STABILITY RESERVE FUND 170:

TOTAL	<u>0</u>
	<u>\$ -</u>

PROJECT & EQUIPMENT RESERVE FUND 210:

Project & Equipment Program	2,000,000
TOTAL	<u>\$ 2,000,000</u>

ROADS & STREETS FUND 300:

Roads & Streets Program	924,372
Contingency	137,906
TOTAL	<u>\$ 1,062,278</u>

DEBT SERVICE RESERVE 160

Debt Service	229,400
TOTAL	<u>\$ 229,400</u>

TRANSPORTATION SYSTEMS DEVELOPMENT FUND 390:

Transportation Systems Development Program	242,519
TOTAL	<u>\$ 242,519</u>

WATER OPERATING UTILITY FUND 400:

Water Program	4,299,920
Transfers	145,000
Contingency	644,988
TOTAL	<u>\$ 5,089,908</u>

WATER MASTER PLAN RESERVE FUND 420:

Water Master Plan Program	450,000
TOTAL	<u>\$ 450,000</u>

1981 WATER REVENUE BOND / 1998 REFUNDING 430

Debt Service	137
TOTAL	<u>\$ 137</u>

WATER IMPROVEMENTS DEBT SERVICE 470

Debt Service	242,650
TOTAL	<u>\$ 242,650</u>

WATER SYSTEMS DEVELOPMENT FUND 490:

Water Systems Development Program	494,950
TOTAL	<u>\$ 494,950</u>

SEWER OPERATING UTILITY FUND 500:

Sewer Program	1,097,971
Transfers	127,000
Contingency	164,696
TOTAL	<u>\$ 1,389,667</u>

SEWER MASTER PLAN RESERVE FUND 520:

Sewer Master Plan Program	335,000
Total	<u>\$ 335,000</u>

WASTEWATER IMPROVEMENTS DEBT SERVICE FUND 560:

Debt Service	208,075
TOTAL	<u>\$ 208,075</u>

SEWER SYSTEMS DEVELOPMENT FUND 590:

Sewer Systems Development Program	1,432,665
TOTAL	<u>\$ 1,432,665</u>

TRANSIENT ROOM TAX FUND 800:

Transient Room Tax Program	850,535
Transfers	1,920,000
TOTAL	<u>\$ 2,770,535</u>

TOTAL APPROPRIATIONS ALL Funds.....	\$ 19,376,084
Total Unappropriated and Reserve Amounts, All Funds.....	\$6,679,161
TOTAL ADOPTED BUDGET.....	\$26,055,245 *

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2024-2025:

(1) At the rate of \$0.998 per \$1000 of assessed value for permanent rate tax.

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ 0.998/\$1,000

Approved and adopted by the City Council the 12th day of June, 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

RESOURCES
GENERAL FUND

FUND 100

CITY OF ROCKAWAY BEACH

	Historical Data			RESOURCE DESCRIPTION	Budget For Next Year 2024-2025				
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
				GL ACCT					
1	1,088,035	1,374,147	866,250		Net Working Capital	1,448,916	1,448,916	0	1
2					OTHER RESOURCES				2
3	453,773	474,609	435,000	4010	Current Property Taxes (estimated to be received)	479,850	479,850	0	3
4	10,857	8,686	8,500	4020	Delinquent Property Taxes (Previous Levied)	5,494	5,494	0	4
5	464,630	483,295	443,500		TOTAL PROPERTY TAXES	485,344	485,344	0	5
6					REVENUE FROM COLLECTIONS				6
7	289,630	290,463	280,000	4060	Licenses & Franchise Fees	390,500	390,500	0	7
8	30,594	35,753	21,000	4085	Land Use/Ordinance Fees	20,500	20,500	0	8
9	13,171	20,297	15,000	4100	Fines+Citations: Trfc,Prking, Ord Viol	7,140	7,140	0	9
10	0	0	50	4185	Fire Permits	50	50	0	10
11	1,957	2,061	2,650	4146	Utilities reimb-Health Dept	3,060	3,060	0	11
12	11,352	11,352	11,500	4142	First Floor Office Rent-Health Dept	11,500	11,500	0	12
13	0	0	500	4145	Refundable Deposits	100	100	0	13
14	125,128	124,470	125,000	4186	Emergency Services Fee	125,000	125,000	0	14
15	471,832	484,396	455,700		TOTAL REVENUE FROM OTHER COLLECTIONS	557,850	557,850	0	15
16					REVENUES FROM OTHER AGENCIES				16
17	29,261	188,214	0	4175	Misc. Grants-Gen Fund	35,000	35,000	0	17
18	25,711	26,700	20,000	4165	State Revenue Sharing	28,000	28,000	0	18
19	26,669	29,576	26,000	4040	Liquor Tax-OLCC	30,325	30,325	0	19
20	37,304	43,052	30,000	4060	Other Tax	35,000	35,000	0	20
21	1,199	1,084	1,200	4050	Cigarette Tax	1,065	1,065	0	21
22	120,144	288,626	77,200		TOTAL REVENUE FROM OTHER AGENCIES	129,390	129,390	0	22
23					USE OF MONEY AND PROPERTY				23
24	21,599	134,666	12,500	4120	Interest on Invested Funds-GF	193,000	193,000	0	24
25	0	0	850	4141	Community/Civic Center Rental-SR Cntr	1,000	1,000	0	25
26	21,599	134,666	13,350		TOTAL USE OF MONEY AND PROPERTY	194,000	194,000	0	26
27					CHARGES FOR CURRENT SERVICES				27
28					Fire Protection Contracts				28
29	29,870	29,000	30,000	4091	Nedonna Fire Dist	30,000	30,000	0	29
30	10,000	10,000	10,000	4092	Twin Rocks Water Dist	10,000	10,000	0	30
31	500	500	500	4093	OR State Forestry Dept	500	500	0	31
32	40,370	39,500	40,500		TOTAL CHARGES FOR CURRENT SERVICES	40,500	40,500	0	32
33					OTHER REVENUE				33
34	12,322	23,842	12,000	4150	Misc Revenues	10,000	10,000	0	34
35	0	0	1,000	4190	Surplus Property	500	500	0	35
36	12,322	23,842	13,000		TOTAL OTHER REVENUE	10,500	10,500	0	36
37					TRANSFER IN				37
38	16,425	28,509	39,187	4038	TRT < 30% of 2% CTY > Capital Projects PW	20,000	20,000	0	38
39	45,000	45,000	45,000	4032	Sewer - Civic Center Operations	45,000	45,000	0	39
40	45,000	45,000	45,000	4037	Water - Civic Center Operations	45,000	45,000	0	40
41	64,000	64,000	64,000	4055	TRT< 5% > - GF Loan Service - City Hall Loan	64,000	64,000	0	41
42	177,319	195,000	294,703	4030	TRT < 5% > Police	300,000	300,000	0	42
43	16,427	28,509	29,000	4030	TRT < 30% of 2% CTY > Police	20,000	20,000	0	43
44	6,178	5,000	5,000	4052	TRT < 30 % of 2% CTY > City Beautification	5,000	5,000	0	44
45	177,319	195,000	371,607	5053	TRT < 5% > Fire Dept	300,000	300,000	0	45
46	16,427	28,509	29,000	4053	TRT < 30 % of 2% CTY > Fire	20,000	20,000	0	46
47	8,831	14,254	21,218	4053	TRT < 30% of 1% CTY > Fire	14,400	14,400	0	47
48	8,831	14,254	21,218	4036	TRT < 30% of 1% CTY > Capital Projects PW	14,400	14,400	0	48
49	8,832	14,254	21,218	4030	TRT < 30% of 1% CTY > Police	14,400	14,400	0	49
50	0	0	0	TBD	Debt Service Reserve	229,400	229,400	0	50
51	590,589	677,289	986,151		TOTAL TRANSFER IN	1,091,600	1,091,600	0	51
52	2,809,521	3,505,761	2,895,651		TOTAL RESOURCES	3,958,100	3,958,100	0	52

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

				GENERAL FUND - POLICE DEPARTMENT FUND 100.15		City of Rockaway Beach			
Historical Data				REQUIREMENTS		Budget For Next Year 2024-2025			
Actual						Proposed By Budget Officer	Approved By Budget Committee	Approved by Governing Body	
Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget Year 2023-2024	GL ACCT						
					PERSONNEL SERVICES				
1	18,655	0	0	5052	Police Chief	0	0	0	1
2	18,655	0	0		TOTAL WAGES	0	0	0	2
3	8,435	0	0	5152	Payroll Expenses	0	0	0	3
4	27,090	0	0		TOTAL PERSONNEL SERVICES	0	0	0	4
5	1	0	0		TOTAL FULL-TIME EQUIVALENT (FTE)	0	0	0	5
6					MATERIALS AND SERVICES				6
7	645	0	0	6530	Telephone & Technology	0	0	0	7
8	0	0	65,000	6531	Code Enforcement	0	0	0	8
9	214,697	169,493	564,712	6550	Materials and Supplies/TCSO Contract	668,392	668,392	0	9
10	5,975	0	0	6570	Ins: Vehicle, Liability, Equipment etc	0	0	0	10
11	89	0	0	6110	Electricity	0	0	0	11
12	221,406	169,493	629,712		TOTAL MATERIALS & SERVICES	668,392	668,392	0	12
13	248,496	169,493	629,712		TOTAL REQUIREMENTS	668,392	668,392	0	13

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

GENERAL FUND - FIRE
FUND 100.16

CITY OF ROCKAWAY BEACH

	Historical Data			REQUIREMENTS		Budget For Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
				GL Acct	PERSONNEL SERVICES				
1	3,000	2,250	3,500	5062	Record Keeping	2,500	2,500	0	1
2	91966	92,413	102,700	5052	Fire Chief	113,000	113,000	0	2
3	0	65,997	138,136	5053	Firefighters	176,000	176,000	0	3
4	0	0	5,000	5054	Overtime-Fire Department	5,000	5,000	0	4
5	18,250	14,891	21,250	5061	Volunteer EMS Stipends	21,000	21,000	0	5
6	17,610	19,000	20,000	5061	Volunteer Stipends	21,000	21,000	0	6
7	75,636	107,627	223,697	5152	Payroll Expenses	200,000	200,000	0	7
8	206,462	302,178	514,283		TOTAL PERSONNEL SERVICES	538,500	538,500	0	8
9	1	2.25	3.25		TOTAL FULL TIME EQUIVALENT (FTE)	3.75	3.75	0.00	9
10					MATERIALS AND SERVICES				10
11	3,442	2,949	3,500	6100	Electricity	3,800	3,800	0	11
12	8,189	9,735	8,500	6530	Telephone & Technology	12,000	12,000	0	12
13	1,270	10,496	10,000	6535	Medical	10,500	10,500	0	13
14	106,187	83,124	40,000	6555	Supplies & Gear	40,000	32,500	0	14
15	12,288	15,222	20,000	6570	Ins: Vehicle , Liab, Equip, Bldg	28,000	28,000	0	15
16	0	0	0	6557	Emergency Management Supplies	0	7,500	0	16
17	6,800	6,397	10,000	6580	Fuel & Oil	10,000	10,000	0	17
18	0	0	1,500	6582	Electronic Maint & Repair	1,500	1,500	0	18
19	26,594	6,158	15,000	6630	Building Maintenance	15,000	15,000	0	19
20	8,190	16,438	14,000	6660	Training	22,000	22,000	0	20
21	3,663	5,377	10,000	6670	Required Equip Testing	10,000	10,000	0	21
22	37,178	14,182	20,000	6690	Vehicle Maint & Repair	15,000	15,000	0	22
23	213,801	170,078	152,500		TOTAL MATERIALS AND SERVICES	167,800	167,800	0	23
24					CAPITAL OUTLAY				24
25	0	0	0	7621	Fire Department Capital Outlay	0	0	0	25
26	0	0	0		TOTAL CAPITAL OUTLAY	0	0	0	26
27	420,263	472,256	666,783		TOTAL REQUIREMENTS	706,300	706,300	0	27

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**GENERAL FUND - ADMINISTRATION
FUND 100.18**

CITY OF ROCKAWAY BEACH

	Historical Data			REQUIREMENTS	Budget For Next Year 2024-2025				
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
GL ACCT									
				PERSONNEL SERVICES					
1	400	0	0	5050	Court Clerk + Muni Judge	0	0	0	1
2	71,876	87,369	119,390	5057	Office Emploeyss	132,000	132,000	0	2
3	0	0	4,000	5065	Overtime	1,200	1,200	0	3
4	76,516	91,254	83,790	5082	City Manager	99,760	99,760	0	4
5	1,320	1,410	1,100	5085	Council Stipend	1,400	1,400	0	5
6	150,112	180,033	208,280		TOTAL WAGES	234,360	234,360	0	6
7	0	0	5,000	5075	Accrued Vacation/Comp Time	5,000	5,000	0	7
8	87,069	88,641	172,690	5152	Payroll Expenses	167,000	167,000	0	8
9	237,181	268,674	385,970		TOTAL PERSONNEL SERVICES	406,360	406,360	0	9
10	1.75	1.75	2.7		TOTAL FULL - TIME EQUIVALENT (FTE)	2.36	2.36	0	10
11					MATERIALS AND SERVICES				11
12	82,464	88,138	155,000	6410	Planning & Consultants	10,000	10,000	0	12
14	5,888	998	6,000	6530	Telephone	5,800	5,800	0	14
15	2,775	6,100	8,000	6570	Ins: Liability, Bldg, Equip, Bonding, etc	15,000	22,000	0	15
16	25,034	13,456	45,000	6571	Computers, Server, & Technology	65,000	65,000	0	16
17	2,434	1,242	2,500	6577	Ordinance Update	4,000	4,000	0	17
18	0	633	2,000	6596	Emergency Services	1,000	1,000	0	18
19	2,197	1,572	3,000	6666	City Beautification	3,000	3,000	0	19
23	43,641	50,516	83,000	6830	City Hall Operations	60,000	60,000	0	23
24	2,504	3,500	2,500	6831	Dues: City/Officials/Staff	3,500	3,500	0	24
25	1,141	1,044	2,000	6835	Bank Fees	2,000	2,000	0	25
26	240	240	200	6840	Court Cost	100	100	0	26
27	13,731	128,640	29,000	6850	Attorney & Legal Fees	40,000	40,000	0	27
28	6,999	4,653	8,000	6870	Auditor & Bond	9,500	9,500	0	28
29	300	1,560	2,000	6880	Advertising	2,000	2,000	0	29
30	9,596	2,927	12,000	6890	Stationary & Supplies	10,000	10,000	0	30
31	2,312	1,543	5,000	6915	Travel & Training - Staff	6,000	8,000	0	31
32	10,448	16,174	35,000	5920	City Hall Building Maint	18,000	18,000	0	32
33	488	502	500	6932	City Manager Fund	750	750	0	33
34	519	1,034	1,000	6931	City Council/Mayor Expense	3,750	3,750	0	34
35	800	550	500	6440	Refundable Deposits	200	200	0	35
36	18,000	20,921	60,000	6954	Community Grants	25,000	75,000	0	36
37	231,511	345,943	462,200		TOTAL MATERIALS AND SUPPLIES	284,600	343,600	0	37
38					DEBT SERVICE				38
39	19,249	0	0	7510	Parking Lot Payments, due 8/1 & 2/1	0	0	0	39
41	51,363	123,543	0	8518	USDA Loan CH-CC 37yr due 8/1 & 2/1	0	0	0	41
42	0	0	140,000	8518	Debt Service	140,000	140,000	0	42
43	70,612	123,543	140,000		TOTAL DEBT SERVICE	140,000	140,000	0	43
44					CAPITAL OUTLAY				44
45	24,311	94,954	60,405	8000	Capital Projects-PW	20,000	20,000	0	45
46	0	0	0	8001	Grant Funded Capital Projects	0	0	0	46
47	24,311	94,954	60,405		TOTAL CAPITAL OUTLAY	20,000	20,000	0	47
48					TRANSFER OUT				48
49	36,000	36,000	49,370	8041	Roads & Streets Fund, PUD Fran Fee 2%	50,000	50,000	0	49
50	22,000	0	0	8042	Police Equipment Reserve	0	0	0	50
51	45,000	261,000	45,000	8044	Fire Equipment Reserve	45,000	45,000	0	51
52	0	0	0	TBD	Economic Stability Reserve	230,400	230,400	0	52
53	0	0	0	TBD	Economic Stability Reserve - Debt Service Fund Closed	229,400	229,400	0	53
54	100,000	0	0	8045	Debt Service Reserve-Attorney/Legal Fees/Court Cost	0	0	0	54
55	203,000	297,000	94,370		TOTAL TRANSFER OUT	554,800	554,800	0	55
56					CONTINGENCY				56
57	0	0	200,000	7999	GF - Contingency	333,848	333,848	0	57
58	0	0	200,000		TOTAL CONTINGENCY	333,848	333,848	0	58
59									59
60	1,374,147	1,733,898	256,211		Total Unappropriated Ending Fund Balance	843,801	784,801	0	60
61	766,615	1,130,114	1,342,945		TOTAL ADMINISTRATION REQUIREMENTS	1,739,608	1,798,608	0	61

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
2004-480 on (date)04/28/2004 for the following specified purpose:
sitions

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.

**Fire Equipment Reserve
Fund 140**

Review Year: 2024
CITY OF ROCKAWAY BEACH

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025							
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body					
Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023-2024									
1			1	RESOURCES			1				
2	140,536	178,249	309,789	2	Working Capital	325,500	325,500	0	2		
3				3	Use of Money and Property				3		
4	249	1,381	1,200	4	Interest on Invested Funds	2,100	2,100	0	4		
5				5	TRANSFER IN			5			
6	45,000	261,000	45,000	6	GF Transfer In	45,000	45,000	0	6		
7	40,000	195,000	371,607	7	TRT Fund <5%>	121,000	121,000	0	7		
8	85,000	456,000	416,607	8	TOTAL TRANSFER IN			166,000	166,000	0	8
9				9						9	
10	225,785	635,630	727,596	10	TOTAL RESOURCES			493,600	493,600	0	10
11			0	11	Taxes estimated to be received	0	0	0	11		
12	0	0		12	Taxes collected in year levied				12		
13	225,785	635,630	727,596	13	TOTAL RESOURCES			493,600	493,600	0	13
14				14	REQUIREMENTS **						14
15				15	Org. Unit or Prog. & Activity	Object Classification	Detail				15
16				16							16
17	47,536	325,841	75,000	17	Fire Dept	Capital	FD Equip Acquisition Plan	70,000	70,000	0	17
18	0	0	300,000	18	Fire Dept	Capital	FD Mobile Equip Replacement Plan	25,000	25,000	0	18
19	0	0	0	19	Fire Dept	Debt Service	Fire Truck Lease Payment	90,000	90,000	0	19
20	0	0	0	20	Fire Dept	Capital	High Ground Project	70,000	70,000	0	20
21				21							21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29	178,249	309,789		29	Ending balance (prior years)						29
30			375,000	30	Reserved for Future Expenditure			238,600	238,600	0	30
31	225,785	635,630	750,000	31	TOTAL REQUIREMENTS			493,600	493,600	0	31

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

LB-11

This fund is authorized and established by resolution / ordinance number 18-667 on (date)05/09/2018 for the following specified purpose:
Debt Service Loan Payments

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2028
CITY OF ROCKAWAY BEACH

**Debt Service Reserve
Fund 160**

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
1				1	RESOURCES				1
2	129,400	229,400	229,400	2	Working Capital	229,400	229,400	0	2
3				3	Use of Money and Property				3
4	0	0	2,500	4	Interest on Invested Funds	0	0	0	4
5				5	TRANSFER IN				5
6	100,000	0	0	6	TIF-General Fund	0	0	0	6
7				7	TOTAL TRANSFER IN				7
8	0	0	0	8					8
9	229,400	229,400	231,900	9	TOTAL RESOURCES	229,400	229,400	0	9
10			0	10	Taxes estimated to be received	0	0	0	10
11	0	0		11	Taxes collected in year levied				11
12	229,400	229,400	231,900	12	TOTAL RESOURCES	229,400	229,400	0	12
13				13	REQUIREMENTS **				13
14				14	Org. Unit or Prog. & Activity				14
15	0	0	0	15	Object Classification				15
16				16	Detail				16
17				17	Admin Dept	229,400	229,400	0	17
18				18	Transfer Out				18
19				19	Txfr to General Fund to Close Fund				19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28	229,400	229,400		28	Ending balance (prior years)				28
29			231,900	29	Reserved for Future Expenditure	0	0	0	29
30	229,400	229,400	231,900	30	TOTAL REQUIREMENTS	229,400	229,400	0	30

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

LB-11

This fund is authorized and established by resolution / ordinance number 18-667 on (date)05/09/2018 for the following specified purpose:
Economic Reserve for Periods of Decline

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

**Economic Stability Reserve
Fund 170**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: 2034
CITY OF ROCKAWAY BEACH

Line Item	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025			Line Item			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024								
1				1	RESOURCES			1			
2	0	0	0	2	Working Capital	0	0	0	2		
3				3	Use of Money and Property				3		
4	0	0	0	4	Interest on Invested Funds	5,000	5,000	0	4		
5				5	TRANSFER IN			5			
6	0	0	0	6	TIF-General Fund	459,800	459,800	0	6		
7	0	0	0	7	TOTAL TRANSFER IN			7			
9	0	0	0	9	TOTAL RESOURCES			9			
10				10	Taxes estimated to be received	0	0	0	10		
11	0	0		11	Taxes collected in year levied				11		
12	0	0	0	12	TOTAL RESOURCES			12			
13				13	REQUIREMENTS **			13			
14				14	Org. Unit or Prog. & Activity	Object Classification	Detail		14		
15	0	0	0	15				0	0	0	15
16				16							16
17				17							17
18				18							18
19				19							19
20				20							20
21				21							21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28	0	0		28	Ending balance (prior years)						28
29			0	29	Reserved for Future Expenditure			464,800	464,800	0	29
30	0	0	0	30	TOTAL REQUIREMENTS			464,800	464,800	0	30

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
2014-627 on (date)04/09/2014 for the following specified purpose:
GASB34 Funding

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.

Review Year: 2024

**Project & Equipment Reserve
Fund 210**

CITY OF ROCKAWAY BEACH

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025						
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023-2024								
1			1	RESOURCES			1			
2	623,673	1,098,482	1,623,103	2	Working Capital	1,741,189	1,741,189	0	2	
3	296	1,640	3,000	3	Interest on Invested Funds	3,000	3,000	0	3	
4	0	0	0	4	Grants-Tourism Facilities	75,000	75,000	0	4	
5				5	TRANSFER IN			5		
6	162,528	195,000	371,607	6	TRT <From 5%>	120,000	120,000	0	6	
7	219,434	332,609	495,104	7	TRT<From 70% of 2% CTY>	336,000	336,000	0	7	
8	109,717	166,304	247,552	8	TRT <From 70% of 1% CTY>	168,000	168,000	0	8	
9	19,293	23,511	55,000	9	TRT <From 30% of 2% CTY>	20,000	20,000	0	9	
10	10,264	14,257	21,218	10	TRT <From 30% of 1% CTY>	14,400	14,400	0	10	
11	521,236	731,681	1,190,481	11	TOTAL TRANSFER IN	658,400	658,400	0	11	
12				12					12	
13	1,145,205	1,831,803	2,816,584	13	TOTAL RESOURCES	2,477,589	2,477,589	0	13	
14			0	14	Taxes estimated to be received	0	0	0	14	
15	0	0		15	Taxes collected in year levied				15	
16	1,145,205	1,831,803	2,816,584	16	TOTAL RESOURCES	2,477,589	2,477,589	0	16	
17				17	REQUIREMENTS **			17		
18				18	Org. Unit or Prog. & Activity	Object Classification	Detail		18	
19	46,723	208,700	2,425,000	19	Facilities	Capital	Tourism Facilities & Projects	2,000,000	2,000,000	0
20	0	0	0	20	Facilities	Capital	Tourism Facilities Grants	0	0	0
21				21						
22				22						
23				23						
24				24						
25				25						
26				26						
27				27						
28				28						
29				29						
30				30						
31				31						
32	1,098,482	1,623,103		32	Ending balance (prior years)					
33			391,584	33	Reserved for Future Expenditure			477,589	477,589	0
34	1,145,205	1,831,803	2,816,584	34	TOTAL REQUIREMENTS			2,477,589	2,477,589	0

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

ROADS & STREETS
FUND 300

CITY OF ROCKAWAY BEACH

	Historical Data			GL ACCT	RESOURCES	Budget For Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
1	308,641	424,240	531,269		FUND BALANCE- UNRESTRICTED	589,837	589,837	0	1
2	0	0	0		FUND BALANCE - RESTRICTED ODOT FUNDS	0	0	0	2
3	0	0	0		FUND BALANCE - RESTRICTED BIKE/PED FUNDS	0	0	0	3
4	308,641	424,240	531,269		TOTAL FUND BALANCE	589,837	589,837	0	4
5					REVENUE FROM OTHER AGENCIES				5
6	114,516	116,058	114,000	4340	State Street Revenue - ODOT	119,000	119,000	0	6
7	0	0	1,000	2985	Restricted Bike/Pedestrian Funds ODOT	1,190	1,190	0	7
8	0	168,300	0	4182	Grants & Reimbursements Roads & Streets	250,000	250,000	0	8
9	114,516	284,358	115,000		TOTAL REVENUE FROM OTHER AGENCIES	370,190	370,190	0	9
10					USES OF MONEY AND PROPERTY				10
11	5,188	21,631	16,500	4120	Interest on Invested Funds	31,000	31,000	0	11
12					TRANSFERS IN:				12
13	19,293	28,209	55,000	4030	TRT < From 30% of 2% CTY >	59,000	59,000	0	13
14	162,528	343,888	294,704	4030	TRT < From 5% >	295,000	295,000	0	14
15	10,264	14,254	21,222	4030	TRT < 30% of 1% of CTY >	14,400	14,400	0	15
16	36,000	36,000	49,370	4038	General Fund < TPUD Fran 2% of the 4% >	50,000	50,000	0	16
17	228,085	422,351	420,296		TOTAL TRANSFER IN	418,400	418,400	0	17
18	656,430	1,152,580	1,083,065		TOTAL RESOURCES	1,409,427	1,409,427	0	18
19					REQUIREMENTS				19
20					PERSONNEL SERVICES				20
21	10,931	13,036	11,970	5082	City Manager	14,252	14,252	0	21
22	8,892	6,032	11,090	5058	Public Works Superintendent	10,520	10,520	0	22
23	53,541	60,442	75,658	5055	Maintenance Worker Wages	91,000	91,000	0	23
24	240	463	500	5085	Council Stipend	0	0	0	24
25	0	0	0	5054	Code Enforcement - Rds	0	0	0	25
26	0	0	2,000	5056	Extra Labor - Temp	5,000	5,000	0	26
27	0	0	2,000	5065	Overtime	5,600	5,600	0	27
28	73,604	79,973	103,218		TOTAL WAGES	126,372	126,372	0	28
29	35,583	44,017	82,858	5152	Payroll Expenses	91,000	91,000	0	29
30	0	0	2,000	5075	Accrued Vacation/Comp Time	2,000	2,000	0	30
31	109,187	123,990	188,076		TOTAL PERSONNEL SERVICES	219,372	219,372	0	31
32	0.75	0.75	1.5		TOTAL FULL TIME EQUIVALENT (FTE)	1.52	1.52	0	32
33					MATERIALS & SERVICES				33
34	32,207	25,732	32,000	6800	Roads Materials, Sup & Services	33,500	33,500	0	34
35	16,958	17,371	23,000	6572	Street Lighting	25,000	25,000	0	35
36	2,049	3,602	2,100	6125	Electricity: Wayside, City Park	4,600	4,600	0	36
37	1,875	5,000	5,000	6570	Ins/Vehicle, Liability, Equip, Bldg	8,000	8,000	0	37
38	1,481	1,525	1,500	6592	Parking Lease - Port of Tillamook Bay	1,600	1,600	0	38
39	3,509	4,165	4,000	6610	Sidewalks, Curb, Bikeways	4,300	9,300	0	39
40	5,735	1,796	6,000	6620	Street Signs	3,000	3,000	0	40
41	811	25	1,000	6667	Storm Damage Repairs	1,000	1,000	0	41
42	13,547	6,764	15,000	6690	Vehicle Maint, Supplies & Repair	15,000	15,000	0	42
43	4,836	4,114	7,000	6580	Fuel & Oil	7,000	7,000	0	43
44	160	8,677	10,000	6600	Drainage, Flood Control & Slides	10,000	10,000	0	44
45	4,264	30,093	5,000	6131	Nature Preserve	10,000	10,000	0	45
46	29,527	34,583	35,000	6130	Wayside & Park Maintenance	42,000	42,000	0	46
47	116,959	143,447	146,600		TOTAL MATERIALS & SERVICES	165,000	170,000	0	47
48					CAPITAL OUTLAY				48
49	0	0	0	7502	Rds -Sts Projects from Grants	250,000	250,000	0	49
50	6,044	353,874	67,000	7502	Rds - Sts Projects - Paving etc	200,000	200,000	0	50
51	0	0	150,000	7506	Streets Capital Improvement Plan	50,000	50,000	0	51
52	0	0	30,000	7507	Public Works Mobile Equipment Plan	0	0	0	52
53	0	0	0	7508	Public Works Stormwater Projects	35,000	35,000	0	53
54	6,044	353,874	247,000		TOTAL CAPITAL OUTLAY	535,000	535,000	0	54
55	0	0	50,000	7999	Contingency	137,906	137,906	0	55
56	424,240	531,269			Ending Balance (Prior Years)				56
57			451,389		Total Unappropriated Ending Fund Balance	352,149	347,149	0	57
58	656,430	1,152,580	1,083,065		REQUIREMENTS	1,409,427	1,409,427	0	58

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE

CITY OF ROCKAWAY BEACH

FUND 390

	Historical Data			RESOURCES	Budget For Next Year 2024-2025				
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
				GL Acct					
1					BEGINNING FUND BALANCE				1
2					*CASH ON HAND (CASH BASIS) OR				2
3					*WORKING CAPITAL (ACCRUAL BASIS)				3
4	154,962	184,551	203,719		Bal Fwd - Improvement	222,719	222,719	0	4
5	211	1,168	1,000	4120	Interest on Invested Funds	1,800	1,800	0	5
6	29,378	18,000	18,000	4940	Improvement Fees	18,000	18,000	0	6
7	184,551	203,719	222,719		TOTAL RESOURCES	242,519	242,519	0	7
8					REQUIREMENTS				8
9	0	0	185,000	7880	Contract Materials - Improvement	242,519	242,519	0	9
10	0	0	185,000		TOTAL CAPITAL OUTLAY	242,519	242,519	0	10
11			37,719		Unap Bal - Improvement	0	0	0	11
12	184,551	203,719			FUND BALANCE (PRIOR YEARS)				12
13					Reserved for Future Expenditures				13
14	184,551	203,719	222,719		TOTAL REQUIREMENTS	242,519	242,519	0	14

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**WATER OPERATING
FUND 400**

CITY OF ROCKAWAY BEACH

	Historical Data			GL ACCT	RESOURCES	Budget For Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
1	1,638,416	2,334,539	2,467,795		FUND BALANCE	2,002,900	2,002,900	0	1
2					CHARGES FOR CURRENT SERVICES				2
3	1,218,108	1,251,641	1,215,040	4540	Water Service Base Rate	1,215,000	1,215,000	0	3
4	51,574	25,812	28,250	4550	New Water Connections	25,500	25,500	0	4
5	76,141	76,409	74,375	4560	Master Plan Reserve Fund	76,500	76,500	0	5
6	1,345,823	1,353,862	1,317,665		TOTAL CHARGES FOR CURRENT SERVICES	1,317,000	1,317,000	0	6
7					USE OF MONEY AND PROPERTY				7
8	1,864	10,380	5,500	4120	Interest on Invested Funds	16,000	16,000	0	8
9					TRANSFER IN				8
10	0	0	0		Water Revenue Bond	137	137	0	9
11					OTHER REVENUE				11
12	188,127	173,576	2,825,800	4150	Turn on/off acct chng/meter read fees and Loan Draw	2,825,800	2,825,800	0	12
13	3,174,230	3,872,357	6,616,760		TOTAL RESOURCES	6,161,837	6,161,837	0	13
14					REQUIREMENTS				14
15					PERSONNEL SERVICES				15
16	10,931	13,036	11,970	5082	City Manager	14,250	14,250	0	16
17	44,962	30,282	49,031	5058	Public Works Superintendent	52,600	52,600	0	17
18	75,178	93,040	121,443	5057	Office Employees	147,500	147,500	0	18
19	93,914	98,918	112,500	5055	Maintenance Workers	92,050	92,050	0	19
20	46,910	45,563	96,078	5059	Plant Operator	64,500	64,500	0	20
21	0	0	2,000	5056	Extra Labor -Temp	10,000	10,000	0	21
22	0	0	1,000	5067	Emergency Management	1,000	1,000	0	22
23	0	0	2,338	5054	Code Enforcement	3,500	3,500	0	23
24	720	810	1,400	5085	Council Stipend	1,470	1,470	0	24
25	0	0	2,000	5064	Standby	1,750	1,750	0	25
26	2,215	2,411	14,000	5065	Overtime	14,000	14,000	0	26
27	274,830	284,060	413,760		TOTAL WAGES	402,620	402,620	0	27
28	125,265	145,744	289,633	5152	Payroll Expenses	299,000	299,000	0	28
29	0	0	5,000	5075	Accumulated Vacation/Comp Time	5,000	5,000	0	29
30	400,095	429,804	708,393		TOTAL PERSONNEL SERVICES	706,620	706,620	0	30
31	4.5	4.5	5.3		TOTAL FULL - TIME EQUIVALENT (FTE)	4.63	4.63	0	31
32					MATERIALS AND SERVICES				32
33	28,541	29,101	36,500	6110	Electricity	36,500	36,500	0	33
34	0	0	1,000	6455	Emergency Services	1,000	1,000	0	34
35	2,197	1,984	2,000	6520	Building Maintenance	3,000	3,000	0	35
36	19,421	15,225	12,000	6530	Telephone/Telemetry	17,000	17,000	0	36
37	21,134	21,837	35,000	6534	Plant Chemicals and supplies	35,000	35,000	0	37
38	21,095	21,573	19,000	6551	Administration & Billing	25,500	25,500	0	38
39	23,775	27,300	29,000	6570	Ins: Vehicle, Liability, Equip, Bldg	29,000	29,000	0	39
40	7,811	8,710	11,000	6574	Audit	12,000	12,000	0	40
41	8,706	7,933	10,000	6580	Fuel & Oil	10,000	10,000	0	41
42	2,500	0	500	6667	Storm Damage Reparis	500	500	0	42
43	7,207	2,493	13,500	6690	Vehicle & Equipment Maintenance	15,000	15,000	0	43
44	4,842	4,320	9,000	6745	Required Testing	7,000	7,000	0	44
45	62,211	74,659	63,000	6750	System Maintenance and Supplies	100,000	100,000	0	45
46	4,406	1,199	2,500	6831	Dues - Certif - Permits - Licenses	3,200	3,200	0	46
47	580	452	12,000	6850	Attorney & Legal	5,000	5,000	0	47
48	1,350	286	2,000	6851	Professional Services	25,000	25,000	0	48
49	4,101	7,643	4,500	6915	Travel & Training - Staff	8,000	8,000	0	49
50	4,118	4,484	9,540	6945	Meter Readers 60%	10,100	10,100	0	50
51	0	0	500	6951	Ordinance Enforcement	500	500	0	51
52	223,995	229,199	272,540		TOTAL MATERIALS AND SERVICES	343,300	343,300	0	52

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

53					REQUIREMENTS				53
54					CAPITAL OUTLAY				54
55	16,251	14,559	175,000	7602	Water Facilities Capital Outlay	235,000	235,000	0	55
56	66,793	0	3,010,000	7601	Improvement and New Lines	3,000,000	3,000,000	0	56
57	0	0	40,000	7603	Public Works Mobile Equipment Plan	15,000	15,000	0	57
58	15,557	0	0	7661	Public Works Vehicles	0	0	0	58
59	98,601	14,559	3,225,000		TOTAL CAPITAL OUTLAY	3,250,000	3,250,000	0	59
60					TRANSFERS OUT				60
61	45,000	45,000	45,000	8027	GF for Civic Ctr Operations	45,000	45,000	0	61
62	72,000	686,000	300,000	8045	Water Master Plan Reserve Fund	100,000	100,000	0	62
63	117,000	731,000	345,000		TOTAL TRANSFERS OUT	145,000	145,000	0	63
64	0	0	30,000		Contingency	644,988	644,988	0	64
65	2,334,539	2,467,795			Ending Balance (Prior Years)				65
66			2,035,827		Total Unappropriated Ending Fund Balance	1,071,929	1,071,929	0	66
67	3,174,230	3,872,357	6,616,760		TOTAL REQUIREMENTS	6,161,837	6,161,837	0	67

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
14-627 on (date)04/09/2014 for the following specified purpose:
Complete Projects in the Water Master Plan

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year:

2024

**Water Master Plan Reserve
Fund 420**

CITY OF ROCKAWAY BEACH

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025						
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023-2024								
1			1	RESOURCES			1			
2	428,972	490,251	2	Working Capital	910,594	910,594	0	2		
3			3	Use of Money and Property				3		
4	3,637	20,401	4	Interest on Invested Funds	31,000	31,000	0	4		
5			5	TRANSFER IN			5			
6	72,000	686,000	6	Water Operating Utility Fund	100,000	100,000	0	6		
7	72,000	686,000	7	TOTAL TRANSFER IN			100,000	100,000	0	7
8			8					8		
9	504,609	1,196,652	9	TOTAL RESOURCES			1,041,594	1,041,594	0	9
10		0	10	Taxes estimated to be received	0	0	0	10		
11	0	0	11	Taxes collected in year levied				11		
12	504,609	1,196,652	12	TOTAL RESOURCES			1,041,594	1,041,594	0	12
13			13	REQUIREMENTS **						13
14			14	Org. Unit or Prog. & Activity	Object Classification	Detail				14
15	14,358	443,249	15	Wtr Master Plan	Capital	Priority I Projects per Master Plan	450,000	450,000	0	15
16	0	0	16	Wtr Master Plan	Capital	SDC Rate Study	23,000	0	0	16
17			17							17
18			18							18
19			19							19
20			20							20
21			21							21
22			22							22
23			23							23
24			24							24
25			25							25
26	0	0	26			Contingency	0	0	0	26
27			27							27
28	490,251	753,403	28	Ending balance (prior years)						28
29		485,403	29	Reserved for Future Expenditure			568,594	591,594	0	29
30	504,609	1,196,652	30	TOTAL REQUIREMENTS			1,041,594	1,041,594	0	30

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

**1981 WATER REVENUE BOND
1998 REFUNDING WATER REVENUE**

FUND 430

CITY OF ROCKAWAY BEACH

	Historical Data			RESOURCES	Budget for Next Year 2024-2025				
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
				GL Acct					
1	137	137	137		FUND BALANCE	137	137	0	1
2					USE OF MONEY AND PROPERTY				2
3					TRANSFER IN				3
4	137	137	137		TOTAL RESOURCES	137	137	0	4
5					REQUIREMENTS				5
6					TRANSFER OUT				6
7	0	0	0	8023	Water Operating Fund	137	137	0	7
8					<i>Closing Fund</i>				8
9	137	137	137		Total Unappropriated Ending Fund Balance	0	0	0	9
10	137	137	137		TOTAL REQUIREMENTS	137	137	0	10

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

WATER IMPROVEMENTS DEBT SERVICE
FUND 470

CITY OF ROCKAWAY BEACH

	Historical Data			GL Acct	RESOURCES	Budget For Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
1	487,579	538,119	590,900		FUND BALANCE	475,412	475,412	0	1
2					USE OF MONEY AND PROPERTY				2
3	316	1,700	1,200	4120	Interest on Invested Funds	2,700	2,700	0	3
4					Collections From Utility Billing				4
5	152,127	152,691	148,650	4550	Water Debt Sevice	150,000	150,000	0	5
6	640,022	692,510	740,750		TOTAL RESOURCES	628,112	628,112	0	6
7					REQUIREMENTS				7
8					DEBT SERVICE				8
9	60,000	60,000	0	8510	McMillion Creek Water Res Principal	0	0	0	9
10	5,060	2,160	0	8511	McMillion Creek Water Res Interest	0	0	0	10
11	0	0	205,000	8512	Nedonna Beach Waterline Payment	205,000	205,000	0	11
12	25,000	30,000	30,000	8520	Jetty Creek Water Plant Principal	30,000	30,000	0	12
13	11,843	9,450	8,650	8521	Jetty Creek Water Plant Interest	7,650	7,650	0	13
14	101,903	101,610	243,650		TOTAL DEBT SERVICE	242,650	242,650	0	14
15	538,119	590,900			Ending Balance (Prior Years)				15
16			497,100		Total Unappropriated Ending Fund Balance	385,462	385,462	0	16
17	640,022	692,510	740,750		TOTAL REQUIREMENTS	628,112	628,112	0	17

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

WATER SYSTEM DEVELOPMENT CHARGE
FUND 490

CITY OF ROCKAWAY BEACH

	Historical Data			RESOURCES	Budget For Next Year 2024-2025			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024					
				GL Acct				
1	622,022	622,123						1
2			261,618		BEGINNING FUND BALANCE:			
3			360,505		Bal Fwd - Reimbursement	326,349	326,349	0
4	385	2,063	1,200	4120	Bal Fwd - Improvement	75,501	75,501	0
5	18,621	10,488	9,800	4935	Interest on Invested Funds	3,300	3,300	0
6	145,569	112,575	82,000	4940	Reimbursement Fees	9,800	9,800	0
6					Improvement Fees	80,000	80,000	0
7	786,597	747,249	715,123		TOTAL RESOURCES	494,950	494,950	0
8					REQUIREMENTS			
9	0	40,495	310,000	7880	Contract Materials - Improvement	337,799	337,799	0
10	0	62,905	225,000	7885	Contract Materials - Reimbursement	157,151	157,151	0
11	0	103,400	535,000		TOTAL CAPITAL OUTLAY	494,950	494,950	0
12								
13	0	0	100,061		Unap Bal - Reimbursement	0	0	0
14	0	0	80,062		Unap Bal - Improvement	0	0	0
16	622,123	643,849			Reserved for Future Expenditures			
18	786,597	747,249	715,123		TOTAL REQUIREMENTS	494,950	494,950	0

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**SEWER OPERATING
FUND 500**

CITY OF ROCKAWAY BEACH

Line Item	Historical Data				RESOURCES	Budget For Next Year 2024-2025			Line Item
	Actual					Proposed By Budget Officer	Approved Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024	GL ACCT					
1					USE OF MONEY AND PROPERTY				1
2	1,046,652	1,157,536	1,269,487		FUND BALANCE	913,556	913,556	0	2
3					CHARGES FOR CURRENT SERVICES				3
4	784,296	790,481	769,000	4640	Sewer Service Base Rate	780,000	780,000	0	4
5	81,474	81,964	82,000	4660	Sewer Master Plan	82,000	82,000	0	5
6	19,400	19,622	17,250	4650	New Sewer Connections	17,250	17,250	0	6
7	885,170	892,067	868,250		TOTAL CHARGES FOR CURRENT Services	879,250	879,250	0	7
8					USE OF MONEY AND PROPERTY				8
9	3,978	22,349	15,000	4121	Interest on Invested Funds	34,000	34,000	0	9
10					OTHER REVENUE				10
11	2,993	957	1,000	4150	Miscellaneous Revenue	1,000	1,000	0	11
12	1,938,793	2,072,909	2,153,737		TOTAL RESOURCES	1,827,806	1,827,806	0	12
13					REQUIREMENTS				13
14					PERSONNEL SERVICES				14
15	10,931	13,036	11,970	5082	City Manager	14,255	14,255	0	15
16	35,969	24,225	39,508	5058	Public Works Superintendent	42,080	42,080	0	16
17	75,177	93,079	121,441	5057	Office Employees	147,500	147,500	0	17
18	46,910	42,666	98,657	5059	Plant Operator	64,400	64,400	0	18
19	92,291	97,181	110,075	5055	Maintenance Workers	90,100	90,100	0	19
20	720	810	1,500	5085	Council Stipends	1,386	1,386	0	20
21	0	0	2,000	5056	Extra Wages - Temp	10,000	10,000	0	21
22	0	0	2,000	5064	Standby	2,100	2,100	0	22
23	2,215	2,411	7,000	5065	Overtime	5,950	5,950	0	23
24	264,213	273,408	394,151		TOTAL WAGES	377,771	377,771	0	24
25	120,061	139,757	280,462	5152	Payroll Expenses	291,600	291,600	0	25
26	0	0	8,000	5075	Vacation Accrual/Comp Time	5,000	5,000	0	26
27	384,274	413,165	682,613		TOTAL PERSONNEL SERVICES	674,371	674,371	0	27
28	4.7	4.7	6.5		Total Full Time Equivalent (FTE)	4.49	4.49	0	28
29					MATERIALS AND SERVICES				29
30	32,559	30,168	32,000	6110	Electricity	33,500	33,500	0	30
31	0	0	1,000	6455	Emergency Services	1,000	1,000	0	31
32	5,890	4,694	3,500	6520	Building Maintenance	4,900	4,900	0	32
33	7,498	5,933	6,500	6530	Telephone & Telemetry	6,900	6,900	0	33
34	23,260	26,809	25,000	6551	Administration & Billing	30,800	30,800	0	34
35	31,775	39,074	40,000	6570	Ins: Vehicle, Liability, Equip, Bldg	44,000	44,000	0	35
36	8,794	7,820	15,000	6580	Fuel & Oil	15,000	15,000	0	36
37	69,810	33,753	65,000	6750	System Maintenance and Supplies	80,000	80,000	0	37
38	52,078	51,485	45,000	6534	Plant Chemicals and Supplies	65,000	65,000	0	38
39	1,300	0	2,500	6850	Attorney & Legal	2,800	2,800	0	39
41	7,811	8,710	11,000	6574	Audit	12,000	12,000	0	41
42	1,812	6,608	13,000	6690	Vehicle Maint, Supplies & Repair	15,000	15,000	0	42
43	2,524	18,334	26,000	6740	I & I Work	26,000	26,000	0	43
44	1,074	0	2,000	6745	Required Testing	2,000	2,000	0	44
45	1,517	604	700	6831	Dues - Certifications	1,200	1,200	0	45
46	330	4,600	25,200	6851	Professional Services	48,000	48,000	0	46
47	3,755	5,962	5,000	6915	Travel & Training - Staff	6,000	6,000	0	47
48	9,639	10,468	6,400	6945	Meter Readers 40%	14,000	14,000	0	48
49	0	0	500	6951	Ordinance Enforcement	500	500	0	49
50	261,426	255,022	325,300		TOTAL MATERIALS AND SERVICES	408,600	408,600	0	50
51					CAPITAL OUTLAY				51
52	0	15,235	0	7740	Sewer Facilities Capital Outlay	0	0	0	52
53	0	0	0	7601	Improvement and NewLines	0	0	0	53
54	0	0	40,000	7602	PW Mobile Equipment Replacement Plan	15,000	15,000	0	54
55	15,557	0	0	7661	Vehicle and Equipment	0	0	0	55
56	15,557	15,235	40,000		TOTAL CAPITAL OUTLAY	15,000	15,000	0	56
57					TRANSFERS OUT				57
58	45,000	45,000	45,000	8027	GF City Hall/Civic Ctr Operating	45,000	45,000	0	58
59	75,000	75,000	75,000	8033	Sewer Master Plan	82,000	82,000	0	59

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

60	120,000	120,000	120,000		TOTAL TRANSFERS OUT	127,000	127,000	0	60
61	0	0	30,000		Contingency	164,696	164,696	0	61
62	1,157,536	1,269,487			Ending Balance (Prior Years)				62
63			955,824		Total Unappropriated Ending Fund Balance	438,139	438,139	0	63
64	1,938,793	2,072,909	2,153,737		TOTAL REQUIREMENTS	1,827,806	1,827,806	0	64

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
14-627 on (date)04/09/2014 for the following specified purpose:
Complete Projects in the Waste Water Master Plan

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2024

**Sewer Master Plan Reserve
Fund 520**

CITY OF ROCKAWAY BEACH

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-2025						
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024								
1			1	RESOURCES			1			
2	909,718	402,153	2	Working Capital	524,858	524,858	0	2		
3			3	Use of Money and Property				3		
4	2,180	12,239	4	Interest on Invested Funds	18,000	18,000	0	4		
5			5	TRANSFER IN						
6	75,000	75,000	6	Sewer Operating Utility Fund	82,000	82,000	0	6		
7	75,000	75,000	7	TOTAL TRANSFER IN			82,000	82,000	0	7
8			8							
9	986,898	489,392	9	TOTAL RESOURCES			624,858	624,858	0	9
10		0	10	Taxes estimated to be received	0	0	0	10		
11	0	0	11	Taxes collected in year levied				11		
12	986,898	489,392	12	TOTAL RESOURCES			624,858	624,858	0	12
13			13	REQUIREMENTS **						13
14			14	Org. Unit or Prog. & Activity	Object Classification	Detail				14
15	284,745	2,500	15	Swr Master Plan	Capital	Projects Per Master Plan	335,000	335,000	0	15
16	300,000	0	16	Swr Master Plan	Capital	Lift Station/Infrastructure	0	0	0	16
17			17							17
18			18							18
19			19							19
20			20							20
21			21							21
22			22							22
23			23							23
24			24							24
25			25							25
26	0	0	26			Contingency	0	0	0	26
27			27							27
28	402,153	486,892	28	Ending balance (prior years)						28
29			29	Reserved for Future Expenditure			289,858	289,858	0	29
30	986,898	489,392	30	TOTAL REQUIREMENTS			624,858	624,858	0	30

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

SEWER IMPROVEMENTS DEBT SERVICE
FUND 560

CITY OF ROCKAWAY BEACH

	Historical Data			GL Acct	RESOURCES	Budget For Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 20221-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024						
1	767,324	813,993	867,382		FUND BALANCE	871,386	871,386	0	1
2					USE OF MONEY AND PROPERTY				2
3	1,572	8,821	6,000	4150	Interest on Invested Funds	13,500	13,500	0	3
4					Collections from Sewer Billing				4
5	254,339	254,643	245,000	4650	Sewer Outfall Debe Svc Billed	254,640	254,640	0	5
6	1,023,235	1,077,457	1,118,382		TOTAL RESOURCES	1,139,526	1,139,526	0	6
7					REQUIREMENTS				7
8					DEBT SERVICE (2/01/2025)				8
9	185,000	195,000	200,000	8510	Principal (August 1)	205,000	205,000	0	9
10	24,242	15,075	9,375	8511	Interest (Aug1 & Feb 1)	3,075	3,075	0	10
11	0	0	0	8514	Loan Fee (.05%)	0	0	0	11
12	209,242	210,075	209,375		TOTAL PAYMENTS	208,075	208,075	0	12
13	0	0	0		Loan Reserve	208,075	208,075	0	13
14	0	0	0		Total Reserve	208,075	208,075	0	14
15	813,993	867,382			Ending Balance (Prior Years)				15
16			909,007		Total Unappropriated Ending Fund Balance	723,376	723,376	0	16
17	1,023,235	1,077,457	1,118,382		TOTAL REQUIREMENTS	1,139,526	1,139,526	0	17

CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE

SEWER SYSTEM DEVELOPMET CHARGE
FUND BALANCE 590

CITY OF ROCKAWAY BEACH

	Historical Data				RESOURCES	Budget For Next Year 2024-2025			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024	GL Acct					
1	1,564,421	1,464,465			BEGINNING FUND BALANCE				1
2					*CASH ON HAND (CASH BASIS), OR				2
3					*WORKING CAPITAL (ACCRUAL BASIS)				3
4			764,575		Bal Fwd - Reimbursement	975,433	975,433	0	4
5			699,890		Bal Fwd - Improvement	379,232	379,232	0	5
6	442	2,364	3,200	4120	Interest on Invested Funds	3,000	3,000	0	6
7	17,425	19,214	25,000	4935	Reimbursement Fees	20,000	20,000	0	7
8	4,063	34,385	65,000	4940	Improvement Fee	55,000	55,000	0	8
9	1,586,351	1,520,428	1,557,665		TOTAL RESOURCES	1,432,665	1,432,665	0	9
10					REQUIREMENTS				10
11					CAPITAL OUTLAY				11
12	121,886	0	100,000	7880	Contracted Materials - Improvement	996,933	996,933	0	12
13	0	0	100,000	7885	Contracted Materials - Reimbursement	435,732	435,732	0	13
14	121,886	0	200,000		TOTAL CAPITAL OUTLAY	1,432,665	1,432,665	0	14
15					Unappr Bal - Reimbursement	0	0	0	15
16					Unappr Bal - Improvement	0	0	0	16
17	1,464,465	1,520,428			FUND BALANCE (PRIOR YEARS)				17
18			1,357,665		Reserved for Future Expenditures				18
19	1,586,351	1,520,428	1,557,665		TOTAL REQUIREMENTS	1,432,665	1,432,665	0	19

**CITY OF ROCKAWAY BEACH
APPROVED BY BUDGET COMMITTEE**

**TRANSIENT ROOM TAX
FUND 800**

CITY OF ROCKAWAY BEACH

GL ACCT	Historical Data			RESOURCES	Budget For Next Year 2024-2025			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023	Adopted Budget This Year 2023- 2024					
1				USE OF MONEY AND PROPERTY				1
2	1,385,070	1,591,812	1,620,801	FUND BALANCE	669,039	669,039	0	2
3	4,200	119,056	222,279	Restricted for Advertising from Prior Years	345,535	345,535	0	3
4				REVENUE FROM COLLECTIONS 10%				4
5	828,628	1,057,974	1,200,000	4710 Room Tax Collections 5%	1,200,000	1,200,000	0	5
6	331,451	423,192	480,000	4711 Room Tax Collections - Advertising 2%	480,000	480,000	0	6
7	232,016	296,232	336,000	4712 Room Tax Collections - 70 % of 2% CTY	336,000	336,000	0	7
8	99,435	126,957	144,000	4712 Room Tax Collections - 30% of 2% CTY	144,000	144,000	0	8
9	116,008	148,116	168,000	4713 Room Tax Collections - 70% of 1% CTY	168,000	168,000	0	9
10	49,717	63,478	72,000	4713 Room Tax Collections - 30% of 1% CTY	72,000	72,000	0	10
11	1,657,255	2,115,949	2,400,000	TOTAL REVENUE FROM COLLECTIONS	2,400,000	2,400,000	0	11
12				USE OF MONEY AND PROPERTY				12
13	1,597	8,950	7,500	4120 Interest on Invested Funds	13,750	13,750	0	13
14	3,048,122	3,835,767	4,250,580	TOTAL RESOURCES	3,428,324	3,428,324	0	14
15				REQUIREMENTS				15
16				MATERIALS AND SERVICES				16
17				TOURISM PROMOTION:				17
18				2% PORTION				18
19	83,054	81,175	197,211	6533 Advertising Media	210,000	210,000	0	19
20	8,177	52,549	55,000	6535 Advertising/Tourism	60,000	60,000	0	20
21	34	14,516	75,000	6534 Advertising - Website and Apps	75,000	75,000	0	21
22	21,611	1,000	95,000	6634 Advertising - Other	95,000	95,000	0	22
24	0	1,218	2,000	6536 Rockaway Lions - 4th of July Event	2,000	2,000	0	24
25	64,951	43,000	75,000	6537 Fireworks - July 4th Event	75,000	75,000	0	25
26	12,027	2,131	85,000	6538 Tourism Promo, Facilities and Grants	333,535	333,535	0	26
27	189,854	195,589	584,211	TOTAL MATERIALS AND SERVICES	850,535	850,535	0	27
28				TRANSFER OUT - 5%				28
29	177,319	195,000	294,703	8024 GF - Police	300,000	300,000	0	29
30	177,319	195,000	371,607	8046 GF - Fire	300,000	300,000	0	30
31	162,528	343,888	294,704	8041 Roads & Streets Fund	295,000	295,000	0	31
32	40,000	195,000	371,607	8026 Fire Equip Reserve	121,000	121,000	0	32
33	162,528	195,000	371,607	8036 Project & Equip Reserve Fund	120,000	120,000	0	33
34	64,000	64,000	64,000	8025 General Fund Loan Service	64,000	64,000	0	34
35				TRANSFER OUT - 70% OF 2% CTY				35
36	219,434	332,609	495,104	8036 Project & Equip Reserve Fund - PW	336,000	336,000	0	36
37				TRANSFER OUT - 30% OF 2% CTY				37
38	6,178	5,000	5,000	8044 GF - City Beautification	5,000	5,000	0	38
39	19,293	23,511	55,000	8036 Project & Equip Reserve Fund	20,000	20,000	0	39
40	16,425	28,509	39,187	8025 GF - Capital Projects PW	20,000	20,000	0	40
41	16,427	28,509	29,000	8046 GF - Fire	20,000	20,000	0	41
42	16,427	28,509	29,000	8024 GF- Police	20,000	20,000	0	42
43	19,293	28,209	55,000	8041 Roads & Streets Fund	59,000	59,000	0	43
44				TRANSFER OUT 70% OF 1% CTY				44
45	109,717	166,304	247,552	8036 Project & Equip Reserve Fund - PW	168,000	168,000	0	45
46				TRANSFER OUT 30% OF 1% CTY				46
47	10,264	14,257	21,218	8036 Project & Equip Reserve Fund	14,400	14,400	0	47
48	8,831	14,254	21,218	8025 GF - Capital Projects PW	14,400	14,400	0	48
49	8,832	14,254	21,218	8024 GF - Police	14,400	14,400	0	49
50	8,831	14,254	21,218	8046 GF - Fire	14,400	14,400	0	50
51	10,264	14,254	21,222	8041 Roads & Streets Fund	14,400	14,400	0	51
52	1,253,910	1,900,321	2,829,165	TOTAL TRANSFER OUT	1,920,000	1,920,000	0	52
53	0	0	10,000	6999 Contingency	0	0	0	53
54	1,604,358	1,739,857		Ending Balance (Prior Years)				54
55			827,204	Reserved for Future Expenditure	657,789	657,789	0	55
56	3,048,122	3,835,767	4,250,580	TOTAL REQUIREMENTS	3,428,324	3,428,324	0	56

Coffee with Manager and Mayor

May 30, 2024

- A community member suggested that all open positions in City staff be posted.
- A community member indicated that he didn't think Dave May should have been reappointed to the Budget Committee.
- A request to have mowing completed in two areas of the City; City Manager Shepard will speak with Public Works.
- It was suggested that the City deploy Sharps containers for needle disposal for diabetics.
- A request that City improve the visibility of the stop sign at N. Marine and N. Cedar Creek be improved; and that a pothole in the area be filled.
- A request for an update to our Wildlife Ordinance was made; City Manager Shepard that it was written and needed to be Workshopped; possibly at the June Workshop
 - Community member offered to speak at an upcoming Council meeting; Mayor encouraged her to do so.
- A community member mentioned the ordinance violations of property at 318 N. Coral St and submitted an Ordinance Complaint form.
- It was asked why not a sewer installation project in unincorporated Nedonna Beach while the City is replacing the water mains; City Manager Shepard explained the differences between water distribution and sewage collection; the added complexity of a sewer installation; and the need for annexation to move forward with a sewer installation project.
- Concern that the signs on S. Washington St. redirecting traffic to the entrance of the Nature Park are too small to be noticed.
- Concern was raised about an overgrown lot (no structure) on S. Island.
- Concern was raised about a neighbor(S. Island), once again, filling the drainage ditch with wood debris.
- Concern was raised about the drug house/traffic on S. Island and S. Easy. City Manager Shepard will speak with Undersheriff Kelly.
 - Resident on S. Easy applauded the Sheriff's department for driving by the house on S. Easy.
- A resident asked why a resident was able to hang a tarp to hide items in front yard as part of complying with Ordinance; City Manager Shepard explained that that was allowed by our City's Ordinance; Mayor offered to bring this to the attention of the Council.
- It was suggested that the City use Cones or Spray Chalk when staging for the upcoming 4th of July Parade; City Manager Shepard stated that the City would not be using paint again.
 - A change in parade route was suggested to take the parade down Nehalem to turn on 101 rather than using the Hope Chest parking lot.
- It was pointed out that Burn Barrels and burn pits negatively impact air quality and neighborhood livability.
- City Manager Shepard and Mayor were asked why we don't have a strategic plan for downtown; and an Urban Renewal Citizen Committee. Mayor mentioned the pending Strategic Planning Initiative that will create a five-year roadmap for our City.
- A handful of attendees spoke about the effective leadership and positive changes in our city; pointing out the challenges other cities in Tillamook County are facing; and how far we have come as a community.

Coffee with Manager and Mayor
May 30, 2024

- A business owner complained about her variance request being denied by the Planning Commission and the cost to appeal the decision to the City Council. She suggested the City was not supportive of additional housing.
- A discussion of the likelihood that Oregon Restaurant and Lodging Association would allow a modification to the Lodging Tax regulations to allow use of these funds to build workforce housing for restaurant and business workers.
- Concern was expressed about the completeness of the Mayor's Notes.
- We were reminded that we need to be respectful of others even when we don't agree. It was suggested we all be part of the solution and not a problem.