



City of Rockaway Beach

City Council Workshop Agenda

Date: Wednesday, February 12, 2025

Time: 4:30 P.M. – 5:40 P.M.

Location: Rockaway Beach City Hall, 276 HWY 101 – 2nd Floor Conference Room

Watch live stream here: [corb.us/live-stream](https://www.corb.us/live-stream)

View meeting later here: [corb.us/city-council](https://www.corb.us/city-council)

Join here to attend remotely:

<https://us06web.zoom.us/j/82663784374?pwd=OfBAxOo1vMNApYqEF10K4b0eGHGZJ1.1>

Meeting ID: 826 6378 4374

Passcode: 924773

Dial by your locationCity

253 215 8782 US (Tacoma)

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

Note: Agenda item times are estimates and are subject to change.

1. CALL TO ORDER (4:30 p.m.)

2. ROLL CALL

3. COUNCIL BRIEFING/DISCUSSION

a. **Review of Applications for Budget Committee (4:31 p.m.)**

b. **Review of 2025-2026 Fiscal Year Budget Calendar (4:45 p.m.)**

c. **Rescheduling July 9th meeting to July 16th (4:50 p.m.)**

d. **Discussion of Res. 2025-06 Adjusting Appropriations for the 2024-2025 Fiscal Year Budget (4:55 p.m.)**

e. **Discussion of Event Application Staff Review (5:00 p.m.)**

f. **Review of Updated Ordinance 2025-01 Exhibit A: Amending Code for TLT Funds (5:05 p.m.)**

g. **Review of Draft Revisions to City Council Rules & Procedures (5:10 p.m.)**

h. **Other Regular Session Agenda Items Review (5:30 p.m.)**

4. ADJOURNMENT (5:35 p.m.)

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



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

APPLICATION TO SERVE ON BUDGET COMMITTEE

The Rockaway Beach Budget Committee is composed of the City Council and an equal number of citizens appointed by the governing body. Budget Committee members serve 3-year terms. Budget Committee members must be registered to vote, and reside within City limits. Appointed budget committee members may be reappointed for additional terms, at the discretion of the Mayor.

Name: Donald Allgeier Date: 01/31/2025

Physical Address: [Redacted]

Mailing Address: PO Box [Redacted]

City: Rockaway Beach State: OR Zip: 97136

Home Phone: [Redacted] Cell Phone: [Redacted] Work Phone: [Redacted]

Email Address: [Redacted]

Occupation: Library Director Place of Employment: Tillamook County

Are you a registered voter in the City of Rockaway Beach? Yes [checked] No []

Signature: [Redacted] Date: 1/31/25

In addition to the information provided above, please include:

- [checked] a cover letter including answers to the questions below, and
[checked] resume.

Application Questions:

- 1. Why are interested in serving on the Budget Committee?
2. Do you have any experience serving on City boards, committees or commissions? (Prior service is not a requirement for appointment.) If you do, please describe the experience, and your length of service.

You may submit your application by mail, email or in person. If sending by email, please send to cityrecorder@corb.us

Dear City Of Rockaway Beach,

I am writing to express my interest in serving on the Rockaway Beach Budget Committee. I am well-prepared for this role with a broad background of nearly twenty years in public service, including more than a decade of experience in public budgeting. I live in Rockaway Beach and value the public budgeting process. It would be a pleasure to learn more about how the city operates.

I have experience working in public service and serving on boards. I have previously worked with budget oversight committees in my work for Multnomah County Library, where I was responsible for developing the library district budget. I currently serve as a member of the North Tillamook Library Friends Board as an ex-officio member, an active member of the Tillamook Kiwanis Club, a member of the Tillamook County Library Foundation Board, and President-elect of the American Library Association Core Division. I have spent 3 years on the American Library Association Core Division Board of Directors.

I will bring a lot of experience to the Rockaway Beach Budget Committee. My national and local services will help inform my approach to helping the city review the budget and address fiscal issues as needed. I look forward to the opportunity to serve my city.

Thank you for your consideration,

Don Allgeier

Innovative and Strategic Library Services Director

Seasoned and highly organized library expert with nearly 20 years of experience and expertise in defining library strategies, managing operational plans, and enhancing programs, services, and facilities. Inclusive leader who seeks collaborative solutions to organizational issues. Champion for community-driven libraries that are responsive to and reflect the cultures served by the library.

- Strategic Planning and Development
- Cross-Functional Team Leadership
- Human Resources Management
- Program and Project Management
- Library Administration
- Inclusive Planning
- Budgeting and Finance
- Continuous Process Improvement
- Community Engagement
- Resource Development
- Policies and Procedures
- Change Management

Professional Experience

Tillamook County Library | Tillamook, OR | Public library system with six branches and serving a rural population

Library Director (July 2022 to current)

- Oversee a management team responsible for six library locations, library outreach, and providing service to a large, rural county while working with multiple library stakeholder groups.
- Developed a strategic plan based on extensive community engagement that supports intellectual freedom and inclusive services.
- Developed a library policy and procedure manual that developed or reworked all library policies and procedures to contemporary standards that support library services.
- Developed the first bilingual and systems librarian positions for a more accessible library.

Multnomah County Library | Portland, OR | *Public library system with 19 branches and over 400K registered borrowers.*

DIRECTOR OF OPERATIONS (Dec 2016 to May 2022)

- Contributed to defining the strategic vision of the library while overseeing the finances, human resources, facilities, security, project management, and program evaluation
- Led a budget strategy successfully extending the positive operating balance of the district for ten years beyond the initial 10-year financial forecast; developed the annual district budget reaching up to \$128M
- Partnered with the Equity & Inclusion Manager to establish equity goals for all library budget program offers
- Coordinated a team of senior managers responding to the pandemic to ensure the continuity of operations
- Collaborated with the HR Director to manage labor relations, benefits, and performance for over 600 staff
- Developed a memorandum of understanding between the library and Friends of the Library to clarify and enhance the organizational relationship
- Supported a successful campaign for a \$387 million bond package to rebuild and renovate library buildings

NEIGHBORHOOD LIBRARIES ASSISTANT DIRECTOR (Nov 2011 to Dec 2016)

- Led a team of supervisors and oversaw the operation of 13 branch libraries to coordinate the delivery of library programs as well as manage all related human resources, financial, and technological services
- Administered a \$20M+ budget, successfully upgrading the library's public spaces and improving security systems
- Retained staff members and maximized public access to the libraries despite a 10% budget cut
- Coordinated the first free lunch programs in the library system through new partnerships
- Assisted in establishing an Innovation Fund to provide financial resources to drive library innovation
- Collaborated with the labor-management team to create new guidelines, policies, and regulations

Primary Source | Seattle, WA | *Library partner providing solutions to maximize efficiency and community impact.*

Donald Allgeier

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SUBJECT MATTER SPECIALIST (Sept 2012 to Present)

- Taught programs on various topics, including library security, process improvement, and management skills.

Education

Executive Master of Public Administration | *Portland State University*
Bachelor of Science in Community Development | *Portland State University*

Memberships & Affiliations

Member of the American Library Association (ALA) • Public Library Association • Core Division of the American Library Association • Association of Rural and Small Libraries • Oregon Library Association • Tillamook Chamber of Commerce • Oregon Program Evaluators Network • Kiwanis Club of Tillamook • Chair of the ALA Core Bylaws and Organization Committee 2022-24 • ALA Core Board of Directors 2022-24 • President-elect ALA Core 2024-25



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APPLICATION TO SERVE ON BUDGET COMMITTEE

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Name: Robbie McClaran Date: 01/30/25

Physical Address: [REDACTED]

Mailing Address: PO Box [REDACTED]

City: Rockaway Beach State: OR Zip: 97136

Home Phone: _____ Cell Phone: [REDACTED] Work Phone: _____

Email Address: [REDACTED]

Occupation: Documentary Photographer Place of Employment: Self Employed

Are you a registered voter in the City of Rockaway Beach? Yes No

Signature: Robbie McClaran [REDACTED] Date: 01/30/2025

In addition to the information provided above, please include:

a cover letter including answers to the questions below, and

resume.

Application Questions:

1. Why are interested in serving on the Budget Committee?
2. Do you have any experience serving on City boards, committees or commissions? (Prior service is not a requirement for appointment.) If you do, please describe the experience, and your length of service.

You may submit your application by mail, email or in person. If sending by email, please send to cityrecorder@corb.us

ROBBIE MCCLARAN, PHOTOGRAPHER

January 30, 2025

Dear Mayor McNeilly, Honorable City Councilors, City Manager Shepard

I am writing to submit my application to serve on one of the open seats on the Budget Committee.

As a long time visitor and property owner, part time resident and now full time resident, I have been impressed and inspired with the progress the City has made in recent times. It is notable that this progress is the result of hard work by not only a skilled professional staff, but from citizen volunteers, such as yourselves.

It is my hope that the City will continue to move forward towards a community that serves its residents as well as our visitors. Prudent, pragmatic and transparent use of taxpayer revenue is critical to the success of the City.

For over forty years I have been self-employed, running my business as a free-lance editorial and corporate photographer. I have been fortunate to have the success I have had, but this "luck" comes as a result of balancing the books, making strategic investments for the future and keeping my overhead low.

Additionally, for the past twenty years, I have managed rental properties here in Rockaway and in Portland, along with my wife and partner Lydia. I have overseen repair and remodeling projects, worked with numerous skilled tradesmen, collected the rents, and paid the taxes.

Although I have never served on City boards, committees or commissions, by way of my experience I do have an understanding of the importance of good asset management. More importantly I have a passion for good governance. It would be an honor to serve our community on the City Budget Committee.

Sincerely,

Robbie McClaran

P.O. Box [REDACTED]
Rockaway Beach, OR 97136



ROBBIE MCCLARAN, PHOTOGRAPHER

Bio / Resume

Robbie McClaran is a documentary and fine art photographer, producer and photo editor based in the Pacific Northwest, whose work has been widely published and exhibited. In the U.S. his commissioned work has appeared in diverse publications, such as *Smithsonian*, *The New York Times Magazine*, *Vanity Fair*, *Time*, *Esquire*, *Rolling Stone*, *Sports Illustrated*, *Fortune*, *Bloomberg*, and *Forbes*.

Advertising and corporate clients include Nike, IBM, Microsoft, Pepsi, Yahoo, Hitachi, Warren's Paper, and Alcoa.

His work has been featured in *The Oxford American*, *Lenscratch*, *Plazm*, *Juxtapoz*, *Photo District News*, *The Photo Review*, *ID Design*, and has been recognized by the *American Institute of Graphic Arts*, *American Photography*, *The New York Art Director's Club*, *Graphis* and *Communication Arts*. Robbie is a regular contributor to *Travel Oregon* as both photographer and writer.

Additionally, Robbie teaches photography skills to a wide variety of students at Pacific Northwest College of Art, Newspace Center for Photography, as well as private mentorships.

His work is held in several private and public museum and library collections.

Education: The Center for Photographic Studies, Louisville, KY 1975-1976
Visual Studies Workshop, Rochester, NY; 1976-1978

Photographer / Producer: Since the late 1980's Robbie has completed thousands of assignments for national magazines, advertising agencies and corporations, managing all aspects of production, travel, budgets, contract negotiations, pre and post production, image delivery and asset management.

Photo Editor / Researcher Beginning in 2016 Robbie works on contract projects for companies in the travel, tourism and other sectors to source, assign and edit unique photography, negotiate fees and contracts, and handle asset delivery.

Software Proficiency: Adobe Light Room, Photoshop, MS Office, Photo Mechanic

Website: <http://mcclaran.com>

My complete Resume / CV can be viewed by following this link: <https://www.mcclaran.com/about>



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Name: JEAN SCHOLTZ Date: 1/2/2025

Physical Address: [Redacted]

Mailing Address: P.O. Box [Redacted]

City: Rockaway Beach State: OR Zip: 97134

Home Phone: [Redacted] Cell Phone: [Redacted] Work Phone: [Redacted]

Email Address: [Redacted]

Occupation: Retired Place of Employment:

Are you a registered voter in the City of Rockaway Beach? Yes [X] No []

Signature: [Redacted] Date: 1/3/2025

In addition to the information provided above, please include:

- [X] a cover letter including answers to the questions below, and
[X] resume.

Application Questions:

- 1. Why are interested in serving on the Budget Committee?
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You may submit your application by mail, email or in person. If sending by email, please send to cityrecorder@corb.us

Jean Scholtz

████████████████████

PO Box ██████

████████████████████

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Why am I interested in serving on the budget committee?

I have been on the receiving end of the work of this committee for some time as I served on the Friends of Library Board starting around 2018 and have been president since 2021. I believe that one of the very first awards was given to the Friends of the Rockaway Beach Library to get a new roof on the building that still houses that library – with the same roof!

I have been very impressed with the amounts of funding that our Friends have been given by the city to help maintain and improve the library. Not only have we been able to obtain the new necessary heating and repairs for the deck of the library, we have been able to do more in the way of displays of local artwork, including our local wood artists. This has helped to make our library a place visited by locals as well as many visitors – who contribute for their use of computers, etc.

I know there are many other shops and services in the city, and I would like to help in providing funding that will appeal to both visitors and citizens alike. I grew up in a small town in the Midwest, about the same size as Rockaway Beach, and I know how important it was to the residents it was to have a library in the town. My mother was the librarian in my small town of Lena, IL. While she never went to college, she was able to obtain a librarianship through correspondence courses.

I have served on several boards when I was working – but most of these were to obtain feedback on the science that was being done and get it moved into practice (NASA). We were not instrumental in awarding funding.

After moving here, I was on the board of Tides of Change, the local organization that helps people suffering from domestic violence. We made great strides in getting that organization accepted in the community where it still helps many people with both emergency services and help with the legal systems. I was the president of the board when we changed the name from The Tillamook County Women’s Resource Center to Tides of Change, which involved a number of brainstorming sessions with attendees from different backgrounds and interest.

Basically, I like living in this town and want to contribute to helping the town grow their services for the residents.

Jean Scholtz

██████████
P.O. Box ██████████
Rockaway Beach, OR 97136
Home: ██████████
Mobile: 2 ██████████

Education

Ph. D, 1989, Computer Science, University of Nebraska-Lincoln, NE
M.S, 1969, Mathematics, Stevens Institute of Technology, Hoboken, NJ
B.A., 1966, Mathematics, University of Iowa, Iowa City, Iowa

Employment History

September, 2018	Retired
June, 2006 – Sept.,2018	Chief Scientist, National Security Division, Pacific Northwest National Laboratory, part-time. Worked remotely.
May, 2004 – May, 2006	Supervisor, National Institute of Standards and Technology National Institute of Standards and Technology; retired May 31, 2006.
March, 1997 – May, 2004	Computer Scientist, National Institute of Standards and Technology
August, 1998- Jan. 2001	on loan to Defense Advanced Research Projects Agency (DARPA) Program manager, ITO (from NIST) Adjunct Faculty George Washington University, 1998, graduate Human-Computer Interaction Class
Sept, 1996-March, 1997	Principal Human Factors Engineer, UserWorks, Inc., Silver Spring, MD
May, 1996 - Sept., 1996	Independent consultant, Projects involved evaluation of Web based product, development of GUI guidelines.
Jan, 1995 -March, 1996	Manager, Human Factors Services, Personal Conferencing Division, Intel Corporation, Hillsboro, OR
1993-1995	Senior Usability Engineer, Intel Corporation, Hillsboro, OR
1989-1993	Assistant Professor, Computer Science, Portland State University
1988-1989	Teaching Assistant, Computer Science, University of Nebraska-Lincoln
1985-1988	Instructor, Computer Science, University of Nebraska-Omaha
1970-1971	Secondary teacher, mathematics, The Kimberly Academy, Montclair, N
1966-1970	Associate Member of Technical Staff, Bell Telephone Laboratories, Murray Hill, NJ and Kwajalein, MI

Significant Awards

2018	Elected to CHI Academy
2015	CHI lifetime service award
2008	PNNL – NVAC award for VAST Challenge Work
2006	NIST Bronze Medal Award for ISO standard work on Common Industry Reporting Format for Usability
2004	Certified Human Factors Professional
1993	Woman of Distinction in Engineering, Awarded by Girl Scout Council of the Northwest
1991-1992	NASA/ASEE Summer Fellowship, Kennedy Space Center1990-1991 NASA/ASEE Summer Fellowship, Kennedy Space Center
1991	University Nominee for Presidential Faculty Fellow
1989	CHI'89 Doctoral Consortium Participant

Research Focus

User-centered evaluations primarily of users interacting with intelligence systems and visual analytic environments. I have worked in the following domains: intelligence analysis, including question answering systems; visual analytic environments, and human-robot interaction in search and rescue and explosive ordnance disposal. My dissertation work was on transfer of knowledge between programming languages.

Work at PNNL

- Working on trust experiment for automated classification system.
- Paper on Heuristics for Visual Analytics presented at Human Computer Interaction International conference (HCII). (2018)
- Introduction to User -Centered Evaluation of Visual Analytics published by Morgan Claypool (2017)
- Paper on Situation Awareness of Cyber Security in the Power Grid, accepted for publication in Journal of Human Performance in Extreme Environments. (2017). I was the PI on the project. We were invited to give a presentation on our project at the North American User Group Meeting hosted by Alstom and GE. We had a paper accepted for presentation at the AHFE 16 meeting, Applied Human Factors Engineering.
- User Evaluation of a game for cybersecurity professionals to develop resilience strategies.
- Gave a course on Visual Analytics 101 at CHI 2016.
- Did observations during the Cascadia Rising Exercise in Seattle and outlined some additional work that would help in these exercises.
- Conducted observations at the DARPA Robot Challenge in 2015. Paper was published on this work.
- Co-PI on internal project for CCSI: control of complex systems initiative
- Worked on the internal Analysis in Motion project for streaming data.
- Worked on the SuperID project with 6 universities from the UK. This involved developing and evaluating analysts working with different models to identify a given individual.
- Provided support on user-centered evaluations to various PNNL projects and LDRDs such as predictive analytics, and multi-int fusion and Science of Multi-Int analysis.
- User-centered evaluation work for the National Analysis and Visualization Center (NVAC); Counter Intelligence and Law Enforcement Project; As such I develop metrics and evaluation methodologies for visual analysis environments and work with the Regional Analysis and Visualization Centers (RVACs) to help them conduct user-centered evaluations.
- Co-Chair of the VAST Challenge 2006 – 2010.
- Conducted user-centered evaluation for an acquisition and pilot study project in the intelligence community.
- Worked on an NSF grant with Catherine Plaisant, UMD, and Georges Grinstein, U. Mass Lowell, to develop metrics and an infrastructure for evaluating visual analysis environments.

Previous User-Centered Evaluation Work

- While at NIST I was the project lead for user-centered evaluation of the ARDA Novel Intelligence from Massive Data (NIMD) project. My team developed a hierarchy of user-centered metrics; conducted baseline studies and data analysis, conducted pilot studies for ARDA PI teams, and conducted evaluations at the end of the NIMD project.
- My team at NIST also helped with the RDEC (Research Development and Experimental Collaboration) program at ARDA. In this program, tools were moved into various agencies and user-centered metrics were developed, data collected, and analysis done.
- In earlier work at NIST I started the IUSR (Industry Usability Reporting) project. This project developed a standard reporting form for summative usability tests <http://zing.ncsl.nist.gov/iusr/>. The group now includes hundreds of organizations, both commercial and academics, as well as consultants from all over the world. The reporting formation is now an ISO standard. [ISO/IEC 25062:2006](https://www.iso.org/standard/62222.html)
- At Intel I ran the usability lab and also helped develop projects for video on the desktop (CNN@Work, and an early version of Skype), as well as an early version of a personal assistant (PA). CHI 1997 paper.

Other Technical Work

- At Bell Telephone Laboratories, Murray Hill, NJ: Developed a functional assembly language for MULTICS (one of the earliest time-sharing programs).
- At Bell Telephone Laboratories, Kwajalein, MI: I maintained the machine level operating system for the missile defense program.

Selected Papers (over 110 published papers)

Papers on cybersecurity and the power grid

1. Scholtz, J., Franklin, L., Ashok, A., leBlanc, K., Bonebrake, C., Andersen, E., & Cassiadoro, M. (2017) Employing a User Centered Design Process for Cybersecurity Awareness in the Power Grid. *The Journal of Human Performance in Extreme Environments*.
2. Katya Le Blanc, Aditya Ashok, Lyndsey Franklin, Jean Scholtz, Michael Cassiadoro, Eric Andersen Characterizing Cyber Tools for Monitoring Power Grid Systems: What Information Is Available and Who Needs It? 2017 IEEE International Conference on Systems, Man, and Cybernetics
3. Scholtz, Jean, Lyndsey Franklin, Katya Le Blanc, and Eric Andersen. "Cybersecurity Awareness in the Power Grid." In *Advances in Human Factors in Cybersecurity*, pp. 183-193. Springer International Publishing, 2016.
4. Enabling Situation Assessment/Awareness for Utility Operators and Cybersecurity Professionals. Scholtz, Jean and Mark Rice. Resilience Week 2016.

Papers on Evaluation (Visualizations and other Systems)

1. **Evaluation of Visualization Heuristics**, Ryan Williams, Jean Scholtz, Leslie M. Blaha, Lyndsey Franklin, Zhuanyi Huang, *HCI 2018*.
2. Scholtz J, OJ Love, MA Whiting, D Hodges, L Emanuel, and DS Fraser. 2014. " Utility Evaluation of Models." Presented by Mark A. Whiting at BELIV 2014, Paris, France on November 10, 2014. PNNL-SA-106290.
3. Tarrell A, A Fruhling, R Borgo, C Forsell, G Grinstein, and J Scholtz. 2014. "Towards Visualization Specific Heuristic Evaluation." Presented by Alvin Tarrell at BELIV 2014, Paris, France on November 10, 2014. PNNL-SA-106335.
4. Jean Scholtz, Mark A. Whiting, Catherine Plaisant and Georges Grinstein. Evaluation of Visual Analytics environments: The road to the visual analytics science and technology challenge evaluation methodology. *Information Visualization*. 2013.
5. Jean Scholtz, Mark A. Whiting, Catherine Plaisant and Georges Grinstein, A Reflection on Seven Years of the VAST Challenge. "A reflection on seven years of the VAST challenge." *Proceedings of the 2012 BELIV Workshop: Beyond Time and Errors-Novel Evaluation Methods for Visualization*. ACM, 2012.
6. Chinchor, Nancy, Kristin Cook, and Jean Scholtz. "Building Adoption of Visual Analytics Software." *Expanding the Frontiers of Visual Analytics and Visualization*. Springer London, 2012. 509-530.
7. Jean Scholtz. Developing Guidelines for Assessing Visual Analytic Environments [Information Visualization 10](#)(3): 212-231 (2011)
8. Petra Isenberg, Niklas Elmqvist, and Jean Scholtz. Collaborative Visualization: Definition, Challenges, and Research Agenda. [Information Visualization 10](#)(4): 310-326 (2011)
9. Georges G. Grinstein, Shawn Konecni, Mark A. Whiting, Catherine Plaisant, and Jean Scholtz: VAST 2010 Challenge: Arms dealings and pandemics. [IEEE VAST 2010](#): 263-264
10. Jean Scholtz, Kristin A. Cook, Mark A. Whiting, Doug Lemon and Howard Greenblatt. Visual Analytics Technology Transition Progress. [Information Visualization 8](#)(4): 294-301 (2009).
11. Roderick M. Riensche, Louis M. Martucci, Jean Scholtz, and Mark A. Whiting. Application and Evaluation of Analytic Gaming, [CSE \(4\) 2009](#): 1169-1173.
12. Ashok K. Goel, Emile L. Morse, Anita Raja, Jean Scholtz, and John T. Stasko. Computational Explanations for Report Generation in Intelligence Analysis. [ExaCt 2009](#): 37-47.
13. Mark A. Whiting, Chris North, Alex Endert, Jerome Haack, Carrie Varley, Jean Scholtz, and Jim Thomas. VAST contest dataset use in education. [IEEE VAST 2009](#): 115-122.
14. Georges G. Grinstein, Catherine Plaisant, Jean Scholtz, and Mark A. Whiting. VAST 2009 challenge: An insider threat. [IEEE VAST 2009](#): 243-244.
15. Visual-Analytics Evaluation. With Catherine Plaisant and Georges G. Grinstein, [IEEE Computer Graphics and Applications 29](#)(3): 16-17 (2009).
16. Loura Costello, Georges G. Grinstein, Catherine Plaisant, Jean Scholtz: Advancing user-centered evaluation of visual analytic environments through contests. With Loura Costello, Georges G. Grinstein, and Catherine Plaisant. [Information Visualization 8](#)(3): 230-238 (2009).
17. Diane Kelly, Paul B. Kantor, Emile L. Morse, Jean Scholtz, Ying Sun: Questionnaires for eliciting evaluation data from users of interactive question answering systems. [Natural Language Engineering](#)

[15](#)(1): 119-141 (2009)

18. Georges G. Grinstein, Sharon J. Laskowski, Teresa O'Connell, Catherine Plaisant, Jean Scholtz, and Mark. A. Whiting. VAST 2008 Challenge: Introducing mini-challenges..[IEEE VAST 2008](#): 195-196
19. Georges Grinstein, Catherine Plaisant, Sharon Laskowski, Theresa O'Connell, Jean Scholtz, Mark Whiting, Lynn Chien, Annie Tat, William Wright, Carsten Görg, Zhicheng Liu, Neel Parekh, Kanupriya Singhal, and John Stasko, Evaluating Visual Analytics at the 2007 VAST Symposium Contest, IEEE Computer Graphics and Applications, March/April 2008.
20. Emile Morse, Michelle Potts-Steves, and Jean Scholtz. An Analysis of the Use of a Collaboration Tool in the Intelligence. *Journal of Intelligence Community Research and Development (JICRD)*, November, 2006.
21. Martha Crosby, Jean Scholtz, and Paul Ward. Special issue of interacting with computers: Symbiotic performance between humans and intelligent systems • EDITORIAL, *Interacting with Computers*. 2006. Vol. 18 (6), *Pages 1165-1169*.
22. Emile Morse, Michelle Potts-Steves, and Jean Scholtz. Evaluation metrics and methodologies for user-centered evaluation of intelligent systems , *Interacting with Computers*. 2006. vol. 18 (6). *Pages 1186-1214*
23. Metrics for Evaluating Human- Information Interaction Systems, *Interacting with Computers*. 2006. Vol. 18 (4), *Pages 507-527*.
24. Beyond Usability: Evaluation Aspects of Visual Analytic Environments, *Visual Analytics Science And Technology, 2006 IEEE Symposium, 2006*.
25. Paula Cowley, Lucille Nowell, and Jean Scholtz. Glass Box: An Instrumented Infrastructure for Supporting Human Interaction with Information. Hawaii International Conference on System Science 38 (HICSS38). 2005. Jan. 3- 6. Kona, Hawaii.
26. Micelle Potts-Steves and Jean Scholtz. A Framework for Real-World Software System Evaluations. CSCW 2004.
27. Greg Mack, Keith Lonergan, Chris Hale, Jean Scholtz, and Michelle Steves. A Framework for Metrics in Large, Complex Systems. SPIE, Aerospace 2004.
28. In Depth Observational Studies of Professional Intelligence Analysts, with (Emile Morse and Tom Hewett). Human Performance, Situation Awareness and Automation Technology Conference. 2004.

Panels and Posters on Visual Analytics Evaluation

1. Ebert D, B Fisher, J Guerra Gomez, L McNamara, and J Scholtz. 2015. "Ecologies of Visualization ." Presented by David Ebert, Brian Fisher, John Guerra Gomez, Laura McNamara, Jean Scholtz at IEEE VisWeek, Chicago, IL on October 27, 2015. PNNL-SA-110869.
2. Cook KA, J Scholtz, and MA Whiting. 2015. "A Software Developer's Guide to Informal Evaluation of Visual Analytics Environments Using VAST Challenge Information ." Presented by Jean Scholtz at IEEE VisWeek, Chicago, IL on October 26, 2015. PNNL-SA-111067.
3. Fisher B, J Guerra Gomez, LA MacNamara, and J Scholtz. 2015. "What to do about those pesky users?" PNNL-SA-109895 Pacific Northwest National Laboratory, Richland, WA. Panel at SPIE Conference.

Papers on the evaluation of human-robot interaction

1. Norton, A., Ober, W., Baraniecki, L., McCann, E., Scholtz, J., Shane, D., ... & Yanco, H. (2017). Analysis of human-robot interaction at the DARPA Robotics Challenge Finals. *The International Journal of Robotics Research*, 0278364916688254.
2. Drury, J., Scholtz, J., and Kieras, D. 2007. Adapting GOMS to Model Human-Robot Interaction. Presented at HRI 2007. March 9-11, Washington DC.
3. Scholtz, J., Antonishek, B., Stanton, B., Schlenoff, C. 2007. Concepts of Operations for Robot-Assisted Emergency Response and Implications for Human-Robot Interaction. In *Proceedings of the Workshop on Performance Metrics for Intelligent Systems, (PERMIS)*. Gaithersburg, MD August. 2007.
4. Stanton, B., Antonishek, B. and Scholtz, J., Development of an Evaluation Method for Acceptable Usability. In *Proceedings of the Workshop on Performance Metrics for Intelligent Systems, (PERMIS)*. Gaithersburg, MD August. 2006.
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10. Tony Salvador, Jean Scholtz: Systematic creativity: a methodology for integrating user, market and engineering requirements for product definition, design and usability testing. [EHCI 1995](#): 307-329.

Papers on Studies of Programming

1. Jean Scholtz, Adrienne Cleveland: The Development of a Plan Based Tutor to Aid in Transfer between Programming Languages. *HCI* (2) 1993: 519-524.
2. Vikki Fix, Susan Wiedenbeck, Jean Scholtz: Mental representations of programs by novices and experts. *INTERCHI 1993*: 74-79.
3. Jean Scholtz, Susan Wiedenbeck: Using Unfamiliar Programming Languages: The Effects on Expertise. *Interacting with Computers* 5(1): 13-30 (1993).
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Miscellaneous Book Contributions

1. Introduction to User -Centered Evaluation of Visual Analytics published by Morgan Claypool (2017)
2. Evaluating Inter-Organizational Information Systems, with Jill Dury, "Inter-Organizational Information Systems in the Internet Age," Sean B. Eom, Editor. 2005.
3. Usability Evaluation. *Encyclopedia of Human Computer Interaction*, 2004.
4. Government Roles in HCI, in Julie Jacko and Andrew Sears (Eds) *The Human-Computer Interaction Handbook*, Lawrence Erlbaum, 2002.
5. Digital Libraries, with Ron Larsen, in *Cancer Informatics: Creating a Knowledge Management Infrastructure*, Springer-Verlag, 2002.
6. Scholtz, J. 2002. Human-robot Interactions: Creating Synergistic Cyberforces, in Alan C. Schultz and Lynne E. Parker (eds.), *Multi-Robot Systems: From Swarms to Intelligent Automata*, Kluwer.
7. Situated Computing: The Next Frontier for HCI Research, with Kevin Mills. 2001. In John M. Carroll (Ed) *Human-Computer Interaction in the New Millennium*, Addison Wesley, ACM Press, New York, NY, 537-552.
8. Measurement and Evaluation in Embodied Conversational Characters, (with Gregory Sanders) in *Embodied Conversational Agents*, Justine Cassell, Scott Prevost, Joseph Sullivan, and Elizabeth Churchill (Eds), MIT Press, 2000.

Outside Activities

Chair of the Human Factors in Space Review Committee for NASA (2012-2015)
 On Human Factors in Space Review Committee for NASA (2009-2012)
 Reviewer for Information Visualization, SMC (Systems, Man and Cybernetics)
 Member, IEEE, ACM, SIGCHI
 Chair of the Tillamook Oregon AAUW STEM program in 2016, 2017
 Member of the Tillamook Oregon AAUW Scholarship committee
 Chair of the Tillamook Oregon AAUW scholarship program
 3rd VP of the Oregon Master Gardener Association
 Past president of the Tillamook Master Gardener Association

Associate Editor, International Journal of Human- Computer Studies
Associate Editor, Interacting with Computers
Associate Editor, Empirical Software Engineering
Editorial Board, ACM Interactions
Founder of CHIFOO, Portland Oregon SIGCHI chapter 1990
Program Committee, VAST 2008, VAST 2009
Held many positions in CHI conferences including tutorial chair, short papers chair, associate reviewer
Treasurer of SIGCHI
Co-Chair of 2 Empirical Studies of Programming workshops
Symposium organizer at 3 HICSS conferences



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

JAN 25 11:04 AM

APPLICATION TO SERVE ON BUDGET COMMITTEE

The Rockaway Beach Budget Committee is composed of the City Council and an equal number of citizens appointed by the governing body. Budget Committee members serve 3-year terms. Budget Committee members must be registered to vote, and reside within City limits. Appointed budget committee members may be reappointed for additional terms, at the discretion of the Mayor.

Name: CAROLYN WALTERS Date: 1/8/25

Physical Address: [REDACTED]

Mailing Address: PO Box [REDACTED]

City: Rockaway Beach State: OR Zip: 97136

Home Phone: _____ Cell Phone: [REDACTED] Work Phone: _____

Email Address: [REDACTED]

Occupation: RN Place of Employment: _____

Are you a registered voter in the City of Rockaway Beach? Yes No

Signature: [REDACTED] Date: 1/8/25

In addition to the information provided above, please include:

- a cover letter including answers to the questions below, and
- resume.

Application Questions:

1. Why are interested in serving on the Budget Committee? Because of my deep concern for Rockaway Citizens
2. Do you have any experience serving on City boards, committees or commissions? (Prior service is not a requirement for appointment.) If you do, please describe the experience, and your length of service.

No city boards, but multiple hospital boards

You may submit your application by mail, email or in person. If sending by email, please send to cityrecorder@corb.us

December 11, 2024

Dear Rockaway Beach City,

I am interested in applying to be on the Budget Committee. I have lived in Rockaway almost 10 years and enjoy being part of this wonderful community.

I am mostly retired from nursing, but retain my RN license for the foreseeable future. I was instrumental in forming our CERT team and continue to support such efforts. I have joined the Medical Reserve Corps that operates out of Nehalem and am active in their programs and drills.

In my career as a surgical RN, I was in charge of the budget for both neurosurgery and cardiac surgery performed in both Salt Lake City and Las Vegas hospitals. My duties included making sure we stayed under the proposed budget allotted, shopping for the least expensive equipment and forming partnerships with surgeons and vendors. These jobs also entailed quarterly meetings with the CEO, CNO, etc to review how budgets were being utilized within my departments.

I believe I would be a good fit for the local budget committee and look forward to hearing from you!



Carolyn Walters

Carolyn Walters

[REDACTED]
P.O. Box [REDACTED]
Rockaway Beach, Oregon 97136
[REDACTED]

10/18 - 10/21

Good Samaritan Hospital Corvallis

Cardiac Surgical RN. Circulated all cardiothoracic surgeries with significant hours of being "on call" for emergency procedures.

4/2016 - present

Coastal Care Home Health

Began RN home health services for Oregon coast residents. Provide MD visit transport, dressing changes for wounds, medication management, local CNA referrals.

11/2014 – 04/2016

SLC 911 Dispatch

Emergency Communications Nurse

Began program for SLC 911 Program. Medical call triage for residents of Salt Lake City, Utah in attempt to alleviate paramedics, fire truck and ambulance services.

02/2011 -07/2014

Salt Lake Surgical Center

Staff RN

Performed all aspects of circulating outpatient surgical cases including: pediatric dental, orthopedic, urology and plastic surgery cases. Responsible for ordering all medications, gasses and narcotics used in the facility.

10/2008 – 08/2011

HCA St. Marks Hospital – Salt Lake City, Utah

Neurosurgical Charge Nurse

Responsible for all neurosurgical procedures, ordering of supplies for specialty and training of new staff. Also circulated all types of cardiac, vascular, orthopedic, general and plastic surgery cases as needed.

02/2000 – 10/2008

HCA Sunrise Hospital – Las Vegas, Nevada

Neurosurgical Charge Nurse

Transferred with HCA related to need of neurosurgical specialist. Responsible for staffing/call schedule and training of neurosurgical team. Circulated and assisted anesthesia service.

06/1994 – 02/2000

HCA St. Marks Hospital

Staff RN

Became proficient at all neuro, ortho, plastic, general and urology surgical procedures performed. Specialized in cardiac and vascular surgeries.

06/1991 – 06/1994

LifeCare Center of Utah

Staff RN

Performed all services of long term/geriatric cares. Supervised CNA and food service employees.

Bachelors Degree in Nursing

University of Utah

Graduated 6/1991



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

BUDGET CALENDAR 2025-2026 FISCAL YEAR

February 12, 2025	Appoint City Manager as Budget Officer at City Council Meeting
April 1, 2025	Budget Committee Meeting Notice published in Headlight Herald
April 1, 2025	Budget Committee Meeting Notice posted on website
April 9, 2025	Budget Meeting Packet ready and posted online
April 16, 2025	Budget Committee Meeting #1 at 5:00 pm (Public Hearing)
April 23, 2025	Budget Committee Meeting #2 at 5:00 pm (Approval)
April 30, 2025	Send LB-1 Notice of Budget Hearing to Headlight Herald
May 6, 2025	LB-1 published in Headlight Herald
May 14, 2025	City Council Budget Hearing & Adoption
July 15, 2025	Submit Tax Certification (LB-50) to County Assessor by July 15
July 15, 2025	Submit Copy of Budget to County Clerk by September 30

RESOLUTION NO. 2025-06

**A RESOLUTION ADJUSTING APPROPRIATIONS FOR THE
2024-2025 FISCAL YEAR BUDGET**

WHEREAS, the 2024-2025 Fiscal Year Budget was duly authorized and adopted by Resolution on June 12, 2024; and

WHEREAS, ORS 294.463 provides that transfers of appropriations may be made within a fund when authorized by ordinance or resolution of the governing body of a municipal corporation; and

WHEREAS, the contingency transfer does not exceed 15%, and may therefore be carried through resolution; and

WHEREAS, a transfer within the General Fund from Contingency to the Administration Department is necessary due to unanticipated expenditures related to attorney fees for election case litigation; and

WHEREAS, a transfer within the Water Operating Fund from Contingency to the Water Program is necessary due to unanticipated expenditures related to personnel costs for hiring and training a Plant Operator; and

WHEREAS, a transfer within the Sewer Operating Fund from Contingency to the Sewer Program is necessary due to unanticipated expenditures related to personnel costs hiring and training a Plant Operator; and

**NOW, THEREFORE, THE CITY OF ROCKAWAY BEACH RESOLVES AS
FOLLOWS:**

Section 1. The City Council of the City of Rockaway Beach hereby authorizes appropriation transfers to the 2024-2025 Fiscal Year Budget as follows:

General Fund	Current	Increase	Decrease	Revised
Contingency	\$ 329,848	\$	\$31,978	\$297,870
Administration Department	\$ 775,960	\$31,978	\$	\$807,938

Water Operating Utility Fund	Current	Increase	Decrease	Revised
Contingency	\$ 644,988	\$	\$17,454	\$ 627,534
Water Program	\$ 4,299,920	\$ 17,454	\$	\$ 4,317,374

Sewer Operating Utility Fund	Current	Increase	Decrease	Revised
Contingency	\$ 164,696	\$	\$17,454	\$ 147,242
Sewer Program	\$ 1,097,971	\$ 17,454	\$	\$1,115,425

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

APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12th DAY OF FEBRUARY 2025.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder



Event Application Staff Review

Organization Name: _____

Event: _____

Date(s): _____

- Drawing/Map clearly denoting event set-up including: portable restrooms, dumpsters, barricades, vendors, etc.

Comment/Conditions: _____

- Estimated # of People Attending: _____

- Dumpster Required { } YES { } NO

Recommended size/capacity: _____

- Restrooms Required { } YES { } NO

Recommended quantity: _____

Other Comments/Conditions: _____

All applications contingent on City Council approval.

Application Reviewed by: _____

Name

_____ Date

_____ Name

_____ Date

§ 34.15 ADMINISTRATION.

(A) Use of TLT funds. The revenue collected from the first 5% of the tax pursuant to this subchapter shall be allocated by the City Council to any 1 or more of the following during any 1 fiscal year, as follows: fire and rescue equipment, police services and equipment, promotion and tourism, street and parking improvements, parks and recreation services and equipment, land acquisition and capital improvements, and/or city beautification and urban renewal; provided, however, that no more than 40% of the total funds shall be allocated to any 1 category during 1 fiscal year. The revenue collected from the next 2% of the tax pursuant to this subchapter shall be allocated in its entirety to tourism promotion or tourism facilities. The revenue collected from the 3% balance of the tax pursuant to this subchapter shall be allocated, following reductions attributed to collection reimbursement charges, consistent with O.R.S. 320.350.



CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

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

Section 1. **AUTHORITY.**

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

Section 2. **MEETINGS AND WORKSHOPS.**

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

CITY OF ROCKAWAY BEACH

COUNCIL MEETING RULES AND PROCEDURES

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

CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

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

2.6 General Conduct of Hearings.

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

CITY OF ROCKAWAY BEACH
COUNCIL MEETING RULES AND PROCEDURES

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

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

2.7 Quasi-Judicial Land Use Matters.

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

2.7.B. Conflicts of Interest.

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

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

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

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

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

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

3. Hearing Procedures. Quasi-judicial land use hearings procedures shall be conducted in accordance with ORS 197.797 unless otherwise provided in the

CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

land use ordinances. The order of hearings in quasi-judicial land use matters shall ~~be~~include:

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

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

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

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

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

e. Presentation of the Case

- 1) Applicant/Proponent's case. (Encouraged to limit ~~Twenty~~to twenty minutes total.)

CITY OF ROCKAWAY BEACH COUNCIL MEETING RULES AND PROCEDURES

2) Appellant, if other than applicant. (Encouraged to limit to twenty minutes total.)

2) Persons in favor. ~~Five-Three~~ minutes per person.

3) Persons opposed. ~~Five-Three~~ minutes per person.

4) Other interested persons. ~~Five-Three~~ minutes per person.

5) Staff response/clarification.

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

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

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

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

1) The Council ~~shall may adopt direct staff to prepare~~ findings to support its decision.

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

i. Continuances. ~~Only one continuance is available by right. A party can obtain either a continuance or an open record period.~~ However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. ~~Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes. There is a 120-day time limitation, imposed by the Oregon Revised Statutes, and this 120-day period is not extended unless the applicant requested the continuance or if the applicant otherwise agrees to the extension of the time limitation.~~

2.8 Legislative Land Use Matters.

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

CITY OF ROCKAWAY BEACH

COUNCIL MEETING RULES AND PROCEDURES

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

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

3. Presentation of the Case.

a. Proponent's case. Twenty minutes total.

b. Persons in favor. ~~Five~~Three minutes per person.

c. Persons opposed. ~~Five~~Three minutes per person.

d. Other interested persons. ~~Five~~Three minutes per person.

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

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

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

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

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

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

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- 2.10 **Continuation of a Meeting.** Upon majority vote of the Council any meeting may be continued to a later date or time, provided that no continuation or adjournment shall be for a period longer than the next regular scheduled meeting.
- 2.11 **Workshops.** Workshops are permitted to present information to the Council so that the Council is prepared for regular or special meetings. Workshops shall be held as needed to gather information and informally discuss specific issues or questions. The public may attend workshops, but may not participate unless expressly asked.
- 2.11.A All workshops are subject to Oregon's public meetings law and must be noticed accordingly.
- 2.11.B. Workshops are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a workshop.
- 2.11.C. Workshops are to be scheduled by the City Manager.
- 2.11.D. The City Manager is to invite any relevant staff to workshops so that the sessions are as productive as possible.
- 2.12 **Attendance by City Manager.** The City Manager shall attend all Council meetings unless excused by the Council or the Mayor. Staff shall attend when requested by the City Manager.

Section 3. **MECHANICS OF MEETINGS.**

- 3.1 **Quorum.** Pursuant to the City Charter, Section 11, three of the five voting council members shall constitute a quorum to conduct business. The Mayor, or in his/her absence the president of the Council, shall call the meeting to order at the hour designated for the meeting. ~~The City Charter defines a quorum as a majority of the Councilors (Section 14), which means three (3) members of the Council, one of which may not be the Mayor.~~ If a quorum is not present, the City Manager shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.
- 3.2 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by *Robert's Rules of Order, Newly Revised*. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose. Councilors should avoid invoking the finer points of parliamentary rules that serve only to obscure the issues and arouse the

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suspicion of the audience at public meetings and the citizens in general. The Presiding Officer shall determine all points of order, subject to the right of any member to appeal to the Council.

- 3.3 **Agenda.** An agenda for each regular Council meeting shall be prepared by the City Manager. Council members may request that specific items be included on the agenda. The City Manager should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Agendas for regular Council meetings shall be posted at City Hall and the Post Office at least 5 days prior to the meeting time. The Council shall consider at the meeting only matters that appear on the agenda for that meeting, except in the case of an emergency. The Council may discuss items added by a Council member at the meeting. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements.

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

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

THE FOLLOWING SHOULD BE ALTERED AS NEEDED OR DESIRED

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Oaths of Office
- 5) Consent Agenda
- 6) Presentations, guests, and announcements
- 7) Staff Reports

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- ~~8)~~ Public Hearings
- ~~7)9)~~ Public comment on non-agenda items
- ~~8)-10)~~ Public comment on agenda items other than public hearings (during discussion of each business item)
- ~~9)~~ Staff Reports
- ~~10)~~ Public hearings
- 11) Old Business
- 12) New Business
- ~~13)~~ Items Removed From Consent Agenda
- ~~13)14)~~ Committee reports
- ~~14)-15)~~ Mayor and Councilor commentsCouncil Comments
- ~~16)~~ Mayor's Report
- ~~15)~~ Attorney's comments
- ~~16)17)~~ Adjournment

3.6 Record of Proceedings.

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

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

Minutes shall record the substance of the meeting and be concise. Verbatim minutes are not required.

3.6.B The Council shall approve all minutes of any ~~public~~City Council meeting. All minutes shall be approved within ninety days of the meeting having occurred. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed. Upon receipt of the minutes in the Council agenda packet, the Council Members should review them and if possible, submit any corrections to the City Recorder in order that a corrected copy can be prepared prior to the meeting for approval. Any member of the Council may request an amendment or

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~~correction of the minutes prior to a final vote being taken on the minutes. Generally, minutes appear under the Consent Agenda. If minor amendments are made to the minutes, a Councilor may offer such amendment prior to the Consent Agenda being adopted. For an extensive amendment, the Council shall remove the minutes from the Consent Agenda for separate consideration. Upon an affirmative vote of the majority of the Councilors present, the Council may postpone approval of the minutes until the City Recorder has reviewed the recording of the portion of the meeting in question. The Council is final authority as to the amendment to the minutes upon an affirmative vote of the majority of the Councilors present.~~

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

3.7 **Written Communications to the Council.**

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

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

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

3.8 **Decorum.**

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

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

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

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

3.9 Speaking by Council Members and City Manager.

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

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

3.10 Public Comment by Members of the Audience.

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

3.10.B. Audience members shall be recognized by the Presiding Officer before speaking. Persons wishing to speak in person during public comment must sign the "~~speaker's roster~~ public comment sign-up sheet" with the person's name and address and the topic upon which the person wishes to speak, not later than the call to order. This information shall be used to ensure the minutes of the meeting properly reflect those persons who provided public comment. Persons

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wishing to speak remotely during public comment will be requested to use the “raise hand” feature.

- 3.10.C. Members of the public may speak about any topic during the last period for public comment, except as provided in 3.10.E of this rule.
- 3.10.D. Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the Council or city staff.
- 3.10.E. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- 3.10.F. Speakers are limited to four minutes. Generally, the speakers will be called upon in the order in which they have signed in on the [speaker’s rostersign-up sheet](#). Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The Presiding Officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 40-minute period.
- 3.10.G. Should there be more speakers than can be heard for four minutes each during either of the 40-minute periods provided for public comment, the Presiding Officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.

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

3.12 **Voting Generally.**

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

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

Vote Required. The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when the City Charter requires otherwise. The City Charter provides that at least three affirmative votes are necessary to pass an ordinance.

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

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

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

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

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

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

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

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

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

3.16.C. There are no standing boards.

3.17 **Ad Hoc and Advisory Committees.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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