



CITY OF SEASIDE CITY COUNCIL AGENDA

Monday, April 10, 2023

To provide public comment for City Council meetings, participants should register prior to the meeting. Please complete the form linked below to offer public comment at an upcoming City Council meeting. You may provide public comment using the following methods:

1. In-person (meetings are held at Seaside City Hall, 989 Broadway, Seaside, OR)
2. Via Zoom web conference or telephone (obtain link and register at cityofseaside.us)
3. Written comments may be submitted using this [form](#), via e-mail to publiccomment@cityofseaside.us or in person at City Hall (989 Broadway, Seaside, OR).

If you are providing public comment in person or via Zoom, please keep in mind your comments will be limited to three (3) minutes. If your comments will be longer than three (3) minutes, please submit your comment in writing and utilize your three (3) minutes to summarize your written document. Please review the [Public Comment Rules of Conduct](#) prior to the meeting.

CITY COUNCIL WORK SESSION: 5:00 PM

1. Discussion on Amendments to Rules of Procedure and Conduct Guidelines for Governing Council Members { 40 min }
2. Discussion of Current/Future Agenda Items { 10 min }

CITY COUNCIL MEETING: 6:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **“IF I WERE MAYOR” CONTEST WINNERS**
6. **PROCLAMATION**
 - a) NATIONAL LIBRARY WEEK
 - b) NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK
7. **PUBLIC COMMENTS** Members of the public may use this time to provide comment to the City Council on items that are not scheduled on this agenda for a public hearing or public comment. Speaking time is limited to three minutes.
8. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST**

9. **CONSENT AGENDA**
 - a) PAYMENT OF THE BILLS - \$756,758.63
 - b) APPROVAL OF MINUTES – March 27, 2023
10. **REPORTS AND PRESENTATIONS: PUBLIC WORKS ANNUAL REPORT**
11. **CITY OF SEASIDE BOARDS, COMMISSIONS, AND COMMITTEES**
 - a) VACANCY BUILDING BOARD OF APPEALS (3 Vacancies)
 - b) VACANCY CITY TREE BOARD (1 Vacancy)
12. **UNFINISHED BUSINESS:** None
13. **NEW BUSINESS:**
 - a) DISCUSSION OF CITY COUNCIL ELECTRONIC DEVICES POLICY
14. **COMMENTS FROM CITY STAFF**
15. **COMMENTS FROM THE COUNCIL**
16. **RECESS INTO EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2) (e) REGARDING DELIBERATIONS WITH PERSONS DESIGNATED TO NEGOTIATE REAL PROPERTY TRANSACTIONS**
17. **RECONVENE INTO REGULAR SESSION – COUNCIL ACTION IF ANY REGARDING DELIBERATIONS WITH PERSONS DESIGNATED TO NEGOTIATE REAL PROPERTY TRANSACTIONS**
18. **ADJOURNMENT**

Complete copies of the Current Council meeting Agenda, Packets, and Minutes can be viewed at:
www.cityofseaside.us.

All meetings other than executive sessions are open to the public. When appropriate, any public member desiring to address the Council may be recognized by the presiding officer. Remarks are limited to the question under discussion except during public comment. This meeting is handicapped accessible. Please let us know at 503-738-5511 if you will need any special accommodation to participate in this meeting.



Staff Report – City Council Meeting

Meeting Date: April 10, 2023
Author: Spencer Kyle, City Manager
Department: City Manager
Subject: Discussion and Update to Rules of Procedure and Conduct Guidelines for Governing Council Members
Type of Item: Discussion

Introduction:

This work session will be the first of many meetings for the City Council to discuss and update the Rules of Procedure and Conduct Guidelines for Governing Council Members.

Background:

The Rules of Procedure and Conduct Guidelines for Governing Council Members was originally approved by the City Council in 1993 and most recently updated in 2009. The City Council recently established a priority to update this policy.

Department Review:

The City Council has made this update a priority. The goal of this City Council meeting is to:

1. Have a high-level discussion of changes and updates that are currently needed, and
2. Begin the actual update process.

I am recommending that we begin our work session with a brief discussion of goals or high-level changes needed for this document. The purpose of this meeting is to also begin the work of making the update. I've attached a redlined copy of the current policy with edits and comments prepared by Mayor Wright. The City Council may start by moving through the document from beginning to end or may consider other methods for discussing changes.

Staff anticipate several meetings to work through these changes before the document is ready for legal review and formal adoption.

Budget Impact:

None

Alternatives:

None

Requested Action:

Discussion only

Attachments:

1. Rules of Procedure and Conduct Guidelines for Governing Council Members with edits and comments prepared by Mayor Wright.

CITY COUNCIL
CITY OF SEASIDE, OREGON

RULES OF PROCEDURE AND
CONDUCT GUIDELINES
FOR GOVERNING
COUNCIL MEMBERS

Adopted by City Council
March 8, 1993

(Amended December 8, 2003)

(Amended September 28, 2009)

(Amended March 1, 2023)

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Commented [SW1]: Need to rebuild when done

SECTION 1. AUTHORITY

The purpose of these rules is to provide for the orderly processing of Council business. The underlying authority for action by the Council is the City Charter. Procedural matters have been here expanded in a “cook book” fashion. Roberts Rules of Order is used as the general guide to parliamentary procedures. The Council may elect to deviate from these rules.

SECTION 2. THE COUNCIL

The Council is composed of seven members, six councilors elected from the four city wards and a mayor elected at large. During the November general election every even numbered year one half of the councilors are elected. The mayor is elected every fourth year. Each councilor, including the mayor, is entitled to make motions, participate in debate, and to vote on every subject which is to be decided by a vote of the council, except as limited by conflict or potential conflict of interest, described below.

The Council is the policy making body of the city. The Council speaks with one voice or not at all; many decisions are not unanimous but once voted upon define the position of the entire council.

Councilors have the right and obligation to be fully informed regarding issues which come before them. Councilors requesting a legal opinion from the City Attorney normally direct requests through the City Manager’s Office or to the City Attorney at any meeting of the Council. If a councilor or councilors shy of a majority, ask for resources from the City Manager which are unusual or require an extensive amount of time on the part of staff, the City Manager can refer the matter to the Council for direction.

SECTION 3. COUNCIL MEETINGS

3.1 The Council shall meet at least once each month. ~~Starting in January 2023, the Usual procedure Council shall~~ meet in the council chambers ~~as at 76~~ PM the second and fourth Mondays of each month.

An additional meeting ~~may~~ be held on the fifth Monday of months having five Mondays, except Memorial Day. ~~These meetings are primarily for acquiring information from staff, and discussion of important issues~~ or joint meetings with other boards, committees or commissions. The Council does not vote on ordinances or resolutions during fifth Monday meetings.

3.2 Special meetings of the Council may be called at any time on the request of three members of the Council, by the Mayor, or by the Council President ~~of the Council~~ in the Mayor’s absence, by giving notice of the meeting to the Council members and the public at least 24 hours in advance in a manner and for such time as the exigencies of the case may permit, but with a view to obtaining the largest possible attendance of Council members.

3.3 Emergency Meetings This is a special meeting that can be called with no more than 24 nor less than 3 hours’ notice. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of councilors.

3.4 Workshop Sessions ~~Starting January 2023, w~~ Workshop sessions of the Council are held at 5pm prior to regular Council meetings. ~~are held in accordance with State statutes whenever~~

Commented [SW2]: Add a paragraph referring to electronic meeting policy; also Sec 11

~~special circumstances require such a session. Such sessions may be called by the Mayor, the Council President in the Mayor's absence, City Manager, or three Council members.~~ Although sessions are informal, there is an agenda, the session is chaired by the Mayor (or the Council President in the Mayor's absence) and minutes are recorded. ~~Such sessions may be called by the Mayor, Council President in the Mayor's absence, City Manager, or three Council members.~~

3.5 Executive Sessions These are special meetings as defined by ORS Chapter 192 and are closed except to the Council, City Manager, City Attorney, city recorder and/or consultants. The media are allowed to attend but may not report the discussion. Subjects for executive sessions are limited to hiring the City Manager, City Attorney, or municipal Judge, dismissal or discipline, labor negotiations, real property transactions, exempt public records, trade negotiations, consultation with city attorney on litigation or potential litigation, City Manager, City Attorney, or Municipal Judge evaluations, and public investments. Executive sessions must meet appropriate statutory tests in accordance with ORS Chapter 192.

3.6 Open Meetings All meetings other than executive sessions are open to the public.

3.7 Quorum Four members of the Council constitute a quorum for the conduct of business.

3.8 Order of Business The order of business at each Council meeting follows the agenda prepared by the Manager, Mayor, and Council President and approved by the Council at the beginning of each meeting. This is a suggested order and may be changed.

1. Call to order
2. Pledge of allegiance
3. Roll Call
4. Approval of the agenda
5. Proclamations (if any)
6. Public Comments on topics not on the agenda
7. Declaration of conflict or potential conflict of interest
8. Consent agenda including payment of bills, approval of minutes
9. Approval of the minutes
10. Reports and Presentations
10. Declaration of conflict or potential conflict of interest
- City Board, Committee or Commission vacancies
11. Unfinished Business

12 Public hearings.

~~Old Business~~

New Business

13. Requests for approval or recommendation from City Staff

_____ 14. Discussion items

_____ 15. Payment of bills

~~Comments from the floor~~

~~Comments from the Council~~

Comments from the City Manager, City Staff, other parties

_____ 16. Comments from the Council

_____ 17.

Adjournment

SECTION 4. AGENDA

4.1 Placing items on the Agenda. Any Councilor or the City Manager may request to place an item on the agenda. ~~Any resident of the city may, through the representing councilor or City Manager, request to place an item on the agenda. Items of concern may always be brought to the Council's attention during the Public Comments section at the end of every regular during a Council meeting, from the floor, from the Council, or from the City Manager. A person placing an item on the agenda, and subsequently unable to attend that meeting, may request that the item be postponed to another meeting.~~

4.2 Items to be acted on generally. Normally the Council agenda is set by the Tuesday preceding the Council meeting. ~~On Prior to~~ that day the Mayor and Council President meet with the City Manager and review the issues at hand and set the agenda. Matters deemed by the Mayor, Councilor, or City Manager to be emergencies or of an urgent nature may be added to the agenda by a 2/3 vote of the council prior to approval of the agenda. Once the agenda has been approved no item may be added. The Mayor, Councilor or City Manager may bring items to the Council under "Comments", but formal action is deferred until a subsequent meeting.

4.3 Approval of Minutes Extensive or complex proposed corrections to the minutes should be presented in writing, and, if approved, submitted to the ~~secretary~~ City Recorder prior to the Council meeting.

Commented [SW3]: Need to rewrite this section; note that minutes are about actions taken, not words spoken

4.4 Questioning of Administrative Staff by Council ~~Members~~ Members Every Council member may address questions directly to the City Manager or City Attorney, who may either answer the inquiry or designate a staff member to do so. Councilors are encouraged to present their questions prior to the meeting.

4.5 Questions of Personal Privilege The right of a Council member, staff member, or member of the public to address the Council on a question of personal privilege is limited to cases in which the person's integrity, character or motives are assailed, ~~questioned~~ questioned or impugned.

4.6 Expressing and Recording Dissents or Protests Any member of the Council has the right to express dissent from or to protest any action of the Council immediately following the vote on the action, and to have the reason entered in the minutes. ~~Thereafter the issue will be considered closed unless placed again on the agenda according to proper parliamentary rule.~~

4.7 Public Members Addressing the Council The ~~printed~~ agenda will designate specific items for public hearing or public input. Rules shall be set for the public to follow in order to make public comment. The Chair ~~At the appropriate time any public member desiring to address the Council raises a hand to be recognized by the presiding officer will first allow comment by those properly signed up, and may allow public comment, from other persons at their discretion.~~ After recognition, the person states name and address for the record. Remarks are limited to the question under discussion. ~~All remarks and questions are addressed to the presiding Chair~~ officer and not to any individual Council member, staff member or other person. No person is to enter into discussion without being recognized by the Chair-officer. Direct discussion between members of the audience and Council members or city employees is permitted only at the discretion of the Chairpresiding officer.

Commented [SW4]: Revise for zoom, etc.

~~For public hearings, t~~The Chair first asks for public input from those in favor of a item, then those against and then rebuttal by those in favor. ~~-~~The Chair may impose a time limit on public input and will make every effort to provide fairness between the views expressed. ~~-~~No public member is allowed to speak more than once upon any one subject until every other public member choosing to speak thereon has spoken. Once closed, the period of public input is not reopened. However, in any hearing other than quasi-judicial, any Councilor may obtain the floor and ask the Chair to recognize a specific member of the audience for a comment or question. This does not reopen public input~~-~~. The chair may elect to ask if a majority of the Council ~~approve~~approve of additional input.

4.8 Voting Generally The vote on every motion is by voice vote or roll call and entered in full upon the record. A roll call vote is used for all ordinances. Any other question before the Council does not require a roll call vote unless requested by a member of the Council. It is not appropriate for members to explain their vote during roll call.

Any member may change his or her vote prior to the next order of business. Where not otherwise controlled by Charter provision, concurrence of a majority of the members of the Council present at a Council meeting is necessary to decide any questions before the Council.

4.9 Reconsideration of Actions Taken Any member who voted with the majority may move for reconsideration of an action at the same or the subsequent regular meeting only.

~~4.10 Time of Adjournment City Council meetings normally conclude at 10:30 P.M. or earlier except when a majority of the Council members present agree to proceed or to extend the meeting to a time certain or until an issue is discussed or resolved.~~

4.10 Council Procedures All business of the Council can be assigned to one of three categories: Ordinances, Resolutions, or Motions.

Commented [SW5]: Should drop?

SECTION 5. ORDINANCES

5.1 This is the senior order of business. An ordinance is a law of the City and remains in effect until amended or repealed, must be enforced in total, and cannot be partially set aside by routine council action. An ordinance is fully and distinctly read in open council meeting on at least two different days before being voted on by the ~~Council~~: it may be read twice on the day of introduction, and the third and final reading will be on the next council meeting.

(1) Reading in full may be dispensed with and the ordinance read by title only if: No council member present at the reading requests that the ordinance be read in full, and at least two business days before the reading:

- (i) A copy of the ordinance is provided for each council member;
- (ii) Copies of the ordinance are available for public inspection in the office of the custodian of city records; and
- (iii) Notice of their availability is given by written notice posted at the city hall.

(2) An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed prior to the ~~reading~~ unless each section so differing is read fully and distinctly in open council meeting before the council adopts the ordinance.

(3) The council may hear and vote on an ordinance at a single meeting by applying an emergency clause. In this case the ordinance is read three times at a single meeting. If one councilor objects to the emergency label the emergency clause is deleted and the ordinance is read according to regular procedure.

Following the third reading a motion to adopt is made and seconded and a roll call of councilors is taken. ~~The~~ ayes and nays are entered by name in the record of council proceedings.

5.2 Council procedures for processing ordinances On the agenda an ordinance appears twice, once for the public hearing and once for Council discussion and action. The sequence is as follows:

- (1) City Manager introduces the subject and explains the significance of the proposed ordinance.
- (2) The public hearing is opened for those in favor, then those against, then rebuttal from those in favor and the hearing is closed.
- (3) The Chair asks Council if there are any questions ~~of~~ of audience or staff. ~~This~~ This is the time to clarify issues. Communications are carried out through the chair.
- (4) The City Manager is asked to make additional comments in the event that something has been said either by the audience or council which needs explanation.
- (5) The Chair asks for first reading and a councilor moves that Ordinance #-- be read by title only. ~~The~~ The motion is seconded, vote is taken without discussion and, if the motion to read has passed, the City Attorney reads the ordinance by title only. This places the ordinance "on the floor." ~~A~~ A vote to read an ordinance does not necessarily indicate support for the ordinance.
- (6) The chair will ask for council discussion. ~~Councilors~~ Councilors seek recognition from the chair and express their opinions. ~~This~~ This is also the appropriate time for amendments or a motion to postpone. If a motion to postpone passes, the ordinance is picked up at this same point in the subsequent meeting designated by the motion. The ~~Chair~~ Chair may impose time limitations at ~~his~~ their discretion.
- (7) When all councilors have had the opportunity to speak, a councilor may move to read the ordinance for the second time by title only. This is followed by a second, the vote to read, and reading by the City Attorney. ~~The~~ The second reading may be postponed to a subsequent meeting when time for further consideration is desired.
An ordinance with an emergency clause receives its third and final reading according to the same sequence at this point.
If the ordinance has no emergency clause, or when a councilor objects to the emergency clause, the ordinance is placed on the agenda for next council meeting.
- (8) At the next council meeting the City Manager again introduces the ordinance and final public input is sought by the Chair.
- (9) After final public input, the Councilors are asked ~~if~~ if they have any final questions.
- (10) After final questions a motion for third and final reading, is made, seconded, and voted upon, and the ordinance is read by the City Attorney.
- (11) The Chair asks for final council discussion. ~~All~~ All amendments or motions that were appropriate after the first reading are in order at this time as well. If significant amendments are made at this time, it may be appropriate to postpone final action (vote by roll call) until a following meeting in order to permit further public input.
- (12) After the third and final reading and any final motions or amendments have been completed, a motion to adopt is made, seconded, and a roll call of councilors read. ~~Based~~ Based upon the vote, the ~~Mayor~~ Chair announces that Ordinance #-- has been adopted or has failed to be adopted. Ordinances become effective 30 days after final passage unless a later date is specified, except for emergency ordinances.
Emergency ordinances take effect immediately and must state, within the ordinance, the reason for the emergency.

SECTION 6. RESOLUTIONS

A resolution follows a similar procedure, but has only one reading, followed by discussion and possible amendments or ~~other-other~~ motions, and finally a motion to adopt. Resolutions require a majority vote of the Council.

SECTION 7. MOTIONS

Business that requires only a motion is introduced by the City Manager. There may or not be public input and Council questions.

The sequence is motion, second, discussion, and vote.

Motions need to be stated clearly and concisely before being seconded. The Mayor will state the name of the councilor who made the motion and the name of the councilor who made the second. If a motion does not receive a second, it dies.

Motions not needing a second include: Nominations, Withdrawal of Motion, Request for Roll Call Vote and Point of Order.

A motion may be withdrawn by the mover at any time without the consent of the Council.

A motion receiving a tie vote fails.

When the Council concurs or agrees to an item not requiring a formal motion, the Mayor summarizes the agreement at the conclusion of discussion.

A motion to Call for the Question closes debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds vote; debate is reopened if the motion fails.

SECTION 8. MAYOR AND COUNCIL PRESIDENT

8.1 Mayor and Council President The Charter provides for the Mayor to preside over the Council meetings. In the Mayor's absence, or whenever the Mayor is unable to perform the functions of the office, the Council President acts as mayor.

In the absence of both the Mayor and the Council President, the Council designates a senior member of the Council to serve as the presiding officer.

8.2 Sergeant-at-Arms The City Manager or an appropriate designee shall serve as sergeant-at-arms. The sergeant-at-arms assists the presiding officer, as appropriate, in maintaining order and decorum at all meetings.

SECTION 9. UNAUTHORIZED, IMPERTINENT OR SLANDEROUS REMARKS

Unauthorized Remarks: Demonstrations

Any person making impertinent or slanderous remarks or who becomes boisterous during a Council meeting may be removed from the room by the sergeant-at-arms when so directed by the presiding officer; any such person may be barred from further remarks before that session of the Council. Unauthorized remarks from the audience, ~~stamping-stamping~~ of the feet, whistles, yells, and similar demonstrations are not permitted. Disorderly conduct at Council meetings may be prosecuted upon appropriate complaint signed by the ~~presiding officer-Chair~~. Before the Sergeant-at-Arms is directed to remove any person from the meeting hall for conduct described above, that person (those persons) shall be given a warning by the ~~presiding officerChair~~ to cease the conduct.

If a meeting is disrupted by members of the audience, the Mayor may order that the Council Chamber will be cleared and a recess called until order is restored.

SECTION 10. COUNCIL RELATIONS WITH CITY STAFF

Council relations with city staff

- (1) City staff and Council will avoid a show of anger during a public meeting.
- (2) There will be mutual respect from both staff and Councilors of their respective roles and responsibilities when and if expressing criticism in a Public meeting.
- (3) The Council sets policy; staff administers policy. These are separate functions whose boundaries are to be respected.
- (4) All Councilor requests for information or questions go directly to the City Manager, or City Attorney, City Recorder or Department heads; complaints against staff go to the City Manager.
- (5) Written informational material requested by individual Councilors is given to all Councilors with a notation indicating which Councilor requested the information. ~~._~~ If this creates a burden because of the volume of material, only the fact of the request and the Councilor requesting will be presented to the rest of the Council; the material will be made available to any additional Councilor who requests it.
- (6) Councilors shall not attempt to coerce or influence staff in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications, the granting of City licenses or permits, except by direction of the entire Council acting in a regular ~~Council~~ Council meeting.
- (7) The Council does not attempt to change or interfere with the operating rules and practices of any city department, except through the City Manager.
- (8) Mail addressed to the Mayor and Council will be circulated by staff as soon as practical after it arrives. The Mayor and Councilors have mailboxes at city hall located in the work room. The staff will not open mail addressed to individual officials without authorization to do so. At no time will staff open any mail that is marked personal and/or confidential.
- (9) The Mayor or individual councilor may not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study, without approval of the Council.

SECTION 11. ATTENDANCE AT MEETING

~~11.1~~ Attendance at meeting — Councilors will inform the Mayor, City Manager, or City Recorder if unable to attend any Council meeting in person. If unable to attend, the Mayor notifies the Council President.

Commented [SW6]: Need to move into Section 3?

SECTION 12. COUNCIL SEATING AT MEETINGS

Council seating at meetings During regular meetings of the Council, the Mayor sits in the center, ~~and may determine the seating for the rest of the Council, the Council President on the Mayor's right, the senior Councilor on the left, and the remaining four Councilors sit two on each side. The four Councilors rotate positions annually.~~

SECTION 13. PUBLIC HEARINGS

13.1 Quasi-Judicial hearings These hearings require Council to follow specific procedures which include criteria, evidence, and specific findings. Quasi-judicial hearings typically pertain to land use appeals.

A Councilor's qualifications may be challenged for bias, pre-judgment, personal interest, or other reasons--. The challenge may prevail if it shows a councilor cannot be impartial.

The State Code of Ethics stipulates that councilor shall not participate in the discussion nor vote when any of the following conditions exist:

- (1) Family financial interest
- (2) Ownership of property within noticed area
- (3) Direct private interest
- (4) Other valid reasons showing that a councilor cannot be impartial.

For quasi-judicial hearings Councilors shall refrain from having prehearing or ex parte (a one-sided point of view) contacts relating to the issue--. This does not limit a councilor's access to staff who can provide information on the subject.

If a Councilor has prehearing or ex parte contacts prior to any hearing, the Councilor must reveal this contact at the meeting and prior to the hearing--. Councilor must also state whether such contact has impaired the Councilor's impartiality or ability to vote on the matter; the Councilor must state whether they he or she will participate or abstain.

For quasi-judicial hearings, a Councilor may be disqualified from the hearing by a two-thirds vote of the Council; the Councilor subject to disqualification cannot vote on this motion.

For quasi-judicial hearings, a Councilor who was absent ~~during~~-during presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

The Seaside City Attorney, ~~Dan Van Thiel~~, has advised against Councilors attending meetings of the Seaside Planning Commission. This helps to minimize developing a prehearing attitude on an issue which later might be appealed to the Council, and reduces the risk that the Councilor's ability to hear the appeal without bias might be compromised.

SECTION 14. Council relationship with City Boards, Commissions, and Committees, Task Forces, and Commissions; Councilor representation to other agencies, community organizations or media.

(1) The Charter provides for the Council to make all appointments to City standing Boards, Commissions, and Committees ~~committees and commissions~~. The Council has made the following rules for filling vacancies and making appointments:

(1) Candidates fill out an interest form-application.

(2) The Mayor and each Councilor has the opportunity to make nominations for every committee, commission, or Council vacancy. Nominations can be ~~with~~ written or verbal at the meeting designated for that purpose.

(3) The Council conducts interviews of nominees who have submitted applications to join a standing city board, commission or committee, and meet the qualifications of any applicable ordinance. A citizen may not serve on more than two city boards, commissions or committees simultaneously. No citizen may serve as chairperson of more than one board, commission or committee simultaneously without Council approval.

(4) The selection is made at the next regular Council Meeting. The ~~Recorder~~Secretary reads the names of nominees in alphabetical order. The ~~Recorder~~Secretary conducts a roll call vote with

Commented [SW7]: This was the issue that made for confusion at 2/27 meeting. Should add points regarding type of motion and when it is necessary. Also, we can postpone selection if majority agrees.

the Mayor and each Councilor naming a candidate. The majority vote constitutes the appointment. In case of a tie the two nominees with the most votes will stand for a second ballot.
(5)

~~The Council conducts interviews of nominees who wish to be interviewed for the Planning, Convention Center, Economic Development, and Historic Landmark Commissions/committees prior to making appointments. Nominees must live in the City of Seaside, except where the ordinance says otherwise.~~

~~No person shall be appointed to serve on a
—— particular city commission for more than two (2) consecutive
—— terms. Any portion of a term exceeding one-half the period of the
—— term shall be considered a term for the purpose of this policy.
A citizen may not serve on more than two city
—— committees/commissions simultaneously. No citizen may serve as
—— chairperson of two committees/commissions simultaneously without
—— Council approval.~~

~~Any person appointed by the City Council to serve on
—— a city board/committee/commission who misses three (3) or more
—— regularly scheduled meetings during a twelve-month period shall be
—— notified by letter that the position must be vacated. The
—— individual may appeal the decision; if the absences are found not
—— to have been for a good cause, the position must be vacated.~~

~~Council members appointed as liaison to a Ceity Board, Commission, or Committee committee, task force, or commission wwill not vote or serve as chairman-chair of that body by appointment of the Council.~~

(2) Members of the Council shall not attempt to lobby or influence city board, commission or committee ~~committee/commission~~ members on any item under their consideration. Councilors who attempt to influence ~~committee/commission~~ positions on any item may prejudice or hinder their role in reviewing the recommendation as a member of the City Council.

(3) Councilors have the right to attend meetings but are cautioned about becoming involved in the meetings/discussions unless appointed to that body. Only appointed members may vote.

(4) If the Mayor or a Councilor represents the city before another governmental agency, before a community organization, or through the media, the official should always present the majority position of the Council. Personal opinions and comments may be expressed only if the Councilor clarifies that these statements do not represent the position of the City Council.

SECTION 15. COUNCIL EXPENSES

15.1 ~~Council Expenses~~ — The Mayor and Councilors are reimbursed for out-of-pocket expenses spent as a result of their official duties according to city policy regarding such expenses.

~~Examples are: mileage, parking, meals, lodging, and telephone calls.~~

SECTION 16. MEETING EXPENSES-EXPENSES

~~16.1 Meeting Expenses~~ Only delegates such as Mayor, City Councilor, City Manager, Planning Commissioners, and Department Heads receive quoted compensation for attending conventions and other charged meetings. Spouses pay their own way, if attending. This also

~~applies to any City Employee attending a sanctioned meeting;
State or National League of Cities Convention or any similar
meeting after announcing a retirement or resignation date or losing
an election, without prior Council approval.~~

~~**Meal Per Diem:**~~

~~The maximum per diem for meals is \$45 per day. No receipt is required for the
meal per diem.~~

~~Meal expenses may be reimbursed at the per diem rate only if the traveler qualifies for
lodging expense reimbursement and the meal has not been provided by the
conference/meeting or hotel. If the traveler stays in a Bed & Breakfast, breakfast per diem
would not be an allowable expense. Continental breakfast is not considered a meal.~~

~~**Meal Reimbursement in Clatsop County** Must submit detailed receipts to
Finance Department with 15 days of last day of travel:~~

~~Breakfast: \$10.00 (Gratuity is included)~~

~~Lunch: \$12.00 (Gratuity is included)~~

~~Dinner: \$23.00 (Gratuity is included)~~

~~**Meal Reimbursement outside Clatsop County** Must submit detailed
receipts to Finance Department with 15 days of last day of travel:~~

~~Breakfast: \$13.00 (Gratuity is included)~~

~~Lunch: \$16.00 (Gratuity is included)~~

~~Dinner: \$28.00 (Gratuity is included)~~

~~If a meal is provided as part of the conference registration or lodging
accommodation no per diem will be granted for that meal, regardless of whether
the delegate participates in the provided meal.~~

~~No additional reimbursement will be given to a delegate who purchases other
meals or spends more than the allowance amount on meals without authorized
approval. Reimbursement beyond the amount allowed for any meal requires
supporting documentation in accordance with IRS guidelines such as a detailed
receipt showing date, time, location, number served, items purchased and
amounts.~~

~~For further information you can refer to the Travel & Expense
Reimbursement Policy.~~

~~(section removed xxx.xx, 2023 Amended September 28, 2009)~~

SECTION 17. PUBLIC RECORDS

17.1 Public records, created or received by the Mayor or Councilors, are transferred to the City Recorder-Auditor for retention in accordance with Oregon Public Records Law. Anonymous correspondence will be destroyed upon receipt and not otherwise retained or distributed.

SECTION 18. COUNCIL COMMUNICATION GROUND RULES

1. We are open, direct, and candid in the Council forum. We believe that disagreements should be open and respectful.
2. The Council focuses on city issues and avoids becoming involved in "extra-territorial" issues.

3. We give all Councilors an opportunity to express their views on issues before the Council.
4. We are all brief and succinct in stating our views.
5. We avoid personalizing, attacking, or labeling others.
6. We avoid disguising a statement as a question.
7. We focus on a single issue or topic at a time.
8. We avoid repetition as a way to convince others.
9. We keep discussion moving, and call for a “process check” if the Council becomes bogged down in discussions.
10. We believe that it is appropriate to ask content questions.
11. We may set time limits on topics, and adhere to them.
12. We agree that clarification of issues should precede evaluation of issues.
13. We do not ignore the seriously intended contributions of others.
14. We speak for ourselves.
15. We get closure on items before moving on to the next topic (e.g., who will do what, when etc.)
16. We attempt to gather details, additional information, and answers to specific questions prior to the Council meeting.
17. If we wish to discuss a major policy or philosophical issue, we ask that the matter be scheduled on a future agenda, and avoid raising that larger issue “out of the clear blue” or as an addendum to a current item on the agenda.
18. We maintain a sense of decorum in our speech.

SECTION 19. CONFIDENTIALITY

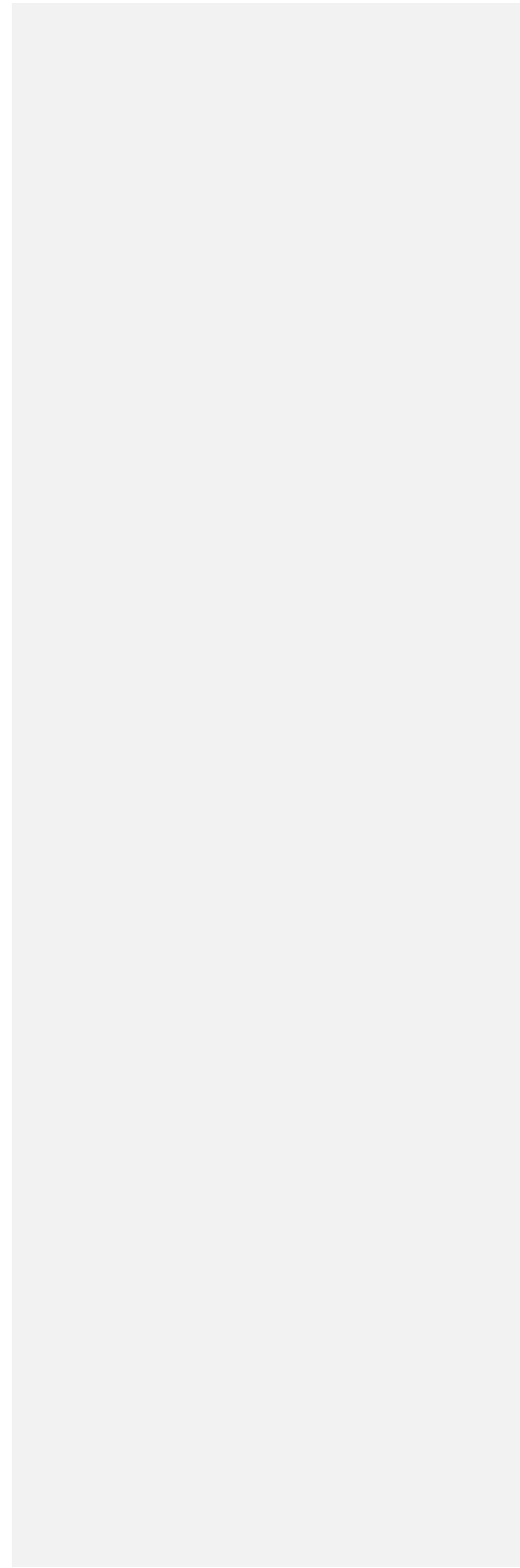
1. Councilors do not repeat by name to persons not on the Council what others have said in a way that might embarrass fellow Councilors.
2. Councilors should keep in complete confidence all written materials and verbal information provided to them on matters that are confidential under law, to insure that the city’s position is not compromised.—No mention of information read or heard should be made to anyone other than other Councilors, the City Manager, or City Attorney.
3. If the Council, in executive session, has provided direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, a proposed or pending claim or litigation, and/or employee negotiations, all contact with the other party should be done by the designated staff representative handling the negotiations or litigation.—A Councilor should not have any contact or discussion with the other party or its representative involved with the issue and should not communicate any discussion conducted in executive session.

SECTION 20. SUSPENSION AND AMENDMENT OF RULES

Any provision of these rules not governed by State Law, or the Charter may be temporarily suspended by a majority vote of the Council.
These rules may be amended and new rules adopted by a majority vote of the Council.

Adopted March 8, 1993
(Amended December 8, 2003)

(Amended September 28, 2009)
(Amended xxx, xx, 2023)





CITY of SEASIDE

OREGON'S
F A M O U S
A L L - Y E A R
R E S O R T

989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

PROCLAMATION

Whereas, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life; and

Whereas, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

Whereas, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

Whereas, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships; and

Whereas, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs; and

Whereas, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

Whereas, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all; and

Whereas, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, I Steve Wright, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim the week of April 23-29, 2023, as

NATIONAL LIBRARY WEEK

and during this week, encourage all residents to visit their library to explore the wealth of resources available.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the Seal of the City of Seaside, Oregon to be affixed on this 10th day of April, 2023.



STEVE WRIGHT, MAYOR



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

PROCLAMATION

Whereas, emergencies can occur at any time that require police, fire, or emergency medical services; and

Whereas, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Seaside Police Department Communications Center; and

Whereas, Public Safety Telecommunicators are the single vital link for our police officers, firefighters and emergency medical personnel by monitoring their activities by radio, providing them information and ensuring their safety; and

Whereas, Public Safety Telecommunicators of the Seaside Police Department Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, I, Steve Wright, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim the week of April 9-15, 2023, as

NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK

in Seaside, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 10th day of April, 2023.



STEVE WRIGHT, MAYOR



CITY OF SEASIDE CITY COUNCIL

DRAFT MEETING MINUTES

City Hall, 989 Broadway, Seaside, OR 97138

Monday, March 27, 2023

Work Session

I. Fire Department Recruitment/Retention for Hiring Personnel

City Manager Kyle summarized the Fire Department Recruitment/Retention process for hiring personnel. There were requests previously made by the fire chief for three additional staff personnel. A grant was applied for and received and would enable the fire department to fund a new firefighter position at the fire department for four years. The grant is a great way to address a need in the city and there are funds in the budget for the position. The discussion tonight is making a commitment to fund the position.

Fire Chief Daniels discussed the grant and the need for the added personnel at the fire department.

The City Council gave general direction to accept the grant and pursue the hiring of the grant funded position.

II. City Council Meeting Minutes

Staff requested a change to the format of the City Council and Planning Commission minutes. Minutes are required for all public meetings as referenced in the Attorney General’s Public Records and Meeting Manual. The current minutes format attempted to get close to verbatim minutes and the process is a significant amount of work. In the past it was important for verbatim minutes, and the need has gone away with technology. The current technology of the City Council meetings makes accessibility easy and simple. All City Council and Planning Commission meetings are streamed and archived on YouTube. The specific discussion on an item is less important than the motion and vote. Staff proposed a change in format from verbatim minutes to summary minutes with hyperlinks to the archived video footage. The summary minutes meet every legal requirement for the creation of minutes. The benefit of the proposed format is the speed draft minutes can be made available to the public and to the City Council.

The City Council discussed the proposed format for summary minutes and there was a consensus for using the new summary format for minutes beginning with the March 27, 2023, City Council work session and regular meeting.

III. Discussion of Current/Future Agenda Items

There was no discussion of Current/Future Agenda Items.

City Council Meeting

I. Call to Order and Pledge of Allegiance

II. Roll Call

Council Members	P/A
Steve Wright, Mayor	P
David Posalski, Council President	P
Tita Montero	P
Tom Horning	P
Randy Frank	P

Seth Morrisey	P
Steve Dillard	P

Staff Members	Staff Members
Spencer Kyle, City Manager	Dave Ham, Police Chief
Kim Jordan, City Recorder	Brian Owen, Convention Center Manager
Genesee Dennis, Fire Division Chief	Zach Fleck, Finance Director
Mike Dimmick, Public Works Director	Dale McDowell, Project Manager
Jeff Flory, Community Development Director	Jordan Sprague, Community Development Administrative Assistant
Paul Knoch, Community Service Officer	

Visitors in Chambers (attendance sheet)	Zoom Participants
Rick Bowers	
Nelle Moffit	
Jimmy Griffin	
Diana Celaya	
Kerri Lambert	
Seamus McVey	

III. [Approval of Agenda](#)

Motion:	So moved.			
Moved:	Morrisey			
Seconded:	Posalski			
Ayes:	Wright, Frank, Montero, Horning, Dillard, Morrisey, Posalski	Nays:	Absent:	Recused:
Passed:	7/0	0	0	0

IV. [Proclamations](#)

A. Sexual Assault Awareness Month

Mayor Wright introduced Jessica Kline of The Harbor, speaking on behalf of Sexual Assault Awareness Month.

Jessica Kline, The Harbor Deputy Director, explained The Harbor was Clatsop County’s sole resource for domestic violence and abuse. It was important proclamations like this being read, raising awareness and support for sexual survivors in the community.

Council President Posalski read the Proclamation for Sexual Assault Awareness Month.

B. Volunteer Recognition Month

Mayor Wright read the Proclamation for Volunteer Recognition Month and commented on the volunteers in the City of Seaside Community.

V. [Public Comments \(time is limited to 3 minutes\)](#)

Rick Bower addressed the City Council regarding systemic causes of homelessness and the effects on the community.

Kathy Samsel submitted a packet of materials to the City Council regarding a proposal for the City of Seaside homeless camp. (**Exhibit in City Council packet March 27, 2023**)

VI. [Declaration of Potential Conflict of Interest](#)

Council Members	Y/N
Steve Wright, Mayor	N
David Posalski, Council President	N
Tita Montero	N
Tom Horning	N
Randy Frank	N
Seth Morrisey	N
Steve Dillard	N

VII. [Consent Agenda](#)

Motion:	Moved that we approve the consent agenda.			
Moved:	Morrisey			
Seconded:	Frank			
Ayes:	Wright, Posalski, Montero, Horning, Dillard, Morrisey, Frank	Nays: 0	Absent: 0	Recused: 0
Passed:	7/0			

VIII. Reports and Presentations

There were no reports and presentations.

IX. [City of Seaside Boards, Commissions, and Committees](#)

A. Vacancy Building Board of Appeals (**3 Vacancies**)

City Manager Kyle announced three vacancies on the Building Board of Appeals and clarified the requirements for the board.

B. Vacancy City Tree Board (**1 Vacancy**)

City Manager Kyle announced one vacancy on the City Tree Board.

Mayor Wright announced John Carter resigned from the City Tree Board and clarified the requirements for the board.

City Council discussion regarding Boards, Commissions, and Committees, agenda and minutes posted on the website.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. [Camping Policy Update](#)

The original camping policy required campers to move out of camp on a daily basis.

The purpose was to allow the city to inspect the site, clean up as necessary, and prevent the accumulation of junk or debris on the site. October, 2022, the Camping Policy was amended to require move outs to happen only once a week and that change was successful. The current policy was working well enough that weekly move outs were not always necessary but the current policy requires the move outs. Staff intended to reduce the frequency of move outs to what is necessary to keep the campsite clean. The policy required at least 24 hours' notice of a closure. Staff would work with campers to provide as much notice as possible.

Police Chief Ham and Community Service Officer Knoch commented on the camping policy.

Council discussion regarding the camping policy.

Councilor Montero suggested the City Council allow public comments.

Council consensus to allow public comments.

Public Comments Camping Policy (time is limited to three minutes):

Seamus McVey applauded the change. The move outs have been happening consistently. A change that can be embraced.

Motion:	Move that the City of Seaside approve the attached camping policy update with the change to specify that the camp is closed no longer than 10 hours.			
Moved:	Montero			
Seconded:	Posalski			
Ayes:	Wright, Montero, Horning, Frank, Dillard, Montero, Posalski	Nays: 0	Absent: 0	Recused: 0
Passed:	7/0			

XII. Comments from City Staff and Partner Organizations

Mayor Wright asked for comments.

Public Works Director Dimmick updated Council regarding the City Tree Board creating a list of trees with the Oregon Department of Forestry that were native and grew well in Seaside. Airport meeting discussion on Tuesday, proposal for adding more hangers to the airport a making it FAA approved. Vandalism to the turnaround was cleaned up. Updated the City Council on the highway project. Bayview will be opening the asphalt plant the second week in April.

Council consensus to allow public comments from audience members.

Janice Magnus, resident, had concerns with the proposal for the netting around the baseball field to prevent foul balls landing outside the field. Was there a decision on what would be done to protect residents' property.

City Manager Kyle stated the city and Sunset Empire Park and Recreation would have a conversation regarding the proposal.

John Lancing announced he was running for the Port of Astoria Commission. He commented in regards to the problems in Astoria with overnight campers. He is interested in attending the Airport Committee meeting.

Police Chief Ham recognized volunteers for the Seaside Police Department. The next Citizen's Academy class is scheduled to start in April. Recognition of Guy Knight, Lieutenant, for the continued education and training earning him the executive certification.

Fire Division Chief Dennis updated the Council on the Seaside Fire Banquet.

Community Development Director Flory announced that Community Development had fully implemented the e-permitting system. The system allows for public searchability of building permits issued in Seaside.

Kerri Lambert, SDDA, recognized the accessibility of the city staff and City Council.

City Recorder Jordan thanked the Council for their consideration on the minute summary.

City Manager Kyle announced the new Library Director Jennifer Reading, coming from Colorado will start mid-May.

XIII. Comments from City Council

Councilor Frank mentioned the proclamation for National Volunteer Month and spoke about the many volunteers in Seaside and the length of time served. The City Council was updated on the Airport Committee meeting and the plan for additional hangars to be constructed at the airport.

Councilor Morrissey commented on an observation with the City Council work sessions and meetings. In serving on the Council previously most of the work with staff and discussion was done behind the scenes and with Spencer the discussions are happening publicly, which was good for the public and Council.

Councilor Montero commented on April being volunteer month and the organizations and community volunteers. She highly recommended attending the Citizens Academy.

Councilor Dillard commented on meeting with the various departments and learning how they operated in the City.

Councilor Horning summarized the Alaska Earthquake that struck to the minute, 59 years ago, that generated a Tsunami that came down the coast.

Mayor Wright announced next Monday the Housing Task Force meeting will be discussing Accessory Dwelling Unit (ADU) models.

Council President Posalski announced there was a discussion at the Transportation Advisory Commission meeting regarding the construction on Highway 101 and the completion date is sometime in June. In July a culvert job will begin and Wahanna will be closed for three weeks south of the hospital. The Community Garden negotiations with the legion will take longer than expected and there was no completion date at this point.

Mayor Wright announced the Mayor contest winners will be on the next agenda meeting. Mayor announced the Council would go into executive session.

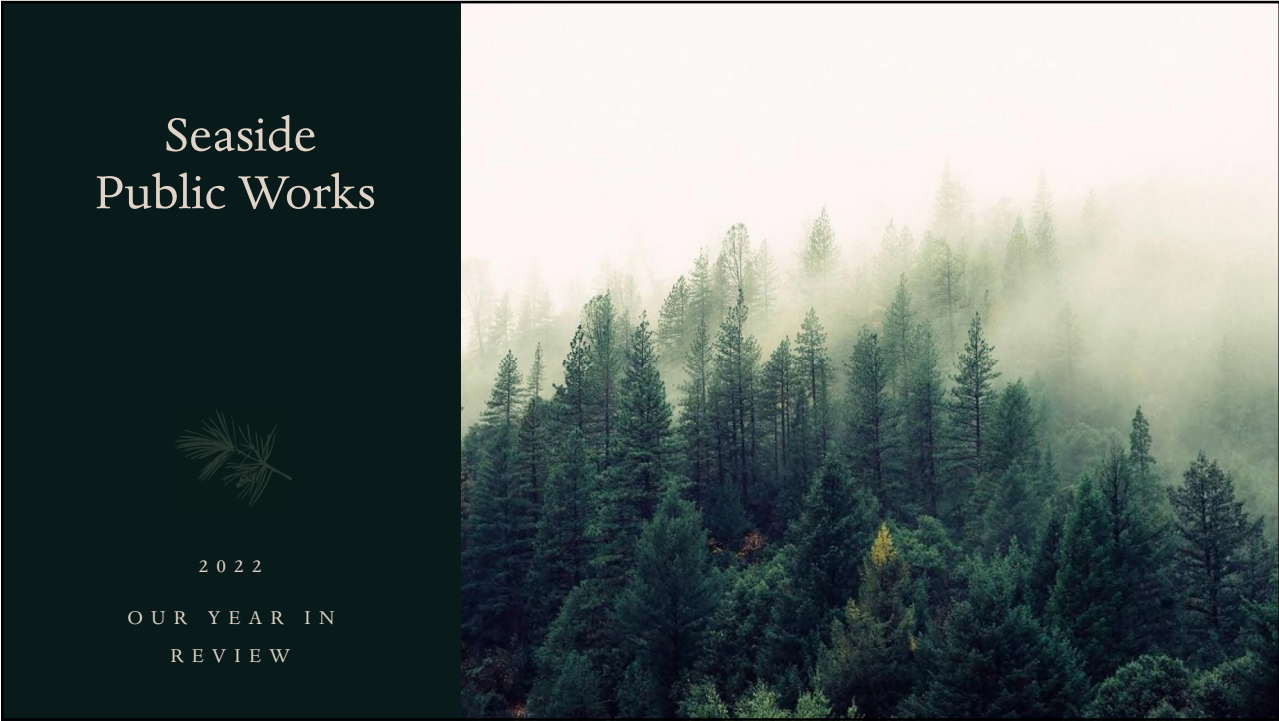
XIV. Council recessed into Executive Session at 7:42 PM, in accordance with ORS. 192.660 (2) (e) Regarding Deliberations with Persons Designated to Negotiate Real Property Transactions

XV. Council reconvened in Regular Session at 8:26 PM, Council Action if any Regarding Deliberations with Persons Designated to Negotiate Real Property

XVI. Adjourn City Council Meeting 8:27 PM.

Approved by Council on: _____ Minutes prepared by: _____
Kim Jordan, City Recorder

STEVE WRIGHT, Mayor



Water Department Staff

Mike Dimmick – Water Foreman
Water Treatment Plant Operator – Ron Wanner
Special Projects and Backflow – Kevin Nagle
Distribution – Cesar Alcala
Distribution – Dalton Knight



2022

SEASIDE PUBLIC WORKS

3

Wastewater Department Staff

Tony Biamont – Plant Operator/Foreman
Brian Lawson – Assistant Plant Operator
George Whitlock – Utility I
Walter Mills – Utility I
James Peterson (JP) – Utility I



2022

SEASIDE PUBLIC WORKS

4

Street Department

Jeremy Strimple – Street Foreman
Matt Long – Utility II
Nate Kerwin – Parks Department
Darlene Pedersen-Brown – Sweeper Operator
Brandon Hanna – Utility I
Tanner Rich – Utility I



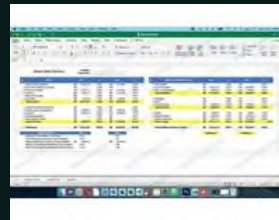
2022

SEASIDE PUBLIC WORKS

5

Administration
Fleet Maintenance

Niki Ratana Administrative Assistant
Steven Keever – Fleet Mechanic



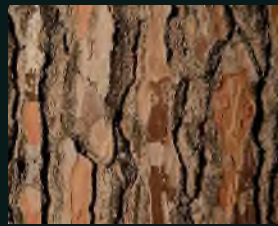
2022

SEASIDE PUBLIC WORKS

6

Projects in the works

Hwy 101 Avenue A to Avenue K Reconstruction
Safe Routes to Schools Sidewalk and Safety
Watershed Bridge Replacement Project
Parks Master Plan Update
Transportation System Plan Revision
Water Meter Replacement Project



2022

SEASIDE PUBLIC WORKS

7

Projects continued:

Seaside Water System Master Plan, Evergreen Cemetery Fencing, Seaside Wastewater Treatment Plant Centrifuge and Dryer Replacement, Downtown Street Light Retrofit to LED, Street Signage replacement, Lead & Copper pipe inventory for all buildings, fire hydrant replacement program, Cooper Street, Spruce Street and Sunset Hills Manhole rehabilitation project, to name a few..... Yes there are others!



2022



SEASIDE PUBLIC WORKS



8

Projects in the works

- Hwy 101 Avenue A to Avenue K Reconstruction
- Safe Routes to Schools Sidewalk and Safety
- Watershed Bridge Replacement Project
- Parks Master Plan Update
- Transportation System Plan Revision
- Water Meter Replacement Project



2022

SEASIDE PUBLIC WORKS

9

Evergreen Cemetery

Improvements



2022

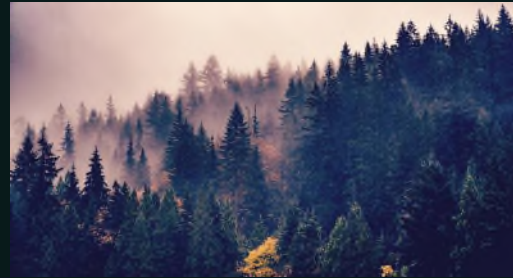
SEASIDE PUBLIC WORKS

10



Summary

Public Works strives to keep up with the extreme demand to our various systems; water, sewer, roads, trash, public restrooms, city buildings, parks, airport and cemetery. Employees take their job very seriously, and look for ways to improve facilities within our city for our residents and visitors alike.



Thank you

Dale McDowell
Public Works Director
2015-2023



Burmese



2022



H O B B Y



13



Staff Report – City Council Meeting

Meeting Date: April 10, 2023
Author: Kim Jordan, City Recorder
Department: City Manager’s Office
Subject: Board, Commission and Committee Vacancies
Type of Item: Discussion

Introduction:

The Building Board of Appeals has three vacancies.

Background:

The City relies upon volunteers to help advise the City Council relating to the operations, oversight and priorities of various programs and facilities. These boards, commissions, and committees regularly have vacancies that need to be filled. There have been no applications received for the vacancy.

Department Review:

Because the ordinance was recently updated, the Building Board of Appeals has three vacancies. Candidates to fill this board must meet the following criteria:

1. Must reside in Clatsop County
2. Are qualified by experience and training to pass upon matters pertaining to building construction.

Budget Impact:

None

Alternatives:

None

Requested Action:

The City Council may announce the vacancy is still open for applicants.

Attachments:

1. Building Board of Appeals information sheet and members list.

SEASIDE BUILDING BOARD OF APPEALS

The Seaside Building Boards of Appeals was established in order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of all city and state regulated building codes.

The Building Board of Appeals consists of (3) three members who reside within the city limits and who are qualified by experience and training to pass upon matters pertaining to building construction. The members are appointed by the mayor subject to City Council approval.

The Building Board of Appeals shall adopt reasonable rules and regulations for conducting its investigation and shall render all decisions and findings in writing to the Building Official and a copy to the appellant. The Building Official shall be an ex-officio member and shall act as secretary of the Board.



CITY of SEASIDE

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989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

BUILDING BOARD OF APPEALS

Term of Office: 3 years

Number of Members: 3

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY			03/31/2024
VACANCY			03/31/2025
VACANCY			03/31/2026



Staff Report – City Council Meeting

Meeting Date: April 10, 2023
Author: Kim Jordan, City Recorder
Department: City Manager’s Office
Subject: Board, Commission and Committee Vacancies
Type of Item: Discussion

Introduction:

The City Tree Board has one vacancy.

Background:

The purpose of the City Tree Board is to study, investigate, and develop and/or update annually, a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along streets, and in other public areas. The City relies upon volunteers to help advise the City Council relating to the operations, oversight and priorities of various programs and facilities. These boards, commissions, and committees regularly have vacancies that need to be filled. City Council announced the vacancy at the City Council meeting March 27, 2023. There have been no applications received for this board.

Department Review:

There is a vacancy on the City Tree Board with the resignation of John Carter. Candidates to fill this board must meet the following criteria:

1. Must be residents, or owners or employees of businesses within the city limit.

Budget Impact:

None

Alternatives:

None

Requested Action:

The City Council may announce the vacancy is still open for applicants.

Attachments:

1. City Tree Board information sheet and members list.

SEASIDE CITY TREE BOARD

(Meetings are scheduled every other month on the third Wednesday at 4:00 PM)

The purpose of the City Tree Board is to study, investigate, and develop and/or update annually, a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along streets, and in other public areas. The Tree Board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its duties and responsibilities,

- (1) Develop criteria for city staff and/or contractors to apply in making decisions entrusted to staff and/or contractor discretion,
- (2) Designate Heritage Trees on public and private lands within the city,
- (3) Promote the planting and proper maintenance of trees through special events including an annual local celebration of Arbor Day, and
- (4) Obtain the annual Tree City USA designation by the National Arbor Day Foundation.

The Board consists of five members, appointed by the City Council for a three-year term, and who are residents, or owners or employees of businesses within the city limit.

The City Tree Board shall schedule meetings as needed and elect a chairperson and a vice-chairperson. No more than 3 unexcused absences allowed in a calendar year.

Tree Board members serve without salary or compensation of any nature.



CITY of SEASIDE

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989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

CITY TREE BOARD

Term of Office: 3 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
PAM FLEMING	1255 AVENUE 'B'	738-5637	6/30/2023
LISA MORLEY	2316 BEACH DR. #150	805-798-3507	6/30/2023
WILLIAM BARNES	2070 COOPER ST.	503-739-2118	6/30/2024
VICTORIA FULLER	361 HILLTOP DRIVE	503-880-3927	6/30/2024
(VACANCY) CARTER			6/30/2025
MIKE DIMMICK	1387 AVENUE 'U'	738-5112	STAFF REPRESENTATIVE



Staff Report – City Council Meeting

Meeting Date: April 10, 2023
Author: Spencer Kyle, City Manager
Department: City Manager
Subject: City Council Electronic Devices Policy
Type of Item: Discussion

Introduction:

Staff are working to put together a City Council Electronic Devices Policy. Staff have some proposals for the City Council to discuss and give direction on.

Background:

At the February 27, 2023, City Council meeting the City Council discussed moving towards an electronic packet format for City Council meetings, including the use and provision of electronic devices. Staff are returning with additional information.

Department Review:

Since the last meeting, staff have been able to consult with the City IT consultants/IT support to receive their input and recommendation. Based upon their input and further staff discussions, staff are making a slightly different recommendation than at the last meeting. Our IT consultants believe that it will be most effective for the City Council to use the same device and technology. This will be more efficiently supported than seven different devices, setups, etc.

The City's IT Consultants, Compass Lane recommend the following setup for each Councilor:

- [Apple 10.2-inch iPad Wi-Fi - 9th generation tablet - 256 GB](#)
- [Logitech Rugged Keyboard Case for iPad](#)
- Microsoft 365 Business Basic

This setup is their best recommendation to meet the needs of the City Council and to support a uniform system.

The cost breakdown is as follows:

iPad:	\$469.07
Case and Keyboard:	\$92.49
Microsoft 365:	\$72.00 per year
Total:	\$561.56 one-time cost plus \$72.00 per year
Total for 7 people:	\$3,930.92 one-time cost plus \$504.00 per year

Staff's recommendation is to adopt a policy that allows each Councilor to choose:

1. the provision of one of these devices and software **with** the City IT support, or
2. to provide the same dollar amount for a Councilor to purchase their own device but **without** City IT support.

Staff recommends that each Councilor be eligible for a device, or the equivalent reimbursement amount each term of office. Staff anticipates using Microsoft OneDrive to deliver City Council packets and for each Councilor to use for their own storage of City work. Using OneDrive will allow staff to deliver

packets and other documents in a consistent and seamless manner. It will also aid in the document retention that the law requires.

Budget Impact:

Up to \$3,930.92 one-time cost plus \$504.00 per year.

Requested Action:

This is a discussion item only.



CITY OF
SEASIDE
OREGON

Published on Seaside, OR (<https://www.cityofseaside.us>)

[Home](#) > [Public Comment Submission or Registration](#) > [Webform results](#) > Submission #15

Submission information

Form: [Public Comment Submission or Registration](#) [1]

Submitted by Anonymous (not verified)

April 4, 2023 - 10:56am

71.8.171.75

Full Name:

Rick Bowers

Full Address (Providing your address is required to offer public comment):

[REDACTED], Astoria, OR 97103

Phone Number:

[REDACTED]

E-mail Address:

rick@speak-peace.com

Confirm E-mail Address:

rick@speak-peace.com

Is this comment for the City Council or the Planning Commission?

City Council

Meeting Date you will be providing public comment (Council Meets 2nd and 4th Monday of Month, Planning Meetings 1st Tuesday of Month)

April 10, 2023

Select which option you will be using to attend the meeting:

In-Person

In-Person Instructions:

I have read and understand the in-person instructions.

Is this comment for the general (open) comment period or for a specific agenda item?

General Comment

Please state the topic on which you would like to offer comments:

Housing & Homelessness

If you would like to submit a photo or other documents along with your comment please upload them here:

[housing-demand-combined.pdf](#) [2]

Please select one of the following required options:

I am stating that I would like this comment submitted to the City Council prior to its next meeting and included in the council packet. Further, I'm stating that by checking this box, I understand that it will become part of the public record. Comments made without a name and address cannot be added to the public record.

Source URL: <https://www.cityofseaside.us/node/20386/submission/11391>

Links

[1] <https://www.cityofseaside.us/public-comment-form>

[2] <https://www.cityofseaside.us/system/files/webform/housing-demand-combined.pdf>

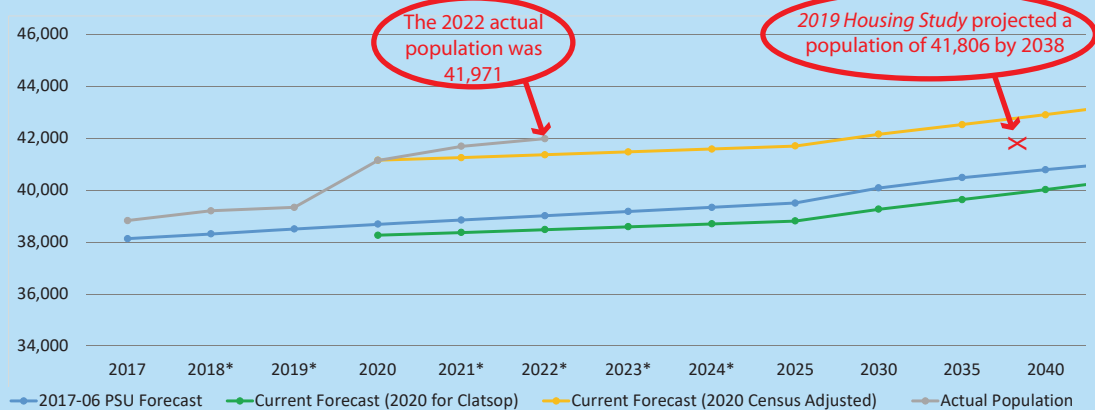
2019 Clatsop County Housing Strategies Report

Drastically underestimates population growth!

The year 2038 has ARRIVED!

Clatsop County Population Growth Forecasts & Actuals

Portland State University: Population Research Center



	2017	2018*	2019*	2020	2021*	2022*	2023*	2024*	2025	2040
2017-06 PSU Forecast	38,123	38,311	38,499	38,687	38,848	39,009	39,171	39,333	39,496	40,782
Current Forecast (2020 for Clatsop)				38,254	38,364	38,474	38,585	38,696	38,807	40,010
Current Forecast (2020 Census Adjusted)				41,137	41,247	41,357	41,468	41,579	41,690	42,893
Actual Population (may be revised)	38,820	39,200	39,330	41,137	41,683	41,971				
Year Published or [Revised]	2017	2018	2019	[2021]	[2022]	2022				

*Years 2018, 2019 and 2021 to 2024 are interpolated forecasts using the PSU interpolation spreadsheet formula

- The GREY line is the certified actual Clatsop County population for 2017-2022.
- The BLUE line is the population forecast published in 2017. This forecast underestimated the county's population by 697 in 2017 and 2,963 by 2022.
- The GREEN line is the population forecast published in 2020. This forecast underestimated the county's population by 2,883 in 2020 and 3,497 in 2022.
- The YELLOW line is an optional "Census Adjusted" forecast. It "slides up" the GREEN line to match the actual 2020 census population. It underestimates the county's actual population by 436 people in 2021 and 614 in 2022.¹

The 2019 Clatsop County Housing Strategies Report²

- "The results show a need for just over 1,500 new housing units by 2038" (Appendix A, p 32).
- That's the equivalent of building 30 new Owens-Adairs* apartment complexes by 2038 (1½ per year).
- Three years after study publication the county has reached the population forecast for 2038!

*Note – the Owens-Adairs project proposal is for 50 units.

Oregon Law

ORS 195.033 Area population forecasts³

- (3) A local government with land use jurisdiction over land for which the center issues population forecasts under subsection (2) of this section shall apply the current final population forecast when changing the comprehensive plan or a land use regulation of the local government.
- (9) The issuance of a final population forecast under this section is:
- (a) Not a land use decision; and
 - (b) A final decision not subject to further review or appeal.

1. See <https://www.pdx.edu/population-research/population-estimate-reports>
 2. See <https://www.clatsopcounty.gov/county/page/clatsop-county-housing-study>
 3. See https://oregon.public.law/statutes/ors_195.033

For data sources see <https://friendsoftheunsheltered.org/housing-study/>



2021 ~~Oregon²~~ Implementing a Regional Housing Needs Analysis Methodology in Oregon¹

For data sources see <https://friendsoftheunsheltered.org/housing-ohcs/>

Prepared for Oregon Housing & Community Services

4,295 Add'l units by 2040!

Median Family Income	New units for each of the following ...			Total Units	% of Units
	Projected Need	Under-production	Housing for the Homeless		
UGB: Astoria					
+120%	468	3	0	470	34%
80-120%	202	6	0	208	15%
50-80%	211	11	8	230	17%
30-50%	109	8	22	138	10%
0-30%	84	7	244	335	24%
Total Units	1,073	35	274	1,382	100%
% of Units	78%	3%	20%	100%	
UGB: Cannon Beach					
+120%	115	1	0	116	35%
80-120%	50	1	0	51	16%
50-80%	52	2	2	56	17%
30-50%	27	2	4	33	10%
0-30%	21	2	49	72	22%
Total Units	264	7	56	327	100%
% of Units	81%	2%	17%	100%	
UGB: Gearhart					
+120%	59	0	0	59	35%
80-120%	26	1	0	26	15%
50-80%	27	1	1	29	17%
30-50%	14	1	2	17	10%
0-30%	11	1	27	39	23%
Total Units	136	4	31	171	100%
% of Units	80%	2%	18%	100%	

Median Family Income	New units for each of the following ...			Total Units	% of Units
	Projected Need	Under-production	Housing for the Homeless		
UGB: Seaside					
+120%	385	2	0	386	36%
80-120%	166	4	0	170	16%
50-80%	173	7	5	185	17%
30-50%	89	5	14	108	10%
0-30%	69	5	153	227	21%
Total Units	882	22	172	1,077	100%
% of Units	82%	2%	16%	100%	
UGB: Warrenton					
+120%	516	1	0	517	39%
80-120%	223	3	0	226	17%
50-80%	232	6	4	242	18%
30-50%	120	4	11	135	10%
0-30%	92	4	122	218	16%
Total Units	1,183	18	137	1,338	100%
% of Units	88%	1%	10%	100%	
Clatsop County Outside of any UGB⁶⁹					
+120%	0	0	0	0	-
80-120%	0	0	0	0	-
50-80%	0	0	0	0	-
30-50%	0	0	0	0	-
0-30%	0	0	0	0	-
Total Units	0	0	0	0	-

⁶⁹The official population forecast from the Oregon Population Forecast Program forecasts a decrease in population in unincorporated areas within Clatsop County over the 2020 to 2040 period. In some cases, this change may reflect the expectation that urban growth boundaries will expand, moving people into cities and out of rural areas. In other cases, this may reflect expectations that population in rural areas may decline" (p. 316).

1. ECONorthwest. (2021). *Implementing a regional housing needs analysis methodology in Oregon: Approach, results, and initial recommendations*, from <https://www.oregon.gov/ohcs/about-us/Documents/RHNA/RHNA-Technical-Report.pdf>
2. Oregon Department of Land Conservation and Development & Oregon Housing and Community Services. (2022). Oregon housing needs analysis legislative recommendations report: Leading with production, from <https://www.oregon.gov/lcd/UP/Pages/OHNA.aspx>



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