



CITY OF SEASIDE CITY COUNCIL AGENDA

Monday, April 24, 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. Council Priorities Review (20 min)
2. Discussion on Amendments to Rules of Procedure and Conduct Guidelines for Governing Council Members {30 min}
3. Discussion of Current/Future Agenda Items {5 min}

CITY COUNCIL MEETING: 6:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **PROCLAMATION**
 - a) BUILDING SAFETY MONTH
 - b) ARBOR DAY (TREE CITY USA)
6. **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.
7. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST**

8. **CONSENT AGENDA**
 - a) PAYMENT OF THE BILLS - \$170,130.68
 - b) APPROVAL OF MINUTES – April 10, 2023
9. **REPORTS AND PRESENTATIONS:**
 - a) VISITORS BUREAU ANNUAL REPORT
10. **CITY OF SEASIDE BOARDS, COMMISSIONS, AND COMMITTEES**
 - a) VACANCY BUILDING BOARD OF APPEALS (3 Vacancies)
 - b) VACANCY CITY TREE BOARD (1 Vacancy – 1 Application)
11. **UNFINISHED BUSINESS:** None
12. **NEW BUSINESS:**
 - a) LIQUOR LICENSE APPLICATION FULL ON PREMISES THE PEARL, 2490 101 N. UNIT C (OWNER: Kimberly Kines)
 - b) LIQUOR LICENSE APPLICATION OFF PREMISES SEASIDE TOBACCO OUTLET, 1535 S. ROOSEVELT DRIVE #2 (OWNER: John Harper)
13. **COMMENTS FROM CITY STAFF**
14. **COMMENTS FROM THE COUNCIL**
15. **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 24, 2023
Author: Spencer Kyle, City Manager
Department: City Manager
Subject: City Council Priorities Review
Type of Item: Discussion

Introduction:

The Coraggio Group has drafted the City Council’s priorities into a one-page document. This meeting will be for the City Council to review the document and make any changes or updates, if needed.

Background:

The City Council approved these priorities at the March 13, 2023, City Council meeting.

Department Review:

See the attached draft “one-page” created by the Coraggio Group. Many of the goals still need dates. The City Council should discuss the goals and set goal completion dates as appropriate.

Budget Impact:

These priorities will be used to develop the budget for the next two years.

Requested Action:

This is a discussion only. If the City Council wishes to adopt goal completion dates, they may do so.

Attachments:

1. City of Seaside One Pager



VISION

Seaside is a remarkable, culturally rich community. Our families thrive, our businesses prosper and generations of visitors create memories that last lifetimes-all in a healthy, safe and neighborly coastal environment.



PRINCIPLES

OUR STRATEGIC DECISIONS MUST:

1. Be in the best interest of Seaside residents, businesses, and visitors.
2. Preserve or enhance the desirable characteristics and natural resources of our community.
3. Be inclusive of all community members.
4. Be supported by resources, including all additional needs caused by each decision.
5. Have benefits that outweigh negative or unintended consequences.



AREAS OF FOCUS

PRIORITIES

INDICATORS OF SUCCESS AND KEY MILESTONES



Infrastructure

1. Identify priorities for ARPA funds
2. Develop use strategies for Cartwright Park
3. Develop use strategies for church property

1. Clearly defined use of ARPA funds by July 2023
2. Clearly defined direction for use of park and a completed site plan by end of XXXX
3. Clearly defined direction for use church property by end of XXXX

Operational Excellence

1. Support hiring, succession planning, and development needs for City staff through the budget process
2. Support the Comprehensive Plan update
3. Define the role of City advisory committees
4. Review and update the City Charter

1. Multi-year staffing, training, and career development plan endorsed by Council by XXXX
2. Adopted Comprehensive Plan by December 2024
3. Updated ordinance of boards, committees, and commissions by December 2023
4. Charter Update on ballot for Fall 2024 general election

Community Safety

1. Continue to develop a strategy (funding, government support, engineering prioritization) to support Bridge replacements
2. Develop a strategy to increase our watershed area
3. Complete feasibility study for tsunami-resilient parking structure

1. Strategy completed and approved by XXXX
2. Updated Source Water Protection and Watershed Expansion Plan completed by XXXX
3. Initial assessment of current feasibility work completed by May 22, 2023

Resident Quality of Life

1. Develop Plan for North 40 Park
2. Study the acquisition of estuary park property
3. Relocation of Community Garden

1. Approved site plan for North 40 Park by XXXX
2. Decision on acquisition of property completed by council by XXXX
3. Community Garden relocated by XXXX

Housing and Homelessness

1. Identify and develop a site for homeless* individuals
2. Encourage the development of workforce housing
3. Establish goals and structure to mitigate the impacts of homelessness

1. Site development and infrastructure in place by Fall 2023
2. Adopt code changes and best-practices by XXXX
3. Near-term strategies identified by XXXX



Staff Report – City Council Meeting

Meeting Date: April 24, 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 continue the discussion of updates to 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 2020. The City Council recently established a priority to update this policy.

Department Review:

The current redlined copied provided in the packet contain the edits to sections 1-4 that the City Council made in the April 10, 2023, Council work session. Please review to confirm that the edits are inline with the Council's direction.

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.

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)

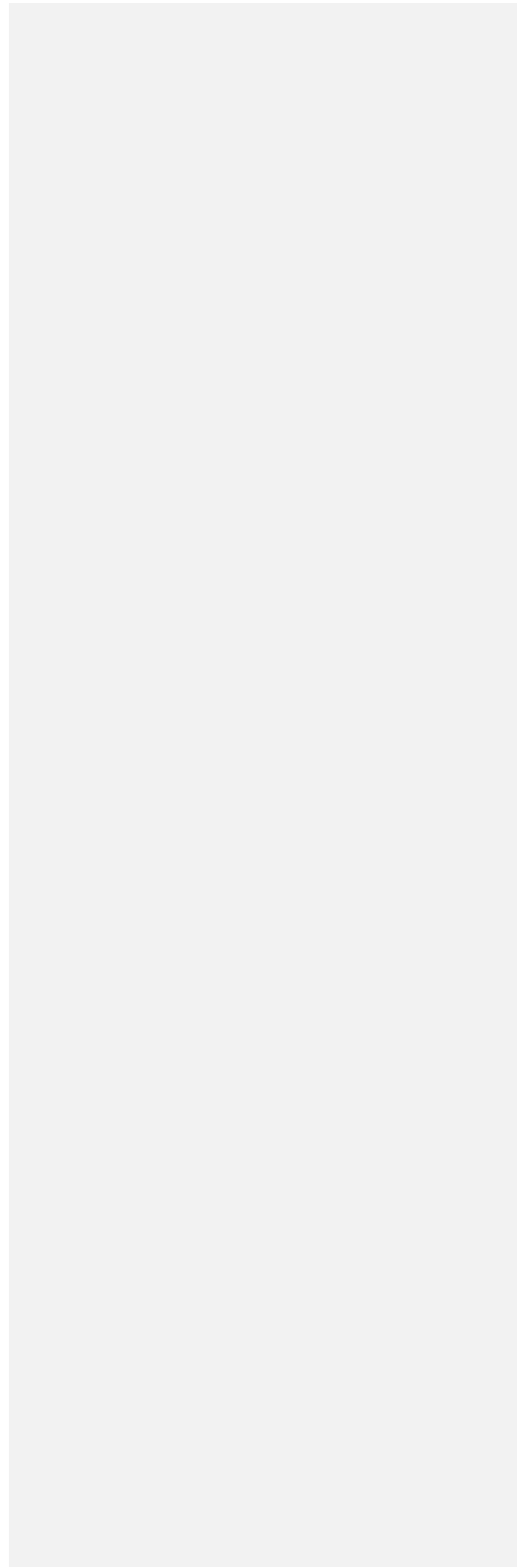
(Amended October 26, 2020)

(Amended March 1, 2023)

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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~~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.

Pursuant to the City Council’s Electronic Meeting Policy, meetings will be made available in an electronic format that allows Councilors to participate remotely.

An additional meeting ~~may~~is 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, wWorkshop sessions of the Council are held at 5pm prior to regular Council meetings. ~~are be held in accordance with State statutes whenever 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~~
- ~~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~~

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~~Comments from the floor~~
~~Comments from the Council~~
~~Comments from the City Manager, City Staff, other parties~~
~~16. Comments from the Council~~
~~17.~~
Adjournment

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SECTION 4. AGENDA

4.1 Placing items on the Agenda. ~~The Mayor, City Manager, or Any two Councilors or the City Manager may request to place an~~ item on the agenda. ~~Items should be requested to be added to the agenda prior to the agenda being set, but at least 24 hours in advance of the meeting. 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 in a Council meeting, 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 City Council minutes refer to the official record of the proceedings of a Council meeting. The minutes typically include a summary of the discussions, decisions, and actions taken by the council during the meeting. Minutes are not a verbatim transcript of the meeting. They serve as a permanent record of the Council's decisions. 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.

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. Comments from the public may be made in person or through online electronic means. Persons who wish to make public comment via electronic means must first pre-register their intent to provide comment. After recognition, the person states name and ~~address-city of residency~~ 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 ~~Chair-presiding-officer~~. 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 Mmotions.~~

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 audience or staff. 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 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 vote to read an ordinance does not necessarily indicate support for the ordinance.

(6) The chair will ask for council discussion. Councilors seek recognition from the chair and express their opinions. 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 Chairmayor 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 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~~ 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~~ 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 officer~~ Chair 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 [SW2]: 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.~~COUNCIL RELATIONSHIP WITH CITY COMMITTEES,

TASK FORCES, AND COMMISSIONS; COUNCILOR REPRESENTATION TO OTHER AGENCIES, COMMUNITY ORGANIZATIONS OR MEDIA.

14.1 (1) The Charter provides for the Council to make all appointments to City standing committees and commissions. The Council has made the following rules for filling vacancies and making appointments: Candidates fill out an interest form.

(a) 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. The selection is made at the next regular Council Meeting.

(i) The Secretary reads the names of nominees in alphabetical order.

(ii) The Secretary conducts a roll call vote with 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. The Council conducts interviews of nominees who wish to be interviewed for the Planning, Convention Center, Economic Development, and Historic Landmark Commission/committees prior to making appointments. Nominees must live in the City of Seaside, except where the ordinance say otherwise.

(b) An appointed member of any City of Seaside committee, commission, or board who moves outside of the geographical limits required by the rules governing appointment to the body on which they sit, but is actively searching for a residence within the geographical limits, may continue to serve on said body in good faith for a maximum of six months from the date of relocation outside the boundary, or until relocation outside the geographic boundary is considered permanent. Whichever date occurs chronologically first, the date six months after original move, or if earlier of permanent relocation decision would be considered the date of resignation.

(c) 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.

(d) 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.

(e) 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 good cause, the position must be vacated.

(f) Council members appointed to a city committee, task force, or commission will not serve as chairman of that body by appointment of the Council.

~~(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 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 City Board, Commission, or Committee committee, task force, or commission will 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

Commented [SW3]: 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.

~~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.

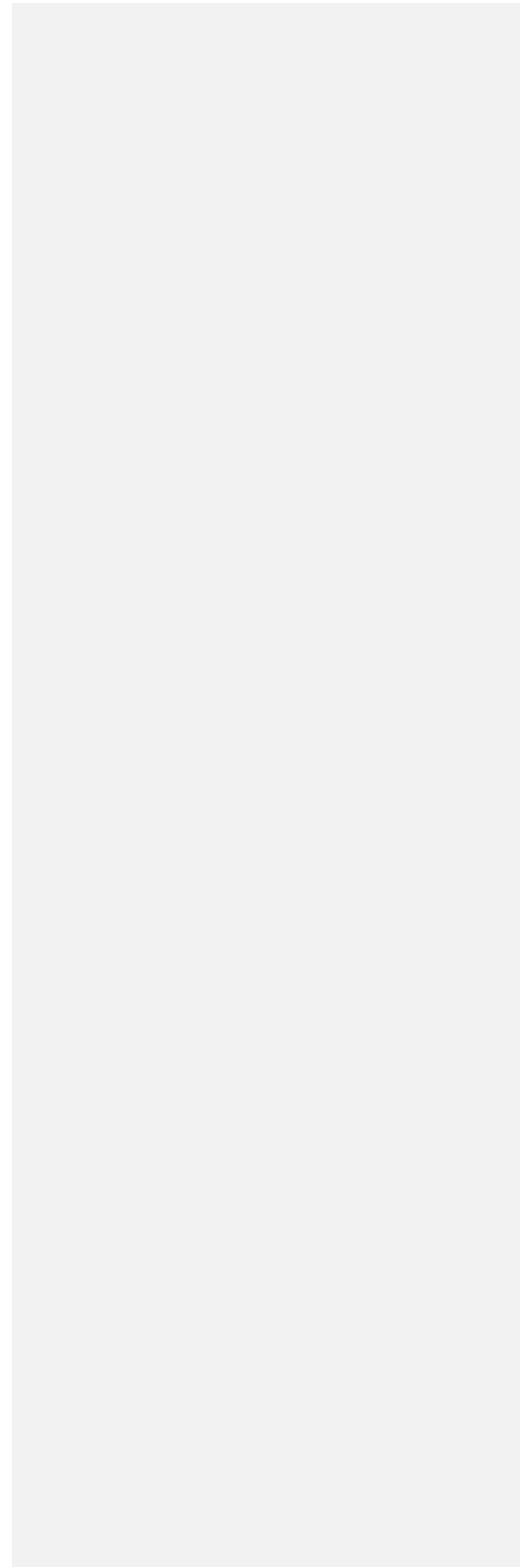
SECTION 19. CONFIDENTIALITY

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
FAMOUS
ALL-YEAR
RESORT

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

PROCLAMATION

Whereas, our Southern Oregon Chapter is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and

Whereas, "Safety for All: Building Codes in Action," the theme for Building Safety Month 2023, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit, and

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Steve Wright, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim the month of May, 2023, as

BUILDING SAFETY MONTH

Accordingly, I encourage our citizens to join us as we participate in Building Safety Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 24th day of April 2023.



STEVE WRIGHT, MAYOR

Who Needs Building Codes?

All communities need building codes to protect their citizens from disasters like fires, weather-related events such as floods and structural collapse. Model building codes, adopted and enforced by well-trained, professional code officials, are critical to protecting homes, offices, schools, manufacturing facilities, stores and places of entertainment.

Building Safety Month is an international celebration of all aspects of building safety that highlights the often-unseen people, policies and practices that keep the places where we live, work and play safe.



Support Building Safety

- Prepare Your Community**
Visit buildingsafetymonth.org for resources such as our online campaign and safety toolkits, and Kids' Corner materials.
- Issue a Proclamation**
Ask your city official to sign a [Building Safety Month proclamation](#).
- Spread the Word**
Grab social media graphics, posters, press release templates and more to share with your network.
- Promote**
For print copies of brochures, pencils and merchandise, visit the [Code Council store](#).

Presented by



200 Massachusetts Ave, NW
Suite 250, Washington, DC 20001
1-888-ICC-SAFE (422-7233)
communications@iccsafe.org

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International Code Council

23-22411



It Starts with YOU!



BUILDING SAFETY IS...

PERSONAL LOCAL GLOBAL

www.buildingsafetymonth.org
[#BuildingSafety365](https://twitter.com/BuildingSafety365)



Building Safety Month is presented by the International Code Council, the leading global source of model codes and standards and building safety solutions. Code Council codes, standards and solutions are used to ensure safe, affordable and sustainable communities and buildings worldwide.

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SPREAD THE WORD

#BuildingSafety365    

It Starts with You!

BUILDING SAFETY IS...

PERSONAL

Week 1 (May 1-7)

Building Safety Starts at Home

Week 2 (May 8-14)

Building Safety Professionals and You

LOCAL

Week 3 (May 15-21)

Prepare Your Community

Week 4 (May 22-28)

Advocate for Your Community

GLOBAL

Week 5 (May 29-31)

Solving Challenges Together

What is Building Safety Month?

For more than four decades, the Code Council, its members and a diverse group of professionals from the construction, design and safety communities have come together to celebrate Building Safety Month.

Building Safety Month provides education for the public about solutions that improve the safety, sustainability, affordability and resiliency of buildings and communities. Building Safety Month unites industries, associations, academia and government under a common goal to protect the public by creating a safe and resilient built environment.





CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

PROCLAMATION

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and Arbor Day is now observed throughout the nation and world; and

Whereas, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and trees wherever they are planted are a source of joy and spiritual renewal; and

Whereas, the City of Seaside has been recognized as a Tree City USA for the National Arbor Day Foundation for the twenty-third year, and celebrate this recognition, by planting trees in Seaside.

NOW, THEREFORE, I, STEVE WRIGHT, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim Friday, April 28, 2023, as

ARBOR DAY

and urge all citizens to support efforts to care for our trees and woodlands, and to plant trees to gladden the hearts and promote the well being of present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 24TH day of April, 2023.



STEVE WRIGHT, MAYOR



CITY OF SEASIDE CITY COUNCIL

DRAFT MEETING MINUTES

City Hall, 989 Broadway, Seaside, OR 97138

Monday, April 10, 2023

Work Session 5:00 PM

I. [Discussion on Amendments to Rules of Procedures and Conduct Guidelines for Governing Council Members](#)

The City Council established a priority to update the Rules of Procedures and Conduct for Governing Council Members policy. The policy was originally approved by the City Council in 1993 and most recently updated in 2009. The goal of the City Council work session was to have a discussion of changes and updates currently needed and begin the update process.

The City Council discussed the policy and suggested updates to the policy.

The discussions would continue at a future work session.

II. [Discussion of Current/Future Agenda Items](#)

No discussion of current/future agenda items.

City Council Meeting 6:00 PM

I. [Call to Order and Pledge of Allegiance](#)

II. [Roll Call](#)

| Council Members | P/A |
|--|------------|
| Steve Wright, Mayor | P |
| Jesse Almaguer, "If I were Mayor" contest winner | |
| David Posalski, Council President | P |
| Tita Montero | P |
| Tom Horning | P |
| Randy Frank | P |
| Seth Morrissey | P |
| Steve Dillard | P |

| Staff Members | Staff Members |
|-------------------------------------|---|
| Spencer Kyle, City Manager | Dave Ham, Police Chief |
| Jon Rahl, Assistant City Manager | Mitch Brown, Police Communications Mgr. |
| Kim Jordan, City Recorder | Dale McDowell, Project Manager |
| Mike Dimmick, Public Works Director | |
| | |

| Visitors in Chambers (attendance sheet) | Visitors on Zoom |
|--|-------------------------|
| Rick Bowers | |
| Nelle Moffit | |
| Seamus McVey | |
| Mayor Barb Knop | |
| RJ Marx | |

III. Approval of Agenda

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

IV. “If I were Mayor” contest winners

Mayor Wright introduced “If I were Mayor” contest winners. The posters were displayed for 1st place winner, Jesse Almaguer, 2nd place, Alivia Martin, and 3rd place, Quinn Lorenzana. The winning poster is sent to the League of Oregon Cities and the final winner will be selected at the Oregon Mayor’s Association Conference.

V. Proclamations

A. National Library Week

Councilor Montero read the Proclamation for National Library Week.

B. National Public Safety Telecommunicators Week

Police Chief Ham addressed the City Council regarding the telecommunicators at the Seaside Police Department.

Councilor Morrisey read the Proclamation for National Public Safety Telecommunicators Week.

VI. Public Comments (time is limited to 3 minutes)

Rick Bower addressed Council regarding housing in Clatsop County and Oregon.

VII. 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 |

VIII. Consent Agenda

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

IX. Reports and Presentations

A. Public Works Annual Report

Project Manager McDowell and Public Works Director Dimmick presented the Public Works Annual Report.

X. City of Seaside Boards, Commissions, and Committees

A. Vacancy Building Board of Appeals (3 Vacancies)

There were three vacancies on the Building Board of Appeals.

B. Vacancy City Tree Board (1 Vacancy)

There was one vacancy on the City Tree Board.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Discussion of City Council Electronic Devices Policy

Staff introduced proposals for an electronic packet format for City Council meetings. Based on the City of Seaside IT Consultants input and recommendations and further staff discussions, it is recommended the City Council use Apple iPads and Microsoft 365 to obtain City's technical support or for Councilors to be reimbursed the same amount to purchase their own device but not receive City's technical support.

The City Council discussed the proposal.

City Council gave approval to move forward with the proposed technology as recommended.

XIII. Comments from City Staff and Partner Organizations

Mayor Wright asked for comments.

Public Works Director Dimmick updated the City Council regarding the Highway 101 project. The Parks Advisory Committee requested planting in the Mill Ponds. The Justice family donated playground equipment for Broadway Park.

Police Chief Ham updated the City Council regarding the Police Chief Conference. CSO Paul Knoch attended the conference. Officer Eschweiler is leaving for the academy for training. The Citizens Academy is accepting applicants.

Assistant City Manager Rahl updated the City Council regarding Seaside High School podcast students won first place in their category at the state competition. There were employment opportunities available at the City of Seaside.

City Manager Kyle commented on the department updates. Discussions continue for the IGA for Broadway Field.

XIV. Comments from City Council

Councilor Dillard attended the Community Center Commission meeting and the commission is updating the Marquee sign and discussed the fundraiser Ship and Savor.

Councilor Horning attended the Parks Advisory Committee meeting. Commented on the trees taken down in Broadway Park. The master plan is ready for the City Council to approve.

Councilor Frank attended the Airport Advisory Committee meeting and the committee discussed a wish list for the airport.

Councilor Morrisey had no updates.

Councilor Montero commented on the Library Week Proclamation and the Seaside Library. The Library Board was eagerly anticipating meeting the new library director.

Council President Posalski announced he would be in Washington DC visiting legislators in May.

Mayor Wright announced the Budget meeting April 19, 2023. Clatsop Behavioral Health open house on Wednesday. Women in Business reception Wednesday at Lums. Mayor Wright will be attending the Conference of Mayors meeting.

XV. Council recessed into Executive Session at 7:10 PM, in accordance with ORS. 192.660 (2) (e) Regarding Deliberations with Persons Designated to Negotiate Real Property Transactions

XVI. Council reconvened in Regular Session at 7:34 PM, Council Action if any Regarding Deliberations with Persons Designated to Negotiate Real Property

XVII. Adjourn City Council Meeting 7:34 PM.

Approved by Council on: _____

Minutes prepared by: _____
Kim Jordan, City Recorder

STEVE WRIGHT, Mayor



 Greg Clodfelter

VISITORS BUREAU ANNUAL REPORT

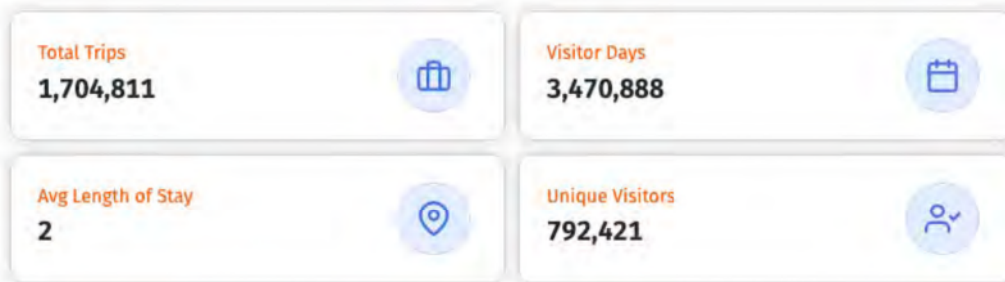
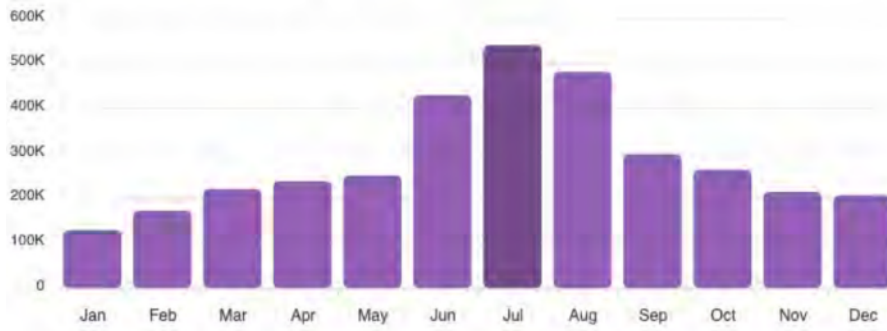
TOURISM MARKETING + VISITOR SERVICES



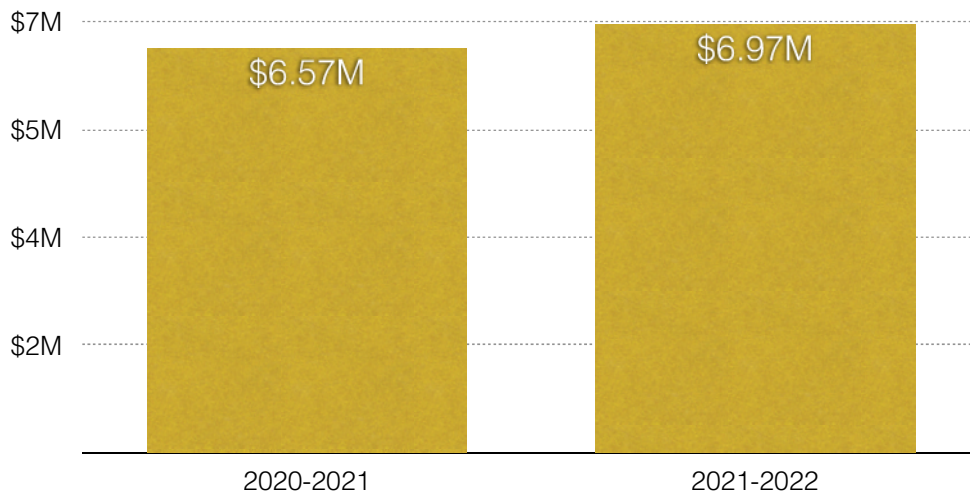
MISSION of the VISITORS BUREAU:

Invigorate the economy by attracting overnight visitors and assist all in accessing the attractions and accommodations the City of Seaside and the Oregon Coast have to offer.

2022 BY THE NUMBERS

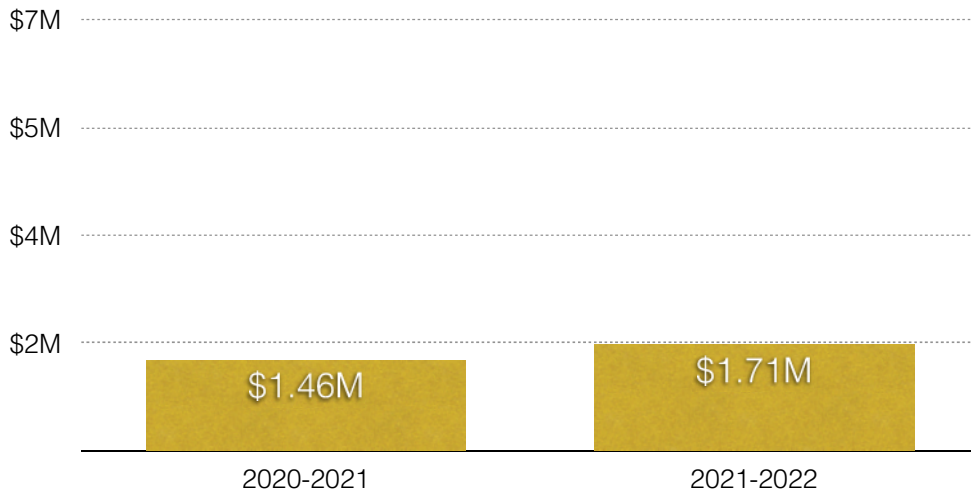


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is for Fun

SEASIDE IS FOR
Yes, you can.

You're not allowed to do in this world. So we say YES! You can relax at the aquarium. Yes, you can drop a crab pot. Yes, you can eat elephant ears before dinner. Yes, you can rent a paddle boat. Yes, you can rent a fire 'til midnight. Especially if you went hiking all day. And of course you can rent a paddle boat. It's Seaside!

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An interview with Josh Heineman, Director of Tourism Marketing for the City of Seaside about all of the things to do in the coastal town, about the beach cleanups, and about beach safety.

The Oregonian · 3h · <https://trib.al/gKdApR3>

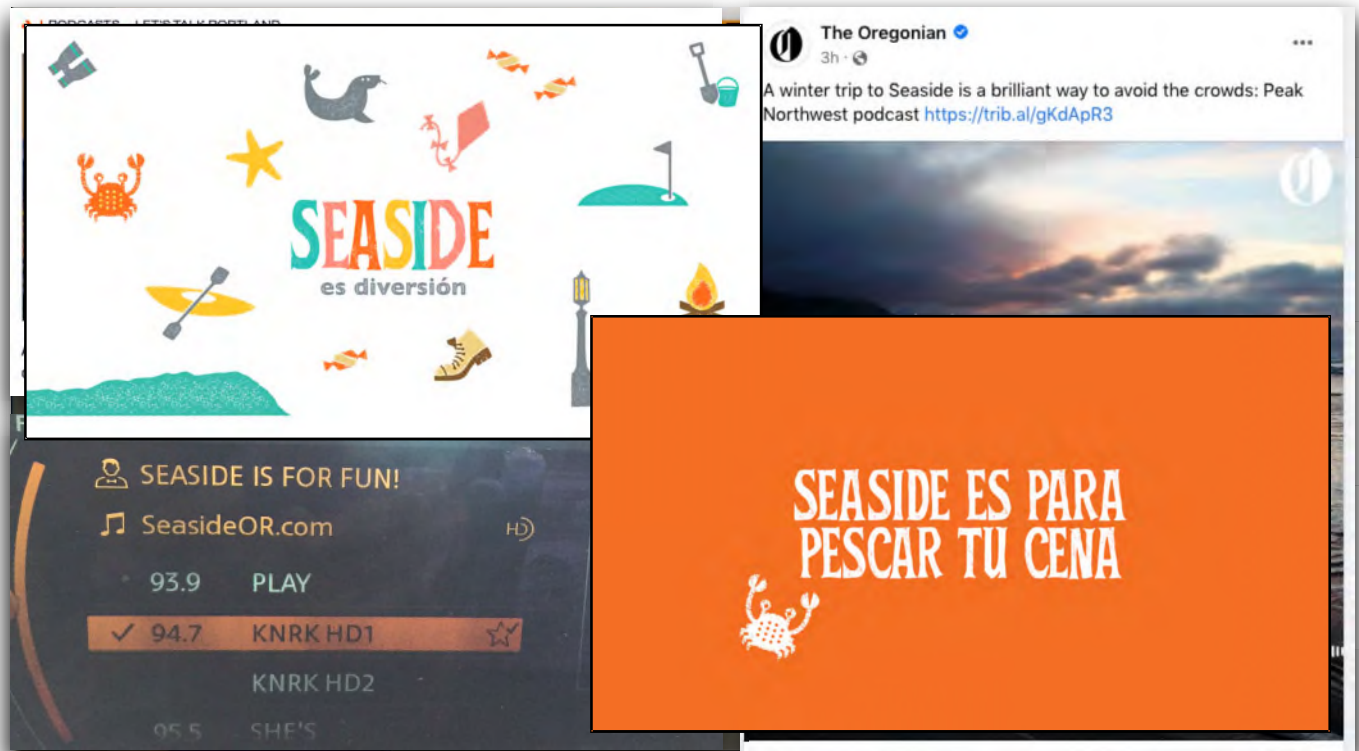
A winter trip to Seaside is a brilliant way to avoid the crowds: Peak Northwest podcast <https://trib.al/gKdApR3>

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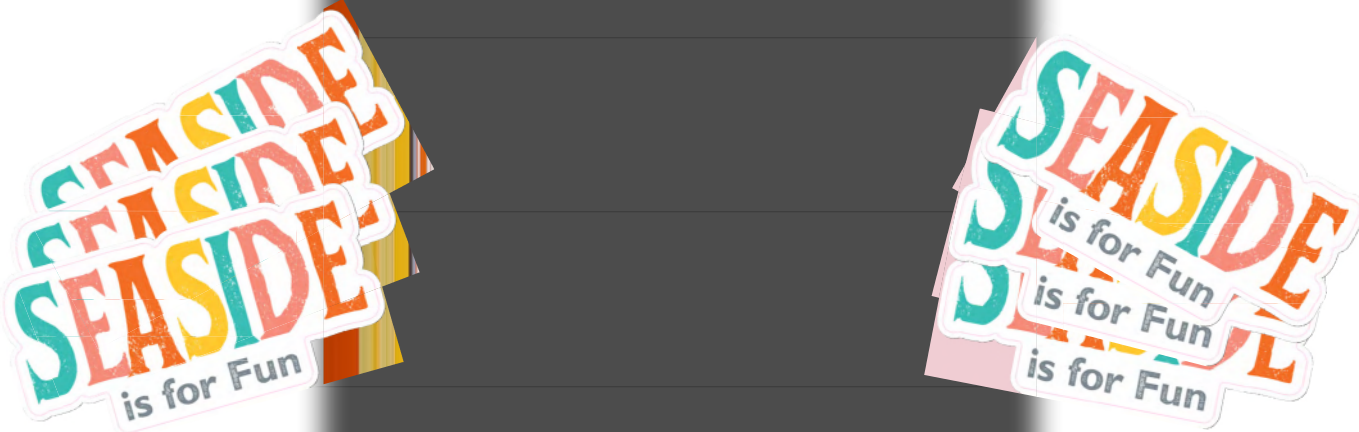
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BEACH CLEANUP COINS

OREGON | NORTH COAST

A NUDGE TOWARD SUSTAINABLE TOURISM

BY ABBEY MCDONALD

The Astorian
SEASIDE — Joshua Heineman, the city's director of tourism marketing, thinks about trash while on beach walks with his family. In the past few years, takeout containers, masks and even human waste have piled up on the North Coast's trails and beaches.

"Ever since the pandemic happened, I don't know if it's a mass psychology thing, I don't know if it's different people visiting that don't usually come out," he said. "It was very, very evident there's people out there that just didn't know how to look out for other people."

Seaside already has monthly trash cleanups, along with a few larger-scale ones throughout the year. Heineman wanted to do more.

"It was just putting together that idea that if everybody just did a little bit to not only pick up after themselves, but pick up after the people that aren't behaving, crowdsourcing that effort could really go a long way," he said.

The idea of having visitors contribute to improving natu-

to spend at participating coffee shops.

Over his first two weekends, people picked up around \$45 worth of coins. Seaside has only recently started advertising the program, and intends to market it to Portland with radio ads.

The city is testing out the program for the rest of the year.

Heineman is expecting more businesses to join. He said sustainable tourism projects will likely grow in popularity along the coast.

"I just think it's kind of a beautiful idea, and I think that it's one that — after all this stress everybody's kind of been through — we're all looking for ways to go back to that care-free life, but at the same time doing things that make it better for us and everyone else," he said.

A pledge

David Reid, the executive director of the Astoria-Warrenton Area Chamber of Commerce, presented potential sustainable tourism programs to the Clatsop County Board of Commissioners earlier this



tered, too.

"I know people are really interested in regenerative travel ideas. And our coastal trails, I think especially during the pandemic, were hit so hard by visitation," she said. "I think that also kind of jump-started these conversations about, 'OK, well, then how do we get more folks involved in actually taking care of the trails, because they need it so badly.'"

'Leave it better'

The North Coast Tourism Management Network will be hosting the trailkeepers and other community groups later this month at a public meeting to discuss potential volunteer opportunities for tourists.

Karen Olson, the network's manager, said it's important to bring as many people to the table as possible.

"The sustainable tourism vision is that not only will people not do harm, but they will fall in love with the coast, and that they will want to leave it better than they found it," she said. "There's all kinds of angles and initiatives and ways to work that out."
The network addresses some

PROM INTERPRETIVE SIGNS



TOURISM ADVISORY COMMITTEE

| | |
|-----------------------|-----------------------------|
| Marci Utti | Del's Chevron (Chair) |
| Ruth Swenson | Hillcrest Inn (Vice Chair) |
| Keith Chandler | Seaside Aquarium |
| Linda Wyss | Seaside Citizen |
| Sadie Mercer | Maggie's on the Prom |
| David Posalski | City Council Representative |
| Seth Morrisey | City Council Representative |

THANK YOU

Joshua Heineman
Director of Tourism Marketing
City of Seaside, Oregon

Office at the Seaside Visitors Bureau:
7 N. Roosevelt (Hwy 101 & Broadway)

Available by phone at (503) 738-3097
& **email** jheineman@cityofseaside.us





Staff Report – City Council Meeting

Meeting Date: April 24, 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

Requested Action:

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

Alternatives:

None

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.



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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 24, 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 and there was one application received from Patricia Hall.

Background:

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.

Department Review:

There is a vacancy on the City Tree Board and one application has been received for City Council to review. 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

Requested Action:

City Council Motion:

“I move to nominate Patricia Hall for the City Tree Board”.

Alternatives:

The City Council may choose to keep the vacancy open and accept additional applications.

Attachments:

1. City Tree Board information sheet, application, 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.

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME Hail, Patricia PHONE 503-699-3026
Last First

ADDRESS 910 Queen St., Seaside, OR 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) P.O. Box 667, Seaside, OR 97138

BUSINESS ADDRESS (IF APPLICABLE) N/A

EMAIL ADDRESS blindmarine@outlook.com

LENGTH OF TIME IN SEASIDE 7mo+ ARE YOU A REGISTERED VOTER IN SEASIDE: Yes No

OCCUPATION Retired

PAST OCCUPATIONS Educator/Administrator

List committee/commissions on which you would like to serve: Seaside Tree Board

List committee/commissions you are currently appointed to: N/A

List employment and volunteer activities, which may relate to service on committee/commissions:
Naturalist and Historical Interpreter for OR State Parks

List skills and special knowledge that you may have acquired from these activities:
Planning and Presenting, Teaching, Interest in KSA w/ some trees, some landscaping, etc.

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes () No If yes, what offense? _____

When? _____ Please explain: _____

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

| NAME | RELATIONSHIP | ADDRESS | PHONE |
|--------------------------------|----------------|---------------------------------------|-----------------------|
| <u>Lou & Bev Newbecker</u> | <u>Friends</u> | <u>1859 Broadway, Seaside</u> | <u>503-717-0153</u> |
| <u>Tieson Hail</u> | <u>Son</u> | <u>1400 Vista View Dr, Tillamook</u> | <u>503-812-8101</u> |
| <u>Ed & Liz Kennelly</u> | <u>Friends</u> | <u>956 W. Pilger St. Roseburg, OR</u> | <u>(509) 380-3485</u> |

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE 10 April 2023 SIGNATURE Patricia A. Hail



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 24, 2023
Author: Kim Jordan, City Recorder
Department: City Manager’s Office
Subject: Liquor License Application – The Pearl
Type of Item: Approval

Introduction:

The city has received the liquor license application from The Pearl.

Background:

The Pearl is a company that offers food service in the restaurant to families living and visiting the Oregon Coast. The business is applying for a new full on-premises liquor license. The owner is Kimberly Kines.

Department Review:

The Pearl is located at 2490 Hwy. 101 N. Unit C in Seaside. The owner Kimberly Kines has applied for a Full On-premises Sales Liquor License. This would be for a new liquor license.

Full On-premises sales license means that a company may sell and serve by the drink distilled spirits, malt beverages beer, wine, and cider at retail to consumers.

The Police Department has reviewed the business and applicants applying for the liquor license and has no concerns with the application.

Budget Impact:

None

Requested Action:

“I move to recommend approval of the Liquor License Application for The Pearl.”

Alternatives:

The City Council, after consideration, may determine to make a favorable, unfavorable, conditionally favorable or no recommendation to the OLCC. If the City Council makes an unfavorable or conditionally favorable recommendation to the OLCC regarding any application for liquor license, the recommendation will be based on a finding that one or more of the following conditions exist:

1. There is a history or pattern of illegal or disorderly activity on the premises.
2. There have been disturbances and/or other problems (such as fights, altercations, drug dealing by patrons, furnishing alcohol to minors by patrons, public drunkenness, alcohol related litter, etc.) related to the exercise of the applicant’s alcohol license privilege and the applicant has failed to take reasonable and timely corrective action when notified of these problems by the police or the OLCC.
3. There is a continuing problem of noise from this business disturbing neighbors.
4. The applicant would be a poor risk for compliance with liquor laws, as indicated by a felony conviction, which reflects on the applicant’s ability to be a responsible liquor licensee.

5. The applicant would be a poor risk for compliance with liquor laws, as indicated by a failure to comply with liquor laws.
6. The applicant has a history of abusing alcohol or other controlled substances and would be a poor risk for compliance with liquor laws.
7. The applicant has made an intentional and materially false statement about a matter that reflects on the applicant's ability to comply with the State's liquor laws.
8. An unlicensable person or a party not named as applicant has an ownership interest in the business to be licensed.
9. The applicant has failed to operate as originally proposed to the City Council, the original proposal having been a deciding factor in the Council's favorable recommendation to the OLCC.
10. The applicant has expanded the boundaries of the licensed premises to areas not originally considered by the Council and without City and OLCC approval.
11. The business is located within 500 feet of a school, childcare facility, church, hospital, nursing or convalescent care facility, a park or child-oriented recreation facility, or an alcohol and other drug treatment facility and there is evidence that the business will adversely impact the facility.

Attachments:

1. Seaside Police Department Recommendation.

Seaside Police Department

April 14, 2023

MEMORANDUM

TO: Mayor and City Council
FROM: Josh Gregory, Detective Sergeant
SUBJECT: The Pearl

The Seaside Police Department has reviewed the liquor application for The Pearl – operating under Lulu Kines LLC, - located at 2490 Highway 101 N. Unit C, Seaside, OR. This is a request for a full-on premise, commercial license. Before, this premise was only one unit, operating a single business. Recently, the building was split into three units (A, B, & C). As mentioned above, The Pearl will occupy Unit C, which is the northernmost unit in the building.

There are two owners Kimberly Kines and Elisabeth Fleming. I performed a basic background check on these individuals and found no disqualifying marks. I performed a check on the previous premise businesses related to criminal activity. There were no disqualifying marks.

I did not find any disqualifying information or reason to deny this application.

If you have any additional questions, please let me know.



Detective Sergeant Josh Gregory
Seaside PD
503-440-1348
jgregory@cityofseaside.us

Working Together We Can Make A Difference



Staff Report – City Council Meeting

Meeting Date: April 24, 2023
Author: Kim Jordan, City Recorder
Department: City Manager’s Office
Subject: Liquor License Application – Seaside Tobacco Outlet
Type of Item: Approval

Introduction:

The city has received the liquor license application from the Seaside Tobacco Outlet.

Background:

The Seaside Tobacco Outlet is a company that sells tobacco products for those living or visiting the Oregon Coast and have requested an Off-Premise Commercial Liquor License. This is for a new outlet and the owner is John Harper.

Department Review:

The Seaside Tobacco Outlet is located at 1535 S. Roosevelt, #2 in Seaside. The owner John Harper has applied for an off-premises commercial liquor license. This is for a new liquor license.

Off-premises commercial sales license means that the company may sell malt beverages, wine, and cider in factory-sealed containers for off premise consumption.

The Police Department has reviewed the business and applicants applying for the liquor license and has no concerns with the application.

Budget Impact:

None

Requested Action:

“I move to recommend approval of the Liquor License Application for the Seaside Tobacco Outlet.”

Alternatives:

The City Council, after consideration, may determine to make a favorable, unfavorable, conditionally favorable or no recommendation to the OLCC. If the City Council makes an unfavorable or conditionally favorable recommendation to the OLCC regarding any application for liquor license, the recommendation will be based on a finding that one or more of the following conditions exist:

1. There is a history or pattern of illegal or disorderly activity on the premises.
2. There have been disturbances and/or other problems (such as fights, altercations, drug dealing by patrons, furnishing alcohol to minors by patrons, public drunkenness, alcohol related litter, etc.) related to the exercise of the applicant’s alcohol license privilege and the applicant has failed to take reasonable and timely corrective action when notified of these problems by the police or the OLCC.
3. There is a continuing problem of noise from this business disturbing neighbors.
4. The applicant would be a poor risk for compliance with liquor laws, as indicated by a felony conviction, which reflects on the applicant’s ability to be a responsible liquor licensee.

5. The applicant would be a poor risk for compliance with liquor laws, as indicated by a failure to comply with liquor laws.
6. The applicant has a history of abusing alcohol or other controlled substances and would be a poor risk for compliance with liquor laws.
7. The applicant has made an intentional and materially false statement about a matter that reflects on the applicant's ability to comply with the State's liquor laws.
8. An unlicensable person or a party not named as applicant has an ownership interest in the business to be licensed.
9. The applicant has failed to operate as originally proposed to the City Council, the original proposal having been a deciding factor in the Council's favorable recommendation to the OLCC.
10. The applicant has expanded the boundaries of the licensed premises to areas not originally considered by the Council and without City and OLCC approval.
11. The business is located within 500 feet of a school, child care facility, church, hospital, nursing or convalescent care facility, a park or child-oriented recreation facility, or an alcohol and other drug treatment facility and there is evidence that the business will adversely impact the facility.

Attachments:

1. Seaside Police Department Recommendation

Seaside Police Department

April 18, 2023

MEMORANDUM

TO: Mayor and City Council
FROM: Josh Gregory, Detective Sergeant
SUBJECT: Seaside Tobacco Outlet

The Seaside Police Department has reviewed the liquor application for the Seaside Tobacco Outlet, located at 1535 S. Roosevelt #2, Seaside, OR. This is a request for a "New Outlet, Off- Premise," commercial license. Seaside Tobacco Outlet currently has the privilege of selling tobacco products. Harper also owns the Under the Bridge Cigarette shop in Astoria.

There is one owner listed on the application; John H. Harper. Upon investigation, it was determined there were no disqualifying marks in Harper's history in the last ten years. There are many calls for service related to the business location, however, those calls typically generate due to the proximity of the business, and not originating from the business per se. I found no disqualifying marks from the business.

I did not find any disqualifying information or reason to deny this application.

If you have any additional questions, please let me know.

Josh Gregory



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OREGON

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[Home](#) > [Public Comment Submission or Registration](#) > [Webform results](#) > Submission #17

Submission information

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

Submitted by Anonymous (not verified)

April 18, 2023 - 10:58am

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 24, 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-first-hud.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/11516>

Links

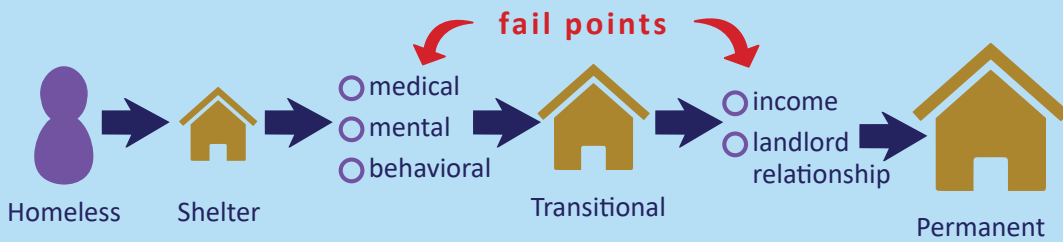
[1] <https://www.cityofseaside.us/public-comment-form>

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

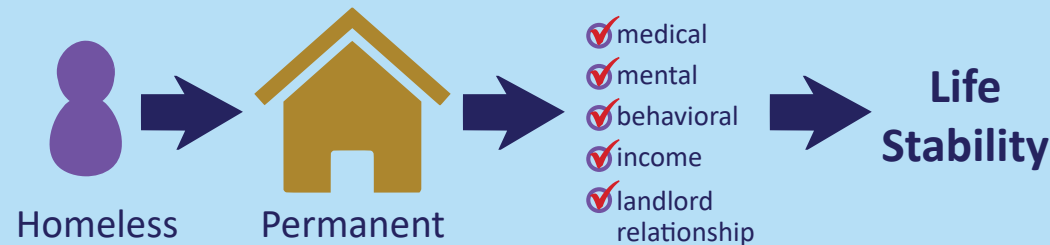
Housing First HUD's "Go To" Program

For data sources see
<https://friendsoftheunsheltered.org/first/>

HOUSING READINESS



HOUSING FIRST



Structural Barriers to Housing First

1. lack of affordable housing,
2. availability of living wage jobs, and
3. social or community exclusion.

Pathway's Housing First... "is a complex clinical and housing intervention that comprises three major components: (1) program philosophy and practice values emphasizing consumer choice; (2) community based, mobile support services; and (3) permanent scatter-site housing" (Tsemberis, 2010).

"Not long ago, providers of housing for the homeless were lamenting the 'housing resistant,' those who seemed to prefer the freedom of life on the streets. Nowadays, it is hard to justify such a belief when there is ample evidence that a homeless man or woman—if given the choice of a home—will gladly come indoors" (Padgett, 2016).

Padgett, D., Henwood, B. F., & Tsemberis, S. J. (2016). *Housing first: Ending homelessness, transforming systems, and changing lives*. Oxford: Oxford University Press.

Tsemberis, S. J. (2010). *Housing first: The pathways model to end homelessness for people with mental illness and addiction*. Hazelden.



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