



# CITY OF SEASIDE CITY COUNCIL AGENDA

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## Monday, September 25, 2023

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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](http://cityofseaside.us))
3. Written comments may be submitted using this [form](#), via e-mail to [publiccomment@cityofseaside.us](mailto:publiccomment@cityofseaside.us) or in person at City Hall (989 Broadway, Seaside, OR).

If you are providing public comments in person or via Zoom, please keep in mind your comments will be limited to three (3) minutes. If your comments are 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.

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## CITY COUNCIL WORK SESSION: 5:00 PM

1. Comprehensive Plan Briefing (City Council and Planning Commission) {50 min}

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## CITY COUNCIL MEETING: 6:00 PM

1. **Call To Order**
2. **Pledge Of Allegiance**
3. **Roll Call**
4. **Approval Of Agenda**
5. **Proclamation:**
  - a) Domestic Violence Awareness Month
  - b) Fire Prevention Month
6. **Public Comments**

Members of the public may use this time to provide comments 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 - \$280,935.74

b) Approval of minutes – September 11, 2023

9. **Reports And Presentations:**

a) Seaside Fire and Rescue introduction and swearing in firefighters Jay Verburg, Jackson Schermerhorn, and Britton Killian

b) Seaside Police Department introduction and swearing in police officer Derek Spivey

10. **City Of Seaside Boards, Commissions, And Committees**

No Items

11. **Unfinished Business**

a) Ordinance 2023-05 – An ordinance of the City of Seaside, Oregon, amending chapter 32.30-32.34 of the Seaside Code of Ordinances regarding public contracts (third and final reading)

- Open Public Comments
- Close Public Comments
- Council Comments
- Motion For Third Reading By Title Only – All In Favor And Opposed
- Motion To Adopt – Roll Call Vote

12. **New Business**

a) Resolution #4034 – A resolution for inclusion under the State of Oregon deferred compensation plan.

- Open Public Comments
- Close Public Comments
- Council Comments
- Motion To Read By Title Only – All In Favor And Opposed
- Motion To Adopt – All In Favor And Opposed

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](http://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.



**SEASIDE 2050**  
**Comprehensive Plan Update**  
**Project Advisory Committee (PAC) Meeting #1**

September 18, 2023, 5:00- 6:30 PM

**AGENDA**

Time	Subject	Lead
5:00	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li><i>What do you love about Seaside?</i></li> </ul>	Jeff Flory, City of Seaside Scott Fregonese, 3J Consulting All
5:10	<b>Project Overview</b> <ul style="list-style-type: none"> <li>Key elements</li> <li>Process</li> <li>Schedule</li> <li>PAC role and responsibilities</li> </ul>	Scott
5:40	<b>Community Engagement Plan</b>	Scott All
6:00	<b>Community Conversation Kits</b>	Scott All
6:25	<b>Next Steps</b>	Scott
6:30	<b>Adjourn</b>	





## SEASIDE COMPREHENSIVE PLAN UPDATE

### Project Advisory Committee

#### Responsibilities and Ground Rules

The Project Advisory Committee (PAC) for the Seaside Comprehensive Plan Update is a committee made up of a variety of stakeholders with diverse perspectives. The PAC will meet up to four times throughout the course of the project.

#### **PAC Responsibilities**

- Reviewing and commenting on work products.
- Guiding public outreach and engagement efforts.
- Acting as liaisons to specific constituencies or interest groups.
- Hosting public events.
- Encouraging community members to participate in the process.
- Acting as champions of the project and the recommendations that emerge from it.

#### **Ground Rules for Meeting Conduct**

All participants agree to act in good faith in all aspects of PAC and planning discussions. This includes being honest and refraining from undertaking any actions that will undermine or threaten this process. This includes behavior outside of meetings.

Expectations for behavior of PAC members during and outside of meetings include:

- Be respectful at all times of other representatives and audience members. Listen to each other to seek to understand the other's perspective, even if you disagree. One person will speak at a time. Side conversations and other meeting disruptions will be avoided.
- Bring your concerns into this process to be addressed.
- Refrain from personal attacks and maintain a respectful tone even if highlighting different perspectives.
- Be mindful of these ground rules in any written communications, including e-mails, blogs and other social media. Remember that social media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the project team.
- Individual PAC representatives agree to not present themselves as speaking for the PAC without specific direction and approval by the PAC.
- Non-members may attend meetings as observers, provide comments during public comment periods, and submit written comments for distribution to the PAC, but may not otherwise participate in the PAC deliberations.



## SEASIDE 2050

### Comprehensive Plan Update

# Draft Community Engagement Plan September 2023

## Project Overview

While known for its tourism and coastal recreation, Seaside has experienced moderate growth and development since the original Comprehensive Plan was adopted nearly 50 years ago. Growth in Seaside has, and is expected to, steadily increase. To guide future growth and development, the City of Seaside is updating its Comprehensive Plan. What makes Seaside different from most other Oregon cities is the large number of visitors the City experiences annually, making the average daily population over 20,000. The Comprehensive Plan Update will help to redefine uses to fit into current and future needs of the Seaside community as well as account for Seaside's emerging tourism industry.

## Community Engagement Objectives

The public involvement process aims to meet the following objectives:

- **Inform** the community with timely, transparent, and accurate information.
- **Educate** community members about planning and decision-making processes.
- **Consult** and involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Seaside over the next 20 years. Ensure community members understand how decisions are made, their concerns are heard, and they know how their feedback influenced decisions.
- **Partner** with city and agency representatives to ensure officials are engaged in the planning process and key decisions.
- **Reach** a diversity of stakeholders who reflect Seaside's greater community.

## Key Messages

- Oregon state law requires that all cities and counties plan for 20 years of growth.
  - The Comprehensive Plan is Seaside's primary land use planning document. It articulates the city's vision for future housing, economy, community, infrastructure, government, and ecosystems.
  - The Comprehensive Plan establishes a series of goals and policies that guide growth and development and align with statewide planning goals.
  - Seaside has seen an approximate 20% growth in population since the year 2000 and is expected to continue to steadily grow.
  - The City of Seaside is committed to an inclusive and transparent planning process. Community engagement is crucial to guide the development of representative, sustainable plans.
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- The Vision and Comprehensive Plan will be reflective of local desires informed by an updated vision that is tailored to Seaside.
- There will be opportunities for community involvement at several points throughout the planning process, with a focus on accessible opportunities to provide feedback.
- Community can stay engaged by visiting the project website: [www.seaside2050.com](http://www.seaside2050.com)

## Community Demographics

The following demographic profile will help specify the priority populations to engage in this process. Demographic data is derived primarily from the U.S. Census American Community Survey 5-Year Estimate Data 2017-2021 Data Profile. There were approximately 7,234 people who lived in Seaside in 2021.

### Race and Ethnicity

According to 2017-2021 American Community Survey data, 93.8 percent of Seaside residents identify as White. The remainder of residents identify as Asian (1.2%) American Indian/Alaska Native (1.2%), and African American (2.6%). About 1 percent of the population identifies as two or more races. 5.9 percent of Seaside residents identify as Hispanic or Latino, which is less than the State of Oregon (13.6%).

Race/Ethnicity	City of Seaside	Oregon
<b>White</b>	93.8%	80.7%
<b>African American</b>	2.6%	1.9%
<b>Asian</b>	1.2%	4.4%
<b>Native Hawaiian and other Pacific Islander</b>	0.0%	0.4%
<b>American Indian or Alaskan Native</b>	1.2%	1.1%
<b>Two or more races</b>	1.0%	7.7%
<b>Hispanic or Latino (any race)</b>	5.9%	13.6%

### Languages Spoken at Home

Around 93.3 percent of percent of Seaside residents speak only English. The most spoken language other than English is Spanish (5.0%). Other Indo-European languages (1.7%) are also spoken among community members although it is a small percentage.

### Age

The City of Seaside has a much higher population of those who are 55 years and up when compared to Oregon percentages for age ranges. A lower population of youth and young adults is also shown within Seaside's population ranges.

Age	City of Seaside	Oregon
<b>19 years and under</b>	16.2%	23.1%
<b>20 – 34 years</b>	16.2%	20.3%
<b>35 – 54 years</b>	24.4%	26.0%
<b>55 – 64 years</b>	14.4%	12.9%
<b>65 – 74 years</b>	17.5%	11.0%
<b>75 years +</b>	11.2%	6.7%

## Income

Seaside has a higher distribution of those who make less than \$50,000 when compared to Oregon, with a total of 58.1 percent of the population making less than \$50,000 as compared to Oregon's 35.8 percent. Significantly less people make more 100,000 than State percentages as well.

Income	City of Seaside	Oregon
<\$15,000	9.3%	8.8%
\$15,000-\$25,000	17.8%	7.5%
\$25,000-\$50,000	31.0%	19.5%
\$50,000-\$75,000	17.5%	17.4%
\$75,000-\$100,000	10.8%	13.5%
\$100,000+	13.8%	33.4%

## People with Disabilities

Census data indicates that 27.5 percent of Seaside residents live with a disability. This is significantly higher than the State average of 14.4 percent.

## Housing

Census data indicates that about 56.8 percent of Seaside residents live in a single-family home (detached single unit), which is in the same range as the State of Oregon (63.3%). Around 13.7 percent of Seaside residents live in middle housing (1 to 4 attached units), 23.5 percent occupy multi-family homes (5 or more attached units), and nearly 5.1 percent live in a mobile home. 42.5 percent of Seaside community members are homeowners and 57.5 percent are renters. There is a significant grouping of renters in Seaside when compared to the State.

Housing Type	City of Seaside	Oregon
Single-family home	56.8%	63.3%
Middle housing	13.7%	11.8%
Multi-family home	23.5%	17.1%
Mobile home	5.1%	7.5%
Homeowners	42.5%	63.2%
Renters	57.5%	36.8%

## Underserved Populations

The City of Seaside is committed to facilitating extensive and equitable community engagement for the Vision and Comprehensive Plan Update. In order to ensure full and fair participation by all potentially affected community members in the decision-making process, engagement activities and tools will focus on meeting underserved groups where they are. The following paragraphs describe priority populations for this process.

Census demographic information indicates that Seaside has a moderate percentage (5.9%) of those who identify as Hispanic or Latino. The second most spoken language is also Spanish (5.0%) within this region as well. This indicates that engagement materials should be translated into Spanish and a portion of engagement activities should be held in spaces where the Hispanic and Latino community feel comfortable.

The City of Seaside has a significantly higher population of those who are 55 and up. In order to reach these groups, engagement activities should be centered around middle-aged and senior groups, and living. While there is less of a population of youth and young adults in Seaside, it is still important to engage these groups to help plan for the future. Youth-oriented events and activities should also be considered during outreach events.

Seaside has a significantly higher proportion (27.5%) of those who have disabilities when compared to the State. It is crucial that engagement activities be made accessible and include accommodations for people of all abilities. Accessibility in engagement will consider vision and hearing impairment accommodations, physical accessibility to engagement spaces, and transportation access to these locations.

Seaside has a higher amount of those who make \$50,000 or less, at approximately 58.1 percent. These income distributions show that Seaside overall has a higher amount of those who are lower income when compared to Oregon’s overall percentages. When creating engagement activities, access to technology to participate in engagement activities and access to transportation and childcare should be considered when taking an equitable approach. If possible, participants should be compensated for their participation. The City of Seaside also has a significant population living in multifamily housing and may not receive city mail notifications, so special attention should be made to see they are informed and engaged.

## Stakeholders and Partners

Community members and stakeholders will have multiple opportunities to participate in the Seaside Comprehensive Plan Update process. This Community Engagement Plan describes ways in which the City will engage with key stakeholders and the community in the process.

Interests	Specific Organizations
<b>Schools</b>	Seaside School District Seaside Middle School Pacific Ridge Elementary Seaside High School Clatsop Community College, South County Center Seaside Head Start
<b>Parks and Nature</b>	Seaside Parks and Rec Ed Feldenheimer State Natural Area Del Rey State Recreational Area
<b>Industry and Businesses</b>	Seaside Chamber of Commerce Clatsop Small Business Development Center Seaside hospitality industry Seaside local businesses Tourism Advisory Committee



Interests	Specific Organizations
<b>Public Safety</b>	Seaside Police Department Seaside Fire and Rescue
<b>Utilities</b>	Seaside Utility Department Pacific Power and Light Northwest Natural Gas Suburban Propane
<b>Developers/Property Owners</b>	Seaside property owners Seaside Downtown Development Association Sunset Empire Park and Recreation District Northwest Oregon Housing Authority
<b>Health</b>	CMH-OHSU Health Primary Care Clinic-Seaside Seaside Wellness Center LLC Providence Seaside Clinic
<b>Transportation</b>	Clatsop County Transportation and Development Sunset Empire Transportation District-NW Connector Seaside Municipal Airport Transportation Advisory Committee
<b>Service Non-profits</b>	Rotary Club of Seaside Necanicum Watershed Council North Coast Land Conservancy Assistance League of the Columbia Pacific American Legion
<b>Non-native English Speakers</b>	Clatsop Community College ESL Program
<b>Arts and Culture</b>	Seaside Civic and Convention Center Seaside Museum & Historical Society
<b>State Agencies</b>	Department of Land Conservation and Development Oregon Department of Transportation
<b>Faith Based Organizations</b>	North Coast Family Fellowship Seaside Assembly of God Seaside Calvary River of Life Fellowship Seaside United Methodist Church Seaside United Methodist Church Calvary Episcopal Church Our Lady of Victory Catholic Church

<b>Interests</b>	<b>Specific Organizations</b>
<b>Elected and Appointed Officials</b>	City Council Planning Commission City boards and commissions

## Engagement Activities

The following table summarizes primary community engagement activities, their intended audience, and partners needed to carry out the activities while using the IAP2 engagement spectrum.

The IAP2 Spectrum is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies 5 levels of community engagement, ordered as follows by increasing impact on decision-making: (1) inform; (2) consult; (3) involve; (4) collaborate; and (5) empower.

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
<b>Steering Committee</b>	Inform Consult Involve	The Steering Committee will meet up to four (4) times and will represent a broad cross-section of community interests such as business, residents, youth, seniors, and cultural groups. The Steering Committee will review and comment on work products, guide engagement efforts and help host public outreach events and activities, act as liaisons to specific constituencies or interest groups, encourage community members to participate in the process, and act as champions of the Seaside Vision and Comprehensive Plan. The Steering Committee charter will establish roles, shared ground rules, and decision-making procedures.	General Public Interest Groups
<b>Community Conversations</b>	Inform Consult	A series of Community Conversations will prioritize “going to where people are” – both in meetings and online to identify areas of agreement, unearth key issues for further discussion, and begin to build a shared community vision. Interviews and focus groups will be held with a broad spectrum of groups including property owners, businesses, and educational, environmental, civic, and faith-based organizations.	General Public
<b>Stakeholder Interviews</b>	Inform Consult Involve	Interviews will be conducted with up to seven (7) key community stakeholders from a list provided by the City. Conversations will be about Comprehensive Plan issues and priorities.	Stakeholders

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
<b>Community Events and Activities</b>	Inform Consult	<p>Community events will be utilized to meet people where they are while educating and consulting them through activities designed to create awareness of the project. Event goals will be to engage youth and adults in identifying what they love about Seaside today and what they would change to make Seaside an even better place to live, work, and play in the future.</p> <p>Events may include, but are not limited to:</p> <p><b>Seaside Farmers Market</b>-Wednesdays June 14<sup>th</sup>- September 27<sup>th</sup></p> <p><b>The Seaside Annual Egg Hunt</b>-April 8<sup>th</sup></p> <p><b>Saturday Art Walks</b>- First Saturday of the month</p>	General Public
<b>Online Engagement</b>	Inform Consult	Up to three (3) online engagement opportunities will occur to supplement in-person public involvement activities. The engagement opportunities will provide an alternative opportunity to comment for those who may not come to a meeting or feel comfortable voicing their opinions among others. Engagement opportunities will consist of online open houses and surveys and will coincide with each round of public involvement events.	General Public
<b>Community Summits</b>	Inform Consult Involve	Up to three (3) Seaside Summits will occur over the project timeline. These fun and engaging community events are the main opportunities for Seaside community members to engage and share ideas with their neighbors in-person.	General Public
<b>Planning Commission and City Council Briefings</b>	Inform Involve	The Planning Commission and City Council will be updated regularly throughout the process. These briefings will act as crucial touchpoints to ensure elected and appointed officials are engaged in the process.	

## Communication Tools

In addition to the above activities, the following communication tools will provide information about events, activities, and opportunities to be involved in developing the Comprehensive.

Communication Tools	Description
<b>Project Website</b>	An informative, accessible, and interactive website will be developed. The website will include a project overview and timeline, important contacts, a schedule for public engagement, updates on the project's status, and the ability to view or download documents.
<b>Project Branding</b>	The project will have branding that is unique and compelling. This "look" will appear on all project materials and provide continuity and visibility for the Comprehensive Plan process.
<b>Social Media</b>	Project related content will be provided for all social media platforms, such as the City's Facebook and Twitter accounts to increase project awareness and provide multiple avenues for community input.
<b>Informational Materials</b>	Flyers, newsletters, facts sheets and other materials to educate and inform the public about the project will be created.
<b>Project Email List</b>	E-blasts for the City to distribute to help notify people about events and activities will be planned for and created ahead of time. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events. The City will maintain a database of e-mail addresses of people who express interest in the planning process.

## Project Schedule

This schedule outlines engagement activities and key milestones throughout the project.

Task	2023							2024									
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1 Project Management	●																
2 Existing Conditions Assessment																	
3 Community and Stakeholder Engagement				▲		●			●				●				
4 Seaside Vision																	
5 Goals & Policies / Scenario Refinement																	
6 Comprehensive Plan																	▲
7 Adoption																	▲

- Project Kickoff
- Steering Committee Meetings
- ★ Seaside Summits
- ▲ PC/CC Briefings, Worksessions, Hearings



# Seaside Comprehensive Plan DRAFT COMMUNITY CONVERSATION KIT

**September 2023**





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## PREPARATION CHECKLIST

<b>Before the Event</b>	(√)
Be familiar with all the items in this guide. Contact Natalie Knowles 253-549-8817, <a href="mailto:natalie.knowles@3j-consulting.com">natalie.knowles@3j-consulting.com</a> if you have any questions.	
<p><b>For In-Person Community Conversations</b></p> <p><i>If you are able, <b>print</b> clean copies of materials, including:</i></p> <ul style="list-style-type: none"> <li>• Sign-in sheet</li> <li>• Discussion Questions (enough copies to share with participants)</li> <li>• Notes page(s) for small groups</li> <li>• This Community Conversations Kit as your quick reference guide</li> </ul>	
<p><b>For Virtual or Phone-in Community Conversations</b></p> <p>Have the following materials handy (paper copies or on a computer) for notetaking:</p> <ul style="list-style-type: none"> <li>• Sign-in sheet</li> <li>• Discussion Questions</li> <li>• Notes page(s)</li> <li>• This Community Conversations Kit as your quick reference guide</li> </ul>	
<p><b>Ask yourself the following questions:</b></p> <ul style="list-style-type: none"> <li>• Have you confirmed the meeting location or video conference information?</li> <li>• If this Community Conversation is part of another meeting, have you confirmed a place on the agenda? How much time do you have?</li> <li>• Do you have enough materials to share with expected participants?</li> </ul>	
<b>After Event</b>	(√)
<p>Within one week, please email or scan the sign in sheet and your notes directly to Journie Gering (<a href="mailto:natalie.knowles@3j-consulting.com">natalie.knowles@3j-consulting.com</a>)</p> <p>[OR]</p> <p>Enter into the online survey form. For the online survey form:</p> <ul style="list-style-type: none"> <li>• When prompted at the end of the survey, <b>enter your name, email, and the name of your group</b> into the <i>Group Name</i> prompt.</li> <li>• Please send additional email addresses for the project mailing list to Jeff Flory, <a href="mailto:jflory@cityofseaside.us">jflory@cityofseaside.us</a></li> </ul>	



## PRESENTER'S GUIDE (Up to 60 Minutes)

Please review this guide prior to leading your discussion. If you have between 15 – 60 minutes for the presentation, please adjust the timing below accordingly leaving much of the time for discussion. Prompts and explanatory text are included in the bullets below.

### Presentation

#### 0 – 15 minutes: Introduction and Overview

- *Distribute sign-in sheet. Invite participants to sign up for the project email list.*
- For Virtual or Phone Community Conversations, identify the name and email address of participants expected prior to the meeting. At the beginning of the meeting, have everyone confirm their name and email addresses, and whether they would like to be signed up for the project email list (or follow up via email or in a video-conferencing chatroom).
- Share the discussion questions in advance, and/or share your screen with the discussion questions.
- *Distribute copies of the discussion questions so people can follow along.*
- Introduce yourself and your role in the project.
- Provide a brief contextual overview of the Seaside Comprehensive Plan Update and your role. A sample is provided below:

*“While known for its tourism and coastal recreation, Seaside has experienced moderate growth and development since the original Comprehensive Plan was adopted in 1983 and most recently amended in 1996. Growth in Seaside has, and is expected to, steadily increase. To guide future growth and development, the City of Seaside is updating its Comprehensive Plan. What makes Seaside different from most other Oregon cities is the large number of visitors the City experiences annually, making the average daily population over 20,000. The Comprehensive Plan Update will help to redefine uses to fit into current and future needs of the Seaside community as well as account for Seaside’s emerging tourism industry.*

*The purpose of these Community Conversations is to engage with a broad cross-section of Seaside residents, business owners, and partners around a Community Vision. These Community Conversations are anticipated through the spring and summer of 2023. The creation and adoption of the Community Vision will occur in the fall and early winter, which will inform the development of policy recommendations in the update to the Comprehensive Plan throughout 2023 and 2024. Thank you for talking with us!”*

#### 15 – 45 minutes: Listening and Discussion.

- Lead the group discussion around the questions in this kit.
- Have participants affirm your understanding of the discussion by repeating back any major themes or ideas.
- For frequently mentioned themes, ideas, or topics, place a check mark for each mention in your notes.
- Ask for additional questions and comments.





45 – 60 minutes: Report Back and Next Steps.

- Thank participants for the discussion.
- Point participants to the project web site ([www.seaside2050.com](http://www.seaside2050.com)) for access to materials and updates on meetings, events, and surveys.
- Invite members to the next community event or survey.

After the meeting

Within a week: Scan or email the discussion notes and sign-in sheet to Natalie.



## DISCUSSION LEADER TIPS

### General Principles

As the presenter and discussion leader, your role is to help create an open and shared environment so that all participants have the opportunity for discussion. Please follow the agenda closely as you have only limited time. “Prompts” are shown in the italicized print below. It is OK if people disagree! There is no need for consensus or agreement.

### General Guidelines

- Stick to the agenda and move the conversation forward.
- If a point is made that is off-topic, write it down, then guide the discussion back to the question at hand.
- Encourage everyone to participate but do not allow anyone to dominate.
- Keep the discussion moving by summarizing and synthesizing.
- Resist the temptation to voice your own opinions or to be the “expert” on the subject.
- Start and end each meeting on time.
- Have fun!

### Specific Guidelines

- Emphasize that there are no “right” or “wrong” answers. Everyone’s opinion is valid.
- Give credence to differences, but do not dwell on them. *It’s important that we have an open discussion. There are no right or wrong answers.*
- Do not hesitate to say you do not know the answers to a specific question. Make note of the question and ask the individual to see you later.
- Follow the meeting flow. *That’s a good question/idea/issue, I’ll write it down to make sure we don’t forget that point.*
- If you are running up against time, move the group along politely but firmly. *I see we have only a few minutes left and we want to make sure we have time to hear from everyone before our time is up [or] thank you for your suggestion.*
- Make sure each participant has a chance to speak. *Who else has something to add?*
- Summarize the discussion as you go along, validating it with participants. *Have I captured all key points?*
- Five minutes before the discussion ends, summarize the discussion. Ask participants for any final thoughts. *Is there anything we have missed?*

Thank everyone for participating!





## COMMUNITY VISIONING QUESTIONS

Oregon was one of the first places in the United States to pioneer the use of community-based visioning. In a state recognized for innovative local planning and growth management policies, visioning is an important precursor to local planning and a tool to help communities better manage complex change.

A comprehensive approach to visioning can be framed by the following **bolded** questions. Some of these questions include a list of bullets, which provide a menu of similar questions that get at the same idea. Based on your audience, choose the question type that feels most appropriate and resonates with the group. Feel free to use additional questions as follow-up, or if there is a need to frame the question differently.

### **Why did you choose to live/work in Seaside?**

#### **What makes Seaside special today? What should we strive to preserve or enhance? [OR]:**

- What are some of Seaside's most cherished attributes?
- Where do you spend time in Seaside? Specific parks, stores, restaurants, etc.
- What is being done well in Seaside?
- What about Seaside makes you proud?

#### **What about Seaside would you like to change in the future? What can improve? [OR]:**

- As the community develops a Vision and Comprehensive Plan update, what is on the horizon that we should be sure to consider?
- What, if anything, causes you concern about the future of Seaside?
- How has Seaside changed over the last 5 years? 10 years? 20 years?
- What changes have you seen in Seaside that you like? What are changes you don't like?
- Describe your ideal Seaside in 2050. What has changed?

#### **What people, groups, or communities should we contact to make this an inclusive process?**

#### **In what ways would you like to participate in this process? [Provide all potential examples below]**

- Attend public meetings
- Complete online surveys
- Follow on the City's Facebook page or other social media
- Through my school, place of worship or other group
- Stay informed by email
- Read through the Project Website
- Other





## **DISCUSSION NOTES**

(Use a ✓ = Frequently mentioned)

### **INTRODUCTIONS**

**Why did you choose to live/work in Seaside?**

**What makes Seaside special today? What should we strive to preserve or enhance? [OR similar question]**

**What about Seaside would you like to change in the future? What can improve? [OR similar question]**

**What people, groups, or communities should we contact to make this an inclusive process?**

**In what ways would you like to participate in this process? [Share all potential examples]**







## ***PROCLAMATION***

***Whereas***, the first Domestic Violence Month was observed in October 1987, the same year that saw the initiation of the first national domestic violence toll-free hotline and in 1989 Congress designated October as national Domestic Violence Awareness Month; and

***Whereas***, domestic violence is a pattern of assaultive and coercive behaviors – including physical, psychological, sexual and economic abuse; social isolation and stalking – that are used to maintain power and control over a person’s intimate partner; and

***Whereas***, the crime of domestic violence violates an individual’s dignity, safety and basic human rights; and

***Whereas***, domestic violence is the single largest cause of injury and homicide for woman; and children; and

***Whereas***, children exposed to domestic violence experience terror, isolation, guilt, helplessness and grief and have a higher risk of engaging in criminal behavior and substance abuse, and becoming victims of crime; and

***Whereas***, domestic violence impacts the health and well-being of our community; and

***Whereas***, it is incumbent on every citizen to play a role in preventing and ending domestic violence.

***NOW, THEREFORE, I, Steve Wright, Mayor of the City of Seaside***, proclaim the month of October 2023, as

## **DOMESTIC VIOLENCE AWARENESS MONTH**

in the City Seaside and encourage all Seaside residents to join in this observance.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 25th day of September, 2023.

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STEVE WRIGHT, MAYOR





## **PROCLAMATION**

**Whereas**, the state of Oregon is committed to ensuring the safety of all those living in and visiting Oregon; and

**Whereas**, almost 3 of every 5 home fire deaths resulted from fires with no smoke alarms or working smoke alarms, and carbon monoxide is the #1 cause of accidental poisoning in the US, and unattended cooking is the #1 cause of home fires with a fire department responding to a fire every 23 seconds in America; and

**Whereas**, when a smoke alarm sounds, Oregon residents may have less than two minutes to escape to safety; and

**Whereas**, those who have planned and practiced a home fire escape are more prepared and will therefore be more likely to survive a fire; and

**Whereas**, Oregonians should practice, at night and during the day, a home fire escape plan with everyone in their households, including visitors; and

**Whereas**, the 2023 National Fire Protection Agency Fire Prevention Month theme, "Cooking Safety Starts with You" effectively serves to remind us that we need to take personal steps to increase our safety from fire.

**NOW, THEREFORE**, I, Steve Wright, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim October 2023, to be

### **FIRE PREVENTION MONTH**

in Oregon and encourage all Seaside citizens to join in this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 25<sup>th</sup> day of September 2023.

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STEVE WRIGHT, MAYOR



# CITY OF SEASIDE CITY COUNCIL

## DRAFT MEETING MINUTES

City Hall, 989 Broadway, Seaside, OR 97138

Monday, September 11, 2023

### Work Session 5:00 PM

1) Interview – Airport Advisory Committee Applicant Sharon Kloepfer.

The City Council interviewed Airport Advisory Committee Applicant Sharon Kloepfer.

2) Discussion on Motorized Vehicles on the Promenade.

City Manager Kyle stated staff had been looking at a policy addressing motorized vehicles on the Promenade for a number of months. Mike Dimmick along with Niki Ratana from Public Works worked on this policy with the help of the Transportation Commission. The City Council reviewed the City of Seaside Ordinances and Oregon Revised Ordinances regarding bicycles and vehicles.

The City Council directed staff to:

- 1) Update the City code on bicycle definitions, including E-bike definitions. The Council’s preference was for class 1 E-bikes to be allowed but class 2 and 3 E-bikes to be prohibited.
- 2) Erect “walk your bike” signs between Ocean Way and Avenue ‘A’ on Prom as well as entering the turnaround from Broadway.
- 3) Limit the speed limit to 20 miles per hour on the Prom.
- 4) Define other motorized vehicles and prohibit use on the Prom.

Mayor Wright asked for public comments on the discussion.

Chuck Murphy commented on how he rode his bike daily on the Prom. The speed of some riders was getting faster and unsafe. He requested that the City install signs with a speed limit of 20 miles per hour.

Jim Paul commented on electric bikes going the wrong direction. Riders do not pay attention to the laws and don’t wear helmets, including children who don’t wear helmets.

### City Council Meeting 6:00 PM

1. Call to Order and Pledge of Allegiance

2. Roll Call

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

Seth Morrisey	<b>P</b>
Steve Dillard	<b>P</b>

<b>Staff Members</b>	
Spencer Kyle, City Manager	Guy Knight, Seaside Police Lieutenant
Jon Rahl, Assistant City Manager	Zach Fleck, Finance Director
Joey Daniels, Fire Chief	Mike Dimmick, Public Works Director
Jordan Sprague, Community Development Administrative Assist.	

<b>Visitors in Chambers (attendance sheet)</b>	<b>Visitors on Zoom</b>
Sharon Kloepfer	
Jim Paul	
Lou and Bev Neubecker	
Kerri Lambert	
Chuck Murphy	

3. **Approval of Agenda**

Mayor Wright asked for approval of the agenda, which was amended. The City Council removed item 12 a.

<b>Motion:</b>	Move we approve the agenda without item 12 a.			
<b>Moved:</b>	Frank			
<b>Seconded:</b>	Morrisey			
<b>Ayes:</b>	Wright, Frank, Dillard, Morrisey, Posalski, Montero	<b>Nays:</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

4. **Proclamations**

A. National Hispanic Heritage Month

Adriana Guitierrez commented that the organization provides organization support, empowerment programing, financial programing, and social activities. Ms. Guitierrez commented further on what National Hispanic Heritage month was and how it was celebrated.

Councilor Montero read the Proclamation for National Hispanic Heritage Month.

B. National Suicide Prevention Week

Amy Baker, Clatsop Behavioral Healthcare Executive Director, commented Clatsop Behavioral Healthcare along with the community is impacted by folks that are suicidal and folks that die by suicide. Every day in Oregon 1-2 individuals are lost by suicide and in 2022 878 people were lost by suicide and 13 people in Clatsop County. Suicide is devastating to the community and families and yet it is preventable through awareness like the proclamation, encouraging help seeking behavior, and being a strong consistent support for a child. Love and hope are more contagious than fear and despair.

Lou Neubecker, representing the armed forces, commented on a program at the American Legion called “Be the One”. The group calls this the buddy check and are here to support veterans or anyone in need of someone to talk to.

Councilor Frank read the Proclamation for National Suicide Prevention Week.

5. **Public Comments (time is limited to 3 minutes)** There were no public comments.

6. **Declaration of Potential Conflict of Interest**

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

7. **Consent Agenda**

<b>Motion:</b>	I move that we approve the consent agenda, pay the bills, and approve the minutes.			
<b>Moved:</b>	Morrissey			
<b>Seconded:</b>	Montero			
<b>Ayes:</b>	Wright, Dillard, Morrissey, Frank, Posalski, Montero	<b>Nays:</b> 0	<b>Absent:</b> Horning	<b>Recused:</b> 0
<b>Passed:</b>	6/0			

8. **Reports and Presentations**

There were no reports and presentations.

9. **City of Seaside Boards, Commissions, and Committees**

Airport Advisory Committee (1 Vacancy and 1 Application).

Mayor Wright stated the City Council interviewed a possible candidate and asked if there was any action the City Council wanted like to take.

<b>Motion:</b>	Move to appoint Sharon Kloepfer for the Airport Committee.			
<b>Moved:</b>	Frank			
<b>Seconded:</b>	Montero			
<b>Ayes:</b>	Wright, Dillard, Morrissey, Frank, Posalski, Montero	<b>Nays:</b> 0	<b>Absent:</b> Horning	<b>Recused:</b> 0
<b>Passed:</b>	6/0			

10. **Unfinished Business**

There were no items for unfinished business.

11. **New Business**

A. ~~Approval – Helping Hands Grant Funding Proposal for Fiscal Year 2023-2024~~

B. [Resolution #4032 – A Resolution of the City of Seaside, Oregon, Amending Water Access/Demand Charges.](#)

City Manager Kyle explained Resolution #4032 was a resolution to correct the City’s recently adopted water rates. At the June 26, 2023, City Council meeting Resolution #4029 adopted new water rates. The staff report and attached resolution included an error. Resolution #4032 will correct the error and amend the water rates to include the correction.

Mayor Wright asked for public comments, and there were no comments.

<b>Motion:</b>	Move to read Resolution #4032 by title only.			
<b>Moved:</b>	Frank			
<b>Seconded:</b>	Posalski			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Posalski, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

<b>Motion:</b>	Move to adopt Resolution #4032.			
<b>Moved:</b>	Frank			
<b>Seconded:</b>	Posalski			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Posalski, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

C. [Resolution #4033 – A Resolution of the City of Seaside, Oregon, Adopting a Policy for Public Contracting and Purchasing.](#)

Finance Director Fleck explained Resolution #4033 would adopt a policy for public contracting and purchasing. A City purchasing policy is instrumental in guaranteeing the appropriate utilization of public funds by establishing clear guidelines for procurement processes. The City’s current purchasing policy is contained in City code sections 32.30 through 32.34, most of which were adopted by the City Council in 1976. The current policy remains out of date and the proposed policy would ensure the policy was up to date and would be reviewed and updated annually.

Mayor Wright asked for public comments, and there were no comments.

<b>Motion:</b>	Move to read Resolution #4033 by title only.			
<b>Moved:</b>	Morrisey			
<b>Seconded:</b>	Montero			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Posalski, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

<b>Motion:</b>	Move to adopt Resolution #4033.			
<b>Moved:</b>	Morrisey			

<b>Seconded:</b>	Montero			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Posalski, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

D. [Ordinance 2023-05 - An Ordinance of the City of Seaside, Oregon, Amending Chapter 32.30 to 32.34 of the Seaside Code of Ordinances Regarding Public Contracts](#)

City Manager Kyle explained the current purchasing policy was adopted by ordinance. The new proposed policy will be adopted by resolution and the old ordinance will be revised to remove the old language and point the public to the new resolution. Ordinance 2023-05 will accomplish that goal.

Mayor Wright opened the public comments and there were no public comments.

<b>Motion:</b>	Move to read Ordinance 2023-05 by title only.			
<b>Moved:</b>	Posalski			
<b>Seconded:</b>	Montero			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Posalski, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

<b>Motion:</b>	Move to do a second reading by title only Ordinance 2023-05.			
<b>Moved:</b>	Posalski			
<b>Seconded:</b>	Morrisey			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Posalski, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

E. [Approval – IGA for Parking Access with Sunset Empire Park and Recreation District](#)

City Manager Kyle explained the City of Seaside is requesting a parking access intergovernmental agreement (IGA) for access to the Visitors Bureau and public restrooms property the City anticipates purchasing from Sunset Empire Park and Recreation District (SEPRD). It is important for the City to own this property to ensure the City's continued use and control.

<b>Motion:</b>	Move we approve this IGA.			
<b>Moved:</b>	Posalski			
<b>Seconded:</b>	Frank			
<b>Ayes:</b>	Wright, Dillard, Morrisey, Frank, Montero	<b>Nays:</b> <b>0</b>	<b>Absent:</b> Horning	<b>Recused:</b> <b>0</b>
<b>Passed:</b>	<b>6/0</b>			

12. [Comments from City Staff and Partner Organizations](#)

Kerri Lambert announced Wheels and Waves the coming weekend along with Sandfest. The flower baskets would come down Monday, September 18, 2023. She thanked the City for putting the baskets up and for taking them down.

Public Works Director Dimmick explained the bucket truck was in Portland getting fixed and the baskets may stay up an extra week until the truck was back. Everything is paved and open now on the highway and Wahanna.

Police Lieutenant Knight announced a new police officer Derek Spivey, a local resident from the area who started work that day. He also stated that a second candidate was offered a position and should be starting soon at which point the department will be fully staffed.

Fire Chief Daniels announced the City was still in fire season. The City debris bin was available on Tuesdays and Thursdays thanks to Public Works. The fire station will have an open house at the Seaside Fire Department on Saturday from 11:00 AM to 4:00 PM.

Assistant City Manager Rahl announced a couple of positions had closed recently, the Project Manager in the Public Works Department and the Police Support Specialist, which was a new administrative position within the Seaside Police Department.

City Manager Kyle announced the City hired the new Grant Writer/Emergency Preparation Coordinator, Anne McBride. The Code Compliance Officer position is now open internally within the City. Get Ready Clatsop County Preparedness event will once again be held at Camp Rilea on September 30, 2023. City Manager Kyle updated the City Council on the abatement process for the property located on 4th Avenue and Roosevelt and added there is a property on Wahanna that will be more of a challenge to take care of and is also in the abatement process.

### 13. Comments from City Council

Councilor Dillard updated the City Council on the Community Center Commission meeting.

Councilor Frank stated he had the opportunity to be in the Seaside Civic and Convention Center Sunday for the class of seventy-three reunion, and they were very impressed with the look of the building. Councilor Frank was planning to attend the September 30<sup>th</sup> preparedness event and updated the City Council on the Airport Committee meeting, which is September 26, 2023.

Councilor Morrissey updated the City Council on the Convention Center Commission and how busy the Convention Center has been this year and the impact it has on the economy.

Councilor Montero commented on the adoption of the City logo and the style guide and looked forward to redesigning the signature on her email. Councilor Montero stated the issue of the speed on the prom with bicycles had been discussed at her monthly Coffee With a Councilor meeting and she looked forward to being able to share where the City is and how far we have come. Councilor Montero stated she had surgery and was learning what it is like to be a disabled person and has experienced the additional challenges and worries a person with a disability may have.

Council President Posalski stated the City had the corgi event and now the dachshund event this weekend and questioned if there is a permitting process for events.

City Manager Kyle stated the events on the beach and in the City are reviewed and approved by the department heads through a permitting process.

Council President Posalski asked if there could be better communications with the businesses in the City so that businesses were aware of the events and were then prepared to serve those from the events. Council President Posalski announced that today was September 11<sup>th</sup> and we made a pledge as a nation that we would never forget.

Mayor Wright commented on the new Mobi Mat laid out on the beach and a local woman in a walker crying because this was the first time on the beach in ten years. The Salt Works had approximately six hundred visitors and some of those people had issues walking to the beach. He asked that if this Mobi Mat works out, then he would request one at Avenue 'U' next. Mayor Wright announced the Comprehensive Plan is scheduled for Monday, September 18, 2023. We are all invited to be here at 5:00 PM and will meet the steering committee. Mayor Wright went on a tour and walked on the trail that book ended ten years of work. The tour was the culverts at the grade school and Wahanna. Mayor Wright served on the Northwest Oregon Area Commission on Transportation (NWACT), and he had concerns regarding Highway 26 and how bad it was and especially over the last year and he asked for that to be added to the NWACT agenda for a discussion. Mayor Wright attended and commented on the Oregon Mayor's Conference and commented on Patriot Day.

**14. [Adjourn City Council Meeting 7:17 PM.](#)**

Approved by Council on: \_\_\_\_\_

Minutes prepared by: \_\_\_\_\_  
Kim Jordan, City Recorder

\_\_\_\_\_  
STEVE WRIGHT, Mayor





# City of Seaside City Council Meeting Staff Report

Meeting Date: September 25, 2023  
Author: Spencer Kyle, City Manager  
Department: Office of the City Manager  
Subject: Policy For Public Contracting & Purchasing  
Type of Item: Ordinance

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## **Request:**

The City Council conduct the third reading of Ordinance 2023-05 and adopt the ordinance.

## **Background:**

The City's current purchasing policy was adopted by ordinance in 1976, 1990 and 1994. At the September 11, 2023, City Council meeting the Council approved the resolution to adopt a new Policy For Public Contracting & Purchasing and completed the first and second reading of Ordinance 2023-05.

## **Department Review:**

Because the new policy has been adopted by resolution, the old ordinance needs to be revised to remove the old language and point the public to the new resolution. This ordinance will accomplish that goal.

## **Budget Impact:**

There is no direct budget impact of this decision.

## **Alternatives:**

The City Council should not have conflicting ordinances and resolutions. Since the Council adopted the new policy by resolution, changes in this ordinance are required.

## **Requested Action:**

If the City Council is inclined to approve the ordinance, a Councilor would state:

"I move for third reading of Ordinance 2023-05 by title only."

Followed by,

"I move to adopt Ordinance 2023-05 by title only."

## **Attachments:**

- Ordinance 2023-05

# ORDINANCE NO. 2023-05

## AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING CHAPTER 32.30 to 32.34 OF THE SEASIDE CODE OF ORDINANCES REGARDING PUBLIC CONTRACTS

WHEREAS, the Seaside City Council has determined the City's Public Contracts should be established by resolution.

NOW, THEREFORE, THE CITY OF SEASIDE ORDAINS AS FOLLOWS:

**SECTION 1.** Chapter 32.30 to 32.34 of the Code of Ordinances Seaside is amended to read as follows:

32.30 – 32.34 PUBLIC CONTRACTS. Public Contracts under this ordinance shall be those policies for public contracting and purchasing adopted by the City Council by resolution. The City Council shall establish and, as considered necessary from time to time, change the policy by resolution after public hearing.

### ~~32.30 DEFINITIONS.~~

—

~~For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.~~

~~**BOARD.** The local contract review board as established in 32.31.~~

~~**PUBLIC CONTRACT.** Any purchase, lease, or sale by the City Council of personal property, public improvements, or service other than agreements which are exclusively for personal service.~~

~~**PUBLIC IMPROVEMENT.** Any construction of improvements on real property by or for the City Council.~~

### ~~32.31 Contract Review Board.~~

—

~~The City Council is hereby designated as the local Contract Review Board and relative to contract concerns of this city shall have all the powers granted to the State Public Contract Review Board.~~

### ~~32.32 Bids Required.~~

—

~~All public contracts shall be based upon competitive bids, except as specified herein.~~

### ~~32.33 Exemptions.~~

—

~~All contracts shall be based on competitive bids except:~~

~~(1) Contracts made with, or the cost of which is provided by, other public agencies or the federal government.~~

~~(2) Contracts for any purchase, the amount of which is less than \$2500.00.~~

~~(3) Informal bids may be secured provided the City Council authorizes such informal bids when the purchase exceeds \$2500.00. An informal bid shall be considered to be the procedure whereby the purchasing agent of the city ascertains by correspondence, telephone, or direct contact, the various prices for the items involved, quoted by a number of reliable firms that shall have such items for sale. The purchasing agent shall cause to be kept, all records and evidence of such informal bids, and after obtaining the same, the purchase may be made by the City Manager or his designated agent with approval of the City Council.~~

~~(4) Contracts for any item which is available only through one company, firm or individual.~~

~~(B) Products shall not be specified nor be purchased by brand name or make unless under (A) (1), (2), or (3) above, there is evidence regarding one source, or substantial savings to the public would result, or efficient utilization of existing supplies requires the acquisition of compatible equipment or supplies.~~

~~(C) The board may exempt other contracts from competitive bidding if it finds:~~

~~(1) The lack of bids will not result in favoritism or substantially diminish competition in awarding the contract; and~~

~~(2) The exemption will result in substantial cost savings.~~

~~(D) In making such findings, the Board may consider the type, cost, amount of the contract, number of persons available to bid, and such other factors as the Board may deem appropriate.~~

~~32.34 Emergency Contracts.~~

~~A contract may also be exempt from competitive bidding if the city manager determines that emergency conditions require prompt execution of the contract. An explanation of such emergency shall be entered into the record of the next regular meeting subsequent to the execution of the contract.~~

**PASSED** by the City Council of the City of Seaside on this \_\_\_ day of \_\_\_\_\_, 2023.

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

**SUBMITTED** to and **APPROVED** by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
STEVE WRIGHT, MAYOR

ATTEST:

\_\_\_\_\_  
Spencer Kyle, City Manager



## City of Seaside City Council Meeting Staff Report

Meeting Date: September 25, 2023  
Author: Spencer Kyle, City Manager  
Department: City Manager's Office  
Subject: Inclusion in State 457 Retirement Plan  
Type of Item: Resolution

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### **Request:**

Staff are requesting the City Council approve a resolution to include the City of Seaside in the State of Oregon deferred compensation plan.

### **Background:**

The City provides a competitive benefits package to our employees to help retain and recruit great employees. These benefits include retirement benefits. The City does not participate in the state pension program, commonly known as PERS. For many years, the City has provided its own pension program that mirrors the PERS pension. The City is required to show that the City's pension is "as good or better" than the PERS pension. In 2022 that analysis was completed and showed that the City's pension met the state requirements.

In addition to the City funded benefits, employees have the option of participating in a voluntary deferred compensation program through Lincoln Financial and administered locally by Eagle Financial Group out of Gearhart. This is a 457 plan (similar to a 401(k) plan). Employees have the opportunity to voluntarily invest their own money for retirement in a tax-advantaged plan.

### **Staff Analysis:**

The current 457 plan offered to employees has worked for many years. However, the investment options available are limited. The investments are primarily annuities with a selected choice of options.

The City wishes to make more retirement investment options available to employees and desires to participate in the State of Oregon deferred compensation plan. This plan is also a 457 plan. This plan is offered through PERS. While the City does not participate in the PERS pension, the deferred compensation plan is available to any public entity in the state.

A review of the investment options shows a significant range of options, including:

1. Target-Date funds where an employee can select a fund based upon their anticipated date of retirement.
2. A choice of mutual funds provided by the plan.
3. The ability to open a Schwab Personal Choice Retirement Account (PCRA) that allows individuals to purchase any publicly traded stock.

These investment options will greatly enhance the options available for staff to plan their retirement savings. In addition to the added choices, the plan has significantly low fees due to the State's purchasing power—lower fees than an individual would find on their own.

**Budget Impact:**

There is no budget impact as the funds come from employee payroll deductions.

**Requested Action:**

If the City Council is inclined to approve the resolution, a Councilor would state:

“I move to read resolution #4034 by title only.”

Followed by,

“I move to approve resolution #4034.”

**Alternatives:**

The City Council could elect not to offer this benefit to employees.

**Attachments:**

- Resolution #4034

**RESOLUTION #4034**  
**A RESOLUTION OF THE CITY OF SEASIDE, OREGON, FOR INCLUSION**  
**UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEASIDE:

**LOCAL GOVERNMENT PLAN**

The City Council (Governing Body of the City of Seaside (Employer), pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474, which provides in part that:

"A local government that establishes a deferred compensation plan may invest all or part of the plan's assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421".

Hereby determines to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and administered by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel.

**Be it further resolved** that the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to ORS 243.478 (1), and

**Be it further resolved** that Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the "Plan Document" as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustee of its Plan, as required by Section 457(g) of the Internal Revenue Code (IRC), 26 USC 457(g)(2). The Employer certifies it is an "eligible employer" under IRC Section 457(e)(1) and has received a copy of the Plan Document and TPA Services.

**Be it further resolved** that Employer shall submit a certified copy of this resolution and "Notification Memo" to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator.

**Be it further resolved** that the Governing Body and Employer, recognize the PERS Board's responsibility for maintaining the integrity of the Plan and hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS, including without limitation in processing requests for withdrawal in case of an unforeseeable emergency as defined in IRC Sec. 457(b)(5) and Treasury Regulations 1.457-2(h)(4) and (5).

The effective date of Resolution #4034 is \_\_\_\_\_.

**PASSED** by the City Council of the City of Seaside on this \_\_\_ day of \_\_\_\_\_, 2023.

**SUBMITTED** to the Mayor and **APPROVED** by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
STEVE WRIGHT, MAYOR

ATTEST:

\_\_\_\_\_  
Spencer Kyle, City Manager