

**AGENDA SEASIDE CITY COUNCIL MEETING
NOVEMBER 25, 2013 7:00 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PROCLAMATION – PEARL HARBOR
6. COMMENTS – PUBLIC
7. DECLARATION OF POTENTIAL CONFLICT OF INTEREST
8. CONSENT AGENDA
 - a) PAYMENT OF THE BILLS – \$917,983.29
 - b) APPROVAL OF MINUTES – NOVEMBER 6, 2013 REGULAR MINUTES
 - c) RESOLUTION #3811 – A RESOLUTION OF THE CITY OF SEASIDE, OREGON, ADJUSTING THE 2013-2014 CITY OF SEASIDE BUDGET
9. UNFINISHED BUSINESS:
 - a) VACANCY – TOURISM ADVISORY COMMITTEE
PLANNING COMMISSION
10. NEW BUSINESS:
 - a) RESOLUTION #3809 – A RESOLUTION ADOPTING AND APPROPRIATING BUDGET INCREASES AND REDUCTIONS OF LESS THAN 10% FOR THE 2013-2014 CITY OF SEASIDE BUDGET
 - PUBLIC COMMENTS
 - COUNCIL COMMENTS
 - MOTION TO READ BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
 - MOTION TO ADOPT – ALL IN FAVOR AND OPPOSED
 - b) PUBLIC HEARING - RESOLUTION #3810 – A RESOLUTION ADOPTING AND APPROPRIATING BUDGET INCREASES AND REDUCTIONS OF GREATER THAN 10% FOR THE 2013-2014 CITY OF SEASIDE BUDGET
 - OPEN PUBLIC HEARING
 - CLOSE PUBLIC HEARING
 - COUNCIL COMMENTS
 - MOTION TO READ BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
 - MOTION TO ADOPT – ALL IN FAVOR AND OPPOSED
 - c) BID CHANGE ORDER - EQUIPMENT PURCHASE OF GENERATORS AND AUTOMATIC TRANSFER SWITCHES FOR PUMP STATION AT THE WASTE WATER TREATMENT PLANT (WWTP)

d) VACANCY – BUILDING BOARD OF APPEALS
BUDGET COMMITTEE
LIBRARY BOARD

11. COMMENTS FROM STUDENT REPRESENTATIVE
12. COMMENTS FROM THE COUNCIL
13. COMMENTS FROM THE CITY STAFF
14. ADJOURNMENT

Complete copies of the Current Council meeting Agenda Packets can be viewed at: *Seaside Public Library and Seaside City Hall. The Agendas and Minutes can be viewed on our website 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.



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

PROCLAMATION

Whereas, On a quiet Sunday morning, December 7, 1941, more than 2,400 Americans were killed in the attack on Pearl Harbor. On that day, life changed in America, and the course of history was altered forever; and

Whereas, our citizens reacted to the attack with firm determination to defeat tyranny and secure our Nation. This enterprise required the commitment and effort of our entire country. At the height of the conflict, the United States had ships on every ocean and troops on five continents. In, all more than 16 million Americans wore the uniform of our Nation and came from all walks of life. They served honorably and fought fiercely. At home, millions more contributed to the war effort, laboring for victory in factories, on farms, and across America; and

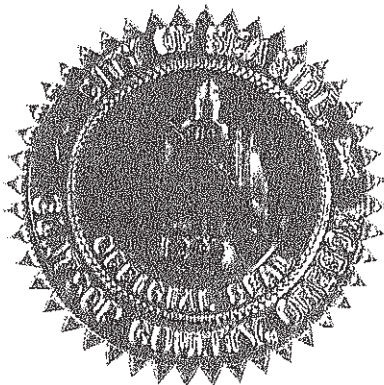
Whereas, today we honor those who fought and died at Pearl Harbor, and we pay special tribute to the veterans of World War II. Those heroes hold a cherished place in our history. Through their courage, sacrifice, and selfless dedication, they saved our country and preserved freedom.

NOW, THEREFORE, I, Don Larson, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim December 7, 2013, as

PEARL HARBOR REMEMBRANCE DAY

and call upon the citizens of Seaside to observe this solemn occasion with appropriate ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 25th day of November, 2013.



DON LARSON, MAYOR

CALL TO ORDER The Regular meeting of the Seaside City Council was called to order at 8:00 PM by Mayor Don Larson.

Present: Mayor Don Larson; Council President Don Johnson; Councilors Tita Montero, Randy Frank, and Stubby Lyons.

Absent: Councilors Dana Phillips, and Jay Barber

Also Present: Mark Winstanley, City Manager; Neal Wallace, Public Works Director; Russ Vandenberg, Convention Center & Visitors Bureau General Manager; and Louie Opatz, Seaside Signal.

AGENDA Motion to approve the November 6, 2013 agenda; carried unanimously. (Lyons/Johnson)

COMMENTS – PUBLIC None

CONFLICT Mayor Larson asked whether any Councilor wished to declare a conflict of interest.

No one declared a conflict of interest.

CONSENT AGENDA Motion to approve payment of the bills in the amount of \$128,986.43; and October 28, 2013, regular minutes; carried unanimously. (Frank/Lyons)

VACANCY – TOURISM ADVISORY COMMITTEE Mayor Larson stated there were two vacancies on the Tourism Advisory Committee with Shaun Wagner who resigned and term expiration for Marci Utti who wished to be reappointed. Mayor Larson stated there was one application received and Council would leave the vacancy open for more applications until November 30, 2013.

Council consensus to leave the vacancy open and accept applications until November 30, 2013.

CONSIDERATION – AVENUE ‘U’ BRIDGE ENGINEERING FIRM Neal Wallace, Public Works Director, stated Wednesday, October 30, 2013, the Transportation Advisory Commission held a special meeting to hear presentations from three bridge engineering consultants for design and construction services for the Avenue ‘U’ Bridge Project. Presentations were made by CH2MHILL, OTAK, and OBEC. In addition to the Transportation Advisory Commission, the selection committee also included, Michael Schroeder, Oregon Department of Transportation (ODOT), and Neal Wallace. Each consultant team had twenty-five minutes to present and twenty minutes for round table questions and answers. Mr. Wallace further stated each of the five members of the Transportation Advisory Commission plus the two additional members of the selection committee kept scoring sheets for each of the consultants. Scoring was partially based on: timing/scheduling of work, coastal/environmental issues, ODOT participation in design/construction/cost sharing, safety/debris accumulation around bridge piling, funding sources, design concepts, and utility issues. Mr. Wallace further stated in the end, the scoring was nearly unanimous. The total scores were CH2MHILL – 454 points, OTAK – 546 points, and OBEC – 611 points. Mr. Wallace further stated the process was quality based and not a low bid process. The approved consultant would enter into negotiations with the city on a detailed cost and scope of work. If an agreement cannot be reached, the City would negotiate with the second highest scoring firm. The Transportation Advisory Commission recommended Council approve OBEC as the consultant and instruct staff to enter into scoping and cost negotiations with OBEC.

Council President Johnson stated he was in attendance of the Transportation Advisory Commission meeting and after reviewing the applicants the selection made was a home run.

Motion to approve the recommendation for OBEC as the consultant for the Avenue ‘U’ Bridge project from the Transportation Advisory Commission; carried unanimously. (Frank/Lyons)

RESOLUTION #3808 A RESOLUTION OF THE CITY OF SEASIDE, OREGON, REGARDING CLATSOP ECONOMIC DEVELOPMENT RESOURCES

Mayor Larson stated this was support for the Clatsop Economic Development Resources (CEDR) in the amount of \$7,500.00.

Mayor Larson asked for public comments, there were no public comments.

Mayor Larson asked for Council comments.

Councilor Frank stated CEDR was a great organization and Kevin Leahy certainly spent a great deal of his time with the organization throughout the County.

Motion to read Resolution #3808 by title only; carried unanimously. (Frank/Lyons)

Motion to adopt Resolution #3808; carried unanimously. (Montero/Johnson)

**VACANCY – PLANNING
COMMISSION**

Mayor Larson stated there was one vacancy on the Planning Commission with a term expiration from Steve Winters who had not notified staff if he wished to be reappointed. Mayor Larson further stated the Planning Commission position was extremely important and asked the vacancy to be announced and Council would not select a closing date at this time.

**COMMENTS –
COUNCIL**

Councilor Lyons stated he had received a Chamber of Commerce Lifetime Award on Friday, November 1, 2013, from the Chamber of Commerce.

Mayor Larson stated Councilor Lyons had been a member of the Chamber of Commerce and was very deserving of the award he received. Mayor Larson further stated Council would be conducting a workshop on Monday, November 18, 2013, 6:30 pm. Council would discuss Visioning in the City of Seaside.

Councilor Montero stated Monday, November 11, 2013, was Veteran's Day and today there was a Veteran's Day assembly at Tongue Point Job Corp which she had the honor of organizing every year. Councilor Montero publically thanked all those that had given their time to serve our Country and for our citizens.

Mayor Larson stated if you have never been to Tongue Point to see the assembly with five hundred students walk in, take their hats off like ladies and gentleman, it was very impressive and a great job.

**COMMENTS –
CITY STAFF**

Mr. Wallace asked when and where the next Seaside High School Football game would be.

Councilor Lyons stated the next Seaside High School Football playoff game would be either Friday, November 8, 2013, or Saturday, November 9, 2013, in Cottage Grove.

Russ Vandenberg, Convention Center & Visitors Bureau General Manager, stated the Seaside Convention Center hosted the Iron Chef Going Coastal which was a great event. The convention center was hosting a couple's retreat which was a faith based organization and was the fourth or fifth year returning.

ADJOURNMENT

The regular meeting adjourned at 8:12 PM.

Kim Jordan, Secretary

DON LARSON, MAYOR

RESOLUTION #3811

A RESOLUTION OF THE CITY OF SEASIDE, OREGON, ADJUSTING THE 2013-2014 CITY OF SEASIDE BUDGET

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby adjusts the 2013-2014 budget, as follows:

General Requirements			
	Present	Changes	New
Mayor & Council	\$ 16,527	\$ -	\$ 16,527
City Attorney	40,606	0	40,606
Business Office	432,560	22,200	454,760
Library	592,742	4,800	597,542
Non-Departmental	238,450	10,400	248,850
Community Center	47,850	0	47,850
Debt Services	267,182	0	267,182
Interfund Transfers	3,078,566	1,265	3,079,831
Contingency	50,000	(38,665)	11,335
Ending Fund Balance	357,276	0	357,276
Total	\$ 5,121,759	\$ -	\$ 5,121,759

The purpose of this adjustment is to provide for personnel, book purchases, electrical costs and an increased transfer to Economic Development.

Public Safety Requirements			
	Present	Changes	New
Municipal Court	\$ 191,615	\$ -	\$ 191,615
Police	3,184,508	0	3,184,508
Lifeguards	34,413	0	34,413
Fire	577,851	0	577,851
Non-Departmental	453	344	797
Interfund Transfer	337,565	0	337,565
Contingency	210,344	(344)	210,000
Total	\$ 4,536,749	\$ -	\$ 4,536,749

The purpose of this adjustment is to provide for interest costs associated with borrowed cash.

Fire Equipment (2013) Requirements			
	Present	Changes	New
Materials & Services	\$ -	\$ 1,000	\$ 1,000
Capital Outlay	50,000	0	50,000
Contingency	60,750	(1,000)	59,750
Total	\$ 110,750	\$ -	\$ 110,750

The purpose of this adjustment is to provide for acquisition costs for Fire Equipment.

PASSED by the City Council of the City of Seaside this ____ day of _____, 2013.

SUBMITTED to the Mayor and **APPROVED** by the Mayor on this ____ day of _____, 2013.

DON LARSON, MAYOR

ATTEST:

Mark J. Winstanley, City Manager

TOURISM ADVISORY COMMITTEE

The purpose of the Tourism Advisory Committee is to advise the Tourism Director, City Manager and City Council concerning issues related to the marketing of the City. The Seaside Tourism Director and General Manager of the Seaside Civic and Convention Center shall be the staff liaisons to the Committee.

The Committee shall consist of five members none of whom are employees of the City of Seaside. One must be a resident of Seaside while the remaining four shall be residents, or owners, or employees of businesses within the Seaside City limits. Nominees shall be recommended to the Council for appointment and preference given to the following:

- a) Representative from the Seaside Chamber of Commerce
- b) Representative from the Downtown Development Association
- c) Representative from the lodging businesses
- d) Representative from the restaurant or catering industry
- e) Representative from the at large who resides within the Seaside City limits.

All members shall serve for a term of three years. Any portion of a term exceeding one-half the period of the term shall be considered a term.

Each year, the first meeting of the Committee, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. One of the Committee members will serve as Secretary. Minutes of all meetings will be filed with the City Council.

The committee shall hold a regular meeting at least once each month of the calendar year. The committee may at any regular or special meeting cancel one of the monthly meetings, and/or may change the location site. The meeting shall be open to the public. Any person appointed by the City Council to serve on this committee who misses three or more regularly scheduled meetings during a 12 month period shall be notified by letter that the position must be vacated. The individual may appeal the decision to the City Council. (A 12 month period is defined as beginning in January of each calendar year.)

COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** October 28, 2013

Name: Shaun Wagner
Marcy Utti

Commission/Committee: Tourism Advisory Committee

Resignation Date: Wagner - October 9, 2013

Term Expiration Date: December 31, 2013

Wants to be considered again: Wagner – No
Utti – Yes

2. **Applicants:**
Marcy Utti
Sadie Mercer

3. **Nominations:**

4. **Appointment:**

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

PLEASE RETURN TO CITY HALL BY: October 23, 2013

NAME Mercer Last Sadie First PHONE 541 / 513-1781
ADDRESS 580 Beach Dr #4, Seaside, OR 97138
MAIL ADDRESS (DIFFERENT THEN ABOVE) _____
LENGTH OF TIME IN SEASIDE New kid in town - Here to stay!
ARE YOU A REGISTERED VOTER IN SEASIDE: Yes No
OCCUPATION Business owner, Hotel & Restaurant
PAST OCCUPATIONS Business owner - Advertising, Sales & Customer Service

List committee/commissions on which you would like to serve: Tourism Advisory Committee

List committee/commissions you are currently appointed to: None

List fields in which you have interest or ability:
Marketing holds great interest to me, personally and for my business

List employment and volunteer activities, which may relate to service on committee/commissions:
Oregon Welcome - Welcome Wagon business Community Oriented Policing Advisory Board - Part Townsend
Seaside Chamber Member owner
SOOA Member

List skills and special knowledge that you may have acquired from these activities:
I started a Welcome Wagon in Eugene, OR to try to boost the community spirit, welcome new comers and showcase businesses to those new comers. Expanding upon the traditional target market to reach new demographics led to greater success.

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>Jim Lomax</u>	<u>Previous Employer</u>	<u>45 Division Ave, Eugene</u>	<u>503-439-8740</u>
<u>Bill Montero</u>	<u>Partner in business</u>	<u>2471 3rd St Seaside</u>	<u>503-738-0719</u>
<u>Chrissy Meyers</u>	<u>Friend</u>	<u>2928 Dahlia Ln, Eugene</u>	<u>858-349-1448</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 10/28/13 SIGNATURE Sadie Mercer



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SEASIDE, OREGON 97138
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TOURISM ADVISORY COMMITTEE

Term of Office: 3 years Chairperson*
Number of Members: 5 Vice Chairperson**
 Secretary***

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
MARCI UTTI	1423 S FRANKLIN	440-1018	12/31/2013
VACANCY			12/31/2013
VIRGINIA DIDEUM	1941 BEACH DR.	739-2776	12/31/2014
KEITH CHANDLER**	200 N. PROM	440-4040	12/31/2015
ANGELA CLARK	451 17 TH	739-1874	12/31/2015

SEASIDE PLANNING COMMISSION

The purpose of the Seaside Planning Commission is to recommend and make suggestions to the Council and to other public authorities concerning the laying out, widening, extending and locating of public thoroughfares, the parking of vehicles, the relief of traffic congestion, betterment of housing and sanitation conditions, and the establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development. The Planning Commission is to recommend to the Council and other public authorities plans for regulating the future growth, development and beautification of the city with respect to its public and private buildings and works, streets, parks, ground and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of public utilities, including appropriate public incentives for overall energy conservation, and plans for shipping and transportation facilities.

The commission consists of seven members who are not officials or employees of the city and who will be appointed by the Mayor, subject to the approval of the City Council. A minimum of five members shall reside within the city limits; a maximum of two members may reside within the urban growth boundary, but outside the city limits. All members shall serve for a term of four years. A Planning Commissioner's term of office shall commence on the first day of November of the first year of his or her term.

Each year, at the first Committee meeting in November, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. One of the Committee members will serve as Secretary. Minutes of all meetings will be filed with the City Council.

No more than two members of the Commission may engage principally in the buying, selling or development of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, which engages principally in the buying, selling or developing of real estate for profit.

The Committee shall hold a regular meeting at least once each month of the calendar year. The meetings shall be open to the public. Any person appointed to serve on this committee who misses three or more regularly scheduled meetings during a 12 month period shall be notified by letter that the position must be vacated. The individual may appeal the decision to the City Council. (A 12 month period is defined as beginning in January of each calendar year.)

The members shall serve without salary or compensation of any nature.

COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** November 6, 2013
Name: Steve Winters
Commission/Committee: Planning Commission
Resignation Date: Term Expiration
Term Expiration Date: November 1, 2013
Wants to be considered again: Winters – No
2. **Applicants:**
3. **Nominations:**
4. **Appointment:**



CITY of SEASIDE

OREGON'S
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RESORT

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

PLANNING COMMISSION

Term of Office: 4 years

Number of Members: 7

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
STEVE WINTERS	1409 STILLWATER CT.	738-3583	11/01/2013
RICHARD RIDOUT	860 BEACH DRIVE	738-8078	11/01/2014
CHRIS HOTH	420 AVENUE I	738-7861	11/01/2014
RAY ROMINE	2170 SKYLINE DR.	440-9561	11/01/2015
VIRGINIA DIDEUM	1941 BEACH DR.	738-9880	11/01/2015
*TOM HORNING	808 26 TH AVE.	738-3738/738-5770	11/01/2016
BILL CARPENTER	PO BOX 797	738-5410	11/01/2016

EX OFFICIO MEMBERS: MAYOR, CITY ATTORNEY, CITY MANAGER, CITY ENGINEER, CODE ENFORCEMENT OFFICER

*CHAIR
**VICE CHAIR

RESOLUTION #3809

**A RESOLUTION ADOPTING AND APPROPRIATING BUDGET
INCREASES AND REDUCTIONS OF LESS THAN 10%
FOR THE 2013-2014 CITY OF SEASIDE BUDGET**

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby adopts the following budget reductions for 2013-2014; and

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purpose shown below are hereby adjusted and appropriated as follows:

**CONVENTION CENTER
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 1,304,397	\$ 99,714	\$ 1,404,111
Transfer - Systems Dev	1,331,700	0	1,331,700
Interest On Investments	7,000	0	7,000
Food & Liquor Franchise	592,500	0	592,500
Rentals/Events	75,000	0	75,000
Convention Fees	25,000	0	25,000
Promotional Events	15,000	0	15,000
Miscellaneous	5,000	0	5,000
Total	\$ 3,355,597	\$ 99,714	\$ 3,455,311

**CONVENTION CENTER
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Personnel Services	\$ 941,544	\$ -	\$ 941,544
Materials and Services	950,800	0	950,800
Interfund Transfers	110,530	0	110,530
Contingency	150,000	99,714	249,714
Ending Fund Balance	1,202,723	0	1,202,723
Total	\$ 3,355,597	\$ 99,714	\$ 3,455,311

**ROOM TAX & BUSINESS LICENSE
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 214,479	\$ 26,142	\$ 240,621
Interest On Investments	800	0	800
Room Tax	2,895,000	0	2,895,000
Business License	160,000	0	160,000
Miscellaneous	100	0	100
Donations	100	0	100
Total	\$ 3,270,479	\$ 26,142	\$ 3,296,621

**ROOM TAX & BUSINESS LICENSE
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Personnel Services	\$ 224,989	\$ -	\$ 224,989
Materials and Services	399,675	0	399,675
Interfund Transfers	2,413,105	0	2,413,105
Contingency	50,000	26,142	76,142
Ending Fund Balance	182,710	0	182,710
Total	\$ 3,270,479	\$ 26,142	\$ 3,296,621

**SEWER PLANT REPLACEMENT
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 2,155,096	\$ 191,644	\$ 2,346,740
Interest On Investments	10,000	0	10,000
Total	<u>\$ 2,165,096</u>	<u>\$ 191,644</u>	<u>\$ 2,356,740</u>

**SEWER PLANT REPLACEMENT
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 25,000	\$ -	\$ 25,000
Capital Outlay	2,140,096	191,644	2,331,740
Total	<u>\$ 2,165,096</u>	<u>\$ 191,644</u>	<u>\$ 2,356,740</u>

**DOWNTOWN MAINTENANCE DISTRICT
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 31,480	\$ 1,019	\$ 32,499
Current Assessments	92,051	0	92,051
Est Asses Not To Be Rec'd	(6,871)	0	(6,871)
Loss Due To Compression	(6,158)	0	(6,158)
Delinquent Assessments	3,045	0	3,045
Assessment Offsets	100	0	100
Interest On Investments	200	0	200
Interest On Assessments	500	0	500
Total	<u>\$ 114,347</u>	<u>\$ 1,019</u>	<u>\$ 115,366</u>

**DOWNTOWN MAINTENANCE DISTRICT
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 77,800	\$ -	\$ 77,800
Interfund Transfers	6,547	0	6,547
Contingency	10,000	1,019	11,019
Ending Fund Balance	20,000	0	20,000
Total	<u>\$ 114,347</u>	<u>\$ 1,019</u>	<u>\$ 115,366</u>

**PROM IMPROVEMENT
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 426,465	\$ 6,058	\$ 432,523
Transfer - Room Tax	69,480	0	69,480
Interest On Investments	2,550	0	2,550
Donations	1,500	0	1,500
Total	<u>\$ 499,995</u>	<u>\$ 6,058</u>	<u>\$ 506,053</u>

**PROM IMPROVEMENT
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 50,000	\$ 6,058	\$ 56,058
Capital Outlay	449,995	0	449,995
Total	<u>\$ 499,995</u>	<u>\$ 6,058</u>	<u>\$ 506,053</u>

**CONVENTION CENTER CAPITAL IMPROVEMENT
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 259,101	\$ 5,355	\$ 264,456
Segr Beg Food Serv Fee	5,000	0	5,000
Transfer - Room Tax	147,645	0	147,645
Interest On Investments	1,500	0	1,500
Food Service Fees	30,000	0	30,000
Total	\$ 443,246	\$ 5,355	\$ 448,601

**CONVENTION CENTER CAPITAL IMPROVEMENT
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 35,000	\$ -	\$ 35,000
Capital Outlay	160,000	0	160,000
Contingency	75,000	5,355	80,355
Ending Fund Balance	173,246	0	173,246
Total	\$ 443,246	\$ 5,355	\$ 448,601

**EMERGENCY READINESS
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 22,189	\$ 3,587	\$ 25,776
Transfer - Room Tax	43,425	0	43,425
Interest On Investments	125	0	125
Donations/Local Match	750	0	750
Total	\$ 66,489	\$ 3,587	\$ 70,076

**EMERGENCY READINESS
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 44,300	\$ -	\$ 44,300
Contingency	22,189	3,587	25,776
Total	\$ 66,489	\$ 3,587	\$ 70,076

**SYSTEMS DEVELOPMENT - SEWER (91)
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 1,392,458	\$ (106,990)	\$ 1,285,468
Systems Dev - Principal	75,000	0	75,000
Systems Dev - Interest	2,300	0	2,300
Interest On Investments	8,000	0	8,000
Total	\$ 1,477,758	\$ (106,990)	\$ 1,370,768

**SYSTEMS DEVELOPMENT - SEWER (91)
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 50,000	\$ -	\$ 50,000
Capital Outlay	500,000	(106,990)	393,010
Ending Fund Balance	927,758	0	927,758
Total	\$ 1,477,758	\$ (106,990)	\$ 1,370,768

**LIBRARY TRUST
Resources**

	Present	Changes	New
Beginning Fund Balance	\$ 260,039	\$ 7,068	\$ 267,107
Interest On Investments	1,500	0	1,500
Bequests	2,000	0	2,000
Donations	7,500	0	7,500
Total	\$ 271,039	\$ 7,068	\$ 278,107

**LIBRARY TRUST
Requirements**

	Present	Changes	New
Capital Outlay	\$ 9,500	\$ -	\$ 9,500
Contingency	50,000	7,068	57,068
Ending Fund Balance	211,539	0	211,539
Total	\$ 271,039	\$ 7,068	\$ 278,107

Passed by the City Council of Seaside on this ____ day of _____, 2013.

Submitted to the Mayor and **Approved** by the Mayor on this ____ day of _____, 2013.

DON LARSON, MAYOR

ATTEST:

Mark J. Winstanley, City Manager

**NOTICE OF A PUBLIC MEETING
FOR SUPPLEMENTAL BUDGETS
Of less than 10% of Fund Expenditures**

A public meeting on proposed supplemental budgets for the City of Seaside, Clatsop County, State of Oregon, for the fiscal year July 1, 2013 to June 30, 2014 will be held at City Hall, 989 Broadway, Seaside, Oregon. The public meeting will take place during the regularly scheduled City Council meeting on the 25th day of November, 2013 at 7:00 P.M. The purpose of the public meeting is to consider a resolution adopting supplemental budgets and making necessary appropriations. A copy of the supplemental budget document may be inspected or obtained on or after November 13, 2013 at City Hall, between the hours of 8:00 A.M. and 5:00 P.M.

SUMMARY OF SUPPLEMENTAL BUDGETS

FUND: Convention Center

Resources		Requirements	
Beginning Fund Balance	\$ 99,714	Contingency	\$ 99,714
Revised Total Resources	\$ 3,455,311	Revised Total Requirements	\$3,455,311

COMMENTS To increase beginning fund balance budget to reflect actual and offset with an increase in contingency funds.

FUND: Room Tax & Business License

Resources		Requirements	
Beginning Fund Balance	\$ 26,142	Contingency	\$ 26,142
Revised Total Resources	\$ 3,296,621	Revised Total Requirements	\$3,296,621

COMMENTS To increase beginning fund balance budget to reflect actual and offset with an increase in contingency funds.

FUND: Sewer Plant Replacement

Resources		Requirements	
Beginning Fund Balance	\$ 191,644	Capital Outlay	\$ 191,644
Revised Total Resources	\$ 2,356,740	Revised Total Requirements	\$ 2,356,740

COMMENTS To increase beginning fund balance budget to reflect actual and offset with increase in capital outlay for infrastructure work.

FUND: Downtown Maintenance District

Resources		Requirements	
Beginning Fund Balance	\$ 1,019	Contingency	\$ 1,019
Revised Total Resources	\$ 115,366	Revised Total Requirements	\$ 115,366

COMMENTS To increase beginning fund balance budget to reflect actual and offset with an increase in contingency funds.

**NOTICE OF A PUBLIC MEETING
FOR SUPPLEMENTAL BUDGETS
Of less than 10% of Fund Expenditures**

FUND: Prom Improvement

Resources		Requirements	
Beginning Fund Balance	\$ 6,058	Materials & Services	\$ 6,058
Revised Total Resources	\$ 506,053	Revised Total Requirements	\$ 506,053

COMMENTS To increase beginning fund balance budget to reflect actual and offset with an increase in infrastructure maintenance.

FUND: Convention Center Capital Improvement

Resources		Requirements	
Beginning Fund Balance	\$ 5,355	Contingency	\$ 5,355
Revised Total Resources	\$ 448,601	Revised Total Requirements	\$ 448,601

COMMENTS To increase beginning fund balance budget to reflect actual and offset with increase in contingency funds.

FUND: Emergency Readiness

Resources		Requirements	
Beginning Fund Balance	\$ 3,587	Contingency	\$ 3,587
Revised Total Resources	\$ 70,076	Revised Total Requirements	\$ 70,076

COMMENTS To increase beginning fund balance budget to reflect actual and offset with increase in contingency funds.

FUND: Systems Development - Sewer (91)

Resources		Requirements	
Beginning Fund Balance	\$ (106,990)	Capital Outlay	\$ (106,990)
Revised Total Resources	\$ 1,370,768	Revised Total Requirements	\$ 1,370,768

COMMENTS To increase beginning fund balance budget to reflect actual and offset with increase in capital outlay.

FUND: Library Trust

Resources		Requirements	
Beginning Fund Balance	\$ 7,068	Contingency	\$ 7,068
Revised Total Resources	\$ 93,053	Revised Total Requirements	\$ 93,053

COMMENTS To increase beginning fund balance budget to reflect actual and offset with increase in contingency funds.

RESOLUTION #3810

**A RESOLUTION ADOPTING AND APPROPRIATING BUDGET
INCREASES AND REDUCTIONS OF GREATER THAN 10%
FOR THE 2013-2014 CITY OF SEASIDE BUDGET**

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby adopts the following budget reductions for 2013-2014; and

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purpose shown below are hereby adjusted and appropriated as follows:

**PARKS CONSTRUCTION
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 19,163	\$ (14,484)	\$ 4,679
Transfer - Systems Dev	50,000	(50,000)	0
Donations	<u>56,037</u>	<u>(30,037)</u>	<u>26,000</u>
Total	<u>\$ 125,200</u>	<u>\$ (94,521)</u>	<u>\$ 30,679</u>

**PARKS CONSTRUCTION
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 200	\$ 479	\$ 679
Special Payments	<u>125,000</u>	<u>(95,000)</u>	<u>30,000</u>
Total	<u>\$ 125,200</u>	<u>\$ (94,521)</u>	<u>\$ 30,679</u>

**SYSTEMS DEVELOPMENT - PARKS (91)
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 61,698	\$ (42,087)	\$ 19,611
Systems Dev-Principal	30,000	0	30,000
Systems Dev-Interest	900	0	900
Interest On Investments	<u>350</u>	<u>(200)</u>	<u>150</u>
Total	<u>\$ 92,948</u>	<u>\$ (42,287)</u>	<u>\$ 50,661</u>

**SYSTEMS DEVELOPMENT - PARKS (91)
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 25,000	\$ -	\$ 25,000
Capital Outlay	17,948	7,713	25,661
Interfund Transfers	<u>50,000</u>	<u>(50,000)</u>	<u>0</u>
Total	<u>\$ 92,948</u>	<u>\$ (42,287)</u>	<u>\$ 50,661</u>

**CAPITAL IMPROVEMENT & MAINTENANCE
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 150,962	\$ (16,077)	\$ 134,885
Transfer - Room Tax	83,955	0	83,955
Interest On Investments	<u>1,050</u>	<u>(200)</u>	<u>850</u>
Total	<u>\$ 235,967</u>	<u>\$ (16,277)</u>	<u>\$ 219,690</u>

**CAPITAL IMPROVEMENT & MAINTENANCE
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 50,500	\$ -	\$ 50,500
Capital Outlay	185,467	(48,277)	137,190
Interfund Transfers	<u>0</u>	<u>32,000</u>	<u>32,000</u>
Total	<u>\$ 235,967</u>	<u>\$ (16,277)</u>	<u>\$ 219,690</u>

**AIRPORT
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 2,000	\$ (27,674)	\$ (25,674)
Transfer - Cap Improvemen	0	32,000	32,000
Rentals/Leases	<u>1,008</u>	<u>0</u>	<u>1,008</u>
Total	<u>\$ 3,008</u>	<u>\$ 4,326</u>	<u>\$ 7,334</u>

**AIRPORT
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Materials and Services	\$ 3,008	\$ 4,326	\$ 7,334
Total	<u>\$ 3,008</u>	<u>\$ 4,326</u>	<u>\$ 7,334</u>

**SYSTEMS DEVELOPMENT - ROADS (91)
Resources**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Beginning Fund Balance	\$ 27,602	\$ 9,959	\$ 37,561
Systems Dev - Principal	888	0	888
Systems Dev - Interest	200	0	200
Interest On Investments	<u>200</u>	<u>0</u>	<u>200</u>
Total	<u>\$ 28,890</u>	<u>\$ 9,959</u>	<u>\$ 38,849</u>

**SYSTEMS DEVELOPMENT - ROADS (91)
Requirements**

	<u>Present</u>	<u>Changes</u>	<u>New</u>
Capital Outlay	\$ 28,890	\$ 9,959	\$ 38,849
Total	<u>\$ 28,890</u>	<u>\$ 9,959</u>	<u>\$ 38,849</u>

Passed by the City Council of Seaside on this ____ day of _____, 2013.

Submitted to the Mayor and **Approved** by the Mayor on this ____ day of _____, 2013.

DON LARSON, MAYOR

ATTEST:

Mark J. Winstanley, City Manager

**NOTICE OF A PUBLIC HEARING
FOR BUDGET INCREASES AND REDUCTIONS OF GREATER THAN 10%**

A public hearing on proposed budget increases and reductions of greater than 10 % for the City of Seaside, Clatsop County, State of Oregon, for the fiscal year July 1, 2013 to June 30, 2014 will be held at City Hall, 989 Broadway, Seaside, Oregon. The public hearing will take place during the regularly scheduled City Council meeting on the 25th day of November, 2013 at 7:00 PM. The purpose of the public hearing is to discuss the budget adjustments with interested persons. A copy of the budget document may be inspected or obtained on or after November 13, 2013 at City Hall, between the hours of 8:00 AM and 5:00 PM

SUMMARY OF BUDGET ADJUSTMENTS

FUND: Parks Construction

Resources		Requirements	
Beginning Fund Balance	\$ (14,484)	Materials & Services	\$ 479
Transfer - Systems Dev Parks	(50,000)	Special Payments	(95,000)
Donations	(30,037)		
Revised Total Resources	\$ 30,679	Revised Total Requirements	\$ 30,679

COMMENTS To decrease beginning fund balance and donations to actual and delete interfund transfer from Systems Development - Parks and offset with a reduction in interfund loan payments.

FUND: Systems Development - Parks (91)

Resources		Requirements	
Beginning Fund Balance	\$ (42,087)	Capital Outlay	\$ 7,713
Interest On Investments	(200)	Interfund Transfers	(50,000)
Revised Total Resources	\$ 50,661	Revised Total Requirements	\$ 50,661

COMMENTS To decrease beginning fund balance to actual and delete unneeded transfer to Parks Construction Fund

FUND: Capital Improvement & Maintenance

Resources		Requirements	
Beginning Fund Balance	\$ (16,077)	Capital Outlay	\$ (48,277)
Interest On Investments	(200)	Interfund Transfers	32,000
Revised Total Resources	\$ 219,690	Revised Total Requirements	\$ 219,690

COMMENTS To decrease beginning fund balance to actual and include a transfer to the Airport Fund to provide for FAA grant matching funds.

**NOTICE OF A PUBLIC HEARING
FOR BUDGET INCREASES AND REDUCTIONS OF GREATER THAN 10%**

FUND: Airport

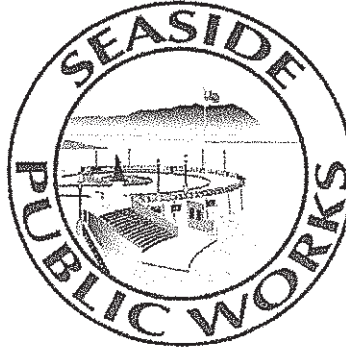
Resources		Requirements	
Beginning Fund Balance	\$ (27,674)	Materials & Services	\$ 4,326
Transfer - Cap Improvement	32,000		
Revised Total Resources	\$ 7,334	Revised Total Requirements	\$ 7,334

COMMENTS To decrease beginning fund balance to actual and budget transfer from the Capital Improvement & Maintenance Fund as grant matching funds.

FUND: Systems Development - Roads (91)

Resources		Requirements	
Beginning Fund Balance	\$ 9,959	Capital Outlay	\$ 9,959
Revised Total Resources	\$ 38,849	Revised Total Requirements	\$ 38,849

COMMENTS To increase beginning fund balance to actual and budget an increase for infrastructure improvements.



PUBLIC WORKS MEMORANDUM

To: Mayor Larson and Members of the City Council
From: Neal Wallace
Date: November 25, 2013
Re: Change Order for Generators for Block Stations

At the October 28 City Council meeting the bid for the backup power for the block stations was awarded to EC Power for their bid of \$118,063. This bid included automatic transfer switches that incorporated an "open transition" type of operation. During the submittal review – it was decided to provide additional protection to the motor systems that open transition switches do not offer. In open transition, during the transfer of power, larger motors are not able to 'run down' and stop prior to power up with emergency power. Applying power to the running motor can cause damage to the motor systems. The "Programmed Transition" type of switch allows the installer to program a time delay into the transition from one power source to another. The cost of this change is \$8,682.00 for all five of the generators.

Staff regrets not including this in the initial cost estimates and none of the prior bids included programmed transition. Please approve this beneficial change for \$8,682.00.

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 five 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.

COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** November 25, 2013
Name: Shane Dean
Commission/Committee: Building Board of Appeals
Resignation Date: N/A
Term Expiration Date: December 31, 2013
Wants to be considered again: Dean – Yes

2. **Applicants:**
Shane Dean

3. **Nominations:**

4. **Appointment:**



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

BUILDING BOARD OF APPEALS

Term of Office: 3 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
SHANE DEAN	1800 HUCKLEBERRY	440-0915	12/31/2013
RAY ROMINE	2170 SKYLINE DR.	440-9561	12/31/2014
DAVID LEHIGH	3325 BAYVIEW TERRACE	739-2754	12/31/2014
JAMES O'BRIEN	720 S. LINCOLN	738-3169	12/31/2015
CHRISTOPHER ROSE	930 13 TH AVENUE	738-3221/440-0764	12/31/2015

SEASIDE BUDGET COMMITTEE

The Seaside Budget Committee meets publicly to review the budget documents as proposed by the budget officer. The budget committee receives the budget and budget message and provides an opportunity for the public to ask questions about and comment on the budget. The committee also approves a budget, and, if ad valorem property taxes are required, approves an amount or rate of tax for all funds that receive property taxes.

The budget committee is composed of the governing body and an equal number of electors appointed by the governing body. All members of the budget committee have equal authority. An elector is a qualified voter who has the right to vote for the adoption of any measure. If the governing body cannot find a sufficient number of electors who are willing to serve, those who are willing and the governing body become the budget committee.

Applicants for the Budget Committee need to be registered voters of the City of Seaside for at least one year prior to serving on the Committee. The appointive members of the budget committee cannot be officers, agents or employees of the local government. Spouses of officers, agents or employees of the local government are not barred from serving on the budget committee if they are qualified electors and not themselves officers, agents, or employees. Appointive members of the budget committee are appointed for three-year terms.

The committee shall elect a presiding officer from among the members at the first meeting. No member of the budget committee may receive any compensation for their services as a member of the committee.

COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** November 25, 2013

Name: Les McNary
Dale McDowell

Commission/Committee: Budget Committee

Resignation Date: N/A

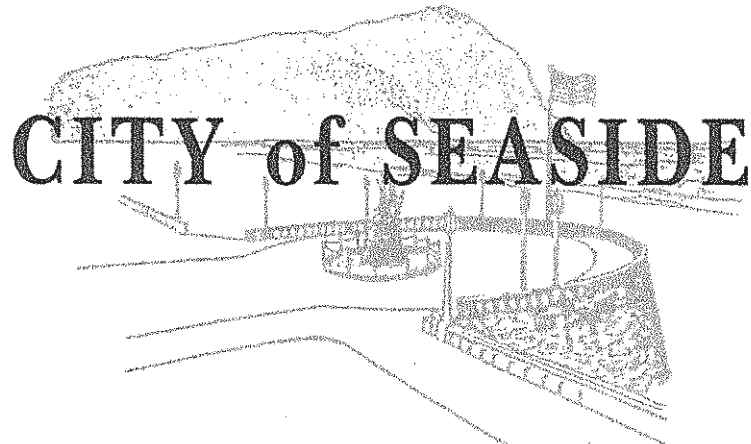
Term Expiration Date: December 31, 2013

Wants to be considered again: McNary – Yes
McDowell – Yes

2. **Applicants:**
Les McNary
Dale McDowell

3. **Nominations:**

4. **Appointment:**



CITY of SEASIDE

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

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

BUDGET COMMITTEE

Term of Office: 3 years
Number of Members: 14 (Includes City Council)

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
LES MCNARY	1624 S. FRANKLIN	738-0759	12/31/2013
DALE MCDOWELL	3760 SUNSET BLVD.	717-8084	12/31/2013
JAMES SHIPLEY	284 ALPINE ST.	717-0392	12/31/2014
REBECCA BUCK	P O BOX 1152	738-3045	12/31/2014
NANCY MCCUNE	3236 BAYVIEW TERRACE	503-260-8905	12/31/2014
GENESEEE DENNIS	770 AVENUE Q	503-791-1009	12/31/2015
GAYLE SPEAR	50 7 TH AVENUE	738-7942	12/31/2015

SEASIDE LIBRARY BOARD

The Seaside Library Board shall approve board bylaws, follow Oregon's open meetings law and public records laws, propose the annual budget to the governing body, accept donations/grants, build a good community support for the library's service, and listen, then respond to the community with the best possible solution.

The board consists of five members appointed by the Mayor subject to City Council approval. The Seaside Public Library is advised by a library board. All terms of office shall be four years beginning on December 31st, and no member shall hold office for more than two full consecutive terms.

The board shall meet at least once a month in the library at a designated time and special sessions may be called by the chairman of the board should the chairman deem it necessary.

The board shall elect a chairman and vice-chairman at the beginning of each serving year, and in the absence of the chairman, the vice chairman shall assume the duties of the chairman. The board, should it so desire, may appoint the librarian as secretary to the board to take minutes and to keep a record of its actions.

The members shall serve without salary or compensation for services rendered.

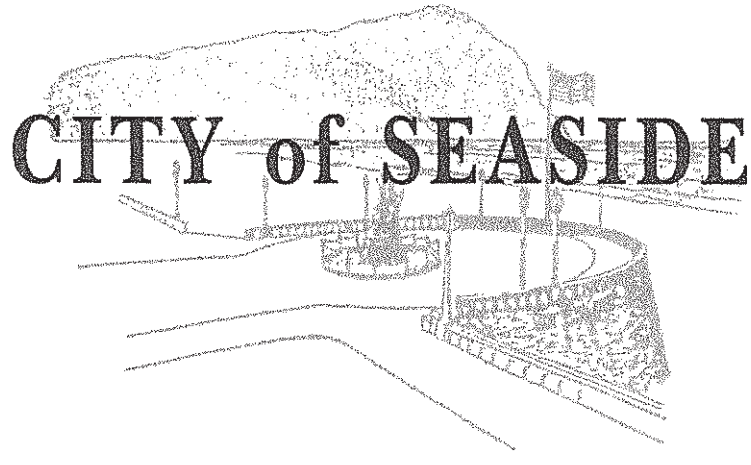
COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** November 25, 2013
Name: Mary Peterson
Commission/Committee: Library Board
Resignation Date: December 31, 2013
Term Expiration Date: December 31, 2013
Wants to be considered again: Peterson – No

2. **Applicants:**

3. **Nominations:**

4. **Appointment:**



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

LIBRARY BOARD COMMISSION

Term of Office: 4 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
MARY PETERSON	101 FORREST DR. #101	738-9344	12/31/2013
SHARON WARD	225 10 TH AVENUE	739-0148	12/31/2014
RUSS TAGGARD*	PO BOX 2329 - GEARHART	738-2488	12/31/2015
TESS RATTY	89637 LAKESIDE CT. WARRENTON	738-5055	12/31/2016
JAMES SHIPLEY	284 ALPINE STREET	717-0392	12/31/2016

*CHAIR