

REMINDER: CITY COUNCIL MEETING AUDITOR DECEMBER 10, 2018, 6:00 PM

**AGENDA SEASIDE CITY COUNCIL MEETING
DECEMBER 10, 2018 7:00 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. RECOGNITION - DON JOHNSON
6. COMMENTS FROM STUDENT REPRESENTATIVE, Briana Boyd
7. COMMENTS – PUBLIC – (please keep speaking time to four minutes)
8. DECLARATION OF POTENTIAL CONFLICT OF INTEREST
9. CONSENT AGENDA
 - a) PAYMENT OF THE BILLS - \$924,043.63
 - b) APPROVAL OF MINUTES - November 26, 2018
10. UNFINISHED BUSINESS:
 - a) VACANCY - LIBRARY BOARD
CITY TREE BOARD
AIRPORT COMMITTEE
PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMISSION
11. NEW BUSINESS
 - a) PRESENTATION KERN AND THOMPSON - 2017/2018 AUDIT, Rick Proulx
 - b) APPROVAL - CITY OF SEASIDE AUDIT CONTRACT WITH KERN AND THOMPSON
 - c) FINAL - PARKS MASTER PLAN, Parks Advisory Committee

d) VACANCY - BUDGET COMMITTEE (Term Exp.)
TOURISM ADVISORY COMMITTEE (Term Exp.)

e) SEASIDE CIVIC AND CONVENTION CENTER EXPANSION/RENOVATION
CHANGE ORDERS DECEMBER, 2018 Russ Vandenberg

12. COMMENTS FROM THE CITY STAFF

13. COMMENTS FROM THE COUNCIL

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.

SEASIDE LIBRARY BOARD

(Meetings are scheduled the first Tuesday of each month at 4:00 PM)

The Seaside Public Library Board acts in an advisory capacity to the Library Director and Seaside Public Library on behalf of Seaside City Council regarding the operations of the City Library. The Seaside Public Library Board advises the Library Director on matters that relate to library services, policies, and funding. The Seaside Library Board shall approve bylaws, recommend library policies to the city council, follow Oregon's open meetings law and public records laws, build a good community support for the library's services, while actively listening and responding to the community requests for library services.

The board consists of five members appointed by the Mayor subject to City Council approval. The Seaside Public Library is advised by the 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 chair of the board should the chair deem it necessary.

The board shall elect a chairman and vice-chair at the beginning of each serving year, and in the absence of the chairman, the vice chair 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 8, 2017
Name: Sharon Ward
Commission/Committee: Library Board
Resignation Date: Term Expiration - Served Two Terms
Term Expiration Date: December 31, 2018
Wants to be considered again: No - Served Two Terms
2. **Applicants:**
Eve Marx
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: _____

NAME Eve Marx

PHONE 914 588 / 7051

Las2356 S. Downing Street, Seaside OR 97138

ADDRESS _____

MAIL ADDRESS (DIFFERENT THEN ABOVE) P.O. Box 2505 Gearhart, OR
97138

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS evemarx@hotmail.com

LENGTH OF TIME IN SEASIDE 18 month, 2 years in Gearhart prior _____ ARE YOU A REGISTERED
VOTER IN SEASIDE: Yes No Yes I am a registered voter in Seaside No

OCCUPATION author, bicoastal journalist, writing coach, Reiki Master

PAST OCCUPATIONS National magazine editor, newspaper reporter and columnist

List committee/commissions on which you would like to serve: _____ Seaside Library

List committee/commissions you are currently appointed to: _____ none

List fields in which you have interest or ability: _____ Creating written material to further the interests
of the library; community outreach for the library, program development

List employment and volunteer activities, which may relate to service on committee/commissions:

I've successfully drummed up interest and support for many local causes in my twenty two years as a
community newspaper journalist. Quite honestly, I have been too busy earning a living for years to have done much
volunteer work, but I am a weekly user of any library that exists in the community where I currently reside.
Libraries have always been a gateway for me to get to know a community and feel a part of it; I'd like to share my
experience and bring it to others.

List skills and special knowledge that you may have acquired from these activities: I'm an accomplished and
polished writer. I am personally engaging. As a former magazine editor, I have good ideas and if given the
opportunity, am usually good at implementing them.

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? No.

When? _____ Please explain: _____



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

LIBRARY BOARD

Term of Office: 4 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY (WARD)			12/31/2018
RUSS TAGGARD*	PO BOX 2329 – GEARHART	738-2488	12/31/2019
TESS RATTY	89637 LAKESIDE CT. WARRENTON	738-5055	12/31/2020
GLORIA LINKEY	561 BONNIE COURT	440-7142	12/31/2020
CATRIONA PENFIELD	PO BOX 366	738-6380	12/31/2021

*CHAIR

SEASIDE CITY TREE BOARD

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

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

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

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

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

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

COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** June 25, 2018
Name: Ann Tierney-Ornie
Commission/Committee: City Tree Board Committee
Resignation Date: N/A
Term Expiration Date: Tierney-Ornie - June 30, 2018
Wants to be considered again: No
2. **Applicants:**
3. **Nominations:**
4. **Appointment:**



CITY of SEASIDE

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ALL-YEAR
RESORT

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

CITY TREE BOARD

Term of Office: 3 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY (TIERNEY-ORNIE)			6/30/2018
JOHN CARTER	PO BOX 679	738-4387	6/30/2019
VINEETA LOWER	815 6 TH AVENUE	503-621-6588	6/30/2020
PAM FLEMING	1255 AVENUE 'B'	738-5637	6/30/2020
ARNIE OLSEN	PO BOX 645	717-5745	6/30/2021
DALE MCDOWELL	1387 AVENUE 'U'	738-5112	STAFF REPRESENTATIVE

SEASIDE AIRPORT COMMITTEE

(Meetings are scheduled every other month on the last Tuesday at 6:00 PM)

The purpose of the Seaside Airport Committee is to act as an advisory body to the City Council, the City Manager, and the Public Works Director/City Engineer regarding issues concerning the Seaside Public Airport.

The committee shall consist of the following Seven (7) members: resident of the City of Gearhart, and Six (6) members, who are not employees of the City, and at least (4) of the members shall reside within the City limits who shall serve as members. The Mayor shall appoint one member of the City Council as Council liaison, and the Public Works Director shall be the Staff liaison to the Committee.

The members of the committee shall be selected from, but are not limited to, members of the following groups: persons with a demonstrated interest in public airport, educators, private businesspersons, persons with a diversity of ethnic and cultural affiliations, and persons of diverse economic backgrounds and interests.

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

All members shall be appointed by the City Council and shall serve for a term of three years. However, three of the first non-permanent members shall be appointed for a term of one year, two years, and three years respectively. As those terms expire, the vacancy will be filled for three-year terms in each case.

Each year, at the first Committee meeting in January, 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 meetings 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:** August 13, 2018
Name: Tracy MacDonald
Commission/Committee: Seaside Airport Committee
Resignation Date: MacDonald - August 1, 2018
Term Expiration Date: June 30, 2019
Wants to be considered again: N/A
2. **Applicants:**
3. **Nominations:**
4. **Appointment:**



CITY of SEASIDE

OREGON'S
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ALL-YEAR
RESORT

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

AIRPORT COMMITTEE

Term of Office: 3 years

Number of Members: 7

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY (MACDONALD)			6/30/2019
TERI CARPENTER	220 AVENUE 'U'	425-246-9962	6/30/2019
RANDALL HENDERSON*	89066 OCEAN DRIVE WARRENTON, 97146	503-577-6153	6/30/2020
ROY BENNETT	2026 FERNWOOD ST.	738-4102	6/30/2020
BRUCE FRANCIS	90250 SHORE LINE DR. WARRENTON, 97146	440-0033	6/30/2021
DIANNE WIDDOP	PO BOX 2116 GEARHART, 97138	440-0358	6/30/2021
JESSE TAYLOR	2041 ALDERCREST ST.	440-7564	6/30/2021
DALE MCDOWELL	1387 AVENUE 'U'	738-5112	Public Works
RANDY FRANK	454 HIGHLAND DR.	440-3090	City Council

*Chair

SEASIDE PLANNING COMMISSION

(Meetings are scheduled the first and third Tuesday of every month at 7:00 PM)

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:** **October 8, 2018**
Name: Richard Ridout
Ray Romine
Commission/Committee: **Planning Commission**
Resignation Date: **Ridout - November 1, 2018**
Romine - November 1, 2018
Term Expiration Date: **November 1, 2018**
Wants to be considered again: **No**

2. **Applicants:**
Jon Wickersham

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: _____

NAME Wickersham Jon PHONE 503, 440-4816
Last First
 ADDRESS 780 6th AVE, Seaside, OR 97138
 MAIL ADDRESS (DIFFERENT THEN ABOVE) _____
 BUSINESS ADDRESS (IF APPLICABLE) _____
 EMAIL ADDRESS Jonw@nclctrust.org
 LENGTH OF TIME IN SEASIDE 8 yrs ARE YOU A REGISTERED VOTER IN SEASIDE: Yes No
 OCCUPATION Associate Director - North coast Land Conservancy
 PAST OCCUPATIONS planner, Assistant, planner I, + planner II

List committee/commissions on which you would like to serve: Planning Commission

List committee/commissions you are currently appointed to: Special Improvement District

List fields in which you have interest or ability: Planning

List employment and volunteer activities, which may relate to service on committee/commissions:
North Coast Land Conservancy

List skills and special knowledge that you may have acquired from these activities:
Degree in planning, public policy + management, County planner for two years, Intern with City of Seaside Building + planning - currently work on land use issues and acquisition with NCLC.

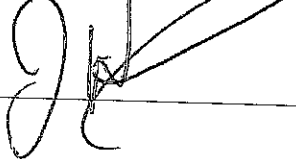
Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes () No If yes, what offense?

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>Katie Voelke</u>	<u>Boss</u>		
<u>Tom Horning</u>	<u>Friend / Boss</u>		<u>503-738-9126</u>
<u>Kevin Cupples</u>	<u>Boss during Internship</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 11/27/18 SIGNATURE 



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

PLANNING COMMISSION

Term of Office: 4 years

Number of Members: 7

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY (RIDOUT)			11/01/2019
VACANCY (ROMINE)			11/01/2019
LOUIS NEUBECKER	1859 BROADWAY	717-0153	11/01/2019
BILL CARPENTER	PO BOX 797	738-5410	11/01/2020
TERI CARPENTER	220 AVENUE 'U'	425-246-9962	11/01/2020
DAVID POSALSKI**	PO BOX 208	503-536-5396	11/01/2021
CHRIS HOTH*	420 AVENUE I	738-7861	11/01/2022

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

*CHAIR

**VICE CHAIR

TRANSPORTATION ADVISORY COMMISSION

(Meetings are scheduled the third Thursday of every month at 6:00 PM)

The purpose of the Transportation Advisory Commission is an advisory body to make recommendations to the City Council on matters concerning transportation and proposed transportation projects. The Transportation Advisory Commission shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance, resolution or order of this city and in addition it will:

- Assist the City Council in recognizing community priorities by advising on transportation policies and goals;
- Increasing communications between the City, the public, the Oregon Department of Transportation (ODOT), the County, and all interested parties;
- Reduce misunderstandings concerning transportation planning, design, and construction;
- Review current transportation related ordinances and recommend amendments;
- Review proposed transportation projects planned for the City of Seaside and make recommendations;
- Review the City of Seaside Transportation Systems Plan every five years and report to the City Council;
- Complete other projects, as they relate to transportation, as directed by the City Council.

The Commission shall consist of five members who are not employees of the City of Seaside and who will be appointed by the City Council. A minimum of four members shall reside within the city limits; and one member may live outside the city limits in order to represent concerns of neighboring properties and jurisdictions.

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

Each year in January, the first meeting of the Commission, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. City staff shall serve as Secretary to the Transportation Advisory Commission. Minutes of all meetings will be filed with the City Council.

The commission shall hold a regular meeting at least once each month of the calendar year. The meeting shall be open to the public and legally noticed.

COMMITTEE/COMMISSION APPOINTMENT

- Date Council Notified:** November 12, 2018

Name: Don Johnson

Commission/Committee: Transportation Advisory Commission

Resignation Date: October 31, 2018

Term Expiration Date: October 1, 2019

Wants to be considered again: No - Resigned

- Applicants:**
Vineeta Lower

- Nominations:**

- 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: _____

NAME LOWER VINEETA PHONE 503 621-6588
Last First

ADDRESS 815 6TH Ave Seaside OR 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) _____

LENGTH OF TIME IN SEASIDE 5 yrs

ARE YOU A REGISTERED VOTER IN SEASIDE: Yes No

OCCUPATION VIRTUAL PUBLIC SCHOOL TEACHER

PAST OCCUPATIONS EXEC. A SST. IN WASHINGTON STATE DEPT OF

TRANSPORTATION'S

List committee/commissions on which you would like to serve: TRANSPORTATION Governmental office

List committee/commissions you are currently appointed to: Tree Board

List fields in which you have interest or ability: TRANSPORTATION

List employment and volunteer activities, which may relate to service on committee/commissions:
WA STATE DEPT OF TRANSPORTATION

List skills and special knowledge that you may have acquired from these activities:

constituent relations
working with federal, state, local & tribal governments
legislative process
construction, road maintenance, environmental, signal et. al.

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>LeAnn Moll</u>	<u>Supervisor</u>		<u>541-294-7077</u>
<u>Kathy Belwood</u>	<u>neighbor</u>		<u>650-515-0497</u>
<u>Annette Brodigan</u>	<u>neighbor</u>		<u>503-440-7314</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 11/30/18 SIGNATURE Vineeta Lower



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

TRANSPORTATION ADVISORY COMMISSION

Term of Office: 4 years
Number of Members: 5
Chairperson*
Vice Chairperson**

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
TERRY HARTILL*	85208 HWY 101	503-738-7108	10/01/2019
VACANCY (JOHNSON)			10/01/2019
BILL CARPENTER	PO BOX 797	503-738-5410	10/01/2020
DAVID POSALSKI	PO BOX 208	503-536-5396	10/01/2020
BEN OLSON**	2025 MAPLE ST.	503-738-2956	10/01/2022
DALE MCDOWELL	1387 AVENUE 'U'	503-738-5112	Public Works

CONTRACT

THIS CONTRACT, made the 10th day of December, 2018, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555 between **KERN & THOMPSON, LLC**, Portland, Oregon, Certified Public Accountants (Auditor), and the **CITY OF SEASIDE**, Seaside, Oregon (the "City"), provides as follows:

It hereby is agreed that Auditor shall conduct an audit of the accounts and fiscal affairs of the City for the period beginning July 1, 2018, and ending June 30, 2019, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and the separate financial statements of the Seaside Urban Revenue Agency (a component unit of the City of Seaside, collectively the "City"), and to determine if the City has complied substantially with appropriate legal provisions.

Auditor agrees that the services contracted to perform under this contract shall be rendered by or under personal supervision and that the work will be faithfully performed with care and diligence.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Auditor are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the City, who shall instruct in writing Auditor concerning such additional services, and that a signed copy of each such notification and instruction shall be delivered immediately to the Secretary of State by the party issuing the same.

The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months, after the close of the audit period covered by this contract. Adequate copies of such report shall be delivered to the City, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

It is understood and agreed that the City is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that Auditor shall draft them for the City. The cost of preparing such financial statements shall be included in the fee for conducting the audit as set forth below.

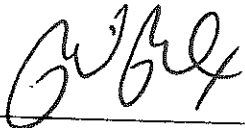
It is understood and agreed that either party may cancel this Contract by giving notice in writing to the other party at least ninety (90) days prior to July 1 of any year.

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, the City hereby agrees to pay Auditor the sum of \$42,000.00, and the City hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

KERN & THOMPSON, LLC

CITY OF SEASIDE, OREGON

By: _____



By: _____



Report on the Firm's System of Quality Control

To the Members of
Kern & Thompson, LLC
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Kern & Thompson, LLC (the firm) in effect for the year ended November 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Kern & Thompson, LLC in effect for the year ended November 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Kern & Thompson, LLC has received a peer review rating of *pass*.

THE RBH GROUP, LLC

May 9, 2018

SEASIDE BUDGET COMMITTEE

(Meetings are held in April and May of each year)

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:** December 10, 2018
Name: Robert Perkel
George Stacey
Commission/Committee: Budget Committee
Resignation Date: N/A
Term Expiration Date: December 31, 2018
Wants to be considered again: Yes Both - Term Expirations
2. **Applicants:**
Robert Perkel
George Stacey
3. **Nominations:**
4. **Appointment:**

CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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>
ROBERT PERKEL	2039 HUCKLEBERRY DR.	971-320-0008	12/31/2018
GEORGE STACEY	1960 S. COLUMBIA	717-3700	12/31/2018
LES MCNARY	1624 S. FRANKLIN	738-0759	12/31/2019
KATHLEEN PETERSON	1640 HUCKLEBERRY DR.	440-5543	12/31/2019
JAMES SHIPLEY	284 ALPINE ST.	717-0392	12/31/2020
REBECCA BUCK	P O BOX 1152	738-3045	12/31/2020
NANCY MCCUNE	822 NECANICUM #101	503-260-8905	12/31/2020

TOURISM ADVISORY COMMITTEE

(Meetings are scheduled the third Wednesday of every month at 3:00 PM)

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:** December 10, 2018

Name: Keith Chandler
Linda Wyss

Commission/Committee: Tourism Advisory Committee

Resignation Date: N/A

Term Expiration Date: December 31, 2018

Wants to be considered again: Yes - Term Expiration
2. **Applicants:**
Keith Chandler
Linda Wyss
3. **Nominations:**
4. **Appointment:**

CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

TOURISM ADVISORY COMMITTEE

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

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
KEITH CHANDLER	200 N. PROM	440-4040	12/31/2018
LINDA WYSS	1998 HUCKLEBERRY DR.	717-0292	12/31/2018
MARCI UTTI*	1423 S FRANKLIN	440-1018	12/31/2019
SADIE MERCER	580 BEACH DR. #4	541-513-1781	12/31/2019
RUTH SWENSON**	PO BOX 1006	738-6273	12/31/2020

SEASIDE

CIVIC AND CONVENTION CENTER

MEMORANDUM

TO: Honorable Mayor & City Council
FROM: Russ Vandenberg, General Manager
DATE: December 5, 2018
RE: SCCC Expansion/Renovation – Change Order

We have received the following change order for the SCCC Expansion/Renovation project.
Dec, 2018

Sand, Stain and Polish Concrete Floor in Pacific Room	<u>\$65,616.28</u>
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Total Change Order	\$65,616.28
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Total of change order will increase our GMP contract with O'Brien & Company, LLC from \$11,285,520.04 to \$11,351,136.32.

SCCC remaining contingency \$819,764.64.

After making a detailed review of all changes, staff recommends approving and increasing O'Brien & Company, LLC (GMP) construction contract accordingly.



Change Order Request

O'Brien & Company, LLC
 PO Box 4008
 Wilsonville, OR 97070
 Phone: 971-219-5422

Owner: City of Seaside
 989 Broadway
 Seaside, OR 97138

Project: 18-184- / Seaside Civic Center Construction

PCOType: PR

Change Order Request # : 2 OCO #2

Item : 1 OCO #2

Cost Type	Estimated	Markup	Amount
3 Subcontractor	62,169.00	%0.00	62,169.00
Subtotal Item			62,169.00
Overhead and Profit		4.50%	2,797.61
General Liability		1.00%	649.67
Requested Total For Item 1			65,616.28
Total For Change Order			65,616.28

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	11,113,180.96
The net change by previously authorized Change Orders was	172,339.08
The Contract Sum prior to this Change Order was	11,285,520.04
The Contract Sum will be increased by this Change Order	65,616.28
The new Contract Sum will be	11,351,136.32

Authorized By Owner:

City of Seaside
 989 Broadway
 Seaside, OR 97138

By: _____

Date: _____

Accepted By Contractor:

O'Brien & Company, LLC
 PO Box 4008
 Wilsonville, OR 97070

By: _____

Date: _____

Architect/Engineer:

Holst Architects
 110 S.E 8th Ave.
 Portland, OR 97214

By: _____

Date: _____