

**REMINDER: CITY COUNCIL MEETING AUDITOR December 11, 2017, 5:30 PM**

**AGENDA SEASIDE CITY COUNCIL MEETING  
DECEMBER 11, 2017 7:00 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. COMMENTS – PUBLIC – (please keep speaking time to four minutes)
6. DECLARATION OF POTENTIAL CONFLICT OF INTEREST
7. CONSENT AGENDA
  - a) PAYMENT OF THE BILLS - \$591,707.39
  - b) APPROVAL OF MINUTES - November 27, 2017
8. UNFINISHED BUSINESS:
  - a) VACANCY - PARKS ADVISORY COMMITTEE
  - b) ORDINANCE 2017-14 - AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING ORDINANCE 2017-04 REGARDING ANNEXING CERTAIN TERRITORY EAST OF THE CITY, (Property located at 2145 North Wahanna Road)
    - 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
9. NEW BUSINESS
  - a) PRESENTATION - 2016/2017 AUDIT - Rick Proulx
  - b) APPROVAL - CITY OF SEASIDE AUDIT CONTRACT (KERN AND THOMPSON, LLC)
  - c) ADDENDUM CONTRACT - DOWNTOWN MAINTENANCE DISTRICT WITH NATURE HELPER

**d) ORDINANCE 2017-15 - AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING CHAPTER 31 OF THE CODE OF ORDINANCES REGARDING THE SEASIDE PARKS ADVISORY COMMITTEE**

- OPEN PUBLIC COMMENTS
- CLOSE PUBLIC COMMENTS
- COUNCIL COMMENTS
- MOTION FOR FIRST READING BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
- MOTION FOR SECOND READING BY TITLE ONLY – ALL IN FAVOR AND OPPOSED

**e) BID RESULTS - SEASIDE FIRE TRACTOR-DRAWN AERIAL QUINT APPARATUS, Joey Daniels**

**f) BID RESULTS - BOB CHISHOLM COMMUNITY CENTER - MAIN HALL REFRESH, Dale McDowell**

**g) SEASIDE COMMEMORATIVE LIGHT POLE BRONZE PLAQUE PRICE INCREASE, Dale McDowell**

**h) FINAL - FURNISHING AND INSTALLING STANDBY POWER FOR THE CITY OF SEASIDE PUBLIC LIBRARY, Esther Moberg**

**i) VACANCY - BUDGET COMMITTEE (Term Exp.)  
TOURISM ADVISORY COMMITTEE (Term Exp.)**

**10. COMMENTS FROM THE CITY STAFF**

**11. COMMENTS FROM THE COUNCIL**

**12. 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](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 PARKS ADVISORY COMMITTEE**

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

The committee shall consist of seven members who are not officials or employees of the City and who will be appointed by the City Council. A minimum of six members shall reside within the city limits, and a maximum of one member may reside within the Urban Growth Boundary. No more than two members shall be engaged in the same kind of occupation, business, trade or profession. The Mayor shall appoint one member of the City Council as Council liaison, and the City Manager or his designee, shall be the Staff liaison to the Committee.

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. The initial terms will be: two members shall be appointed for a term of one year, two members for two years, and three members for three years. As those terms expire, all vacancies will be filled for three year terms.

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:** **October 9, 2017**  
  
**Name:** Chris Quackenbush  
Steven Phillips  
  
**Commission/Committee:** **Parks Advisory Committee**  
  
**Resignation Date:** **Quackenbush - Sept. 20, 2017**  
**Phillips - Sept. 25, 2017**  
  
**Term Expiration Date:** **March 31, 2019**  
  
**Wants to be considered again:** **No**
  
2. **Applicants:**  
John Carter  
Matthew Stolberg  
Melyssa Graeper
  
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 CARTER JOHN PHONE (503)/ 738-4387/CELL 206-390-7774

Last First

ADDRESS 1460 SOUTH DOWNING STREET

MAIL ADDRESS (DIFFERENT THEN ABOVE) P.O. BOX 679

EMAIL ADDRESS j.m.carter@comcast.net

LENGTH OF TIME IN SEASIDE 5 years ARE YOU A REGISTERED VOTER IN SEASIDE: Yes  No

OCCUPATION RETIRED

PAST OCCUPATIONS INDUSTRIAL SALES OF PRODUCTION WOODWORKING MACHINERY AND TOOLS.

List committee/commissions on which you would like to serve: SEASIDE PARKS ADVISORY COMMITTEE

List committee/commissions you are currently appointed to:

List fields in which you have interest or ability:

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

BOARD OF DIRECTORS SEASIDE HALL

VOLUNTEER DRIVER FOR THE VETERANS PROGRAM  
THROUGH THE SUNSET EMPIRE BUS PROGRAM

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

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ( ) No (x) 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>JUDYANN DUGAN</u>	<u>FRIEND</u>	<u>SEASIDE CITY HALL</u>	
<u>STEVE WRIGHT</u>	<u>FRIEND</u>	<u>1435 S. EDGEWOOD SEASIDE OREGON 97138</u>	<u>503-984-5324</u>
<u>FRANK STUART</u>	<u>FRIEND</u>	<u>430 AVE. P. DEASIDE OREGON 97138</u>	<u>503-738-6902</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 NOVEMBER 20, 2017

SIGNATURE 

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 Stolberg Matthew PHONE 503/739-2593  
Last First

ADDRESS 870 Ave I Unit 2 Seaside

MAIL ADDRESS (DIFFERENT THEN ABOVE) \_\_\_\_\_

EMAIL ADDRESS matthew.stolberg@gmail.com

LENGTH OF TIME IN SEASIDE 9 yrs. ARE YOU A REGISTERED VOTER IN SEASIDE: Yes  No

OCCUPATION Disabled

PAST OCCUPATIONS EMT-Intermediate, Hospital District Commissioner,  
Advisory Board Member - Mental Health

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

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

List fields in which you have interest or ability: City government, Advisory groups

List employment and volunteer activities, which may relate to service on committee/commissions:  
Past President Regional Advisory Board @ Greater Columbia Mental Health  
Past Clatsop County (WA) Hospital District Commissioner  
Past Clatsop County Human Services Advisory Board Member  
Past Washington State Mental Health Services Advisory Board Member

List skills and special knowledge that you may have acquired from these activities:  
I have had many years combined experience serving on advisory committees. I feel that my service is focused on representing the consumers and the community for the purpose of establishing a working partnership and increasing awareness of issues.

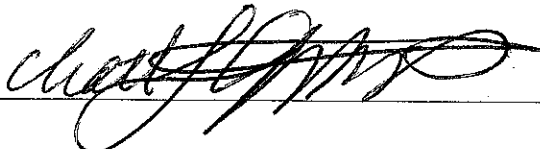
Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes (X) No ( ) If yes, what offense? please ask

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 Osterlund</u>	<u>Friend</u>	<u>903 Ave I Seaside</u>	<u>503 738-7427</u>
<u>Jessica Justice</u>	<u>Friend</u>	<u>Seaside / Independence OR</u>	<u>503 440-0365</u>
<u>Diana Jaden-Catori</u>	<u>Friend</u>	<u>Bremerton, WA</u>	<u>360 990 5112</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 11-27-17 SIGNATURE 

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 Graeper Melissa PHONE 503, 939-5210

ADDRESS 1115 Broadway, Seaside OR 97138

LENGTH OF TIME IN SEASIDE 7 yrs

ARE YOU A REGISTERED VOTER IN SEASIDE: Yes  No

OCCUPATION Watershed Council Coord.

PAST OCCUPATIONS Oregon Dept. Fish & Wildlife  
Oregon Dept Forestry

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

List committee/commissions on which you would like to serve: Parks Advisory Board

List fields in which you have interest or ability: grant writing

List employment and volunteer activities, which may relate to service on committee/commissions:  
Watershed Council member: NW Oregon Restoration Partnership  
member: North Coast Trail Coalition

List skills and special knowledge that you may have acquired from these activities:  
Grant writing, minutes/notes taking

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? \_\_\_\_\_

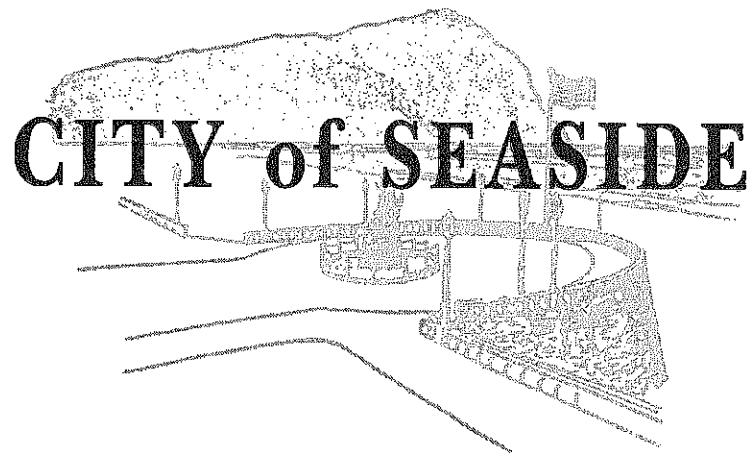
When? \_\_\_\_\_ Please explain: \_\_\_\_\_

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>Jenice Hunt</u>	<u>Watershed Council Chair</u>	<u>8510 13th Ave</u>	<u>503.739.1825</u>
<u>JNanen Holmes</u>	<u>watershed volunteer</u>	<u>1520 Cooper St</u>	<u>503.717.1614</u>
<u>Neal Wallace</u>	<u>mentor</u>	<u>881 S. Edgewood</u>	<u>503.717.2927</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 9/20/2017 SIGNATURE Melissa Graeper



OREGON'S  
FAMOUS  
ALL-YEAR  
RESORT

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

**PARKS ADVISORY COMMITTEE**

Term of Office: 3 years  
 Number of Members: 7  
 Chairperson\*  
 Vice Chairperson\*\*  
 Secretary\*\*\*

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
MICHAEL HINTON	1015 S. IRVINE PL.	738-5748	3/31/2018
NANCY HOLMES**	1520 COOPER ST.	717-1614	3/31/2018
VACANCY			3/31/2019
VACANCY			3/31/2019
MARY BLAKE	1668 Whispering Pines	717-3810	3/31/2020
NORMAN BROWN***	3041 Evergreen Dr.	738-5132	3/31/2020
JASON BOYD*	1940 Huckleberry	738-4363	3/31/2020
TOM HORNING	808 26TH AVENUE	738-5770	<a href="mailto:horning@pacifier.com">horning@pacifier.com</a>
DALE MCDOWELL	1387 AVENUE 'U'	738-5112	<a href="mailto:dmcdowell@cityofseaside.us">dmcdowell@cityofseaside.us</a>



## ORDINANCE NO. 2017-14

### AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING ORDINANCE NO. 2017-04 REGARDING ANNEXING CERTAIN TERRITORY EAST OF THE CITY

(Property located at 2145 North Wahanna Road)

**WHEREAS**, there has been submitted to the City of Seaside, a written proposal for annexation to the City by the owner's consent, who also owns all of the land in the contiguous territory, described below which real property therein represents all of the assessed value of all real property in the contiguous territory to be annexed:

**WHEREAS**, the Oregon Department of Revenue has informed the City of Seaside: No description was supplied with the submission. Provide document recording instrument #201507850, describing the annexation area. All information contained in legal description needs to be on the map, match exactly, and be readable. The Assessor's map needs to be highlighted or outlined showing annexation boundary.

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

#### **SECTION 1. ANNEXATION AREA:**

#### **ALL THE PROPERTY DESCRIBED IN THE LEGAL DESCRIPTION FOR PROPERTY, CLATSOP COUNTY DEED RECORDS, UNDER RECORDING INSTRUMENT # 201507850 LOCATED EAST OF NORTH WAHANNA ROAD.**

A parcel of land which lies South of the North line of Lot B of STANLEY ACRES (recorded June 2, 1909 in Book 5 of Plats, page 1) and North of an East-West fence, all of which lies in the Northeast and Northwest one-quarter sections of Section 15, Township 6 North, Range 10 West, Willamette Meridian and is described as follows:

Beginning at the Northeast corner of Lot B of Stanley Acres as recorded in Town Plat 5 page I, Clatsop County, Oregon; thence

South 4° 30' 00" West 186.01 feet along the East line of said Lot B to a point which is North 90° 00' 00" East 229.14 feet of a 5/8 inch diameter rebar with yellow plastic cap marked "Hanforth & Larson Inc", under an East-West fence line; thence along said fence line Easterly projection thereof

North 90° 00' 00" West 229.14 feet to a 5/8 inch diameter rebar with yellow plastic cap marked "Hanforth & Larson, Inc" under said East-West fence line; thence continuing along said fence line

North 90° 00' 00" West 71.33 feet to a 5/8 inch diameter rebar with a yellow plastic cap marked "Hanforth & Larson, Inc" under an angle point in said fence line; thence continuing along said fence line

South 86° 47' 09" West 487.08 feet to a 5/8 inch iron rebar with a yellow plastic cap marked "Hanforth & Larson Inc" on the East right of way line of Road 195; thence

South 86° 47' 09" West 30.13 feet to a 5/8 inch rebar with a yellow plastic cap marked "Hanforth & Larson Inc" on the West right of way line of Road 195, and on the East end of a wire fence line; thence along said wire fence

South 88° 54' 00" West 62.00 feet to a 5/8 inch diameter rebar with a yellow plastic cap marked "Hanforth & Larson Inc"; thence along the Westerly extension of said wire fence

South 88° 54' 00" West 50 feet, more or less, to the centerline of Neawanna Creek; thence Northeasterly along Neawanna Creek 220 feet, more or less, to the North line of Lot B; thence along the North line of Lot B

North 90° 00' 00" East 880 feet, more or less, to the point of beginning.

Less that portion of the above parcel which lies within the 30 foot wide right of way of County Road No. 195.

Note: This legal description was created prior to January 1, 2008

**SECTION 2. ZONE** – The upland portion of the subject property is zone High Density Residential (R-3) and the wetland area is zoned Freshwater Wetland (A-3) in accordance with the zones established under the City of Seaside Comprehensive Plan & The Zoning Ordinance of Seaside, Oregon.

**SECTION 3. RECORD** – The City Auditor shall submit to the Secretary of the State of Oregon: (1) A copy of this Ordinance, and (2) a copy of the Statement of Consent of the landowner in the territory annexed. The City Auditor shall also send a description by metes and bounds or legal subdivisions of the new boundaries of the City of Seaside within ten (10) days of the effective date of annexation to the Clatsop County Assessor, the Clatsop County Clerk, and the Clatsop County Planning Department.

**SECTION 4. FIRE PROTECTION** – The subject property is hereby withdrawn from the Seaside Rural Fire Protection District and included in the City of Seaside for fire protection purposes.

**SECTION 5. ROAD DISTRICT** - The subject property is hereby withdrawn from the Clatsop County Road District No. 1 and included in the City of Seaside Road District.

**SECTION 6. POLICE PROTECTION** – The subject property is hereby withdrawn from the Clatsop County Law Enforcement District and included in the City of Seaside for police protection purposes.

**SECTION 7. WATER PROVISION** – The subject property is hereby withdrawn from the Stanley Acres Water District and included in the City of Seaside for the purpose of providing water.

**SECTION 8. FINDINGS** – The City Council makes the following findings pertinent to the annexation:

- A. The City of Seaside has an acknowledged Comprehensive Plan.
- B. The subject property is within the City's adopted Urban Growth Boundary.
- C. The properties are contiguous to the City Limits.
- D. There is unanimous consent of the property owners.

**SECTION 9. EFFECTIVE DATE** – The effective date of this Ordinance is 10, day of January, 2017, in accordance with ORS 222.040 and 222.180.

**ADOPTED** by the City Council of the City of Seaside on this \_\_\_\_ day of \_\_\_\_\_, 2017, by the following roll call vote:

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

**SUBMITTED** to and **APPROVED** by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
JAY BARBER, MAYOR

ATTEST:

\_\_\_\_\_  
Mark J. Winstanley, City Manager

APPLICATION FOR ANNEXATION

CITY OF SEASIDE  
989 BROADWAY

SEASIDE OREGON 97138

(503) 738-5511

1. Applicant(s) (Please Print)

James Folk  
Sierra Partners IV, LLC.

2. Applicant's mailing address:

Street P.O. Box 2165  
City Gearhart OR  
State OR Zip 97138

3. Telephone Numbers:

Home 503-956-1670  
Work 503-956-1670

4. Legal description of property requested to be annexed (as a minimum attach a Tax Map):

61015AB00201

5. In the event this proposed annexation is approved, are you aware of the zoning on the subject property? Please briefly explain:

yes

Signature of Applicant

James Folk

State of OREGON; County of CLATSOP Signed or

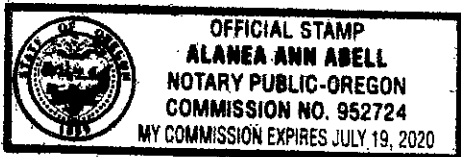
attested before me on APRIL 25, 2017. (date)

by JAMES E. FOLK (name(s) of person(s))

Alana Ayell  
Notary Public for Oregon

Title Personal Banker

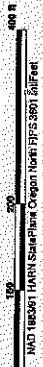
My commission expires: JULY 19, 2020



NOTE: PROCESS WILL TAKE FROM 60 TO 120 DAYS

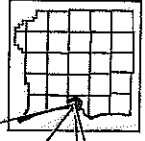
T6N R10W SEC 15AB WM  
CLATSOP COUNTY

Scale 1" = 100'



Canceled Accounts:

- 181
- 182
- 183
- 202
- 203
- 20900A1



1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

November 01, 2017

6.10.15AB



This map was prepared by the Clatsop County Assessor's Office. The Assessor is not responsible for any errors or omissions. Clatsop County is not responsible for any misinterpretation of this map.



# Memo

**To:** Mayor and Council  
**From:** City Manager's Office  
**CC:** Kim Jordan  
**Date:** December 6, 2017  
**Re:** Audit Contract 2018

---

With City Council's approval Kern & Thompson, LLC, will conduct the City of Seaside audit for the period beginning July 1, 2017, and ending June 30, 2018, the amount of the contract is \$41,000.00.

The contract price has increased by \$1,000.00. The City of Seaside audit contract for the year beginning July 1, 2016, and ending June 30, 2017 with Kern & Thomson, LLC, was \$40,000.00.



**KERN & THOMPSON, LLC**

Certified Public Accountants

**CONTRACT**

**THIS CONTRACT**, made the 11th day of December, 2017, 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, 2017, and ending June 30, 2018, 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 \$41,000.00, 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: \_\_\_\_\_



## KERN & THOMPSON, LLC

Certified Public Accountants

November 20, 2017

Honorable Mayor  
Members of the City Council, and  
Mark J. Winstanley, City Manager  
City of Seaside, Oregon  
989 Broadway  
Seaside, Oregon 97138

We are pleased to confirm our understanding of the services we are to provide the City of Seaside, Oregon for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Seaside, and the separate basic financial statements of its component unit, the Seaside Urban Renewal Agency, as of and for the year ended June 30, 2018 (collectively referred to hereafter as the City).

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to the City's RSI listed below in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any other assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

Management's Discussion and Analysis  
Supplemental Schedules of Pension Information

We have also been engaged to report on certain RSI and other supplementary information that accompanies the City's basic financial statements. We will subject the following RSI and the following other supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the basic financial statements as a whole:

City of Seaside, Oregon  
November 20, 2017  
Page 2

**RSI:**

General Fund and Major Special Revenue Funds Budgetary Comparison Schedules

**Other Supplementary Information:**

Non-Major Governmental Funds Combining and Budgetary Comparison Schedules  
Enterprise Funds Combining and Budgetary Comparison Schedules  
Schedules of Property Tax Transactions

The following other information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance on that other information.

Introductory Section  
Schedule of Accountability of Independently Elected Officials

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the fifth paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Minimum Standards for Audits of Oregon Municipal Corporations*, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our reports will be addressed to the Mayor and City Council, and Seaside Improvement Commission, respectively. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement. Our audit of the financial statements does not relieve you or management of your responsibilities.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance.



City of Seaside, Oregon  
November 20, 2017  
Page 3

The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance with which could have a material effect on the financial statements. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body charged with governance, others within the entity, and the Oregon Secretary of State, and is not intended to be and should not be used by anyone other than these specified parties.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

City of Seaside, Oregon  
November 20, 2017  
Page 4

**Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our reports on compliance issued pursuant to *Government Auditing Standards* or the *Minimum Standards for Audits of Oregon Municipal Corporations*.

**Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

City of Seaside, Oregon  
November 20, 2017  
Page 5

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

City of Seaside, Oregon  
November 20, 2017  
Page 6

Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

If you request, we will provide copies of our reports directly to the Division of Audits of the Oregon Secretary of State on your behalf; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kern & Thompson, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Division of Audits of the Oregon Secretary of State or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kern & Thompson, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Division of Audits of the Oregon Secretary of State. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to perform preliminary audit work in May 2018, final audit field work during October 2018, and to issue our reports no later than December 15, 2018. Rick Proulx is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services are based on our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), except that **we agree that our all-inclusive fee, including expenses, will not exceed \$41,000**. The fee estimate is based on anticipated cooperation from City personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with the City's management and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Payment is due upon receipt of the invoice. If not paid when due, a late charge of 1-1/2% per month will be imposed and we shall be entitled to stop rendering services until payment is made. In accordance with our firm policies, work may be suspended if the City's account becomes 90 days or more overdue and will not be resumed until the City's account is paid in full.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report was previously provided.

**KERN & THOMPSON, LLC**

City of Seaside, Oregon  
November 20, 2017  
Page 7

We appreciate the opportunity to be of service to the City of Seaside and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

**KERN & THOMPSON, LLC**



Richard V. Proulx, CPA  
Partner

RVP/kmj  
Enc.

**RESPONSE:**

This letter correctly sets forth the understanding of the **CITY OF SEASIDE and the SEASIDE URBAN RENEWAL AGENCY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# 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

## OPTION TO RENEW AGREEMENT

This option to renew the agreement dated January 1, 2015, for Landscape Maintenance for Downtown Maintenance District is made this 1st day of January 2018, by and between Natures Helper, CONTRACTOR, and the City of Seaside, OWNER. OWNER and CONTRACTOR hereby agree to the following terms and conditions:

1. Owner and Contractor agree that Contractor will continue to provide Landscape Maintenance for Downtown Maintenance District from January 1, 2018, until December 31, 2020.
2. Payment. Owner shall pay Contractor \$49,119.67 annually. (This amount is based on the 2016 contract amount plus a 3% cost of living increase). Owner shall pay Contractor an added 3% cost of living each year annually starting January 1, 2018 until the contract expires. The City and Contractor may negotiate a monthly payment schedule. The monthly payment may not exceed the annual amount.
3. All other terms of the agreement dated January 1, 2015, shall continue to apply.

WHEREFORE, the parties have executed this addendum this 1st day of January, 2018.

CONTRACTOR:

\_\_\_\_\_  
Pamela L. Fleming  
NATURES HELPER, INC.

OWNER:  
CITY OF SEASIDE

\_\_\_\_\_  
Jay Barber, MAYOR

ATTEST:

\_\_\_\_\_  
Mark J. Winstanley, City Manager

Natures Helper Landscaping Inc  
1255 Avenue B  
Seaside, Oregon 97138

**November 7, 2017**

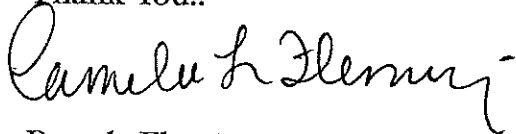
**RE:**

**Renewal of Downtown Maintenance District contract**

**Honorable Mayor and City Council**

Natures Helper Landscaping Inc would like to continue the Downtown Maintenance District maintenance for the extension period of 3 years as stipulated in the original contract. There will be no change in the cost with the exception of the continued agreed upon 3% annual cost of materials and living increase.

Thank You..



Pamela Fleming  
Natures Helper Inc

Agreement**50.1.00 GENERAL**

**THIS AGREEMENT**, made and entered into this 1 day of February, 2015, by and between, Natures Helper hereinafter called "**CONTRACTOR**" and the City of Seaside, a municipal corporation, hereinafter called "**CITY.**"

**WITNESSETH:**

That the said **Contractor** and the said **City**, for the consideration hereinafter named agree as follows:

**50.2.00 DESCRIPTION OF WORK**

The **Contractor** agrees to perform the work of:

**\*\* LANDSCAPE MAINTENANCE \*\*  
DOWNTOWN MAINTENANCE DISTRICT**

and do all things required of it as per his proposal, all in accordance with the described proposal, a copy of which is hereto attached and made a part of this contract.

**50.3.00 CONTRACT PERIOD**

The contract period shall commence **February 1, 2015** and expire **December 31, 2017**. The **City** may, at its option, renew for a period of three years. The **City** shall, no later than 20 days prior to that date, give the **Contractor** notice of intent to renew. Within 10 days of receipt of notice, **Contractor** shall submit to **City** price adjustments for the services then in effect. Upon agreement of price adjustments, as submitted or negotiated, this contract shall be deemed extended.

**50.4.00 CONTRACT PRICE**

The **City** agrees to pay the **Contractor** **February 1, 2015** to **December 31, 2017**, the following sums of money for the services described herein:

<u>Scope Section</u>	<u>Location</u>	<u>Payment</u>
30.03.02	<u>Broadway</u> from Roosevelt to the Turnaround	\$ <u>16,800.00</u> annually
30.03.03	<u>Avenue "A"</u> : from Holladay to the Prom including the planting area South of Ave. "A", excluding north side west of Wyndham entrance.	\$ <u>8,600.00</u> annually



## ORDINANCE NO. 2017-15

### AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING CHAPTER 31.181 SEASIDE PARKS ADVISORY COMMITTEE MEMBERSHIP TO THE SEASIDE CODE OF ORDINANCES

#### THE CITY OF SEASIDE ORDAINS AS FOLLOWS:

**SECTION 1.** Amend The Seaside Code of Ordinances Section 31.181 of the Seaside Parks Advisory Committee Membership to read as follows:

#### **31.180 ESTABLISHMENT.**

There is hereby established a Seaside Parks Advisory Committee for the city. The Committee shall act as an advisory body to the City Council, the City Manager, and the Public Works Director regarding issues concerning Seaside Parks.

#### **31.181 MEMBERSHIP.**

(A) The Seaside Parks Advisory Committee shall consist of seven members who are not officials or employees of the city and who will be appointed by the City Council.

(B) A minimum of ~~six~~ **four** members shall reside within the city limits, and a maximum of ~~one member~~ **three members** may reside within the urban growth boundary ~~or work or own a business within the city~~. No more than two members shall be engaged in the same kind of occupation, business, ~~trade~~ or profession. The Mayor shall appoint one member of the City Council as Council liaison, and the **Director of Public Works** ~~City Manager, or his designee~~, shall be the Staff liaison to the Committee.

(C) If a member moves his/her principal residence outside the city limits or urban growth boundary during his/her term, the position shall be vacated.

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

#### **31.182 TERMS OF OFFICE.**

Appointment shall be for a three-year term; however, the initial terms will be: two members shall be appointed for a term of one year, two members for two years, and three members for three years. As those terms expire, all vacancies will be filled for three-year terms.

#### **31.183 APPOINTMENT OF OFFICERS.**

(A) Each year, at the first Committee meeting in January, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson.

(B) One of the Committee members will serve as Secretary. Minutes of all meetings will be filed with the City Council.

#### **31.184 MEETINGS AND REMOVAL OF MEMBERS.**

(A) The Committee shall hold a regular meeting at least once each month of the calendar year. The meetings shall be open to the public.

(B) A vacancy shall occur from the death, resignation, or the inability of any member to serve. Resignation, when made, shall be addressed to and accepted by the Mayor. The City Council may remove a member for cause deemed sufficient by the City Council. Successors shall be appointed by the City Council for the unexpired term.

(C) 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.)

**31.185 PURPOSE AND SCOPE.**

In general, the Seaside Parks Advisory Committee shall provide recommendations and receive direction from the City Council regarding the development, operation, and maintenance of the park system working within the guidelines and boundaries of the Seaside Parks Master Plan. Duties may include but are not limited to:

- (A) Identifying partnerships for the development and maintenance of the park system;
- (B) Seeking resources for long-term funding for the parks system;
- (C) Coordinating parks planning among the City, State Parks and Recreation Department, North Coast Land Conservancy, Sunset Empire Parks and Recreation District and Administrative School District 10;
- (D) Coordinating public outreach projects that keep the community involved and the committee informed;
- (E) Monitoring park use;
- (F) Reviewing and assuring that city park ordinances comply with the park system goals.

**31.186 POWERS.**

(A) The Seaside Parks Advisory Committee is not a jurisdictional agency, has no fiscal powers, and in accordance with the City Charter, is not authorized to review allegations and inquiries related to the actions of any member of a public agency.

(B) Members shall serve without salary or compensation of any nature.

ADOPTED by the City Council of the City of Seaside on this \_\_\_ day of \_\_\_\_\_, 2017, by the following roll call vote:

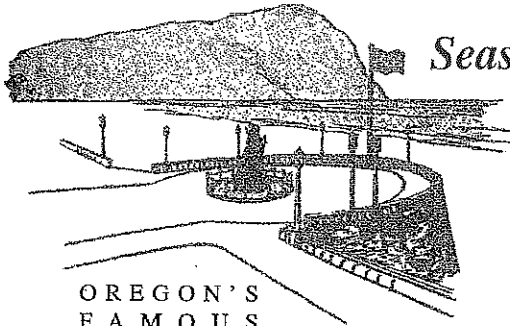
- YEAS:
- NAYS:
- ABSTAIN:
- ABSENT:

SUBMITTED to and APPROVED by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
JAY BARBER, MAYOR

\_\_\_\_\_  
Mark J. Winstanley, City Manager



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

## Seaside Fire and Rescue Department

150 S. Lincoln  
Seaside, Oregon 97138  
Phone 738-5420

### MEMORANDUM

TO: Honorable Mayor & City Council  
FROM: Joey Daniels, Fire Chief  
DATE: December 11, 2017  
RE: Tractor-Drawn Aerial Quint Bid Results

---

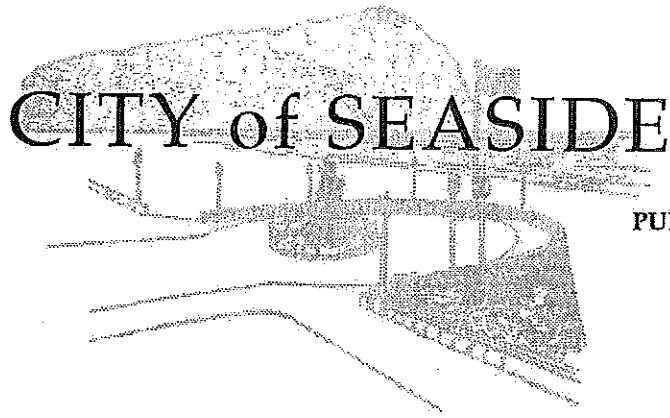
The City of Seaside received the following Three (3) proposals to build a new Tractor-Drawn Aerial Quint for Seaside Fire & Rescue.

- |    |                                |                      |
|----|--------------------------------|----------------------|
| 1. | General Fire Apparatus         | \$1,181,733.00       |
| 2. | True North Emergency Equipment | \$1,184,388.00       |
| 3. | Hughes Fire Equipment          | Submitted a "NO BID" |

After making a detailed comparison of each bid, the fire department recommends General Fire Apparatus in the amount of \$1,181,733.00.



**STOP FIRES**



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

PUBLIC WORKS DEPARTMENT  
LOCATION: 1387 AVE U  
MAIL: 989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5112

Recommendation to City Council

Date: December 7, 2017

From: Dale McDowell – Public Works  
To: The Honorable Mayor and City Council  
RE: Main Hall Refresh – Bob Chisholm Community Center

Dear Honorable Mayor and City Council Members,

The City of Seaside received three (3) bids for the above mentioned project.

The Bid Results are as follows:

FFosil Contracting	\$257,322
Helligso	\$278,000
Alegis	\$389,275

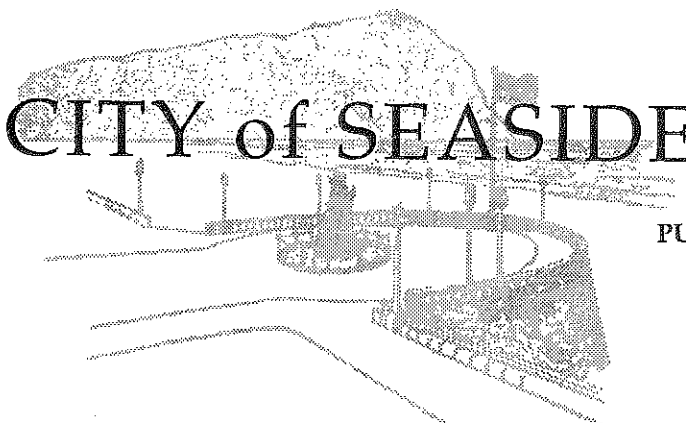
Upon review of the bids, it is our recommendation that the project be awarded to the lowest responsible bidder, FFosil Contracting in the amount of \$257,322.00.

Respectfully yours,

Dale McDowell  
Public Works Director

Cc: Darren Gooch, IT & Marketing Manager

OREGON'S  
FAMOUS  
ALL-YEAR  
RESORT



# CITY of SEASIDE

PUBLIC WORKS DEPARTMENT  
LOCATION: 1387 AVE U  
MAIL: 989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5112

Recommendation to City Council

Date: November 28, 2017

From: Dale McDowell – Public Works

To: The Honorable Mayor and City Council

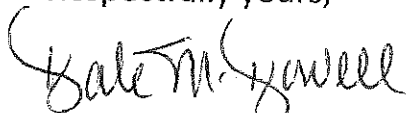
RE: Seaside Commemorative Light Pole Bronze Plaque price increase

Dear Honorable Mayor and City Council Members,

The Seaside Public Works Department is responsible for the sales, ordering, installation and maintenance of the Commemorative Light Pole Bronze Plaques along the Promenade. The current pricing for a bronze plaque placed on a light pole for a period of ten (10) years is \$1,500.00. The cost of the bronze plaque is \$700.00, the remaining funds are used to pay for the installation and cleaning for ten (10) years.

After review of the time spent on maintenance and cleaning of the bronze plaques, we are requesting an increase of the sales price to \$1,800.00. This would be \$800.00 for the Plaque and \$1,000.00 for Maintenance for the ten (10) years, at which time the existing Plaque could be renewed for \$1,000.00 as a maintenance fee for an additional ten (10) years.

Respectfully yours,



Dale McDowell

Public Works Director

*Have a stroll by the sea,*

*Watch the tides turn and*

*Smell the ocean breeze...*

**S**easide is renowned for its breath taking views of the beach, and the Pacific Ocean and awesome Tillamook Head

**S**o capture the enjoyment of our seaside town and offer residents and visitors the unique opportunity to leave their mark here, Seaside has established a Commemorative Prom Light Pole Program.

This program gives you a chance to make a monetary donation for a beautiful bronze plaque in this lovely town.

People walk the beach or stroll the Prom year round to enjoy the wonder of this special place. It only takes one trip to Seaside to fall in love with its charm.

### *How it Works*

Prom light pole plaques are donated to commemorate a family member or loved one. They are placed on pole locations along Seaside's Oceanfront Promenade (The Prom).

- Donation is \$1800.00
- Plaques measure 15" X 19"
- City installs and maintains for 10 years
- Please note that because of the extreme weather conditions of the area, the bronze will patina. The City will not refinish the bronze after installation.
- The Plaque will be on the Prom for 10 years after which you can renew for an additional 10 years or make arrangements to pick up your Plaque from Public Works.

*Come stroll our Promenade...*

*Own a commemorative  
Plaque on one of the City's  
Prom Lights*

**Make Checks Payable To**

**City of Seaside Commemorative Plaques**

**Attn: Alvin Harwood**

**989 Broadway**

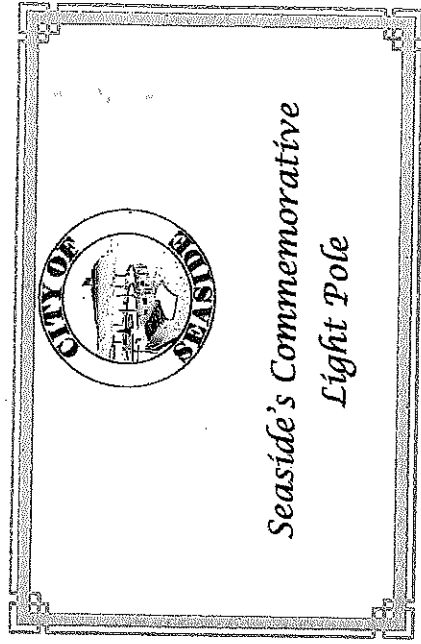
**Seaside, OR 97138**

**[aharwood@cityofseaside.us](mailto:aharwood@cityofseaside.us)**

**503.738.5112**

**We also take credit cards by phone or email.  
Use of Credit card incurs a 3% surcharge**

*Leave your mark at our store*



Donors Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

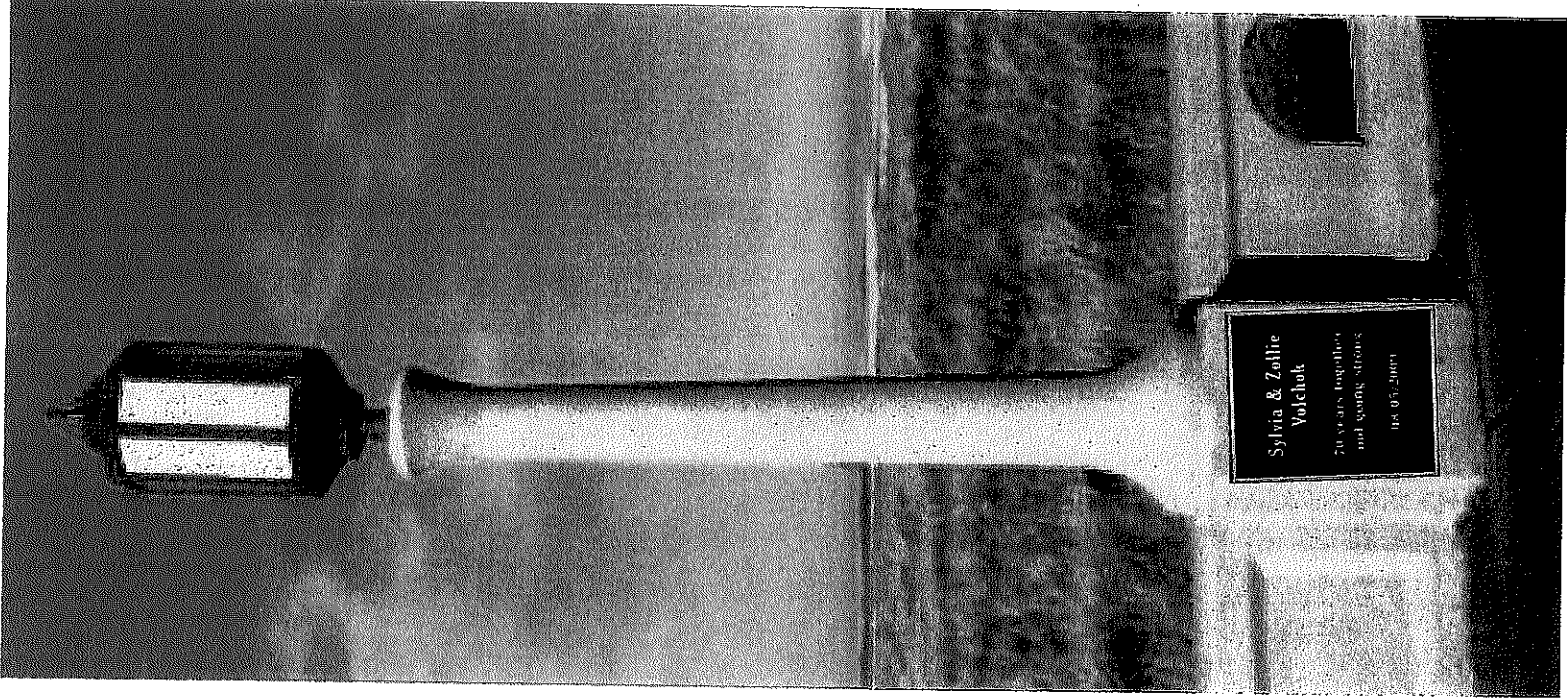
E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

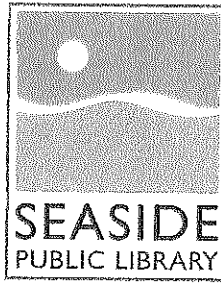
Plaque size allows for 5 lines of text; 20  
characters per line including spaces

-----  
-----  
-----  
-----  
-----

All plaques have the same font, you can pick  
the size of the font. Symbols will cost extra.



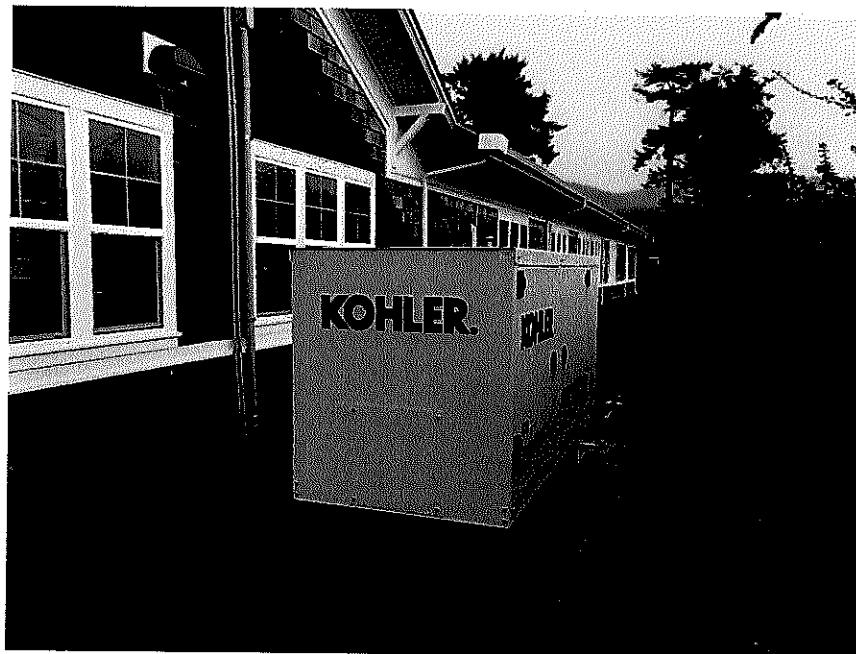
# MEMORANDUM



TO: Honorable Mayor & City Council  
FROM: Esther Moberg, Seaside Library Director  
DATE: Monday, December 11th  
RE: Seaside Public Library Generator Project

---

The Seaside Public Library's project for wiring and install of the new library generator and switch has been fully completed and the generator has been tested. The new generator fully powers the building in the case of an electrical outage. The completed work has been approved and the Library Director would like to request that the Mayor and City Council release the retainage of \$3,647.50 to Inland Electric.





## **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:** December 11, 2017  
  
**Name:** James Shipley  
Rebecca Buck  
Nancy McCune  
  
**Commission/Committee:** Budget Committee  
  
**Resignation Date:** N/A  
  
**Term Expiration Date:** December 31, 2017  
  
**Wants to be considered again:** Yes All - Term Expirations
2. **Applicants:**  
James Shipley  
Rebecca Buck  
Nancy McCune
3. **Nominations:**
4. **Appointment:**



# CITY of SEASIDE

OREGON'S  
FAMOUS  
ALL-YEAR  
RESORT

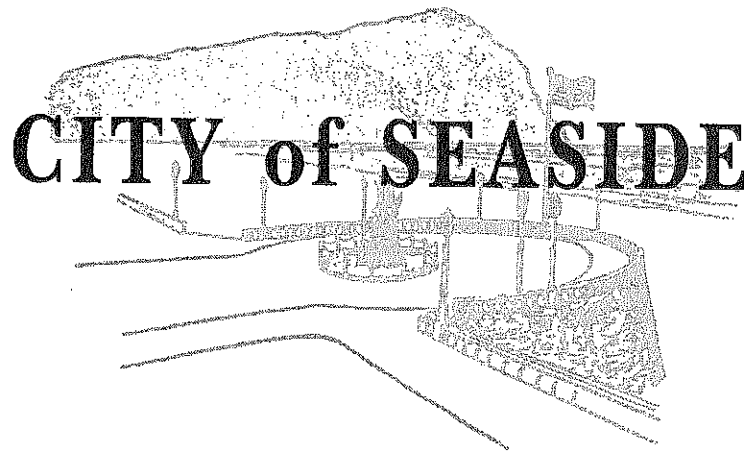
989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## 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>
JAMES SHIPLEY	284 ALPINE ST.	717-0392	12/31/2017
REBECCA BUCK	P O BOX 1152	738-3045	12/31/2017
NANCY MCCUNE	822 NECANICUM #101	503-260-8905	12/31/2017
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



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>
RUTH SWENSON**	PO BOX 1006	738-6273	12/31/2017
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