
AGENDA

ASTORIA DEVELOPMENT COMMISSION MEETING

March 4, 2013
Immediately Follows City Council Meeting
Astoria City Hall – 1095 Duane Street
Astoria OR 97103

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REPORTS OF COMMISSIONERS**
- 4. CHANGES TO AGENDA**

5. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

(a) ADC Minutes of 12/17/12

6. REGULAR AGENDA ITEMS

(a) Acceptance of ADC Audit Report for FYE 6/30/12 (Finance)

<p>THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.</p>



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

February 26, 2013

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF MARCH 4, 2013

CONSENT CALENDAR

Item 5(a): ADC Minutes

The minutes of the ADC meeting of December 17, 2012 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

REGULAR AGENDA ITEMS

Item 6(a): Acceptance of ADC Audit Report for FYE 6/30/12 (Finance)

At the February 19, 2013 Council meeting staff handed out the FYE 6/30/12 Audit and SAS 114 letter for the Urban Renewal Agency of the City of Astoria for your review. With the completion of the audit I am pleased to report that we once again have received an unqualified or "clean" opinion regarding the fair presentation of the City's transactions and financial position. The Governmental Finance Officers Association Best Practices recommend that the Audit be presented to the Development Commission upon completion. This best practice is designed to ensure that those charged with decision making within a governmental body receive appropriate and timely feedback from the auditors. By accepting this audit report you are not verifying the detailed numbers, but rather, are acknowledging the conclusion of the auditors and their findings.

MANAGER\AGENDA\ADC MEMO 3-4-13

ASTORIA DEVELOPMENT COMMISSION

City Council Chambers
December 17, 2012

ADC JOURNAL OF PROCEEDINGS

A regular meeting of the Astoria Development Commission (ADC) was held at the above place at the hour of 9:03 p.m.

Councilors Present: LaMear, Warr, Mellin, Roscoe and Mayor Van Dusen

Staff Present: City Manager Benoit, Library Director Tucker, Interim Parks Director Moss, Public Works Director Cook, Police Chief Curzon, City Attorney Henningsgaard, Planner Rosemary Johnson, Support Engineer Cindy Moore and Finance Director Carlson. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COMMISSIONERS:

No reports.

CHANGES TO AGENDA:

No changes.

CONSENT CALENDAR:

The following items were submitted on the Consent Calendar:

5(a) ADC Minutes of 9/17/12

Commission Action: Motion by Commissioner LaMear, seconded by Commissioner Mellin, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, LaMear, Roscoe and Mellin, and Mayor Van Dusen. Nays: None.

REGULAR AGENDA ITEMS:

**Item 6(a): Heritage Square Sidewalk Project Pay Adjustment and Contract Closeout (Final)
(Public Works)**

On July 17, 2012, the ADC awarded a construction contract to Bergeman Construction in the amount of \$169,324.75 for the Heritage Square Vaulted Sidewalk Replacement Project. The project is complete and Pay Adjustment #2 is the final pay adjustment. Pay adjustment #2 addresses additional work required as a result of a DEQ determination after bid award to keep all excavated soils on site. It was determined that the old Safeway basement was the best location for the material and, if the material is found to be free of contamination, it can be reused as fill for the future amphitheater. An EPA grant will fund material testing. The pay adjustment also includes changes resulting from field adjustments and unknown subsurface conditions. The adjustment also includes bid item deductions for actual quantities that were less than the estimated bid quantities. The total of Pay Adjustment #2 is \$16,057.72 and the final contract amount is \$201,673.43 which will result in a revised contract amount of \$217,731.15. It is recommended that the ADC authorize Pay Adjustment #2 in the amount of \$16,057.72 for the Heritage Square Vaulted Sidewalk Replacement Project.

Commission Action: Motion by Commissioner Mellin seconded by Commissioner Warr, to approve the resolution. Motion carried unanimously. Ayes: Commissioners Warr, LaMear, Roscoe and Mellin, and Mayor Van Dusen. Nays: None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:05 p.m.

ATTEST:

APPROVED:

Secretary

City Manager

DRAFT



CITY OF ASTORIA

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February 26, 2013

MEMORANDUM

TO: CHAIRMAN AND COMMISSIONERS

FROM: PAUL BENOIT, CITY MANAGER

SUBJECT: Acceptance of FYE 06/30/12 Audit


Discussion

At the February 19th Council meeting staff handed out the FYE 6/30/12 Audit and SAS 114 letter for the Urban Renewal Agency of the City of Astoria for your review. With the completion of the audit I am pleased to report that we once again have received an unqualified or "clean" opinion regarding the fair presentation of the City's transactions and financial position. The Governmental Finance Officers Association Best Practices recommend that the Audit be presented to Those in Governance upon completion. This best practice is designed to ensure that those charged with decision making within a governmental body receive appropriate and timely feedback from the auditors. By accepting this audit report you are not verifying the detailed numbers but rather are accepting the conclusion of the auditors and their findings.

Recommendation

Staff is asking that the Council consider accepting this report as presented.

By: _____


Mark Carlson, CPA
Finance Director