

**John Day City Council  
March 27, 2012  
7:00 PM  
Council Chambers**

**AGENDA**

1. OPEN AND NOTE ATTENDANCE
2. APPROVAL OF CITY COUNCIL MINUTES OF MARCH 13, 2012
3. APPEARANCE OF INTERESTED CITIZENS – At this time Mayor Quinton will welcome the general public and ask if there is anything they would like to add to tonight's agenda.

**ACTION ITEMS:**

4. DISCUSS FOR APPROVAL REQUEST FOR PROPOSAL (RFP) OF A QUALIFIED CONSULTANT OR CONSULTING FIRM TO PROVIDE THE CITY OF JOHN DAY FUNDRAISING AND CAPITAL CAMPAIGN ADVISORY SERVICES  
Attachment:
  - Draft RFP
5. CONTINUE DISCUSSION ON FILLING THE MAYOR'S POSITION, CREATED BY THE RESIGNATION OF MAYOR QUINTON
6. ENTER INTO EXECUTIVE SESSION UNDER ORS 192.660(2) (i) TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CITY MANAGER
7. ENTER BACK INTO REGULAR SESSION

**OTHER BUSINESS:**

8. OTHER BUSINESS AND UPCOMING MEETINGS  
Attachments:
  - LOC Bulletins – March 9, 2012; March 16, 2012

**ADJOURN**

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** March 23, 2012

**SUBJECT:** Discuss for Approval Request for Proposal (RFP) of a Qualified Consultant or Consulting Firm to provide the City of John Day Fundraising and Capital Campaign Advisory Services

Attachment:

- Draft RFP

**BACKGROUND:**

At the March 15, 2012 Citizens Advisory Committee meeting the Committee recognized that actively seeking funding for a capital project in a small rural distressed community constitutes a challenge of significant proportions. It was the consensus of the Committee to ask the John Day City Council to release a request for proposal (RFP) seeking a fundraising firm/capital campaign consultant to provide professional consultation on fundraising and capital campaign administration for the purpose of constructing a new fire station housing the John Day Volunteer Fire Department and the John Day Rural Fire Protection District.

Attached is a draft RFP for the City Council's consideration. The RFP was discussed at our March 20, 2012 Budget Committee meeting; Fire Chief Ron Smith, Rural Fire Board Chair Rob Batten and Mayor Quinton have reviewed the draft. Mr. Batten stated he would pull together a special board meeting of the Rural Fire District and discuss funding this year and next to help share the cost of the consultant fees with the City.

The Citizens Advisory Committee spoke with a consultant firm who specializes in strategic fundraising campaigns; he stated a typical retainer is \$4,000 based on 30 hours work performed in a month. He estimated 30 – 60 days for the feasibility study depending upon the deliverables that we expect from him. If the feasibility study shows there is philanthropy opportunity for this project; I believe hiring a capital campaign consultant would provide a good return on our investment as the campaign direction and coordination of these efforts would be in coordination with a proposed bond levy election. Raising private funds would lower the anticipated bond levy relieving some of the tax burden for the citizens of John Day and the Rural District.

**RECOMMENDATION:**

The John Day City Council allows the City Manager to send out the RFP announcement for the anticipated selection of a qualified consultant or consulting firm to provide professional fundraising and capital campaign administration for the purpose of constructing a new fire station.

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** March 23, 2012

**SUBJECT:** Continue discussion on filling the Mayor's position, created by the resignation of Mayor Quinton

**BACKGROUND:**

The filling of the Mayor's position was tabled at the March 13, 2012 council meeting. Mayor Quinton asked this topic be placed on this agenda for further council discussion.

**TO:** John Day City Council  
**FROM:** Peggy Gray, City Manager  
**DATE:** March 23, 2012  
**SUBJECT:** Enter into Executive Session under ORS 192.660(2) (i) to review and evaluate the employment-related performance of the City Manager

**BACKGROUND:**

The City of John Day will now meet in executive session for the purpose to review and evaluate the employment-related performance of the City Manager. The executive session is held pursuant to ORS 192.660(2) (i) for this session, which allows the Council to meet in executive session for the purpose of evaluating the City Manager.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

At this time Mayor Quinton ask for a motion from the Council to move into executive session under ORS 192.660(2) (i).

**TO:** John Day City Council

**FROM:** Peggy Gray, City Manager

**DATE:** March 23, 2012

**SUBJECT:** Other Business and Upcoming Meetings  
 Attachments:  
 • LOC Bulletins – March 9, 2012; March 16, 2012

**OTHER BUSINESS:**

1. Attached are the March 9 & March 16, 2012 LOC Bulletins for your information and review.
2. Randy Jones of the DEQ Regional Solutions Center will be here Thursday, May 3, 2012; he would like to meet with city staff and as many members of the City Council as possible. He will listen to any concerns or questions the City has relating to DEQ issues. David and I thought it would be beneficial if the Public Works Committee could attend this meeting with Mr. Jones. We will meet at City Hall at 10:30 a.m. Thursday, May 3, 2012, please mark your calendars.
3. Julie Armann of the Army Corps of Engineers called Friday, March 16, 2012 to inform me that she had secured funds to collect elevation data for our floodplain areas. Ms. Armann requested \$200,000 from the federal government for her budget for the John Day project; however, she told them if she couldn't get the entire amount, due to federal budget constraints, she could get the project started with \$100,000. She received \$130,000 this year; she said they will start collecting data this spring and probably finish up next year. They will schedule a site visit in May.
4. The League of Oregon Cities is conducting a series of regional meetings throughout Oregon. These meetings are being held to update members on League activities as well as to engage them in discussion concerning LOC activities on a number of fronts, including legislative advocacy. A meeting for our region will be held on Wednesday, May 16, 2012, 5:00 p.m. to 6:30 p.m. at the Grant County Regional Airport. Please mark your calendars to attend this informative meeting.

**UPCOMING MEETINGS:**

April 2- 3, 2012	All day Bend	Leadership Focusing on Leading in Turbulent Times Training by League of Oregon Cities City manager attending
April 5, 2012	4:00 p.m. Airport 2 <sup>nd</sup> floor conference room	Mayor's meeting
April 10, 2012	7:00 p.m. Council Chambers	City Council meeting