

**John Day City Council
February 12, 2013
7:00 PM
Council Chambers
AGENDA**

1. OPEN AND NOTE ATTENDANCE
2. APPROVAL OF THE CITY COUNCIL WORK SESSION MINUTES OF JANUARY 22, 2013
3. APPROVAL OF CITY COUNCIL MINUTES OF JANUARY 22, 2013
4. APPEARANCE OF INTERESTED CITIZENS – At this time Mayor Lundbom will welcome the general public and ask if there is anything they would like to add to tonight's agenda.

ACTION ITEMS:

5. DISCUSS RECOMMENDATION FROM THE FIRE STATION'S CITIZEN ADVISORY COMMITTEE
6. DISCUSS FOR APPOINTMENT APPLICATIONS RECEIVED FOR CITY COUNCIL POSITION
Attachments:
 - City Council Position Application - Gregg Haberly
 - City Council Position Application - Paul Smith
7. DISCUSS FOR APPOINTMENT APPLICATION FROM MARK WITTY TO THE JOHN DAY BUDGET COMMITTEE
Attachment:
 - Budget Committee Application from Mark Witty
8. REVIEW AND DISCUSS ODOT CONCEPTUAL DESIGN FOR THE JOHN DAY MAIN STREET & S. CANYON BLVD.: SIDEWALK & BEAUTIFICATION PROJECT SCHEDULED FOR CONSTRUCTION IN 2014
Attachment:
 - ODOT Flyer for Public Open House Meeting February 28, 2013
9. ACCEPT 2013 CITY COUNCIL GOALS AS DISCUSSED AT THE JANUARY 22, 2013 GOAL SETTING WORK SESSION

OTHER BUSINESS:

10. OTHER BUSINESS AND UPCOMING MEETINGS

Attachments:

- January 25, 2013 and February 1, 2013 LOC Bulletins
- Oregon Local Leadership Institute Training Catalog
- Newsletters from Representative Cliff Bentz

ADJOURN

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: February 8, 2013

SUBJECT: Discuss Recommendation from the Fire Station's Citizen Advisory Committee

BACKGROUND:

At the January 22, 2013 John Day City Council meeting, the City Council and representatives from the John Day Rural Fire Protection District Board were given a status report regarding fundraising and capital campaign advisory services for a new fire station from Stan Foster of PARC Resources. Mr. Foster presented his findings including a recommendation that the City and Rural Fire District seek approval of a bond measure in the next general election November, 2013.

The first draft of the Feasibility Study/Capital Campaign Plan, case for support and a working budget for the new fire station was prepared and presented to the City Council and Rural Fire Board for their information. In addition Mr. Foster presented a financial summary and noted the next key steps in the process.

Mr. Foster stated in order to leverage grant sources, the City, Rural District and Fire Department will need to carry out a local fundraising strategy that will show significant local commitment to the project. This ensures to the funders that the community truly wants the fire station and is willing to support it. There are a few options that the City and Rural District could pursue, however PARC Resources recommends a bond measure that will fund more than half of the project.

Based on the feedback from the community survey, the community is generally aware of the condition of the current fire station, realize that it is an important resource to keep the community safe, and would consider a bond measure of around \$0.25/1,000. With a strong education and outreach campaign, it is feasible for the City and the Rural Fire District to get the community behind a bond of approximately \$1 million, which – combined with cash and in-kind sources already committed – means the balance of the project could be funded by grant sources. Below is the Revenue Budget presented by PARC Resources in the draft Capital Campaign Plan:

Fire Department Generator	\$ 100,000	Committed
City-Administration	\$ 25,000	Committed
City – Legal	\$ 5,000	Committed
City – Land	\$ 140,000	Committed
Fire Department-Demolition	\$ 12,500	Committed
Sale of current station	\$ 75,000	Committed
Bond measure	\$1,014,120	Pending
Ford Family Foundation	\$ 200,000	Pending
Meyer Memorial Trust	\$ 200,000	Pending
The Collins Foundation	\$ 40,000	Pending
Swindells Charitable Trust	\$ 40,000	Pending
Rose Tucker Charitable Trust	\$ 10,000	Pending
Swigert Charitable Trust	<u>\$ 5,000</u>	Pending

Total **\$1,866,620**

The above budget combines committed sources, projected local fundraising, and recommended grant sources. Some funders will inevitably choose not to fund the project or not offer the full request amount; therefore the revenues above exceed the budget (estimated budget is \$1,759,800) to build in a cushion for this concern. The funders listed in this projected revenue budget represent the most likely supporters of a project such as this.

According to the most recent County Assessor's report, the total assessed value of property within the service district is \$169,020,243 - \$92,837,407 in John Day and \$76,182,836 in the John Day Rural Fire Protection District. Based on the survey's results, 51.7% of respondents that answered the question, "At what level do you think taxpayers would consider a bond measure?" thought the community would support a bond at \$0.25/\$1,000 or \$0.00025. At that level, the project could expect to receive about \$42,255 per year for 20 years for a total local contribution of \$845,100 over the next 20 years. Mr. Foster noted the two best options for the bond are either a million dollar bond which would be about \$0.30/\$1,000 per year for 20 years, or a \$900,000 bond at about \$0.27/\$1,000 per year with an additional \$100,000 local fundraising campaign.

A significant local match is necessary to encourage funders to contribute. This puts the City and the Rural Fire District in a difficult situation as it was made clear that the community wants to see a significant portion of the project paid for through grant money. The City and the District will need to pursue an outreach and education campaign to get the community fully behind the project and willing to pass a bond measure to support the new fire station.

It was the consensus of the John Day City Council to have a recommendation from the Fire Station's Citizen Advisory Committee before making a decision on whether to move forward with the bond measure.

The Fire Station's Citizen Advisory Committee met on Monday, February 4, 2013 at 10 a.m. to meet with PARC Resources. The Committee discussed the bond measure, what rate the bond should be; specifics of the education campaign to garner support for the bond and whether or not to pursue a local fundraising campaign. Some members of the Committee did not believe the City could sell the current fire station for \$75,000 and thought the amount should be lowered.

It was the recommendation of the Fire Station's Citizen Advisory Committee to do a bond measure at the November 2013 general election and to have the John Day City Council and the John Day Rural Fire Protection District direct PARC Resources (the Consultant) to go back and get firm up-to-date numbers in order to determine the rate of the bond.

RECOMMENDATION:

I contacted the League of Oregon Cities to find out if the November 2013 general election is subject to the double majority requirements. I was informed that the May and November elections are, in fact, exempt from the double majority requirements. Going out for November 2013 election would give us time to go out again at the May 2014 election should the bond measure fail at the November 2013 election. The drop dead date for the City to have the bond measure to the County Clerk in order to be on the November ballot is September 5, 2013; this means we need to have our ballot measure language drawn up, approved by the city attorney, and published in our local newspaper for any appeals by September 5, 2013.

The Citizen's Advisory Committee discussed the education process; we are in the process of getting the names and addresses of all of the property owners within the City and Rural District; getting quotes for an educational flyer for direct mailing, and to use as an insert in a local newspaper. The Committee set Saturday, March 2, 2013 as the date for the first open house at the fire station and will schedule a town hall meeting at a later date. The Committee feels they can educate the public in time for the November 2013 general election; they recommend the John Day City Council and the John Day Rural Fire Protection District vote to move forward with the bond measure in November 2013 and direct PARC Resources to go back and get firm up-to-date accurate numbers to determine the rate of the bond measure. The John Day Rural Fire Protection District Board is scheduled to meet at 12:30 p.m. on Tuesday, February 12, 2013 to discuss the Committee's recommendation.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: February 8, 2013

SUBJECT: Discuss for Appointment Applications Received for City Council Position
Attachments:

- City Council Position Application - Gregg Haberly
- City Council Position Application - Paul Smith

BACKGROUND:

At the January 8, 2013 council meeting; it was the consensus of the John Day City Council to advertise the vacant city council position. The position was advertised in the local newspaper, on the local radio station and on the City's website. The deadline for applications was Wednesday, February 6, 2013 at 5 p.m. The City received applications from the following two people:

- Gregg Haberly, 195 Ford Road, John Day, OR 97845
- Paul Smith, 231 NW Valley View, John Day, OR 97845

RECOMMENDATION:

I recommend the John Day City Council interview both candidates at their February 26, 2013 John Day City Council meeting and direct City Manager Gray to schedule the interview process.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: February 8, 2013

SUBJECT: Discuss for Appointment Application from Mark Witty to the John Day Budget Committee

Attachment:

- Budget Committee Application from Mark Witty

BACKGROUND:

We have two vacant positions on the John Day Budget Committee. The positions have been advertised in the local newspaper, radio station and on the City's website. The City received the attached application from Mark Witty, Superintendent of Grant School District #3.

RECOMMENDATION:

I believe Mark would be an excellent choice for the John Day Budget Committee, he has resided in John Day for the past seven years and is very familiar with budgets through his experience as an administrator in three school districts over the past 18 years. I recommend the John Day City Council appoint Mark Witty to the John Day Budget Committee.

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: February 8, 2013

SUBJECT: Review and Discuss ODOT Conceptual Design for the John Day Main Street & S. Canyon Blvd.: Sidewalk & Beautification Project scheduled for construction in 2014

Attachment:

- ODOT Flyer for Public Open House Meeting February 28, 2013

BACKGROUND:

Attached is an ODOT press release announcing a Public Open House Meeting on Thursday, February 28, 2013 beginning at 6 p.m. at the Outpost Pizza and Grill for the John Day Main Street and S. Canyon Blvd. Sidewalk and Beautification Project. The City has received a “conceptual design” from ODOT and we would like to receive the City Council’s comments on the design prior to the Public Open House at the end of the month.

Public Works Director Dave Holland will have two copies of the conceptual design for the City Council to review at the council meeting. Please note Project Manager Sean Maloney stated everything is negotiable at this stage; this is just the first concept. The project is in the design stage this year and will be constructed in 2014.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: February 8, 2013
SUBJECT: Accept 2013 City Council Goals as discussed at the January 22, 2013 Goal Setting Work Session

BACKGROUND:

At your January 22, 2013 Council Goal Setting Work Session, the John Day City Council discussed the following goals:

1. Continue working on the new fire station
2. Finalize the Enviro Board Contract
3. US26/Main/395 S. Canyon Blvd Street Sidewalk Beautification Project; Enhance Project sidewalks from Catholic Church to Grant Union Junior-Senior High School
4. Charolais Heights/NW Bridge Street Intersection Realignment
5. Continue to market the industrial park

RECOMMENDATION:

The John Day City Council accepts the following goals for FY 2013 with the fire station being the #1 goal:

1. Continue working on the new fire station
2. Finalize the Enviro Board Contract
3. US26/Main/395 S. Canyon Blvd Street Sidewalk Beautification Project; Enhance Project sidewalks from Catholic Church to Grant Union Junior-Senior High School
4. Charolais Heights/NW Bridge Street Intersection Realignment
5. Continue to market the industrial park

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: February 8, 2013

SUBJECT: Other Business and Upcoming Meetings

Attachments:

- January 25, 2013 and February 1, 2013 LOC Bulletins
- Oregon Local Leadership Institute Training Catalog
- Newsletters from Representative Cliff Bentz

OTHER BUSINESS:

1. The January 25, 2013 and February 1, 2013 LOC Bulletins are included in your council packets.
2. Attached is the Oregon Local Leadership Institute Winter 2012-2013 Catalog. The League of Oregon Cities offers workshops through the Oregon Local Leadership Institute (OLLI). These workshops serve cities, counties (through a co-sponsorship arrangement with the Association of Oregon Counties and City County Insurance Services (CIS)). CIS strongly encourages city officials to attend any of these trainings. Governing Basics-What you need to know and Government Ethics in Oregon are both being offered in Pendleton on April 4 and 5th and are very good trainings to City Councilors. Please let me know if you wish to attend these trainings.
3. For your information attached are two newsletters from Representative Cliff Bentz.

UPCOMING MEETINGS:

February 18, 2013 President's Day Holiday City hall closed

February 26, 2013 7:00 p.m. Regular Council meeting