

**John Day City Council
March 22, 2016
7:00 PM
Council Chambers
AGENDA**

- 1. OPEN AND NOTE ATTENDANCE**
- 2. APPROVAL OF CITY COUNCIL MINUTES OF MARCH 8, 2016**
- 3. 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:

- 4. DISCUSS FOR APPROVAL CHANGE ORDER #1; JOHN DAY FIRE STATION, DECREASE IN CONTRACT**
Attachment:
 - Change Order #1
- 5. UPDATE ON THE CITY MANAGER RECRUITMENT PROCESS, SELECT POSSIBLE INTERVIEW DATES**

OTHER BUSINESS:

- 6. OTHER BUSINESS AND UPCOMING MEETINGS**
Attachments:
 - LOC Bulletins
 - Quarterly Staff Report

ADJOURN

TO: John Day City Council

FROM: Peggy Gray, City Manager

DATE: March 18, 2016

SUBJECT: Discuss for Approval Change Order #1; John Day Fire Station, Decrease in Contract

Attachment:

- Change Order #1

BACKGROUND:

As we are nearing the end of the fire station project, we are crunching numbers to make sure we are staying within our budget. During the course of the project, a few issues came up that affected our fire station construction budget:

- 1). The Oregon Department of Energy's requirement that all public building contracts with a total contract price of \$1 million or more must provide for at least 1.5% for solar energy. 1.5% of the construction budget needs to be spent on solar equipment for this facility since it is over \$1 million. Construction contract was \$1,508,708, resulting in \$22,630 that was not anticipated at the time we signed the construction project contract.
- 2). Structural footing size and quantity modifications; footing calculations for metal building determined that footer size needed to be larger: additional cost \$14,158.
- 3). South fire wall alterations after State (Building Codes) review: additional cost \$22,429.

In order to stay within our budget, we need to lower the contract amount. Included in your council packets is Change Order #1 for the Council's consideration for the following deductive changes to the fire station contract:

- 1). Contractor Kirby Nagelhout Construction Company (KNCC) had included Special Inspections and Testing in the original contract sum; however, the contract called for this item to be contracted directly with the owner (in order to avoid conflicts of interest). We asked KNCC to deduct this item from the contract; this deductive change order request is \$18,523.44.
- 2). Staff recommends that the City provide and finish concrete at the north 350' of Sidewalk next to Canyon Blvd. (from old city hall to new fire station, north side only). Curb, forms, subgrade is in place and will be tuned up or recompact prior to pour. City can use concrete blankets that are currently on site, if needed. By having the City pay for the concrete and using city employees to complete the sidewalk for this section, we can reduce the construction contract by an additional \$8,256.56. The City anticipates using street fund dollars (budgeted funds in capital outlay) for this project as this sidewalk will be part of the city's street infrastructure. The Rural Fire District will reimburse the City for 46% of this project; this reimbursement will go directly into the street fund.

This change order will reduce the construction contract by \$26,780. As we get closer to the end of the project, we may have to transfer some funds from the Fire Department's materials and

services budget to capital outlay. If so, I will present a resolution for the transfer of these funds at a later date.

RECOMMENDATION:

The John Day City Council allows City Manager Gray to sign Change Order #1.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: March 18, 2016
SUBJECT: Update on the City Manager Recruitment Process, select possible interview dates

BACKGROUND:

The job application deadline for the City Manager's Position was March 15, 2016. We received 21 job applications. The Selection Committee will begin the screening process; the primary document that will be used in the screening process will be the candidate standards, profile, criteria, and policy directives that the City Council adopted on January 26, 2016.

Copies of the job applications will be given to the Selection Committee for their review prior to their meeting on Monday, April 4, 2016 at 1 p.m. Confidentiality is an important consideration in any recruitment. I request the committee maintain the confidentiality of resumes throughout the selection process.

The committee will select a maximum of five candidates which most closely fit the candidate standards, profile, criteria, and policy directives.

The committee may prefer to further narrow applicants by asking for submission of a writing sample or response to essay questions relative to the position. The committee may use the responses to evaluate applicant opinions, breath of experience, and expertise. The committee may also conduct short telephone interviews to narrow the list of finalists prior to the in-person council interviews.

Regret letters explaining that the candidate is no longer being considered will be mailed throughout the process. The City will conduct background and reference checks for only the finalist(s) identified by the committee.

RECOMMENDATION:

To the extent possible, the entire council will interview the finalists. Consensus is important in selecting the city manager. Consensus is not likely to be achieved if only one or two councilors conduct the interviews and inform the rest of the council of the selected candidate.

Interviews will be scheduled as close together as possible – preferably the same day- in order to ensure equal treatment of all candidates. If the Council is not able to select the city manager following the first set of interviews, a second interview with the top finalist may be necessary. According to our hiring procedures, we will begin to schedule interviews with the finalists on April 18, 2016. Please check your calendars to see what date will work best for the City Council.

TO: John Day City Council
FROM: Peggy Gray, City Manager
DATE: March 18, 2016
SUBJECT: Other Business and Upcoming Meetings
Attachments:

- LOC Bulletins
- Quarterly Staff Report

OTHER BUSINESS:

1. LOC Bulletins are included in your council packets.
2. Quarterly staff report is included in your council packets for your review and information.
3. The first meeting of the John Day Budget Committee is scheduled on Tuesday, April 5, 2016 at 7 p.m. Please mark your calendars.

UPCOMING MEETINGS:

March 22, 2016	10:00 a.m. New Fire Station	John Day Fire Station OAC meeting
April 5, 2016	7:00 p.m.	Budget Committee Meeting
April 12, 2016	7:00 p.m. Council Chambers	Regular City Council meeting