

John Day City Council
September 25, 2018
7:00 PM
Fire Station, 316 S. Canyon Blvd

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF CITY COUNCIL MINUTES OF SEPTEMBER 11, 2018.**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time Mayor Lundbom will welcome the public and ask if there is anything they would like to add to tonight's agenda.

ACTION ITEMS

4. **GREENHOUSE UPDATE**
Attachments:
 - DRAFT RFQ for construction services
5. **9-1-1 CENTER EQUIPMENT RELOCATION BIDS**
Attachments:
 - Quotes from Evans & Webster Communications Services
6. **TGM GRANT UPDATE**
Attachments:
 - Draft Intergovernmental Agreement
7. **ECONOMIC OPPORTUNITY ANALYSIS & CEDS**
Attachments:
 - Award announcement(s)
8. **AUDITOR RECOMMENDED AMENDMENTS TO COUNCIL MINUTES**
Attachments:
 - Amended minutes of May 22, 2018 council meeting for approval
9. **COUNCIL PROCEDURES MANUAL**
Attachments:
 - Chapter 5 of City Code

OTHER BUSINESS & UPCOMING MEETINGS

10. **OTHER BUSINESS & UPCOMING MEETINGS**
 - DEQ Brownfields Grant – Intake Application for Main Street Building Abatement
 - Enterprise fund rate analysis and annual performance review
 - LOC Annual Meeting – Sept. 26-28, Eugene, OR
 - City Council Meeting – Oct. 9, 7 P.M. John Day Fire Hall
 - RTP Grant Presentation – Oct. 16, Springfield, OR
 - City Council Meeting – Oct. 23, John Day Fire Hall
 - City Council Meeting – Nov. 13, John Day Fire Hall
 - City Council Meeting – Dec. 11, John Day Fire Hall

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #4: Greenhouse Update
Attachment(s)

- Draft RFQ for construction services

BACKGROUND

The EuroMex team is scheduled to deliver the completed greenhouse and associated systems no later than November 1st. We intend to issue the enclosed request for competitive proposals to identify vendors who can assist the city with the site preparation and erection of the greenhouse. We will refine the scope of services based on the final structural engineering plans from STRUX Engineering. We intend to issue an award at our Oct 9. Council meeting.

DISCUSSION

We are asking vendors to submit a time & materials quote and an estimated not-to-exceed price for the services outlined in the RFQ. We will then select a vendor (or vendors) to work with city staff and EuroMex on the greenhouse construction from mid-October through mid-December.

RECOMMENDATION

No motion is needed to release the RFQ, but council will need to approve the final award and may recommended changes to the draft RFQ.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #5: 9-1-1 Center Equipment Relocation Bids
Attachment(s)

- Quotes from Evans & Webster Communications Services

BACKGROUND

The 9-1-1 Center tenant improvements are well underway. Drywall began Sep. 6 and ceiling tiles/casework will be installed beginning the second week of October.

The City budgeted \$118,176 for capital outlay in our FY19 budget. A portion of these funds (approx. \$25,000) will pay for the tenant improvements for the 9-1-1 office space, call center and IT server room. The balance has been reserved for the call center's equipment relocation and furnishings.

Two components of the relocation exceed my contracting authority – the relocation of the 9-1-1 communications equipment (Webster Communications Services) and the casework and furniture for the new 9-1-1 center consoles (Evans). Both quotes are provided for council review and approval. These orders have to be placed this week in order to ensure delivery in time for the mid-December relocation window.

DISCUSSION

The communications relocation was solicited through the City's informal selection process. Two companies did site visits and Webster provided the enclosed quote (the other firm declined to bid). Their bid to install the new 9-1-1 center dispatch equipment and camera system for the fire hall building was \$34,609.00. They also provided a second bid of \$7,600 to relocate existing equipment and create a backup console at the current 9-1-1 center. These costs were anticipated in the budget and are necessary to create the dispatch communications and security needed at the new fire hall.

The Evans quote for casework of \$57,947.93 included a full, custom-built console center with multiple features for two 9-1-1 workstations. The bid includes an 18-foot base full-depth console, lift columns with control equipment, forced air heaters at each station and utility arms for ergonomic positioning of monitors and keyboards for 9-1-1 staff. This price was pre-negotiated and awarded through a competitive selection process done HGACBuy, a cooperative purchasing agreement in Texas of which the city is a member. City staff are working with the Evans as the vendor to evaluate certain line items from this quote, which should reduce the cost to approximately \$46,000. This equipment was planned for in our budget and is necessary to replace the current stations, which are 20 years old and do not fit the dimensions of the new call center.

RECOMMENDED MOTIONS

“I move to authorize the city manager to award the 9-1-1 Communications Equipment award to Webster Communications in the amount of \$42,209 as specified in the enclosed service quotes.”

“I move to authorize the city manager to award the Evans casework bid for a not-to-exceed amount of \$57,947 as specified in the encloser.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #6: TGM Grant Update
Attachment(s)

- Draft Intergovernmental Agreement

BACKGROUND

TGM Central has reviewed our draft intergovernmental agreement (enclosed) and submitted it for DOJ tax and finance approval. Please note: The draft IGA may change when it goes through the DOJ. Their review is expected to take approximately three weeks. Upon approval by the DOJ, the agreement may be signed and TGM Central will issue a notice to proceed, as outlined below.

- Approval of IGA by City Council– **9/25**
- Three Weeks – Department of Justice (DOJ) review required – **10/12**
- Signatures gathered – **10/19**
- *Notice to Proceed* – **10/19**

DISCUSSION

Per the terms of the agreement, the Grant Amount which includes City's Matching Amount of \$27,000 shall not exceed \$192,150. The City will not receive any of the grant funds. The full balance of \$192,150 will be paid directly to the consultant by ODOT, as specified in the agreement.

The City is required to form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project – we have already met this requirement by organizing our steering committee that reviewed and made the recommendation on the vendor selection. Committee consists of:

- Ron Lundbom, Mayor
- Dave Holland, Councilor
- Nick Green, City Manager
- Aaron Lieuallen, Senior Project Manager
- Cheryl Jarvis-Smith, ODOT's Contract Administrator

The City, as a subrecipient receiving federal funds, could be subject to a single audit if total federal funding received in our fiscal year is more than \$750,000. The cost for a single audit is \$4,500. The audit will cover all federal funds received by the city (i.e. the TGM grant, a CDBG block grant, and USDA Community Connect Grant). If in aggregate our federal grants exceed \$750,000, then one single audit is done for the city across all these funding sources. A single audit is not required for each source of funds.

The statement of work is described in Exhibit A. This was reviewed multiple times by city staff, the consultant, ODOT and TGM Central. The SOW requirements formed the basis of cost for the award.

RECOMMENDED MOTIONS

“I move to authorize the City Manager to sign the TGM intergovernmental agreement, subject to final review and approval by the DOJ.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #7: Economic Opportunity Analysis & CEDS
Attachment(s)

- Award announcement(s)

BACKGROUND

The City applied for four economic development grants this year. These grants are in various stages of review and approval, with the final award scheduled for announcement on October 17, 2018.

DISCUSSION

Two of the grants have been awarded and announced. I will discuss the status of these awards and their expected announcement dates during the council meeting, as well as an outline for the scope of work to be performed under the grants.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #8: Auditor Recommended Amendments to Council Minutes
Attachment(s)

- Amended minutes of May 22, 2018 council meeting for approval

BACKGROUND

Guyer & Associates began their annual audit of the city on September 17. They did not report any negative findings, but have asked the council to amend the minutes of the May 22 council meeting, as shown in red. This is a procedural amendment and does not affect the decisions rendered by the council.

RECOMMENDED MOTION

“As recommended by the city’s auditors Guyer & Associates during the fiscal year 18 audit review, I move to amend the minutes of the May 22, 2018 city council meeting with changes shown in red, and to enter the FY17-18 Grant Administration enclosure into the public record. The purpose of this amendment is to clarify the terms of the city manager’s compensation that were discussed during the meeting.”

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #9: Council Procedures Manual
Attachment(s)

- Chapter 5 of City Code

BACKGROUND

The city operates under a council-manager form of government. Our home rule charter delegates certain responsibilities to the city manager and reserves specific authorities for the city council. Examples of council actions include: setting fees and rate schedules for city services; appointing and filling vacancies on councils and commissions; enforcing certain city ordinances such as traffic and parking; and all personnel actions related to the city manager.

Many councils have adopted procedures to help guide them through those responsibilities that are reserved to them. Procedures ensure that the council is consistent in how it implements its responsibilities. It is also helpful in guiding new councilors so they understand their responsibilities as a councilor.

RECOMMENDATION

I recommend the council review and discuss the current procedures.

TO: John Day City Council

FROM: Nicholas Green, City Manager

DATE: September 25, 2018

SUBJECT: Agenda Item #10: Other Business and Upcoming Meetings
Attachment(s)

- LOC Bulletins

OTHER BUSINESS

- DEQ Brownfields Grant – Intake Application for Main Street Building Abatement
- Water and sewer rate analysis and annual performance review

UPCOMING MEETINGS

- LOC Annual Meeting – Sept. 26-28, Eugene, OR
- City Council Meeting – Oct. 9, 7 P.M. John Day Fire Hall
- RTP Grant Presentation – Oct. 16, Springfield, OR
- City Council Meeting – Oct. 23, John Day Fire Hall
- City Council Meeting – Nov. 13, John Day Fire Hall
- City Council Meeting – Dec. 11, John Day Fire Hall