AGENDA

CITY COUNCIL - CITY OF ONTARIO, OREGON

TUESDAY, September 6, 2011, 7:00 p.m., M.T.

1) **Call to order**

Roll Call: Norm Crume _____ Jackson Fox _____ Charlotte Fugate _____ Dan Jones_____
David Sullivan _____ Ron Verini _____ Mayor Joe Dominick _____

2) **Pledge of Allegiance**

This Agenda was posted on Wednesday, August 31, 2011, and a study session was held on Thursday, September 1, 2011. Copies of the Agenda are available at the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) **Motion to adopt the entire agenda**

4) **Consent Agenda: Motion Action Approving Consent Agenda Items**

A) Approval of Minutes of Regular Meeting of 08/15/2011 1-9
B) Proclamation: National Alcohol and Drug Recovery Month - September, 2011 10
C) Proclamation: National Moment of Remembrance - 10th Anniversary of September 11th ... 11-13
D) Resolution #2011-123: Accept JAG Funds ($17,159) Police Equipment 14-15
E) Resolution #2011-124: Accept Grant Reimbursement ($2,450) Bulletproof Vests 16-17
F) Approval of the Bills

5) **Public Comments:** Citizens may address the Council on items not on the Agenda. Council may not be able to provide an immediate answer or response, but will direct staff to follow up within three days on any question raised. Out of respect to the Council and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

6) **New Business**

A) Adopt City Manager Evaluation Criteria 18-27
B) Resolution #2011-125: Budget Amendment: Receive/Expend Donation from Wester Treasure Valley Rotary Club for Playground Equipment at Laxson Park 28-29

7) **Topics for Discussion - Thursday**

A) Ontario Fire Department - 24-hour Shift Study
B) NW Washington Avenue / Park Boulevard Project
C) Electric Signs
D) Golf Course Military Passes for Returning Troops
E) September 29, 2011 Work Session

8) **Correspondence, Comments and Ex-Officio Reports**

9) **Executive Session:**

A) ORS 192.660(2)(e): Real Property

10) **Adjourn**

MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT, PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE

The City of Ontario does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 889-7684 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made. T.D.D. available by calling 889-7266.

COUNCIL MEETING MINUTES
August 15, 2011

The regular meeting of the Ontario City Council was called to order by Mayor Joe Dominick at 7:00 p.m. on Monday, August 15, 2011, in the Council Chambers of City Hall. Council members present were Norm Crume, Joe Dominick, Jackson Fox, Charlotte Fugate, David Sullivan and Ron Verini. Dan Jones was excused.

Members of staff present were Henry Lawrence, Tori Barnett, Lisa Hansen, Chuck Mickelson and Mark Alexander. The meeting was recorded on tape, and the tapes are available at City Hall.

Charlotte Fugate led everyone in the Pledge.

AGENDA

Mayor Dominick reminded the Council that item 8A under Topics for Discussion had been moved to item 7C under New Business. Ron Verini moved, seconded by Charlotte Fugate, to adopt the Agenda as amended. Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 6/0/1.

LOCAL CONTRACTOR REVIEW BOARD ACTION

Authorize Executiion of Contract with Oster Professional Group, PC, for Financial Audit Services Covering Fiscal Year July 10, 2010 to June 30, 2011

Henry Lawrence, City Manager, stated the purpose of this agenda item was for the Council to consider hiring Oster Professional Group, PC as the City of Ontario audit firm for a one-year contract to audit fiscal year beginning July 1, 2010 and ending June 30, 2011.

For a number of years the City of Ontario had been audited by the firm of Dickey Tremper from Pendleton. Although the firm continued to serve the city well, it was good practice to occasionally change to another firm to avoid having the relationship between the staff and auditors become too familiar and routine.

Due to Rachel Hopper taking another position with the school district, and the recent appointment of a new Finance Director, there was no time to conduct a routine request for proposals and expect to be successful in being able to schedule an audit firm's staff during the height of the audit season. Consequently, prior to Rachel's departure, she asked the Oster Group to provide a proposal for a one-year contract to audit the city's finances for fiscal year July 1, 2010 to June 30, 2011, and calendar the city for an audit contingent on Council approval. Oster Group was the auditor for the 8C School District, and was also the auditor for TVCC for 10 years. Their client list was included in their proposal.

Subject to approval of a contract, the Oster Group scheduled their staff for an October 2011 audit. They would also be present at City Hall in August to do some advance testing and planning for the audit. Oster Group proposed to provide the audit services for a not-to-exceed fee of $19,965.

The city could hire Oster Professional Group, PC to provide professional financial auditing services without soliciting proposals from other auditing firms if the city followed the procedure in Section 7.1 of the Ontario Financial Policies Manual. This Section exempted personal services contracts from the public bidding process. Personal services contracts included those between the city and accountants. Section 7.1 allowed the Council to enter into such contracts if sitting as a Local Contract Review Board and declared the particular contract to be a personal services contract and waived the city's solicitation requirements for the contract.

Mayor Dominick asked if this proposal would cover all departmental interaction.

Mr. Lawrence stated yes; however, the proposal required timely and smooth cooperation from staff. If it appeared it would be necessary for additional time, the request would be made prior to conducting the work.

Charlotte Fugate moved, seconded by Ron Verini, that the Mayor and City Council, sitting as a Local Contract Review Board, declare the Oster Professional Group, PC representation letter of July 15, 2011 is a personal services contract under Section 7.1 of the Ontario Financial Policies Manual. Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 6/0/1.

Charlotte Fugate moved, seconded by Jackson Fox, that the Mayor and City Council, sitting as a local contract review board, approve the personal services contract with Oster Professional Group, PC without soliciting proposals from other auditing firms." Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 6/0/1.

CONSENT AGENDA

Councilor Sullivan asked that the meeting minutes be moved to a stand-alone action item, as he was not present at the meeting and would be abstaining from voting; however, he wanted to vote on the remaining items under Consent.

Jackson Fox moved, seconded by Ron Verini, to approve Consent Agenda Item B: Resolution #2011-122 – Authorizing Carry-Forward of Project Expenditures w/in Capital Projects Fund and Water Fund for CIP Wat-4 and CIP Wat-6; and Item C: Approval of the Bills. Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 6/0/1.

Ron Verini moved, seconded by Charlotte Fugate, to approve Consent Agenda Item A: Approval of Minutes of Regular Meeting of 08/01/2011. Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-abstain; Verini-yes; Dominick-yes. Motion carried 5/1/1.

NEW BUSINESS

Approval of Supplemental Agreement for Design of NW Washington Avenue Realignment and Park Boulevard Project between the City of Ontario and CH2M-Hill

Chuck Mickelson, Public Works Director, stated CH2M-HILL was selected to complete the North Park Boulevard/NW Washington Avenue Realignment Project Engineering Services on May 21, 2007. The work included development of preliminary and final design for the North Park Boulevard/North Oregon/Washington Realignment project. The major design elements for the project included roadway, drainage, water, and sewer improvements, in addition to providing right of way engineering services to allow the City to acquire the necessary properties for the project. This project was to be completed within 7 months. The project had experienced various delays and changes since it started. City staff changes and lack of construction funding caused many of the early delays. CH2M-HILL was now requesting a supplemental agreement for additional funds to address the changes that had occurred over the past 4 years.

CH2M-HILL was requesting a contract change order of $122,162 to account for new work to complete design services through the preparation of the bidding documents and for out-of- scope work previously performed to date. The estimated total of new work was $67,430. The out-of-scope work was related to the project's timeframe extending well beyond the expectations of the contract, and over the course of this time various project changes had continued to increase the costs above the lump sum amount. CH2M-HILL estimated that the out-of-scope services previously performed for the City exceeding the original lump sum contract terms was approximately $90,335. However, CH2M-HILL was only requesting $54,732 for the out-of-scope changes. The reason for this difference was CH2M-HILL recognized various changes in the original scope which might have reduced their efforts and also tasks that were completed requiring less costs than the original lump sum budget. The reduced amount of $54,732 covered the costs associated with the services performed to date.

In addition to the requested change order, CH2M-HILL agreed to modify the current contract payment terms of lump sum to a time and materials payment terms from this date forward. This provided the City a more effective way to administer the project.

In February 2006, the Council passes Ordinance 2560-2005, adopting the City of Ontario Transportation System Plan dated November 2005; in August 2006, at a Council Work Session, the Mayor and Council directed staff to move forward with the North Park Street, Washington Avenue/North Oregon Realignment Project; in September 2006, Council adopted Resolution 2006-136, to Transfer Appropriations from the Public Works and Street Funds to the Capital Projects Fund for realigning North Park Street/Washington Avenue and North Oregon Street; in May 2007, Council approved an Engineering Services Agreement with CH2M-HILL in the amount of $328,500 for the design, environmental review, geotechnical evaluation and right of way mapping for the above project; in Spring 2009, the Oregon legislature approved HB 2001 which provided $4.5 million to this project for final design, right of way acquisition and construction; in October 2009, the Council, Malheur County Court and ODOT approved an amendment to the North Ontario Interchange Bridge Agreement No. 23255, which provided a payment of $375,200 to the City of Ontario for sidewalk improvements on NW Washington and to improve the intersection of NW Washington and North Oregon. These funds would be used in the realignment project. This agreement also provided for transferring Northwest Washington to the City of Ontario; in November 2010, Council approved a local agency agreement with ODOT for fund distribution for this project; in March 2011, Council approved a right of way acquisition agreement with ODOT for this project; and in July 2011, Council approved Amendment No. 1 to the Agreement 27027 (right of way acquisition) clarifying how payments would be made for the right of way acquisition.

The total out-of-scope work performed by CH2M-Hill to date was $90,335.00. Those costs were broken down as follows:

1) **Traffic Review for Love's Truck Stop**
In June 2007, Steve Gaschler (previous Public Works Director) requested CH2M-HILL review the traffic study for the Love's Truck Stop and provide input on the study. CH2M-HILL reviewed the document and indicated to Mr. Gaschler that the traffic volumes and movements appeared to be appropriate. No further action was requested by the City. *July 2007, 18 hours, Cost $1813.53.*

2) **Project Administration**
Additional project administration and management due to schedule slippage from 7 months to 3.7 years. *January 2008 to April 2011, 74 hours, Cost $12,836.54.*

3) **Reinitiate Project (Stop and Start Activities)**
Reinitiate the project design over the course of the 3.7-year time period. January 2008 to November 2010, 98 hours-the project was stopped due to uncertainty of funding, agreements being negotiated with ODOT, design modifications etc. *Cost $9,453.99.*

4) **Modify the roadway design east of Park Boulevard to the connection with North Oregon Street**
As part of the July 2007 concept approval by the City, CH2M-HILL proceeded with the design of the roadway, drainage, lighting, permitting, signing, and pavement marking design for a rural roadway section to a 60% submittal level of completion. Following the submittal review by the City, CH2M-HILL was requested to modify the design to accommodate an urban section (curbing, planting strip, and sidewalk). The change required the redesign of the items listed above. In addition, this modification changed the necessary easements for construction along Washington Avenue. This design change came about in part as a result of the City receiving "ARRA funding" for the North Oregon project Phase 1 and the City Council's willingness to design Phase 2 of North Oregon which ties into this project. These changes also affect the permitting applications that were previously prepared as part of the 60% design effort. Updating of these permits has not been completed as of April 2011, pending authorization. *December 2008 to January 2010, 146 hours, Cost $15,115.92.*

5) **North Oregon Street.**
As part of the 60% review meeting, CH2M-HILL was requested to design the North Oregon Street section north of the realigned NW Washington to accommodate the bike lane or path developed as part of the Interchange project including a cul-de-sac. The roadway was to be designed for curb and sidewalk. At that time, the understanding was that ODOT was going to relinquish properties adjacent to the old North Oregon Street and those properties could be utilized for development by the City. CH2M-HILL also completed the design of North

Park Boulevard north of Washington Avenue with a cul-de-sac. Subsequent negotiations with ODOT eliminated that option. The design included horizontal and vertical roadway geometrics, curbs, sidewalks, rights-of-way, and easements. *December 2008 to January 2010, 117 hours, Cost $12,092.73.*

6) **Water and Sewer for Shop.**
Following the City's acquisition of the new maintenance shop in 2009, staff requested CH2M-HILL to design the NW 16th Avenue sanitary sewer and to continue the design of the North Park Boulevard waterline to connect to the maintenance shop. The city requested that these improvements be separated out of the Washington Avenue roadway design and be developed to a complete design ready for advertisement for bid by utility contractors. Staff anticipated that two easements could be secured so that the project could be bid in advance of the larger roadway project. Only one of the easements has been secured to date and it has been much more problematic than anticipated in securing these easements than initially expected due to the inability to determine who the underlying property was under the Dork Canal. A supplemental scope of work and estimated fee proposal was provided to the city at that time. *April 2010 to December 2010, 244 hours, Cost $25,720.28.* This cost should be billed to the budget item that provided for the water and sewer extension (11WAT-10).

7) **NW 16th Avenue Design.**
Following the city's acquisition of the new maintenance shop, CH2M-HILL was requested to develop a design to accommodate access to the shop. The direction was to design the south half the roadway with curb and sidewalk, drainage, and pavement. The north half of the roadway would not be designed or constructed until development occurred in the area. Development of right-of-way and easements also were included in this work. *December 2009 to January 2010, 59 hours, Cost $6,046.37.*

8) **Waterline Design.**
CH2M-HILL was requested to extend a new waterline from the existing North Oregon Street line west along NW Washington Avenue to beyond OR 201 (Yturri Beltline) as identified in the city's master plan for water. This work was not included in the original scope of work. *February 2011 to March 2011, 70 hours, Cost $7,255.64.*

In addition to the tasks described above, listed below are tasks which were pending. These tasks would require additional work not included in the original scope of services. These tasks were:

- **Lighting Design:** The 60% lighting design was completed based on cobra-head-type luminaires with mast arms, based on previous City input. Following the construction of the North Oregon Phase 1 project, the City has now requested the illumination for Washington Avenue and Park Boulevard to match the lighting used on that project. As this is a different lighting fixture, the lighting design will need to be redesigned to accommodate this different fixture. Additionally, staff would propose to make this Ontario's first project to install LED lights which are 70% more energy efficient than the more common high pressure sodium lights.
- **Permitting:** Update project permitting in accordance with new permitting requirements and to accommodate changes in design from previously prepared permit applications.
- **Landscaping:** Develop landscaping plans and specifications not included in original scope of work.
- **Right of Way complications:** The proposed right of way for NW Washington and North Park Boulevard is adjacent to the KSRV property. We have recently learned that the grounding system for the transmission towers may be impacted by the construction. This has led to discussions with an expert in radio transmission to assess any complications associated with the construction. There is a potential of realigning North Park Boulevard to the west if the grounding mat system can't be overcome. Design fees for the realignment have been included in the addendum. Staff is hopeful that realignment will not be necessary and that the grounding system can be accommodated in the proposed alignment. Additionally, there have been numerous legal description modifications as a result of the reviews by the ODOT right of way staff as they prepared to pursue right of way acquisition for the project.

The City had provided payment for invoices submitted by CH2M-HILL to date totaling the current contract lump total amount of $328,500. The requested change order would increase the not to exceed total of the contract by $122,162. The change order funding would be divided into two sources. The water and sanitary sewer improvements for Park Boulevard and NW Washington would be paid from the city utility funds. The work associated with the roadway improvements would be funded as part of the ODOT, HB 2001 grant program and the cash contributions from ODOT.

The 2011-2013 Ontario budget related to this project showed as follows:

11WAT-10 North Park Boulevard Infrastructure Improvement	$325,000
11STR-06 NW Washington	
• ODOT HB 2001	$4,500,000
• ODOT cash contribution (curb, gutter and sidewalk)	$375,000
• Water Extensions as part of NW Washington	$250,000
Total Budget	**$5,450,000**

NW WASHINGTON AVENUE REALIGNMENT PROJECT ENGINEERING SERVICES	
CHANGE ORDER #1 – ADDITIONAL ENGINEERING FEES	$122,162
SOURCE OF FUNDS	
11WAT 10 N PARK BOULEVARD INFRASTRUCTURE IMPROVEMENT	$33,950
11STR 06 NW WASHINGTON AVENUE	$88,212

The latest overall project estimate is as follows:

Change Order #1 (CH2M-Hill)	$122,162
Right of Way Acquisition (ODOT estimate)	$1,600,000
Construction	$2,637,000
Construction Engineering	$316,000
Sewer and Water Construction to City Shop	$291,050
Sub Total	**$4,966,212**
Contingency	$483,788
Total	**$5,450,000**

Councilor Crume asked about the extension on Park for transportation. Was there a timeframe for that?

Mr. Michelson stated that was currently none on the schedule. In 2006, they had adopted a transportation plan, and it was considered a short term need, and there was no funding source. If development occurred, the developer would be a major contributor to the project.

Councilor Fugate asked if Love's planned to do anything about curbs or sidewalks.

Mr. Michelson stated they did not.

Councilor Fox stated that he planned to recuse himself from the vote, he still had questions. It appeared property was being acquired from the radio station. Why, if Park continued South? It just looked like an extra cost. Why would they buy land from the radio station when it appeared that there was a shorter route option available?

Mr. Michelson stated there was an existing public right-of-way. They were taking from the city's property and bringing the public entrance to the City Shop in a manner easiest for the public. If they went south, it would cut the shop property in half. It was just not a good plan.

Councilor Fox asked if there would be cost to acquire the radio station property.

Mr. Michelson stated no, but there would be an actual cost for the 25 foot right-of-way, 12.5 x12.5 going North and South.

Councilor Fox stated there was an apparent cheaper way to do the project, if it was true that they were going to eventually extend Park to the South.

Mr. Michelson stated the city had standards, mainly being 50 feet from an intersection; however, bringing in an entry to swing around the building was an option.

Councilor Crume asked how that would affect parking and storage at the shop.

Mr. Michelson stated they had eight (8) acres overall.

Councilor Crume stated for everyone involved, it was the best use of the property if they followed the proposal. Was there any short term need to extend to the East?

Mr. Michelson stated no; however, it would be an requirement when other property developed.

Mayor Dominick stated it was in line with the current right-of-way.

Councilor Fox asked if the $950K was over the $4.5M the state was covering.

Mr. Michelson stated the $325K to run sewer and water lines to the shop was coming out of the water and sewer fund and it would not be due until bid. The roadway extension down Washington was coming out of HB 2011, along with the acquisition costs. If they didn't extend water and sewer to the shop, they'd save the $325K.

Councilor Crume stated with regard to the grounding mat at KSRV, was there an anticipated cost for that?

Mr. Michelson stated that was under the ODOT contract, for about $4K.

Councilor Crume asked if KSRV had any concerns.

Mr. Michelson stated yes, they were concerned about the grounding mat issue, but CH2-MHill was working on that.

David Sullivan moved, seconded by Norm Crume, that the Mayor and Council approve Change Order #1 for North Park Street/NW Washington Avenue/North Oregon Street Engineering to CH2M-Hill in the amount of $122,162 and authorize the City Manager or his designee to be signatory to an agreement with CH2M-Hill. Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 6/0/1.

Snake River Transit Bench and Shelter Locations

Loni Debban, Executive Director, Malheur Council on Aging and Community Services, stated she needed to talk to someone (John/Dawn Eden?) about Stop #7, as she needed permission for that stop. Also, she would need an MOU from any property owners on the stops. Malheur Council on Aging would own the benches, and they had a use expectancy of 20 years. She would work with the city to ensure correct placement of the benches within the right-of-way.

Councilor Sullivan asked why some of the stops were so near each other.

Ms. Debban stated that was based upon conversations she held with the drivers, after she asked where the major spots were, and what areas had a heavy load. They planned to combine benches in those areas for more seating in those areas. Also, there were two shelter options available, and she proposed $5K per shelter. She had pictures of the shelters in McCall, but she was informed those ran $10K each. She had received the plans, and it would go out for local bid. Currently, there were benches already in place near TVCC and the hospital.

Mayor Dominick reminded the Council this action was to just move forward with the proposed locations.

Ms. Debban stated she would need to acquire MOUs from each property, and she was currently working with the federal government for the money.

Councilor Fox asked if the funding would cover the benches and two shelters, at approximately $3K each.

Ms. Debban stated yes, nine benches at approximately $1000 each, and two shelters at $5K each.

Mayor Dominick asked if the Council approved the bench locations, and possibly the locations for the shelters, but not the shelter design itself yet, would she still get the grant?

Ms. Debban indicated she would.

Mayor Dominick stated he did not like the design of the shelters in McCall. He would like to approve the location of the benches, and hold off on the design of the shelters.

Henry Lawrence, City Manager, reminded the Council that the purpose of this item was simply for Council to give approval to SRT for the bus stop locations where they proposed to install advertising benches and shelters. On May 2, 2011 the Council approved a franchise and license agreement with the Malheur Council on Aging and Community Services with regard to the placement of SRT benches and shelters. The agreement was approved by Council, with the stipulation that the item be brought back for final approval of the locations and design. The plan was to place the benches on the following locations:

Bus Stop #2 - SE 1st Avenue and SE East Lane (west side);
Bus Stop #3 - SE 5th Avenue (north side) and SE 6th Street;
Bus Stop #4 SW 4th Street (east side) and SW 11th Avenue;
Bus Stop #6 - SW 4th Avenue (north side) and SW 10th Street;
Across from Bus Stop #7 - SW 30th Street (across from Social Security Office) and SW 7th Avenue;
Bus Stop #8 - SW 3rd Avenue and NW 9th Street (east side);
Bus Stop #9 - NW 8th Avenue (south side) and NW 9th Street;
Bus Stop #10 - NW 8th Avenue (south side) and NW 2nd Street;
Across from Bus stop #10 (north side) NW 2nd Street; and
Bus Stop #11 NW 6th Avenue

The Ontario Municipal Code required approval from the Council to place benches and bus shelters that contained advertising within City rights-of-way.

Ron Verini moved, seconded by Charlotte Fugate, that the City Council approve the locations for benches and shelter placements within city rights-of-way, consistent with the franchise and license agreement with Malheur Council on Aging and Community Services that was approved on May 2, 2011. Roll call vote: Crume-yes; Fox-no; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 5/1/1.

Park and Ride Proposal

Loni Debban, Executive Director, Malheur Council on Aging and Community Services, stated funds were available for transportation, and the way to apply was through a government agency. They had asked the Malheur County Court to submit the application, and two were sent in. After review by the Oregon Transportation Commission of 115 applications, 23 were approved for funding, and in February, 2011, MCA received word they had been awarded $92,600, which was $83,100 federal money and $9,500 state money. The next step was to develop a scope of work, which was before the City Council. The hope was to have presentations with white boards, showing lighting, and amenities such as fire hydrants, flowers, etc. Consideration would also be given to building in a new location, with an add-on to accommodate Greyhound or Trailways. The first step was to see if there was even any interest.

Councilor Sullivan verified that the $96K was JUST for planning.

Ms. Debban stated when ODOT money was given, it had to be for a shovel ready project. What she was proposed to do would create a project that was ready to go. When she first approached ODOT about the Park-n-Ride, she was told it would take at least a year of planning.

Councilor Sullivan asked if they anticipated this to be a half-million dollar project.

Ms. Debban stated she had no idea what the project could run.

Councilor Fox asked just what Ms. Debban was asking the Council to do.

Mr. Lawrence stated this was just an informational presentation.

Councilor Sullivan asked why there was a need for this, if the K-Mart parking lot was working out.

Ms. Debban it wouldn't move forward, if it was proven that K-Mart met the needs.

Councilor Sullivan asked if it really took $96K to see if the K-Mart parking lot would serve the same purpose. Weren't people just looking for a place to park their cars, so they could get on public transportation? Had K-Mart or Wal-Mart expressed any concerns, or have any issues with the way it was now?

Ms. Debban stated she did not know. She hadn't heard of any concerns voiced by either establishment.

Councilor Sullivan wondered why they would spend thousands of dollars to "study" something. If it wasn't feasible, he hated to spend $92K to be told what they already knew. He just didn't see a need for the project.

Mayor Dominick stated in the RFP going out, was the study being done in stages, or all at one time.

Ms. Debban stated it would all be done at one time.

Councilor Crume stated in listening to the other Councilors, he was hearing a lot of questions. Everyone knew he was against the bus project, but he still voted to get the benches put in. The piece about going out and acquiring more money bothered him, but it would hopefully be paid for with advertising. He just had a lot of concerns with this project. The proposed property Ms. Debban was talking about was prime commercial property for a big box store of some type. Sitting as a Councilor, he wanted to do the best job in looking forward, and taking three (3) acres out of prime commercial property, he simply questioned the logic. Park-n-Ride seemed like an oxymoron. Diving somewhere to park and get on another ride seemed weird.

Ms. Debban stated it would be used for more than just local travel and the bus. It was for people going to many different locations.

Councilor Crume stated if it was $92K just to plan it, and another half a million to build it, it didn't seem to be a very worthwhile venture.

Councilor Fox asked if Ms. Debban had a letter of support from Greyhound.

Ms. Debban stated that would be part of what would need to happen. They would contact Greyhound. She had received complaints from other service organizations that there was nowhere for clients to be dropped off at night. However, she had NOT contacted Greyhound yet.

Mr. Lawrence stated those were minutes from another meeting, indicating it might be used by Greyhound.

Councilor Sullivan stated the way the report was written was misleading. The verbiage was not correctly written for the issue.

Ms. Debban stated she was planning to appear before the County Court on Wednesday to require approval of the scope of work. When that went ODOT, the money would be released.

Councilor Sullivan stated they should do it in phases, to see if it was even feasible before going with a contract.

Councilor Crume verified the grant for $96K was already approved.

Ms. Debban stated the $96K was federal money, to be used to see if the project was even warranted.

Mr. Lawrence stated it could most likely be broken into phases.

Ms. Debban stated she didn't know, she hadn't looked into doing it that way. She reminded the Council the funds had to be okayed by the end of September.

Councilor Fox wanted to see letters from K-Mart and Wal-Mart showing their support. He didn't approve of taking business away.

Councilor Crume stated the addition of a coffee shop inside the proposed building would be in direct conflict with local businesses.

Councilor Fox asked the Ms. Debban inquire of ODOT the possibility of doing the study in phases.

Ms. Debban indicated she would.

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Tori Barnett informed the Council that Councilor Fox had received a registration scholarship from LOC to attend the 2011 conference in Bend.
- Councilor Verini reminded everyone that 135 troops would be returning from now thru September, and they were desperate for jobs.
- Councilor Sullivan thanked the Council for their thoughts and cards during the loss of his father.
- Councilor Crume was pleased to note that he hadn't had to clean up any graffiti since May. Was there anything out there?

  Chief Alexander stated there was some out there now, and he would get with Councilor Crume on that.
- Councilor Fugate stated they had a Feral Cat meeting last week, and they planned on doing fall yard sale. They were looking for donations, so give them a call and they'll pick up your stuff for the sale. They were still in the process of becoming a 501(c)(3).
- Mayor Dominick had attended the Mayor's Conference in Madras, and there was a great class on emergency preparedness procedures. He looked forward to sharing that with the Council and staff.

ADJOURN

David Sullivan moved, seconded by Norm Crume, that the meeting be adjourned. Roll call vote: Crume-yes; Fox-yes; Fugate-yes; Jones-out; Sullivan-yes; Verini-yes; Dominick-yes. Motion carried 6/0/1.

APPROVED: **ATTEST:**

Joe Dominick, Mayor

Tori Barnett, MMC, City Recorder

PROCLAMATION

National Alcohol and Drug Recovery Month

WHEREAS, behavioral health is an essential part of health and one's overall wellness, and prevention works, treatment is effective, and people can and do recover from substance use and mental disorders; and

WHEREAS, it is critical to educate our policymakers, friends and family members, health care providers, and businesses that substance use and mental disorders are treatable, and that people should seek assistance for these conditions, with the same urgency as they would any other health condition; and

WHEREAS, it is essential for the 22.5 million people aged 12 or older who currently suffer from substance use disorder and the 45.1 million adults aged 18 or older living with a mental health problem, to realize that recovery is possible to improve overall health and well-being; and

WHEREAS, in 2009, 4.3 million people aged 12 and older received treatment for substance use disorder and 30.2 million adults aged 18 or older received services for mental health problems according to the 2009 National Survey on Drug Use and Health; and

WHEREAS, for 22 years, **Recovery Month** has worked to improve the lives of those suffering from substance use and mental disorders by raising awareness of the disease and educating communities about treatment and recovery resources that are available.

NOW, THEREFORE, I, Joe Dominick, Mayor of the City of Ontario, Oregon, do hereby declare September 2011 as National Alcohol and Drug Recover Month, and encourage all residents of Ontario to observe this month with appropriate programs, activities, and ceremonies supporting this year's theme: *"Join the Voices for Recovery: Now More than Ever!"*

In witness whereof, I have hereunto set my hand this 6th day of September, 2011.

THE CITY OF ONTARIO STATE OF OREGON

_____

Joe Dominick, Mayor

PROCLAMATION

National Moment of Remembrance of the 10th Anniversary of September 11th

WHEREAS, the governing body of Ontario, Oregon, expresses their support of the United States Senate regarding coming together as a Nation and ceasing all work or other activity for a moment of remembrance beginning at 1:00 p.m. Eastern Daylight Time on September 11, 2011, in honor of the 10th anniversary of the terrorist attacks committed against the United States on September 11, 2001; and

WHEREAS, at 8:46 a.m., on September 11, 2001, hijacked American Airlines Flight 11crashed into the upper portion of the North Tower of the World Trade Center in New York City, New York; and

WHEREAS, 17 minutes later, at 9:03 a.m., hijacked United Airlines Flight 175 crashed into the South Tower of the World Trade Center; and

WHEREAS, at 9:37 a.m., the west wall of the Pentagon was hit by hijacked American Airlines Flight 77, the impact of which caused immediate and catastrophic damage to the headquarters of the Department of Defense; and

WHEREAS, at approximately 10:00 a.m., the passengers and crew of hijacked United Airlines Flight 93 acted heroically to retake control of the airplane and thwart the taking of additional American lives by crashing the airliner in Shanksville, Pennsylvania, and, in doing so, gave their lives to save countless others; and

WHEREAS, nearly 3,000 innocent civilians were killed in the heinous attacks of September 11, 2001; and

WHEREAS, tens of thousands of individuals narrowly escaped the attacks at the Pentagon and World Trade Center and, as witnesses to this tragedy, are forever changed; and

WHEREAS, countless fire departments, police departments, first responders, governmental officials, workers, emergency medical personnel, and volunteers responded immediately and heroically to those horrific events; and

WHEREAS, the Fire Department of New York suffered 343 fatalities on September 11, 2001, the largest loss of life of any emergency response agency in United States history; and

WHEREAS, the Port Authority Police Department suffered 37 fatalities in the attacks, the largest loss of life of any police force in United States history in a single day; and

WHEREAS, the New York Police Department suffered 23 fatalities as a result of the terrorist attacks; and

WHEREAS, the impact of that day on public health continues through 2011, as nearly 90,000 people are at risk of or suffering from negative health effects as a result of the events of September 11, 2001, including 14,000 workers and 2,400 community residents who are sick, and tens of thousands of others whose health is being monitored; and

WHEREAS, 10 years later, the people of the United States and people around the world continue to mourn the tremendous loss of innocent life on that fateful day; and

WHEREAS, 10 years later, thousands of men and women in the United States Armed Forces remain in harm's way defending the United States against those who seek to threaten the United States; and

WHEREAS, on the 10th anniversary of this tragic day, the thoughts of the people of the United States are with all of the victims of the events of September 11, 2001 and their families; and

WHEREAS, the lives of Americans were changed forever on September 11, 2001, when events threatened the American way of life; and

WHEREAS, in 2009, Congress and the President joined together to designate September 11 as a National Day of Service and Remembrance under the Serve America Act (Public Law 111–13; 123 Stat. 1460); and

WHEREAS, in September 2009 and 2010, President Obama issued Proclamation 8413 (74 Fed. Reg. 47045) and Proclamation 8559 (75 Fed. Reg. 56463) proclaiming September 11, 2009, and September 11, 2010, respectively, as Patriot Day and National Day of Service and Remembrance; and

WHEREAS, September 11 will never, and should never, be just another day in the hearts and minds of all people of the United States.

***WHEREAS,* NOW, THEREFORE BE IT RESOLVED** that the governing body of the City of Ontario, Oregon:

(1) recognizes September 11, 2011, as a day of solemn commemoration of the events of September 11, 2001, and a day to come together as a Nation; and

(2) offers its deepest and most sincere condolences to the families, friends, and loved ones of the innocent victims of the September 11, 2001, terrorist attacks; and

(3) honors the heroic service, actions, and sacrifices of first responders, law enforcement personnel, State and local officials, volunteers, and countless others who aided the innocent victims of those attacks and, in doing so, bravely risked and often gave their own lives; and

(4) recognizes the valiant service, actions, and sacrifices of United States personnel, including members of the United States Armed Forces, the United States intelligence agencies, the United States diplomatic service, homeland security and law enforcement personnel, and their families, who have given so much, including their lives and wellbeing, to support the cause of freedom and defend the security of the United States; and

(5) reaffirms that the people of the United States will never forget the challenges our country endured on and since September 11, 2001, and will work tirelessly to defeat those who attacked the United States; and

BE IT FURTHER RESOLVED that on the 10th anniversary of this tragic day in United States history the governing body of the City of Ontario, Oregon, calls upon all of the people and institutions of the United States to observe a moment of remembrance on September 11, 2011, including (i) media outlets; (ii) houses of worship; (iii) military organizations; (iv) veterans organizations; (v) airlines; (vi) airports; (vii) railroads; (viii) sports teams; (ix) the Federal Government; (x) State and local governments; (xi) police, fire, and other public institutions; (xii) educational institutions; (xiii) businesses; and (xiv) other public and private institutions; and

NOW, THEREFORE, I, Joe Dominick, Mayor of the City of Ontario, Oregon encourages the observance of the moment of remembrance to last for one minute beginning at 1:00 p.m. Eastern Daylight Time by, to the maximum extent practicable ceasing all work or other activity; and marking the moment in an appropriate manner, including ringing bells, blowing whistles, or sounding sirens.

In witness whereof, I have hereunto set my hand this 6th day of September, 2011.

THE CITY OF ONTARIO 1909 STATE OF OREGON

_____

Joe Dominick, Mayor

CONSENT AGENDA REPORT
September 6, 2011

TO: Mayor and City Council

FROM: Mark Alexander, Interim Police Chief

THROUGH: Henry Lawrence, City Manager

SUBJECT: **RESOLUTION NO. 2011-124: ACKNOWLEDGING RECEIPT OF FEDERAL DEPARTMENT OFJUSTICE BULLETPROOF VEST GRANT FUNDS AND APPROPRIATING EXPENDITURES WITHIN THE GRANT FUND**

DATE: August 29, 2011

SUMMARY:
Attached is the following document:

- Resolution 2011-124

The police department participates in a Federal Department of Justice Bulletproof Vest Grant and is eligible for funding reimbursement.

PREVIOUS COUNCIL ACTION:
None.

BACKGROUND:
The police department has participated in the Federal Department of Justice Bulletproof Vest Grant for several years. The department remains eligible to be reimbursed half of all vest purchases. The police department failed to recognize anticipated revenue and expenditures in the FY 2011-13 budget.

ALTERNATIVE:
The Council could decline the grant awards.

FINANCIAL IMPLICATIONS:
Grant revenues and expenditures would be budgeted within the city's Grant Fund. The General Fund pays for the remaining half of vest purchases.

RECOMMENDATION:
Staff recommends the Council adopt Resolution 2011-124, A RESOLUTION ACKNOWLEDGING RECEIPT OF FEDERAL DEPARTMENT OF JUSTICE BULLETPROOF VEST GRANT FUNDS AND APPROPRIATING EXPENDITURES WITHIN THE GRANT FUND.

RESOLUTION NO. 2011-124

A RESOLUTION ACKNOWLEDGING RECEIPT OF FEDERAL DEPARTMENT OF JUSTICE BULLETPROOF VEST GRANT FUNDS AND APPROPRIATING EXPENDITURES WITHIN THE GRANT FUND

WHEREAS, the 2011-2013 Biennial Budget was adopted without the acknowledgement of funding for a Department of Justice Bulletproof Vest Grant; and

WHEREAS, the City participates in the grant, which provides funding for half of the police department's bulletproof vest purchases; and

WHEREAS, the City desires to modify the 2011-2013 Budget, acknowledging grant revenue of and appropriating expenditures within the Grant Fund.

NOW THEREFORE, BE IT RESOLVED by the Ontario City Council to approve the following adjustments to the 2009-2011 Biennial Budget:

Line Item	Item Description	FY 11-13 Budget	Amount of Change	Adjusted Budget
GRANT FUND				
Revenue				
010-000-456160	Police Grant Projects- Vest Grant	$0	$2450	$2450
Expenses				
010-038-714160	Police Grant Projects- Vest Grant	$0	$2450	$2450

Effective Date: Upon adoption.

Passed and adopted by the Ontario City Council this ___ day of September, 2011.

Ayes:

Nays:

Absent:

Approved by the Mayor this _____ day of September, 2011.

_____
Joe Dominick, Mayor

ATTEST:

_____
Tori Barnett, MMC, City Recorder

CONSENT AGENDA REPORT
September 6, 2011

TO: Mayor and City Council

FROM: Mark Alexander, Police Chief

THROUGH: Henry Lawrence, City Manager

SUBJECT: **RESOLUTION NO. 2011-123: ACKNOWLEDGING RECEIPT OF FEDERAL JUSTICE ASSISTANCE GRANT FUNDS AND APPROPRIATING EXPENDITURES WITHIN THE GRANT FUND**

DATE: August 29, 2011

SUMMARY:
Attached is the following document:

- Resolution 2011-123

The police department has been awarded a Federal Justice Assistance Grant (JAG) in the amount of $17,159 for the purchase of police computer equipment.

PREVIOUS COUNCIL ACTION:
None.

BACKGROUND:
The police department applied for a Federal JAG grant for the purchase of police computer equipment and was awarded $17,159. As with similar grants, the funding is to be shared among the Ontario Police Department and the Malheur County Sheriff's Office.

ALTERNATIVE:
The Council could decline the grant award.

FINANCIAL IMPLICATIONS:
Grant revenues and expenditures would be budgeted within the city's Grant Fund. No match is required; however, city staff will be administering the grant.

RECOMMENDATION:
Staff recommends the Council adopt Resolution 2011-123, A RESOLUTION ACKNOWLEDGING RECEIPT OF FEDERAL JUSTICE ASSISTANCE GRANT FUNDS AND APPROPRIATING EXPENDITURES WITHIN THE GRANT FUND.

RESOLUTION NO. 2011-123

A RESOLUTION ACKNOWLEDGING RECEIPT OF FEDERAL JUSTICE ASSISTANCE GRANT FUNDS AND APPROPRIATING EXPENDITURES WITHIN THE GRANT FUND

WHEREAS, the 2011-2013 Biennial Budget was adopted without the knowledge of funding for a Justice Assistance Grant; and

WHEREAS, the City was awarded a Federal Justice Assistance Grant thru its Police Department for the purchase of police computer equipment; and

WHEREAS, the City desires to modify the 2011-2013 Budget, acknowledging new grant revenue of $17,159 and appropriating expenditures within the Grant Fund to complete the project.

NOW THEREFORE, BE IT RESOLVED by the Ontario City Council to approve the following adjustments to the 2009-2011 Biennial Budget:

Line Item	Item Description	FY 11-13 Budget	Amount of Change	Adjusted Budget
GRANT FUND				
Revenue				
010-000-456193	JAG Project #4	$0	$17,159	$17,159
Expenses				
010-038-714193	JAG Project #4	$0	$17,159	$17,159

Effective Date: Upon adoption.

Passed and adopted by the Ontario City Council this ____ day of September, 2011.

Ayes:

Nays:

Absent:

Approved by the Mayor this _____ day of September, 2011.

_____
Joe Dominick, Mayor

ATTEST:

_____
Tori Barnett, MMC, City Recorder

AGENDA REPORT
September 6, 2011

TO: Mayor and City Council

FROM: Tori Barnett, MMC, City Recorder

THROUGH: Joe Dominick, Mayor

SUBJECT: ADOPTION OF CITY MANAGER EVALUATION CRITERIA

DATE: September 29, 2011

SUMMARY:
Attached is the following document:

- City Manager Performance Evaluation Criteria

Pursuant to the City Manager's contract with the City of Ontario, executed on May 29, 2008, with follow-up Resolution #2008-127, dated June 2, 2008, an annual evaluation needs to be conducted by the City Council. The Council is required to adopt the evaluation criteria in open session. Following adoption of the criteria, Council may enter into an Executive Session to conduct and discuss the evaluation, but must enter into an open session to take any action.

PREVIOUS COUNCIL ACTION:

10-04-2010	Council adopted City Manager Criteria for 2010 Evaluation Period
11-01-2010	Council conducted the City Manager Evaluation for 2010
12-20-2010	Council adopted City Manager Employment Agreement Addendum #1

RECOMMENDED MOTION:
Staff makes no recommendation on this item.

RECOMMENDED MOTION:
I move that the City Council adopt the City Manager Performance Evaluation Criteria as presented (or amended).

City of Ontario Oregon
444 SW 4th Street
Ontario Oregon USA 97914

Mayor Joe Dominick

CITY MANAGER PERFORMANCE EVALUATION

PURPOSE

The purpose of the City Manager performance evaluation and development report is to increase/improve communication between the City Council and the City Manager, to assist in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Manager's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. It shall also be the basis for contract extension and compensation decisions.

1. Evaluation forms are distributed to all Council members.

2. The City Manager prepares a memorandum to the Council including his/her self-evaluation in narrative format.

3. Each Council member completes the form, signs, dates and returns to the Mayor.

4. The Mayor and Council President tabulate the results of the evaluation forms. The Mayor and the Council President summarize the results of the evaluation forms as submitted.

5. A composite evaluation form and the City Manager's self-evaluation is distributed to the Council prior to the executive session evaluation meeting.

6. The Council meets with the City Manager in executive session to review the evaluation, unless the City Manager requests an open hearing.

INSTRUCTIONS

Review the City Manager's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the city manager and concentrate on one factor at a time.

Evaluate the city manager on the basis of standards you expect to be met for the job to which assigned, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described on page two. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the N/O column next to the factor.

If you have additional areas of performance not listed, use the comment section. Please be specific and explain or list in detail.

CITY MANAGER PERFORMANCE EVALUATION

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory	(1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
Improvement Needed	(2) The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Meets Job Standards	(3) The employee's work performance consistently meets the standards of the position, but has not exceeded an overall satisfactory level of performance.
Exceeds Job Standards	(4) The employee's work performance is frequently or consistently above the level of satisfactory.
Outstanding	(5) The employee's work performance consistently exceeds expectations.
Excellent	(6) The employee's work performance is consistently excellent and error free when compared to all the standards and expectations of the job.
N/O	No Opinion.
N/A	Not Applicable.

DATE: _____ Councilor _____

Signature _____

PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. City Council Relationships

A. Effectively implements policies and programs approved by the City Council. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Reporting to the City Council is timely, clear, concise and thorough. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Accepts direction/instructions in a positive manner 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Effectively aids the City Council in establishing long range goals. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

E. Keeps the City Council informed of current plans and activities of administration and new legislation, governmental practices, regulations, etc. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

F. Provides the City Council with clear reports of anticipated issues that could come before the Council. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

2. Public Relations

A. Projects a positive public image. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Is courteous to the public at all times. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Maintains effective relations with media representatives. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Seeks to use criticism of self or City in positive ways. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

3. Leadership of Staff

A. Delegates appropriate responsibilities. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Seeks to develop teamwork within City organization. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Motivates others toward accomplishment of work. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Effectively evaluates performance of subordinates. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

4. Employee Relations

A. Works well with other employees. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Helps other employees when possible. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Keeps commitments to other employees. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Encourages staff development/training. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

5. Fiscal Management

A. Ensures the budget addresses the City Council goals/directives. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Prepares a realistic budget. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Seeks efficiency, economy and effectiveness in all programs. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Controls expenditures in accordance with approved budget. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

E. Keeps City Council informed about revenues and expenditures; actual and projected. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

6. Council and Staff Communication

A. Written communications are clear, concise and articulate. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Oral communications are clear, concise and articulate. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

7. Decision Making

A. Attempts to obtain all available facts prior to making a decision. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Objective, fair, budget minded. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Considers possible alternatives and consequences. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Controls expenditures in accordance with approved budget. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

E. Makes decisions on a timely basis 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

8. Intergovernmental

A. Maintains effective communication with local regional, state and federal government agencies. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Directs staff to pursue financial resources (grants) from other agencies. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Participates in local, regional and state committees and organizations 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Lobbies/communicates with legislators and state agencies regarding City programs and projects. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

9. Personal Traits

A. Is creative in developing practical solutions to problems during the course of work. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Objective, fair, flexible, common sense. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Demonstrates personal honesty and frankness in day to day relationships. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

D. Completes work in acceptable time periods. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

E. Performs work accurately. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

10. Other

A. Easily accessible to City Council and community. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

B. Establishes appropriate administrative priorities. 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

C. Participates in local, regional and state committees and organizations 1___ 2___ 3___ 4___ 5___ 6___ N/O___ N/A___

Comments:

_____

_____

_____

_____

11. Other Items Not Listed

Comments:

Summary Rating

Overall Performance Rating - Considering the results obtained, along with overall job performance, please mark your overall rating.

_____ Unsatisfactory _____ Improvement Needed_____ Meets Job Standards

_____ Exceeds Job Standards _____ Outstanding _____ Excellent

Comments:

Council Future Expectations

Please list any future expectations in the space below:

This evaluation was reviewed and discussed between the City Council and the City Manager on:

Date: _____

Approved:

Mayor of Ontario _____

Council President _____

City Manager _____

AGENDA REPORT
September 6, 2011

TO: Mayor and City Council

FROM: Henry Lawrence, City Manager

SUBJECT: **RESOLUTION #2011-125: AMENDING THE 2011-2013 ADOPTED BUDGET AUTHORIZING ACCEPTANCE AND EXPENDITURE OF A DONATION FROM THE WESTERN TREASURE VALLEY ROTARY CLUB FOR CAPITAL IMPROVEMENTS TO LAXSON ROTARY PARK**

DATE: August 30, 2011

SUMMARY:
Attached is the following document:

- Resolution #2011-125

BACKGROUND:
The Western Treasure Valley Rotary Club has offered to donate to the city $24,511.40 to purchase new playground equipment for installation at the Laxson Rotary Park, located at NW 4th Street/NW 4th Avenue. In order to track the donation we will need to amend the adopted City 2011-2013 budget to recognize the donation as revenue in the General Fund, with an equivalent expenditure in the Parks Department.

The Rotary money has been collected through annual fund raisers, including the annual rose sale the Rotary conducts each September. The next rose sale is scheduled for September 29, 2011.

FINANCIAL IMPLICATIONS:
None anticipated. The Rotary donation in the amount of $24,511.40 will be recognized as revenue to the General Fund, and then expended within the Parks Department to purchase the playground equipment selected by the Western Treasure Valley Rotary Club.

RECOMMENDATION:
Adopt.

PROPOSED MOTION:
"I move that the City Council adopt Resolution #2011-125, a resolution amending the 2011-2013 budget authorizing acceptance and expenditure of a donation from the Western Treasure Valley Rotary Club for capital improvements to Laxson Rotary Park."

RESOLUTION #2011-125

A RESOLUTION AMENDING THE 2011-2013 ADOPTED BUDGET AUTHORIZING ACCEPTANCE AND EXPENDITURE OF A DONATION FROM THE WESTERN TREASURE VALLEY ROTARY CLUB FOR CAPITAL IMPROVEMENTS TO LAXSON ROTARY PARK

WHEREAS, the City of Ontario adopted the 2011-2013 budget document based upon known or anticipated revenues and expenditures; and

WHEREAS, the Western Treasure Valley Rotary Club has come forward offering to donate $24,511.40 to the City to purchase new playground equipment for the Laxson Rotary Park; and

WHEREAS, the City Council desires to formally modify the 2011-2013 General Fund budget by accepting new revenue and allocating the expenditures of said revenue within the Parks Department to purchase new playground equipment for the Laxson Rotary Park.

NOW THEREFORE, BE IT RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2011-2013 Budget:

Account Number	Account Name	Adopted FY 11-13 Budget	Proposed Change	Revised FY 11-13 Budget
GENERAL FUND				
REVENUE				
001-000-469202	Donations (Parks)	0	$24,511	$24,511
EXPENSES	PARKS DEPARTMENT-CAPITAL OUTLAY			
001-020-712450	Park Development	0	$24,511	$24,511
	TOTAL PARK EXPENSES	$482,984	$24,511	$507,495

Effective Date: Upon adoption

Passed and adopted by the Ontario City Council this _____ day of _____ 2011.

Ayes:

Nays:

Absent:

ATTEST:

_____
Joe Dominick, Mayor

_____
Tori Barnett, MMC, City Recorder