

AGENDA

REGULAR CITY COUNCIL MEETING

January 28, 2019

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS

A. The Dalles Area Chamber of Commerce Quarterly Report

B. Blue Zones Quarterly Report

6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles"

- A. Approval of January 14, 2019 Regular City Council Meeting Minutes
- B. Approval of Resolution No. 19- 002 Concurring with Mayor's Appointments to the Urban Renewal Agency and City Budget Committee

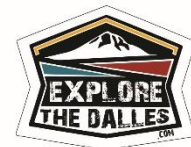
11. DISCUSSION ITEMS

- A. City Council Rules
- B. Street Funding Discussion

12. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Izetta Grossman
City Clerk



The Dalles Area Chamber of Commerce
Dave Nevins

2nd Quarter Report / October 2018 – December 2018

1. Travel Oregon Mural Celebration.
2. U.S. Capital Christmas Tree visit.
3. Funding to create a Historic Walking Tour Brochure secured.
4. Tourism Summit – held in The Dalles.
5. Regional Destination Management Organization (RDMO) involvement – The Dalles is part of the RDMO which meets to decide on projects, issues and use of Travel Oregon funding for the Mt. Hood/Columbia Gorge region. We have laid out plans for our budget for 2019 and 2020.
6. Working on upcoming FAM (Familiarization) Tours.
7. Travel Oregon 101 seminar - Participants gain knowledge of the many opportunities available through Travel Oregon and the network of local, regional, national and international industry partners. This was in Pendleton.
8. Explore The Dalles Saturday Explorer Shuttle – We are planning for 2019.
9. Preparing for the NW Sportsmen's Show in Portland.

Goals

1. Working with our Columbia Gorge partners so that The Dalles has a stronger presence.
2. To continue with the Saturday Explorer Shuttle service (The Blue Bus) in 2019.
3. To improve the visitor's side of our website.
4. Have a productive and engaging Pacific Northwest Sportsmen's Show (in Portland, February 6-10).
5. Creation of The Dalles Historical Walking Tour brochure.
6. To increase the media platforms for Explore The Dalles.



Total Visitor Counts 2018

Attraction:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total:
Discovery Center	885	957	2,441	3,578	3,633	4,739	5,615	4,279	4,524	3,853	3,853		34,504
Farmers Market	X	X	X	X	X	5,671	4,467	3,236	3,406	1,793	X	X	18,573
Fort Dalles Readiness	n/a	n/a					600	1,100	600	1,200	1,800	550	5,850
Maryhill Museum	n/a	n/a	1,639	2,831	4,117	4,609	5,047	4,852	5,294	3,402	1,795	X	33,586
Old St. Peters Landmark	217	301	552	334	557	377	397	528	512	324	415	430	4,944
School Museum	X	X	X	X	30	31	45	35	61	X	X	X	202
Sunshine Mill	531	640	839	832	1,066	1,229	889	1,045	1,004	986	686		9,747
The Dalles Chamber	682	462	243	1,308	630	763	685	663	401	204	164	178	6,383
Rorick House	X	X	X	X	X	50	85	66	X	X	X	X	201
Wasco County Library	11,613	11,286	12,436	8,455		12,781	14,663	12,250	10,409	12,614	10,790	10,790	128,087
Wonderworks Children	398	617	532	350	439	448	722	222	109	394	471	582	5,284
Fort Dalles Museum													
Original County Courthouse													
TD Civic Auditorium													
Total Counts:	14,326	14,263	18,439	17,688	15,548	8,746	29,904	28,276	26,320	24,770	19,974	12,530	247,361



Lodging Occupancy Report

July 2018 - June 2019

Month	Wasco County / Percentage of Occupancy			Mt Hood / Gorge Region			Pacific NW			United States		
	2018 /2019	2017/2018	% of change	2018 /2019	2017/2018	% of change	2018 /2019	2017/2018	% of change	2018 /2019	2017/2018	% of change
July	86.3	88.5	< 2.5 >	83.9	86.7	< 3.1 >	82.4	82.6	< 0.3 >	73.6	73.7	< 0.2 >
August	83.3	87.9	< 5.3 >	80.9	86.1	< 6.0 >	81.0	80.8	0.2	71.4	70.6	1.2
September	75.4	79.2	< 4.7 >	73.8	73.3	0.9	75.5	77.2	< 0.3 >	68.0	67.7	0.5
October	67.0	70.4	< 4.6 >	65.9	68.2	< 3.3 >	75.5	74.8	< 0.1 >	69.9	69.6	0.5
November	52.9	55.0	< 3.4 >	52.2	54.8	< 4.6 >	74.9	68.1	< 0.1 >	61.7	61.5	0.5
December												
January												
February												
March												
April												
May												
June												

*Travel Oregon receives monthly reports on the trends in Oregon hotels', motels', and resorts' occupancy rates, average daily rates, room supply, and room demand, revenue per available room, room revenue. The research does not include campgrounds, RV parks or vacation homes.

The Dalles Media Coverage October 2018 - January 9, 2019

Pieces of Coverage	18
Online Readership	79,824,725
Estimated Coverage Views	130,884
YouTube Views	0
Average Domain Authority	68
Facebook	85
Twitter	34
Google +	0
Pinterest	42
LinkedIn	0
Circulation	92,737

Online Coverage

Title	Date Published	(Est.) Monthly Visits	(Est.) Coverage Views	Facebook
KOIN	16-Oct-18	1127365	5537	42
OPB	15-Oct-18	1312844	4804	0
KOIN (broadcast)	16-Oct-18	122550	755	0
KGW (broadcast)	16-Oct-18	122550	755	0
KPTV (broadcast)	15-Oct-18	122550	755	0
U.S. News & World Report	16-Oct-18	36990320	42735	0
KTVZ	16-Oct-18	995773	5306	0
The News-Review	16-Oct-18	184202	0	0
The Washington Times	16-Oct-18	16016527	20732	0
Hastings Tribune	16-Oct-18	151131	0	0
Herald and News	16-Oct-18	223389	0	0
SeattlePI	16-Oct-18	3833103	0	0
The Columbian	18-Oct-18	971231	3689	13
Thrillist	6-Nov-18	15781340	37992	30
Travel Agent Central	19-Nov-18	160060	942	0
KGW	4-Jan-19	1954890	6882	0

Offline Coverage

Publication	Date Published	Circulation
Alaska Beyond Magazine	1-Nov-18	91210
The Reel News	1-Jan-18	1527

Twitter	Pinterest	Domain Authority	Comment
1	0	65	
19	0	74	
0	0	56	Local Publicity Value: \$314.76
0	0	56	Local Publicity Value: \$83.57
0	0	56	Local Publicity Value: \$1,660.43
0	0	92	
1	0	62	
0	0	57	
0	0	91	
0	0	49	
0	0	55	
0	0	86	
1	0	73	
11	42	83	
1	0	58	
0	0	75	

Article Topic

[Travel Oregon Mural](#)

[Travel Oregon Mural](#)

[KOIN-Travel Oregon Murals-Video is no longer linked](#)

KGW-Travel Oregon Murals-Video is no longer linked

KPTV-Travel Oregon Murals-Video is no longer linked

[U.S. News & World Report](#)

[KTVZ - Travel Oregon Murals](#)

[News Review - Travel Oregon Murals](#)

[The Washington Times-Murals](#)

[Hastings Tribune-Murals](#)

[Herald and News - Murals](#)

[Seattle PI](#)

[The Columbian](#)

[The Trillist](#)

[Travel Agent-The Dalles](#)

[KGW-Grants Getaways-The Dalles Eagles](#)

Tourism Lobby Statistics 2017 / 2018

		Walk-ins	Phone	Welcome	Tourism	Web Total	Most Viewed
				Packets	Packets	Views	Pages
2018	July	336	349	95	10	12,582	Home, Events, Attractions
	August	418	245	400	8	13,118	Home, Events, Annual Events
	September	401	225	168	1	12,221	Home, Events, Explore The Dalles
	October	240	194	0	4	11,964	Home, Events, Newsletter
	November	164	162	30	3	12,221	Home, Events, Explore The Dalles
	December	83	95	0	2	9,362	Home, Events, Newsletter
		1642	1270	693	28	71,468	

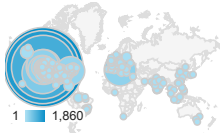
Location

All Users
100.00% Users

Oct 1, 2018 - Dec 31, 2018

Map Overlay

Summary



City	Acquisition			Behavior			Conversions	Goal 1: Join the Chamber	
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Join the Chamber (Goal 1 Conversion Rate)	Join the Chamber (Goal 1 Completions)	Join the Chamber (Goal 1 Value)
	10,658 % of Total: 100.00% (10,658)	9,772 % of Total: 100.04% (9,768)	14,521 % of Total: 100.00% (14,521)	67.82% Avg for View: 67.82% (0.00%)	2.24 Avg for View: 2.24 (0.00%)	00:01:36 Avg for View: 00:01:36 (0.00%)	0.75% Avg for View: 0.75% (0.00%)	109 % of Total: 100.00% (109)	\$0.00 % of Total: 0.00% (\$0.00)
1. The Dalles	1,860 (16.45%)	1,459 (14.93%)	3,253 (22.40%)	60.04%	2.94	00:02:37	2.15%	70 (64.22%)	\$0.00 (0.00%)
2. Portland	1,562 (13.82%)	1,336 (13.67%)	1,975 (13.60%)	69.16%	2.01	00:01:16	0.10%	2 (1.83%)	\$0.00 (0.00%)
3. Hood River	1,139 (10.08%)	900 (9.21%)	1,499 (10.32%)	64.98%	2.39	00:01:47	0.27%	4 (3.67%)	\$0.00 (0.00%)
4. (not set)	693 (6.13%)	662 (6.77%)	746 (5.14%)	66.22%	1.74	00:00:42	0.27%	2 (1.83%)	\$0.00 (0.00%)
5. San Francisco	479 (4.24%)	386 (3.95%)	582 (4.01%)	73.37%	1.72	00:00:46	0.69%	4 (3.67%)	\$0.00 (0.00%)
6. Goldendale	330 (2.92%)	271 (2.77%)	468 (3.22%)	56.84%	3.06	00:03:00	0.85%	4 (3.67%)	\$0.00 (0.00%)
7. Seattle	312 (2.76%)	264 (2.70%)	366 (2.52%)	66.67%	2.33	00:01:21	0.27%	1 (0.92%)	\$0.00 (0.00%)
8. Rome	299 (2.65%)	299 (3.06%)	299 (2.06%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
9. Medford	251 (2.22%)	197 (2.02%)	339 (2.33%)	64.01%	2.44	00:01:54	0.00%	0 (0.00%)	\$0.00 (0.00%)
10. New York	218 (1.93%)	214 (2.19%)	224 (1.54%)	95.09%	1.11	00:00:19	0.00%	0 (0.00%)	\$0.00 (0.00%)

Rows 1 - 10 of 1110

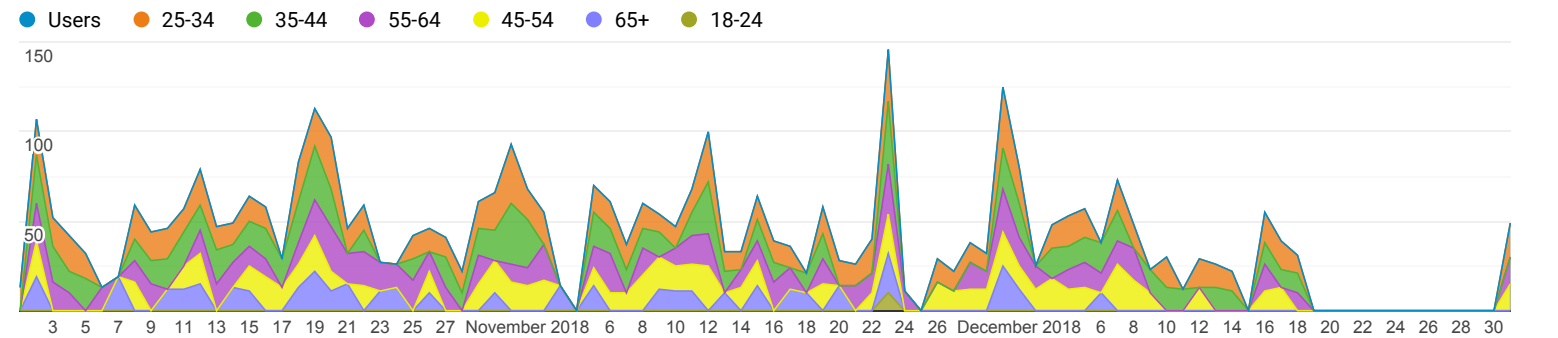
Demographics: Age

All Users
100.00% Users

Oct 1, 2018 - Dec 31, 2018

Explorer

Summary



Age	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Join the Chamber (Goal 1 Conversion Rate)	Join the Chamber (Goal 1 Completions)	Join the Chamber (Goal 1 Value)
	4,288 % of Total: 40.23% (10,658)	3,830 % of Total: 39.21% (9,768)	6,115 % of Total: 42.11% (14,521)	63.39% Avg for View: 67.82% (-6.54%)	2.58 Avg for View: 2.24 (15.12%)	00:01:57 Avg for View: 00:01:36 (21.12%)	0.75% Avg for View: 0.75% (0.21%)	46 % of Total: 42.20% (109)	\$0.00 % of Total: 0.00% (\$0.00)
1. 25-34	990 (22.55%)	876 (22.87%)	1,387 (22.68%)	64.31%	2.87	00:02:06	1.51%	21 (45.65%)	\$0.00 (0.00%)
2. 35-44	932 (21.23%)	805 (21.02%)	1,345 (22.00%)	61.86%	2.70	00:02:02	0.52%	7 (15.22%)	\$0.00 (0.00%)
3. 55-64	821 (18.70%)	726 (18.96%)	1,121 (18.33%)	62.62%	2.42	00:01:41	0.45%	5 (10.87%)	\$0.00 (0.00%)
4. 45-54	777 (17.70%)	684 (17.86%)	1,119 (18.30%)	66.31%	2.31	00:01:49	0.80%	9 (19.57%)	\$0.00 (0.00%)
5. 65+	635 (14.46%)	540 (14.10%)	810 (13.25%)	63.46%	2.39	00:01:50	0.25%	2 (4.35%)	\$0.00 (0.00%)
6. 18-24	236 (5.37%)	199 (5.20%)	333 (5.45%)	58.26%	2.82	00:02:31	0.60%	2 (4.35%)	\$0.00 (0.00%)

Rows 1 - 6 of 6

Brought to
Oregon by



BLUE ZONES PROJECT®



Blue Zones Project Update

January 28, 2019

Thank you to Cambia Health Foundation and our Local Sponsors...



North Wasco County
School District 21
...and residents
and friends of
The Dalles!



People



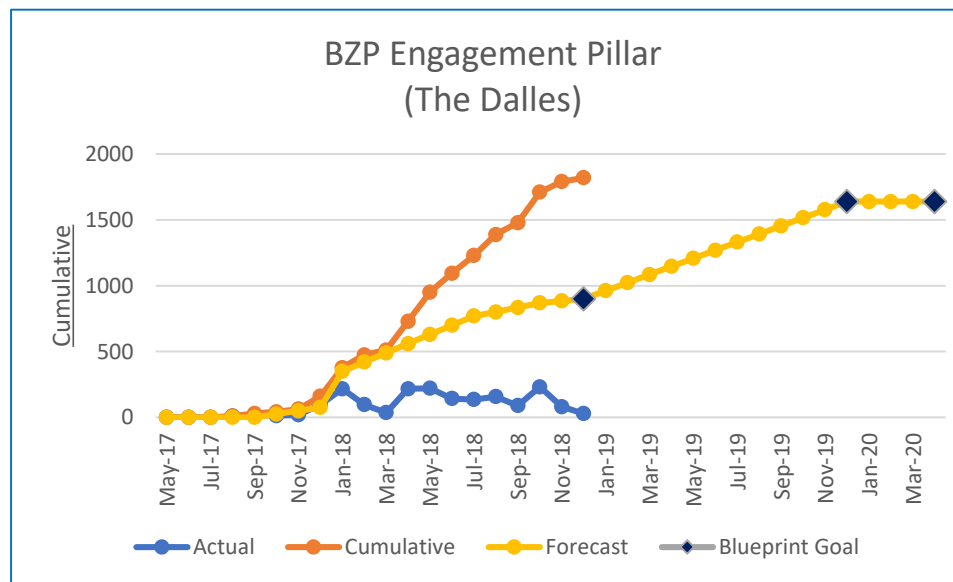
Achieving Blue Zones Project Certification

STEP 1: “People”-specific Pillar Certification Goals and Performance

Overall Engagement: Engage 1,639 unique individuals in activities over the duration of the program

Engagement activity:

- Total engagement through December is 1,820
 - **111% of program goal**
 - **202% of annual goal**
- 29 new engagements through volunteer opportunities – Walking School Bus
- Program goal was exceeded in 2018
 - Working to diversify engagement mix in 2019 with more Moai & Purpose Workshop participation
- Planning engagement celebration in Spring 2019



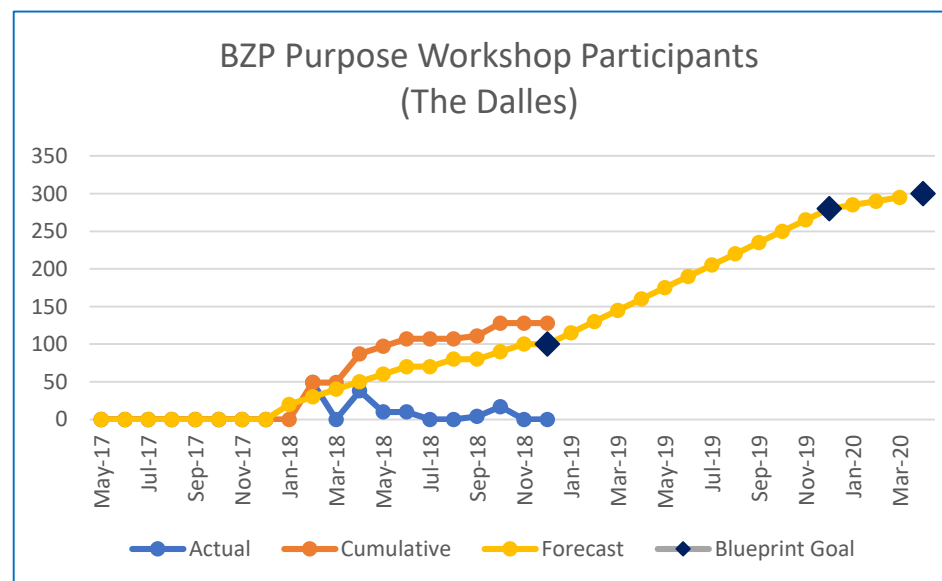
Achieving Blue Zones Project Certification

STEP 1: “People”-specific Pillar Certification Goals and Performance

Purpose Workshops: Reach 300 individuals through facilitated Purpose Workshops

Purpose workshop activity:

- Total participants at 128
 - **128% of the 2018 Blueprint goal**
 - **43% of program goal**
- Purpose workshops in English and Spanish scheduled with Juntos program and Orchard View in January - February 2019.
- Coordinating Purpose Workshops with community youth groups for 2019.





Restaurants

The Riv

410 East 10th Street



Montira's Thai Cuisine

302 West 2nd Street



Atrium Falls Cafe

Mid-Columbia Medical
Center

1700 East 19th Street



The Bistro at Water's Edge

Mid-Columbia Medical Center
551 Lone Pine Lane





Together, we can help our community live longer, better.



Wasco Wellness Watch
May 2018

WELLNESS PROGRAM

May is National Asparagus Month

Tuscan Style Asparagus
From TasteOfHome.com
Ready in 30 Minutes

Ingredients:

- 1.5 pounds fresh asparagus
- 1.5 cups grape tomatoes, halved
- 3 tablespoons pine nuts
- 3 tablespoons olive oil, divided
- 2 garlic cloves, minced
- 1 teaspoon kosher salt
- 1/2 teaspoon pepper
- 1 tablespoon lemon juice
- 1/3 cup grated parmesan cheese
- 1 teaspoon grated lemon peel

Directions:
Preheat oven to 400°. Place asparagus, tomatoes & pine nuts on foil lined baking pan. Mix 2 tablespoons oil, garlic, salt and pepper; add to asparagus and toss to coat.
Bake 15-20 minutes or just until asparagus is tender. Drizzle with remaining oil and lemon juice.

Wellness Portal
Wasco County has a page dedicated to our Wellness activities and efforts. Go to: <https://sites.google.com/co.wasco.or.us/wellness>
You'll find our events calendar, links to newsletters and info, and you can submit your ideas for additional wellness events.

EAP Service Tip of the Month
Did You Know?
Deer Oaks offers a Find Now Child & Elder Care Program.
This program assists participants caring for children and/or aging parents with the search for licensed child and elder care facilities in their area.

Wellness Activities
May 18th at noon
Adventure Walk
Join us in a casual & fun guided walk starting at the court house and making its way to curious historic places. See map.

May 18th is National Bike to Work Day

Community Garden
Located by Public Works, plans are in the works to prep garden space. Donations for supplies & gardening time needed. Date TBD. Contact Jaime Solars for more info X2659.



Worksites



Department of Human Services
Aging & People with Disabilities



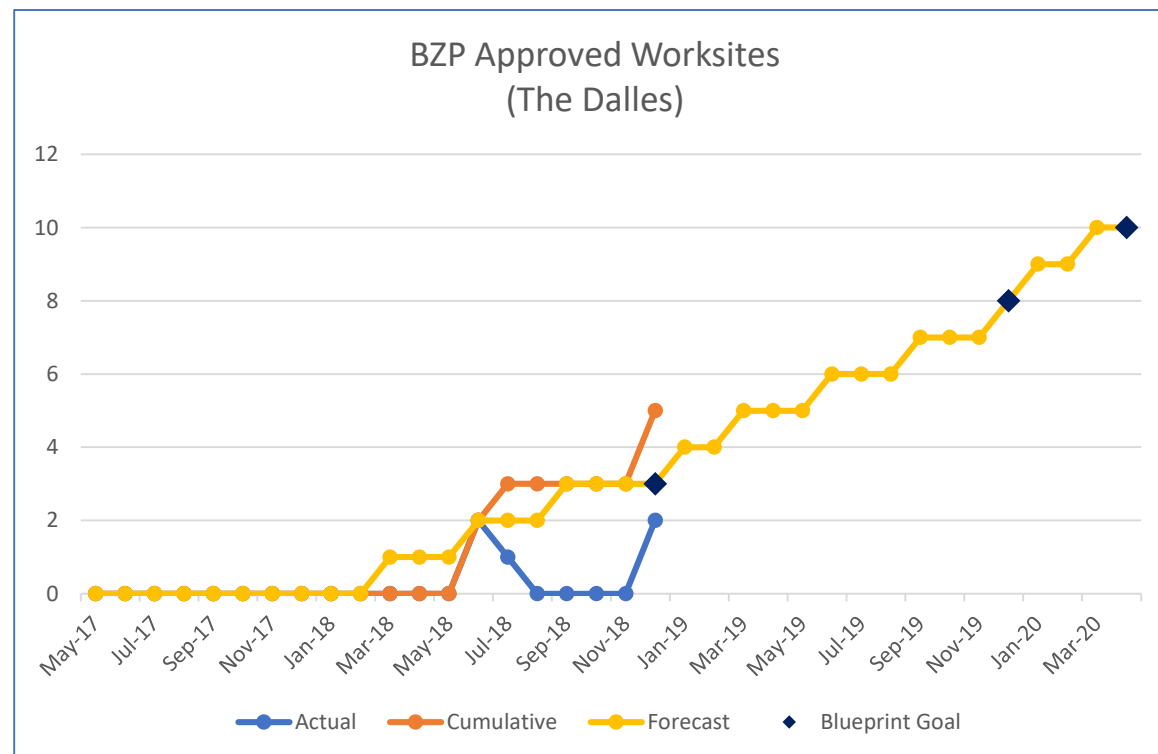
Achieving Blue Zones Project Certification

STEP 1: “Place”-specific Pillar Certification Goals and Performance

WORKSITES: Ten of the top 20 worksites by number of employees become BZP Approved

Worksite activity:

- 33 worksites and organizations registered
- Five total worksites Approved
 - Mid-Columbia Medical Center & DHS APD Region
 - 9 Approved in December
- Focusing on Organizational Checklist with smaller, motivated groups to motivate larger worksites to re-engage
- Met 2018 Blueprint Goal and queue is tracking well for 2019 Blueprint Goal



Grocery Store



Corner Stores

La Michoacana Store
1210 Kelly Avenue



Achieving Blue Zones Project Certification

STEP 1: “Place”-specific Pillar Certification Goals and Performance

SCHOOLS: At least 50 percent (3) of public schools become BZP Approved

School activity:

- Schools registered: 4
 - Chenoweth Elementary
 - Dry Hollow Elementary
 - Colonel Wright Elementary
 - The Dalles Middle School
- Walking School Bus continues at all elementary schools each Wednesday.
- Farm to School Procurement meeting scheduled for January 31 with Gorge Grown
- Planning pop-up traffic calming demonstration in March in preparation for Safe Routes to School efforts.



Achieving Blue Zones Project Certification

STEP 1: “Place”-specific Pillar Certification Goals and Performance

WALKING SCHOOL BUS: At least 25% of participating elementary schools implement one of the following:
Walking School Bus, Safe Routes to School program, Bus-to-Walk Program

Walking School Bus:

- Weekly Wednesday Walking School Bus Launched on October 10, 2018
 - Four (4) elementary Schools
 - **105 students**
 - 27 adults
 - **133% of goal**



BZP Policy Certification Status

Built Environment Goal: Nine (9)

1. Safe Routes to School Master Plan

Dry Hollow Elementary Traffic Safety Pop Up Demonstration

Safe Routes to School Application for Dry Hollow Elementary (2018)

Safe Routes to School Application for Chenoweth Elementary (2019)

2. Seek sustainable funding for equitable access to physical activity.

*Summer Swim Rx - Contract between Northern Wasco Parks & Recreation and PacificSource
for health related billings.*

3. Parks Master Plan

Parks Master Plan 2019

4. Adopt policies or practices that allow for trainings on Complete Streets for elected officials, city and county staff, planners and other interested parties.

*Resolution 18-019: Working with the City to provide BZP orientation and trainings to elected officials
during onboarding and beyond*

5. Support the city in implementation of any of the 2017 Housing Strategy Report recommendations.

Achieving Blue Zones Project Certification

STEP 1: “Policy”-specific Pillar Certification Goals and Performance

BUILT-ENVIRONMENT POLICY: Implement six “Core BZP Built-Environment Practices”; implement three short-term policies/projects; and implement one marquee project.

	Policy	% Complete	R/Y/G
Marquee 1	Pick-up and drop-off traffic and intersection around Dry Hollow Elementary	100%	Complete
Marquee 2	Development of the Mill Creek Greenway	75%	On Track
Marquee 3	1 st Street Streetscape project – Front Porch	50%	On Track

BZP Policy Certification Status

Food Goal: Five (5)

1. Incentivizing Healthy Menu Item at all Mobile Food Trucks

Mobile Food Vendor Policy Brief (2018)

Collaboration between City of The Dalles and North Central Public Health District

2. Healthy Food Pantry Policy at local food pantries to commit to promoting healthy foods and limiting the distribution of foods with low to no-nutritional value.

Collaboration with Columbia Gorge Food Bank's Healthy Food Pantry Policy

3. The Dalles Farmer's Market will pass a policy to accept food-assistance payments and purchasing incentives.

The Dalles Farmer's Market values food-assistance payments and are revisiting by-laws and mission statement to reflect this value.

4. Adopt a policy that allows for parks to be evaluated and built as an edible parks or food forests

Collaboration between Northern Wasco Parks & Recreation and Wasco County Master Gardner's

BZP Policy Certification Status

Tobacco & Smoke Goal: Three (3)

1. Increase the minimum distance for smoking from entryways to at least 25 feet (current OR law is 10 feet).

Working with City of The Dalles Human Resources Department Manager

2. Smoke-free city and county properties

Lewis & Clark Festival Park is the last park we need to be designated as Tobacco & Smoke-free to meet this goal.

3. Clearly defined language in designated smoke-free areas to reflect smoke-free policy and include e-cigs, vaping, chew and marijuana.

Partnering with North Central Public Health District to update signs and educate policy.

4. Support the design and implementation of tobacco retail requirements. Design and implement a policy where tobacco cannot be sold within 1,000-2,000 feet of where children gather, including schools, libraries, playgrounds, parks.

Currently there are no tobacco retailers within the 1,000-2,000 foot radius of where children gather.

5. Tobacco education policies for schools and worksites to include tobacco cessation support from health partners.

Collaboration between Northern Central Public Health District and local worksites.

BZP Certification Status

Sector Goal	Individuals	Work-sites	Grocery	Restaurants	Schools	WSB	Com Policy	Marquee
	15% pop. 15+ years	10 most Influential	25% of all (1)	10% (4)	50% (3)	25% (2)		
Current Status	1,820	5	0	4	0	4	0	1
Target	1,639	10	1	4	3	2	17	1 out of 3
Denominator	10,925	20	3	73	6	3	-	-
% Complete	111%	50%	IP	100%	IP	100%	IP	100%
Online Registrants	N/A	20	1	5	4	N/A		

IP = In Progress

BZP Built Environment Expert Dan Burden Site Visit: September 25, 2019



44 community members participated in BZP Built Environment activities to help inform and design the Safe Routes to School master plan and two Marquee projects





AGENDA STAFF REPORT

AGENDA LOCATION: Item #10 A-B

MEETING DATE: January 28, 2019

TO: Honorable Mayor and City Council

FROM: Izetta Grossman, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the January 14, 2019 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the January 14, 2019 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the January 14, 2019 Regular City Council meeting minutes.

- B. **ITEM:** Approval of Resolution No. 19-002 Concurring with Mayor's Appointments to Urban Renewal Agency and City Budget Committee

BUDGET IMPLICATIONS: None

SYNOPSIS: The resolution has been prepared and is submitted for review and approval.

RECOMMENDATION: That City Council review and approve Resolution No. 19-002

MINUTES

CITY COUNCIL MEETING

January 14, 2019

5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Stephen Lawrence

COUNCIL PRESENT: Russ Brown, Linda Miller, Darcy Long-Curtiss, Tim McGlothlin,
Taner Elliott

**INCOMING COUNCIL
PRESENT:** Mayor Richard M. Mays, Rod Runyon

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Julie Krueger, City Clerk Izetta Grossman, Finance
Director Angie Wilson, Public Works Director Dave Anderson,
Police Chief Patrick Ashmore, Human Resources Director Daniel
Hunter, Assistant to the City Manager Matthew Klebes, Planner
Riley Marcus, Planner Joshua Chandler

Number of people present: 48

CALL TO ORDER

The meeting was called to order by Mayor Lawrence at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Grossman. All Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

OATH OF OFFICE

City Clerk Grossman administered the Oath of Office to Councilors Timothy McGlothlin, Russ Brown, Rod Runyon and Mayor Richard A. Mays. The new City Council was seated at the dais.

APPROVAL OF AGENDA

Councilor Brown asked that Item 13-B be removed from the agenda, as the new Council representative to the Airport Board he would like additional time to get up to speed. It was moved by Miller and seconded by Runyon to approve the agenda as amended. The motion carried unanimously.

PRESENTATIONS PROCLAMATIONS

Presentations to Outgoing Mayor Stephen Lawrence and City Councilor Taner Elliott

Mayor Mays presented Taner Elliott and Stephen Lawrence gifts from the City. Mays thanked them for their service.

Mayor Mays had a personal gift for Stephen Lawrence and his wife Rose presented Donna Lawrence with roses and thanked her for her service.

Columbia Gorge Regional Airport Quarterly Report

Chuck Covert, Airport Manager reviewed the Quarterly Report.

Councilor Runyon asked what was the substantial increase in fuel sales.

Covert said fuel sales were up 15%. He said TacAero owned 20 aircraft and had an aggressive maintenance shop that contributed to the increase.

The Dalles Main Street Quarterly Report

Luise Langheinrich, President of the Board of The Dalles Main Street reviewed the report. She handed out a supplement to the report (attached).

She said with the number of ships increasing Main Street would be renegotiating the Tour

Coordinator contract with the City.

Councilor Runyon asked where citizens could find the ship docking schedule. Langheinrich said there was a calendar on the City website maintained by the City Clerk, and one on the Chamber of Commerce website.

Councilor Miller said the report was positive.

In response to a question Langheinrich said the Executive Board would be the hiring committee for the new director.

Mayor Mays asked about the neon signs being restored for placement downtown.

Langheinrich said there were five signs:

Sears

Dogs N Suds

Dawn Donuts

Jefferson Hall

Flying A

She said the installation was all donated.

AUDIENCE PARTICIPATION

Dan Spatz, Columbia Gorge Community College asked the Council for support of and participation in The Big Read, sponsored by the College and The Dalles/Wasco County Library. (see attached)

It was the consensus of the Council to support the event.

Lorene Hunt PO Box 81 The Dalles, read a statement into the record (see attached).

CITY MANAGER REPORT

City Manager Julie Krueger reminded Council of Community Connect event on January 30, 10 to 4pm at the Senior Center. She said the event would have support services, food, clothing and other free services available. She said the City was holding a clothing drive for the event.

Krueger reported the Assistant to the City Manager reported the work plan for the Integrated Planning Grant provided by Business Oregon for brownfields in the URA district has been

finalized. One change was to conduct a more in depth survey of the alleyways between 1st/2nd and 2nd/3rd to identify potential tanks in the right of way. This survey will require locates called in on each block, which has already started. The survey will likely be conducted at the end of the month depending on weather.

Krueger said there were a number of items being requested using the Safety Funds. She said the amount budgeted for expenditure would be over expended if all the items were approved. She said a budget amendment was necessary, and would be coming before the Council in February. She said the items included:

- Varidesks and Chairs
- Respiratory equipment for SERT
- Trench protection for Public Works

Krueger said the City had received notice from Oregon Department of Transportation regarding a Federal Regulation requiring a substantial reduction of load limit for the West 6th Street Bridge.

Public Works Director Dave Anderson said he was looking into options for increasing the load limit and the costs for those options.

Anderson said Public Works would be sending out a press release, flagging the approach, sending letters to inform as many people as possible.

CITY COUNCIL REPORTS

Councilor Runyon said he was glad to be on Council.

He said he attended:

- League of Oregon Cities (LOC) Ethics Training
- LOC Small Communities meeting
- Housing meeting

Councilor Long-Curtiss reported on attending:

- City Christmas Party
- The Dalles Main Street meeting

Councilor McGlothlin said it was nearly impossible to make a left turn the intersection at Cherry Heights and 2nd Street.

Public Works Director Anderson said they were talking to the engineers that worked on the Transportation Plan to do an analysis of the intersection in order to amend the plan.

Mayor Mays reported attending:

- Economic Opportunities meeting
- Economic Development Committee with the Chamber

Mayor Mays said a Goal Setting retreat was being planned. He asked Council to look at their calendars and let staff know available Saturdays in February and March.

Selection of a Council President

It was moved by Runyon and seconded by Miller to elect Councilor McGlothlin as Council President. The motion carried 5 to 0.

Assignment of City Councilors to Various Committees and Boards

Mayor Mays asked if Council had any changes to the list of Committee and Board assignments.

It was the consensus of the Council to approve assignments as proposed.

CONSENT AGENDA

It was moved by Brown and seconded by Miller to approve the Consent Agenda as presented. Motion carried by vote of 5 to 0. All members voting in favor.

Items on the Consent Agenda were: 1) Approval of December 10, 2018 Regular City Council Meeting Minutes; and 2) Approval of Resolution No. 19-001 A Resolution clarifying the authority of the City of The Dalles Community Development Director to Execute documents related to the Community Development Block Grant for the Mid-Columbia Regional Home Repair Grant Program.

Councilor Runyon asked if there was an update on the status of the Girl Scout House and the Joseph Wilson credit that Councilor Elliott had asked about at the previous meeting.

City Manager Krueger said the City Attorney was looking at a proposal to surplus the Girl Scout House. She said she would ask the City Attorney for an update on the credit.

PUBLIC HEARINGS

Receive Testimony Regarding Vacating a Portion of Alleyway Located to the rear of 1707 Lincoln Way

Mayor Mays opened the hearing and asked for the staff report.

Joshua Chandler, Planner reviewed the staff report.

Mayor Mays asked for testimony. Hearing none the hearing was closed.

Councilor Runyon said he had walked the property and spoke with the owner (whom he knew personally). He said he had no issues with the vacation.

Mayor Mays if any Councilor wanted the Ordinance read in full. None requested the ordinance be read in full.

Adopt Special Ordinance No. 19-581 Vacating a Portion of the Alleyway Located to the rear of 1707 Lincoln Way

City Clerk Grossman read the ordinance by title only.

It was moved by Long-Curtiss and seconded by Runyon to adopt Special Ordinance No. 19-581 Vacating a Portion of Alleyway Located to the rear of 1707 Lincoln Way by title only. Motion carried by vote of 5 to 0. All members voting in favor.

Receive Testimony Regarding Vacating Portions of Public Right of Way off of Gordon Court, Between West 14th and West 15th Streets

Mayor Mays opened the hearing and asked for the staff report.

Riley Marcus, Planner reviewed the staff report. She said one written objection was received. She said no reason was given. She said a letter was sent to that person, she was unsure if the letter had been received.

Mayor Mays asked for testimony. Hearing none the hearing was closed.

Councilor Runyon said he had taken a walking tour of the property. He asked if it was possible to add the actual address on the vacations.

Mayor Mays if any Councilor wanted the Ordinance read in full. None requested the ordinance be read in full.

Adopt Special Ordinance No. 19-582 Vacating Portions of Public Right of Way off of Gordon Court, Between West 14th and West 15th Streets

It was moved by Long-Curtiss and seconded by Miller to adopt Special Ordinance No. 19-582 Vacating Portions of Public Right of Way off of Gordon Court, Between West 14th and West 15th Streets by title only. Motion carried by vote of 5 to 0. All members voting in favor.

ACTION ITEMS

Treaty Oaks Skill Center and Campus Housing Agreement

Assistant to the City Manager Matthew Klebes reviewed the staff report.

Columbia Gorge Community College representative Dan Spatz joined Klebes to answer questions.

Klebes noted:

Profit sharing was still being discussed, focused on housing, which had been removed from IGA language

Port of The Dalles had committed \$1.5 million toward cash flow for the project

In response to a question Spatz said the College Board had voted unanimously in favor of moving forward with the IGA. He said it was the second time the Board had voted in favor of the project.

Councilor Runyon said he was in favor of the project. He asked that all references to housing be removed from the IGA.

Councilor Long-Curtiss said she was in support of the project.

She said every time a decision is made to spend the funds, something else has to not be done. She said she would like to see a process for decisions on use of the Enterprise Zone funds created.

In response to a question Spatz said at the last meeting the College Board reviewed:

- Programs
- Housing
- Research on needs of industry partners (30 companies)

- Details on the Skill Center
 - o flexible bays for work force training
 - o rough draft of drawing
 - o conference room
 - o computer room

Councilor Miller said she was in support of the project. She said local students have to go out of the area for these types of classes.

Councilor McGlothin asked if the Skill Center would supplement the classes at the high school.

Spatz said the intent was not to compete with the high school. He said the College and D21 were working together.

In response to questions Spatz said:

- Hoping to wrap with the IGA this week
- County would meet Wednesday
- Intent is not to make money – cover costs only
- \$3.5 million for the Skill Center
- Enterprise Zone funds used for capital/principal only payments
- College pays interest on the bond
- Certificate of Occupancy was the trigger for payment of Enterprise Zone funds

Councilor Brown said he was not in favor of profit sharing.

Councilor Runyon asked that staff double check that all references to housing be removed from the IGA.

Councilor Long-Curtiss asked if guidelines for use of Enterprise Zone funds be drafted.

City Manager Krueger said a process is being developed for use of the funds.

It was moved by Miller and seconded by Runyon to pass the IGA. The motion carried by a vote of 5 to 0. All members voting in favor.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:25 p.m.

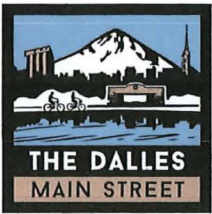
Submitted by/
Izetta Grossman, CMC
City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Izetta Grossman, CMC City Clerk



January 2019 Quarterly Report

Supplemental 1/14/2019

- A. Main Street Organization: Volunteer board that works tirelessly to vitalize downtown!
 - 1. Rejuvenated the board with 5 new board members.
 - 4 are young business owners downtown, 1 is new regional branch manager.
 - 2. 3/4 of board (8 out of 12) own downtown businesses.
 - 3. Next step: create more robust foundation for organization
- B. Executive Director Position update
- C. Main Street Strategic Plan Reviewed and Objectives Refined
 - 1. Downtown Beautification & Traffic Calming
 - 2. Façade Improvements
 - 3. Downtown Events also in coordination with tour boats
 - 4. Downtown Marketing-branding
 - 5. Stabilize our funding
- D. Grants
 - 1. 3 on-going: Hebring House, Gorge Beauty Academy, Sign Art Installation—Neon Sign Museum
 - 2. \$200,000 open for proposals, deadline to Main Street Board is before February 5th.
- E. Tour Boat Coordination: Main Street entered in contract with City July 2017
 - 1. Tour Boat dockings have increased 32% since Main Street took on task of coordination
 - a. 2019 dockings scheduled at 145 (possibility of 23,000 passengers). There may be more with possible season extensions.
 - 2. 4 boats now have Hop-On-Hop-Off buses to transport passengers around downtown and to museums.
 - 3. Contracts between tour companies and local venues (not counting warehouses and other services)
 - a. 2017—American Steamboat Co: Discovery Center, Ft. Dalles Museum, Original Courthouse
American Cruise Lines: Discovery Center
 - b. 2018—American Steamboat Co: Discovery Center, Ft. Dalles Museum, Original Courthouse,
Neon Sign Museum, Granada Theatre
American Cruise Lines: Discovery Center
 - c. 2019—American Steamboat Co: Discovery Center, Ft. Dalles Museum, Original Courthouse,
Neon Sign Museum, Granada Theatre
American Cruise Lines: Discovery Center, Ft. Dalles Museum
 - 4. American Steamboat Co. exploring evening events (2 sock-hops last year) and extending season into January 2020.
 - 5. Downtown maps and Cherry bags are huge success!
 - 6. Positive economic impacts are being clearly felt.
 - 7. Main Street will need to renegotiate contract: our funding of coordinator is about \$4,000 more than in contract and scope of work has increased due to increase of tour boat traffic.
- F. Contact Luise Langheinrich for more information or if you have questions. 541-296-4470

[HOME](#)[ABOUT](#)[GRANTS](#)[NEWS](#)[LIFETIME HONORS](#)[PUBLICATIONS](#)[ARTISTIC FIELDS](#)[CONTACT](#)[Home » National Initiatives » NEA Big Read](#)

NEA BIG READ

Into Beautiful North

About NEA Big Read

"The NEA Big Read exposes people to new genres and ideas and challenges their current tastes in literature. And the best part is that people told us that at our events! They not only read something that they wouldn't normally have read, but they went out of their way to participate in a community event and learn more about the story, characters, plot and author. It just really shows the community buy-in we have and the hunger communities have for connection with each other." – the University of Wisconsin-Parkside Library, an NEA Big Read grantee, in a Q&A with Arts Midwest

An initiative of the National Endowment for the Arts in partnership with Arts Midwest, the NEA Big Read broadens our understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

Studies show that reading for pleasure reduces stress, heightens empathy, improves students' test scores, slows the onset of dementia, and makes us more active and aware citizens. Book clubs and community reading programs extend these benefits by creating opportunities to explore together the issues that are relevant to our lives. The titles in the NEA Big Read library vary in genre, theme, settings and points of view: from poems about the loss of a father to a memoir about growing up in a refugee camp to a post-apocalyptic novel about hanging on to our humanity after a flu pandemic. Writes one NEA Big Read participant, echoing the sentiments of many other participants around the country, "the book taught us how to talk to and trust one another so that we could ultimately approach issues that were difficult and immediate."

NEA Big Read annually supports approximately 75 dynamic community reading programs, each designed around a single NEA Big Read selection. Each community program that receives an NEA Big Read grant—which ranges between \$5,000 and \$15,000—is also provided with resources, outreach materials, and training on various aspects such as working with local partners, developing public relations strategies, and leading book discussions and Q&As. The programs last approximately one month and include a kick-off event, often attended by the mayor and other local luminaries; major events devoted specifically to the book (e.g., panel discussions and author reading); events using the book as a point of departure (e.g., film screenings and theatrical readings); and book discussions in diverse locations involving a wide range of audiences.

Since 2006, the National Endowment for the Arts has funded more than 1,400 Big Read programs, providing more than \$19 million to organizations nationwide. In addition, Big Read activities have reached every Congressional district in the country. Over the past 12 years, grantees have leveraged more than \$44 million in local funding to support their NEA Big Read programs. More than 4.9 million Americans have attended an NEA Big Read event, approximately 82,000 volunteers have participated at the local level, and over 39,000 community organizations have partnered to make NEA Big Read activities possible.

BACK TO NEA BIG READ   

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Lists of Grants

FAQs

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Social Media Scam Regarding NEA Grants

400 7th Street, SW, Washington, DC 20506 202.682.5400 | webmgr@arts.gov

Presentation for The Dalles City Council meeting Jan. 14, 2019:

For the benefit of all persons in this room and in this town,

This is the first City Council meeting of The Dalles in this New Year; and also the first meeting after elections with new members of this governing body – welcome. Both the New Year **and** a new collection of citizens making decisions that govern our town can function as harbingers of hopeful new directions for the future. Having had multiple and in depth experiences with city operations since April of last year that have altered my life in most significant ways, I humbly offer these ideas and A Message for All Seasons at a time of challenges with hope for the future.

This past weekend, our family met at the ocean for a meaningful weekend celebrating our son's birthday (and also my upcoming birthday on the 17th of January which I had not thought about until our grandson included “grandma” in his Happy Birthday song). I did not miss a single high tide on the shore, the water coming up to the rocks next to our house on the beach. As the waves came in and swept back out, they erased all the footsteps of man and animal on the sandy shore, leaving a bed of sand unmarked by past journeys of any creature. It occurred to me that in matters of the city, it is impossible to wipe away marks of past choices/actions, some having impacts that short periods of time cannot erase. It is possible, however, to change course in a more positive direction like a rip tide moving against the current, nudging that current in new directions. What would this look like in matters of the city that impact citizens at the very heart of their lives? Hopefully, citizens of this town can look forward to new directions in several areas, including the following:

- *giving concerns of citizens the respect/validity those concerns deserve*, particularly when a host of citizens who live near proposed developments or businesses are expressing their concerns about activity next to their properties or in their neighborhoods, which will prevent repeat events similar to the hearings May 3, June 25, and July 9 in 2018 (which were painful for those participating and those impacted whose collective voices were not validated.) With positive change in this one area, citizens who have invested much time and significant financial resources in their neighborhoods could instead experience that their life-long contributions are valued and their voices are important to the decision-making process;

- *greater transparency in communications of the city with all citizens..* [i.e. a Notice of Hearing for May 3 omitted crucial details regarding the purpose (which should have included “a duplex”) resulting in a false narrative spreading about the purpose of a new development, the purpose critical to the need for further action and requiring citizens to canvas a neighborhood correcting misconceptions and impacting preparation for the Hearing]....corrections by citizens avoidable had the purpose of the new development been included in the Notice of Hearing, preventing false narratives from spreading and informing all citizens of necessary facts);

- *informing citizens of the applicable conditions that directly apply to proposals for development;*

- *preserving the right of every individual to contribute to the city's discourse and demonstrating high regard for those contributions* (problems at the last 2 meetings of the city council last year removed opportunity to contribute on Nov. 26 and interrupted/cut short contribution on Dec. 10)

- *building citizens' trust that the city will move carefully and judiciously on proposed LUDO code changes, honoring deep concerns regarding proposed changes in low density neighborhoods*

The city code, if honored, can be a bulwark for citizens to rely on, its express language a source of hope for the future, changes made only after very thorough research and citizen involvement.

A message for all seasons:

Listen to the Philippine Madrigal Singers in their Oct. 10 concert on You Tube sing and sign the "Prayer of St. Francis" – heavenly – what the world and our town needs now

"Lord, make me an instrument of Thy **peace**; Where there is *hatred*, let me sow **love**;
Where there is *injury*, Thy **pardon** Lord; Where there is **hope**, let me sow **faith**;

Lord, make me an instrument of Thy **peace**; Where there's *despair*, let me bring **hope**;
Where there is *darkness*, let there be **light**; Where there is *sadness*, let me bring **joy**;

...For it is in **giving**, that we receive; And it is in **pardoning**, that we are pardoned;
And it is in dying that we are born.....To eternal life.

(Postscript)

Repeated efforts, words from the heart too often falling on deaf ears, have been a journey...

...through fields of *injury*, but we pray "Father, **forgive** them, for they know not what they do"
...on paths of *despair*, and yet there is **hope**...when persons care, like some have and do
...in realms of *darkness*, when impacted by actions which could be resolved with care,
bringing **peace** and rest to young and old, weary and worn,
the **light** of day bringing **faith** in the goodness of God & others
and **love** of a new day with its possibilities for **giving**
...midst oceans of *sadness*, knowing that care for each other could make the difference and
bring **joy**, changing this (inner) world into a rose garden

The following is a personal note added at the close of the presentation:

On Dec. 27, my life took an unexpected turn when my car slid on ice and was totaled, other very serious accidents occurring at the same spot in the past month, renewing the realization that no-one is guaranteed another day....and so I made efforts to come tonight from Eugene to make my small contribution that is trusted to be an inspiration toward positive and hopeful paths.

This month, several medical procedures are scheduled for me, the outcome uncertain...your sincere thoughts and prayers are welcomed and will be appreciated. Lorene Hunt

RESOLUTION NO. 19-002

**A RESOLUTION CONCURRING WITH THE
MAYOR'S APPOINTMENTS TO URBAN RENEWAL AGENCY AND
CITY BUDGET COMMITTEE**

WHEREAS, there is are expired or vacant terms on various committees and commissions;
and

WHEREAS, the Mayor has elected to appoint Gary Grossman to the Urban Renewal Agency Board; and to appoint Taner Elliott to the City Budget Committee filling the vacant position,.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The City Council concurs with the appointments of:

Gary Grossman to the Urban Renewal Agency Board with a term expiring 12/31/21 and Taner Elliott to the City Budget with term expiring 06/30/19.

Section 2. This Resolution shall be effective January 28, 2019

PASSED AND ADOPTED THIS 28th DAY OF JANUARY 2019.

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 28th DAY OF JANUARY 2019.

SIGNED:

ATTEST:

Richard A. Mays, Mayor

Izetta Grossman, CMC, City Clerk



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

AGENDA LOCATION: Discussion Item #11-A

MEETING DATE: January 28, 2019

TO: City Council

FROM: Mayor Mays

ISSUE: City Council Rules

Included in your packet are the current City Council Rules for your review.

This is a Discussion Item regarding process desired for updating the rules and preparing them for Council signature at a future meeting.

**CITY OF THE DALLES
CITY COUNCIL RULES
CODE OF CONDUCT POLICY**

Section 1. Authority.

- 1.1 As authorized by the City Charter, The Dalles City Council established the following rules for the conduct of its meetings, proceedings and business. These rules shall be in effect from Council adoption until amended or until new rules are made by resolution.

Section 2. Mayor and Council President, Presiding Officer.

- 2.1 The Charter provides for the Mayor to preside over Council meetings. In the Mayor's absence, the Council President shall preside.
- 2.2 Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor.

Other duties assigned to the Council President are to attend committee meetings when another Councilor is unable to attend certain meetings or delegate to ensure a Council representative is in attendance.

- 2.3 In the absence of both the Mayor and the Council President, the City Clerk shall call the Council to order and call the roll of the members. Those members present shall elect, by majority vote, a temporary presiding officer for the meeting.

Section 3. Council Meetings.

- 3.1 Regular Council meetings will be held on the second and fourth Monday evening of each month for the purpose of conducting business.

Any other special meetings will be limited to two per week including the regular or workshop meetings. Additional meetings will require approval by a majority of the Council.

- 3.2 If possible, only one or two major topics (defined as issues of special interest, controversial, or difficult) will be scheduled per meeting.
- 3.3 Regular Council business meetings will begin at 5:30 p.m. Meetings will adjourn

within three hours of the beginning of the meeting. In order for any meeting to continue past the normal adjournment time, a majority of the Council must agree.

- 3.4 Special meetings will be topic centered.
- 3.5 Citizen comments will be scheduled for all regular Council meetings that are open to the public. The Presiding Officer will state the ground rules at the start of each meeting. The Presiding Officer has the flexibility to extend or shorten the time limit on citizen comments.

The Presiding Officer will state the public hearing procedures before each hearing.

- 3.6 Staff/consultants will provide brief input and respond to questions.
- 3.7 Citizen and community group sign-in forms will be available at each meeting.
- 3.8 The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements constituting the official record of the Council.

Only Councilors or the City Clerk have the authority to make revisions to the minutes subject to a majority vote of the Council. If a citizen wishes to suggest a modification or revision, the request must be made through the Mayor, a Councilor, or the City Clerk.

3.9 Types of Meetings:

- (1) Regular - the Charter provides for regular meetings at least once each month at a location within the City boundaries.
- (2) Special - any Council meeting other than the regular Council meeting. Notice shall be given at least 24 hours in advance. A special meeting may be scheduled by the Mayor or at the request of three Councilors.
- (3) Emergency - a special meeting that is called with no more than 24 hours notice or less than 3 hours notice. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of Councilors.
- (4) Executive (closed) - a special session that is closed except to the Council,

City Manager, City Attorney, City Clerk, designated staff, and consultants. The media is allowed to attend but may not report, in accordance with the State open meeting law.

Executive Session subjects are limited to hiring the City Manager, City Attorney, or Municipal Court Judge; dismissal or discipline, labor negotiations, real property transactions, exempt public records, trade negotiations, consultation with City Attorney on litigation or potential litigation, City Manager, City Attorney, and Municipal Court Judge evaluations, public investments, and any other topic allowed by State statute.

No final action or decision may be made during an executive session. The Council may discuss, instruct, or reach a consensus; formal approval in public session satisfies legal decision-making requirements.

- 3.10 Recess and Holidays. The City Council shall be in recess during the month of August, unless it is determined a special meeting is necessary. In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week will be cancelled.
- 3.11 A regular meeting agenda will contain the following categories listed in order:
- A. CALL TO ORDER. The meeting is called to order by the Mayor or presiding officer.
 - B. ROLL CALL OF COUNCIL.
 - C. PLEDGE OF ALLEGIANCE.
 - D. APPROVAL OF AGENDA.
 - E. PROCLAMATIONS/PRESENTATIONS. Formal recognition is given by the Mayor or presiding officer. The Mayor will ask if anyone is present to speak on the matter.
 - F. AUDIENCE PARTICIPATION. Citizens may comment on Consent Agenda items or City related non-agenda issues (15 minutes maximum time; 5 minutes per speaker). If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue

may appear on a future meeting for City Council consideration.

- G. CITY MANAGER COMMENTS. The City Manager provides information to Council on current activities and issues, and sometimes requests direction.
- H. CITY ATTORNEY COMMENTS.
- I. CITY COUNCIL REPORTS. Councilors report on their committee and other City activities.
- J. CONSENT AGENDA. Routine purchases, contracts, contract awards, resolutions, and other non-controversial items may be approved by one motion and vote. Any Councilor may have any item removed for consideration under Action Items.
- K. PUBLIC HEARINGS. Citizens may testify pro or con, on any item.
 - 1. General: Public hearing on resolution or other proposed Council action (one hour maximum per hearing).
 - 2. Legislative: Recommendation from Planning Commission (one hour maximum per hearing: 15 minutes for staff report and questions, 15 minutes for proponent testimony, 15 minutes for opponent testimony and 15 minutes for questions and decision).
 - 3. Quasi-Judicial: Recommendation from Planning Commission (One hour and 15 minutes per hearing: 10 minutes for staff report and questions, 15 minutes for applicant presentation, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for applicant rebuttal, and 15 minutes for questions and decision).
 - 4. Appeal from Planning Commission Decision (one hour and 15 minutes per hearing: 10 minutes for staff report and questions, 15 minutes for appellant presentation, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for appellant rebuttal and 15 minutes for questions and decision).
 - 5. The above mentioned time limits may be exceeded by a vote of the Council or Planning Commission if the matter before them is of a

complex nature or requires extensive testimony from staff, the applicant, or opponents.

L. CONTRACT REVIEW BOARD ACTIONS.

M. ACTION ITEMS. Items for Council action are taken individually. Staff provides information and recommendation. Citizen comments are permitted at the discretion of the Presiding Officer.

1. Council Ordinance First Reading. A Council ordinance which is being introduced for the first time is scheduled for first reading.
2. Council Ordinance for Enactment. A Council ordinance is enacted when read for the second time and adopted (or only one time if Charter requirements are met). When enacted, an ordinance becomes enforceable as City law in 30 days, unless an emergency is declared.
3. Ordinance Adoption by Title. An ordinance may be adopted without being read in full, and read by title only, under the following conditions: a) No Councilor present at the reading requests that the ordinance be read in full; and b) at least two weeks before the reading a copy of the ordinance is provided for each Councilor, three copies of the ordinance are available for public inspection in the office of the custodian of City records, and notice of their availability is given by written notice posted at the City Hall and two other public places in the City.
4. Resolution. A Resolution provides for adoption of formal City policy or interpretation of a policy. Resolutions also set specific fees and City requirements and standards.
5. Council Measures or Proposals. This item provides a formal opportunity for Councilors to initiate policy items for discussion, decision and direction to staff. If an item warrants further research, Council will direct staff to provide a report.
6. Council Memoranda. Information to Council from staff or committees on status of projects or activities is presented as Council Memoranda from the City Manager.

N. DISCUSSION ITEMS.

O. ADJOURNMENT. The presiding officer adjourns the meeting.

Section 4. Agenda.

4.1 The City Clerk's office will prepare an agenda for each Council meeting specifying the time and place of the meeting and a brief general description of each item to be considered by the Council.

4.2 Items may be placed on the Council agenda by any of the following methods:

- a) A majority vote of the Council
- b) Consensus of the Council
- c) By any Councilor advising the Mayor or City Manager
- d) By the City Manager or City Attorney
- e) By Department Managers or designee

Documentation for each agenda item will be received by the City Clerk by 5:00 p.m. on Wednesday, just less than two weeks prior to the Council meeting on a Monday. Agenda materials will be available to the Council, staff, media, and public 10 days prior to the meeting.

4.3 An item may be placed on the Council agenda after the agenda is closed and the notice published, if the Mayor, Councilor, or City Manager explains the necessity. The City Clerk will notify the media and any known interested citizens as soon as possible after receiving information about the proposed agenda addition.

4.4 Sufficient time will be allowed between public hearings and other scheduled items so the public is not kept waiting unduly, and so the Council will have sufficient time to review relevant materials, to hear testimony and to deliberate.

4.5 Legally required and advertised public hearings will have higher priority than other time scheduled agenda items.

- 4.6 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.
- 4.7 The Mayor may, with the concurrence of the Council, consider agenda items out of order.

Section 5. Public Hearing Procedural Requirements.

- 5.1 Quasi-judicial hearings require a Council decision by using a certain process which includes criteria, evidence, and specific findings.

Legislative hearings do not always require a Council decision even though evidence is presented.

- 5.2 A Councilor's qualifications may be challenged for bias, prejudgement, personal interest, or other reasons. The challenge may prevail if it shows a Councilor cannot be impartial.

A Councilor will not participate in the discussion nor vote when any of the following conditions exist:

- a) Family financial interests
 - b) Ownership of property within noticed area
 - c) Direct private interest
 - d) Other valid reasons showing a Councilor cannot be impartial
- 5.3 For quasi-judicial hearings, Councilors will refrain from having pre-hearing or ex-parte contacts relating to any issue of the hearing. If a Councilor has pre-hearing or ex-parte contact prior to any hearing, the Councilor will reveal this contact at the meeting and prior to the hearing. The Councilor also will state whether such contact affects their impartiality or ability to vote on the matter. The Councilor must state whether he or she will participate or abstain.
- 5.4 For quasi-judicial hearings, a Councilor may be disqualified from the hearing by a two-thirds vote of the Council. The Councilor subject to disqualification cannot vote on this motion.
- 5.5 For quasi-judicial hearings, a Councilor who was absent during the presentation of

evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

Section 6. Council Ordinances.

- 6.1 All proposed ordinances will be prepared by the City Attorney.
- 6.2 Council Ordinances will be confined to one subject which shall be clearly stated in the title.
- 6.3 Council Ordinances will be read according to policy set forth in the City Charter.
- 6.4 The City Clerk or designee will number the ordinance, fill in the vote results, and obtain the signature of the Mayor and City Clerk within three days from the date passed.
- 6.5 Ordinances become effective 30 days after enactment unless a later date is specified, except ordinances that make appropriations and the annual tax levy, local improvements and assessments, and emergency ordinances.

Section 7. Council Discussions.

- 7.1 Before speaking, a Councilor will ask the presiding officer to be recognized.
- 7.2 Councilors will be direct and candid; Councilors need to be comfortable saying what they want and giving positive feedback.
- 7.3 If a council member is personally offended by remarks of another council member, the offended member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other council member to justify or apologize for the language used. The Mayor will maintain control of this discussion. If the Mayor is challenged, the Council President shall step in to control the discussion.
- 7.4 Councilors will speak one at a time; allowing one another to finish; encouraging all Councilors to participate.
- 7.5 During decision making, Councilors will talk out differences when the minority tries to sway the majority, and once decisions are made, will support the decision. It is permissible to point out how opinions differ from the decision. For example:

“Yes, I disagreed. This is why my peers voted the way they did.” Councilors will disagree in a way that is not destructive to the staff who follows the majority.

- 7.6 During the voting process, Councilors will express ideas (clarify positions), if at all possible, prior to the vote.
- 7.7 During public hearings, Councilors will be open to the ideas and input of the citizens and will suspend judgement until reading the packet information and listening to the ideas and opinions of others (Councilors, citizens, and staff). It is appropriate to defer action or refer back to staff, but Councilors will specify what new and/or additional information is needed and determine how long before it will be brought back. The Presiding Officer will seek consensus on the action the Council is to take.
- 7.8 During Council discussion, Councilors will ask questions to clarify information. Councilors will avoid disguising opinions in a question, and will state where they are unclear, then ask a question. Councilors will not ask leading questions (questions that are framed with an implied answer). Councilors will be conscious of the meeting time limit during discussion and debate; will identify items and the type of action and/or information they are seeking through the agenda process; will articulate what the issue is; will help keep the group on track and to the point of the discussion; and will offer ideas and search out commonalities among Councilors’ perspectives and opinions. Each member is responsible for facilitating the discussions.
- 7.9 Councilors should refrain from using the “calling for the question” parliamentary procedure for the sole purpose of blocking or stopping discussions.
- 7.10 Councilors will avoid asking people to appear at a Council meeting to state their complaint or question. Instead, as a first step, the matter will be referred to the City Manager or designee, or ask that the matter be placed on the agenda as a Council Measure with the appropriate background information. When citizens contact Councilors, the Councilors will ask these questions:
 - a) Have you contacted the City Manager? If yes, the Councilor will trace back through the Mayor or City Manager.
 - b) Will you write me a letter?
- 7.11 The City Council will not provide support or opposition for any political candidate.

If a request is received to support or oppose environmental and/or human rights issues, initiatives, or ballot measures, the following steps will be taken:

- (1) The request must be made in writing and submitted to the City Manager's Office and must include a specific request for action.
- (2) The City Manager and City Attorney will review the request and forward to the Mayor with a recommendation to either support, oppose, or take no action.
- (3) The Mayor will present the information to the City Council and the City Council will determine whether they wish to take action on the request.

If the Council wishes to take an action, it must be by unanimous vote and the matter will be scheduled for consideration at a future City Council meeting. If approved, a letter will be sent on behalf of the Council, stating their position on the request.

If the Council chooses to take no action, a letter will be sent on behalf of the City Council stating the Council has decided to take no position on the request.

Section 8. Comments and Testimony to Council.

- 8.1 Persons addressing the Council are requested to step to the podium microphone, give their name and address for the record and unless further time is granted by the presiding officer, must limit comments to three minutes. All remarks will be addressed to the Council as a body. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing Council may be requested to leave the meeting.
- 8.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Council. The Presiding Officer may command the assistance of a Police Officer of the City to restore order at any meeting.

Section 9. Motions.

- 9.1 When a motion is made and seconded, it shall be clearly and concisely stated by its mover. The Presiding Officer will state the name of the Councilor who made the

motion and the name of the Councilor who made the second.

- 9.2 When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of discussion.
- 9.3 A motion may be withdrawn by the mover at any time prior to debate, without the consent of the Council.
- 9.4 If a motion does not receive a second, it dies unless debate has commenced without a second. Some motions can proceed without a second, including nominations, withdrawal of motion, agenda order, request for roll call vote, and point of order.
- 9.5 A motion to table is not debatable and precludes all amendments or debate of the issue under consideration. If the motion prevails, the matter must be taken from the table at the same meeting.
- 9.6 A motion to postpone to a certain time is debatable and amendable, and may be reconsidered at the date and time designated in the motion.
- 9.7 A motion to postpone indefinitely is debatable and is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote. The object of this motion is not to postpone, but to reject the question without risking a direct vote when the maker of this motion is in doubt as to the outcome of the question.
- 9.8 A motion to call for the question shall close debate on the main motion and is not debatable.
- 9.9 A motion to amend can be made to a motion that is on the floor and has been seconded. An amendment is made by inserting or adding, striking out and inserting, or substituting words.
- 9.10 Council will discuss a motion only after the motion has been moved and seconded.
- 9.11 The motion maker, Presiding Officer, or City Clerk should repeat the motion prior to voting.
- 9.12 The City Clerk will record the vote for all action items.

- 9.13 At the conclusion of any vote, Presiding Officer will announce such results.
- 9.14 When a question has been decided, any Councilor who voted in the majority may move for reconsideration, but no motion for the reconsideration of a vote shall be made after the ordinance, resolution or act has gone out of the possession of the Council.
- 9.15 The City Attorney shall decide all questions of interpretations of these rules and any other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by Robert' Rules of Order, Newly Revised.

Section 10. Council Attendance at Meetings.

- 10.1 Councilors will inform the Mayor, City Manager, or City Clerk if they are unable to attend any Council meeting. Lack of notification will constitute an unexcused absence. The Mayor will inform the Council President regarding an absence of the Mayor.
- 10.2 Vacancies in Office: Rules will be followed according to the City Charter.

Section 11. Council Seating at Meetings.

- 11.1 During regular Council meetings, the Mayor will be seated in the center with the City Manager and City Attorney seated on each side of the Mayor. No other seats are designated and Council may be seated in any order to the left and right of the Mayor, City Manager and City Attorney.
- 11.2 There will be no specified seating arrangement for any other Council meetings.

Section 12. Ethics, Decorum, Outside Statements.

- 12.1 All members of the Council shall review and observe the requirements of State ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
- a) Disclosing confidential information;
 - b) Taking action which benefits special interest groups or persons at the expense of the City as a whole;

- c) Expressing an opinion contrary to the official position of the council without so saying;
- d) Conducting themselves in a manner so as to bring discredit on the government of the City.

12.2 The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.

Members of the Council shall preserve decorum during meetings and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules.

Members of City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of the Council.

Section 13. Media Representation at Council Meetings.

- 13.1 All public meetings of the Council and its committees, commissions, and task forces, will be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 13.2 Media representatives are allowed to attend most Council executive sessions subject to the understanding that issues will not be reported.
- 13.3 Media representatives may be restricted from attending executive sessions involving deliberations with persons designated by the Council to carry on labor negotiations.

Section 14. Council Meeting Staffing.

- 14.1 The City Manager will attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote.
- 14.2 The City Attorney will attend all regular Council meetings unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The

City Attorney acts as the Council's Parliamentarian.

- 14.3 The City Clerk will attend all Council meetings and keep the official minutes and perform such other duties as may be needed for the orderly conduct of meetings.
- 14.4 Department Managers will attend Council meetings upon request of the City Manager.

Section 15. Council Relations With City Staff.

- 15.1 City staff or Council will not argue during a public meeting.
- 15.2 There will be mutual respect from both staff and the Council of their respective roles and responsibilities when and if expressing criticism in a public meeting.
- 15.3 City staff will acknowledge the Council as policy makers, and the Council will acknowledge staff as administering the Council's policies.
- 15.4 All written informational material requested by individual Councilors or the Mayor will be submitted by staff to the entire Council with a notation indicating which Councilor requested the information.
- 15.5 Mayor and Councilors will not attempt to coerce or influence staff in the making of appointments, awarding of contracts, selection of consultants, the processing of development applications, granting of city licenses and permits, or other such administrative functions.
- 15.6 Mayor and Councilors will not attempt to change or interfere with the operating rules and practices of any City department. The City Manager will designate the necessary staff to conduct business for the Councilors, including handling correspondence, arranging appointments, and making travel arrangements.
- 15.7 Mail that is addressed to the Mayor and Council will be opened and circulated to the Mayor and Council as soon as practical after it arrives.
- 15.8 At no time will staff open any mail that is marked personal or confidential.
- 15.9 The Mayor and Councilors will not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of a majority of the Council.

- 15.10 Mayor and Council requests for information can be made directly to staff. If the request would create a change in work assignments for any staff member, the request must be made to the City Manager.

Section 16. Council Relationship with City Committees, Task Forces, and Commissions; Council Representation to Community Organizations, Other Agencies, and Media.

- 16.1 The Mayor will appoint the committees and commissions of the City, with concurrence of the City Council. The Mayor may request assistance from Councilors in making a recommendation. To encourage broad participation, service on City committees will be limited to specific terms. A citizen may not serve on more than two City committees simultaneously. Any citizen serving on two advisory bodies may not be chairperson of both committees simultaneously.
- 16.2 With the consent of the Council, the Mayor may remove a citizen from the City committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three consecutive regular meetings of the committee or commission, disruptive or inappropriate behavior prior to, during, or after committee or commission meetings, which prohibit the advisory body from completing its business in a timely manner, or not acting in the best interest of the citizens or City. This includes preventing a committee or commission from carrying out its goals and objectives.

When the Mayor is satisfied that it would be in the best interest of the City and the committee or commission, a citizen may be removed from an advisory position by the following process:

- (1) The Mayor will request the citizen to submit a letter of resignation within 10 days from the Mayor's notification to committee or commission member. The Mayor's letter will contain the reasons for requesting the resignation. The citizen may submit a letter of response as to why he or she should remain on the committee or commission. This letter will be reviewed by the Council prior to action on the removal request from the Mayor.
- (2) The Mayor will request the item be placed on a regular Council meeting agenda for consideration for removal of the citizen from the committee or commission. The citizen will be notified of the Council meeting date when the issue will be discussed.

- (3) If the Council approves the Mayor's request for removal, the Mayor will send a letter to the citizen informing him or her that they have been removed from the committee or commission.
- 16.3 Members of the Council will not attempt to lobby or influence committee, task force, or commission members on any item under their consideration. It is important for the advisory bodies to make objective recommendations to the council on items before them. Councilors that attempt to influence committee, task force, or commission members on an item may prejudice or hinder their role in reviewing the recommendation as a member of the Council.
- 16.4 Councilors will have the right to attend meetings but should not become involved in committee, commission, or task force discussions unless they are a liaison member to that body.
- 16.5 The Mayor will make appointments of Councilors to liaison positions on City committees. Rotation of Councilors to committees is encouraged. Councilors should make their committee choices known to the Mayor who will make the final decision.
- 16.6 If the Mayor or a Councilor represents the City before another governmental agency, before a community organization, or the media, the official should first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the Councilor clarifies that these statements do not represent the position of the Council. It is unacceptable to make derogatory comments about other Council members, their opinions and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by council members.

Section 17. City Manager/City Attorney Evaluation Process.

- 17.1 The Mayor, Councilors and the City Manager, City Attorney or Municipal Judge will determine the evaluation form used for the evaluation.
- 17.2 The standards, criteria, and policy directives used in the evaluation of the City Manager, City Attorney, or Municipal Judge will be adopted at a regular Council meeting in accordance with State law.
- 17.3 The Council will determine when the completed evaluations are due and who will

collect these documents. Copies of the employee's contract will be provided to the entire Council. The original employment agreement shall be maintained in the City's official records.

- 17.4 The evaluation session will be scheduled for executive session.
- 17.5 At the evaluation session, the summary comments may be given, as well as individual comments by Councilors. The employee may respond at the conclusion of the Council comments. The employee's contract should be discussed and any recommendation may be concurred to by the Council.
- 17.6 Since the evaluation is held in executive session, attendance is usually restricted to the Mayor, Councilors, City Manager and City Attorney.
- 17.7 The last step of the evaluation process is to have the City Attorney prepare amendments, if any, to the employee's contract. This contract normally will be approved as a consent agenda item at the next regular Council meeting.

Section 18. Confidentiality.

- 18.1 Councilors will not repeat by name to persons not on the Council what others have said in a way that might embarrass fellow Councilors.
- 18.2 Councilors will keep all written materials provided to them on matters confidential under law in complete confidence to insure that the City's position is not compromised. No mention of information read or heard should be made to anyone other than other Councilors, the City Manager or City Attorney.
- 18.3 If the Council, in executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with the other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- 18.4 All public statements, information, or press releases will be handled by designated staff or a Council spokesperson.

Section 19. Council Expenses.

- 19.1 Council will follow the same rules and procedures for reimbursement as those which apply to City employees, as are set forth in the purchasing procedures.
- 19.2 Councilor expenditures for other than reimbursements will follow purchasing rules which apply city-wide.

Section 20. Public Records.

- 20.1 Public records created or received by Councilors, will be transferred to the City Clerk for retention in accordance with Oregon public records law.

Section 21. Censure/Removal.

- 21.1 The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of Council violates these rules, ordinances, charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal from assigned committee(s).
- 21.2 The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660 (2) (b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660 (2) (b).

Section 22. Miscellaneous.

- 22.1 When gifts (Sister City gifts, etc.) are presented to the Mayor and Councilors, the main gift will become the property of the City for display purposes and the individual gifts to the Mayor and Councilors are for their personal use.

Section 23. Suspension and Amendment of Rules.

- 23.1 Any provision of these rules not governed by State law, City Charter, or Code may be temporarily suspended by a majority vote of the Council.
- 23.2 These rules may be amended or new rules adopted by a majority vote of the

Council.

By my signature, I have read and agree with the City Council Rules/Code of Conduct and understand the consequences of violating this policy.

Dated: _____

Stephen E. Lawrence, Mayor

Councilor at Large, Taner Elliott

Council Position #1, Tim McGlothlin

Council Position #2, Darcy Long-Curtis

Council Position #3, Russ Brown

Council Position #4, Linda Miller

AGENDA STAFF REPORT

AGENDA LOCATION: Discussion Item #11-B

MEETING DATE: January 28, 2019

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

ISSUE: Optimal Street Maintenance Program and Funding Requirements

SYNOPSIS: The Public Works Department has completed an analysis to estimate the costs of a fully-funded transportation system maintenance program. The purpose of the analysis was to estimate the financial resources that would be needed to fully fund an optimal maintenance program for the City's transportation systems thereby allowing for quantification of the shortfall between current funding levels and optimal program needs. This information is intended to supplement the memorandum regarding *Transportation System Maintenance Funding* dated August 7, 2018 that was previously provided to the City Council (copy attached). It's important to also note that the *maintenance* costs being analyzed herein are those costs for the purchase of materials or contracted work above those needed to *operate* the system such as personnel, training and safety, insurance, fuel, utilities, building maintenance, signage, sanding and snow removal, equipment maintenance and replacement, debt service, costs for services provided by other funds, and etc.

An optimal transportation system maintenance program was defined as one that maximizes both transportation system life and economic efficiencies. A number of assumptions were made to conduct the analyses, which are outlined below.

- The analysis was based upon the City's current transportation system which consists of 6.5 miles of Arterial streets, 33.5 miles of Collector streets, 47.5 miles of Local streets, and 10.8 miles of gravel streets and alleys for a total of 98.3 miles of streets (87.5 miles paved) to be maintained. No costs associated with maintenance of existing sidewalks, other than pedestrian ramp upgrades, were included in the analysis because the current Municipal Code provides that sidewalk maintenance is the responsibility of the adjacent property owners.

- It was assumed that a newly paved street using hot mix asphalt and having a proper base would have a service life of 30 years, if provided adequate maintenance, before it needed to be fully repaved. This is a deviation from assumptions used in previous analyses and normal industry standards, which usually project a 20-year life expectancy, in recognition that many of the City's streets, especially Local streets, have less-than-industry-average traffic loadings.
- All streets have a classification based upon the function that they are intended to perform within the community. Those classifications are Arterials, Collectors and Local Streets. In addition to differing functions, each classification also has its own design criteria (pavement and rock base depth) which have been developed based upon engineering standards and local soil conditions to accommodate the type and amount of traffic it supports. Arterial streets are to have 6 inches of asphalt over 10 inches of base, Collector streets are to have 4 inches of asphalt over 10 inches of base, and Local streets are to have 3 inches of asphalt over 9 inches of base. For the purposes of this analysis, it was assumed that no improvements or reconstruction of the base would occur for Local streets due to lower traffic volumes.
- It was assumed Local streets that currently have a Fair or better pavement condition rating could be maintained over time by crack sealing and chip sealing only; Local streets with Poor or Very Poor condition rating would need some restorative paving to have enough structural integrity to support chip seals. Based upon the City's 2018 pavement condition survey, 35% (16.6 miles) of the Local streets are currently in a Fair or better pavement condition.
- Arterial streets were projected to average 42 feet in width, Collectors 36 feet, and Local streets were projected to average 32 feet.
- It was assumed that hot mix asphalt purchased for use by City crews would cost \$65/ton and contracted paving would cost \$95/ton.
- The costs of chip sealing were estimated to be \$1.30 per square yard for in-house work performed with the County based upon 2017 and 2018 actual expenditures, and contracted costs were assumed to be \$4.75 per square yard based upon quotes received from three contractors in 2018.
- The analysis also included the financial needs to upgrade the City's sidewalks as required by the American with Disabilities Act (ADA). This element of the analysis anticipated designing and reconstructing 1,614 ADA-compliant sidewalk ramps within 30 years.
- The analysis did not include any projected costs for bridge structural maintenance or upgrades.

To achieve the maximum useful life from a street, maintenance treatments must be performed to keep the street surface sealed to prevent water from penetrating into the pavement structure and to remedy the effects of oxidation from heat and sun exposure which make the asphalt brittle. The optimal pavement maintenance program would provide the following treatments to streets by functional classification from the point at which they are freshly paved:

- Arterial streets would be crack sealed every 5 years, chip sealed at years 10 and 20, and repaved at 30 years of age with the addition of a cement-treated base where needed. This base treatment was included in the analysis because many of the City's Arterial streets do not have a proper base under them and without such,

cannot perform satisfactorily for the desired 30 year service life. In many cases, especially when the work is contracted, reinforcing the base with cement is less expensive than conventional excavation and base reconstruction. Reinforcing the base with cement is also faster than conventional reconstruction and can minimize disruption to the traveling public and adjacent businesses/residents.

- Collector streets would be crack sealed every 5 years, chip sealed at years 10 and 20, and repaved at 30 years with the addition of a cement-treated base where needed.
- 35% of the Local streets would be crack sealed every 5 years and chip sealed every 10. 65% of the Local streets would be repaved and then crack sealed every 5 years and chip sealed every 10 years.
- Gravel streets and alleys would need to have 2 inches of new rock applied at years 10 and 20 with 6-inch full-depth replacement occurring at 30 years.

For all three of the paved street maintenance programs, the analysis identified projected costs for both overlays (applying the new asphalt over the old where there are no curbs) and inlays (grind out the old asphalt before placing the new so that the street surface remains at the original level). However, the projected total costs included only the costs of inlays to provide a conservative approach to the analysis which assumes that many streets will evolve over time to include curbs for storm water management and support of sidewalks for pedestrian accessibility and connectivity.

In the end, the analysis identified that the annual targets under an optimal maintenance program would average 15 miles per year of crack sealing, 6.5 miles per year of chip sealing, and 2.4 miles per year of repaving. The total cost to optimally maintain the City's existing transportation system over a 30 year period would be about \$44 million if all the work was performed by City crews and using a cement-treat base where needed, or \$82 million if the same work was performed by contractors. These costs equate to \$1.46 million and \$2.72 million annually.

The analysis also determined that the maintenance costs would be about \$44 million by City crews over 30 years if the aggregate bases under the street surfaces were improved by conventional excavation methods instead of cement treatments compared to \$99 million if done by contractors. These costs translate to \$1.47 million and \$3.29 million annually.

Based upon the 2018-19 budget, the new revenue from all sources was projected to be \$2,019,003. Of this amount, \$1,904,380 is budgeted to *operate* the system as defined above. This leaves only about \$114,623 annually from the primary Street Fund for maintenance projects. (The only reason that the 2018-19 budget includes \$953,512 for street maintenance projects is that there was a \$907,474 carry-over from prior years due to delayed projects and some lower-than-anticipated operating and project expenses.) In addition, approximately \$140,000 is allocated to the City annually from the state Statewide Transportation Improvement Program for projects on Collector and Arterial streets. System Development Charges (SDCs) have not been considered as revenue for transportation maintenance projects because they cannot be used to maintain the existing system; they can only be utilized on projects that expand capacity of the system. Lastly, new funding from the passage of HB 2017 has been assumed to remain stagnant at currently-budgeted levels because no new projections have been provided by the state,

and the original estimates from the state proved to be quite high. It is expected that funding from this source may increase by about \$15,000 per year until 2027.

Taken together, the existing eligible funding sources for transportation system maintenance total about \$254,623 annually. Within the current funding and staffing levels, City crews can complete about 8.6 miles of crack sealing, 6.5 miles of chip seals, about 0.2 miles of paving and no ADA sidewalk ramp upgrades annually. Another scenario that could be supported with the existing funding levels would be to complete 15 miles of crack sealing, 6.5 miles of chip seals, no paving and 1-2 ADA ramps. This level of funding results in a shortfall of between \$1.20 million and \$3.29 million annually depending on whether the work is performed by City crews or contractors, and the method of construction used for reinforcement of street bases when needed.

The Department also looked at maintenance scenarios that included the provision of new supplemental funding at two different levels - \$500,000 and \$1,000,000 annually. With \$500,000 in supplemental funding, a total of \$754,623 could be available for a maintenance program. Under this funding scenario, the maintenance program could complete 15 miles of crack sealing, 6 miles of chip sealing, and 1.5 to 2 miles of paving with the City's existing staff, and allocate \$50,000 per year for ADA sidewalk ramp replacements (about 8-10 ramps). With \$1,000,000 per year in additional funding, it is estimated that the annual paving could be increased to about 3.7 miles per year while allocating \$150,000 per year for ADA upgrades. It is believed that both of these levels of maintenance could be completed with the existing staff coupled with the assistance of two qualified seasonal workers during the summers.

In summary, the findings of the analysis were as follows:

- Current funding levels are inadequate to support an optimal transportation system maintenance program, and the annual shortfall is \$1.2 million or more.
- Routine transportation system maintenance work performed by City crews is considerably less costly to complete than contracted work.
- Additional funding could significantly increase the amount of street maintenance that could be completed within existing staffing levels while also beginning to address needed ADA sidewalk ramp upgrades.

BUDGET IMPLICATIONS: Most importantly, increasing funding for the Street Division budget needs to be on-going and stable. Options noted below would provide a stable revenue source for street maintenance.

COUNCIL ALTERNATIVES

Some options for discussion include:

- Importance of stable funding for a street maintenance program. Goal A of the City Council is to provide infrastructure to support safe and well maintained streets and reliable utility systems.
- Implementation of a street maintenance fee (as mentioned in the August 7, 2018 memo)
- Street and traffic signal lighting costs being moved from the Street Division

- budget to the General Fund budget
- Dedicating a portion of PUD franchise fees to be directed to the Street Division budget on an annual basis.

For discussion point only, One example of a stable funding program would be to make the following commitments: Authorize a \$5 per month street maintenance fee on all utility bills (generating approximately \$324,000 per year); paying for the street and traffic signal lighting costs from the General Fund (returns approximately \$150,000 per year to Street budget); and committing a specific amount of PUD franchise fees for street maintenance (example would be \$200,000). A package as outlined would provide a \$674,000 annual funding source. In combination with the funding of approximately \$254,000 already in the Street Fund, there would be approximately \$928,000 annually to provide a stable street maintenance program.



CITY OF THE DALLES
Department of Public Works
1215 West First Street
The Dalles, Oregon 97058

MEMORANDUM

TO: Honorable Mayor and City Council

DATE: August 7, 2018

THRU: Julie Krueger, City Manager

**FROM: Dave Anderson, Director
Department Of Public Works**

RE: Transportation System Maintenance Funding

Staff has been asked to develop options that could increase the funding available for transportation system maintenance in future years. There is concern that, at current funding levels including the additional revenue from the implementation of HB2017, the backlog of needed maintenance will not be met in the foreseeable future. It is also recognized that the costs of street maintenance is increasing significantly as requirements to improve pedestrian systems to comply with Americans with Disabilities Act (ADA) standards must also be addressed as part of many maintenance projects. The reason for presenting this information now is to allow time for Council discussions and consideration in advance of the FY2019/20 budget preparation cycle.

For review, transportation system maintenance funding in the 2018/19 fiscal year is provided from five primary sources as listed below:

State shared revenues with HB2017	\$1,060,020 (increased \$217,474 from FY2017/18)
Local 3-cent gas tax	\$510,000
Water Fund 3% surcharge	\$169,062
Sewer Fund 3% surcharge	\$152,299
Northwest Natural Gas franchise	\$81,402

In addition, the FY2018/19 budget included \$46,220 from various lesser sources and \$907,474 in beginning fund balance as carry-over from prior years; this carry-over is why the \$150,000 contribution from the General Fund that had occurred in the three prior fiscal years was not included in the FY2018/19 budget. Staffing within the Transportation Division was increased by ½ of a full-time position beginning in FY2018/19 to help develop the in-house labor capacity to complete more projects and reduce the annual carry-overs. There is concern that even with the additional staffing, more contractual maintenance, which costs more to complete, may be necessary to catch up with backlog of needs.

A number of funding options have been discussed in the past and will be reiterated here. They include the following concepts.

1. Dedicated funding for streetlights: Streetlight expenses are budgeted to be \$112,790 in FY2018-19. One option for streetlight funding is to operate the street lighting as a utility and add it on to the utility bills. There are about 5400 active water and sewer accounts within the City which should approximate the number of developed properties. A

\$2/month charge per account would generate about \$129,600 per year that could fund the electrical bill for streetlights, thereby freeing up currently committed funds for street maintenance. A challenge with this proposal, if the funds were dedicated for streetlights only, is exactly balancing revenues with expenditures.

2. Northern Wasco County PUD Fee: The fee is currently at 3%, where most cities tax the local utilities 5%. Many of those are private utilities where the PUD is a public utility. Revenues from this source are currently allocated to the General Fund and have been increasing significantly over recent years due to new industrial development that has occurred; the FY2018/19 budget anticipates a \$319,740 (39%) increase in revenues collected from this franchise compared to the prior year's budget. One-half of a percent franchise fee on the PUD raises approximately \$190,000. If the rate were increased, the additional revenues could be dedicated to street maintenance. However, it should be noted that an increase in the franchise fee might be passed onto electrical rate payers. Additionally, if we increase the PUD fee, we should also consider increasing the 3% we charge the City's own water and sewer utilities; each one-half percent increase would raise an additional \$53,560 from the water and sewer enterprises for street maintenance; and again, the increased surcharge may present additional pressure to increase water and sewer rates.
3. Chenoweth Water PUD Franchise Fee: The City has the authority to charge the PUD a franchise fee for revenue related to services delivered over City Rights of Way. We currently charge our own water and sewer systems a 3% fee due to the adverse impact that these underground utilities have on City roadways. The City has acquired jurisdiction and responsibility for streets within the PUD service area previously maintained by the County. It would be equitable to charge the PUD the same fee that the City water enterprise pays. The PUD is the only utility that operates within the City Rights of Way without a franchise agreement and that is not charged a franchise fee. A few years ago it was estimated that a 3% franchise fee would raise approximately \$28,000 per year. The water PUD has experienced financial challenges in years past. If desired, a franchise fee could be implemented gradually to reduce the initial financial impact to the PUD and its rate payers.
4. Local 3-cent Fuel Tax: The City currently generates about 25% of its annual revenue for the Street Fund from its local 3-cent fuel tax. Each penny of tax generates about \$170,000. There are currently about 22 local entities in Oregon with a fuel tax ranging up to 5 cents per gallon; other communities are considering adoption of local fuel taxes to help fund transportation system maintenance. One benefit of the fuel tax is that tourists and outside contractors who purchase fuel within the City help pay for maintenance of the streets that they use. Under current state regulations, any increase in a local fuel tax requires a vote of the people. The last time an increase in the local fuel tax was discussed, there was significant opposition expressed by some local fuel suppliers.

As property tax and franchise related revenues increase to the General Fund from continued residential, commercial and industrial development, an annual contribution from the General Fund to the Street Fund for maintenance could be reinstated. In recent years, that contribution has been \$150,000 per year.

In addition to the concepts outlined above, a new idea has been suggested for consideration to enhance funding for needed street maintenance – the implementation of a “street maintenance

fee.” This concept would work similar to the one identified above to fund street lights, but would not have the challenge of exactly matching dedicated revenues to expenditures. The concept involves the implementation of a fee on City water and sewer bills that would be dedicated to supporting street maintenance. The street maintenance fee would be set by Council at defined levels, and for defined periods of time if desired. The suggested levels were to start at \$5.00 per month for the first three to five years, and then drop to \$2.00 per month for the next five to seven years. The fee could be temporary, permanent, or in effect until rescinded. Each dollar of fee would generate an estimated \$64,800 per year. Therefore, a \$5.00/month fee would generate an estimated \$324,000 per year and a \$2.00/month fee would generate \$129,600 per year.

It may be noted that, if desired, most of these funding concepts are not mutually exclusive and could be implemented concurrently. If the Council would like to further consider the issues of enhancing street maintenance funding, a future work session or discussion item can be scheduled to do so.

Spring 2019 Chip Seal Program

#	ROAD	FROM	TO	SQ YARDS	RATING	Miles
1	E 15th St.	Thompson St.	End	880	1	460
2	Thompson St.	E 10th St.	E 18th St.	7,200	1	2,410
3	W 16th St.	Trevitt St.	Bridge St.	1,448	2	385
4	E 18th St.	Thompson St.	Morton St.	5,400	1	1,794
5	E 12th St.	Thompson St.	Richmond St.	9,883	1	3,508
6	E 19th St.	Dry Hollow	Hospital	15,980	1	3,712
7	W 11th St.	Union St.	Trevitt	6,890	1	1,785
8	E 10th St.	Thompson St.	Richmond St.	9,883	1	3,457
9	Bridge St.	W 14th St.	W 18th St.	4,456	1	1,114
10	W 15th St.	Bridge St.	Mt Hood St.	1,412	1	537
11	Veterans Dr.	Columbia View Dr.	End	5,570	1	1,850
12	Lambert St.	E 9th St.	E 13th St.	3,555	1	1,010
13	E 14th St.	Kelly Ave.	Washington St.	8,200	2	2,242
14	E 14th St.	Union St.	Washington St.	3,060	2	727
15	E 16th St.	Thompson St.	Golden Way	2,951	2	830
16	E 10th St.	Dry Hollow Rd.	J St.	7,020	2	1,748
17	E 10th St.	Kelly Ave.	Union St.	9,020	2	2,263
18	Trevitt St.	3rd Place	W. 10th	4,224	1	1,258
19	W 6th Street	Motel 6	Webber	13,720	2	3,320
20	W 6th Street	Webber	Cherry Heights	6,700	3	1,675
21	W 6th Street/ 3rd Place	Lincoln	Easterly Bridge	5,866	1	1,650
22	Brewery Grade	Round About	E. 9th	6,600	3	1,395
23	Mt Hood	W. 8th	Skyline	19,486	3	4,738
			Total SY =	159,404	Total LF =	43,868
					Total Miles =	8.31
			Estimated Cost =	\$ 208,819.24		

Spring 2019 Paving Program

#	ROAD	FROM	TO	\$
1	W 6th St Inlay Eastbound and Westbound T/L - Seal Bridge Deck	East Bridge Abutment	Mt Hood Street	\$ 26,930
2	W 6th St Inlay Eastbound T/L and Portions of Westbound T/L	Chennowith Lp.	Hostettler Wy.	\$ 45,181
Estimated Cost =				\$ 72,111

Spring 2019 Special Projects Program

#	ROAD	FROM	TO	\$
1	W 6th St. Bridge Concrete Spalling Repair	East Bridge Abutment	West Bridge Abutment	\$ 23,800
Estimated Cost =				\$ 23,800