

AGENDA

REGULAR CITY COUNCIL MEETING

March 23, 2015

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. Main Street Program Update
 - B. Presentation by Chamber of Commerce Regarding Proposed Marketing Plan and Budget for 2015-16 Fiscal Year
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

CITY OF THE DALLES

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

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.

- A. Approval of March 9, 2015 Regular City Council Meeting Minutes
- B. Approval to Declare Public Works Department Equipment as Surplus Property

11. CONTRACT REVIEW BOARD ACTIONS

- A. Approval to Purchase Asphalt for Street Maintenance Projects from April 1 through June 30, 2015 [**Agenda Staff Report #15-019**]

12. ACTION ITEMS

- A. General Ordinance No. 15-1339 Amending General Ordinance No. 98-1222, Establishing Regulations for the Operation of Medical Marijuana Dispensaries [**Agenda Staff Report #15-020**]

13. DISCUSSION ITEMS

- A. Discussion Regarding Preventative Street Maintenance Program for 2015-16 Budget Preparation [**Agenda Staff Report #15-021**]

14. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Julie Krueger, MMC
City Clerk





CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
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AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 23, 2015	Presentation 5, B	

TO: Mayor and City Council

FROM: Nolan K. Young, City Manager

DATE: March 12, 2015

ISSUE: Presentation from The Dalles Area Chamber of Commerce on fiscal year 2014-15 Community Marketing Program and Scope of Work and Budget for fiscal year 2015-16

BACKGROUND: In June of 2014 the City of The Dalles and The Dalles Area Chamber of Commerce signed an agreement for personal services from the Chamber to provide tourism promotion and community marketing for the City. Section 3Bi calls for the Chamber to provide a report on the results to date of the current work scope to the City Council in March. The report will be presented at the March 23 Council meeting.

Fiscal Year 2015-16 will be the second year of this five year agreement. Section 3Bi also calls for the Chamber to submit a budget request and corresponding scope of work each year. The City Council is to consider their request and respond. Attached is the proposed annual budget for the Community Marketing Program and 2015-16 work scope proposed by the Chamber of Commerce. The plan right now is for the Chamber to present the plan and answer questions at the March 23 City Council Meeting. On April 13 the Council will consider how it wishes to respond to the proposal.

Proposed Community Marketing Work Plan

2015-2016

At the heart of our approach will be the consistent application of The Dalles' "Simply Sunsational" tourism branding in a way that builds intimacy and powerful personal relationship between our visitors and The Dalles. Our marketing messages and advertisements need to leverage this relationship with the tourism brand and create a sense of urgency to visit and stay in The Dalles.



The Dalles Area Chamber of Commerce

404 W 2nd St

The Dalles, OR 97058

1. Introduction

2. Marketing Objectives

3. Targeted Audience

4. Marketing Avenues

5. Campaign Overview

6. Conceptual Timeline

7. Work Plan

8. Budget



1. Introduction

This document provides the detailed outline of our annual promotional objectives and marketing avenues. The Dalles Area Chamber of Commerce is charged with designing a marketing strategy under this plan which will identify strategic plans, partnerships and advertising avenues for tourism promotion.

2. Marketing Objectives

Our marketing objectives are:

- Increased visitor spending, and longer stays in the city of The Dalles
- Year-round promotion with an emphasis on shoulder seasons.
- Geographical representation beyond attractions in the city of The Dalles
- Capture more visitors coming to Oregon for a Gorge experience.
- Cross promotion of The Dalles area businesses.
- To provide excellent visitor information & service.
- Increased collaboration with tourism partners (i.e. CRGVA, Travel Oregon, Travel Portland, ect.)
- Support and enhance shoulder season tourism events.

3. Targeted Audience

Our targeted audiences are:

Active:

Motivated by new and unique experiences.
Outdoor/extreme recreation enthusiasts.
Drawn to organized physical sports.
Stewards of local environment and giving back.
Among highest spenders when presented with unique experience.

Functional:

Independent of mind and are the least likely to worry about what others might think. They live a fairly relaxed pace of life – 42% have children at home. A further 25% are post family. One of the highest rates for taking vacations. Attraction goes.

Traditional:

Strong orientation towards traditional values
Value individual attention and service
Self-reliant. Slow to adopt new options
Physical sports and lively nightlife don't appeal.



3. Targeted Audience Continued

Urban:

Strong, active, confident. High spenders
Style/brand important, but as an expression of their self-made identity
Looking for new challenges, new experiences, globetrotters.
They favor city destinations as well as scenic locations.

Our targeted geographical areas of focus are:

- Portland Metro/Vancouver, WA
- Central Oregon (Sisters, Redmond, Bend)
- Oregon Coast (Astoria, Seaside, Newport, Florence)
- Interstate 5 Corridor (Salem, Albany, Eugene, Roseburg)
- I-84 Eastern Oregon & Washington (Hermiston, Pendleton, LaGrande, Ontario, Tri-Cities)
- Columbia Gorge (Troutdale, Hood River, Klickitat, Mt. Adams, Goldendale, Maupin, Cascade Locks)
- Yakima Valley (Ellensburg, Yakima, Toppenish)
- Spokane, WA/Coeur D'Alene, ID
- Seattle/Tacoma, WA

4. Marketing Avenues

Our marketing avenues are:

- Print marketing materials utilizing “Sunsational The Dalles” branding.
- Print advertising of The Dalles for targeted advertising campaign.
- Social promotion via Pay-Per-Click targeted advertising.
- Professional video production for targeted advertising campaign.
- Video syndication via branded Youtube channel and Travel Oregon.
- Coordination with local partners. (City of TD, Regional Chambers, hospitality, events, businesses)

5. Advertising Campaign Overview

Our advertising campaigns will:

- Be designed to meet objectives and reach targeted audiences outlined in this marketing plan.
- Give visitors a visual experience to create a relationship with the “Sunsational The Dalles” brand and create a sense of urgency to visit and stay in The Dalles.
- Continual development under 2014-17 Marketing Strategy of The Dalles Area Chamber Marketing Committee and the Board of Directors.



6. Marketing Plan Conceptual Timeline

2014-2018 Tourism Marketing Strategy Development:

- 2014-15 Targeted advertising campaign development
Enhance visitor information & services, tourism events conceptual planning
- 2015-16 Targeted advertising web and social media campaigns
Print media development
Tourism events identification and planning
Development of targeted advertising video campaign
Research and identify shoulder season tourism in the The Dalles
- 2016-17 Targeted advertising print campaign
Continuation of targeted advertising web and social media campaign
Implementation of shoulder season tourism events
- 2017-18 Targeted advertising video campaign
Continuation of targeted advertising web and social media campaign
Building of shoulder season tourism events

7. Work Plan

Visitor Services

- **Fully staff** and maintain the official City of The Dalles Visitor Center at the Chamber of Commerce office. Monday thru Friday, September – May; 7 days a week Memorial Day thru Labor Day. [Approximately 6710 man hours per year with 7 staff consisting of part time, full time, and seasonal]
- **Continually** update and distribute visitor information to hotels, restaurants and other businesses. Maintain visitor information binders provided to front desk staff at all hotels, to be done annually in May of each year.
- **Continue** to provide a customer/hospitality service training, Hospitality University, for businesses, staff, and volunteers in The Dalles to ensure a quality customer experience for visitors. This will be offered once a month in the pre-tourism season in March, April, May, and June.
- **Update** and provide map and materials for self-guided historic walking tours and guide to talking murals.
- **Continue** to develop and coordinate tours for passengers of cruise ships along with coordinating step-on guide services for any tour groups upon request.
- **Respond** to visitor information requests received via phone, email, social media and website.
- **Coordinate** welcome greeters for groups, cruise ships, sports events, conferences and conventions.



7. Work Plan Continued

Community Marketing

- **Continue** work with Weinstein PR on strong public relations campaign that includes quarterly tip sheets, story development, frequent communication with national and regional publications, and coordination of Familiarization (FAM) tours. Also, maintaining contact with travel writers who participated in our FAM tours.
- **Participate** as an exhibitor in the Tradeshows of targeted audiences; ie: outdoor recreation, fishing, antiques, cyclists and etc. Participate in regional travel tradeshows with tourism partners (CRGVA, RDMO, Travel Portland).
- **Continue** to work with Mt. Hood/Columbia River Gorge Regional Destination Marketing Organizations (RDMO) in completing the five Video Ads emphasizing Outdoor and Water Recreation in the Gorge (broadcasting by Travel Oregon, YouTube, and each RDMO office).
- **Continue** to enhance the website to be even more user-friendly, increase tourism information to targeted audiences, and provide advertisement opportunities for a greater exposure for local businesses.
- **Maintain** electronic version of the brochure on Travel Oregon Website and with other online opportunities. Continue to promote community events and happenings on event calendars in printed publications and travel websites.
- **Continue** to expand and enhance "social media" presence (Facebook, Yelp, Foursquare, LinkedIn, YouTube, Pinterest, Google+, Flickr, TripAdvisor, Twitter along with any new social medias that are beneficial to the community).
- **Continue** to work with Columbia River Gorge Visitors Association (CRGVA) to help support a Tourism Summit for the Columbia River Gorge. Provide support and assistance for any other programs or offerings to help bring more tourists to the gorge.
- **Continue** to develop and enhance the "48 Hours in The Dalles" trip itineraries, working with regional partners and tourist attractions.
- **Continue** to update and print new vacation planner (schedule of events) inserts for The Dalles Welcome Brochure.
- **Distribute** *The Sun. The Gorge. The Dalles* brochures to Convention & Visitor Bureaus, state travel information centers, State Welcome Centers, Chambers and other tourism information outlets across the state and continue to provide visitor information packets to individuals or groups attending out-of-town meetings and businesses or organizations who are hosting meetings in The Dalles area.
- **Continue** to maintain and enhance Sunsational Charm Trail to encourage foot traffic from tourists into our local businesses.
- **Provide** tourism perspective to community initiatives to solicit federal funding as a contributing member of the Community Outreach Team.



7. Work Plan Continued

Advertising

- **Promote** The Dalles cycling map on local, regional and national cycling websites. Tourism Coordinator to be a part of and working with new Cycling Committee in The Dalles for city-wide Bike Plan.
- **Place** print and online ads in the Gorge Guide, 1859 Magazine, Travel Oregon Trip Planner, Oregon Events Calendar, Visitor Guide, Northwest Travel, True West, The Columbia River Gorge Guide, AAA (VIA), Veterans View, The Reel News, Fishing in the Mt. Hood Region, Sam's Club, Portland Guide, Community Newspaper, Portland Tribune, and the Gorge Kid's Guide.
- **Support** national and international marketing strategies of Travel Oregon and Travel Portland with co-op advertising (working with local hospitality and tourism businesses to leverage advertising dollars) and providing The Dalles brochures as part of their travel trade activities.
- **Provide** Marketing TRT Grants for organizations producing events that generate overnight stays thru applications and Chamber Board approval process.

Partnerships

- **Maintain** and maximize key partnerships with Travel Oregon / Travel Portland / Oregon Tour & Travel Alliance / Columbia Gorge Arts & Culture Alliance / Oregon Festivals & Events Association / Oregon Travel Information Council / Mt. Hood-Columbia Gorge regional tourism commission (RDMO) / Oregon Destination Marketing Organizations (ODMO) / Columbia River Gorge Visitors Association (CRGVA) / Oregon Film & Video / Wasco County / Columbia Gorge Discovery Center & Museum / The Dalles Dam/Corps of Engineers / Ft. Dalles Rodeo Association / Port of The Dalles / Northern Wasco County Parks & Recreation District / Wasco County Historic Landmarks / Oregon State Chamber of Commerce / Oregon 150 / Oregon Tour and Travel Alliance / Columbia River Gorge Chambers of Commerce / Northwest Regional Chambers and continually looking for new opportunities and partnerships.

Evaluation

- Evaluation will be provided by Chamber Board review (includes City Manager), reports to the City, and monthly financial reports from the City to the Chamber.



8. Budget

2015-16 Proposed Tourism Marketing Budget

Personnel

Salaries & Benefits	\$117,500.00	Increased to include Tourism Coordinator 6710 Man Hours [Part time, Full time, & Seasonal]
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Facilities

Space Cost	\$6,810.00	No Change from 2014-15
Equipment Maintenance & Repair	\$6,000.00	No Change from 2014-15

Operating

Administration	\$23,520.00	No Change from 2014-15
Office Supplies	\$2,000.00	No Change from 2014-15
Postage	\$3,500.00	No Change from 2014-15
Telephone	\$2,800.00	No Change from 2014-15
Travel & Mileage	\$5,000.00	No Change from 2014-15
Dues & Subscriptions	\$830.00	No Change from 2014-15

Marketing

Printing & Binding	\$5,000.00	No Change from 2014-15
TRT Grants for Events (heads in beds)	\$8,000.00	
Marketing/Event Support	<u>\$45,570.00</u>	
Marketing/Event Support	\$53,570.00	No Change from 2014-15
Public Relations	\$15,000.00	No Change from 2014-15

GRAND TOTAL \$241,530.00



AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
March 23, 2015	Consent Agenda 10, A - B	N/A

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk

THRU: Nolan K. Young, City Manager

DATE: March 11, 2015

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

A. **ITEM:** Approval of March 9, 2015 City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the March 9, 2015 City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the March 9, 2015 City Council meeting.

B. **ITEM:** Approval to Declare Public Works Department Equipment as Surplus Property.

BUDGET IMPLICATIONS: Any funds received from the sale of these items at the Spring auction will be divided between the Wastewater, Water and Street Funds.

SYNOPSIS: The following items are proposed to be surplussed and sold at auction:

From the Water Treatment Division:

Unit No. 15, 1958 Yale Forklift, Serial No. J019388

Unit No. 40, Kellogg American 1.5 HP Air Compressor, Model B321B Asset Tag No. 0347 Red Tag No. 03405

The forklift may be sold to the fire department, or has potential value to be sold at spring auction with the air compressor. The funds received will be credited to the Water Fund.

From the Water Distribution Division:

Unit No. 12, 1987 1-Ton Ford FB 6 Cylinder, VIN No. 2FDJF37Y2HCA79316
1993 Dodge pickup long wide box

The truck has a blown transmission and estimated 50% life left in the engine. The estimated cost to replace/repair the transmission is not justified with the reduced engine life remaining. The utility box does not fit the new service trucks. Both items have potential value for sale or trade-in at the spring auction. The funds received will be credited to the Water Fund.

From the Street Division:

Unit No. 803, 1985 Patch King PK- 40 Hotbox, Serial No. 4013

Unused Backhoe Buckets of Past Machines:

4 - Wain Roy style buckets

1 - Wain Roy coupler

1 - Stationary thumb attachment

1 - 26" 1-4' Grading Bucket

The Hotbox was purchased used in 1987 and has been replaced. It has potential value for trade or sale at the spring auction. The unused backhoe buckets can be taken to the auction and sold or traded for currently used buckets. Any funds received from the sales will be credited to the Street Fund.

From Wastewater/Water Distribution/Street Divisions:

Homemade engine hoist - no asset tag (Red)

Homemade engine stand - no asset tag (Yellow)

RECOMMENDATION: That City Council review and approve the equipment to be surplussed and sold at the Spring auction.

MINUTES

REGULAR COUNCIL MEETING
OF
MARCH 9, 2015
5:30 P.M.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Steve Lawrence

COUNCIL PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Nolan Young, City Clerk Julie Krueger, Administrative Fellow Daniel Hunter, Public Works Director Dave Anderson, Police Chief Jay Waterbury, Librarian Jeff Wavrunek

CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; all Councilors present.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mayor Lawrence asked that Action Item 13, B, concerning a proposed annexation policy, be moved to Discussion Items.

MINUTES (Continued)
Regular Council Meeting
March 9, 2015
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It was moved by Elliott and seconded by McGlothlin to approve the agenda as amended. The motion carried unanimously.

PRESENTATIONS/PROCLAMATIONS

Fort Dalles Fourth Report and Funding Request

Keef Morgan, Cynthia Kortge, and Nolan Hare, provided a handout reviewing the statistics from the 2014 Fourth of July celebration. Morgan said the 2015 event would be spread over two days, and they hoped to continue to grow it into a regional event. He said if enough support was shown, the barge rental would be donated again this year. Morgan said the fireworks display company had been very impressed with the community pride shown in The Dalles and had provided a free fireworks display on Veteran's Day. He said the 2015 display was planned to be bigger than the previous year and it was hoped that The Dalles would be using the firing system that was used at the 2012 London Olympics.

Mayor Lawrence said he had learned there would be a baseball tournament the same weekend and that it would complement the other events being planned.

Councilor Miller said she was a strong supporter of the event.

Presentation and Funding Request by YouthThink

Debby Jones provided an overview of the 2014 activities of YouthThink, including the underage drinking campaign, family movie program, "Do Something" program, and other activities. Several high school student leaders spoke in support of the YouthThink Program, saying how important it was to help younger students and to learn leadership skills.

Handouts were provided to the City Council, describing some of the programs. Lei's were also given to the Council, a symbol of their program.

Mayor Lawrence complimented the students for their leadership and said he was impressed with their public speaking abilities. He noted there would be a Cultural Day celebration in the Fall and said he hoped they would participate in that program.

Youth Empowerment Shelter Request for Support

Gary Cassady spoke on behalf of Youth Empowerment Shelter, saying support from the City would greatly help them to secure grant funding to purchase a building for their program. A handout was distributed describing the mission and crisis shelter program. Mr. Cassady said they

had received non-profit status, had two full time staff and had established some great partnerships. He provided statistics on runaways, noting most of them came from the foster care system.

AUDIENCE PARTICIPATION

Jerry Johnson, 3102 East 13th Street, addressed a concern about how the City's sewer ordinance impacted residents within the urban growth boundary. He said it seemed unfair to require people to connect to sewer within a 90 day period if their private systems failed, and at the discretion of staff. He said people should be allowed to make repairs to their current systems instead of connecting to the City sewer system.

Mayor Lawrence said staff was working on issues related to annexations and asked Mr. Johnson to provide information to the Administrative Fellow for review through that process.

Richard Havig, 3015 East 12th Street, said it had been his understanding, during residential infill meetings, that the City would be required to install sewer lines, and not the responsibility of specific property owners.

City Manager Young said that was related to street improvements, not water and sewer lines.

CITY MANAGER REPORT

City Manager Young mentioned items scheduled for the March 23 agenda, including approval of regulations for medical marijuana dispensaries and the Chamber of Commerce presentation regarding their proposed budget and work scope.

CITY COUNCIL REPORTS

Councilor Brown said he attended the Council of Governments meeting, where there was lengthy discussion regarding the building codes program. Mayor Lawrence said the County had formed a task force to work on the issue. Brown said that was correct but that the Council of Governments was not represented on that task force. City Manager Young noted the City would have a Planning Department representative on the task force.

Councilor Spatz confirmed the Sister City Association visitation to Miyoshi City would be August 19 through 24. He said the Association was looking for people interested in serving on their Board.

Councilor McGlothlin reported on the Community Outreach Team trip to Washington, D.C. He said the team had gotten good insight into new programs and grant opportunities. He said they had visited the Google offices and learned about their involvement in the health field, including work on contact lenses that would help manage diabetes, and health record digitization. He said they continued work on a self-driving car.

Councilor Elliott said he had attended the QLife Agency meeting, where a speaker was present to discuss various types of fiber. He said there had also been a discussion regarding expanding network options.

Councilor Miller said she had attended the February Urban Renewal Advisory Committee meeting. Miller said she had also attended the first middle school play in over 14 years, and said the students did an excellent production of "Annie".

Mayor Lawrence reported he had enjoyed lunch and birthday celebration for Pearl Maley, who turned 100. He said he had met with a local Eagle Scout concerning a possible Patriot Park concept at the Veteran's Service Office, and met with Gorge Commission Executive Director Darren Nichols, who would be leaving for a new career. Lawrence noted he had attended the Government Affairs meeting and was honored to provide the welcome for the middle school wrestling tournament.

CONSENT AGENDA

It was moved by Miller and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried unanimously.

Items approved by Consent Agenda were: 1) approval of February 23, 2015 regular City Council meeting minutes; 2) approval to declare computer equipment as surplus property; and 3) Resolution No. 15-015 concurring with the Mayor's appointments to the Budget Committee.

PUBLIC HEARINGS

Public Hearing to Receive Testimony Regarding a Request from the Port of The Dalles to Form a Reimbursement District Related to the Chenoweth Business Park Water and Sewer Improvements

Mayor Lawrence reviewed the procedures to be followed and opened the hearing.

Public Works Director Anderson reviewed the staff report. It was noted the new official name of the project was now called Columbia Gorge Industrial Center.

In response to a question, the properties benefitting from the district were named as Northwest Aluminum, WM3 property, and Home at Last Animal Shelter.

Testimony

Howard Anderson, representing Northwest Aluminum (NWA), questioned how the project was a benefit to their properties.

Public Works Director Anderson said the properties that had been identified, would now have the ability to tie into the system.

Howard Anderson said he didn't think the NWA properties were fairly assessed because much of the property would likely be considered as wetlands when the study was completed.

Public Works Director Anderson said the rates had been developed on the total acreage, because it was unknown what future development could or would occur on any of the parcels. He said the fee was based on the ability to connect to the new system. He further noted that if no development occurred on the property, there would be no fee; that the district was for a 15 year period and that development was what would trigger paying the fee to use the system.

Port of The Dalles Director Andrea Klaas said the Port had constructed the system to handle full development of the area. She said the cost was to provide the entire system.

There was a comment made that NWA had donated some property for the project. It was clarified that the ½ acre of property had been an agreement with Wasco County, in 2009, for construction of a bridge, and was not part of this project.

Darren Anderson asked the Council to delay a decision until the owners of NWA could review the information and provide additional comments.

Hearing no further testimony, the public hearing was closed.

There was discussion regarding the ability of the Council to approve the reimbursement district, but set the fee at a later time.

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Resolution No. 15-013 Establishing a Reimbursement District for Water and Sanitary Sewer Improvements on River Road, River Trail Way and Through Tax Lot 702 to West Second Street; Designating the Reimbursement Fee Payable by Parcels Located Within The District Boundaries; and Setting an Effective Date

It was moved by Spatz and seconded by Miller to adopt Resolution No. 15-013 Establishing a Reimbursement District for water and sanitary sewer improvements on River Road, River Trail Way and through Tax Lot 702 to West Second Street; designating the reimbursement fee payable by parcels located within the district boundaries in a future resolution; and setting an effective date. The motion carried unanimously.

CONTRACT REVIEW BOARD ACTIONS

Resolution No. 15-014 Approving an Exemption Under the Contract Review Board Rules to Authorize the Special Procurement Purchase of Fire Hydrants

Public Works Director Anderson reviewed the staff report. In response to a question, it was noted there were a total of 619 hydrants, with a warranty of 10 years, but life expectancy of approximately 20 years. Water Division Manager Ray Johnson said having a standardized hydrant would make it easier and less expensive to perform maintenance because the same set of tools could be used on all the hydrants. He said each manufacturer used a different style, and different tools were need to work on each type.

The following changes were made to the resolution: Section 2,A change the word “three” to “two” in the first sentence; Section 2,B, add the word “current” after the first word of the first sentence; and Section 3, add “subject to review in ten years” to the end of the sentence.

It was moved by Spatz and seconded by McGlothlin to adopt Resolution No. 15-014 approving an exemption under the Contract Review Board Rules to authorize the special procurement purchase of fire hydrants, as amended. The motion carried unanimously.

Award Wastewater Treatment Plant Design/Build Contract

Public Works Director Anderson reviewed the staff report. It was noted that the only aesthetics included in this phase were to enhance the appearance of the plant from key viewing areas.

Councilor Elliott said he had reviewed all the information and felt the proposed company had provided a very thorough proposal, at the best price.

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It was moved by McGlothlin and seconded by Elliott to authorize the City Manager to enter into contract with Mortenson Construction/Kennedy-Jenks Engineers for Phase 1A of Contract No. 15-004, Wastewater Treatment Plant Upgrade - 2015 Project, in an amount not to exceed \$132,274. The motion carried unanimously.

ACTION ITEMS

Approval of Agreement With Oregon Department of Transportation to Receive Surface Transportation Program Funds for the East Scenic Drive Stabilization, Phase 1, Project

Public Works Director Anderson reviewed the staff report.

It was moved by Elliott and seconded by Miller to authorize the 2015 Fund Exchange Agreement with ODOT to accept funds provided under the Surface Transportation Program for the East Scenic Drive Stabilization Phase 1 Project. The motion carried unanimously.

DISCUSSION ITEMS

Discussion Regarding an Enhanced Youth Services Program at the Library

Librarian Jeff Wavrunek presented the staff report.

Mayor Lawrence asked why the program change was coming before the Council for approval. City Manager Young said anytime there was a proposal to increase staffing levels, it was brought to Council for approval.

It was moved by Miller and seconded by Spatz to authorize the City Manager to approve filling a newly created Library Clerk II position. The motion carried unanimously.

Resolution No. 15-016 Adopting a Revised Annexation Policy for the City of The Dalles

The Council discussed the proposed policy, saying they would like to know what other cities have adopted as their annexation policies and to ensure that residential annexations could only occur if requested by the property owner. It was the consensus of the Council that item D regarding consents to annexation should be removed from the proposed resolution. Spatz noted that subsection D did refer back to subsection B, so there was a protection for the residential annexations.

Councilor Elliott said he would also like to see issues such as the water and sewer connections be addressed in the policy.

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Staff was directed to bring back the resolution for consideration, omitting subsection D.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:05 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

Stephen E. Lawrence, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk



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

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
March 23, 2015	Contract Review Board 11, A	15-019

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

THRU: Nolan K. Young, City Manager *nyj*

DATE: March 11, 2015

ISSUE: Authorization to purchase asphalt for street maintenance projects.

CITY COUNCIL GOALS: NA

BACKGROUND: The Public Works Department solicits quotes from the two local asphalt suppliers twice annually, the first time in the spring for pricing through June 30 and the second time for pricing from July 1 through the fall. Hot mix asphalt is then purchased from the lowest cost supplier that is available when projects are undertaken. There are several reasons that a plant may be unavailable when a project is undertaken – it could be committed to supplying another customer, it could be making a different asphalt mix than is needed for our project, it could be off-line for maintenance or repairs, it may only initiate operations for quantities greater than those used in a project, or it may not be open yet for the season or has closed for the winter.

This spring, the quotes received from the two local suppliers for various mix types were as follows.

Mix type	Granite Construction	Munsen Paving
Oregon ¾” Dense Graded	\$58.50/ton	\$59.90/ton
Oregon ½” Dense Graded, oil 6.0%	\$59.50/ton	\$62.70/ton
Oregon ½” Dense Graded, oil 5.5%	\$58.50/ton	\$59.90/ton
Oregon ¾” Dense Graded	\$60.75/ton	\$61.90/ton

The Street Fund budget has \$223,848 available for purchases of asphalt for the remainder of the 2014-15 fiscal year which includes the 3rd Place resurfacing project and pre-level paving for chip seal projects. In addition, the Water and Wastewater Funds have \$5,100 and \$9,600 respectively for

purchase of asphalt for patching of utility trench cuts. The total amount of funds available for purchase for asphalt for the rest of the current budget year is \$238,548.

BUDGET IMPLICATIONS: If approved, maximum amounts of \$223,848 will be spent from Fund 5, the Street Fund, budget lines 005-0500-431.60-87 and 005-0500-431.75-10, \$5,100 from Fund 51, the Water Fund, budget line code 051-5100-510.60-87, and \$9,600 from Fund 55, the Wastewater Fund, budget line code 055-5500-550.60-87, to purchase hot-mix asphalt for street maintenance and trench patching projects between now and June 30, 2014. There are adequate funds budgeted for these purposes.

RECOMMENDATIONS:

1. Staff Recommendation: *Move to authorize the purchase of hot-mix asphalt as needed for street maintenance from the lowest-cost supplier available at the time of the projects in an amount not to exceed \$238,548.*
2. Deny authorization to purchase the hot-mix asphalt and provide additional direction to staff.



CITY OF THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1122
FAX (541) 296-6906

AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
March 23, 2015	Action Items 12, A	15-020

TO: Honorable Mayor and City Council

FROM: Gene E. Parker, City Attorney

THRU: Nolan K. Young, City Manager *nyj*

DATE: March 11, 2015

ISSUE: General Ordinance No. 15-1339, amending General Ordinance No. 98-1222, establishing provisions for the regulation of medical marijuana facilities.

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None.

BACKGROUND: In 2013, the Oregon Legislature adopted House Bill 3460, which became codified into state law as ORS 475.314. This legislation required the Oregon Health Authority to develop and implement a process to register medical marijuana facilities. ORS 475.314 establishes certain requirements for a medical marijuana facility to qualify for registration with the State of Oregon:

1. The facility must be located in an area that is zoned for commercial, industrial or mixed use or as agricultural land and may not be located at the same address as a marijuana grow site.
2. The facility must be registered as a business or have filed a pending application to register as a business with the Office of the Secretary of State for Oregon.
3. The facility must not be located within 1,000 feet of the real property comprising a public or private elementary, secondary or career school attended primarily by minors.

4. The facility must not be located within 1,000 feet of another medical marijuana facility.
5. The facility must comply with rules adopted by the Oregon Health Authority concerning security systems and testing for pesticides, mold and mildew.

In March 2014, the Legislature adopted Senate Bill 1531, which became effective on March 19, 2014. This legislation established two primary options for local governments to consider in adopting provisions to regulate medical marijuana dispensaries. Under this option, the City Council adopted Special Ordinance No. 14-562 which established a moratorium on the operation of medical marijuana facilities until May 1, 2015. Part of the rationale for adoption of the moratorium was to allow the City additional time to consider whether the City wanted to take any action under the second option, which allows a city to adopt an ordinance which imposes reasonable regulations on the operation of a medical marijuana facility subject to the jurisdiction of the city, which is registered under ORS 475.314, or which is applying for registration under ORS 475.314. The statute defines “reasonable regulations” as including “reasonable limitations on the hours during which a medical marijuana facility may be operated, reasonable limitations on where a medical marijuana facility may be located within a zone described in ORS 475.314(3(a) and reasonable conditions on the manner in which a medical marijuana facility may dispense medical marijuana.”

On February 5th and March 5th, 2015, the City Planning Commission held public hearings upon proposed amendments to the City’s Land Use and Development Ordinance to establish provisions concerning the operation of medical marijuana dispensaries. The proposed amendments would treat the dispensaries in the same manner as medical and dental offices, clinics and laboratories. The dispensaries would be allowed as an outright permitted use, and be restricted to three commercial zones; the Central Business Commercial District, the General Commercial District, and the Commercial Light Industrial District.

The proposed amendments incorporate siting distance restrictions which are currently imposed upon adult businesses in the LUDO. For your information, I have enclosed two maps prepared by Wasco County at the request of City staff. The first map shows the location of existing schools and Sorosis Park, Thompson Track, and Kramer Field, and the location of various zoning districts in the city. At the request of the Planning Commission, a second map was prepared which shows the potential locations where a medical marijuana dispensary could be located, assuming that the siting distance restrictions imposed upon adult businesses were also imposed upon the dispensaries. The potential locations are shown in the salmon colored area on the second map. You will note that the siting distance restrictions restrict a significant amount of commercial area, including the downtown commercial business district, where the dispensaries could not be located. The Planning Commission was unanimous in its recommendation that the area where the dispensaries could be located should be significantly restricted.

The proposed amendments include other provisions which have been adopted by other cities, including provisions requiring the dispensary to be located in a building; prohibiting outdoor storage of merchandise, raw material or other material associated with the dispensary operation; not allowing drive-up use; providing for proper disposal of marijuana remnants or byproducts; and requiring the dispensary to be registered with the state of Oregon and to comply with all of the applicable administrative rules adopted by the Oregon Health Division, which regulates the dispensaries. The Planning Commission also included a provision restricting the hours of operation for the dispensaries, which would not allow the dispensaries to operate on the

weekends. To my knowledge, no other city has adopted a provision restricting the dispensaries from operating on weekends.

The issue of local regulation of medical marijuana dispensaries has been controversial in some cities. Some cities have taken the position that they have the authority under their local home rule charters, to adopt ordinances that ban medical marijuana dispensaries from operating within the city limits of a city. Other cities, such as Cave Junction, have relied upon provisions in their business license ordinance which provide that the city shall not license a business which engages in an activity which violates federal law, to refuse to issue a business license to an applicant who seeks to operate a medical marijuana dispensary. The Dalles does not have a business license ordinance, which means this option would not be available as a method to prevent a medical marijuana dispensary from going into operation.

The state legislature has clearly adopted a system which requires the Oregon Health Authority to establish a system to allow for the licensing and operation of medical marijuana facilities. The state adopted legislation that gave cities two options for the local regulation of medical marijuana facilities; adopt a moratorium on the operation of such facilities which expires on May 1, 2015, or adopt reasonable regulations concerning the operation of the facilities. The issue of whether the state laws have preempted the authority of local governments with home rule charters to adopt an ordinance which effectively bans the dispensaries from operating within the jurisdiction of the local government has not been ruled upon by any appellate court in Oregon. In view of this unsettled state of the law, it is my recommendation that the Council not consider the alternative of adopting an ordinance that would either continue the moratorium allowed under Senate Bill 1531 or otherwise have the effect of banning the medical marijuana dispensaries from operating within the City.

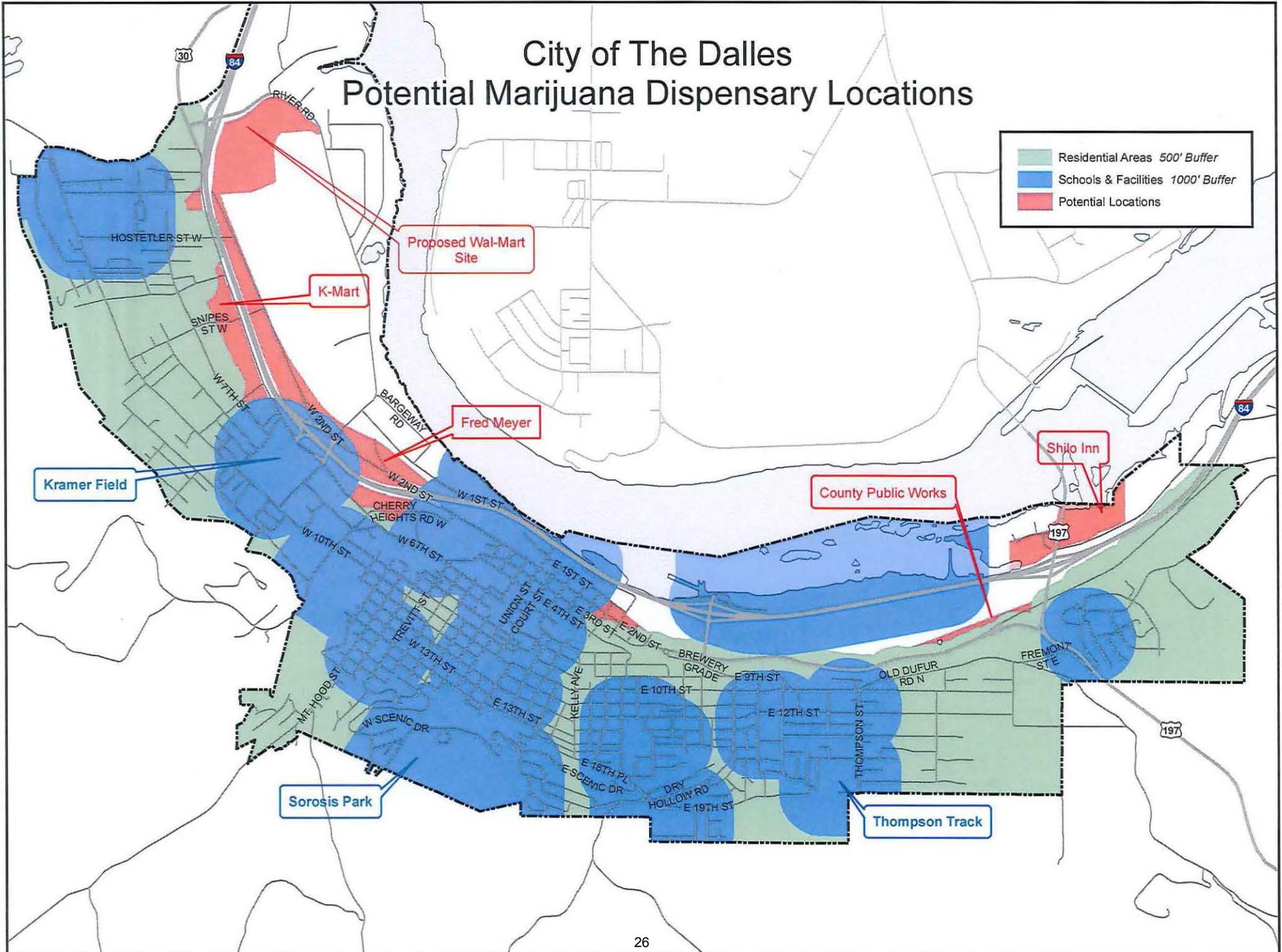
Notice of the potential adoption of the ordinance has been posted in accordance with the provisions of the City Charter, and the Council has the option to adopt the ordinance by title only following the close of the public hearing.

BUDGET IMPLICATIONS: None at this time.

ALTERNATIVES:

- A. Staff Recommendation. *Move to adopt General Ordinance No. 15-1339 by title only.*
- B. If the Council desires to amend any portion of the proposed ordinance, the Council would need to identify the section, and read the proposed amendment for the public, and move to adopt General Ordinance No. 15-1339 as amended by title only.
- C. Determine not to adopt proposed General Ordinance No. 15-1339. The effect of such an action would be that after May 1, 2015, an applicant seeking to operate a medical marijuana dispensary would not be subject to any specific land use regulations, and the location of the facilities would be determined by state law.
- D. Direct staff to conduct further research on the possibility of adopting an ordinance prohibiting medical marijuana dispensaries from operating within the city limits, and present the results of that research at a future Council meeting.

City of The Dalles Potential Marijuana Dispensary Locations



- Residential Areas 500' Buffer
- Schools & Facilities 1000' Buffer
- Potential Locations

Proposed Wal-Mart Site

K-Mart

Fred Meyer

County Public Works

Shilo Inn

Kramer Field

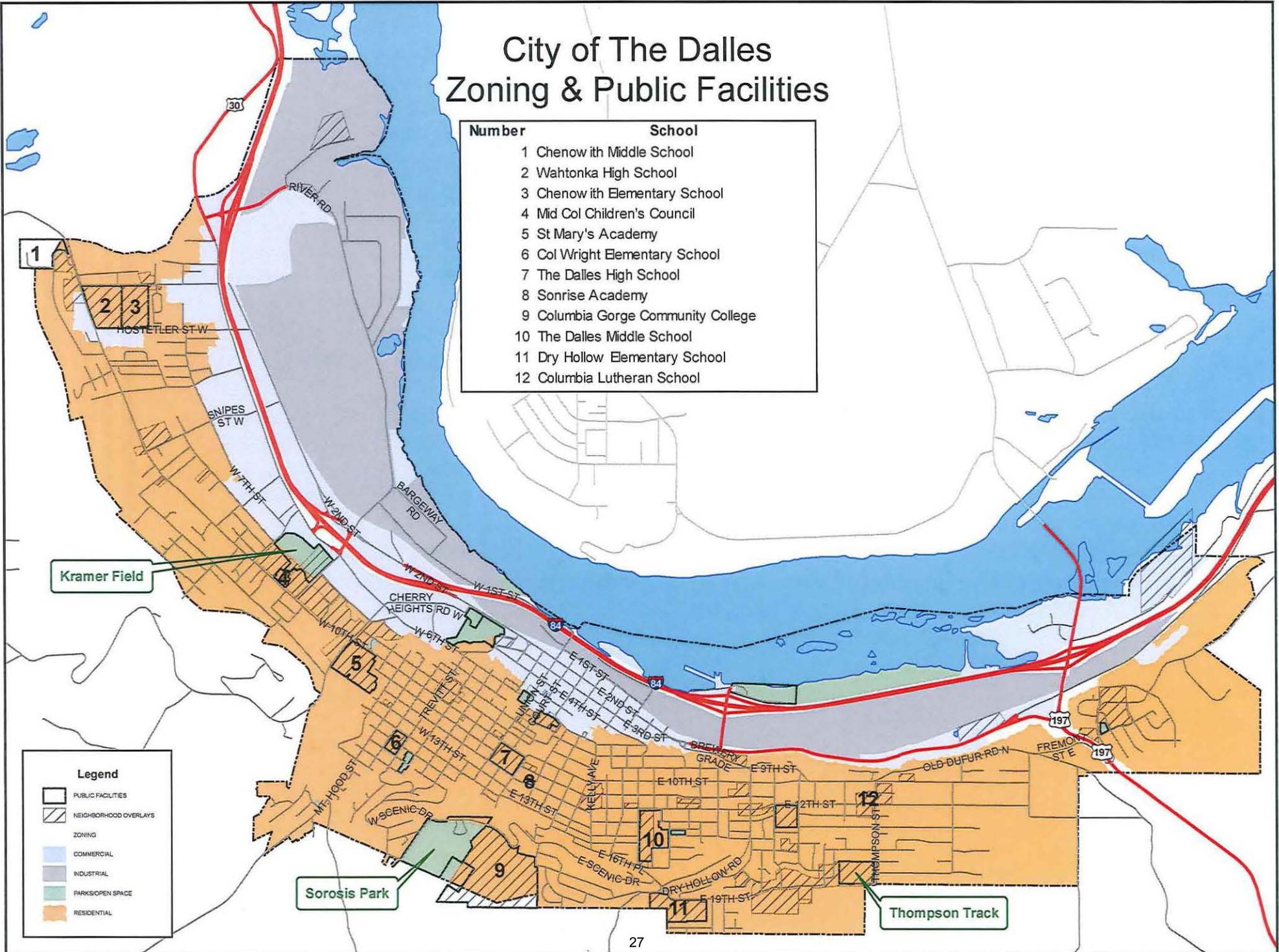
Sorosis Park

Thompson Track



City of The Dalles Zoning & Public Facilities

Number	School
1	Chenoweth Middle School
2	Wahtonka High School
3	Chenoweth Elementary School
4	Mid Col Children's Council
5	St Mary's Academy
6	Col Wright Elementary School
7	The Dalles High School
8	Sonrise Academy
9	Columbia Gorge Community College
10	The Dalles Middle School
11	Dry Hollow Elementary School
12	Columbia Lutheran School



Legend

- PUBLIC FACILITIES
- NEIGHBORHOOD OVERLAYS
- ZONING
- COMMERCIAL
- INDUSTRIAL
- PARKS/OPEN SPACE
- RESIDENTIAL

GENERAL ORDINANCE NO. 15-1339

**AN ORDINANCE AMENDING GENERAL ORDINANCE
NO. 98-1222, ESTABLISHING PROVISIONS FOR THE
REGULATION OF MEDICAL MARIJUANA FACILITIES**

WHEREAS, the Oregon Legislature enacted House Bill 3460 in 2013, codified as ORS 475.314, which required the Oregon Health Authority to develop and implement a process to register medical marijuana facilities; and

WHEREAS, ORS 475.314 establishes certain requirements for a medical marijuana facility to qualify for registration with the State of Oregon; and

WHEREAS, the Oregon Health Authority has adopted a series of administrative rules in Chapter 333, Division 8 of the State Administrative Rules, regulating the licensing and operation of medical marijuana dispensaries; and

WHEREAS, the Oregon Legislature adopted Senate Bill 1531, which became effective as of March 19, 2014, which provided for two options for local municipalities to regulate the operation of medical marijuana dispensaries; and

WHEREAS, under one of the options provided in Senate Bill 1531, the City Council adopted Special Ordinance No. 14-562 on April 14, 2014, which established a moratorium on the operation of medical marijuana dispensaries within the City, until May 1, 2015; and

WHEREAS, one of the purposes of adoption of the moratorium established by Special Ordinance No. 14-562, was to provide additional time for the City to consider the second option provided by Senate Bill 1531, which option allows a governing body of a city to adopt an ordinance which imposes reasonable regulations on the operation of medical marijuana facilities registered, or applying for registration, under ORS 475.314 which are located in an area subject to the jurisdiction of the city; and

WHEREAS, on February 5th and March 5th, 2015, the City Planning Commission conducted public hearings upon proposed amendments to the City's Land Use and Development Ordinance to establish local regulations for the operation of medical marijuana dispensaries; and

WHEREAS, the City Council conducted a public hearing on March 23, 2015 to consider the Planning Commission's recommendations, and following the close of the public hearing, the City Council voted to accept the Planning Commission's recommendations;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF THE DALLE ORDAINS AS FOLLOWS:

Section 1. Criteria for Amendment Satisfied. Section 3.110.030 of the City's Land Use and Development Ordinance provides that text amendments to the Ordinance shall be consistent with the City's Comprehensive Plan, and State laws and administrative rules. Concerning the Comprehensive Plan, Goal #9, Economic Development is stated as follows: "To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens". The proposed amendments provide specific locations where the commercial activity associated with the operation of medical marijuana dispensaries can occur. Requiring the medical marijuana dispensaries to comply with the same area restrictions which are imposed upon adult businesses in the City's Land Use and Development Ordinance, which are intended to prevent such businesses from being located adjacent to residential zoning districts, public or private schools attended primarily by minors, public libraries, and public parks or recreational facilities, will protect the safety and welfare of the community. The Council finds and concludes that the proposed text amendments are consistent with the City's Comprehensive Plan.

Regarding the criteria of compliance with State laws and administrative rules, ORS 475.314 restricts the types of zoning districts in which medical marijuana dispensaries can be located. The three designated commercial zones proposed for location of the medical marijuana dispensaries are one of the types of zoning districts approved by state law. The proposed amendments to the City's zoning ordinance include a provision that a proposed dispensary must be registered under the State Oregon Health Authority's registration system, and comply with the administrative rules adopted by the Oregon Health Authority. The Council finds and concludes that the proposed text amendments comply with State laws and administrative rules.

Section 2. New Definitions. Section 2.030 shall be amended to add the following new definitions for Medical Marijuana Dispensary and Motor Vehicle:

Medical Marijuana Dispensary - Any facility registered by the Oregon Health Authority under ORS 475.300 to 475.346, as now constituted, that sells, distributes, transmits, gives, dispenses or otherwise provides medical marijuana to qualifying patients.

Motor Vehicle – Every vehicle that is self-propelled, including tractors, fork-lift trucks, motorcycles, road building equipment, street cleaning equipment and any other vehicle capable of moving under its own power, notwithstanding the vehicle may be exempt from licensing under the motor vehicle laws of Oregon.

Section 3. CBC - Central Business Commercial Zone District. Section 5.050.030(A)(11) shall be amended to read as follows:

11. Medical and Dental Offices, Clinics, Laboratories, and Medical Marijuana Dispensaries. An application for a Medical Marijuana Dispensary shall also comply with the following criteria:
- a) The dispensary facility must be located more than 500 feet from any R-L, R-H, or R-M Residential District, measured in a straight line from the closest edge of the property line on which the dispensary facility is located to the closest edge of the property in the R-L, R-H, or R-M Residential District.
 - b) The Medical Marijuana Dispensary must be located more than 1,000 feet from all of the following facilities, measured in a straight line from the closest edge of the property line on which the dispensary facility is located to the closest edge of the property on which the other facility is located:
 - 1. A public or private elementary, secondary or career school attended primarily by minors.
 - 2. A public library.
 - 3. A public park or recreational facility, which has facilities such as a playground, swimming pool, baseball field, football field, soccer field, tennis court, basketball court, or volleyball court.
 - c) The dispensary facility must be located in a building and may not be located in an intermodal cargo container, motor vehicle, recreational vehicle or residential trailer. Outdoor storage of merchandise, raw materials, or other material associated with the dispensary facility is prohibited.
 - d) The dispensary facility shall not have a drive-up use.
 - e) The dispensary facility shall provide for secure disposal of marijuana remnants or by-products; such remnants or by-products shall not be placed in the dispensary facility's exterior refuse containers.
 - f) The dispensary facility shall be registered with the Oregon Health Authority under the State of Oregon's medical marijuana facility registration system under ORS 475.300 to 475.346, as now constituted, and meet the requirements of OAR Chapter 333 Division 8 Medical Marijuana Facilities.

- g) The hours of operation for the dispensary facility shall be limited to Monday through Friday, from 10:00 AM until 6:00 PM.

Section 4. CG - General Commercial Zone District. Section 5.060.020(A)(12) shall be amended to read as follows:

- 12. Medical and Dental Offices, Clinics, Laboratories, and Medical Marijuana Dispensaries. An application for a Medical Marijuana Dispensary shall also comply with the following criteria:
 - a) The dispensary facility must be located more than 500 feet from any R-L, R-H, or R-M Residential District, measured in a straight line from the closest edge of the property line on which the dispensary facility is located to the closest edge of the property in the R-L, R-H, or R-M Residential District.
 - b) The Medical Marijuana Dispensary must be located more than 1,000 feet from all of the following facilities, measured in a straight line from the closest edge of the property line on which the dispensary facility is located to the closest edge of the property on which the other facility is located:
 - 1. A public or private elementary, secondary or career school attended primarily by minors.
 - 2. A public library.
 - 3. A public park or recreational facility, which has facilities such as a playground, swimming pool, baseball field, football field, soccer field, tennis court, basketball court, or volleyball court.
 - c) The dispensary facility must be located in a building and may not be located in an intermodal cargo container, motor vehicle, recreational vehicle or residential trailer. Outdoor storage of merchandise, raw materials, or other material associated with the dispensary facility is prohibited.
 - d) The dispensary facility shall not have a drive-up use.
 - e) The dispensary facility shall provide for secure disposal of marijuana remnants or by-products; such remnants or by-products shall not be placed in the dispensary facility's exterior refuse containers.

- f) The dispensary facility shall be registered with the Oregon Health Authority under the State of Oregon's medical marijuana facility registration system under ORS 475.300 to 475.346, as now constituted, and meet the requirements of OAR Chapter 333 Division 8 Medical Marijuana Facilities.
- g) The hours of operation for the dispensary facility shall be limited to Monday through Friday, from 10:00 AM until 6:00 PM.

Section 5. CLI - Commercial/Light Industrial Zone District. Section 5.070.020(A)(14) shall be amended to read as follows:

14. Medical and Dental Offices, Clinics, Laboratories, and Medical Marijuana Dispensaries. An application for a Medical Marijuana Dispensary shall also comply with the following criteria:

- a) The dispensary facility must be located more than 500 feet from any R-L, R-H, or R-M Residential District, measured in a straight line from the closest edge of the property line on which the dispensary facility is located to the closest edge of the property in the R-L, R-H, or R-M Residential District.
- b) The Medical Marijuana Dispensary must be located more than 1,000 feet from all of the following facilities, measured in a straight line from the closest edge of the property line on which the dispensary facility is located to the closest edge of the property on which the other facility is located:
 - 1. A public or private elementary, secondary or career school attended primarily by minors.
 - 2. A public library.
 - 3. A public park or recreational facility, which has facilities such as a playground, swimming pool, baseball field, football field, soccer field, tennis court, basketball court, or volleyball court.
- c) The dispensary facility must be located in a building and may not be located in an intermodal cargo container, motor vehicle, recreational vehicle or residential trailer. Outdoor storage of merchandise, raw materials, or other material associated with the dispensary facility is prohibited.
- d) The dispensary facility shall not have a drive-up use.

- e) The dispensary facility shall provide for secure disposal of marijuana remnants or by-products; such remnants or by-products shall not be placed in the dispensary facility's exterior refuse containers.
- f) The dispensary facility shall be registered with the Oregon Health Authority under the State of Oregon's medical marijuana facility registration system under ORS 475.300 to 475.346, as now constituted, and meet the requirements of OAR Chapter 333 Division 8 Medical Marijuana Facilities.
- g) The hours of operation for the dispensary facility shall be limited to Monday through Friday, from 10:00 AM until 6:00 PM.

PASSED AND ADOPTED THIS 23RD DAY OF MARCH, 2015.

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

AND APPROVED BY THE MAYOR THIS 23RD DAY OF MARCH, 2015.

 Stephen E. Lawrence, Mayor

ATTEST:

 Julie Krueger, MMC, City Clerk



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

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
March 23, 2015	Discussion Item 13, A	15-021

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

THRU: Nolan K. Young, City Manager *ny*

DATE: March 11, 2015

ISSUE: City Street Preventive Maintenance Program.

CITY COUNCIL GOALS: A.1-During the fiscal year 2015-16 budget process implement a 3-year moratorium on Street construction project and focus resources on preventive maintenance projects (ie: patching, crack sealing, chip sealing).

BACKGROUND: As funding continues to be a challenge to adequately meet the City's street maintenance needs, City Council has expressed an interest in using more crack seal and chip seal treatments than have historically occurred. The following information presents some concepts that outline a refined street maintenance program for consideration by the Council.

As a starting point for the 2015/16 budget preparation, we have assumed that City Transportation Division staff will focus their efforts on crack sealing, pre-level paving ahead of chip seals, roadway section repairs, pothole patching, trench patching after utility projects, gravel road grading, striping, pavement markings, curb painting, and street signage maintenance. The City does not possess the equipment necessary for performing chips seals, but they may operate in a support role for those operations.

Crack Sealing

One of the most important issues related to the service life of a paved street surface is that of drainage – get the water off the street and keep it from penetrating into the pavement surface. Crack sealing is a valuable treatment that significantly extends the service life of a street by preventing water from penetrating into the pavement surface and contributing to its deterioration. It's

important to understand that crack sealing extends the life of the pavement; it does not restore deteriorated or failed pavement surfaces. One challenge associated with crack sealing is that it is very labor intensive.

Up until 2003, the City utilized the services of contracted companies to perform crack sealing on City streets. As limited funds got even tighter, the City purchased its own crack seal machine to do the work at a lower cost (\$0.45/lb to purchase material versus \$1.50/lb to have it contractually applied). Shortly prior to that, in 2000, staffing in the Street Division was reduced by two employees as a cost-cutting measure to a total of one manager, six dedicated employees, and a shared mechanic. From 2003 to 2009, street maintenance budgets got even tighter and funds were no longer available to support contractual or significant in-house crack sealing efforts. This situation created a back-log of needed crack sealing.

In recent years, one of those six dedicated Street Division employees has been transferred to a second shared mechanic position and another is shared with Wastewater Collection for street sweeping, undertaken as further cost cutting measures, leaving four full-time employees in the Street Division. It requires a minimum of five employees to perform crack sealing within the urban setting, more if traffic flagging is required. Utilizing additional employees from either shared positions or other divisions hampers the Departments activities in those other divisions, with equipment and facilities maintenance, and/or with street sweeping. Catching up with the current back log of needed crack sealing is beyond the City's current staffing capacity. Therefore, a combination of in-house and contractual crack sealing efforts is proposed as follows to meet the Council's direction.

In-House Efforts: Staff proposes to budget \$70,000 for the purchase of two full truckloads of crack seal material at about \$0.70/lb. The yield of these purchases is estimated at about 13.5 miles of streets in Good condition or about 9 miles of streets in Fair condition. The initial emphasis of the in-house program will focus on streets which still have the better surface conditions (Very Good, Good, Fair+) and lower traffic volumes. This will allow us to save the best of what we have and minimize the labor needed for traffic control. More street closures may be utilized than historically to provide a safer work environment for both employees and the traveling public while also eliminating the need to staff flagging operations. Staff believes that this amount of in-house crack sealing is as much as can be completed with current labor and equipment resources while still meeting our other street maintenance responsibilities. For context, the 2013 Pavement Condition Rating Survey (which covered about 90% of the City's streets) identified that the City had about 10 miles of paved streets in Very Good and Good condition, 17 miles in Fair condition, 30 miles in Poor condition and about 2 miles in Very Poor condition. Crack sealing would have little benefit on Poor and Very Poor condition streets.

Contractual Efforts: Staff proposes to budget \$250,000 for a contractual crack sealing project in 2015/16. While the contractual cost of crack sealing was \$1.50/lb in 2003 (when the cost of material was \$0.45/lb), the applied cost is now \$4.00/lb which includes the cleaning of the cracks, application of the crack seal material, coating the material with sand to prevent damage to vehicles and pedestrians' shoes, and traffic control (pricing provided by Action Paving Inc, 2/11/2015). At that price, the \$250,000 is estimated to provide about 7 miles of crack sealing on Fair condition streets. The priorities for this contractual effort would be high-traffic streets in Very Good and Good condition, streets identified to be chip sealed, and other high-traffic Fair condition streets.

Chip Sealing

Chip sealing is a road surface preservation treatment that is sometimes less expensive than profiling (grinding) and paving with hot mix asphalt. While it works well on rural roads, its performance can be challenged in urban traffic environments as it doesn't stand up well to high traffic volumes, turning movements, stopping and acceleration. Chip sealed surfaces are rougher than asphalt, therefore noisier, and are often unpopular in residential neighborhoods due to the increased road noise. They are also not favored by bicyclists due to their inherent roughness. The anticipated life of a chip seal in an urban setting is estimated at 5-7 years compared to 15-20 years for an asphalt street. Attached is a brief informational paper discussing chip seals.

With that said, funding restrictions necessitate that chip seals be considered where possible. This proposed street maintenance program anticipates the use of chip seals on City streets that experience less turning movements and traffic acceleration as a proportion of their total traffic volumes. Chip seals cannot repair failed street surfaces as a crumbled surface will continue to break up through a chip seal. Chip seals also cannot repair significant surface irregularities (potholes or ruts); these irregularities must be repaired (pre-level paving) and cracks must be sealed before a chip seal is applied. Any asphalt used to repair irregularities and crack seal material applied must be allowed time to cure before a chip seal is applied or it will come loose as the solvents continue to be released from the lower layers. Lastly, chip seals themselves need time and warm temperatures to cure in order to be successful and should therefore not be applied too late in the season.

The City does not own the equipment necessary to apply chip seals. In line with the Council's direction, staff has investigated the costs of chip sealing City streets. Wasco County's cost in 2014 to self-perform the work was \$28,175 per mile for a single layer chip seal on a 24-foot wide road including materials, equipment and labor, which translates to \$2.00/ square yard. Most City streets that could be candidates for chip seals are 32 to 44 feet wide. For budget purposes, an estimated contract cost was obtained from a contractor to provide all labor, equipment and materials to chip seal City streets; that cost was \$5.50/square yard based on a ½-mile long, 44-foot wide project (pricing provided by Sierra Santa Fe, 2/11/2015). For a 44-foot wide street, the contractual cost would be \$141,973 per mile. It should be noted that the contracted costs included applying an additional layer of oil to better bind the rock, called a "top-shot" or "fog seal", which would help the chip seal perform better in an urban environment by locking in the rock; this cost is not included in the County cost. The County has provided a cost of \$4.35/square yard to chip seal streets for the City; this cost does not include the desired top-shot. None of the estimates provided above include the costs to crack seal and/or pre-level the street surface ahead of the chip seal.

With these considerations in mind, staff has proposed to include \$250,000 in the 2015/16 budget for contractual chip seals. An updated chip seal program would consist of the following elements:

- All needed crack sealing and/or pre-level paving would be completed at least 2 months prior to the application of a chip seal to allow time for the treatment to cure.
- No chip seals would be applied after September 1.
- A fog seal will be applied to all chip seals.

Assuming \$250,000 is to be allocated for contractual chip seals, staff has identified the following conceptual options for a preventative street maintenance program for 2015/16 that is consistent with Council's direction.

Option 1: Crack seal and chip seal the following street segments full width, curb-to-curb.

<u>Street Segment</u>	<u>Crack Seal</u>	<u>Pre-level</u>	<u>Chip Seal</u>	<u>Total</u>
W 10 th St, Walnut to Cherry Hts	\$18,614	\$24,420	\$ 77,170	\$120,204
W 10 th St, Mt Hood to Mill Crk	\$ 5,041	\$ 8,460	\$ 20,900	\$ 34,401
E 10 th St, Union to Kelly	\$12,364	\$20,700	\$ 51,260	\$ 84,324
E 10 th St, Kelly to "J" St	\$ 9,844	\$ 2,880	\$ 40,810	\$ 53,534
E 10 th St, Lewis to Dry Hollow	\$ 3,715	\$ 6,000	\$ 15,400	\$ 25,115
4 th St, Union to Jefferson	\$10,360	\$ 3,500	\$ 43,032	\$ 56,892
Total length – 1.98 mi	\$59,938	\$65,690	\$248,572	\$374,470

This option would require a total budgetary expenditure of \$374,470 to fully crack seal and chip seal 2 miles of streets. The costs to restripe the streets would be additional to those presented above.

Option 2: Crack seal full width and chip seal the travel lanes of following street segments.

<u>Street Segment</u>	<u>Crack Seal</u>	<u>Pre-level</u>	<u>Chip Seal</u>	<u>Total</u>
W 10 th St, Walnut to Cherry Hts	\$18,614	\$24,420	\$ 49,108	\$ 92,142
W 10 th St, Mt Hood to Mill Cr	\$ 5,041	\$ 8,460	\$ 11,611	\$ 25,112
E 10 th St, Union to Kelly	\$12,364	\$20,700	\$ 28,478	\$ 61,542
E 10 th St, Kelly to "J" St	\$ 9,844	\$ 2,880	\$ 22,672	\$ 35,396
E 10 th St, Lewis to Dry Hollow	\$ 3,715	\$ 6,000	\$ 8,555	\$ 18,270
4 th St, 3 rd Place to Jefferson	\$18,440	\$ 5,850	\$ 45,870	\$ 70,160
W 14 th St, Union to Mt Hood	\$11,495	\$ 0	\$ 35,743	\$ 47,238
Old Dufur Road, 10 th to Fremont	\$15,911	\$ 0	\$ 65,964	\$ 81,875
Total length – 3.43 mi	\$95,424	\$68,310	\$268,001*	\$431,735

*Exceeds proposed \$250,000 chip seal budget.

This option would require a total budgetary expenditure of \$431,735 to fully crack seal and chip seal the travel lanes only on 3.4 miles of streets. The costs to restripe the streets would be additional to those presented above.

It may be worth noting that chip sealing the traffic lanes only will create a longitudinal transition, a long "lip" from the chip seal down to the old pavement surface that will not be favorable to bicyclists.

Option 3: For many streets, the cost of contracted crack sealing combined with required pre-leveling and contracted chip sealing can be greater than the materials-only costs of in-house hot-mix asphalt treatments. The table below provides some examples of cost comparisons.

<u>Street Segment</u>	<u>Crack/Chip Seal</u>	<u>Hot Mix Treatment</u>
E 10 th St, Lewis to Dry Hollow	Drive lanes - \$18,270	Profile/2" pave drive lanes - \$18,981
W 10 th St, Mt Hood to Mill Cr	Drive lanes - \$25,112	Profile/2" pave drive lanes - \$22,282
W 10 th St, Walnut to Cherry Hts	Drive lanes - \$92,142	Profile/2" pave drive lanes - \$63,445

These examples show that the most cost effective preventative maintenance program would be one that utilizes a mix of treatments. Some streets, like West 14th Street and Old Dufur Road, could be good candidates for chip seals. Other streets, like sections of 10th Street, which have more cracking and/or rutting can be repaired at a lower cost by profiling and paving the travel lanes with asphalt and crack sealing the parking lanes.

Federal regulations now require that ADA ramps be upgraded when certain types of street maintenance activities are undertaken. Full-width chip seals can be applied without upgrading ADA ramps whereas asphalt over-lays and profile/repaving projects that extend the full width of the

street do require ADA upgrades. A profile/pave treatment that does not extend the full width of the street, such as profiling and paving the travel lanes only, does not trigger the ADA requirements. The costs presented in the table above do not include any ADA enhancements since they address repaving the drive lanes only. When required, the ADA upgrade costs can run about \$6400 per intersection (\$800 per ramp).

Implementation

If one of these preventative maintenance plan options for City streets is approved by the Council, staff could proceed with developing bid documents for the contractual crack seal work and seek to begin that work late this Spring and early Summer. This would allow curing time for the crack seal material so that chip seals could be applied later this summer. City crews would also focus on both crack sealing of the lower-traffic streets and pre-level paving ahead of the chip seal work. A supplemental budget may be requested later this Spring to authorize expenditure of the additional beginning fund balance in the Street Fund to support the pre-level paving.

BUDGET IMPLICATIONS: None at this time.

RECOMMENDATIONS: None. Discussion Item to seek Council direction for preparation of 2015/16 budget.

Bituminous Surface Treatments

Publish date: July 19, 2011 | Author: [Pavement Interactive](#)

Bituminous surface treatments (BST) refer to a range of techniques that can be used to create a stand-alone drivable surface on a low volume road, or rehabilitate an existing pavement. Usually, the term is used to describe a seal coat or chip seal, which is constructed by spraying a layer of emulsified asphalt, and placing a layer of aggregate on top. BSTs can be applied directly to a base course, or on an existing asphalt pavement structure, and represent a low cost alternative to typical asphalt paving. In this RoadReady newsletter, we will focus on chip seals as a rehabilitation option.

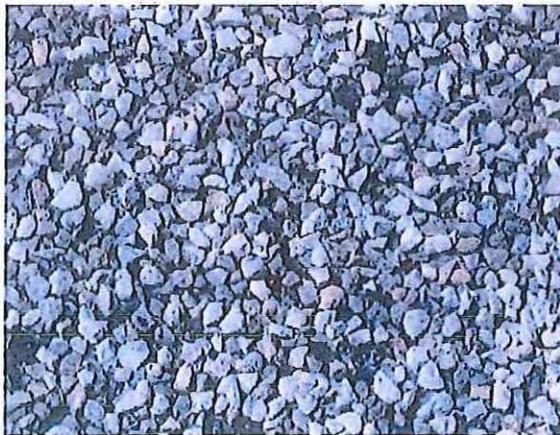


Chip seal rehabilitation over an HMA

When to Use a Chip Seal

Chip Seals are appropriate for a number of situations. They can be used as an inexpensive paving option for a low volume road when applied to a base course. On an existing road, they can be used to seal cracks, provide a new wearing course, and provide protection from sunlight and moisture. BSTs also provide a high degree of friction and skid resistance, creating a safe driving surface. Chip seals should only be used to rehabilitate minor distresses on a roadway, such as worn surfaces, raveling, and small cracks. They will likely perform inadequately when cracks become too wide or the pavement has undergone significant structural deformation.

Rural roads with low traffic volumes are the best suited for chip seals. In urban settings, additional stresses from turning and acceleration can cause problems before the chip seal has gained sufficient strength. In addition, chip seals tend to generate more roadway noise than traditional asphalt pavements, making them an unpopular choice in populated areas. There is no absolute traffic limit that prohibits the use of chip seals, however virtually all specifications in the U.S. and Canada limit their use to roads with daily traffic less than 20,000 vehicles. Many states also use either 5,000 or 2,000 as a maximum, indicating that there is some uncertainty over the correct suitable range.



Aggregate used in chip seals should be uniform in size

Materials

Selecting the right materials is an important part of constructing a successful chip seal. This includes the emulsified asphalt as well as the aggregate. Emulsified asphalt simply refers to a mix of water and asphalt binder. Because the success of a chip seal depends on the aggregate becoming embedded in the asphalt layer, high viscosity asphalt should always be used. In addition, the setting time must be selected carefully based on weather and traffic control, which will be discussed later.

Chip seals are unique from other types of asphalt pavement in that they specify exclusively uniformly graded aggregate, or aggregate within a very small size range. While typical asphalt pavements use densely graded aggregates to reduce air voids, similarly sized aggregates in chip seals allow embedment into the asphalt and interlock between particles. Aggregate size is an important design consideration for chip seals. Large aggregates can be used with higher amounts of emulsified asphalt, and therefore provide a higher degree of crack sealing. However, these increased material quantities are more expensive, and larger aggregate produces more roadway noise. Apart from size, aggregate particles should be angular, not overly slender, and relatively free of clinging fine particles.



Spreading aggregate over the asphalt layer

Construction Considerations

Before constructing a chip seal, any major deficiencies must be corrected in the existing structure. For example, if alligator cracks are present, subgrade repair may be required. If potholes are present, these must be patched. Next, the surface should be swept to remove particles that could interfere with bonding of the asphalt and the existing pavement. After the asphalt and aggregate have been placed, chip seals are compacted similar to hot mix asphalt pavements. Different kinds of rollers have different advantages and disadvantages for chip seals. Pneumatic rubber tire rollers can provide more uniform compaction on an uneven surface, but tend to pick up individual pieces of aggregate on the tires. Steel wheel rollers on the other hand risk fracturing the aggregate. Pneumatic rubber tire rollers are generally selected over steel wheel rollers for this reason. Following compaction, it is important to keep traffic off of the new surface until moisture content has reached an acceptable level. How long this takes depends on whether the emulsion is slow, medium, or fast setting. Allowing traffic to use the road prematurely can result in the loss of particles from the pavement surface.

Bituminous surface treatments represent a low-cost option for the rehabilitation of low-volume roads. Though not ideal for every project, they have become an attractive alternative in a world where thin maintenance and rehabilitation budgets are stretched over large roadway networks.

To learn about other types of bituminous surface treatments, [visit our blog](#).

[Visit Our Blog](#)

One Response to *Bituminous Surface Treatments*

Howard Jones says:

September 16, 2013 at 2:46 pm

How do you apply a 'Newbury Flint surface treatment' to a Dense Bitumen macadam(to b5 4987) wearing course as a foot path

Thanks

Howard J.

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