

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 16, 2022
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjvA/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.
Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

a) * 6/14 changes include:

- Addition TIP Public Hearing documents (item 6a)
- Removal of Planning Commission appointment (item 8a)
- Addition of Flail Mower memo (item 8d)
- Addition of Personnel Policy memo (item 8f)
- Addition of ratification of Shorelines Grant (item 8g)
- Addition of Housing report (item 9e)
- Addition of Planning Commission minutes (item 9f)

b) ** 6/15 changes include:

- Addition of water leak request (item 4b)
- Addition of liquor license renewals (item 4c)
- Additional TIP Public Hearing comments (item 6a)
- Addition of Fire Department report (item 9g)
- Addition of Contracts over \$10k report (item 9f)
- Addition of Voucher information (item 11a)

c) *** 6/16 changes include:

- Additional TIP Public Hearing comments (item 6a)

4. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Minutes** of May 19, 2022 Regular Council Meeting, May 27 & 28 Council Retreat, June 7 Diversity, Equity and Inclusion Workshop and the June 8 6-Year Transportation Improvement Plan Workshop.
- b) ****Liquor License Renewals** - Rock Creek Tavern LLC, O&B Singh, Inc. (Main Street Convenience), LDB Beverage Company (Jester and Judge)
- c) ****Water Adjustment** - Elizabeth Galloway (meter no. 702950) requests a water adjustment of \$79.57 for a water leak which they have since repaired.

MOTION: To approve consent agenda items a-c.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Chamber of Commerce** - Skamania County Chamber of Commerce Executive Director Angie Waiss will present an update on chamber activities.

6. PUBLIC HEARINGS:

- a) *****Transportation Improvement Program (5a)** - City staff presents the revised six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second public hearing for the annual TIP update.

MOTION: To approve the 6-year Transportation Improvement Plan Option [A or B] [as presented or with changes as discussed].

7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

8. COUNCIL BUSINESS:

- a) ***Appointment of Planning Commissioner** - Removed-recommendation postponed.
- b) **Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley presents a staff memo regarding additional back-billing waiver requests for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION: To approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$7,371.86.

- c) **Approve Type D Right of Way Permit for 438 NW Roselawn Avenue** - Public Works Director Carolyn Sourek will present the staff report for the request for a Type D long-term use of the city right of way for landscaping at 438 NW Roselawn Avenue for council consideration.

MOTION: To approve City of Stevenson Type D Right of Way Permit for 438 Roselawn to plant bushes within City ROW, width conditional upon maintenance within 18 ft of centerline, height conditional upon maintenance within 6 ft of ground elevation, and removable at parcel owner's expense if issues with any city infrastructure is observed.

- d) ***Approve Purchase of Flail Mower** - Public Works Director Carolyn Sourek presents the staff memo regarding the need to purchase a flail mower for council discussion and consideration.

MOTION: To approve up to \$150k for the purchase of a flail mower and trailer.

- e) ***Approve Personnel Policy Update** - City Administrator Leana Kinley will present a staff memo and resolution 2022-395 revising the personnel policy for council consideration.

MOTION: To approve resolution 2022-395 revising the personnel policy [as presented or with changes as discussed].

- f) ***Ratify Ecology Shoreline Access Grant** - Community Development Director Ben Shumaker requests council ratify the attached grant for \$72,000 with the Department of Ecology for developing a Stevenson Shoreline Public Access and Trail Plan. Council authorized the Mayor to sign the draft contract on May 19.

MOTION: To approve ratification of the Ecology grant SEASMPC-2123-StevPW-00029 in the amount of \$72,000.

9. INFORMATION ITEMS:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.
- b) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- c) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- d) **Port of Cascade Locks** press release regarding bridge toll increases.
- e) ***Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- f) ***Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- g) ****Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.
- h) ****Fire Department Report** - The report for the prior months on Fire Department activities is enclosed for council information.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director
- c) Leana Kinley, City Administrator

11. VOUCHER APPROVAL:

- a) ****May 2022 payroll and June 2022 AP checks** have been audited and are presented for approval. May payroll checks 16033 thru 16036 total \$105,998.48 which includes EFT payments. June 2022 AP checks 16032 and 16037 thru 16097 total \$399,860.62, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

12. MAYOR AND COUNCIL REPORTS:

13. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Sunday, June 19 - Juneteenth Federal Holiday
- Monday, June 20 - Juneteenth Holiday Observed
- Friday and Saturday, June 24 & 25 - Blues and Brews at Skamania Fairgrounds
- Monday, July 4 - Independence Day Fireworks Show at Skamania Fairgrounds, City Offices Closed
- Saturday, July 9 at 1pm-Special Council Retreat Follow-up Meeting
- Monday, July 11 at 6pm- Planning Commission Meeting
- Thursday, July 21 at 6pm- Regular City Council Meeting
- Thursday, August 11 at 6pm- Regular City Council Meeting (moved from Aug. 18 due to Fair)

MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 19, 2022
6:00 PM, City Hall and Remote

1. **CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m., conducted roll call and led the group in reciting the pledge of allegiance.

Elected Officials attending: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell.

Staff attending: City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, City Attorney Ken Woodrich.

Public attending: Mary Repar, Bernard Versari, Dave Prosser and others unidentified.

MOTION to excuse the absence of **Councilmembers McHale** and **Hendricks** was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Cox, McCaskell Johnson**.

2. **PUBLIC COMMENTS:**

> Mary Repar provided comments on affordable housing, light pollution, and Stevenson Grange programs.

3. **CHANGES TO THE AGENDA:** None noted

4. **CONSENT AGENDA:**

- a) **Liquor License Renewals** - 54 40 Brewing Company LLC, The Kellogg Group LLC (Clark and Lewie's), Dudley LLC (Big T's).
- b) **Special Occasion Liquor License Application** - Skamania County Fairgrounds on July 21st from 6 pm to 9 pm, July 22nd from 12 pm to 9 pm and July 23rd from 12 pm to 11 pm for the Bluegrass Festival.
- c) **Minutes** of April 21, 2022 Regular Council Meeting and May 2, 2022 Special Council Meeting.

MOTION to approve consent agenda items a-c was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Voting aye: **Councilmember Cox, Johnson, McCaskell**.

5. PUBLIC HEARINGS:

- a) **Second Reading Ordinance 2022-1182 Amending Comprehensive Plan – Community Development Director Ben Shumaker** presented and explained the staff memo and draft ordinance 2022-1182 amending the city's Comprehensive Plan to be in alignment with the updated shorelines management program and critical areas ordinance, as recommended by the Planning Commission, for public comment and council consideration.

Mayor Anderson opened the public hearing at 6:07 p.m.

There was discussion between council and staff regarding this plan.

Public Comments: None received

Mayor Anderson closed the public hearing at 6:14 p.m.

MOTION to approve ordinance 2022-1182 amending the Stevenson zoning code (SMC title 17); amending the Stevenson Comprehensive Plan based on the 2022 Shoreline Management Program; Clarifying use categories within SMC 17.13.040; Aligning the zoning code with the Shoreline Management Program; and reconciling PR District setback requirements with existing development as presented was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Voting aye: **Councilmember Cox, Johnson, McCaskell**.

- b) **Transportation Improvement Program (5a)** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update.

Mayor Anderson opened the public hearing at 6:14 p.m.

City Administrator Kinley provided a staff report. She explained the process was being presented differently than in past years. Rather than a 'wish list', it now includes projects underway or those identified through grants or an evaluation process.

Public Comments:

>Dave Prosser expressed frustration regarding the state of his gravel road and asked for improvements.

>Mary Repar requested Del Ray be removed from the plan.

>Bernard Versari requested the proposal to change the Lower Kanaka Creek underpass to a pedestrian and bike passageway be reconsidered for safety reasons. He elaborated concerns over emergency access/egress due to the proximity of the railroad.

Mayor Anderson closed the public hearing at 6:33 p.m.

There was discussion between council and staff regarding this plan.

A workshop was scheduled for June 8th, 2022 to further discuss the Transportation Improvement Plan.

6. SITUATION UPDATES:

- a) **Sewer Plant Update (1) – Public Works Director Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule.

7. UNFINISHED BUSINESS:

- a) ****Approve Interlocal Agreement for Facilities Maintenance Services - City Administrator Leana Kinley** presented, explained and answered Council questions on the revised interlocal agreement for Facilities Maintenance Services with the Port of Cascade Locks.

MOTION to approve the interlocal agreement for Facilities Maintenance Services with the Port of Cascade Locks as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell**.

- b) **Approve Waiving Back-Billing for Billing Discrepancy - City Administrator Leana Kinley** presented a staff memo regarding a back-billing waiver request for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION to approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$4,109.44 was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell**.

8. COUNCIL BUSINESS:

- a) **Review 2021 Annual Financial Report - City Administrator Leana Kinley** presented details on the 2021 Annual Financial report for council review and discussion.
- b) **Approve Ecology Shoreline Access Grant - Community Development Director Ben Shumaker** requested council authorize the Mayor to sign the attached grant for \$72,000 with the Department of Ecology for developing a Stevenson Shoreline Public Access and Trail Plan. The contract is still in review by DOE and no substantial changes are expected. A draft of the agreement was in the meeting packet.

MOTION to authorize the Mayor to sign Ecology grant SEASMP-2123-StevPW-00029 was made by **Councilmember McCaskell**, seconded by **Councilmember Cox**.

Voting aye: **Councilmember Cox, Johnson, McCaskell**.

- c) ****Approve American Recovery Plan Act (ARPA) Fund Use - City Administrator Leana Kinley** presented and explained the staff memo regarding the use of ARPA funds to purchase a vector truck at auction next week.

MOTION to approve spending up to \$150,000 for a vector truck out of ARPA funds made by **Councilmember Johnson** seconded by **Councilmember McCaskell**.

Voting aye: **Councilmember Cox, Johnson, McCaskell**.

9. INFORMATION ITEMS: The following items were presented for council review:

- a) **Skamania County Chamber of Commerce Report** for activities conducted within the past month.
- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- c) **Planning Commission Minutes** from the Planning Commission meeting for the prior month.
- d) **Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month.
- e) **Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County.
- f) **The Skamania County Sheriff's Report** for activity within Stevenson city limits for the prior month.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director** stated a project before the Planning Commission will be implementing the capital improvement planning ideas into the Comprehensive Plan. The Planning Commission is working on drafting a public notice release to invite comments and feedback on the Comprehensive Plan amendment.

He is also working on several grant proposals to WSDOT-Safe Routes to Schools and the First St. overlook project.

- b) **Carolyn Sourek, Public Works Director** stated that she is coordinating with the PUD/Skamania County and the Association of Washington Cities on a GIS consortium. **Community Development Director Shumaker** commented having digital records instead of drawers full of files will be extremely useful.

c) **Leana Kinley, City Administrator** reported that Washington State is working on an audit of municipal codes in relation to fines and fees prior to initiating upgrades to court software. Changes will be taking place, and she is looking at other municipalities codes as possible models. Skamania County is working with Adam Kick, Prosecuting Attorney on the issue.

11. VOUCHER APPROVAL:

a) ***April 2022 payroll and May 2022 AP checks** were audited and presented for approval. April payroll checks 15971 thru 15976 total \$100,269.57 which includes EFT payments. May 2022 AP checks 15977 thru 16031 total \$677,384.88, which includes EFT payments. The AP check register with fund transaction summary was attached for review.

MOTION to approve the vouchers as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmember Cox, Johnson, McCaskell**.

12. MAYOR AND COUNCIL REPORTS:

Councilmember Cox reported the results from recent water tests along Rock Creek.

Mayor Anderson reported the Streatery is coming along, with the tables being painted.

13. ISSUES FOR THE NEXT MEETING: None

14. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:06 p.m.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING-RETREAT DAY 1
May 27, 2022
5:00 PM, City Hall and Remote

1. Welcome/Outcomes, Agenda, Roles, Group Participation - The meeting started at 5pm with Alison Hart providing an introduction on the process and outcomes.

PRESENT

Mayor Scott Anderson
Councilmember Paul Hendricks
Councilmember Annie McHale
Councilmember Kristy McCaskell
Councilmember Michael D. Johnson

ABSENT

Councilmember Dave Cox

STAFF

Community Development Director Ben Shumaker
Public Works Director Carolyn Sourek
City Administrator Leana Kinley

2. Top Priorities - Council and staff listed top priorities which are included in the attached recap.

3. Strengths, Weaknesses, Opportunities and Threats (SWOTs) - The group identified internal strengths and weaknesses and external opportunities and threats to the city.

4. Wrap-Up - The group wrapped up for the evening and discussed what was going to take place the next day.

5. Adjourn - The meeting was adjourned for the night at 8pm.

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING-RETREAT DAY 2
May 28, 2022
9:00 AM, City Hall and Remote

1. Welcome/Outcomes, Agenda, Roles, Group Participation - Alison started the second day at 9am.

PRESENT

Mayor Scott Anderson
Councilmember Paul Hendricks
Councilmember Annie McHale
Councilmember Dave Cox
Councilmember Kristy McCaskell
Councilmember Michael D. Johnson

STAFF

City Administrator Leana Kinley
Community Development Director Ben Shumaker
Public Works Director Carolyn Sourek

2. Recap of 5/27 - The group picked up by consolidating and reviewing the SWOT topics identified previously. The jamboard with all items identified, as well as a prioritized list are included in the attached recap.

3. Develop Focus Areas - The group reviewed the priorities from the previous day and ranked them creating three focus areas. They are Organizational Health and Sustainability, Infrastructure, and Intentional Development (through the lens of livability).

4. Develop Strategies - The group identified strategies under each Focus Area. The detailed and summarized list is in the attached session recap.

5. Develop Work Plan - The group did not get to this stage. It was decided to hold another meeting to finalize the work plan due to the number of items identified and the remaining energy of the group.

6. Develop Goals - The group did not get to this stage. It was decided to hold another meeting to finalize the work plan due to the number of items identified and the remaining energy of the group.

7. Adjourn The meeting was adjourned at 1:44pm.

Scott Anderson, Mayor

Date



City of Stevenson

Strategic Planning Session Recap: May 27 & 28, 2022

Note: The information below will be refined by a smaller group.

Overall Ethos: Intentional and planned - Focused on clarity and attainability - Community Feel
Focus Area I: Organizational Health and Sustainability
<p>Strategy I: Governance Strategy II: Revenue Strategy III: Internal Processes</p>
Focus Area II: Infrastructure
<p>Strategy I: Equipment and Assets Strategy II: Multimodal transportation Strategy III: Utilities (Maintenance of Current & New Growth) Strategy IV: Parks and Outdoor Space Strategy V: Developments with Utilities Partners (gas, electric, broadband, phone)</p>
Focus Area III: Intentional Development <i>(Through the lens of livability)</i>
<p>Strategy I: Partnerships Strategy II: Housing Strategy III: Planning and Zoning Strategy IV: Strategic Land Use Planning and Development</p>

Work Plan
Focus Area I: Organizational Health and Sustainability
<p>Strategy I: Governance Strategy II: Revenue</p> <ul style="list-style-type: none"> ● Consider sources <ul style="list-style-type: none"> ○ System Development Charges ○ Utility rates ○ Infrastructure revenue



- Development
- Improvement
- Maintenance
- Increase sources / funding streams for expansion

Strategy III: Internal Processes

- Emergency planning
- Developer support / training and workshops
- Improve permitting process
- Electronic documentation
- Data management / mapping
- Improve technology
- Staff training and development
- Office equipment
- Resources and Tools for staff
- Policy guidelines
- Streamline operations
- Increase fire volunteers
- Increase staff to support growth

Focus Area II: Infrastructure

(Through the lens of future growth)

Strategy I: Equipment and Assets

- Rolling stock
- In-office
- Public works relocation
- Fire hall

Strategy II: Multimodal transportation

- Parking
- Downtown Traffic Plan
 - Traffic Flow
 - Street Diet through downtown
 - Traffic circles
 - Circulation
- Increase bike paths
- Walkability
- Lighting

Strategy III: Utilities

Maintenance of Current

- Identity, plan and prioritize aging



- Deferred maintenance / Upgrade aging for safety and usability
- Water, sewer, storm

New Growth (business and residential)

- Plan for same level of services as current when considering growth
- Extend services to new development
- Septic usage / sanitary services
- Expand water / sewer north

Strategy IV: Parks and Outdoor Space

- Increase green space / Parks
- Dog parks
- Trails
- Waterfront
- Pool

Strategy V: Developments with Utilities Partners (gas, electric, broadband, phone)

- Develop all ground utilities
- Broadband / comms
- Underground

Focus Area III: Intentional Development

(Through the lens of livability)

Strategy I: Partnerships

- Agencies (identify, learn priorities, collaborate where possible) - RR, Port, SCSD, EDC, Library etc...
- Law enforcement expansion
- EMS
 - Cascadia earthquake
 - Wildfire
- Parks and Rec
- Skamania Lodge
- Data sharing / sharing of strategic direction
- County and state for developing Carson Ridge Road
- City County Joint plan
- County services
 - Plowing
 - Road maintenance
- Forest Service
- Community (for community engagement and participation)
- School support
- City / Port Joint plan
- EDC



- Business diversity
- Increase small business
- Attract younger residents / families
- Public / Private entities to understand priorities, align where possible to facilitate development

Strategy II: Housing

- Identify locations for more multi-family housing (apartments)
- Coordinate with County on annexation access

Tools

- Land grants for affordability
- Income tax write offs
- Interest rates
- Homes for specific income brackets
- Fees built into seed housing programs
- Reduce SDCs for small homes / SDC discounts
- Community land trust

Concepts

- Purchase property to facilitate housing development
- Workforce housing
- Multi-family affordable
-

Strategy III: Planning and Zoning

- Development standards
- Urban reserve
- Land use plan
- Zoning map
- Overly flexible development standards
- Circulation planning (access to land)
- Aesthetic preservation (trees, buildings etc...)
- Plan for commercial / business location
- Consider business friendly regulations to stimulate growth
- Annexations (what to require)
- Consider unsustainable density / density
- Max square footage regs for single family homes
- Policies that support intentional growth
- Development minimum density
- Zoning for vacation rentals



- On-street / off-street parking requirements
- Housing types
- Consider in-fill rather than new development
- Lot sizes
- Housing development plan

Strategy IV: Strategic Land Use Planning and Development

- Waterfront reimagining (for tourism)
- Seek out developers
- Downtown expansion
- Engineering standards
- Determine best areas to invest in building out services (water, sewer, road)
- City led / Developer driven focus
- Planning layout of new expansion
- Environmental constraints
- Commercial / Business space

Other:

Consider for additional partners

- Child Care
- Increase health resources
- Drug and alcohol prevention (youth focused)
- Health and wellness services
- Education (what and how)
- Homelessness

Top Priorities

Top Priorities Ranked

1. Governance -8
2. Planning for expansion, Infrastructure, Growth management, development (staff etc...), Traffic, Extending services - 8
3. Housing needs (vacation rentals, livability) - 7

Top priorities

- Governance -8



- Planning for expansion, Infrastructure, Growth management, development (staff etc...), Traffic, Extending services - 8
- Housing needs (vacation rentals, livability) - 7
- Revenue generation (grants, taxes) - 3
- Serving constituents
- Emergency management plan
- Be nimble, agile as a part of governance
- Gentrification - (more diversity: population: age, socioeconomic, ethnic., services)
- Modernization of operations / addressing office inefficiencies
- Staff retention

SWOT Outcome

SWOTs PRIORITIZED

<p>Strengths</p> <ul style="list-style-type: none"> ● Commitment to excellence / Quality environment / Caring leadership (seeking what's best, truth, transparency, ethical) - 6 ● Staff / diversity - 6 ● Vibrant downtown - 3 ● Visionary – 3 	<p>Opportunities</p> <ul style="list-style-type: none"> ● Growth / development (waterfront, business expansion, etc...) – 7 ● Tourism / recreation – 6 ● Redistricting – 3
<p>Weaknesses</p> <ul style="list-style-type: none"> ● Staff retention - 5 ● Public opposition / critical interface / NIMBY – 4 ● Limited revenue generation diversity / lack of economic diversity – 4 ● Lack of modernization of operations / out of date – 3 ● Aging infrastructure – 3 	<p>Threats</p> <ul style="list-style-type: none"> ● Housing (affordable) – 7 ● Workforce issues – 5 ● Natural disaster / fire / pandemic – 3 ● Economic issues (fuel, inflation) – 3



SWOT Jamboard

Strengths
<ul style="list-style-type: none">● Commitment to excellence / Quality environment / Caring leadership (seeking what's best, truth, transparency, ethical) - 6● Staff / diversity - 6● Vibrant downtown - 3● Visionary – 3● New council / fresh perspective without agenda – 2● Completion / transition with projects – 2● Location – 1● Planning commission / skill● Fiscal Responsibility● Agency connections / partnerships
Weaknesses
<ul style="list-style-type: none">● Succession plan / loss of historical knowledge● Capacity / staff – 5● Managing change / transition – 1● Staff retention - 5● Public opposition / critical interface / NIMBY – 4● Limited revenue generation diversity / lack of economic diversity – 4● Lack of modernization of operations / out of date – 3● Aging infrastructure – 3● Scarcity mentality● Train● Governance process (council & committee onboarding, lack of clarity of role and responsibility)● Partnerships
Opportunities
<ul style="list-style-type: none">● Growth / development (waterfront, business expansion, etc..) – 7● Tourism / recreation – 6● Redistricting – 3● Location – 2



- Societal culture shift (virtual workplace) – 1
- Strong downtown association – 1
- Emergency services consolidation – 1
- Public transit – 1
- Facilities
- Bridge of the Gods development

Threats

- Housing (affordable) – 7
- Workforce issues – 5
- Natural disaster / fire / pandemic – 3
- Economic issues (fuel, inflation) – 3
- Local governing bodies (outside of council) lack of vision for long-term growth – 2
- Urban flight (permanent) – 1
- Malaise (doing it like it's always been done) – 1
- Lack of location for businesses (building space) – 1
- Tolling without polling – 1
- Climate
- Business relocation (business sustainability / health)
- Agency capacity (other entities)
- Government regulation (governance without representation)
- Being Portland's playground

Work Plan

Development

MINUTES
CITY OF STEVENSON COMMUNITY ENGAGEMENT MEETING
DIVERSITY, EQUITY AND INCLUSION WORKSHOP
June 07, 2022
6:00 PM, City Hall

1. Introductions and Protocols-The workshop began at 6pm. City Administrator Leana Kinley Introduced Exigy Consulting staff Jeff Swanson and Rekah Strong. Councilmembers Annie McHale and Dave Cox were present, along with Mayor Scott Anderson and Public Works Director Carolyn Sourek. There was not a quorum of council present. Introductions were made through the group and meeting norms were established. There were about 20 members of the public present.

2. Diversity Equity and Inclusion Workshop - Rekah Strong lead the workshop. I covered how to lead with equity; definitions of diversity, inclusion, and equity; the many layers of diversity; stages of prejudice and the history of government in excluding access to housing, property ownership, voting, testifying in court, etc. to Native Americans and immigrants; microaggressions; the matrix of opportunities; how to become an ally; business impact; supportive policy decisions; viewing through an equity lens; and CARE-Change (recognize personal biases and change) Act Recognize (it's a journey...a continued improvement process) Educate.

3. Wrap-up/Summary - Jeff Swanson led the group through how this ties into the end user experience and the group offered suggestions for the community:

- Educate others
- Talk to those with differing opinions and to recognize others as humans rather than "camps" or their position.
- Have more and varied opportunities for participation. Some methods and processes can be interpreted as not wanting feedback. Do it in a way people are heard and understood. Recognize this is not an immediate fix, it is a process everyone is working on and moving through.
- Identify traits of the community we want to build. What is it/what is the community identity and vision to follow? Focus on future generations/longevity.
- Ask the "elephant" what happened before telling them to change (referencing a fable about a Giraffe and an Elephant).

4. Next Steps - The group took time to reflect on next steps they could take as an individual.

5. Adjournment - The meeting was adjourned at 8pm.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COMMUNITY ENGAGEMENT MEETING
6-YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) WORKSHOP
June 08, 2022
6:00 PM, City Hall

1. Introductions and Protocols - City Administrator Leana Kinley opened the workshop at 6:05pm and meeting norms were established by the group. Mayor Scott Anderson and councilmembers Annie McHale, Dave Cox and Kristy McCaskell were present. There was a quorum of councilmembers present. Public Works Director Carolyn Sourek and about 20 members of the public were also present.

2. Topic Overview/Background - Administrator Kinley went over the background for the 6-year Transportation Improvement Program (TIP) process, which is a budgeting tool. There was a brief look at the street budget and goals for the department and workshop. Each table will review the projects on the draft TIP and will report back to the group their comments. Staff was available for questions.

3. Workshop - Each table reviewed and discussed the projects. Councilmember McCaskell left the meeting at 7:30pm.

4. Wrap-up/Summary - The group was reconvened and staff went to each table to gather their comments on projects with feedback. The list of projects and feedback is summarized below.

Kanaka Underpass:

- Liked slotted for pavement at the end of the list, getting ready could be a challenge. Put it at the end. Do not shut it down - evaluate options to make it a safe access for fire
- Don't want hundreds of people stuck if shut down and train blocks.
- Fire and life safety. Need certified fire marshal to sign off. Make sure access maintained for EMS/Fire. Concerned with keys taking a long time to produce.
- Port should be accessible for visitors. More car visitors than bikes and pedestrians. Priority should be for vehicles because of weather.
- Appeared that we have lost width to the creek. Maintenance requested.
- Consider using a concrete box culvert to convey Kanaka creek and provide access.
- Could make a one way getting out. Provides access out and one way.
- Beautiful feature of the community with the tree canopy, etc.
- GPS will send people on the roadway. Suggest additional signage.
- Maintain vegetation in surrounding areas to allow for better sight distance. Clear vegetation off the signs so they are more visible.
- Note that the majority of the roadway is more than 12 ft (20 ft). Only under the bridge is 12 feet.

First Street Overlook:

- Concerned with low number of people who would use this pathway.

- Narrowing streets can make it unsafe for folks to open their car doors. Ex: 2nd street.
- Not great views looking down at RR and private backyards.
- Another place to send trail money.

Lasher to School:

- Question/concerns about delineators getting ran over by new drivers.
- Gave high scores for kids and safety.
- Should be a high priority.
- Crosswalk at school entrance is the most important item in this TIP. Should be raised.

W-SR-14 and Rock Creek Improvements:

- Not convinced acceleration lanes or other improvements would be appropriate for the issues/accidents. Seems like there should be plenty of sight distance. Adding signage and using lower MPH to control.
- Accel lane seems too long.
- Lane should be turning to allow folks to turn at Rock Creek - center turn lane.
- Adequate signage prior to the Rock Creek turn for the Lodge/Interpretive Center/Fair - industrial looking.

Paving Gravel Roads:

- Start downtown. Move outwards.
- Prioritize on residences and safety.
- Set aside budget for this project as a whole. Figure out priorities as infrastructure needs develop.
- Consider public benefit.
- Consider how to develop the policy to complete this project. Keep it open enough to address specific situations.

Paving Del Ray specifically:

- Not convinced this is a good use of City resources. Landowners on either end do not want this paved.
- Traffic engineer wrote a memo/report on this street. People may think this is a through street and it is not. GPS thinks it is a street and sends people down it.

*Consider adding Iman Cemetery road - additional development, dump access. No longer a dead-end road. Should be reconstructed - stump was dug out recently. Concerned for safety of bus access.

5. Next Steps - There will be a Public Hearing on June 16th at the regular council meeting. Additional input was encouraged. All the information from this workshop and comments received at City Hall will be consolidated and reviewed to inform changes to the TIP and included as part of the record for presentation at the council meeting.

6. Adjournment - The meeting was adjourned at 8:15pm.

Scott Anderson, Mayor

Date



City of Stevenson

Public Works Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council

FROM: Carolyn Sourek, Public Works Director and Leana Kinley, City Administrator

DATE: 6/16/22

SUBJECT: 6-Year Transportation Improvement Program (TIP)

Executive Summary:

The Transportation Improvement Program (TIP) is a proposed list of all street projects planned within the city limits for the 6 years following adoption. The TIP, reviewed annually, represents those projects already in progress through grants as well as those preliminary projects identified through an involved evaluation process. The list is used to meet requirements for grant funding applications and to aid in budgeting. There are two public hearings held to gain feedback on proposed projects and the final list is required by state law (RCW 35.77.010) to be adopted by the City Council by July 1st of each year. The second public hearing for the 2023-2028 Transportation Improvement Program is held in conjunction with the June 16th City Council meeting. There were workshops held on May 12th and June 8th, and the initial Public Hearing was held at the May 19th City Council meeting. The list has been revised with two options being presented based on feedback from the workshops and written public comment. A special council meeting to continue the Public Hearing may be required, if necessary.

Overview:

For a general review on what the list is and where it goes, please review the memo in the May 19th City Council packet available on the city website at <https://www.ci.stevenson.wa.us/meetings>.

The city held a second workshop on the 6-year TIP on June 8th, which was attended by approximately 20 members of the community, three councilmembers and the mayor. The draft minutes of that meeting can also be found at the link above. In addition to the workshop, comments were provided in response to the one of the proposed options for addressing potential safety concerns related to the Kanaka Creek RR Underpass. Comments have also been received related to the Del Ray component of the proposed City-wide project addressing minimum street standards. These comments follow this memo as part of the record.

The city has revised the draft TIP presented at the May 19th City Council meeting. There are now two options presented for discussion and Council selection. Both of these options now have modified the initial proposal to address the safety concerns at the Kanaka Creek Underpass. Closure to general vehicular public use is not being considered as an immediate project for this TIP.

Option A: Maintains the goal to improve the safety and provide a minimum level of service standard for all city streets, focusing on gravel roads.

- The city's 1972 Austin Grader has been excised as it has exceeded its useful life with a cracked engine and brake failure. Replacement cost and frequency of use were factors in the decision to remove it from the fleet without immediate plans in the equipment management plan for



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replacement. Any future grading will require a private contract or be included with the other maintenance requests to Skamania County. Road condition improvement and maintenance request for remaining gravel streets, moving forward, will take more time to address, due to the reliance on others for support.

- This option addresses absent or failing infrastructure and will provide all city residents with a minimum level of service.
- To advance this goal, the proposed project for 2023 begins transitioning the eight currently gravel roads by evaluation, designing to a minimum standard, and producing cost estimates for each road.
- The first road proposed to be paved is Lakeview, followed by Ash Alley (downtown core), Holly Street (requested by Cemetery District) and the Kanaka Underpass (to address ongoing maintenance concerns). The remaining streets are to be constructed in later years of this TIP.
- Maintaining all eight currently gravel roads on the TIP allows the city to acquire additional right of way as part of a short plat (SMC 16.02.210(A)), if necessary.

Option B: Does not further the city goal of identifying and progressing a minimum safety and operational standard for currently owned city streets.

- Streets listed for improvement have been requested by neighboring property owners or users. The timing of design and construction of road improvements remain the same as Option A.

Supporting Documents:

- TIP summary sheets, Options A and B
- TIP project sheets (in order as listed on TIP)
- Remaining projects identified and not listed on 6-year TIP
- Public comments

Definitions:

- Chip Seal – a pavement surface treatment that combines one or more layer of asphalt with one or more layer of fine aggregate
- Grind and Inlay – involves grinding a layer of the pavement down, removing the grinded out asphalt, and then pouring a brand-new layer of asphalt down restoring the structural strength of the roadway.
- Overlay – Asphalt overlay is a paving method of applying a new layer of asphalt to a deteriorating surface.

Action Needed:

Approve the 6-year Transportation Improvement Plan Option [A or B] [as presented or with changes as discussed].

Or

Direct staff to make updates for a continuation on the topic at a special meeting to be held ____ (no later than June 30, 2022).

Option A-Policy to set minimum standard for all city-owned roads to be paved. Level of standard to be determined.								
6-year Street TIP 2023-2028	Phase	2023	2024	2025	2026	2027	2028	2023-2028
First Street	Design/Engineering Construction	800,000						- 800,000
Loop Road Storm, Grind and Inlay	Design/Engineering Construction	390,000						- 390,000
Iman Cemetery, Overlay	Design/Engineering Construction	65,000						- 65,000
Lasher to School St.-SRTS	Design/Engineering Construction	150,000	800,000					150,000 800,000
Chip seal McEvoy, Wisteria, Ridgecrest	Design/Engineering Construction	36,000						- 36,000
School Street Grind and Inlay	Design/Engineering Construction		- 440,000					- 440,000
Roselawn Ave Overlay	Design/Engineering Construction		165,000					- 165,000
Frank Johns Sidewalk (Loop-Second)	Design/Engineering Construction		25,000	50,000	400,000			75,000 400,000
Columbia Ave Realignment	Design/Engineering Construction			625,000	1,200,000			625,000 1,200,000
Bulldog-School-Kanaka Intersection	Design/Engineering Construction		5,000 45,000					5,000 45,000
W-SR-14 and Rock Creek Improvements	Design/Engineering Construction				100,000			100,000
East SR-14 Improvements-Low Phase	Design/Engineering Construction					50,000		50,000
West SR-14 Improvements-Low Phase	Design/Engineering Construction					50,000	340,000	50,000 340,000
Leavens Improvements	Design/Engineering Construction						225,000	- 225,000
Paving Gravel Roads:		50,000						50,000
Ash Alley	Design/Engineering Construction		95,000					- 95,000
Del Rey Avenue	Design/Engineering Construction						95,000	- 95,000
Gropper Park Loop	Design/Engineering Construction						95,000	- 95,000
H&H Avenue	Design/Engineering Construction						95,000	- 95,000
Holly Street	Design/Engineering Construction			95,000				- 95,000
Kanaka Creek Underpass	Design/Engineering Construction					100,000		- 100,000
Lakeview Road	Design/Engineering Construction	95,000						- 95,000
Maple Alameda	Design/Engineering Construction						95,000	- 95,000
Total Street CIP by Year		1,586,000	1,575,000	770,000	1,700,000	800,000	1,285,000	7,716,000
Total Grant Funds		1,354,700	1,398,500	588,125	1,504,500	605,500	801,950	6,253,275
Total City Funds		231,300	176,500	181,875	195,500	194,500	483,050	1,462,725

Option B-No policy to set minimum standard for all city-owned roads to be paved. Only requested/supported roads on TIP.

6-year Street TIP 2023-2028	Phase	2023	2024	2025	2026	2027	2028	2023-2028
First Street	Design/Engineering Construction	800,000						- 800,000
Loop Road Storm, Grind and Inlay	Design/Engineering Construction	390,000						- 390,000
Iman Cemetery, Overlay	Design/Engineering Construction	65,000						- 65,000
Lasher to School St.-SRTS	Design/Engineering Construction	150,000	800,000					150,000 800,000
Chip seal McEvoy, Wisteria, Ridgecrest	Design/Engineering Construction	36,000						- 36,000
School Street Grind and Inlay	Design/Engineering Construction		- 440,000					- 440,000
Roselawn Ave Overlay	Design/Engineering Construction		165,000					- 165,000
Frank Johns Sidewalk (Loop-Second)	Design/Engineering Construction		25,000	50,000	400,000			75,000 400,000
Columbia Ave Realignment	Design/Engineering Construction			625,000	1,200,000			625,000 1,200,000
Bulldog-School-Kanaka Intersection	Design/Engineering Construction		5,000 45,000					5,000 45,000
W-SR-14 and Rock Creek Improvements	Design/Engineering Construction				150,000			150,000
East SR-14 Improvements-Low Phase	Design/Engineering Construction					900,000 20,000		900,000 20,000
West SR-14 Improvements-Low Phase	Design/Engineering Construction					40,000	180,000	40,000 180,000
Leavens Improvements	Design/Engineering Construction						160,000	- 160,000
							225,000	- 225,000
Paving Gravel Roads:								
Lakeview Road	Design/Engineering Construction	5,000 95,000						5,000 95,000
Ash Alley	Design/Engineering Construction		5,000 95,000					5,000 95,000
Holly Street	Design/Engineering Construction			5,000 95,000				5,000 95,000
Kanaka Creek Underpass	Design/Engineering Construction					50,000		50,000
							100,000	100,000
Total Street CIP by Year		1,541,000	1,580,000	775,000	1,750,000	1,010,000	665,000	7,321,000
Total Grant Funds		1,354,700	1,398,500	588,125	1,547,750	830,400	507,850	6,227,325
Total City Funds		186,300	181,500	186,875	202,250	179,600	157,150	1,093,675



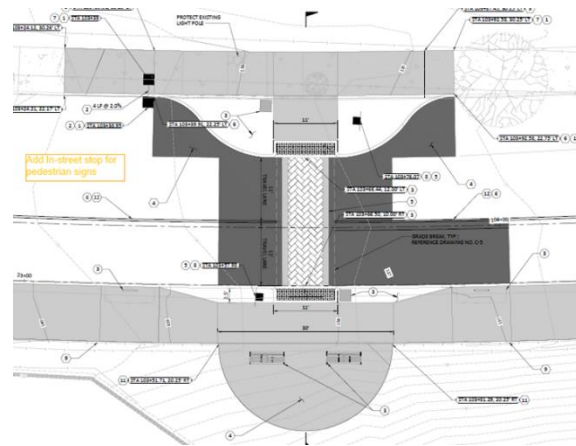
First Street Overlook

Description:

Project consists of crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path and streetscaping.

The City spent \$166k on the design phase preparing for construction in 2021 when it was discovered WSDOT still owned the First Street right of way. This was paid for with partial grant funds and, due to the delay, the construction portion of those funds were lost. If the project is not constructed by January 1, 2030, those funds would need to be paid back (\$133k).

The City has applied for grant funds through the state (TIB) to construct the project in 2023. If that grant is not successful, we will apply to the original federal program (TAP) and construction would take place in 2024. More information on the project, the right of way issue and complete plans are on the city's website at <https://www.ci.stevenson.wa.us/publicworks/project/first-street-overlook>.



TIP Year: 2023 (const) **Project Type:** Improvement **Project Cost:** \$800k **Funding:** 100% Grant
Average Priority Score from Workshop: 1.2 (low)

Workshop Comment Summary:

- Concerned with number of people who would use this pathway.
- Narrowing streets can make it unsafe for folks to open their car doors. 2nd street as an example.
- Not great views looking down at RR and private backyards.
- Another place to send trail money.
- Like the traffic calming aspect
- What is the value add versus the cost of this project. Safety concern for vehicle pedestrian conflicts. Recommend passing or delaying for higher priority projects.
- Hold off. Low priority. Money better spent elsewhere.
- Overlook to nowhere. Scrap the plan. Waste of \$\$\$. Does not overlook anything the city should be proud of. Much better options for viewing. Traffic calming on the wrong side of road, should be eastbound.
- Traffic is fastest. Narrows road, extends sidewalk, traffic calming



Loop Road Storm, Grind and Inlay

Description:

This project will repair the failing stormwater system (pictures below), grind and inlay the south-bound lane from the intersection with Columbia north to Frank Johns Road.

The sewer infrastructure extension will be completed this year (Main D Extension project).

Water infrastructure improvements to remove a section of AC pipe and address valve clusters will be completed prior to this project (2022 water infrastructure project).



TIP Year: 2023 (const) **Project Type:** Maintenance

Project Cost: \$390k

Funding: 95% Grant

Average Priority Score from Workshop: 3.1 (mid)

Comment Summary:

- Finish what's been started
- Finish recent work

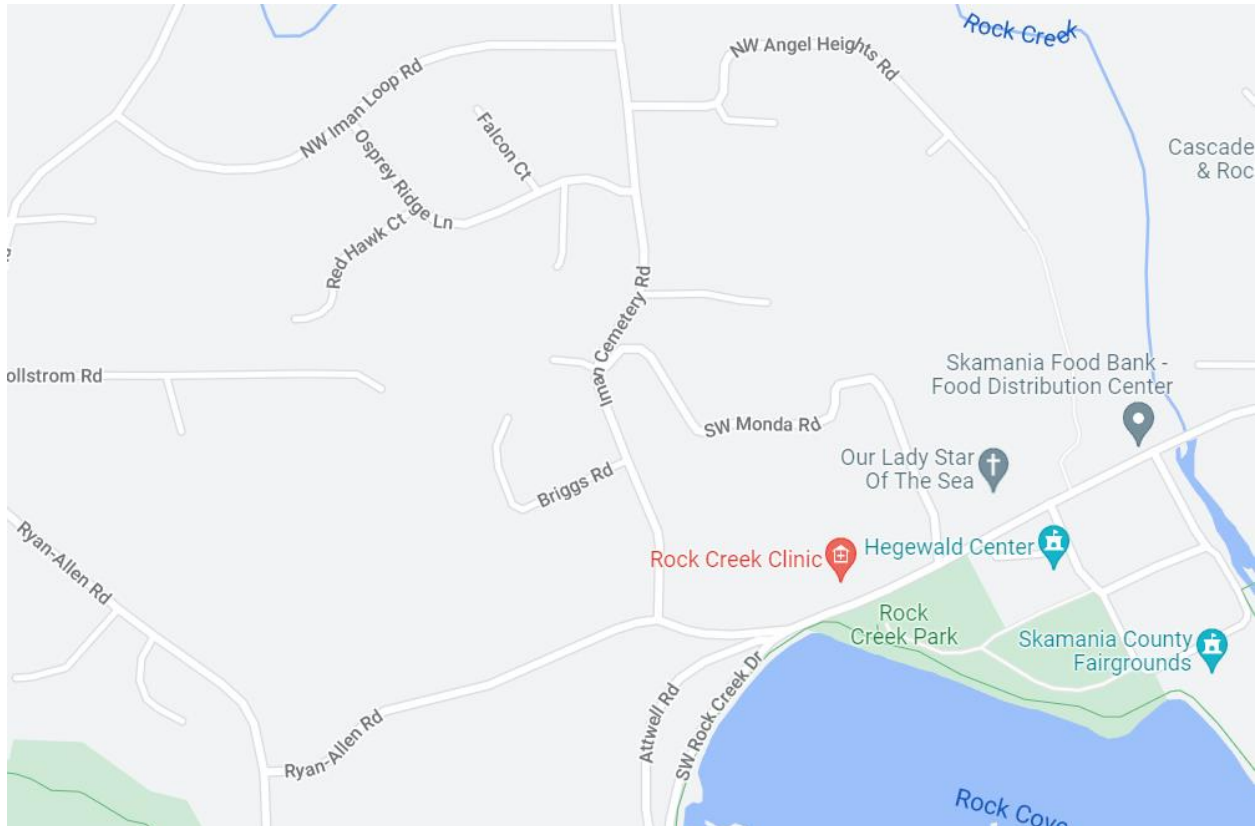


Iman Cemetery Overlay

Description:

This project is to do some minor leveling and overlay of Iman Cemetery Road from Ryan Allen to Osprey Ridge Lane. It was initially slated for 2022, however the County is unable to fit it in their schedule this year. This project will extend the life of the road until future improvements can be made.

Additional improvements will be included in the city's Capital Improvement Program, which extends past 6-years. This includes extension of the sewer collection system as indicated in the city's General Sewer Plan, stormwater improvements, and sidewalks.



TIP Year: 2023 (const) **Project Type:** Maintenance **Project Cost:** \$65k **Funding:** 95% Grant

Average Priority Score from Workshop: Not listed/Reconstruct 4 (mid-high)

Workshop Comment Summary:

- Consider adding Iman Cemetery Road - additional development, dump access. No longer a dead-end road. Should be reconstructed - stump was dug out recently. Concerned for safety of bus access. Serves over 100 residences, school bus 4 times/day through fare to Ryan Allen Road.



Lasher to School St - SRTS

Description:

This project adds a sidewalk to the north side of upper Lasher Street, and a crossing with flashing beacons at the intersection of School Street and the Stevenson Elementary School entrance. The application for a Safe Routes to School (SRTS) grant (\$800k limit for 100% grant) was submitted on June 6th and we expect to hear back on the project ranking by the end of the year. Grants are awarded in the summer of 2023.

Additional improvements will be included in funding applications for additional stormwater, street and sidewalk infrastructure for lower Lasher and the south side of Jefferson Avenue. These will be applied for after the SRTS grant is received.

Lasher Street to Stevenson Elementary (Phase 1)
2022 Concept-Level SRTS Grant Proposal Details



TIP Year: 2023-2024 (all) **Project Type:** Improvements **Project Cost:** \$950k **Funding:** 85% Grant

Average Priority Score from Workshop: 4.6 (high)

Workshop Comment Summary:

- Question/concerns about delineators getting ran over by new drivers.
- Gave high scores for kids and safety.
- Should be a high priority.
- Crosswalk at school entrance is the most important item in this TIP. Should be raised.
- 100% state funding
- Heavy traveled roads
- Recommend prioritizing this project.
- Yes, protect the children.
- Looks good! Coordinate with the school district on the option they want.

Additional Comments Received:

"I am writing to you about the proposed sidewalk along Lasher and Jefferson. First, let me thank you for communicating the plan with city residents using the postal mailer.



Lasher to School St - SRTS

I am a home owner and full time city resident on the corner of Jefferson and Lasher. I fully support the sidewalk proposal.

Along with providing safe walking for school children, many of us in the neighborhood walk these streets for exercise and would also benefit from sidewalk access.

As a city resident directly impacted by the proposal, I would like to know if the city would consider additional project requirements:

1. Garbage cans located along Lasher, Vancouver and Jefferson.
2. Plastic bag dispensers for dog owners to use to clean up after their dogs.
3. Speed bump along Lasher.

There is a lot of garbage along Lasher and at the intersection of Vancouver Ave and Lasher. I pick it up monthly. The garbage never stops.

There is also a tremendous amount of dog feces on the east side of Lasher between Vancouver and Jefferson. My neighbors have been picking this up as the feces finds it's way onto the road. With a new sidewalk, if current behavior persists, the sidewalk will be a mess.

And finally, Lasher is a bit of a speedway. Those of us who live next to or along Lasher are keenly aware of this. A speed bump similar to what exists on Rock Creek Dr at the intersection of Skamania Lodge would be very much appreciated.

Given the construction requirements to put in sidewalk, curb and gutter, new storm drains, etc., this is a perfect opportunity to address these other issues that are present in this area at little cost to the overall project, but big impact to those in the immediate vicinity."



Chip Seal McEvoy, Wisteria, Ridgecrest

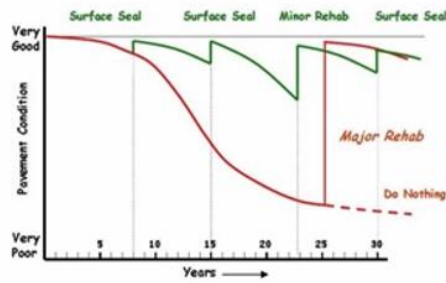
Description:

This chip seal project conditions and extends the life of the pavement on Ridgecrest Drive, Wisteria Way and McEvoy Lane. Maintaining the road is less costly than waiting until the road needs complete reconstruction.



Cost of Maintaining 1 Mile

$$\$28,000 + \$28,000 + \$700,000 + \$28,000 = \sim \$756,000 - \text{Proactive Approach}$$



~\$2,444,000
Opportunity Cost

~\$3,200,000 - Worst 1st Approach

StreetScan streetloix

TIP Year: 2023 (const) **Project Type:** Maintenance **Project Cost:** \$36k **Funding:** 95% Grant

Average Priority Score from Workshop: 2.5 (mid-low)

Workshop Comment Summary: None



School St. Grind and Inlay

Description:

This project will grind and inlay School Street from the intersection with Hot Springs Alameda north to Kanaka Creek Road.

Water infrastructure improvements to remove a section of AC pipe and address an area of multiple water leaks will be completed prior to this project (2023 planned water infrastructure project).

Additional waterline improvements along lower School Street are planned and that section of street, outside of the safe routes to school project, will be addressed later.



TIP Year: 2024 (const) **Project Type:** Maintenance **Project Cost:** \$440k **Funding:** 95% Grant
Average Priority Score from Workshop: 4.2 (high)

Comment Summary:

- Heavy traveled roads.



Roselawn Avenue Overlay

Description:

This project will overlay Roselawn Avenue from the intersection with Willard Street east to McKinley Street.

Additional stormwater and sidewalk improvements are planned and will be addressed later.



TIP Year: 2024 (const) **Project Type:** Maintenance **Project Cost:** \$165k **Funding:** 95% Grant

Average Priority Score from Workshop: 2.4 (mid-low)

Comment Summary: None.

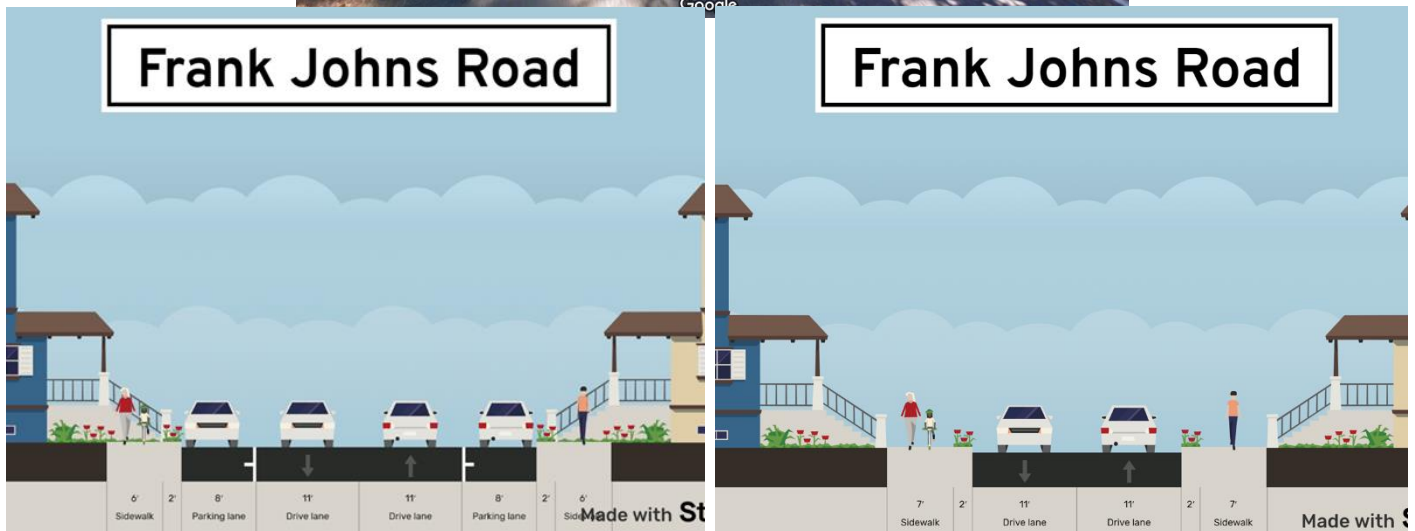


Frank Johns Sidewalk

Description:

The city is working with residents along lower Frank Johns Road to improve pedestrian accessibility. This project was identified as early as 2006 and traffic has continued to increase along this corridor.

Concepts are currently being evaluated, engineering is proposed to start in 2024, and construction estimated to break ground in 2026. This project will include water system improvements, identified as a need in the 2017 water system plan update.



TIP Year: 2024-6 (all) **Project Type:** Improvement **Project Cost:** \$475k **Funding:** 95% Grant

Average Priority Score from Workshop: 3.7 (mid-high)

Workshop Comment Summary:

- Move this up in priority. Bump above any changes to Kanaka Underpass. Start sooner.
- Yes, lower priority. Fix bigger safety issues first.
- Move this in priority and start sooner.



Columbia Realignment

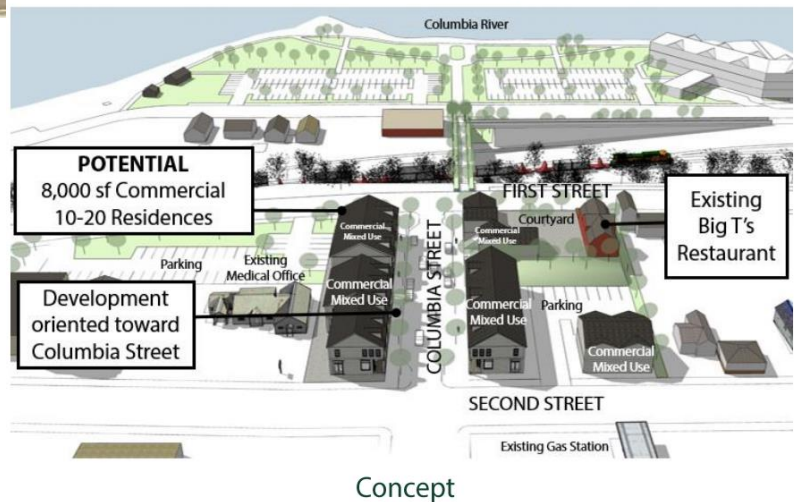
Description:

This project consists of a 2-lane asphalt roadway flanked by unconnected sections of sidewalk. Improvement of this corridor is intended as a catalyst project as outlined in the 2019 Downtown Plan. More information on this project can be found on the city website at <https://www.ci.stevenson.wa.us/planning/project/columbia-realignment>.

The project is currently in the feasibility stage through a \$200k grant with the Department of Ecology.



Columbia Street Catalyst Project



TIP Year: 2025-7 (all) **Project Type:** Improvement **Project Cost:** \$1.8M **Funding:** 85% Grant

Average Priority Score from Workshop: 2.6 (mid-low)

Workshop Comment Summary:

- Can help with safety and overall vision.
- Close road to create parking. Dog park in open area versus moving road.
- Yes, high priority, dangerous intersection.



Bulldog-School-Kanaka Intersection

Description:

Revises the intersection of Kanaka Creek Drive at School Street and Bulldog Drive by extending the northwest corner using striping and flexible post delineators (\$20k option in yellow stripes) or in concrete and adding a pedestrian crossing median island (\$50k option in solid red).



TIP Year: 2024(all)

Project Type: Improvement

Project Cost: \$50k

Funding: 100% City

Average Priority Score from Workshop: 3.7 (mid-high)

Workshop Comment Summary:

- Need to plan for permanent solution-\$50k not short term for \$20k
- Safety for young drivers.
- \$50k option
- Like more permanent \$50k
- Agree
- Yes, lower priority
- Slowing down cars at that intersection is a good idea. Bus barn is on Bulldog-what do bus drivers think? Not sure about median.



W-SR-14 and Rock Creek Improvements

Description:

Construct an eastbound acceleration lane on SR-14 (left photo below) or construct a westbound right-turn deceleration lane on SR-14 at Rock Creek Drive (right photo below).



TIP Year: 2026-7(all) **Project Type:** Improvement **Project Cost:** \$700k **Funding:** 95% Grant

Average Priority Score from Workshop: 2.5 (mid-low)

Workshop Comment Summary:

- Not convinced acceleration lanes or other improvements would be appropriate for the issues/accidents. Seems like there should be plenty of sight distance. Adding signage and using lower MPH to control.
- Accel lane seems too long.
- Lane should be turning to allow folks to turn at Rock Creek - center turn lane.
- Adequate signage prior to the Rock Creek turn for the Lodge/Interpretive Center/Fair - industrial looking.
- Unless shorter rt turn lane only, west bound
- West bound
- Do the alternate plan-veggie & sign
- Acceleration lane westbound-good! Westbound turn lane onto Rock Creek-Good! Eastbound acceleration lane not needed.
- Westbound
- Longish right turn lane
- Agree with this proposal [right turn lane]-wouldn't this be Wash DOT?
- Low priority, outside of town?
- Why would this be a city project? Good idea.



East SR-14 Improvements-Low Phase

Description:

Relocate retaining wall 8 to 10 ft north of current location and regrade and landscape the property adjacent to the sidewalk to improve sight lines. Add a 1 to 2 ft wide ribbon median with post delineators in the gore between SR-14 and First Street to prevent the illegal northbound left-turn movements from SW Cascade Avenue/Kanaka Creek Underpass.



TIP Year: 2027-8(all) **Project Type:** Improvement **Project Cost:** \$390k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Westbound turn lane
- Focus on roundabout
- Agree-move above Kanaka project. Start sooner
- Wash DOT?
- Yes, dangerous intersection. No good sidewalks.
- I like moving the sidewalk.



West SR-14 Improvements-Low Phase

Description:

Convert to 3-lane cross-section on SR-14 (Second Street) between First Street and SW Rock Creek Drive. This project is expected to be a combination of roadway widening and restriping. Adding the center lane would provide the opportunity to include a median island refuge at the crosswalk east of SW Rock Creek Drive.



TIP Year: 2027-8(all) **Project Type:** Improvement **Project Cost:** \$390k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Do need some help with this intersection
- ?

Additional Comments Received:

“Concerning the intersection on West End.

I drive that every day, turning from Rock Creek Dr onto SR-14 going East.

Rarely do I have a car in front of me and never is it an issue turning cross traffic and heading east.

So I wonder, why are we proposing a major road construction effort to build a round about?

Does a road engineer think is a fun thing to do?

Do have Taxpayer money we don't know what to do with?

Because it “might” be a problem 20 years from now?

I'm all for improving this wonderful city but let us put or funds towards projects that would make Stevenson a better place, not projects that are disruptive and solve a problem we don't have. We can always improve the intersection if and when it becomes a bottle neck.”



Leavens Overlay

Description:

Leavens Street between First and Second will need leveling, grind and inlay to improve the road surface conditions. Sidewalk and stormwater improvements are also needed. Prior to this work, water/sewer utilities will need to be assessed to support current and potential development and utilities may need to be relocated underground. The plan is to match mid and lower Russell Avenue when completed.



TIP Year: 2028(all) **Project Type:** Improvement **Project Cost:** \$225k **Funding:** 95% Grant

Average Priority Score from Workshop: 3.6 (mid)

Workshop Comment Summary:

- Important to maintain
- Low priority
- Improving downtown streets and alleys should be a high priority.



Paving Gravel Roads

Description:

Option A: Maintains the goal to improve the safety and provide a minimum level of service standard for all city streets, focusing on gravel roads.

- The city’s 1972 Austin Grader has been excised as it has exceeded its useful life with a cracked engine and brake failure. Replacement cost and frequency of use were factors in the decision to remove it from the fleet without immediate plans in the equipment management plan for replacement. Any future grading will require a private contract or be included with the other maintenance requests to Skamania County. Road condition improvement and maintenance request for remaining gravel streets, moving forward, will take more time to address, due to the reliance on others for support.
- This option addresses absent or failing infrastructure and will provide all city residents with a minimum level of service.
- To advance this goal, the proposed project for 2023 begins transitioning the eight currently gravel roads by evaluation, designing to a minimum standard, and producing cost estimates for each road.
- The first road proposed to be paved is Lakeview, followed by Ash Alley (downtown core), Holly Street (requested by Cemetery District) and the Kanaka Underpass (to address ongoing maintenance concerns). The remaining streets are to be constructed in later years of this TIP.
- Maintaining all eight currently gravel roads on the TIP allows the city to acquire additional right of way as part of a short plat (SMC 16.02.210(A)), if necessary.

Option B: Does not further the city goal of identifying and progressing a minimum safety and operational standard for currently owned city streets.

- Streets listed for improvement have only been requested by neighboring property owners or users. The timing of design and construction of improvements remain the same as Option A.
 - Ash Alley
 - Holly Street
 - Kanaka Creek Underpass
 - Lakeview Road

TIP Year: 2023-8 (all) **Project Type:** Improvement **Project Cost:** \$815k(all) **Funding:** 100% City

Average Priority Score from Workshop: Scored by individual projects.

Workshop Comment Summary:

- Start downtown. Move outwards.
- Prioritize on residences and safety.
- Set aside budget for this project as a whole. Figure out priorities as infrastructure needs develop.
- Consider public benefit.
- Consider how to develop the policy to complete this project. Keep it open enough to address specific situations.
- Move Forward
- High Priority
- Low Priority
- Yes. Start downtown and move outward as time and \$ allow.



Paving Gravel Roads

Ash Alley (between Russell and Seymore) (.08 miles)

Currently there are multiple infill commercial developments proposed between First and Second street. As part of these projects, we anticipate public infrastructure improvements will be required. By combining improvements into one contract or a series of contracts within a short timeframe, we take advantage of potential cost savings as well as consistent aging of the infrastructure. Ash Alley is a secondary access for 6 residences as well as multiple commercial properties. It is tied for second longest section of unpaved roadway in the city, 0.08 miles. A stormwater catchment basin concern has been recently corrected and the urgency to address this alley is lessened.



Upper Left-Ash Alley at Seymore intersection looking east.

Above-Mid-Ash Alley looking west.

Lower Left-Ash Alley looking east at intersection with Russell.

TIP Year: 2024 (const) **Project Type:** Improvement

Project Cost: \$95k

Funding: 100% City

Average Priority Score from Workshop: 3.4 (mid)

Workshop Comment Summary:

- Near downtown and government buildings
- Downtown/near government offices
- Business activity increase



Paving Gravel Roads

Del Rey (.02 miles)

This section of Del Rey serves two developed properties and provides access to multiple undeveloped properties.



Above – Del Rey (east) looking west



Above – Del Rey (west) looking west

TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 1.1 (low)

Workshop Comment Summary:

- Not convinced this is a good use of City resources. Landowners on either end do not want this paved.
- Traffic engineer wrote a memo/report on this street. People may think this is a through street and it is not. GPS thinks it is a street and sends people down it.
- Residents do not want a road there.
- No one seems to want this road paved
- Residents don't want it paved
- Unless property is developed

Additional Comments Received:

Written comments have been received from four individuals, owning two lots abutting Del Rey, opposing paving the road, and a verbal comment was received from an additional property owner adjacent to the road opposing paving the road. The written comments are included in the packet as well as their engineer's report on the matter.



Paving Gravel Roads

Gropper Park Loop (.08 miles)

This road provides access to two residential properties, and surrounds Gropper Park. The photos below were taken before the sidewalks were installed along Gropper.



TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 2.3 (mid-low)

Workshop Comment Summary:

- 2nd most residents
- Property access only



Paving Gravel Roads

H&H Avenue (.05 miles)

H&H Avenue serves 1 developed property and multiple undeveloped properties.



TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 1.8 (low)

Workshop Comment Summary:

- Less Residents
- Single residence at this time

Additional Comments Received:

"I've mentioned it before, but in case I don't get to the meeting, I prefer not to have H H Ave. paved, although I'm only one voice for the street."



Paving Gravel Roads

Holly Street (.05 miles)

Holly Street is the access to Iman Cemetery. There are undeveloped lots on the east side of the street which may have alternative access on H&H Avenue when developed.



TIP Year: 2025 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 1.8 (low)

Workshop Comment Summary:

- Less Residents
- Single lane-existing chip seal

Additional Comments Received:

“The Cemetery District is in favor of Holly Street being paved, preferably two lanes wide to accommodate public access to the Iman Cemetery as well as the adjoining lots.”



Paving Gravel Roads

Lakeview Road (.05 miles)

Lakeview Road provides primary access for 5 residences. Paving this currently unpaved City roadway would be the most impactful for residents on unpaved roadways.



TIP Year: 2023 (const) **Project Type:** Improvement

Project Cost: \$95k

Funding: 100% City

Average Priority Score from Workshop: 3.5 (mid)

Workshop Comment Summary:

- Have more developed properties
- Most residents, most concerned



Paving Gravel Roads

Maple Alameda (.08 miles)

There are multiple reasons Maple Alameda should be considered priority in the 6 year TIP. Tied for second longest section of unpaved roadway, at 0.08 miles, Maple Alameda is a primary access (currently) for 3 residences. It is also a secondary access for 2 residences. There are multiple buildable lots for which Maple Alameda is the primary access and property owners have indicated a desire for development. Lastly, the Catholic Church reservoir is one of the City's water reservoirs. Adequate access should be provided for this valuable and critical public asset.



TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 2.9 (mid)

Workshop Comment Summary:

- Have more properties (developed)
- 2nd most residents



Paving Gravel Roads

Kanaka Creek Underpass (.15 miles)

The longest of the City’s gravel streets (at double the length of the next longest) is 0.15 miles. Roadway surface condition was also evaluated (compared to others) and existing geometry, as it relates to safety. The street that rose to the top as a priority for improvement was Kanaka Creek underpass (aka Cascade Avenue).

The feasibility of reconstruction and realignment of Cascade Avenue to current city standards is being evaluated, however, given the other stakeholders (BNSF and environmental regulators), both planning and construction would take considerable time and expense.

Geometric deficiencies:

- Width (12 ft vs. 22 ft)
- Radius (25 ft vs. 165 ft)
- Sight Distance (210 ft req)

Current Safety Concerns:

- Pedestrian/vehicle conflicts
- Vehicle/vehicle conflicts
- Vehicle/EMS conflicts



TIP Year: 2027 (const) **Project Type:** Improvement **Project Cost:** \$100k **Funding:** 100% City

Average Priority Score from Workshop: 4 (mid-high)

Workshop Comment Summary:

- Safety
- Needs maintenance & potholes fixed. Because of access issue should be high priority to get drivable by all vehicles.
- Safety for residents and workers to get out if railroad crossing is blocked.
- Pave only no rebuild required

Additional Comments Received:

A petition was submitted to the city and as of 6/14/22 the summarized results are on the next page. The detailed comments are included as part of the record.



Paving Gravel Roads

SUMMARY

Total Commenters	148
Total Written Comments	114
Number of Comments saying "what" should happen to the road	36
Maintain/Repair	19
Grade	3
"Improve", generally	6
Mirrors at Underpass	2
Limit SR 14 Speed	2
Pave	1
Improve Underpass	2
Sign	1
Number of Comments saying "why" the road should remain open	71
Safety (including evacuation & first responders)	42
Evacuation Need	8
First Responder Access	7
Livability/Inconvenience	29



Other Projects-Not on TIP

Description:

These projects are identified and may appear as part of the city's Capital Improvement Program, further out than the 6-year TIP.

Chip seal (Major, Hillcrest, E. Loop Road)

TIP Year: Not Listed **Project Type:** Maintenance **Project Cost:** \$35k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Traffic Justifies

Chip seal Vancouver (needs more)

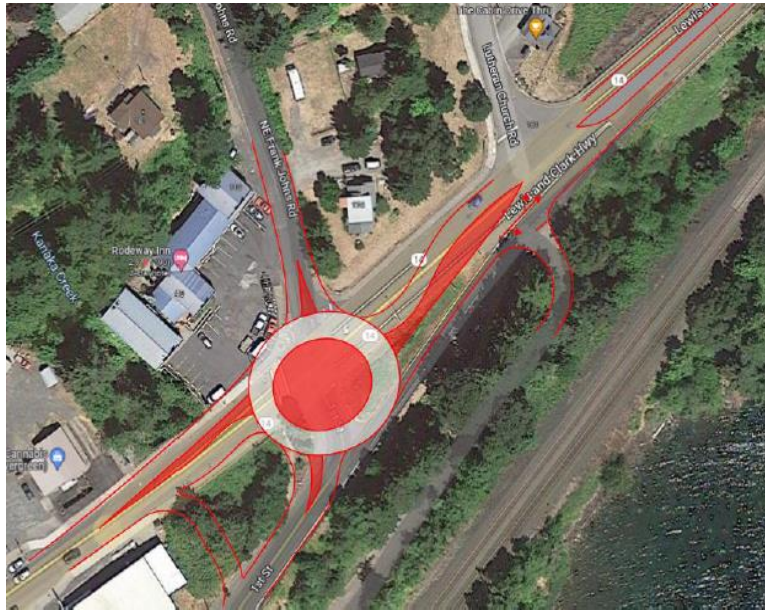
TIP Year: Not Listed **Project Type:** Maintenance **Project Cost:** \$45k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Traffic Justifies

East End SR-14 Roundabout



TIP Year: Not Listed

Project Type: Improvement

Project Cost: \$4.2M

Funding: 85% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Traffic Justifies
- Like roundabouts! Needs more engineering. Agree with slowing traffic. Also Wash DOT. Creates safety issue to turn left on Lutheran Church Road over what exists today. Yes, like this. Many new homes 71 in Chinidere

Mtn. Estates. Need traffic control. How do people turn on Lutheran Church Road?

El Paso Road Reconstruction

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** Unknown **Funding:** 100% City

Average Priority Score from Workshop: 2 (mid-low)

Workshop Comment Summary: None



Other Projects-Not on TIP

Foster Creek Road (acquire additional ROW)

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** Unknown **Funding:** 100% City

Average Priority Score from Workshop: 4 (mid-high)

Workshop Comment Summary: None.

Iman Loop-Iman Cemetery Sidewalk

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$75k **Funding:** 95% Grant

Average Priority Score from Workshop: 1 (low)

Workshop Comment Summary:

- Property is about to change hands
-

Monda Road (straighten out intersection with Iman Cemetery Road)

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$200k **Funding:** 95% Grant

Average Priority Score from Workshop: 4 (mid-high)

Workshop Comment Summary:

- Reconstruction to be at same time of Iman Cemetery Road reconstruction
-

Rock Creek Bridge Replacement

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$8.2M **Funding:** 95% Grant

Average Priority Score from Workshop: None

Workshop Comment Summary:

- Important to protect infrastructure under the bridge
-

Roosevelt Street Overlay

TIP Year: Not Listed **Project Type:** Maintenance **Project Cost:** \$670k **Funding:** 100% City

Average Priority Score from Workshop: None

Workshop Comment Summary: None.

Russell Avenue Phase 2 (Vancouver-Second)

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$400k **Funding:** 85% Grant

Average Priority Score from Workshop: 1

Workshop Comment Summary: None.



Other Projects-Not on TIP

Overall Stormwater System Repair/Upgrade

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$500k **Funding:** 95% Grant

Average Priority Score from Workshop: 4 (mid-high)

Workshop Comment Summary:

- Should include manhole leveling with pavement

Vancouver Sidewalk – East End (Columbia to City Hall)

TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$125k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary: None.

West End Roundabout



TIP Year: Not Listed **Project Type:** Improvement **Project Cost:** \$2.5M **Funding:** 85% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Like roundabouts! Good to consider slowing traffic, however wouldn't this be Wash DOT? Do East side first. Ok.

Emergency Services Coordination - Concept Level City Projects

carolyn@ci.stevenson.wa.us Carolyn Sourek

Thursday, April 28, 2022 at 2:53:53 PM Pacific Daylight Time

To: annlueders@skamaniaems.com Lueders, Ann, firechief@ci.stevenson.wa.us Rob Farris, daveb@co.skamania.wa.us Dave Brown

Cc: leana@ci.stevenson.wa.us Leana Kinley, Ben@ci.stevenson.wa.us Ben Shumaker

Hi there,

I was hoping to get your thoughts on a couple City projects. These are currently in very early phases of discussion (not even development) but wanted to solicit thoughts and feedback before pursuing further.

Do you have time in the coming weeks for a site visit? Fridays seem to be the best for City staff.

Cheers,

Carolyn Sourek, PE

Public Works Director

City of Stevenson, Washington

carolyn@ci.stevenson.wa.us

P: 509.427.5970 ext 206

carolyn@ci.stevenson.wa.us Carolyn Sourek

Thursday, May 12, 2022 at 1:29:19 PM Pacific Daylight Time

To: annlueders@skamaniaems.com Lueders, Ann, firechief@ci.stevenson.wa.us Rob Farris, daveb@co.skamania.wa.us Dave Brown

Cc: leana@ci.stevenson.wa.us Leana Kinley, Ben@ci.stevenson.wa.us Ben Shumaker

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Dave and Rob, I left both of you voicemails just now. Ann, I know we have spoken about these projects - did you get a chance to coordinate with Maury?

Open to chat today or another day.

Cheers,

Carolyn

Public Works

509.427.5970 ext 206

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carolyn@ci.stevenson.wa.us

P: 509.427.5970 ext 206

Attachments:

Heart of Stevenson Sidewalk_Draft_20220428.pdf 398k

Lower Kanaka Creek RR Underpass_Draft_20220512.pdf 300k

daveb@co.skamania.wa.us Sheriff Dave Brown
To: carolyn@ci.stevenson.wa.us Carolyn Sourek

Thursday, May 12, 2022 at 1:34:23 PM Pacific Daylight Time

Carolyn,

Sorry I couldn't take your call. I am on a web meeting right now.

I will take a look at the attachments and get back to you.

Dave

From: Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Sent: Thursday, May 12, 2022 1:29 PM

To: annlueders@skamaniaems.com; Rob Farris <firechief@ci.stevenson.wa.us>; Sheriff Dave Brown <daveb@co.skamania.wa.us>

Cc: leana <leana@ci.stevenson.wa.us>; Ben Shumaker <Ben@ci.stevenson.wa.us>

Subject: Re: Emergency Services Coordination - Concept Level City Projects

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carolyn@ci.stevenson.wa.us

P: 509.427.5970 ext 206

annlueders@skamaniaems.com Lueders, Ann

Thursday, May 12, 2022 at 1:36:14 PM Pacific Daylight Time

To: carolyn@ci.stevenson.wa.us Carolyn Sourek

Cc: leana@ci.stevenson.wa.us Leana Kinley, Ben@ci.stevenson.wa.us Ben Shumaker

Hi Carolyn! I did connect with Captain Hildenbrand, and we have no issues with the bollard (key provided, as discussed). Further, we would have no issue with improved access at Lasher, although we don't struggle now.

Ann M. Lueders

Superintendent

Skamania EMS & Rescue

PO BOX 338

253 SW First Street

Stevenson, WA 98648

annlueders@skamaniaems.com

www.skamaniaems.com

509.427.5065 Office

From: Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Sent: Thursday, May 12, 2022 1:29 PM

To: Lueders, Ann <annlueders@skamaniaems.com>; Rob Farris <firechief@ci.stevenson.wa.us>; Sheriff Dave Brown (Sheriff) <daveb@co.skamania.wa.us>

Cc: Leana Kinley <leana@ci.stevenson.wa.us>; Ben Shumaker <Ben@ci.stevenson.wa.us>

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carolyn@ci.stevenson.wa.us Carolyn Sourek
To: daveb@co.skamania.wa.us Sheriff Dave Brown

Thursday, May 12, 2022 at 2:30:40 PM Pacific Daylight Time

Appreciated the chat, Sheriff. Thanks,

Carolyn
Public Works
509.427.5970 ext 206

On Thu, May 12, 2022 at 1:34 PM Sheriff Dave Brown <daveb@co.skamania.wa.us> wrote:

Carolyn,

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Sent: Thursday, May 12, 2022 1:29 PM
To: annlueders@skamaniaems.com; Rob Farris <firechief@ci.stevenson.wa.us>; Sheriff Dave Brown <daveb@co.skamania.wa.us>
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carolyn@ci.stevenson.wa.us Carolyn Sourek

Thursday, May 12, 2022 at 2:30:54 PM Pacific Daylight Time

To: annlueders@skamaniaems.com Lueders, Ann

Cc: leana@ci.stevenson.wa.us Leana Kinley, Ben@ci.stevenson.wa.us Ben Shumaker

Thanks Ann. Appreciate the confirmation.

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509.427.5970 ext 206

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Sent: Thursday, May 12, 2022 1:29 PM

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firechief@ci.stevenson.wa.us Rob Farris

Saturday, May 14, 2022 at 12:14:09 AM Pacific Daylight Time

To: carolyn@ci.stevenson.wa.us Carolyn Sourek

Cc: annlueders@skamaniaems.com Lueders, Ann, daveb@co.skamania.wa.us Dave Brown, leana@ci.stevenson.wa.us Leana Kinley, Ben@ci.stevenson.wa.us Ben Shumaker

Carolyn,

I've been super busy at work and have had zero time to follow up with you on this. I did take a look at the TIP in the Workshop packet that was sent out

1. Lasher Street - We have zero issues with emergency access at this point. We usually enter that apartment complex from the top and then drive out the bottom on Lasher.
2. "Pot Hole Lane" I would prefer that this road be brought up to city road standards and we work with the Railroad on improving access under their tracks. This road is the main evacuation point for the waterfront if we have a rail incident that blocks the Russell street crossing. The bollards will delay our response and cause a bottleneck for people trying to flee an incident.

Best Regards,

Rob Farris
Fire Chief
Stevenson Fire Department/SCFD 2
firechief@ci.stevenson.wa.us

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City of Stevenson, Washington
carolyn@ci.stevenson.wa.us
P: 509.427.5970 ext 206

carolyn@ci.stevenson.wa.us Carolyn Sourek

Thursday, May 19, 2022 at 4:19:14 PM Pacific Daylight Time

To: firechief@ci.stevenson.wa.us Rob Farris

Cc: annlueders@skamaniaems.com Lueders, Ann, daveb@co.skamania.wa.us Dave Brown, leana@ci.stevenson.wa.us Leana Kinley, Ben@ci.stevenson.wa.us Ben Shumaker

Hi Rob,

Thank you so much for the follow up conversation the other day.

For the Kanaka Creek underpass, I understood, from our conversation, that the fire department agrees with the potential safety concerns with the road remaining substandard in width and sight distance, and the fire department no longer has concern with a locked gate or bollards provided we utilize a Knox box, double lock system. We discussed the challenges (that we know of) related to partner coordination (BNSF), as well as the associated expense with widening the roadway in the area (likely a new overpass as well as an oversized fish passage culvert), and challenges related to meeting environmental permitting requirements we expect being in the vicinity of Kanaka Creek.

At Lasher, it was my understanding that the fire department is able to access all parts of the apartment complex from the north, via Impala Road, as well as those residents to the south of the apartment complex. A fire hydrant should be considered at the Lasher Road dead end, and some sort of turn around configuration, if practicable, would be useful by the fire department.

Hope all is well and the weekend is enjoyed by all. Really appreciated the comments.

Cheers,

Carolyn
Public Works

509.427.5970 ext 206

On Sat, May 14, 2022 at 12:14 AM Rob Farris <firechief@ci.stevenson.wa.us> wrote:

Carolyn,

I've been super busy at work and have had zero time to follow up with you on this. I did take a look at the TIP in the Workshop packet that was sent out

1. Lasher Street - We have zero issues with emergency access at this point. We usually enter that apartment complex from the top and then drive out the bottom on Lasher.
2. "Pot Hole Lane" I would prefer that this road be brought up to city road standards and we work with the Railroad on improving access under their tracks. This road is the main evacuation point for the waterfront if we have a rail incident that blocks the Russell street crossing. The bollards will delay our response and cause a bottleneck from people trying to flee an incident.

Best Regards,

Rob Farris

Fire Chief

Stevenson Fire Department/SCFD 2

firechief@ci.stevenson.wa.us

On Thu, May 12, 2022 at 1:29 PM Carolyn Sourek <carolyn@ci.stevenson.wa.us> wrote:

Hi everyone,

We are having a Public Workshop this evening (6-8p at City Hall) and a couple projects on the agenda are attached. I had hoped to connect on site to discuss but in lieu of that, I would be interested to know any thoughts from the Emergency Services representatives to convey to the public.

Dave and Rob, I left both of you voicemails just now. Ann, I know we have spoken about these projects - did you get a chance to coordinate with Maury?

Open to chat today or another day.

Cheers,

Carolyn

Public Works

509.427.5970 ext 206

On Thu, Apr 28, 2022 at 2:53 PM Carolyn Sourek <carolyn@ci.stevenson.wa.us> wrote:

Hi there,

I was hoping to get your thoughts on a couple City projects. These are currently in very early phases of discussion (not even development) but wanted to solicit thoughts and feedback before pursuing further.

Do you have time in the coming weeks for a site visit? Fridays seem to be the best for City staff.

Cheers,

Carolyn Sourek, PE

Public Works Director

City of Stevenson, Washington

carolyn@ci.stevenson.wa.us

P: 509.427.5970 ext 206



Leana Kinley <leana@ci.stevenson.wa.us>

Public Comment for the 6-Year Transportation Improvement Program Workshop #2 6/8/2022 6pm

Monica Masco <arrowhead.monica@gmail.com>

Fri, Jun 3, 2022 at 9:23 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, kristy.mccaskell@ci.stevenson.wa.us, michael.d.johnson@ci.stevenson.wa.us, paul.hendricks@ci.stevenson.wa.us, Annie McHale <annie.mchale@ci.stevenson.wa.us>, dave.cox@ci.stevenson.wa.us, carolyn@ci.stevenson.wa.us

6/3/2022

Monica Masco
235 First Street
PO Box 1043
Stevenson, WA 98648

To the City of Stevenson

Please consider this my public comment for the 6-Year Transportation Improvement Program Workshop #2 6/8/2022 6pm.

I have resided at 235 First Street in Stevenson since the spring of 1993. For 29 years I have witnessed numerous trains literally blocking the Russell Ave crossing with trains at a standstill. Whether enjoying a walk or coming or going to work as an Accountant for various businesses I was/am able to use the Kanaka Creek Underpass Road (one of its names) to get where I needed to go.

Last July my friend and neighbor had a stroke at the Stevenson waterfront's East Point, also called Kite Beach. EMS was able to get to the scene and get her to a hospital but if the railroad crossing was blocked and Kanaka Creek Underpass Road closed her outcome would have been very different. (I realize EMS can't use the underpass/east side of Cascade Avenue but a regular vehicle could have.)

I am requesting and encouraging the city to keep the east side of Cascade Avenue underpass open to pedestrians, bikes and vehicles for legitimate health and safety reasons.

Thank you for your consideration,

Monica Masco

Monica Masco



Leana Kinley <leana@ci.stevenson.wa.us>

RE City Staff Proposal to Convert Kanaka Creek Underpass (East Cascade Avenue) to Bike/Pedestrian Access Only

Bernard versari <bversari@hotmail.com>

Mon, Jun 6, 2022 at 7:55 PM

To: "kristy.mccaskell@ci.stevenson.wa.us" <kristy.mccaskell@ci.stevenson.wa.us>, "michael.d.johnson@ci.stevenson.wa.us" <michael.d.johnson@ci.stevenson.wa.us>, "paul.hendricks@ci.stevenson.wa.us" <paul.hendricks@ci.stevenson.wa.us>, "annie.mchale@ci.stevenson.wa.us" <annie.mchale@ci.stevenson.wa.us>, "dave.cox@ci.stevenson.wa.us" <dave.cox@ci.stevenson.wa.us>, "scott.anderson@ci.stevenson.wa.us" <scott.anderson@ci.stevenson.wa.us>, "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>, "carolyn@ci.stevenson.wa.us" <carolyn@ci.stevenson.wa.us>, "ben@ci.stevenson.wa.us" <ben@ci.stevenson.wa.us>
 Cc: Pat Albaugh <pat@portofskamania.org>, "martin@martinsgorgetours.com" <martin@martinsgorgetours.com>, "david71750@hotmail.com" <david71750@hotmail.com>

The City Staff proposal to close the access to the Cascade Avenue Railroad Underpass to vehicles is raising grave safety and critical access/egress concerns among the community, including the residents, businesses, employees, regular users, and visitors of the waterfront.

The attached petition with 120 names to-date against the proposal expresses their opposition and deep concerns. Please review this petition carefully and please take into consideration the comments/concerns of the community to develop a viable solution.

Although the Staff proposal claims that the road should be closed for safety reasons, the reality is that closing it would actually cause critical safety issues for the downtown waterfront, particularly in emergency situations when every minute/second counts. In these situations any delay would prevent a timely response. Unpredictable emergencies have happened and will likely happen again. The safety of the Downtown Waterfront depends on keeping the railroad underpass open to vehicles and maintaining it properly.

Regarding the "geometrics deficiencies of the road related to safety" listed by staff in the meeting packet, the width of this 0.15 mile road is not 12', as stated by staff. It is about 20' wide throughout, except for a small section under the bridge that has not been maintained properly over the years and that has narrowed. Adding mirrors should address staff's visibility concerns.

Last Saturday evening a mile-long oil train stopped, blocking the Russell access road for 15 minutes while Clark and Lewie's was hosting a music event. As discussed in the petition a Russell street train blockage is not unusual. The longest blockage reported has been a day long closure.

Please also find attached several letters to you from the Port of Skamania County, residents and users of the waterfront.


The waterfront community urges the City staff, the Mayor and the City Council to keep this critical access/egress open to vehicles and to maintain/improve it.


Leana, could you please include this information in the June 8 workshop packet and the June 16 City Council packet.

Best regards,

Bernard Versari and Pat Albaugh

2 attachments

 **04271802.PDF**
2588K

 **04271801.PDF**
483K



Leana Kinley <leana@ci.stevenson.wa.us>

Opposition to Cascade Ave. restrictive use - Port of Skamania County

Pat Albaugh <pat@portofskamania.org>
To: Scott Anderson <scott.anderson@ci.stevenson.wa.us>
Cc: Leana Kinley <leana@ci.stevenson.wa.us>

Wed, May 18, 2022 at 7:38 AM

Good Morning Mayor Anderson.

The Port of Skamania County Commissioners met Tuesday (5/17/22) and would like to record their unanimous and strong opposition to restricting Cascade Avenue access as proposed in the 2023 6-year TIP.

The Stevenson waterfront area is used by tens of thousands of visitors each year and home to many residents and dozens of businesses. It is accessed via two city roads (Russell and Cascade). Russell Street access has an at-grade railroad crossing. Cascade Avenue provides an important egress/access point that goes under the railroad tracks. Any restrictive use of this road creates a safety hazard for all residents, businesses, and visitors on the waterfront.

Cascade Avenue is not an ideal road but it has served the community for decades and City staff did a wonderful job replacing the bridge over Kanaka last year. Please don't endanger and inconvenience city residents and visitors but instead simply consider grading the road and keeping it open for use.

Unfortunately I am out of town Thursday but would happily meet with you or any City Council member after I return Friday afternoon.

Thank you for your consideration – Pat

Pat Albaugh
Executive Director
Port of Skamania County
509-427-5484
pat@portofskamania.org
<<...>>

To: Stevenson City Council
From: Bernard and Kristi Versari, SW Cascade Ave. Stevenson
Date: May 18, 2022
Re: 2023-6 year TIP - Kanaka Underpass Project and Kanaka Underpass-Ped Walkway

We live and work on SW Cascade Avenue in Stevenson. Upon reviewing the proposed 2023 Stevenson TIP we were surprised to see and have great concerns about the proposed Kanaka Underpass Projects at the east end of Cascade Avenue which would convert the primary vehicle road to a paved bike and pedestrian only trail/path.

The proposed Kanaka Underpass Projects included in the Proposed 2023 TIP would place bollards across the roadway to prevent vehicle access. The current primary vehicle road would be converted to a paved "trail/path" restricted to bikers and pedestrians only, with \$10,000 proposed in 2023 for the pedestrian walkway and \$80,000 proposed in 2028 for paving.

The Kanaka Railroad Underpass has long been a primary vehicle multi-use graveled roadway providing access and egress to/from Cascade Avenue along the Stevenson waterfront for vehicles, bikes, and pedestrians.

Closing this roadway underpass to all vehicles would harm residents, offices, businesses, and visitors along Cascade Avenue/waterfront. The continued use of the underpass is critical for both public safety and practical reasons to all who live, work, and visit the waterfront. A few examples and cases in point:

- Trains can/do stop and block the Russell Street access/egress to Cascade Avenue for lengthy periods of time due to train or track issues.
- Mechanical issues with the railroad quad gates located on Russell can prevent access/egress.
- Back-to-back mile-long trains can block Russell access/egress for extended periods of time.
- The number of trains is continuously increasing and many trains are transporting flammable products through Stevenson. The 2016 crude oil train derailment in Mosier and the resulting fire points to the need for measures that would improve safety and evacuation options in such situations (not impair them).
- Increasing wildfires in our area also point to the need for an enhanced evacuation plan from the waterfront, especially in the busy summer months when large numbers of visitors and vehicles are present. The Kanaka underpass road is critical to this evacuation plan.
- Immediate EMS and police access to the waterfront is critical for emergency reasons. In the event of an extended RR gate closure at Russell for any of the above reasons, immediate access/egress to and from SW Cascade Ave. via the underpass is required for public safety.
- Relying on someone to come with keys to unlock/remove the bollards is an unacceptable plan when every minute counts.

Stevenson, like Cascade Locks, is fortunate to have a primary vehicle mixed-use underpass access/egress to its waterfront. We urge the Stevenson City Council to keep the Kanaka Underpass Roadway open to vehicles. The current road should be improved and properly maintained to provide safe and practical access/egress to and from SW Cascade Avenue.

Thank you for your consideration of our concerns when evaluating the inclusion of these proposed projects in the City of Stevenson's 2023 TIP.

Martin Hecht
To: bernard Versari

Cc:

- Jeff Logosz;
- Martins Gorge Tours Group;
- Pat Albaugh

Mon 6/6/2022 7:36 AM

Attention city council members:

We were very surprised to learn of the proposed closure of the Cascade Avenue underpass, and wish to express our opposition. Having resided in Stevenson as homeowners for the last 32 years (since 1990), we have come to rely on this route as a favored alternate anytime we need to access any of the waterfront businesses, including Clark & Lewie's restaurant, Skamania Acupuncture, and the Stevenson Farmers Market on the waterfront.

As owners & operators of Martin's Gorge Tours, we commonly showcase the Stevenson waterfront to our visiting guests. We proudly display the past efforts of the City & Port to collaborate on the reconstruction & restoration of our waterfront including the waterfront path, the boat launch, the boat landing, the access for kiteboarding at east point, and the access for windsurfing at Bob's Beach. We often schedule visits and tours of Skunk Brothers Distillery, and we commonly pickup guests from the cruise ships for private tours of the Bonneville Dam & Interpretive Center. Our tour guests always enjoy viewing the boats, kiteboarders, windsurfers, surf skis, outriggers, fishermen, and people enjoying a picnic or visit to Theo Park. What they don't appreciate is waiting at the railroad crossing for a slow freight train, as they watch their valuable tour time dwindle away!

We wish to suggest that the City council revisit the pending proposal to close this valuable waterfront access. We would much prefer to see this road maintained as a much needed and viable alternate railroad crossing.

Thank you for your consideration and attention to this matter!

Martin & Christine Hecht
730 NE Bone Road, Stevenson
503-349-1323 & 541-400-8023
Martin@MartinsGorgeTours.com
Christine@MartinsGorgeTours.com

OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO VEHICLES

The Stevenson waterfront is accessed and egressed via two City Roads: Russell Street on the west side with an at-grade gated railroad crossing, and Cascade Avenue on the east side which provides a route under the railroad tracks.

Maintenance/improvements to east Cascade Avenue for vehicle access/egress via the railroad underpass have been included in the City Transportation Improvement Plans since 1998. Year after year, the past city plans have been to pave the road and improve the railroad underpass.

Surprisingly, the new 2023 Transportation Improvement Plan proposed by staff to the City Council is to close the east-side Cascade Avenue underpass access to all vehicles. Bollards would be installed as soon as 2023 to close the road. Staff proposes to convert it to a pedestrian/bike-only paved trail. It should be noted that a graveled trail in that same area between downtown and the waterfront via the railroad underpass was completed five years ago and is being maintained. Therefore, it appears that the new staff proposal is for an additional trail in the same area.

The Comprehensive Plan identifies the waterfront as a key part of Stevenson's Downtown. Closing the east side of Cascade Ave. would create a safety hazard for the residents, businesses, employees, and visitors of Stevenson's Downtown Waterfront. At times, trains stop and block Russell Street for lengthy periods. In the event of an emergency or an evacuation, when every second counts, access/egress via the Railroad underpass with vehicles is critical for public safety. The railroad underpass also provides an alternate route for critical purposes (work, medical appointments, etc...).

The graveled railroad underpass road may not be "perfect" but it has served the community well for decades. Instead of endangering and inconveniencing residents, businesses, employees and visitors by closing this road, the City should maintain it, grade it to fix potholes, and keep it open for vehicle use.

This petition will be presented to the City Council at their June 16th meeting.

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
BERNARD UERSARI	264 SW CASCADE STEVENSON, 98648	For public safety and critical access/egress needs, please maintain the current road for vehicles.
KRISTI UERSARI	270 SW CASCADE STEVENSON, 98648	Public safety requires immediate access/egress to SW Cascade Ave to vehicles, for emergencies & evacuations.
STEVE OLIVA	320 SW CASCADE Stevenson, WA	I am opposed to the staff proposal because it would impair public safety and access/egress on the waterfront. The current road needs to be properly maintained.
JAN OLIVA	320 SW CASCADE Stevenson, WA	I share the same concerns - The current vehicle access/egress via the railroad underpass needs to be maintained.

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
David Nail	23 SE Cascade Ave.	This Rd. must stay open & be maintained for fire & life safety.
Richard LeBill	240 SW Cascade Ave	Safety is
Chrisa Crook	352 Leete RD Carson WA	First This is the only way to get through if a train is stopped, safety first
Hendra Latimer	Box 1232 CARSON WA 98016	Keep open. put a sign up.
Greg Kishon	My of 80 NW Roosevelt.	keep open
Betty Poubin	owners of 240 SW CASCADE AVE	Please Keep
Jean-Yves Poubin	"	the railroad underpass road open to vehicles - Don't make the downtown waterfront an unsafe deadend beyond the gated railroad tracks -

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Pat Albaugh	183 NE Hemmingway, Stevenson	Restricting vehicular access to + from the waterfront is going in the wrong direction - the City should be improving + adding access.
Cindy Bradley	581 High Bridge Rd Carson WA 98610	Closing this road is a serious safety issue. Please reconsider.
Wanda Schaf	1201 Trout Creek Rd Carson WA 98610 507-215-1338	As someone who works on the waterfront I use this road regularly when the train is blocking the road or moving very slow.
Shelly Hartfield	1052 Equine Ave. Sellersburg, IN 47172 812-987-3297	As port Director of Port Services for the American Express, we rely on having two roads and egress.

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Carrie Nissen	530.613.3905	I am open to understanding more but my first response is to NOT close it.
Liz Wilber	509-654-0688	Appalled at the idea of closing the road to vehicles.
Barbara Robinson	188 SW 1 st St. Stevenson	Totally unnecessary
Tim Nies	360-909-4622	Very practical to have an alternative way to HWY 14 when there is a train blocking the way.
John & Kari DiPalma	360-986-1903	We support keeping the road open for vehicles. Can you limit the speed limit on the east end of town to 35 similar to how it is for the railway construction.
Hannah Joy	912-659-2028	The idea makes no sense.
Joe Mullen	Box 1493, Stevenson	
Monica Masco	Box 1043, Stevenson	Underpass road required for health and safety reasons

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Tom Waters	tom@backwoodsbrewing.com	WANT TO KEEP ROADS
Steve Waters	steve@backwoodsbrewing.com	Dangerous for businesses and our employees
Jessica Webb	jwebbcatchme@outlook.com	This access is crucial to remain open for emergencies
Jennifer Martin	martin@skamaniaadusa.org	want to keep rd open.

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Joe Schlick	40 sw montez	I am a user of this critical road - keep it open to vehicles for egress/access and please maintain this road - It can be improved too!
ANGUS RUCK	400 NW HOTSPRINGS ALAMEDA	IT IS MY BELIEF THAT THE ACCESS ROAD UNDER THE RAILROAD TRACKS LEADING TO CASCADE AVE SHOULD <u>CONTINUE TO EXIST AND BE MAINTAINED</u> TO PROVIDE INGRESS AND EGRESS TO RESIDENTS, BUSINESS OWNERS, PATRONS AND FIRST RESPONDERS WHEN TRAINS BLOCK ACCESS ON RUSSELL STREET. LIVABILITY, LIVELIHOODS AND PUBLIC SAFETY MUST BE CONSIDERED

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Merica Erwin	530-515-4183	It's needed for emergencies
Sarah Simon	440 NW Frank Johns Stevenson.	Leave it open - only access (alternate)
JANET CAMPBELL	NE FRANK JOHNS STEVENSON	THIS ROAD MUST STAY OPEN TO VEHICLES TO PRESERVE EGRESS/ACCESS FROM/TO THE WATERFRONT FOR SAFETY AND NEED FOR ALTERNATE ROUTE.
Rick May Julie May	329 Kanakia Creek Rd	Please keep this road open for health and safety - without this access open we would get stuck with no way out!

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
CHRISTINA HANWIG	407 341 4960 533 WE MAJOR ST STEVENSON WA	BOTH BEACH SKIERS. THE SAFE EXITS MAKES THE MOST SENSE. HAVING A SECONDARY EXIT TO HIGHWAY 14 IS A SAFE ALTERNATE.
James Woodford	6221 Eastloop	I'm opposed to the proposal to close east Cascade exit. I access Been using it for many years
DAN NUZZO	360-521-1994	
GREG GOTTLIEB	206-817-9179	
Lisa Bescherev	208 921 5643	don't think it needs to be closed
Phil Jones	541-490-4744	Don't close it
China Kirk	360-954-8231	
Kirtiya Zalchesm	503-957-1477	NO close!
BRUCE ROBB	208 841 2567	Do not close ^{Local} ROAD! IT'S AN EMERGENCY EXIT!
Frieda WASSER	541-490-3929	don't limit access out
Patricia Perrault Nozzo	360-910-5239	Don't close it.
KIRSTAN SCHMIDT	503 830-3396	KEEP IT OPEN AND MAINTAIN IT!

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Jeff Paul	Box 134, Stevenson	Safety hazard -every
	second counts - dangerous to life and health.	
Jim Hunt	Stevenson resident	For purely fire, life
	safety egress from the port property, it needs to be maintained for vehicle access.	
Kathy Schassen	Stevenson	If a train ever got
	jammed up, no other way in or out.	
Kimberly S. Puckett	Kim.s.puckett@gmail.com or 509-427-4963	Comment:
	Closing the east side of cascade ave would cause an unnecessary safety hazard for	
	anyone on the south side of the train tracks at any given time if there was an	
	emergency. It is bad enough having only TWO routes out of that area but closing	
	one of them...how can we take that chance.	

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
<u>Tamara Kuhn</u>	<u>tamara.kuhn@gmail.com</u>	<u>Closing the underpass road will create a major safety issue. The railway is extremely busy with many long cars that in minutes could cost a life. We need to consider all emergencies that could occur such as drownings, drug overdoses, personal health issues, etc. I would not feel safe in my work environment with only 1 ingress and egress.</u>

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Cindy Allen	3208 Sunset Drive North Bonneville	Throughout my life my guiding light has been to serve my community - Please Listen to and make decisions based on the needs and concerns of your community - Keep this road open to vehicles. It is critically needed and should be maintained properly year round -
Leslee Franca	leslee@franca@gmail.com Stevenson	Keep the access and egress open to vehicles. This is Plan B when exit/access from Russell St (Plan A) fails due to train or other problems -

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

NAME

CONTACT

COMMENTS

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
James Hays	Invictus Global Services	I was hoping the City would take the exact opposition action and
Doug Bill	Doug.Bill@Yahoo!	
DAVE KUHN	DNT Kuhn @ Gmail, work repair the road.	Fix the road
Pete Essex	pete esser 65 @ Gmail.com	Fix the road
Chad Scott	Chadscott0824@Gmail.com	Fix the road.
Tamara Kuhn	tamara.kuhn@astound.com	Trains block ingress/egress
MATT FECHTNER	Mattfechtner8@gmail.com	this creates a dangerous situation. Fix the road!
John Wenz	JTWenz96@gmail.com	Trains block ingress/egress
Joel Burch	jburch177@gmail.com	Trains block access
CODY JACKSON	BACKWOODS BREWING CO.	
Daniella G. Saunders	daniella@SilverStarIndustries.com	"Safety conditions" we need 2 ways out of here. with are vehicles
Devin M. Dettart	devinshelton7502@gmail.com	
Scott S. Kaiser	SSKBMX@gmail.com	Turns Waterfront into a 1-way exit/entry Safety hazard, need 2nd exit for fire exit, do not need a homeless camp, do not turn this into Portland! go back go back to Portland, kn if you don't like

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Frank Caccaro Carol Shick	360 869 9925 805 453-0023	please keep waterfront road open for access
CHRIS HOLDEN	445 ROCK CREEK DRIVE STEVENSON	I HAVE BEEN DEPENDING ON THIS ROAD FOR YEARS - I WORKED ON THE WATERFRONT. THE ROAD SHOULD BE KEPT OPEN TO VEHICLES AND MAINTAINED Keep it opened to vehicles!
Hope Holden	Same	

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

NAME

CONTACT

COMMENTS

Alissa Humbert	cookiesandcoiceld@gmail.com	need a safety exit for vehicles, not a hike trail. every year I had lived here ITS been looking more ? more like Portland Keep Portland in Portland
Melanie Humbert	Melmel69420@gmail.com	
Robert Parker	R.ParkerWA@gmail.com	
Jake Truelove	jodantruelove@gmail.com	
Valerie Paterson	v	safety concern
Wade Hiett	wahiett206@gmail.com	Safety
Maryann Parker	Parker.Maryann@yahoo.com	Safety Concern!
Trace Patton	mortalitycarlita@yahoo.com	PLEASE KEEP ROAD!

OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO VEHICLES

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Debra Jo Stephens	509-219-5029	Very helpful to keep open especially for emergency
Alisa Mitchell	971-400-2823	
CHAD DETLAFF	PO BOX 115, STEVENSON	MAJOR SAFETY ISSUE
Katie Potal	Clark & Lewis	emer exit..
Heather Pruitt	Clark & Lewis	emer exit the gates were closed down for most of a day a few months ago - The only way to go to work was through the railroad underpass I work at Clark and Lewis -
Chuck Kellogg	360 904 487 chuck@dpk-services.com	we need Access!
Deanna Wiehord		needs to be open and repaired for Emergency Exit

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

NAME

CONTACT

COMMENTS

Pat Rice

360-281-3406

I was on a committee put together by the City of Stevenson last year to establish a best practices approach to community outreach and involvement. How the City has so far handled the legally required 'public involvement' on this year's TIP list violates everything this committee discussed and agreed upon as being 'good and adequate public outreach'. Further, if the City needs more money to properly maintain the road under this railroad bridge, then they should use the \$100,000 they are planning to spend to put a road in front of only one house - 90 NW Del Ray. Literally this paved roadway would serve only one house - and the property owner DOES NOT want what has been his front yard driveway paved or altered in any way

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

15

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Steve Funk	541 490 9801	
Taylor Walters	503-462-6223	
MATT STASCH	541-954-6181 360r	
Seth Powell	503-382-7235	
Derek Juedes	360-606-3536	
Jacob Adams	503-347-2528	
Gene Giese	564-208-3848	
Kathleen Funk	541-490-4571	
Daniel Hamilton	564-208-3848	
Bryan Poulsen	564.208-3848	
Shannon Murphy	971 231-9506	
James Bisher	- 360-521-8166	
chelsymaree	- 360-901-5428	
Brandon Wells	- 503-805-0557	
Chelsea Modar	541-645-4439	
Jedi Wold	541-380-0385	
David Maglenre	541-980-0545	

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Melissa McBee	530 672 9074	Keep open
Chelsea McBee	541-965 9369	Please keep it open!
Correna Smith	909-519-7043	I Live here and Don't want to be stuck -
Don Myers	503 528 6668	Please improve the road & keep open please
Jade Whissna	503 504 4667	please keep the road open
Mac Mathi	509 637-4529	please grade it!
Tim Tremaine	503.403.8134	Please <u>Keep Open</u> !!! <u>Thankyou</u>
Jeannie Juster	503 475 4962	Please <u>Keep road</u> <u>open</u> to vehicles and <u>maintain it</u> for the safety of the waterfront
DINO & DEBBIE COSTIGAN	206-240-6141	
MIKE SCRIVENS	541-490-0678	

KEEP OPEN

PLEASE KEEP OPEN
IT'S NECESSARY FOR SECONDARY ROAD

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

NAME

CONTACT

COMMENTS

Arci Hernandez

360-9049616

NO

Kari Albaugh

541-399-2997

The road should
remain open to
vehicles. I use this
road often.

RE: Proposed Closure of Cascade Avenue to Highway 14 via Railroad Underpass

Liz Wilber <ewilber@pfp.org>

Thu, Jun 2, 2022 at 1:20 PM

To: Port of Skamania County <port@portofskamania.org>

I am appalled. I've been stuck on this side of the railroad tracks when I was heading home because of an armature malfunction; when I called the nonemergency sheriff's number, I learned about the alternative route. I hadn't known about it before, and I was so glad I could get home! The trains are long and slow, and if an emergency happened and we had to leave, we could be stuck! The road is a mess and a hazard to drive on, but it's better than nothing. It definitely needs to stay!

Liz Wilber

Career Development Counselor/

Business Outreach Coordinator

p: 509-654-0688

e: ewilber@pfp.org

40 SW Cascade Ave., Ste. 60
Stevenson, WA 98648

www.pfp.org

ADDITIONAL PETITIONS RECEIVED AFTER
THE WORKSHOP ON 6/8/2022
OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES

The Stevenson waterfront is accessed and egressed via two City Roads: Russell Street on the west side with an at-grade gated railroad crossing, and Cascade Avenue on the east side which provides a route under the railroad tracks.

Maintenance/improvements to east Cascade Avenue for vehicle access/egress via the railroad underpass have been included in the City Transportation Improvement Plans since 1998. Year after year, the past city plans have been to pave the road and improve the railroad underpass.

Surprisingly, the new 2023 Transportation Improvement Plan proposed by staff to the City Council is to close the east-side Cascade Avenue underpass access to all vehicles. Bollards would be installed as soon as 2023 to close the road. Staff proposes to convert it to a pedestrian/bike-only paved trail. It should be noted that a graveled trail in that same area between downtown and the waterfront via the railroad underpass was completed five years ago and is being maintained. Therefore, it appears that the new staff proposal is for an additional trail in the same area.

The Comprehensive Plan identifies the waterfront as a key part of Stevenson's Downtown. Closing the east side of Cascade Ave. would create a safety hazard for the residents, businesses, employees, and visitors of Stevenson's Downtown Waterfront. At times, trains stop and block Russell Street for lengthy periods. In the event of an emergency or an evacuation, when every second counts, access/egress via the Railroad underpass with vehicles is critical for public safety. The railroad underpass also provides an alternate route for critical purposes (work, medical appointments, etc...).

The graveled railroad underpass road may not be "perfect" but it has served the community well for decades. Instead of endangering and inconveniencing residents, businesses, employees and visitors by closing this road, the City should maintain it, grade it to fix potholes, and keep it open for vehicle use.

This petition will be presented to the City Council at their June 16th meeting.




**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Mason Schauf <i>Mason Schauf</i>	1201 Trout Creek Rd Carson, WA	
Amanda Schauf <i>Amanda Schauf</i>	" "	
Elaine Hanson <i>Elaine Hanson</i>	22285 Chippewa Rd Vining	As Visitor I oppose
Peter Hanson <i>Peter Hanson</i>	" "	" " "
Kevin Waters	481 Maple Way Stevenson, WA 98648	Emergency services/access

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Julie Mayfield	PO Box 425 Stevenson WA 98648	There must be more than one exit from the Waterfront, which is bound by train tracks. It is essential for safety!!
Ellen Jensen	P.O. Box 407 Stevenson, WA 98648	Safety exit needed, it's that simple.
David Goldring	PO 512 98639	! ☺ DON'T CLOSE
Mike Spanner		The railroad needs a new bridge and widen the road
John Elliott Storie	P.O. Box 691 CASCADE johnelliottstorie@yahoo.com	Keep the road.
Matt D.		Keep the road.
Dom		Replace the Bridge.

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
Justin Henderson	541-400-7290	
Dustin Bues Kelsie Cox	360-513-7266 (928) 294-6438	
Scott Coogan	(206) 719-3545	
Sarah P Stone	360 369 8486	
Brett Cheney	(509) 945-5641	
Randy Willard	503 268 9113	
Zac Janssen	360-722-0817	
Joe Cornell	541 490 6513	
Jess Ziegenfuss		
	509-637-3369	
J. Morgan Boyd 	507 881 8428	
	360-314-7777	
Amber Evrard	509)427-7820	
Hope M Peterson	541-490-3160	
Loree Essex	541 490-1077	
Marguerite Lee	360-903-3525	
John Scharfe	507-215-1349	

**OPPOSITION TO THE CITY OF STEVENSON STAFF PROPOSAL TO
CLOSE THE CASCADE AVENUE RAILROAD UNDERPASS TO
VEHICLES**

<u>NAME</u>	<u>CONTACT</u>	<u>COMMENTS</u>
JAMES EDWARDS	206-384-5714	NEED AUTO ACCESS



June 10, 2022

City of Stevenson
7121 E Loop Road
Stevenson, WA 98648

Mayor Anderson,

The Skamania County Chamber of Commerce board met on June 9, 2022 and discussed the Cascade Avenue project as part of our agenda. We would like to express our opposition to restricting access to the Kanaka Creek Underpass section of Cascade Avenue to pedestrian and bicycle traffic as proposed in the updated 2023 TIP.

The Stevenson waterfront area is a popular destination for visitors and residents alike. It is also home to several businesses and our concern is that this restriction would eliminate quick and easy emergency access in or out of that area should the railroad crossing on Russell Avenue be blocked. Instead, please consider keeping the road open and adding additional signage, mirrors and/or other safety features to make this a more pedestrian friendly road that will continue to serve the businesses, residents and visitors that enjoy our beautiful waterfront.

Thank you for your consideration,

Angie Wajss
Executive Director
Skamania County Chamber of Commerce



Leana Kinley <leana@ci.stevenson.wa.us>

TIP Workshop #2, 6/8/20

Linda Hunter <4linda@gorge.net>
To: citycouncil@ci.stevenson.wa.us
Cc: leana@ci.stevenson.wa.us

Tue, Jun 7, 2022 at 10:27 PM

To Stevenson City Council, Mayor, and Staff;

As residents of Stevenson since 1987, and homeowners of [150 NW Homeward Ave](#) and subsequently 160 Homeward, we would like to offer feedback on the portion of the 6 Year TIP proposal that impacts us, and which we feel that our perspective offers.

Under the “Paving Gravel Roads” section, the addition of Del Rey Ave in the 6 year plan offers little in the way of public improvement for the funds spent. This perspective is based on having had Del Rey Ave as our north boundary property line since assuming ownership of the [150 / 160 Homeward Ave](#) property in 1990, during which Del Rey has always been a pedestrian and bicycle access connection between Kanaka Creek Rd and Homeward Ave to the Stevenson Elementary School. Paving portions of Del Rey would serve little good to the community when other gravel roads in the city would be better served with the funds allocated, especially considering that all the property owners along Del Rey are consistent in their opposition to any paving.

We request that this letter be read aloud and included in the public record at the TIP Workshop #2, 6/8/2022.

Respectively,

Linda Hunter
Michael McHugh



Leana Kinley <leana@ci.stevenson.wa.us>

Submitted testimony for your June 8th public hearing

Karen Rutledge <bakerkrn@gmail.com>

Tue, Jun 7, 2022 at 12:38 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>

Cc: City Council <citycouncil@ci.stevenson.wa.us>, Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Leana,

Could you please make the attached statement from our traffic engineer, Hann Lee, part of the official record for tomorrow night's public hearing. I've copied the city council on this email. I also plan to be at tomorrow's hearing representing my neighbors.

Thank you.

Karen Rutledge



Del Ray Avenue TIP Deletion Request.pdf

1538K



Leana Kinley <leana@ci.stevenson.wa.us>

This Thursday's City council meeting packet

Pat Rice <easylivingpat@gmail.com>

Tue, Jun 14, 2022 at 9:23 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>

Leana,

Please include the attached testimony of our traffic engineer, Hall Lee as part of the "Agenda Packet" for this Thursday's city council meeting.

I realize that it will be part of the minutes and testimony for the recent workshop, but since the TIP list will likely be adjusted and approved this Thursday, I ask that Mr. Lee's testimony also be part of the packet and official record for this Thursday's city council meeting.

Thank you.

Pat Rice

 **Del Ray Avenue TIP Deletion Request.pdf**
1538K



MEMORANDUM

*P.O. Box 1849
Vancouver, WA 98668
Phone: (360) 727-3119*

To: City of Stevenson Staff
From: Hann Lee, P.E.
Date: June 6, 2022
Subject: Request to Delete NW Del Ray Avenue Improvement from 6-Year (2023-2028) Transportation Improvement Plan (TIP)



Page 1 of 3

INTRODUCTION

The purpose of this memorandum is to request the deletion of the NW Del Ray Avenue improvement project from the City of Stevenson’s 6-Year (2023-2028) Transportation Improvement Program (TIP). The NW Del Ray Avenue project is categorized on Page 17 of the TIP Workshop document in the “Paving Gravel Roads” section where eight (8) unpaved streets are included for improvement. Further detail is given on Page 18. The section of NW Del Ray Avenue to be paved is only 0.02 miles which equates to less than 106 feet. From this information, it is inferred that is section is from the edge of Kanaka Creek Road westward adjacent a portion of the 90 NW Del Ray Avenue frontage. Page 3 identifies the cost estimate of the NW Del Ray Avenue paving project to be \$5,000 in design/engineering and \$95,000 for construction.

HISTORICAL BACKGROUND CONSTRAINTS

On April 19, 2001, Terry Smith entered in a Road Development Agreement and Lien with the City of Stevenson. In that agreement Terry Smith, referred to as the Developer, agreed to build a portion of NW Del Ray Avenue a distance of approximately 175 lineal feet. The roadway is to be built as a private access road,/private road having a paved road surface of 18 feet. The cost of construction is the sole responsibility of the Developer. Timing of construction was described which allowed deferral of the improvement until certain events occurred. Unfortunately, none of those conditions have occurred in over 21 years and the roadway has never been built.

The Road Development Agreement is more commonly known as a Developer Agreement. Developer Agreements are regulated by RCW 36.70B.170. Per the RCW, although over 21 years old, the agreement is still in effect. RCE 36.70B.180 stipulates that “a development agreement is enforceable during its term by a party to the agreement.” Both parties have the right to enforce the terms of the agreement. Since none of the conditions have been triggered requiring construction of NW Del Ray Avenue, the Developer is not required yet to build the roadway.

It is H. Lee & Associates, PLLC’s (HLA) contention that for the City of Stevenson to include the NW Del Ray Avenue improvement in its TIP, the Road Development Agreement (Developer’s Agreement) must be terminated first for a variety of reasons. While the Developer is vested to the

Request to Delete NW Del Ray Avenue Improvement from 6-Year (2023-2028) Transportation Improvement Plan (TIP)

old 18-foot private street standards, the City of Stevenson is not. Not only does the 18-foot width not meet current standards, but it is also highly unlikely the city could justify that building a private road meets the public benefit requirement. By nature of its label, the private road standard is meant for minimal use of a small number of private interests and not for general, public use that could have more impact. For the City of Stevenson to build a wider street at a different standard than stipulated in the Road Development Agreement/Developer Agreement, the agreement would need to be amended or terminated. Since the city is only proposing to build a small portion of the roadway, the Developer would be impacted by needing to match to a wider roadway width, which materially changes the nature of the agreement. Also, the Road Development Agreement/Developer Agreement stipulates that the Developer is to pay for the entire cost of the roadway construction. For this term to change, again the Developer would have to agree to the termination or amendment of the Road Development Agreement/Developer Agreement. In all likelihood, termination of this agreement would be the only option the Developer would find satisfactory.

The intent of a Developer Agreement according to the RCW is to create certainty in the approval process and the eventual construction of developments. Since it has been over 21 years since the implementation of the Road Development Agreement/Developer Agreement, it would be a reasonable assumption that it has not aided in the development of the related properties. Furthermore, it is now an impediment to the TIP process because the terms are binding to both parties and the terms are no longer meet the city's current standards. It is HLA's recommendation to the City Council that the NW Del Ray Avenue TIP project be removed for this cycle (2023-2028,) and the outstanding issues identified be referred to City Staff and City Attorney to develop a work plan to resolve these issues.

LACK OF PUBLIC BENEFIT

NW Del Ray Avenue exists mostly as a public right-of-way. The east end of the alignment is a short gravel driveway that serves 90 NW Del Ray Avenue. Likewise, the west end of the right-of-way is also comprised of a gravel driveway serving 189 NW Del Ray Avenue. There is no formal public roadway configuration along the NW Del Ray Avenue right-of-way. None of the right-of-way alignment can be considered any kind of roadway. So, for the City of Stevenson to describe this TIP improvement as the paving of an existing public gravel street is not accurate. Paving a public gravel street would mean that the vertical and horizontal profiles have been established through grading and that paving can take place. None of the NW Del Ray Avenue right-of-way alignment is in this condition and so it cannot be accurately described merely as a paving improvement.

The proposed NW Del Ray Avenue TIP project would only serve one existing house at 90 NW Del Ray Avenue. This does not justify spending \$100,000 of public monies on a public roadway. Furthermore, any additional access from vacant lands is the sole responsibility of private land owners/developers and not the City of Stevenson. Prior to adding this improvement to the TIP, the City Staff and City Attorney should investigate the legality funding such a project without any obvious public benefit.

Request to Delete NW Del Ray Avenue Improvement from 6-Year (2023-2028) Transportation Improvement Plan (TIP)

PRIOR HLA WORK

HLA produced a memo on June 16, 2021 which addressed whether the construction of NW Del Ray Avenue was needed or not. While the framework of that work was a little different since the NW Del Ray Avenue TIP project was different, generally the same conclusions can be made. This memorandum is attached for reference as Attachment A. The conclusions of that memorandum are provided below.

Because the extension of Del Ray Avenue does not have any significant public benefit and is not the responsibility of the City of Stevenson to develop, it should not be included in the City's 6-Year TIP. Also, the scope of the 6-Year TIP as a related and supporting document to the City's Comprehensive Plan, local roadways do not belong in these documents.

Further supporting this conclusion is that the accesses for the Stevenson Elementary School are working well (see LOS analysis) and the school does not need a fifth access. There are already two driveways onto School Street and a bus loop between Homeward Street and Homeward Avenue. As for the extension of the sidewalks along Del Ray Avenue, it does not increase the number of existing school children walking to justify its development. Also, this is primarily to responsibility of any developer to provide future facilities to future school children in the area which is part of the public benefit test.

The circulation plan developed shows that each parcel in the study area has sufficient access without the need for a local street. Should a developer find it more efficient to build a new roadway, that responsibility is fully on the developer.

Finally, the property owner stakeholders support the removal of Del Ray Avenue from the 6-Year TIP as well as its right-of-way vacated.

The City of Stevenson should remove the Del Ray Avenue improvement project from the 6-Year TIP and create a process for the right-of-way vacation of the Del Ray Avenue based on the analysis provided in this memorandum.

CONCLUSION

It is HLA's professional opinion that the City of Stevenson should at minimum delete the NW Del Ray Avenue TIP project this cycle (2023-2028) because the public benefit of the proposal is in question. To resolve this issue requires City Staff and the City Attorney to diligently investigate the facts and issue brought forward. Since this exercise is likely beyond the deadline to adopt the TIP by July 1, 2022, the most practical course of action is to eliminate this project from the TIP this year. Other related concerns are the restrictions created by the binding Road Development Agreement and Lien with Terry Smith and whether the NW Del Ray Avenue right-of-way should be vacated. All these other issues can all be combined at a later date to be resolved with the public.

ATTACHMENT A



MEMORANDUM

To: City of Stevenson Staff

From: Hann Lee, P.E.

Date: June 16, 2021

Subject: Analysis of the Need for Del Ray Avenue



6/16/21

P.O. Box 1849
Vancouver, WA 98668
Phone: (360) 727-3119

INTRODUCTION

Del Ray Avenue in Stevenson, Washington exists only as a public right-of-way with underground utilities located within the public right-of-way. The City of Stevenson has expressed interest in developing the street but there does not appear to be any substantial public benefit reasons to develop the street. The adjacent neighbors do not support the development of a future street along the Del Ray Avenue right-of-way and would like to see the public right-of-way vacated. Because underground public utilities do exist in this right-of-way, if the right-of-way is vacated, then a utility easement would need to be created to assure maintenance access to these utilities. The purpose of this traffic study is to study whether the development of Del Ray Avenue is needed or not.

EXISTING CONDITIONS

The following provides a description of the existing street system in the study area including a description of street classifications and characteristics. The Washington State Department of Transportation (WSDOT) functional classification map was used to determine the street classification for the City of Stevenson roadways.

Vancouver Avenue: Vancouver Avenue is a two-lane major collector roadway. Sidewalks exist along both sides of the roadway east of School Street. Sidewalks exist along the north side of the roadway west of School Street. There is no posted speed limit but there is a posted school zone speed limit of 20 mph.

School Street: School Street is a two-lane minor collector roadway. Sidewalks exist along both sides of the roadway. There is no posted speed limit but there is a posted school zone speed limit of 20 mph.

Kanaka Creek Road: Kanaka Creek Road is two-lane major collector roadway. Sidewalks exist along the east side of the roadway. An approximately 200 foot section of sidewalk exists along the west side of the roadway north of Loop Road. The posted speed limit is 25 mph.

Loop Road: Loop Road is a two-lane major collector roadway. Sidewalks exist along the north side of the roadway. The posted speed limit is 25 mph.

Homeward Street: Homeward Street is a two-lane local roadway. Sidewalks exist along the west side of the roadway. There is no posted speed limit but is assumed to be 25 mph.

Homeward Avenue: Homeward Avenue is a two-lane local roadway. There is no posted speed limit but is assumed to be 25 mph.

As part of this study, the following intersections were analyzed:

- School Street/Elementary School Exit
- School Street/Elementary School Entrance
- School Street/Vancouver Avenue
- Homeward Street/Vancouver Avenue
- Homeward Avenue/Vancouver Avenue
- Kanaka Creek Road/Loop Road

Figure 1 shows the study area and these analysis intersections.

These intersections were selected for analysis due to their proximity to the Del Ray Avenue as well as the Stevenson Elementary School. The analysis results will determine whether there is an existing congestion problem in the study area and whether there is a school traffic congestion issue. The determination of any congestion in the study area will help in identifying the need for another public roadway.

All of the study area intersections are unsignalized and stop sign controlled. Figure 2 shows the lane configuration and traffic control at the study area intersections.

EXISTING TRAFFIC VOLUMES

As part of this study, A.M. and P.M. peak hour turning movement traffic volumes for the following intersections were collected by H. Lee & Associates, PLLC (HLA):

- School Street/Elementary School Exit
- School Street/Elementary School Entrance
- School Street/Vancouver Avenue
- Homeward Street/Vancouver Avenue
- Homeward Avenue/Vancouver Avenue
- Kanaka Creek Road/Loop Road

For the school peak (1:15 P.M. to 2:15 P.M.), only the intersections immediately adjacent to the Stevenson Elementary School were studied which included all of the intersections above except for the Kanaka Creek Road/Loop Road intersection.

A.M. and P.M. peak hour traffic counts were obtained at the study area intersections by HLA in May 2021. Per the Highway Capacity Manual (HCM)¹, peak 15-minute traffic volumes were multiplied by four (4) to arrive at the peak hour traffic volumes. With this methodology of

¹ “Highway Capacity Manual 6th Edition: A Guide for Multimodal Mobility Analysis” Transportation Research Record. 2016.

developing peak hour traffic volumes, the peak hour factor (PHF) is set to 1.00 because the peaking has already occurred by multiplying the peak 15-minute traffic volume by four (4). The existing condition A.M. and P.M. peak hour traffic volumes are presented in Figure 3 and the school peak hour traffic volumes are presented in Figure 4. The peak hour turning movement volumes are attached as Attachment A for reference.

Daily traffic volumes along School Street, Vancouver Avenue, and Kanaka Creek Road were also collected by HLA and shown in Figure 3. The daily traffic volumes are attached in Attachment A for reference.

As shown in Figure 3, all of the School Street and Kanaka Creek Road daily traffic volumes are well below 2,000 vehicles per day and the Vancouver Avenue daily traffic volume is just over 2,000. The American Association of State Highway and Transportation Officials² (AASHTO) considers roadways with less than 2,000 vehicles per day low-volume roadways that should have consideration for reduced design standards. Because all of collector roadways in the study area are considered low volume or very close to low volume roadways per AASHTO, no additional future roadways are needed in the study area to serve the city's future traffic needs.

EXISTING LEVELS OF SERVICE

Based on the traffic volumes in Figures 3 and 4 and the existing lane configurations presented in Figure 2, peak hour traffic operations were analyzed at the study area intersections using the methodologies outlined in the Highway Capacity Manual (HCM) 6th Edition. According to the HCM, there are six levels of service (LOS) by which the operational performance of an intersection may be described. These levels of service range between LOS "A" which indicates a relatively free-flowing condition and LOS "F" which indicates operational breakdown. Typically, LOS D is considered an acceptable level of congestion.

Existing A.M., P.M., and school peak hour levels of service at the study area intersections are summarized in Table 1. As shown in Table 1, all of the study area intersections are operating at LOS A/B. These level of service conditions are considered very acceptable. It should be noted that the levels of service in all three peak hour conditions are about the same with no appreciable differences. The levels of service worksheets are attached for reference in Attachment B.

Since there is no intersection congestion in the study area, there is no need for any capacity improvements at any of the study area intersections. Also, it can be concluded from the intersection levels of service analysis that all of the roadways are functioning at the same condition or better since the most delays occur at intersections rather than free flowing roadway segments.

ACCIDENT HISTORY

Accident data was obtained from the Washington State Department of Transportation (WSDOT) for the five year, five month, and two day period between January 1, 2016 and June 2, 2021. The

² "A Policy of Geometric Design of Highway and Streets, 7th Edition, American Association of State Highway and Transportation Officials (AASHTO), " 2018, page 4-10.

Analysis of the Need for Del Ray Avenue

data includes total crashes and crashes by severity (i.e., fatality, injury, or property damage only). The accident analysis is summarized in Table 2 for the study area intersections. Attachment C contains the accident data.

Generally, an accident rate of less than 1.00 accidents per million entering vehicles is considered acceptable and no further analysis is necessary. As shown in Table 2, all of the accident rates at the study area intersections are below 1.00 accidents per million entering vehicles, so no further analysis was conducted.

Table 1. Existing Levels of Service

	A.M. Peak Hour			P.M. Peak Hour			School Peak Hour		
	L O S	Average Delay (sec)	V/C Ratio	L O S	Average Delay (sec)	V/C Ratio	L O S	Average Delay (sec)	V/C Ratio
Unsignalized Intersection									
School Street/Elementary School Exit Westbound Approach	A	9.0	0.08	A	0.0	0.00	A	9.0	0.04
School Street/Elementary School Entrance									
Southbound Left	A	7.4	0.00	A	0.0	0.00	A	7.4	0.01
School Street/Vancouver Avenue									
Eastbound Left	A	7.3	0.01	A	7.4	0.01	A	7.3	0.01
Southbound Approach	A	9.1	0.08	A	8.9	0.03	A	9.4	0.10
Homeward Street/Vancouver Avenue Southbound Approach	A	9.5	0.03	A	8.4	0.00	A	8.9	0.03
Homeward Avenue/Vancouver Avenue									
Eastbound Left	A	0.0	0.00	A	0.0	0.00	A	0.0	0.00
Westbound Left	A	0.0	0.00	A	0.0	0.00	A	0.0	0.00
Northbound Approach	A	9.2	0.01	A	8.7	0.02	A	8.6	0.00
Southbound Approach	A	0.0	0.00	A	0.0	0.00	A	9.1	0.01
Loop Road/Kanaka Creek Road									
Eastbound Left	A	9.4	0.00	B	10.1	0.01	School Peak Hour Level of Service Was Not Conducted at This Intersection		
Eastbound Through/Right	A	8.8	0.04	A	8.8	0.07			
Westbound Approach	A	0.0	0.00	A	0.0	0.00			
Northbound Left	A	0.0	0.02	A	7.4	0.05			
Southbound Left	A	0.0	0.00	A	0.0	0.00			

Table 2. Summary of Traffic Accident History at Intersections in the Study Area

Intersection	Average Annual Accidents				acc/mev ²
	PDO ¹	Injury	Fatal	Total	
School Street/Elementary School Exit	0.0	0.0	0.0	0.0	0.00
School Street/Elementary School Entrance	0.0	0.0	0.0	0.0	0.00
School Street/Vancouver Avenue	0.2	0.2	0.0	0.4	0.61
Homeward Street/Vancouver Avenue	0.0	0.0	0.0	0.0	0.00
Homeward Avenue/Vancouver Avenue	0.0	0.0	0.0	0.0	0.00
Loop Road/Kanaka Creek Road	0.0	0.0	0.0	0.0	0.00

¹ PDO = property damage only

² acc/mev = accidents per million entering vehicles

STEVENSON ELEMENTARY SCHOOL TRAFFIC

The Stevenson Elementary School has its bus traffic using Homeward Street and Homeward Avenue. The parent traffic drop off and pick up is conducted at the school's School Street driveways. Employee and teacher parking is available on both the east and west sides of the school building.

The previously described traffic analysis showed no traffic congestion issues related to the elementary school.

PLANNED TRANSPORTATION IMPROVEMENTS

A review of the City of Stevenson's Six-Year Transportation Improvement Program (TIP), 2021-2026, revealed that there is a project to develop the Del Ray Avenue alignment. This project is #23 on the TIP. The improvements include constructing a new roadway, sidewalk, street lights, and storm drains as well as the reconstruction of the existing western section of Del Ray Avenue. Further, there is a public sewer improvement proposed in the graphic describing the improvement project. The cost is estimated at \$400,000 which a schedule to start the project in January 2026.

Per the previously described traffic analysis, additional roadways are not needed to serve the existing and future traffic due to all of the study area collectors being considered low-volume or almost low-volume roadways per AASHTO and very good intersection levels of service at the major intersections within the study area. So, there is not a need for the development of Del Ray Avenue from a vehicle traffic perspective.

Typically, in a TIP, only future arterial and collector improvements are listed. Local streets are typically not listed and considered. This practice is from RCW Chapter 36.70A which is regarding Growth Management requirements. The 6-year TIP is to be consistent with the Comprehensive Plan which again only contains plans for arterial and collector improvements including those for non-motorized modes of transportation. Local roadways are typically the responsibility of the developer to build with their proposed developments. Development codes create the requirements of these local roadways and not comprehensive planning documents and associated related documents like the 6-year TIP. Another reason why local roadways are not included in comprehensive planning and related documents is that there is not enough public benefit to justify the expenditure of public dollars when the direct benefit is to the developer and future residents/tenants of the development.

The Del Ray Avenue project is clearly a local roadway with limited benefit to the public. The dimensions standards described for Del Ray Avenue clearly defines it as a local roadway with only nine foot travel lanes as compared to a minimum of 11-foot lanes for collector roadways. Due to its short nature, it cannot be considered an arterial or collector roadway. Its function is mostly for local traffic of adjacent residential lots. The TIP documentation says that one of the benefits is that it shortens the walking distance from 1900 feet to 875 feet. While this might be true, it doesn't significantly change the number of students that would walk to school or increase the range of students walking to school. For future development of the study area, the burden of providing pedestrian facilities are the developers and not the school district or the City of Stevenson.

The Del Ray Avenue TIP improvement describes a 450-foot public sewer extension which would facilitate the development of 19 lots plus possibly more. For local access and utilities extension, the burden is the developers and not the City of Stevenson. Again, when there is no public benefit and all the benefit of the public utility extension is private, then public monies should not be spent on those improvements. Also, since the right-of-way already exists, a developer can make this extension at any time. With a potential to vacate the Del Ray Avenue right-of-way, only a utility easement is needed to be maintained to allow for sewer and other utility extensions.

There is so much capacity on the study area collectors that these roadways are sufficient to serve the entire study area as well as future development. The traffic volumes on these existing collectors can double without generating much traffic issue. With a much more limited future development potential, no new arterial and collector roadways need to be considered.

KANAKA CREEK ROAD SIGHT DISTANCE

Per discussions with Pat Rice, the City of Stevenson is concerned with sight distance along Kanaka Creek Road. Per field reconnaissance by HLA, corner sight distance for driveways onto Kanaka Creek Road is generally available. Specifically, from driveways serving #327 and #329 and the Del Ray Avenue right-of-way area, sufficient corner sight distance exists to both the north and south directions.

STAKEHOLDERS

Attachment D contains statements from property owners that have a stake in the Del Ray Avenue issue. From all these statements, there is neighborhood support for the vacation of the Del Ray Avenue right-of-way.

DEL RAY AVENUE ISSUES

In HLA's research of the Del Ray Avenue, many issues have been added to the discussion. Unfortunately, the City of Stevenson got involved and that resulted in the lines being blurred between private and public responsibilities. It appears now that existing property owners and potential developers are working together to work the access issues privately and that the Del Ray Avenue right-of-way can be vacated and replaced with a smaller utility easement.

In analyzing the Del Ray Avenue issues, one of the first things to establish is the type of street Del Ray Avenue is planned to be. Once it is established that it is clearly a local street, the focus becomes who is responsible for its development. Clearly with limited public benefit, there is no nexus for the City of Stevenson to be involved. This also means that the extension of Del Ray Avenue should not be in any of the city's documents related to the Comprehensive Plan such as the 6-year TIP and Transportation System Plan.

Since the Stevenson Elementary School has more than adequate access based on HLA's traffic analysis, it is HLA's conclusion that the Stevenson Elementary School does not need Del Ray Avenue extended.

At a minimum, the City of Stevenson should remove the Del Ray Avenue from the 6-year TIP because it is local roadway that is a private developers burden to develop. Also, with limited public benefit, there is no legal nexus for the city to develop this roadway with public funds.

A prudent City action would be to remove the Del Ray Avenue right-of-way to further distance itself from the notion that it has any responsibility of developing the roadway. The right-of-way could be replaced with an easement which would assure that future utility extensions could take place.

The circulation plan and future development potential analysis below shows that the area can be developed without Del Ray Avenue and with only private driveways. If any future local roadways are desired, they are the sole responsibility of the developer.

FUTURE DEVELOPMENT/CIRCULATION PLAN

Figure 5 shows the parcels analyzed for existing access. The only concern that the City of Stevenson should have is that all the parcels have at least one access. Should future development occur, it is the burden of the developer to satisfy the current City development standards including access/roadway standards to obtain approval. If developer wants to utilize an adjacent property for access, that is a private agreement that must be shown to the City to access the access right. It is not the burden of the City or another property owner to bear this proof or provide this additional access. As shown in Figure 5, all of the property owners potentially impacted by the Del Ray Avenue right-of-way already have adequate access. So, the Del Ray Avenue right-of-way is not needed.

Since Lot 15's driveway is in the Del Ray Avenue right-of-way, if it is vacated, then part of the abandoned right-of-way would need to provide an access easement for the driveway in combination with the utility easement.

While Lots 14, 15 and 16 are part of a Road Development Agreement and Lien dated April 19, 2001 to eventually extend and develop Del Ray Avenue, the property owners no longer want the Del Ray Avenue right-of-way to develop as a roadway and have abandoned their plans to short plat the property. The current plans for both Lots 14 and 16 are for single family lots. With the proposed abandonment of the Del Ray Avenue right-of-way, it is the desire of Lot 14 to share the driveway/easement with Lot 15. Both the Lot 14 and 15 property owners are in agreement with the shared driveway/easement concept. Then Lot 16 would have its own driveway onto Kanaka Creek Road. HLA has looked at the driveway corner sight distance along Lot 16's frontage and the standard can be met. Also, no accidents have occurred at the Kanaka Creek Road/Loop Road intersection in over 5 years, 5 months. So, part of the street vacation request of the Del Ray Avenue right-of-way would need to ask the City Council to rescind the Road Development Agreement and Lien at the same time and develop a new utility easement with a shared access easement agreement with Lots 14 and 15.

CONCLUSION

Because the extension of Del Ray Avenue does not have any significant public benefit and is not the responsibility of the City of Stevenson to develop, it should not be included in the City's 6-Year TIP. Also, the scope of the 6-Year TIP as a related and supporting document to the City's Comprehensive Plan, local roadways do not belong in these documents.

Further supporting this conclusion is that the accesses for the Stevenson Elementary School are working well (see LOS analysis) and the school does not need a fifth access. There are already two driveways onto School Street and a bus loop between Homeward Street and Homeward Avenue. As for the extension of the sidewalks along Del Ray Avenue, it does not increase the number of existing school children walking to justify its development. Also, this is primarily the responsibility of any developer to provide future facilities to future school children in the area which is part of the public benefit test.

The circulation plan developed shows that each parcel in the study area has sufficient access without the need for a local street. Should a developer find it more efficient to build a new roadway, that responsibility is fully on the developer.

Finally, the property owner stakeholders support the removal of Del Ray Avenue from the 6-Year TIP as well as its right-of-way vacated.

The City of Stevenson should remove the Del Ray Avenue improvement project from the 6-Year TIP and create a process for the right-of-way vacation of the Del Ray Avenue based on the analysis provided in this memorandum.

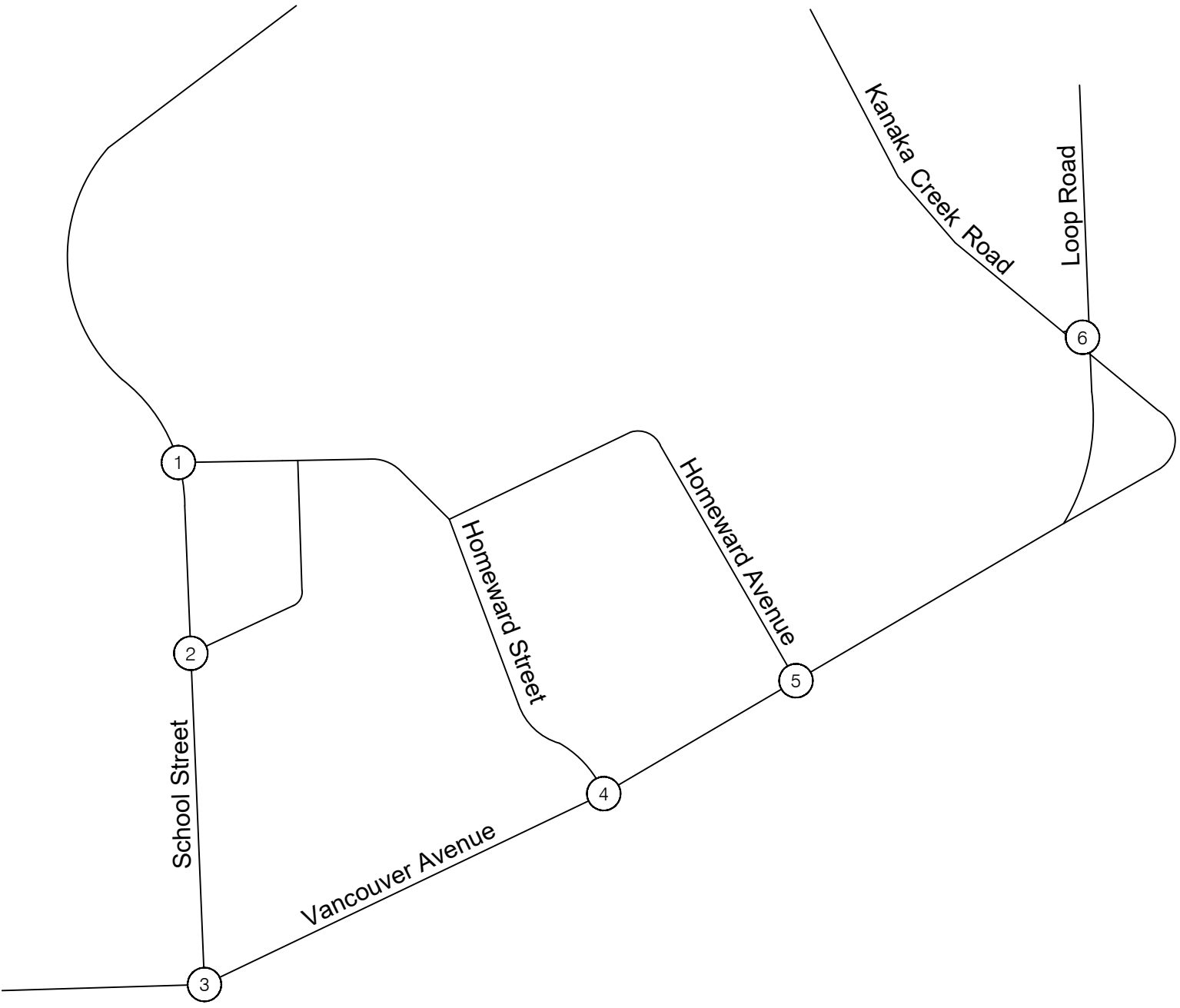
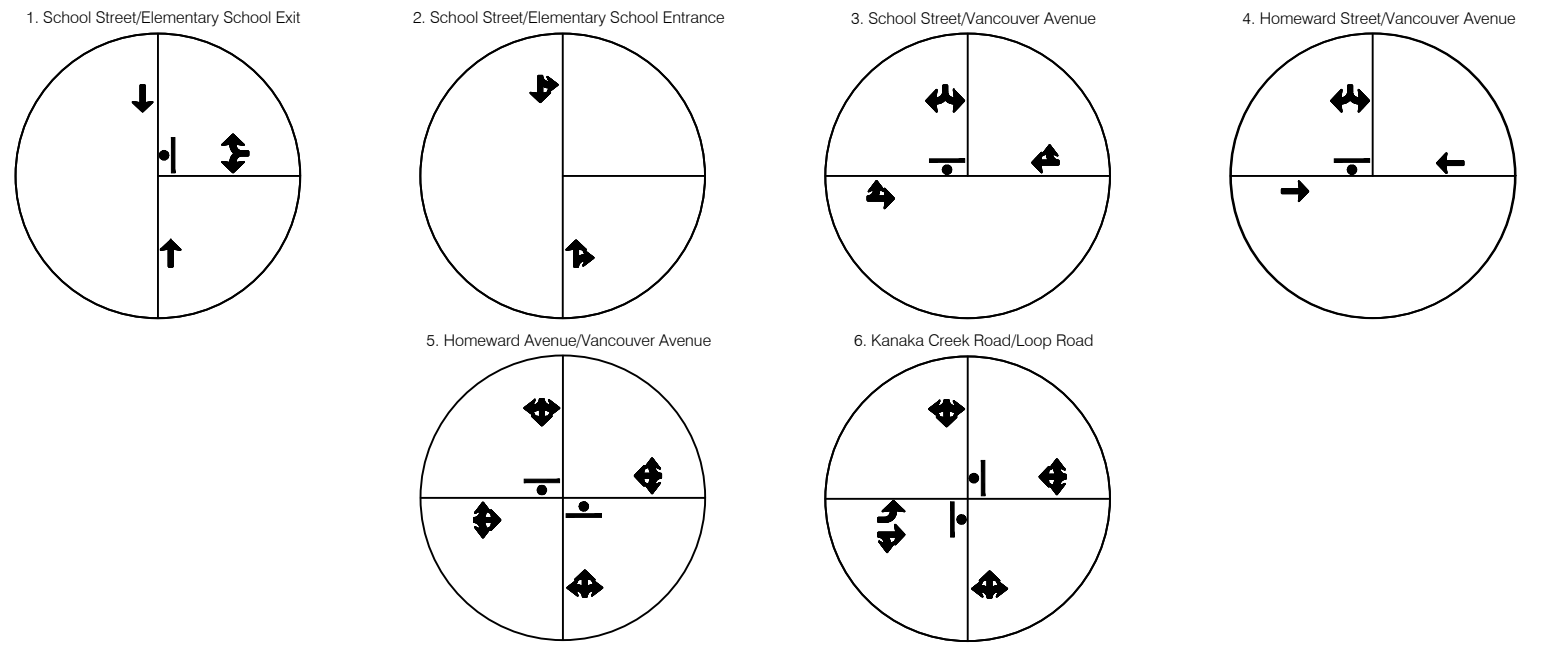
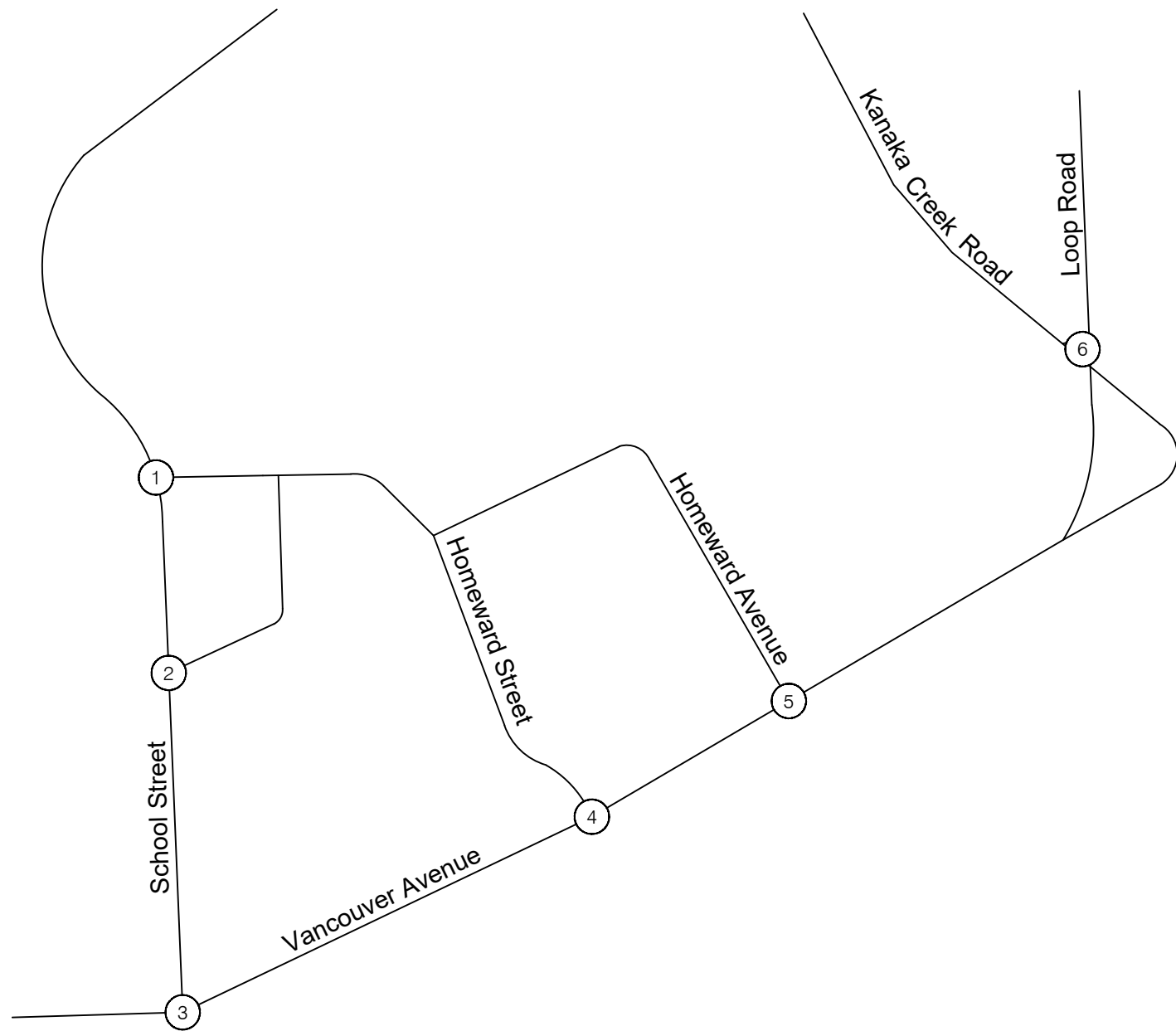


FIGURE 1
Site Vicinity Map

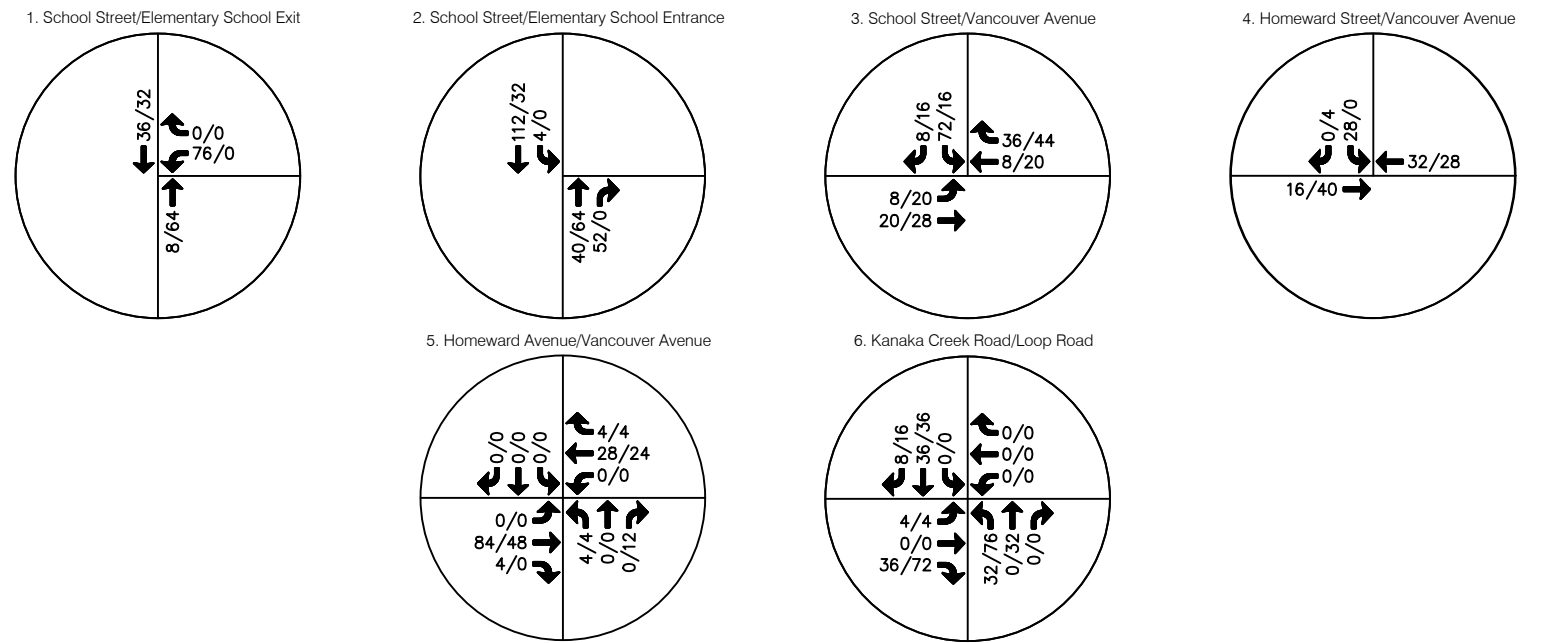
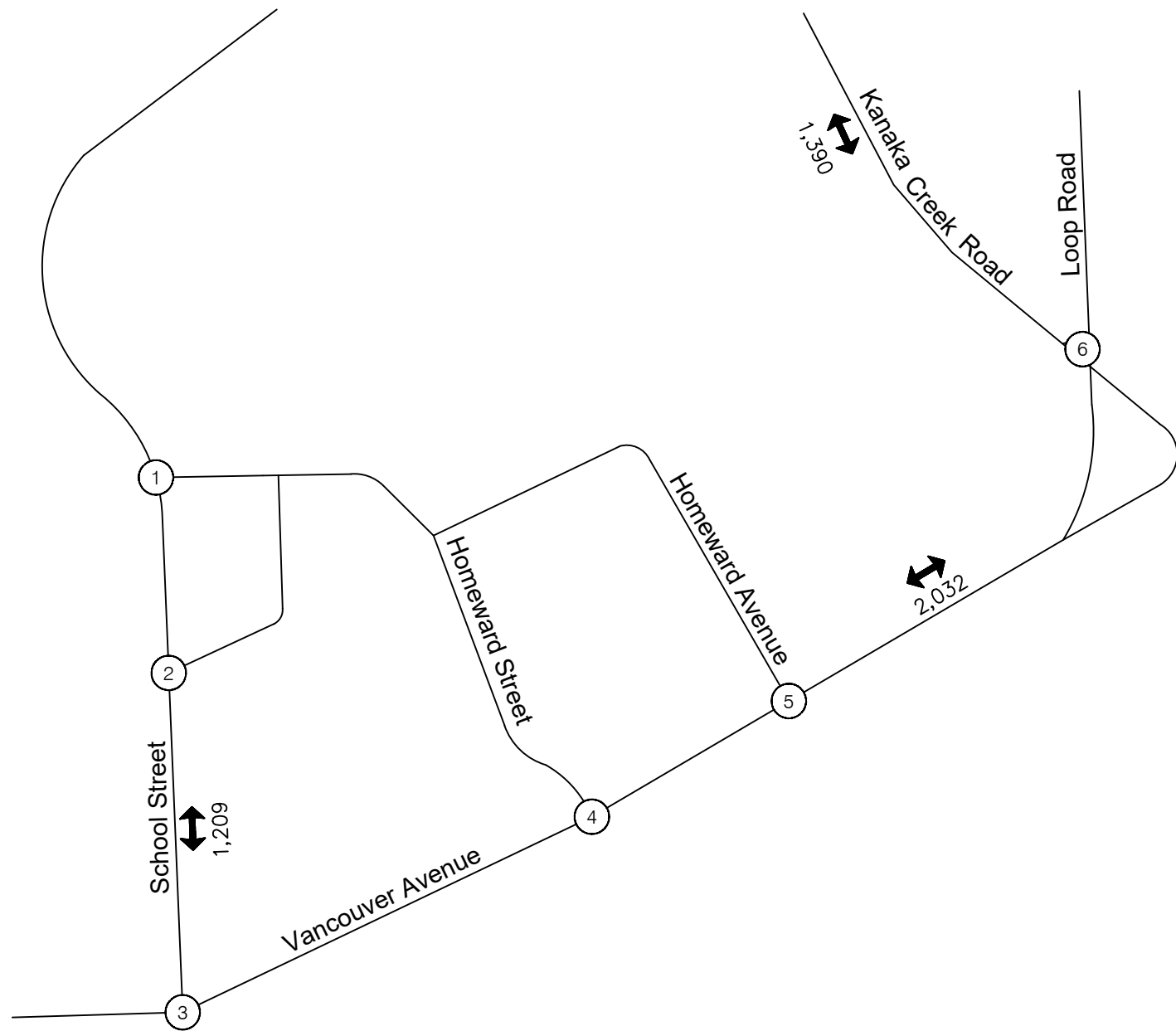




LEGEND

- NOT TO SCALE
- Lane Usage
- Traffic Signal
- Stop Sign

FIGURE 2
Existing Lane Configuration and Traffic Control



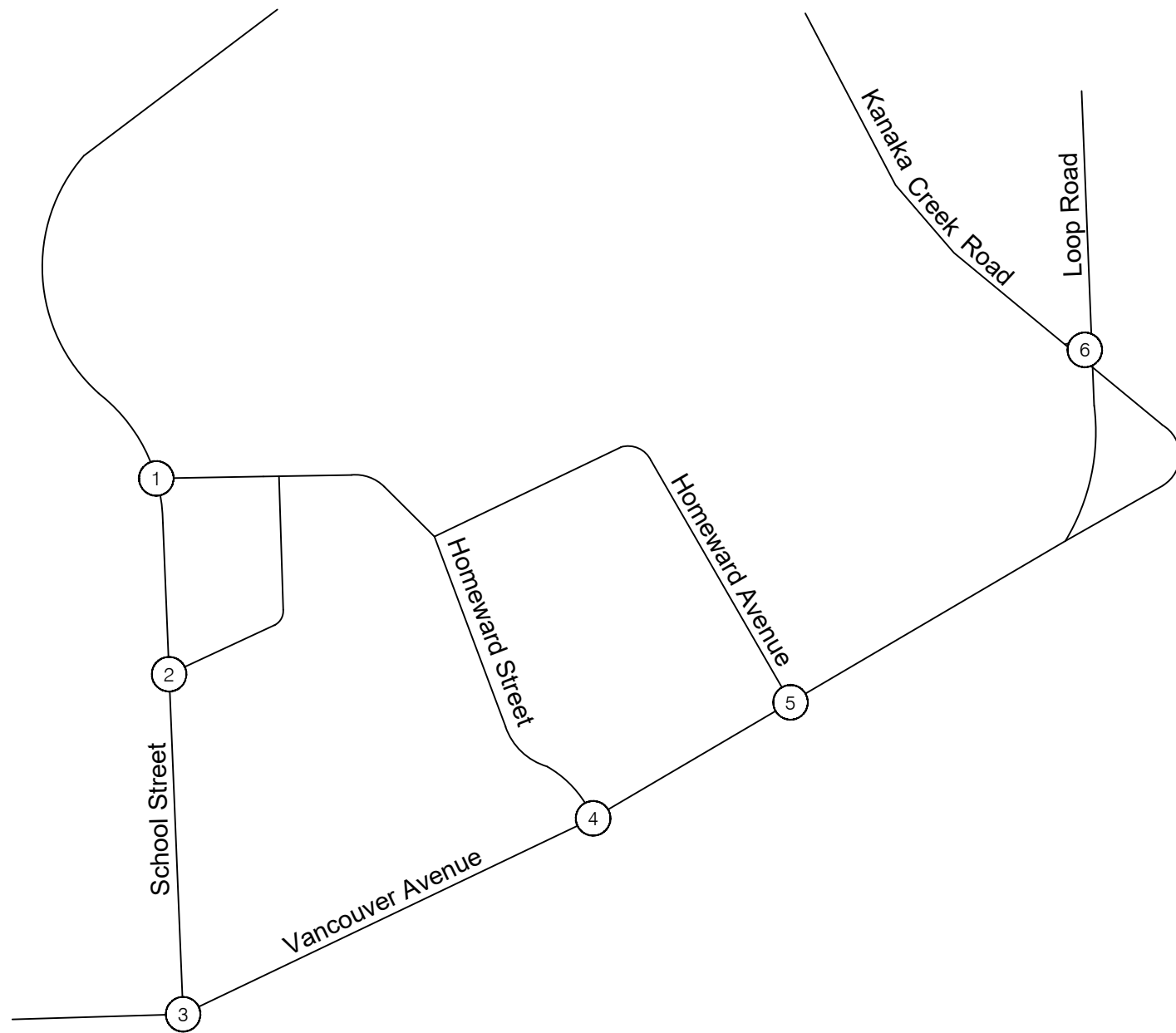
LEGEND

128/200 A.M./P.M. Peak Hour Traffic Volume

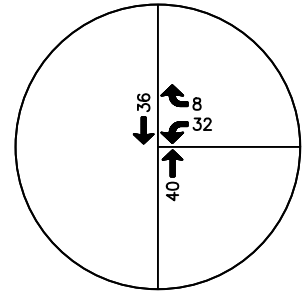
↔ 1,000 Daily Traffic Volumes

NOT TO SCALE

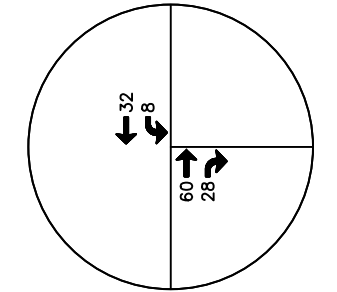
FIGURE 3
Existing A.M. and P.M.
Peak Hour Traffic Volumes



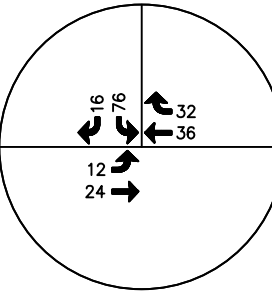
1. School Street/Elementary School Exit



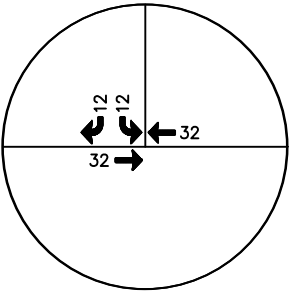
2. School Street/Elementary School Entrance



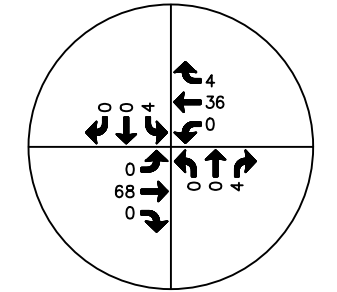
3. School Street/Vancouver Avenue



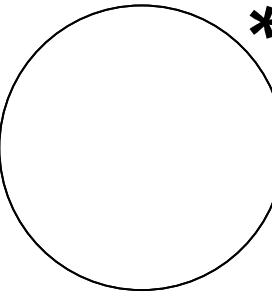
4. Homeward Street/Vancouver Avenue



5. Homeward Avenue/Vancouver Avenue



6. Kanaka Creek Road/Loop Road *



LEGEND



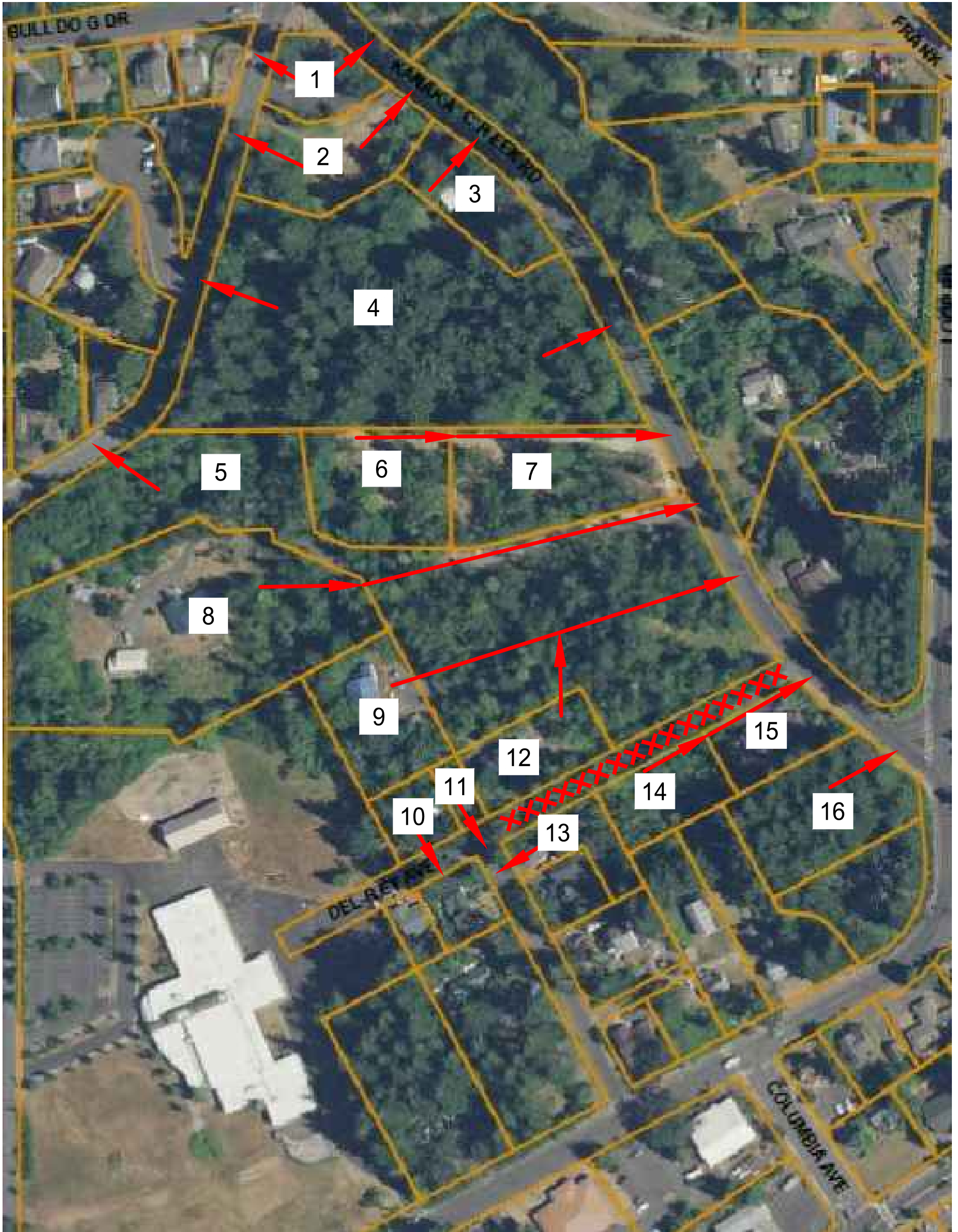


-  200 School Peak Hour Traffic Volume
-  School Peak Analysis Was Not Conducted at This Intersection

FIGURE 4
School Peak 1:15 P.M. to 2:15 P.M.
Peak Hour Traffic Volumes



LEGEND

-  Change From ROW to Utility Easement
-  Existing/Future Access

NOT TO SCALE

FIGURE 5
Proposed Circulation Plan

ATTACHMENT A

Intersection: School Street/Elementary Exit
 AM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total	
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks		
<u>15 Minute Totals</u>																		
7:00 - 7:15 AM	0	10	0	2	0	0	0	0	0	4	0	0	0	0	0	0	0	14
7:15 - 7:30 AM	0	12	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	16
7:30 - 7:45 AM	0	13	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	16
7:45 - 8:00 AM	0	9	0	1	0	0	1	0	0	7	0	1	0	0	0	0	0	17
8:00 - 8:15 AM	0	11	0	0	0	0	0	0	0	3	0	1	0	0	0	0	0	14
8:15 - 8:30 AM	0	9	0	0	0	0	19	0	0	2	0	0	0	0	0	0	0	30
8:30 - 8:45 AM	0	8	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	11
8:45 - 9:00 AM	0	10	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	13
9:00 - 9:15 AM	0	8	0	0	0	0	0	0	0	6	0	1	0	0	0	0	0	14
9:15 - 9:30 AM	0	13	0	0	0	0	1	0	0	9	0	0	0	0	0	0	0	23
9:30 - 9:45 AM	0	11	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	21
9:45 - 10:00 AM	0	13	0	0	0	0	0	0	0	7	0	0	0	0	0	0	0	20
<u>Hourly Total by 15 minutes</u>																		
7:00 - 8:00 AM	0	44	0	3	0	0	1	0	0	18	0	1	0	0	0	0	0	63
7:15 - 8:15 AM	0	45	0	1	0	0	1	0	0	17	0	2	0	0	0	0	0	63
7:30 - 8:30 AM	0	42	0	1	0	0	20	0	0	15	0	2	0	0	0	0	0	77
7:45 - 8:45 AM	0	37	0	1	0	0	20	0	0	15	0	2	0	0	0	0	0	72
8:00 - 9:00 AM	0	38	0	0	0	0	19	0	0	11	0	1	0	0	0	0	0	68
8:15 - 9:15 AM	0	35	0	0	0	0	19	0	0	14	0	1	0	0	0	0	0	68
8:30 - 9:30 AM	0	39	0	0	0	0	1	0	0	21	0	1	0	0	0	0	0	61
8:45 - 9:45 AM	0	42	0	0	0	0	1	0	0	28	0	1	0	0	0	0	0	71
9:00 - 10:00 AM	0	45	0	0	0	0	1	0	0	32	0	1	0	0	0	0	0	78
Peak Hour 9:00 - 10:00 AM	0	45	0	0	0	0	1	0	0	32	0	1	0	0	0	0	0	78
Peak Hour Factor																	0.85	
Peak Hour - % Trucks	0%		0%				3%				0%							

Intersection: School Street/Elementary Exit
 PM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
1:15 - 1:30 PM	0	11	0	0	0	0	0	0	0	9	1	0	0	0	0	0	21
1:30 - 1:45 PM	0	9	0	0	1	0	0	0	0	9	0	0	0	0	0	0	19
1:45 - 2:00 PM	0	9	0	0	2	0	8	0	0	10	0	1	0	0	0	0	29
2:00 - 2:15 PM	0	5	0	0	1	0	0	0	0	8	0	0	0	0	0	0	14
4:00 - 4:15 PM	0	9	0	0	0	0	1	0	0	6	0	0	0	0	0	0	16
4:15 - 4:30 PM	0	7	0	0	0	0	0	0	1	13	0	0	0	0	0	0	21
4:30 - 4:45 PM	0	5	0	0	0	0	0	0	0	11	0	0	0	0	0	0	16
4:45 - 5:00 PM	0	4	0	0	0	0	0	0	0	15	0	0	0	0	0	0	19
5:00 - 5:15 PM	0	8	0	0	0	0	0	0	0	16	0	0	0	0	0	0	24
5:15 - 5:30 PM	0	6	0	0	0	0	1	0	0	8	0	0	0	0	0	0	15
5:30 - 5:45 PM	0	7	0	0	0	0	0	0	0	11	0	0	0	0	0	0	18
5:45 - 6:00 PM	0	6	0	0	0	0	0	0	0	14	0	0	0	0	0	0	20
<u>Hourly Total by 15 minutes</u>																	
1:15 - 2:15 PM	0	34	0	0	4	0	8	0	0	36	1	1	0	0	0	0	83
4:00 - 5:00 PM	0	25	0	0	0	0	1	0	1	45	0	0	0	0	0	0	72
4:15 - 5:15 PM	0	24	0	0	0	0	0	0	1	55	0	0	0	0	0	0	80
4:30 - 5:30 PM	0	23	0	0	0	0	1	0	0	50	0	0	0	0	0	0	74
4:45 - 5:45 PM	0	25	0	0	0	0	1	0	0	50	0	0	0	0	0	0	76
5:00 - 6:00 PM	0	27	0	0	0	0	1	0	0	49	0	0	0	0	0	0	77
Peak Hour	0	24	0	0	0	0	0	0	1	55	0	0	0	0	0	0	80
4:15 - 5:15 PM																	
School Peak	0	34	0	0	4	0	8	0	0	36	1	1	0	0	0	0	83
1:15 - 2:15 PM																	
Peak Hour Factor																	0.72
Peak Hour - % Trucks	0%		0%				0%				0%						

Intersection: School Street/Elementary Entrance
 AM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
7:00 - 7:15 AM	0	10	0	2	0	0	0	0	0	4	0	0	0	0	0	0	14
7:15 - 7:30 AM	0	12	0	0	0	0	0	0	0	4	0	0	0	0	0	0	16
7:30 - 7:45 AM	0	6	1	0	0	0	0	0	3	6	0	0	0	0	0	0	16
7:45 - 8:00 AM	0	10	1	0	0	0	0	0	7	13	0	1	0	0	0	0	31
8:00 - 8:15 AM	0	8	3	0	0	0	0	0	7	5	0	1	0	0	0	0	23
8:15 - 8:30 AM	0	28	1	0	0	0	0	0	13	10	0	0	0	0	0	0	52
8:30 - 8:45 AM	0	8	0	0	0	0	0	0	0	3	0	0	0	0	0	0	11
8:45 - 9:00 AM	0	10	0	0	0	0	0	0	0	7	0	0	0	0	0	0	17
9:00 - 9:15 AM	0	8	0	0	0	0	0	0	2	8	1	0	0	0	0	0	19
9:15 - 9:30 AM	0	14	0	0	0	0	0	0	0	9	1	0	0	0	0	0	24
9:30 - 9:45 AM	0	11	0	0	0	0	0	0	0	10	0	0	0	0	0	0	21
9:45 - 10:00 AM	0	13	0	0	0	0	0	0	0	7	0	0	0	0	0	0	20
<u>Hourly Total by 15 minutes</u>																	
7:00 - 8:00 AM	0	38	2	2	0	0	0	0	10	27	0	1	0	0	0	0	77
7:15 - 8:15 AM	0	36	5	0	0	0	0	0	17	28	0	2	0	0	0	0	86
7:30 - 8:30 AM	0	52	6	0	0	0	0	0	30	34	0	2	0	0	0	0	122
7:45 - 8:45 AM	0	54	5	0	0	0	0	0	27	31	0	2	0	0	0	0	117
8:00 - 9:00 AM	0	54	4	0	0	0	0	0	20	25	0	1	0	0	0	0	103
8:15 - 9:15 AM	0	54	1	0	0	0	0	0	15	28	1	0	0	0	0	0	99
8:30 - 9:30 AM	0	40	0	0	0	0	0	0	2	27	2	0	0	0	0	0	71
8:45 - 9:45 AM	0	43	0	0	0	0	0	0	2	34	2	0	0	0	0	0	81
9:00 - 10:00 AM	0	46	0	0	0	0	0	0	2	34	2	0	0	0	0	0	84
Peak Hour 7:30 - 8:30 AM	0	52	6	0	0	0	0	0	30	34	0	2	0	0	0	0	122
Peak Hour Factor																	0.59
Peak Hour - % Trucks	0%		0%				3%				0%						

Intersection: School Street/Elementary Entrance
 PM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
1:15 - 1:30 PM	0	11	1	0	0	0	0	0	1	11	0	0	0	0	0	0	24
1:30 - 1:45 PM	0	8	2	0	0	0	0	0	7	15	0	0	0	0	0	0	32
1:45 - 2:00 PM	0	17	0	0	0	0	0	0	2	10	0	1	0	0	0	0	29
2:00 - 2:15 PM	0	5	0	0	0	0	0	0	2	9	0	0	0	0	0	0	16
4:00 - 4:15 PM	0	9	0	0	0	0	0	0	1	7	0	0	0	0	0	0	17
4:15 - 4:30 PM	0	9	0	0	0	0	0	0	0	13	0	0	0	0	0	0	22
4:30 - 4:45 PM	0	5	0	0	0	0	0	0	0	11	0	0	0	0	0	0	16
4:45 - 5:00 PM	0	4	0	0	0	0	0	0	0	15	0	0	0	0	0	0	19
5:00 - 5:15 PM	0	8	0	0	0	0	0	0	0	16	0	0	0	0	0	0	24
5:15 - 5:30 PM	0	7	0	0	0	0	0	0	0	8	0	0	0	0	0	0	15
5:30 - 5:45 PM	0	7	0	0	0	0	0	0	0	11	0	0	0	0	0	0	18
5:45 - 6:00 PM	0	6	0	0	0	0	0	0	0	14	0	0	0	0	0	0	20
<u>Hourly Total by 15 minutes</u>																	
1:15 - 2:15 PM	0	41	3	0	0	0	0	0	12	45	0	1	0	0	0	0	101
4:00 - 5:00 PM	0	27	0	0	0	0	0	0	1	46	0	0	0	0	0	0	74
4:15 - 5:15 PM	0	26	0	0	0	0	0	0	0	55	0	0	0	0	0	0	81
4:30 - 5:30 PM	0	24	0	0	0	0	0	0	0	50	0	0	0	0	0	0	74
4:45 - 5:45 PM	0	26	0	0	0	0	0	0	0	50	0	0	0	0	0	0	76
5:00 - 6:00 PM	0	28	0	0	0	0	0	0	0	49	0	0	0	0	0	0	77
Peak Hour	0	26	0	0	0	0	0	0	0	55	0	0	0	0	0	0	81
4:15 - 5:15 PM																	
School Peak	0	41	3	0	0	0	0	0	12	45	0	1	0	0	0	0	101
1:15 - 2:15 PM																	
Peak Hour Factor																	0.79
Peak Hour - % Trucks	0%		0%				0%				0%						

Intersection: School Street/Vancouver Avenue
 AM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
7:00 - 7:15 AM	3	0	11	2	3	1	0	0	0	0	0	0	0	2	1	0	21
7:15 - 7:30 AM	4	0	12	0	5	4	0	0	0	0	0	0	0	2	1	0	28
7:30 - 7:45 AM	0	0	6	0	4	1	0	0	0	0	0	0	0	1	1	0	13
7:45 - 8:00 AM	3	0	8	1	10	1	0	1	0	0	0	0	0	1	2	0	25
8:00 - 8:15 AM	2	0	13	1	11	5	0	1	0	0	0	0	0	2	2	0	35
8:15 - 8:30 AM	2	0	18	0	9	2	0	0	0	0	0	0	0	5	2	0	38
8:30 - 8:45 AM	3	0	5	0	2	2	0	0	0	0	0	0	0	2	0	0	14
8:45 - 9:00 AM	6	0	8	0	4	3	0	0	0	0	0	0	0	5	5	0	31
9:00 - 9:15 AM	4	0	8	0	8	3	0	0	0	0	0	0	0	4	6	0	33
9:15 - 9:30 AM	2	0	10	1	3	4	0	0	0	0	0	0	0	2	5	0	26
9:30 - 9:45 AM	4	0	8	6	6	0	0	0	0	0	0	0	0	3	3	0	24
9:45 - 10:00 AM	7	0	7	0	10	7	0	0	0	0	0	0	0	3	2	0	36
<u>Hourly Total by 15 minutes</u>																	
7:00 - 8:00 AM	10	0	37	3	22	7	0	1	0	0	0	0	0	6	5	0	87
7:15 - 8:15 AM	9	0	39	2	30	11	0	2	0	0	0	0	0	6	6	0	101
7:30 - 8:30 AM	7	0	45	2	34	9	0	2	0	0	0	0	0	9	7	0	111
7:45 - 8:45 AM	10	0	44	2	32	10	0	2	0	0	0	0	0	10	6	0	112
8:00 - 9:00 AM	13	0	44	1	26	12	0	1	0	0	0	0	0	14	9	0	118
8:15 - 9:15 AM	15	0	39	0	23	10	0	0	0	0	0	0	0	16	13	0	116
8:30 - 9:30 AM	15	0	31	1	17	12	0	0	0	0	0	0	0	13	16	0	104
8:45 - 9:45 AM	16	0	34	7	21	10	0	0	0	0	0	0	0	14	19	0	114
9:00 - 10:00 AM	17	0	33	7	27	14	0	0	0	0	0	0	0	12	16	0	119
Peak Hour 9:00 - 10:00 AM	17	0	33	7	27	14	0	0	0	0	0	0	0	12	16	0	119
Peak Hour Factor																	0.83
Peak Hour - % Trucks	14%				0%				0%				0%				

Intersection: School Street/Vancouver Avenue
 PM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
1:15 - 1:30 PM	5	0	13	0	4	3	0	0	0	0	0	0	0	5	2	0	32
1:30 - 1:45 PM	2	0	9	0	14	3	0	1	0	0	0	0	0	4	5	0	37
1:45 - 2:00 PM	4	0	19	1	8	9	0	0	0	0	0	0	0	6	3	0	49
2:00 - 2:15 PM	3	0	2	0	7	3	0	0	0	0	0	0	0	3	3	0	21
4:00 - 4:15 PM	2	0	8	0	9	2	0	0	0	0	0	0	0	4	5	0	30
4:15 - 4:30 PM	4	0	8	0	3	2	0	0	0	0	0	0	0	4	7	2	28
4:30 - 4:45 PM	2	0	4	0	8	3	0	0	0	0	0	0	0	2	6	0	25
4:45 - 5:00 PM	4	0	4	0	11	5	0	0	0	0	0	0	0	7	5	0	36
5:00 - 5:15 PM	5	0	4	0	6	5	0	1	0	0	0	0	0	2	2	0	24
5:15 - 5:30 PM	0	0	8	0	12	4	0	0	0	0	0	0	0	6	1	0	31
5:30 - 5:45 PM	1	0	9	0	9	3	0	0	0	0	0	0	0	6	5	0	33
5:45 - 6:00 PM	1	0	3	0	9	2	0	0	0	0	0	0	0	4	3	0	22
<u>Hourly Total by 15 minutes</u>																	
1:15 - 2:15 PM	14	0	43	1	33	18	0	1	0	0	0	0	0	18	13	0	139
4:00 - 5:00 PM	12	0	24	0	31	12	0	0	0	0	0	0	0	17	23	2	119
4:15 - 5:15 PM	15	0	20	0	28	15	0	1	0	0	0	0	0	15	20	2	113
4:30 - 5:30 PM	11	0	20	0	37	17	0	1	0	0	0	0	0	17	14	0	116
4:45 - 5:45 PM	10	0	25	0	38	17	0	1	0	0	0	0	0	21	13	0	124
5:00 - 6:00 PM	7	0	24	0	36	14	0	1	0	0	0	0	0	18	11	0	110
Peak Hour	10	0	25	0	38	17	0	1	0	0	0	0	0	21	13	0	124
4:45 - 5:45 PM																	
School Peak	14	0	43	1	33	18	0	1	0	0	0	0	0	18	13	0	139
1:15 - 2:15 PM																	
Peak Hour Factor																	0.71
Peak Hour - % Trucks	0%				2%				0%				0%				

Intersection: Homeward Street/Vancouver Avenue
 AM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
7:00 - 7:15 AM	0	0	0	0	0	4	0	0	0	0	0	0	0	4	0	0	8
7:15 - 7:30 AM	0	0	0	0	0	7	0	0	0	0	0	0	0	2	0	0	9
7:30 - 7:45 AM	0	0	0	0	0	3	0	2	0	0	0	0	0	2	0	2	5
7:45 - 8:00 AM	2	0	1	2	0	8	0	0	0	0	0	0	0	7	0	2	18
8:00 - 8:15 AM	0	0	7	7	0	8	0	0	0	0	0	0	0	4	0	0	19
8:15 - 8:30 AM	0	0	0	0	0	5	0	0	0	0	0	0	0	13	0	0	18
8:30 - 8:45 AM	0	0	0	0	0	5	0	0	0	0	0	0	0	4	0	0	9
8:45 - 9:00 AM	0	0	0	0	0	5	0	0	0	0	0	0	0	2	0	0	7
9:00 - 9:15 AM	0	0	1	0	0	7	0	0	0	0	0	0	0	6	0	0	14
9:15 - 9:30 AM	0	0	0	0	0	11	0	0	0	0	0	0	0	5	0	0	16
9:30 - 9:45 AM	0	0	1	1	0	4	0	0	0	0	0	0	0	5	0	0	10
9:45 - 10:00 AM	0	0	1	1	0	6	0	0	0	0	0	0	0	5	0	0	12
<u>Hourly Total by 15 minutes</u>																	
7:00 - 8:00 AM	2	0	1	2	0	22	0	2	0	0	0	0	0	15	0	4	40
7:15 - 8:15 AM	2	0	8	9	0	26	0	2	0	0	0	0	0	15	0	4	51
7:30 - 8:30 AM	2	0	8	9	0	24	0	2	0	0	0	0	0	26	0	4	60
7:45 - 8:45 AM	2	0	8	9	0	26	0	0	0	0	0	0	0	28	0	2	64
8:00 - 9:00 AM	0	0	7	7	0	23	0	0	0	0	0	0	0	23	0	0	53
8:15 - 9:15 AM	0	0	1	0	0	22	0	0	0	0	0	0	0	25	0	0	48
8:30 - 9:30 AM	0	0	1	0	0	28	0	0	0	0	0	0	0	17	0	0	46
8:45 - 9:45 AM	0	0	2	1	0	27	0	0	0	0	0	0	0	18	0	0	47
9:00 - 10:00 AM	0	0	3	2	0	28	0	0	0	0	0	0	0	21	0	0	52
Peak Hour 7:45 - 8:45 AM	2	0	8	9	0	26	0	0	0	0	0	0	0	28	0	2	64
Peak Hour Factor																	0.84
Peak Hour - % Trucks	90%				0%				0%				7%				

Intersection: Homeward Street/Vancouver Avenue
 PM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
1:15 - 1:30 PM	1	0	0	0	0	7	0	0	0	0	0	0	0	10	0	0	18
1:30 - 1:45 PM	0	0	4	5	0	6	0	0	0	0	0	0	0	5	0	0	15
1:45 - 2:00 PM	3	0	3	1	0	8	0	0	0	0	0	0	0	8	0	0	22
2:00 - 2:15 PM	0	0	0	0	0	5	0	0	0	0	0	0	0	3	0	0	8
4:00 - 4:15 PM	0	0	0	0	0	8	0	0	0	0	0	0	0	5	0	0	13
4:15 - 4:30 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	8	0	0	10
4:30 - 4:45 PM	0	0	0	0	0	7	0	0	0	0	0	0	0	6	0	0	13
4:45 - 5:00 PM	1	0	0	0	0	7	0	1	0	0	0	0	0	10	0	0	18
5:00 - 5:15 PM	0	0	0	0	0	5	0	0	0	0	0	0	0	10	0	0	15
5:15 - 5:30 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	15	0	0	17
5:30 - 5:45 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	4	0	0	6
5:45 - 6:00 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	4	0	0	6
<u>Hourly Total by 15 minutes</u>																	
1:15 - 2:15 PM	4	0	7	6	0	26	0	0	0	0	0	0	0	26	0	0	63
4:00 - 5:00 PM	1	0	0	0	0	24	0	1	0	0	0	0	0	29	0	0	54
4:15 - 5:15 PM	1	0	0	0	0	21	0	1	0	0	0	0	0	34	0	0	56
4:30 - 5:30 PM	1	0	0	0	0	21	0	1	0	0	0	0	0	41	0	0	63
4:45 - 5:45 PM	1	0	0	0	0	16	0	1	0	0	0	0	0	39	0	0	56
5:00 - 6:00 PM	0	0	0	0	0	11	0	0	0	0	0	0	0	33	0	0	44
Peak Hour	1	0	0	0	0	21	0	1	0	0	0	0	0	41	0	0	63
4:30 - 5:30 PM																	
School Peak	4	0	7	6	0	26	0	0	0	0	0	0	0	26	0	0	63
1:15 - 2:15 PM																	
Peak Hour Factor																	0.72
Peak Hour - % Trucks		0%				5%				0%				0%			

Intersection: Homeward Avenue/Vancouver Avenue
 AM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>			Total	
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL		Trucks
<u>15 Minute Totals</u>																	
7:00 - 7:15 AM	0	0	0	0	1	4	0	0	0	0	0	0	0	2	1	0	8
7:15 - 7:30 AM	1	0	0	0	0	6	0	0	1	0	1	0	0	3	0	0	12
7:30 - 7:45 AM	0	0	0	0	1	5	0	0	0	0	0	0	0	3	1	0	10
7:45 - 8:00 AM	0	0	0	0	1	9	1	4	0	0	0	0	0	3	3	1	17
8:00 - 8:15 AM	0	0	2	0	5	5	0	4	0	1	0	1	0	2	3	1	18
8:15 - 8:30 AM	0	0	0	0	1	7	0	2	0	0	1	0	1	21	0	8	31
8:30 - 8:45 AM	0	0	0	0	0	1	1	0	0	0	0	0	1	3	0	0	6
8:45 - 9:00 AM	0	0	0	1	0	5	1	0	0	0	1	0	1	1	0	0	9
9:00 - 9:15 AM	0	0	0	0	1	11	0	0	0	0	0	0	0	6	0	0	18
9:15 - 9:30 AM	0	0	0	0	3	8	2	1	1	0	1	0	0	7	0	0	22
9:30 - 9:45 AM	0	0	0	0	2	3	0	1	0	0	0	0	0	5	0	1	10
9:45 - 10:00 AM	0	0	1	0	0	6	0	0	0	0	0	0	0	7	0	1	14
<u>Hourly Total by 15 minutes</u>																	
7:00 - 8:00 AM	1	0	0	0	3	24	1	4	1	0	1	0	0	11	5	1	47
7:15 - 8:15 AM	1	0	2	0	7	25	1	8	1	1	1	1	0	11	7	2	57
7:30 - 8:30 AM	0	0	2	0	8	26	1	10	0	1	1	1	1	29	7	10	76
7:45 - 8:45 AM	0	0	2	0	7	22	2	10	0	1	1	1	2	29	6	10	72
8:00 - 9:00 AM	0	0	2	1	6	18	2	6	0	1	2	1	3	27	3	9	64
8:15 - 9:15 AM	0	0	0	1	2	24	2	2	0	0	2	0	3	31	0	8	64
8:30 - 9:30 AM	0	0	0	1	4	25	4	1	1	0	2	0	2	17	0	0	55
8:45 - 9:45 AM	0	0	0	1	6	27	3	2	1	0	2	0	1	19	0	1	59
9:00 - 10:00 AM	0	0	1	0	6	28	2	2	1	0	1	0	0	25	0	2	64
Peak Hour 7:45 - 8:45 AM	0	0	2	0	7	22	2	10	0	1	1	1	2	29	6	10	72
Peak Hour Factor																0.58	
Peak Hour - % Trucks	0%				32%				50%				27%				

Intersection: Homeward Avenue/Vancouver Avenue
 PM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
1:15 - 1:30 PM	0	0	0	0	0	7	0	0	0	0	0	0	0	10	0	0	17
1:30 - 1:45 PM	0	0	0	0	6	8	0	6	0	0	0	0	1	9	0	0	24
1:45 - 2:00 PM	0	0	1	0	1	9	0	6	1	0	0	0	0	17	0	0	29
2:00 - 2:15 PM	0	0	0	0	1	6	0	0	0	0	0	0	0	5	0	0	12
4:00 - 4:15 PM	0	0	0	0	0	6	0	0	2	0	0	0	0	7	0	0	15
4:15 - 4:30 PM	0	0	0	0	1	3	1	0	1	0	1	0	0	10	0	0	17
4:30 - 4:45 PM	0	0	0	0	0	3	0	0	0	0	1	0	0	4	0	0	8
4:45 - 5:00 PM	0	0	0	0	1	6	0	0	3	0	1	1	0	12	0	0	23
5:00 - 5:15 PM	0	0	0	0	2	8	0	0	1	0	0	0	0	11	0	1	22
5:15 - 5:30 PM	1	0	1	0	0	3	0	0	0	0	0	0	0	12	1	1	18
5:30 - 5:45 PM	0	0	0	0	1	2	0	0	0	0	0	0	0	12	0	0	15
5:45 - 6:00 PM	0	0	1	0	0	4	0	0	0	0	0	0	0	2	0	0	7
<u>Hourly Total by 15 minutes</u>																	
1:15 - 2:15 PM	0	0	1	0	8	30	0	12	1	0	0	0	1	41	0	0	82
4:00 - 5:00 PM	0	0	0	0	2	18	1	0	6	0	3	1	0	33	0	0	63
4:15 - 5:15 PM	0	0	0	0	4	20	1	0	5	0	3	1	0	37	0	1	70
4:30 - 5:30 PM	1	0	1	0	3	20	0	0	4	0	2	1	0	39	1	2	71
4:45 - 5:45 PM	1	0	1	0	4	19	0	0	4	0	1	1	0	47	1	2	78
5:00 - 6:00 PM	1	0	2	0	3	17	0	0	1	0	0	0	0	37	1	2	62
Peak Hour	1	0	1	0	3	20	0	0	4	0	2	1	0	39	1	2	71
4:30 - 5:30 PM																	
School Peak	0	0	1	0	8	30	0	12	1	0	0	0	1	41	0	0	82
1:15 - 2:15 PM																	
Peak Hour Factor																	0.71
Peak Hour - % Trucks	0%				0%				17%				5%				

Intersection: Kanaka Creek Road/Loop Road
 AM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>			Total	
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL		Trucks
<u>15 Minute Totals</u>																	
7:00 - 7:15 AM	1	4	0	0	0	0	0	0	0	5	7	0	12	0	0	4	29
7:15 - 7:30 AM	0	5	0	0	0	0	0	0	0	1	3	1	7	0	1	2	17
7:30 - 7:45 AM	0	7	0	0	0	0	0	0	0	1	5	0	9	0	1	0	23
7:45 - 8:00 AM	3	7	0	1	0	0	0	0	0	2	7	2	5	0	3	1	27
8:00 - 8:15 AM	2	9	0	0	0	0	0	0	0	0	8	0	9	0	1	3	29
8:15 - 8:30 AM	1	4	0	1	0	0	0	0	0	9	6	0	5	0	2	0	27
8:30 - 8:45 AM	1	4	0	0	0	0	0	0	0	3	4	1	6	0	0	1	18
8:45 - 9:00 AM	0	7	0	0	0	0	0	0	0	0	6	2	8	0	0	0	21
9:00 - 9:15 AM	1	7	0	1	0	0	0	0	0	6	20	2	9	0	0	0	43
9:15 - 9:30 AM	3	12	0	0	0	0	0	0	0	4	35	5	17	0	0	0	71
9:30 - 9:45 AM	0	9	0	0	0	0	0	0	0	5	6	1	13	0	2	0	35
9:45 - 10:00 AM	2	5	0	0	0	0	0	0	0	3	4	1	10	0	0	0	24
<u>Hourly Total by 15 minutes</u>																	
7:00 - 8:00 AM	4	23	0	1	0	0	0	0	0	9	22	3	33	0	5	7	96
7:15 - 8:15 AM	5	28	0	1	0	0	0	0	0	4	23	3	30	0	6	6	96
7:30 - 8:30 AM	6	27	0	2	0	0	0	0	0	12	26	2	28	0	7	4	106
7:45 - 8:45 AM	7	24	0	2	0	0	0	0	0	14	25	3	25	0	6	5	101
8:00 - 9:00 AM	4	24	0	1	0	0	0	0	0	12	24	3	28	0	3	4	95
8:15 - 9:15 AM	3	22	0	2	0	0	0	0	0	18	36	5	28	0	2	1	109
8:30 - 9:30 AM	5	30	0	1	0	0	0	0	0	13	65	10	40	0	0	1	153
8:45 - 9:45 AM	4	35	0	1	0	0	0	0	0	15	67	10	47	0	2	0	170
9:00 - 10:00 AM	6	33	0	1	0	0	0	0	0	18	65	9	49	0	2	0	173
Peak Hour 9:00 - 10:00 AM	6	33	0	1	0	0	0	0	0	18	65	9	49	0	2	0	173
Peak Hour Factor																0.61	
Peak Hour - % Trucks	3%		0%				11%				0%						

Intersection: Kanaka Creek Road/Loop Road
 PM Peak Hour Turning Movement Volumes

Date: 05/11/21

Time	<u>SB</u>				<u>WB</u>				<u>NB</u>				<u>EB</u>				Total
	SBR	SBT	SBL	Trucks	WBR	WBT	WBL	Trucks	NBR	NBT	NBL	Trucks	EBR	EBT	EBL	Trucks	
<u>15 Minute Totals</u>																	
4:00 - 4:15 PM	1	10	0	1	0	0	0	0	0	19	16	2	7	0	0	0	53
4:15 - 4:30 PM	0	6	0	0	0	0	0	0	0	9	13	4	15	0	1	0	44
4:30 - 4:45 PM	2	4	0	0	0	0	0	0	0	12	13	1	17	0	1	2	49
4:45 - 5:00 PM	2	9	0	0	0	0	0	0	0	11	18	1	13	0	1	0	54
5:00 - 5:15 PM	4	9	0	0	0	0	0	0	0	8	19	0	18	0	1	0	59
5:15 - 5:30 PM	1	6	0	0	0	0	0	0	0	14	19	0	11	0	0	0	51
5:30 - 5:45 PM	1	6	0	0	0	0	0	0	0	9	23	0	7	0	2	0	48
5:45 - 6:00 PM	1	6	0	0	0	0	0	0	0	11	20	1	12	0	3	0	53
<u>Hourly Total by 15 minutes</u>																	
4:00 - 5:00 PM	5	29	0	1	0	0	0	0	0	51	60	8	52	0	3	2	200
4:15 - 5:15 PM	8	28	0	0	0	0	0	0	0	40	63	6	63	0	4	2	206
4:30 - 5:30 PM	9	28	0	0	0	0	0	0	0	45	69	2	59	0	3	2	213
4:45 - 5:45 PM	8	30	0	0	0	0	0	0	0	42	79	1	49	0	4	0	212
5:00 - 6:00 PM	7	27	0	0	0	0	0	0	0	42	81	1	48	0	6	0	211
Peak Hour	9	28	0	0	0	0	0	0	0	45	69	2	59	0	3	2	213
4:30 - 5:30 PM																	
School Peak	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:15 - 2:15 PM																	
Peak Hour Factor																	0.90
Peak Hour - % Trucks		0%				0%				2%				3%			

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/11/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	0	22	7	1	1	0	0	2	0	0	0	0	0	1	34
15:00	1	44	18	6	1	0	0	1	0	0	0	0	0	1	72
16:00	0	32	9	0	5	0	0	1	1	0	0	0	0	1	49
17:00	0	21	8	0	2	1	0	1	0	0	0	0	0	1	34
18:00	1	31	14	0	3	0	0	0	0	0	0	0	0	0	49
19:00	0	16	3	0	0	0	0	0	0	0	0	0	0	0	19
20:00	0	5	2	0	0	0	0	0	0	0	0	0	0	1	8
21:00	0	9	0	0	0	0	0	0	0	0	0	0	0	0	9
22:00	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
23:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	2	182	63	7	12	1	0	5	1	0	0	0	0	5	278
Percent	0.7%	65.5%	22.7%	2.5%	4.3%	0.4%	0.0%	1.8%	0.4%	0.0%	0.0%	0.0%	0.0%	1.8%	
AM Peak															
Vol.															
PM Peak	15:00	15:00	15:00	15:00	16:00	17:00		14:00	16:00					14:00	
Vol.	1	44	18	6	5	1		2	1					1	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/12/21	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	1	2
04:00	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3
05:00	0	7	3	0	2	0	0	0	0	0	0	0	0	0	12
06:00	0	19	10	0	1	0	0	0	0	0	0	0	0	0	30
07:00	0	14	8	6	5	0	0	0	0	0	0	0	0	0	33
08:00	0	26	10	2	4	0	0	1	0	1	0	0	0	1	45
09:00	0	39	15	0	7	0	0	1	0	0	0	0	0	1	63
10:00	0	19	9	0	3	0	0	2	0	0	0	0	0	0	33
11:00	0	26	10	0	4	0	0	0	0	0	0	0	0	2	42
12 PM	0	27	7	0	3	0	0	1	0	0	0	0	0	1	39
13:00	0	25	4	7	7	0	0	0	0	0	0	0	0	0	43
14:00	0	20	8	0	4	0	0	0	0	0	0	0	0	0	32
15:00	0	52	18	4	2	0	0	0	0	0	0	0	0	2	78
16:00	0	41	10	0	2	0	0	3	0	0	0	0	0	4	60
17:00	0	23	9	0	6	0	1	0	0	0	0	0	0	1	40
18:00	0	21	8	0	2	0	0	0	0	0	0	0	0	1	32
19:00	0	38	13	2	9	0	1	0	0	0	0	0	0	0	63
20:00	0	21	3	0	1	0	0	0	0	0	0	0	0	0	25
21:00	0	5	1	0	2	0	0	0	0	0	0	0	0	0	8
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Total	0	429	150	21	64	0	2	8	0	1	0	0	0	14	689
Percent	0.0%	62.3%	21.8%	3.0%	9.3%	0.0%	0.3%	1.2%	0.0%	0.1%	0.0%	0.0%	0.0%	2.0%	
AM Peak		09:00	09:00	07:00	09:00			10:00		08:00				11:00	
Vol.		39	15	6	7			2		1				2	
PM Peak		15:00	15:00	13:00	19:00		17:00	16:00						16:00	
Vol.		52	18	7	9		1	3						4	

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P.O. Box 1849
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Kanaka Creek Road
north of #327 driveway

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/13/21	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
04:00	0	6	2	0	1	0	0	0	0	0	0	0	0	0	9
05:00	0	7	4	0	2	0	0	0	0	0	0	0	0	0	13
06:00	0	18	5	0	1	0	0	0	0	0	0	0	0	0	24
07:00	0	15	5	6	3	0	0	1	0	0	0	0	0	1	31
08:00	0	32	5	2	3	0	0	1	0	0	0	0	0	1	44
09:00	0	34	15	0	4	1	0	0	0	0	0	0	0	6	60
10:00	0	13	8	0	5	0	0	1	0	0	0	0	0	2	29
11:00	0	23	12	0	3	0	0	0	0	0	0	0	0	3	41
12 PM	0	19	20	0	1	0	0	1	0	0	0	0	0	0	41
13:00	0	22	11	5	6	0	0	0	0	0	0	0	0	1	45
14:00	0	26	11	1	5	0	0	0	0	0	0	0	0	0	43
15:00	0	49	13	5	6	0	0	1	0	0	0	0	0	1	75
16:00	0	35	11	1	3	0	0	0	0	0	0	0	0	4	54
17:00	1	33	13	0	5	0	0	0	0	0	0	0	0	1	53
18:00	0	25	7	0	1	0	0	0	0	0	0	0	0	0	33
19:00	0	50	10	1	1	0	0	1	0	0	0	0	0	0	63
20:00	0	6	3	0	1	0	0	0	0	0	0	0	0	0	10
21:00	0	4	1	0	0	0	0	0	0	0	0	0	0	0	5
22:00	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	426	157	21	51	1	0	6	0	0	0	0	0	20	683
Percent	0.1%	62.4%	23.0%	3.1%	7.5%	0.1%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	2.9%	
AM Peak		09:00	09:00	07:00	10:00	09:00		07:00						09:00	
Vol.		34	15	6	5	1		1						6	
PM Peak	17:00	19:00	12:00	13:00	13:00			12:00						16:00	
Vol.	1	50	20	5	6			1						4	

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Kanaka Creek Road
north of #327 driveway

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/14/21	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	3	2	0	1	0	0	0	0	0	0	0	0	0	6
05:00	0	4	3	0	1	0	0	0	0	0	0	0	0	0	8
06:00	0	14	4	0	2	0	0	0	0	0	0	0	0	0	20
07:00	0	12	7	6	2	0	0	1	0	0	0	0	0	0	28
08:00	0	31	10	2	5	0	0	0	0	0	0	0	0	0	48
09:00	0	31	9	0	4	1	0	0	0	0	0	0	0	0	45
10:00	0	20	13	0	4	0	0	1	1	0	0	0	0	2	41
11:00	1	28	10	0	3	0	0	1	0	0	0	0	0	0	43
12 PM	0	34	13	1	6	0	0	1	0	0	0	0	0	2	57
13:00	0	36	6	6	8	0	0	0	0	0	0	0	0	0	56
14:00	0	22	9	0	3	1	0	0	0	1	0	0	0	0	36
15:00	0	45	16	6	5	0	0	1	0	0	0	0	0	0	73
16:00	1	28	9	0	4	1	0	1	0	0	0	0	0	0	44
17:00	0	22	4	0	2	0	0	1	0	0	0	0	0	1	30
18:00	0	25	5	0	5	0	0	2	0	1	0	0	0	0	38
19:00	0	10	5	0	2	0	0	0	0	0	0	0	0	0	17
20:00	0	19	3	0	1	0	0	0	0	0	0	0	0	0	23
21:00	0	6	2	0	0	0	0	0	0	0	0	0	0	0	8
22:00	0	3	3	0	0	0	0	0	0	0	0	0	0	0	6
23:00	0	4	1	0	0	0	0	0	0	0	0	0	0	0	5
Total	2	402	134	21	58	3	0	9	1	2	0	0	0	5	637
Percent	0.3%	63.1%	21.0%	3.3%	9.1%	0.5%	0.0%	1.4%	0.2%	0.3%	0.0%	0.0%	0.0%	0.8%	
AM Peak	11:00	08:00	10:00	07:00	08:00	09:00		07:00	10:00					10:00	
Vol.	1	31	13	6	5	1		1	1					2	
PM Peak	16:00	15:00	15:00	13:00	13:00	14:00		18:00		14:00				12:00	
Vol.	1	45	16	6	8	1		2		1				2	

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Kanaka Creek Road
north of #327 driveway

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/15/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2
05:00	0	5	3	0	0	0	0	2	0	0	0	0	0	0	10
06:00	0	1	4	0	2	0	0	2	0	0	0	0	0	1	10
07:00	0	1	4	0	3	0	0	0	0	0	0	0	0	0	8
08:00	0	20	9	0	0	0	0	1	0	0	0	0	0	0	30
09:00	0	16	8	0	3	0	0	2	0	0	0	0	0	0	29
10:00	2	18	14	0	3	0	0	0	0	0	0	0	0	0	37
11:00	1	26	7	0	2	0	0	1	0	0	0	0	0	2	39
12 PM	2	17	15	0	5	0	0	0	0	0	0	0	0	1	40
13:00	0	51	16	1	0	0	0	0	0	0	0	0	0	1	69
14:00	0	18	4	0	1	0	0	0	0	0	0	0	0	0	23
15:00	1	21	10	0	4	0	0	1	0	0	0	0	0	0	37
16:00	0	20	10	0	2	0	0	0	0	0	0	0	0	2	34
17:00	0	22	6	0	2	0	0	1	0	0	0	0	0	0	31
18:00	0	15	1	0	1	0	0	1	0	0	0	0	0	0	18
19:00	0	12	6	0	4	0	0	0	0	0	0	0	0	0	22
20:00	0	4	2	0	1	0	0	0	0	0	0	0	0	0	7
21:00	0	5	6	0	2	0	0	0	0	0	0	0	0	0	13
22:00	0	3	2	0	0	0	0	0	0	0	0	0	0	0	5
23:00	0	5	0	0	1	0	0	0	0	0	0	0	0	0	6
Total	6	285	128	1	36	0	0	12	0	0	0	0	0	7	475
Percent	1.3%	60.0%	26.9%	0.2%	7.6%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	
AM Peak	10:00	11:00	10:00		07:00			05:00						11:00	
Vol.	2	26	14		3			2						2	
PM Peak	12:00	13:00	13:00	13:00	12:00			15:00						16:00	
Vol.	2	51	16	1	5			1						2	

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Kanaka Creek Road
north of #327 driveway

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/16/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	5	1	0	1	0	0	0	0	0	0	0	0	0	7
06:00	0	1	1	0	1	0	0	0	0	0	0	0	0	0	3
07:00	0	3	2	0	0	0	0	0	0	0	0	0	0	0	5
08:00	0	19	5	0	1	0	0	2	0	0	0	0	0	0	27
09:00	1	15	7	0	1	0	0	0	0	0	0	0	0	2	26
10:00	0	19	2	0	1	0	0	2	0	0	0	0	0	0	24
11:00	0	16	13	0	0	0	0	0	0	0	0	0	0	0	29
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	1	81	32	0	6	0	0	4	0	0	0	0	0	2	126
Percent	0.8%	64.3%	25.4%	0.0%	4.8%	0.0%	0.0%	3.2%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	
AM Peak	09:00	08:00	11:00		01:00			08:00						09:00	
Vol.	1	19	13		1			2						2	
PM Peak															
Vol.															
Grand Total	12	1805	664	71	227	5	2	44	2	3	0	0	0	53	2888
Percent	0.4%	62.5%	23.0%	2.5%	7.9%	0.2%	0.1%	1.5%	0.1%	0.1%	0.0%	0.0%	0.0%	1.8%	

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Kanaka Creek Road
north of #327 driveway

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/11/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	0	26	11	1	5	0	0	1	1	0	0	0	0	1	46
15:00	0	34	10	5	4	0	0	0	0	0	0	0	0	2	55
16:00	0	33	13	4	4	0	0	2	0	0	0	0	0	0	56
17:00	0	50	11	0	3	0	0	1	0	0	0	0	0	1	66
18:00	0	28	5	0	4	0	0	0	0	0	0	0	0	1	38
19:00	1	21	4	0	1	0	0	0	0	0	0	0	0	0	27
20:00	1	12	4	0	2	0	0	0	0	0	0	0	0	1	20
21:00	0	12	1	1	1	0	0	0	0	0	0	0	0	0	15
22:00	0	4	2	0	1	0	0	0	0	0	0	0	0	0	7
23:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Total	2	223	61	11	25	0	0	4	1	0	0	0	0	6	333
Percent	0.6%	67.0%	18.3%	3.3%	7.5%	0.0%	0.0%	1.2%	0.3%	0.0%	0.0%	0.0%	0.0%	1.8%	
AM Peak															
Vol.															
PM Peak	19:00	17:00	16:00	15:00	14:00			16:00	14:00					15:00	
Vol.	1	50	13	5	5			2	1					2	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/12/21	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	4	0	0	1	0	0	0	0	0	0	0	0	0	5
06:00	1	13	7	0	3	0	0	0	0	0	0	0	0	0	24
07:00	0	18	10	0	3	0	0	1	0	1	0	0	0	1	34
08:00	0	25	10	2	1	0	2	1	0	0	0	0	0	0	41
09:00	0	53	8	4	8	0	0	0	0	0	0	0	1	0	74
10:00	0	26	11	0	3	0	0	0	0	0	0	0	0	0	40
11:00	0	20	11	0	3	0	0	0	0	0	0	0	0	0	34
12 PM	0	23	11	1	7	0	0	2	0	0	0	0	0	1	45
13:00	0	21	8	0	6	0	0	0	0	0	0	0	0	2	37
14:00	0	16	10	2	3	0	0	0	0	0	0	0	0	2	33
15:00	1	44	13	4	4	0	0	0	0	0	0	0	0	3	69
16:00	0	49	14	3	3	0	0	1	0	0	0	0	0	2	72
17:00	0	74	16	0	6	0	0	0	0	0	0	0	0	0	96
18:00	0	32	5	0	1	0	0	1	0	0	0	0	0	0	39
19:00	0	26	3	0	1	0	0	0	0	0	0	0	0	0	30
20:00	0	15	0	0	5	0	0	0	0	0	0	0	0	0	20
21:00	0	8	3	0	4	0	0	0	0	0	0	0	0	0	15
22:00	0	6	1	0	0	0	0	0	0	0	0	0	0	0	7
23:00	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2
Total	2	479	142	16	63	0	2	6	0	1	0	0	1	11	723
Percent	0.3%	66.3%	19.6%	2.2%	8.7%	0.0%	0.3%	0.8%	0.0%	0.1%	0.0%	0.0%	0.1%	1.5%	
AM Peak	06:00	09:00	10:00	09:00	09:00		08:00	07:00		07:00			09:00	07:00	
Vol.	1	53	11	4	8		2	1		1			1	1	
PM Peak	15:00	17:00	17:00	15:00	12:00			12:00						15:00	
Vol.	1	74	16	4	7			2						3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/13/21	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	5	0	0	2	0	0	0	0	0	0	0	0	0	7
06:00	0	9	7	0	1	0	0	0	0	0	0	0	0	0	17
07:00	0	14	7	1	2	0	0	0	0	0	0	0	0	0	24
08:00	0	27	8	1	3	0	0	0	0	0	0	0	0	1	40
09:00	0	46	9	5	7	1	0	0	0	0	0	0	0	2	70
10:00	0	20	11	0	3	0	0	0	0	0	0	0	0	2	36
11:00	0	27	15	0	6	0	0	1	0	0	0	0	0	2	51
12 PM	0	23	15	0	1	0	0	0	0	0	0	0	0	0	39
13:00	0	23	12	0	3	0	0	1	0	0	0	0	0	0	39
14:00	1	18	11	0	6	0	0	0	0	0	0	0	0	1	37
15:00	2	44	15	5	4	0	0	1	0	0	0	0	0	3	74
16:00	0	50	10	6	2	0	0	1	1	0	0	0	0	3	73
17:00	0	62	19	0	2	0	0	1	0	0	0	0	0	0	84
18:00	0	30	10	0	5	0	0	0	0	0	0	0	0	0	45
19:00	0	29	7	0	2	0	0	0	0	0	0	0	0	0	38
20:00	0	12	2	0	1	0	0	0	0	0	0	0	0	0	15
21:00	0	6	1	0	0	0	0	0	0	0	0	0	0	0	7
22:00	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6
23:00	0	5	1	0	0	0	0	0	0	0	0	0	0	0	6
Total	3	462	161	18	50	1	0	5	1	0	0	0	0	14	715
Percent	0.4%	64.6%	22.5%	2.5%	7.0%	0.1%	0.0%	0.7%	0.1%	0.0%	0.0%	0.0%	0.0%	2.0%	
AM Peak		09:00	11:00	09:00	09:00	09:00		11:00						09:00	
Vol.		46	15	5	7	1		1						2	
PM Peak	15:00	17:00	17:00	16:00	14:00			13:00	16:00					15:00	
Vol.	2	62	19	6	6			1	1					3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/14/21	0	2	0	0	1	0	0	0	0	0	0	0	0	0	3
01:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
06:00	1	10	2	0	1	0	0	0	0	0	0	0	0	0	14
07:00	0	12	6	0	3	0	0	0	0	0	0	0	0	1	22
08:00	0	26	13	2	1	0	0	0	0	0	0	0	0	0	42
09:00	0	49	10	4	6	1	0	1	1	1	0	0	0	5	78
10:00	0	23	13	0	7	0	0	0	0	0	0	0	0	0	43
11:00	0	23	11	0	3	0	0	2	0	0	0	0	0	0	39
12 PM	0	26	11	0	3	0	0	2	0	0	0	0	0	1	43
13:00	0	24	12	0	5	0	0	2	0	0	0	0	0	0	43
14:00	1	31	9	2	3	0	0	0	0	0	0	0	0	0	46
15:00	0	50	14	4	7	0	0	0	0	0	0	0	0	3	78
16:00	0	35	12	4	4	0	0	0	0	0	0	0	0	1	56
17:00	1	34	10	0	4	0	0	0	0	0	0	0	0	0	49
18:00	0	31	4	0	1	0	0	0	0	0	0	0	0	0	36
19:00	0	21	2	0	2	0	0	0	0	0	0	0	0	0	25
20:00	0	18	3	1	6	0	0	1	0	0	0	0	0	0	29
21:00	0	7	3	0	1	0	0	0	0	0	0	0	0	0	11
22:00	0	7	2	0	1	0	0	0	0	0	0	0	0	0	10
23:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	3	435	139	17	59	1	0	8	1	1	0	0	0	11	675
Percent	0.4%	64.4%	20.6%	2.5%	8.7%	0.1%	0.0%	1.2%	0.1%	0.1%	0.0%	0.0%	0.0%	1.6%	
AM Peak	06:00	09:00	08:00	09:00	10:00	09:00		11:00	09:00	09:00				09:00	
Vol.	1	49	13	4	7	1		2	1	1				5	
PM Peak	14:00	15:00	15:00	15:00	15:00			12:00						15:00	
Vol.	1	50	14	4	7			2						3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/15/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
06:00	0	6	1	0	0	0	0	0	0	0	0	0	0	0	7
07:00	0	6	4	0	0	0	0	2	0	0	0	0	0	0	12
08:00	0	10	5	0	2	0	0	2	0	0	0	0	0	0	19
09:00	0	6	8	0	3	0	0	1	0	0	0	0	0	0	18
10:00	1	22	11	0	3	0	0	1	0	0	0	0	0	0	38
11:00	0	41	10	0	4	0	0	1	0	0	0	0	0	3	59
12 PM	0	25	9	0	1	0	0	0	0	0	0	0	0	0	35
13:00	0	31	11	0	3	0	0	0	0	0	0	0	0	1	46
14:00	2	25	10	0	2	0	0	1	0	0	0	0	0	0	40
15:00	0	19	12	0	4	0	0	1	0	0	0	0	0	0	36
16:00	1	25	8	0	1	0	0	1	0	0	0	0	0	4	40
17:00	0	21	10	0	4	0	0	0	0	0	0	0	0	1	36
18:00	0	15	4	0	0	0	0	0	0	0	0	0	0	0	19
19:00	0	16	7	0	2	0	0	0	0	0	0	0	0	0	25
20:00	0	11	2	0	4	0	0	0	0	0	0	0	0	0	17
21:00	1	13	3	0	1	0	0	0	0	0	0	0	0	0	18
22:00	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
23:00	0	3	2	0	0	0	0	0	0	0	0	0	0	0	5
Total	5	304	117	0	34	0	0	10	0	0	0	0	0	9	479
Percent	1.0%	63.5%	24.4%	0.0%	7.1%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	
AM Peak	10:00	11:00	10:00		11:00			07:00						11:00	
Vol.	1	41	11		4			2						3	
PM Peak	14:00	13:00	15:00		15:00			14:00						16:00	
Vol.	2	31	12		4			1						4	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Kanaka Creek Road
north of #327 driveway

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/16/21	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	3	0	0	1	0	0	0	0	0	0	0	0	0	4
02:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
06:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
07:00	0	7	1	0	0	0	0	0	0	0	0	0	0	0	8
08:00	0	10	3	0	2	0	0	0	0	0	0	0	0	0	15
09:00	0	8	8	0	2	0	0	1	0	0	0	0	0	0	19
10:00	0	13	6	0	1	0	0	0	0	0	0	0	0	0	20
11:00	0	19	7	0	1	0	0	0	0	0	0	0	0	1	28
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	69	27	0	7	0	0	1	0	0	0	0	0	1	105
Percent	0.0%	65.7%	25.7%	0.0%	6.7%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	
AM Peak		11:00	09:00		08:00			09:00						11:00	
Vol.		19	8		2			1						1	
PM Peak															
Vol.															
Grand Total	15	1972	647	62	238	2	2	34	3	2	0	0	1	52	3030
Percent	0.5%	65.1%	21.4%	2.0%	7.9%	0.1%	0.1%	1.1%	0.1%	0.1%	0.0%	0.0%	0.0%	1.7%	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

School Street
south of Jefferson Avenue

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/11/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	0	21	11	2	0	0	0	0	0	0	0	0	0	2	36
15:00	1	24	9	1	1	1	1	0	0	0	0	0	0	4	42
16:00	0	38	10	0	1	0	0	1	0	0	0	0	0	4	54
17:00	2	38	13	0	1	2	0	0	0	0	0	0	0	3	59
18:00	0	17	6	0	2	1	0	0	0	0	0	0	0	3	29
19:00	0	25	8	0	0	0	0	0	0	0	0	0	0	1	34
20:00	1	11	4	0	1	1	0	0	0	0	0	0	0	1	19
21:00	0	10	7	0	1	0	0	0	0	0	0	0	0	0	18
22:00	1	4	1	0	0	0	0	0	0	0	0	0	0	0	6
23:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Total	5	191	69	3	7	5	1	1	0	0	0	0	0	18	300
Percent	1.7%	63.7%	23.0%	1.0%	2.3%	1.7%	0.3%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	6.0%	
AM Peak Vol.															
PM Peak Vol.	17:00	16:00	17:00	14:00	18:00	17:00	15:00	16:00						15:00	
	2	38	13	2	2	2	1	1						4	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

School Street
south of Jefferson Avenue

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/12/21	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
01:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
02:00	0	2	0	0	0	0	0	0	0	0	0	0	0	1	3
03:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
06:00	0	8	1	0	0	0	0	0	0	0	0	0	0	0	9
07:00	2	19	3	0	2	0	0	0	0	0	0	0	0	0	26
08:00	0	29	13	0	3	0	1	0	0	0	0	0	0	7	53
09:00	0	20	9	0	2	0	0	2	0	0	0	0	0	3	36
10:00	0	11	4	0	2	0	0	1	0	0	0	0	0	0	18
11:00	0	20	9	0	2	0	0	0	0	0	0	0	0	0	31
12 PM	0	20	6	0	3	0	0	0	0	0	0	0	0	1	30
13:00	4	24	13	0	3	0	0	0	0	0	0	0	0	2	46
14:00	1	22	9	3	0	3	0	0	0	0	0	0	0	5	43
15:00	2	27	7	0	1	1	0	1	0	0	0	0	0	7	46
16:00	1	25	11	0	3	1	0	0	0	0	0	0	0	4	45
17:00	2	39	12	0	2	0	0	1	0	0	0	0	0	6	62
18:00	1	25	9	0	3	0	0	0	0	0	0	0	0	3	41
19:00	1	21	5	0	0	1	0	0	0	0	0	0	0	4	32
20:00	0	14	3	0	2	0	0	0	0	0	0	0	0	0	19
21:00	0	10	6	0	1	0	0	0	0	0	0	0	0	1	18
22:00	0	7	0	0	0	0	0	0	0	0	0	0	0	1	8
23:00	0	3	1	0	0	1	0	0	0	0	0	0	0	0	5
Total	14	353	122	3	29	8	1	5	0	0	0	0	0	45	580
Percent	2.4%	60.9%	21.0%	0.5%	5.0%	1.4%	0.2%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	7.8%	
AM Peak	07:00	08:00	08:00		08:00	01:00	08:00	09:00						08:00	
Vol.	2	29	13		3	1	1	2						7	
PM Peak	13:00	17:00	13:00	14:00	12:00	14:00		15:00						15:00	
Vol.	4	39	13	3	3	3		1						7	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
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School Street
south of Jefferson Avenue

Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/13/21	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
07:00	1	12	5	0	2	1	0	0	0	0	0	0	0	1	22
08:00	4	28	14	0	5	0	0	2	0	0	0	0	0	0	53
09:00	0	21	8	0	1	2	0	0	0	0	0	0	0	5	37
10:00	0	17	1	0	1	0	0	0	0	0	0	0	0	4	23
11:00	1	14	21	0	6	0	0	1	0	0	0	0	0	5	48
12 PM	2	22	13	0	4	0	0	0	0	0	0	0	0	4	45
13:00	2	32	7	0	2	1	0	2	0	0	0	0	0	7	53
14:00	0	24	7	2	3	2	0	0	0	0	0	0	0	2	40
15:00	1	41	16	1	2	0	1	0	0	0	0	0	0	2	64
16:00	0	35	14	0	5	1	0	0	0	0	0	0	0	0	55
17:00	1	44	8	0	1	1	0	0	0	0	0	0	0	7	62
18:00	1	25	9	0	2	2	0	0	0	0	0	0	0	3	42
19:00	0	23	2	0	1	1	0	0	0	0	0	0	0	1	28
20:00	0	11	6	0	1	0	0	0	0	0	0	0	0	4	22
21:00	0	15	0	0	2	0	0	0	0	0	0	0	0	1	18
22:00	0	2	3	0	0	0	0	0	0	0	0	0	0	0	5
23:00	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6
Total	13	379	136	3	38	12	1	5	0	0	0	0	0	46	633
Percent	2.1%	59.9%	21.5%	0.5%	6.0%	1.9%	0.2%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	7.3%	
AM Peak	08:00	08:00	11:00		11:00	09:00		08:00						09:00	
Vol.	4	28	21		6	2		2						5	
PM Peak	12:00	17:00	15:00	14:00	16:00	14:00	15:00	13:00						13:00	
Vol.	2	44	16	2	5	2	1	2						7	

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Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/14/21	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
06:00	0	6	1	0	1	0	0	0	0	0	0	0	0	0	8
07:00	1	11	3	0	0	0	0	0	0	0	0	0	0	0	15
08:00	0	35	8	0	6	1	0	0	1	0	0	0	0	5	56
09:00	0	20	4	0	1	1	0	0	0	0	0	0	0	0	26
10:00	2	15	6	0	5	0	0	0	0	0	0	0	0	3	31
11:00	0	21	6	0	2	0	0	0	0	0	0	0	0	2	31
12 PM	0	25	17	0	2	1	0	0	0	0	0	0	0	2	47
13:00	0	40	13	1	3	1	0	2	0	0	0	0	0	6	66
14:00	2	19	7	2	1	2	0	0	0	0	0	0	0	5	38
15:00	0	32	8	1	4	2	1	1	0	0	0	0	0	3	52
16:00	1	39	11	0	1	3	0	0	1	0	0	0	0	2	58
17:00	1	26	7	0	3	1	0	0	0	0	0	0	0	4	42
18:00	0	25	8	0	3	0	0	0	0	0	0	0	0	1	37
19:00	0	25	7	0	1	0	0	0	0	0	0	0	0	4	37
20:00	0	15	8	0	0	2	0	1	0	0	0	0	0	2	28
21:00	0	7	3	0	1	1	0	0	0	0	0	0	0	1	13
22:00	0	12	2	0	1	0	0	0	0	0	0	0	0	0	15
23:00	0	6	2	0	0	1	0	0	0	0	0	0	0	0	9
Total	7	389	123	4	35	16	1	4	2	0	0	0	0	40	621
Percent	1.1%	62.6%	19.8%	0.6%	5.6%	2.6%	0.2%	0.6%	0.3%	0.0%	0.0%	0.0%	0.0%	6.4%	
AM Peak	10:00	08:00	08:00		08:00	08:00			08:00					08:00	
Vol.	2	35	8		6	1			1					5	
PM Peak	14:00	13:00	12:00	14:00	15:00	16:00	15:00	13:00	16:00					13:00	
Vol.	2	40	17	2	4	3	1	2	1					6	

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Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/15/21	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
03:00	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	3	1	0	1	0	0	0	0	0	0	0	0	0	5
07:00	0	3	2	0	2	0	0	0	0	0	0	0	0	0	7
08:00	0	8	5	0	1	1	0	0	0	0	0	0	0	3	18
09:00	0	11	7	0	1	1	0	1	0	0	0	0	0	1	22
10:00	2	23	9	0	1	1	0	1	1	0	0	0	0	4	42
11:00	0	24	9	0	4	0	0	0	0	0	0	0	0	2	39
12 PM	2	22	17	0	4	1	0	0	0	0	0	0	0	2	48
13:00	1	31	11	0	2	0	0	0	0	0	0	0	0	4	49
14:00	0	40	8	0	1	1	0	1	0	0	0	0	0	4	55
15:00	1	27	14	0	1	0	0	0	0	0	0	0	0	0	43
16:00	1	21	10	0	1	0	0	0	0	0	0	0	0	3	36
17:00	2	21	6	0	2	1	0	0	0	0	0	0	0	3	35
18:00	0	20	7	0	0	1	0	0	2	0	0	0	0	2	32
19:00	0	31	5	0	0	2	0	0	0	0	0	0	0	2	40
20:00	0	17	3	0	0	0	0	0	0	0	0	0	0	0	20
21:00	0	13	3	0	1	0	0	0	0	0	0	0	0	2	19
22:00	1	9	1	0	2	1	0	0	0	0	0	0	0	1	15
23:00	0	7	1	0	0	0	0	0	0	0	0	0	0	1	9
Total	10	340	122	0	24	10	0	3	3	0	0	0	0	34	546
Percent	1.8%	62.3%	22.3%	0.0%	4.4%	1.8%	0.0%	0.5%	0.5%	0.0%	0.0%	0.0%	0.0%	6.2%	
AM Peak	10:00	11:00	10:00		11:00	08:00		09:00	10:00					10:00	
Vol.	2	24	9		4	1		1	1					4	
PM Peak	12:00	14:00	12:00		12:00	19:00		14:00	18:00					13:00	
Vol.	2	40	17		4	2		1	2					4	

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Northbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/16/21	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
01:00	0	1	1	0	0	0	0	0	0	0	0	0	0	1	3
02:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
03:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
06:00	0	2	0	0	1	0	0	0	0	0	0	0	0	0	3
07:00	0	7	3	0	1	0	0	0	0	0	0	0	0	0	11
08:00	0	8	4	0	1	0	0	0	0	0	0	0	0	3	16
09:00	0	7	9	0	3	2	0	0	0	0	0	0	0	0	21
10:00	0	32	6	0	3	2	0	0	0	0	0	0	0	3	46
11:00	1	15	5	0	0	0	0	2	0	0	0	0	0	2	25
12 PM	2	18	8	1	2	3	0	0	0	0	0	0	0	2	36
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	3	96	37	1	11	7	0	2	0	0	0	0	0	11	168
Percent	1.8%	57.1%	22.0%	0.6%	6.5%	4.2%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	6.5%	
AM Peak	11:00	10:00	09:00		09:00	09:00		11:00						08:00	
Vol.	1	32	9		3	2		2						3	
PM Peak	12:00	12:00	12:00	12:00	12:00	12:00								12:00	
Vol.	2	18	8	1	2	3								2	
Grand Total	52	1748	609	14	144	58	4	20	5	0	0	0	0	194	2848
Percent	1.8%	61.4%	21.4%	0.5%	5.1%	2.0%	0.1%	0.7%	0.2%	0.0%	0.0%	0.0%	0.0%	6.8%	

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Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/11/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	1	19	10	0	0	0	0	1	0	0	0	0	0	3	34
15:00	0	36	9	0	3	0	0	2	0	0	0	0	0	5	55
16:00	0	16	9	0	3	0	0	0	0	0	0	0	0	8	36
17:00	0	23	4	0	1	0	0	0	0	0	0	0	0	2	30
18:00	1	12	5	0	1	0	0	0	0	0	0	0	0	11	30
19:00	0	13	3	0	0	0	0	0	0	0	0	0	0	5	21
20:00	1	6	1	0	0	0	0	0	0	0	0	0	0	2	10
21:00	0	7	2	0	0	0	0	0	0	0	0	0	0	0	9
22:00	0	3	1	0	0	0	0	0	0	0	0	0	0	0	4
23:00	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2
Total	3	136	44	0	8	0	0	4	0	0	0	0	0	36	231
Percent	1.3%	58.9%	19.0%	0.0%	3.5%	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%	15.6%	
AM Peak															
Vol.															
PM Peak	14:00	15:00	14:00		15:00			15:00						18:00	
Vol.	1	36	10		3			2						11	

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Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/12/21	0	1	1	0	0	0	0	0	0	0	0	0	0	1	3
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	2	1	0	0	0	0	0	0	0	0	0	0	2	5
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	9	7	0	2	0	0	0	0	0	0	0	0	2	20
06:00	0	18	9	0	2	0	0	0	0	0	0	0	0	5	34
07:00	0	26	3	0	4	0	0	0	0	0	0	0	0	9	42
08:00	0	31	13	0	1	0	0	0	0	0	0	0	0	8	53
09:00	1	21	18	0	2	0	0	1	0	0	0	0	0	5	48
10:00	1	12	10	0	3	0	0	0	0	1	0	0	0	1	28
11:00	0	31	11	1	3	0	0	0	0	0	0	0	0	7	53
12 PM	0	24	11	0	5	0	0	0	0	0	0	0	0	4	44
13:00	0	25	10	1	2	0	0	0	1	0	0	0	0	6	45
14:00	0	24	13	0	2	0	0	0	0	0	0	0	0	7	46
15:00	1	37	4	0	2	0	0	1	0	0	0	0	0	5	50
16:00	2	21	6	0	1	0	0	0	1	0	0	0	0	3	34
17:00	0	20	8	0	2	0	0	0	0	0	0	0	0	8	38
18:00	0	17	2	0	1	0	0	0	0	0	0	0	0	1	21
19:00	1	17	5	0	1	0	0	0	0	0	0	0	0	1	25
20:00	0	11	3	0	1	0	0	0	0	0	0	0	0	3	18
21:00	0	8	2	0	0	0	0	0	0	0	0	0	0	0	10
22:00	0	5	1	0	0	0	0	0	0	0	0	0	0	0	6
23:00	1	2	1	0	0	0	0	0	0	0	0	0	0	0	4
Total	7	364	139	2	34	0	0	2	2	1	0	0	0	78	629
Percent	1.1%	57.9%	22.1%	0.3%	5.4%	0.0%	0.0%	0.3%	0.3%	0.2%	0.0%	0.0%	0.0%	12.4%	
AM Peak	09:00	08:00	09:00	11:00	07:00			09:00		10:00				07:00	
Vol.	1	31	18	1	4			1		1				9	
PM Peak	16:00	15:00	14:00	13:00	12:00			15:00	13:00					17:00	
Vol.	2	37	13	1	5			1	1					8	

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Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/13/21	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	3	1	0	1	0	0	0	0	0	0	0	0	0	5
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	3	1	0	0	0	0	0	0	0	0	0	0	1	5
05:00	0	9	4	0	2	0	0	0	0	0	0	0	0	2	17
06:00	0	15	6	0	3	0	0	0	0	0	0	0	0	2	26
07:00	0	25	4	0	3	0	0	1	0	0	0	0	0	3	36
08:00	1	37	13	0	2	0	0	2	0	0	0	0	0	2	57
09:00	1	31	12	0	0	0	0	0	0	1	0	0	0	3	48
10:00	0	28	9	0	2	0	0	0	0	0	0	0	0	0	39
11:00	1	32	16	0	6	0	0	0	0	0	0	0	0	8	63
12 PM	0	27	12	0	6	0	0	0	1	0	0	0	0	4	50
13:00	0	29	7	0	4	0	0	0	0	0	0	0	0	6	46
14:00	1	15	16	0	2	0	0	1	0	0	0	0	0	5	40
15:00	1	40	17	1	2	0	0	1	0	0	0	0	0	8	70
16:00	2	37	8	0	1	0	0	0	0	0	0	0	0	10	58
17:00	2	18	5	0	3	0	0	2	0	0	0	0	0	4	34
18:00	0	14	2	0	0	0	0	0	0	0	0	0	0	4	20
19:00	0	17	8	0	1	0	0	0	0	0	0	0	0	8	34
20:00	1	14	1	0	1	0	0	0	0	0	0	0	0	1	18
21:00	0	9	2	0	0	0	0	0	0	0	0	0	0	1	12
22:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
23:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	10	408	144	1	39	0	0	7	1	1	0	0	0	72	683
Percent	1.5%	59.7%	21.1%	0.1%	5.7%	0.0%	0.0%	1.0%	0.1%	0.1%	0.0%	0.0%	0.0%	10.5%	
AM Peak	08:00	08:00	11:00		11:00			08:00		09:00				11:00	
Vol.	1	37	16		6			2		1				8	
PM Peak	16:00	15:00	15:00	15:00	12:00			17:00	12:00					16:00	
Vol.	2	40	17	1	6			2	1					10	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

School Street
south of Jefferson Avenue

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/14/21	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2
01:00	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	1	1	0	1	0	0	0	0	0	0	0	0	0	3
03:00	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2
04:00	0	3	1	0	0	0	0	0	0	0	0	0	0	1	5
05:00	0	9	4	0	1	0	0	0	0	0	0	0	0	0	14
06:00	0	13	4	0	1	0	0	0	0	0	0	0	0	4	22
07:00	0	23	7	0	1	0	0	0	0	0	0	0	0	2	33
08:00	0	34	10	0	5	0	0	0	0	0	0	0	0	6	55
09:00	0	20	11	0	1	0	0	1	0	0	0	0	0	3	36
10:00	1	20	7	0	4	0	0	0	0	0	0	0	0	11	43
11:00	0	25	13	0	2	0	0	1	0	0	0	0	0	6	47
12 PM	2	28	10	0	2	0	0	0	0	0	0	0	0	9	51
13:00	1	34	10	0	2	0	0	0	0	0	0	0	0	5	52
14:00	0	26	11	0	2	0	0	1	0	0	0	0	0	4	44
15:00	3	49	10	0	4	0	0	1	0	1	0	0	0	8	76
16:00	0	36	8	0	2	0	0	1	0	0	0	0	0	3	50
17:00	2	18	6	0	1	0	0	0	0	0	0	0	0	6	33
18:00	0	16	7	0	2	0	0	0	0	0	0	0	0	7	32
19:00	1	13	6	0	0	0	0	0	0	0	0	0	0	3	23
20:00	2	10	5	0	1	0	0	0	0	0	0	0	0	4	22
21:00	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10
22:00	0	8	2	0	0	0	0	0	0	0	0	0	0	1	11
23:00	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Total	13	402	133	0	34	0	0	5	0	1	0	0	0	83	671
Percent	1.9%	59.9%	19.8%	0.0%	5.1%	0.0%	0.0%	0.7%	0.0%	0.1%	0.0%	0.0%	0.0%	12.4%	
AM Peak	01:00	08:00	11:00		08:00			09:00						10:00	
Vol.	1	34	13		5			1						11	
PM Peak	15:00	15:00	14:00		15:00			14:00		15:00				12:00	
Vol.	3	49	11		4			1		1				9	

H. LEE & ASSOCIATES, PLLC

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School Street
south of Jefferson Avenue

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/15/21	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
01:00	0	0	1	0	1	0	0	0	0	0	0	0	0	1	3
02:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	1	1	0	0	0	0	0	0	0	0	0	0	1	3
04:00	0	4	3	0	0	0	0	0	0	0	0	0	0	0	7
05:00	0	7	0	0	1	0	0	1	0	0	0	0	0	0	9
06:00	0	8	5	0	0	0	0	0	0	0	0	0	0	0	13
07:00	0	7	2	0	0	0	0	0	0	0	0	0	0	1	10
08:00	0	17	7	0	0	0	0	1	0	0	0	0	0	9	34
09:00	1	25	12	0	3	0	0	0	0	0	0	0	0	10	51
10:00	1	24	12	0	9	0	0	0	0	0	0	0	0	6	52
11:00	2	27	13	0	1	0	0	1	0	0	0	0	0	1	45
12 PM	0	21	11	0	5	0	0	1	0	0	0	0	0	5	43
13:00	0	39	11	1	1	0	0	0	0	0	0	0	0	4	56
14:00	0	22	5	0	2	0	0	0	0	0	0	0	0	5	34
15:00	6	24	8	0	3	0	0	0	0	0	0	0	0	6	47
16:00	1	22	11	0	4	0	0	0	0	0	0	0	0	7	45
17:00	0	23	8	0	0	0	0	0	0	0	0	0	1	7	39
18:00	1	19	6	0	2	0	0	0	0	0	0	0	0	5	33
19:00	0	20	0	0	0	0	0	1	0	0	0	0	0	6	27
20:00	0	22	5	0	2	0	0	0	0	0	0	0	0	3	32
21:00	0	8	6	0	0	0	0	0	0	0	0	0	0	3	17
22:00	0	5	1	0	1	0	0	0	0	0	0	0	0	3	10
23:00	0	5	1	0	0	0	0	0	0	0	0	0	0	0	6
Total	12	351	130	1	35	0	0	5	0	0	0	0	1	83	618
Percent	1.9%	56.8%	21.0%	0.2%	5.7%	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.2%	13.4%	
AM Peak	11:00	11:00	11:00		10:00			05:00						09:00	
Vol.	2	27	13		9			1						10	
PM Peak	15:00	13:00	12:00	13:00	12:00			12:00					17:00	16:00	
Vol.	6	39	11	1	5			1				1	7		

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School Street
south of Jefferson Avenue

Southbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/16/21	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	0	1	0	0	0	0	0	0	0	0	0	0	1	2
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	1	2
05:00	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
06:00	1	5	5	0	1	0	0	0	0	0	0	0	0	0	12
07:00	0	8	1	0	0	0	0	0	0	0	0	0	0	1	10
08:00	0	24	8	0	2	0	0	0	0	0	0	0	0	2	36
09:00	1	23	11	0	5	0	0	0	0	0	0	0	0	2	42
10:00	0	29	9	0	6	0	0	1	0	0	0	0	1	8	54
11:00	0	15	3	0	2	0	0	1	1	0	0	0	0	15	37
12 PM	0	38	7	0	1	0	0	0	0	0	0	0	0	3	49
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	2	149	46	0	17	0	0	2	1	0	0	0	1	33	251
Percent	0.8%	59.4%	18.3%	0.0%	6.8%	0.0%	0.0%	0.8%	0.4%	0.0%	0.0%	0.0%	0.4%	13.1%	
AM Peak	06:00	10:00	09:00		10:00			10:00	11:00				10:00	11:00	
Vol.	1	29	11		6			1	1				1	15	
PM Peak		12:00	12:00		12:00									12:00	
Vol.		38	7		1									3	
Grand Total	47	1810	636	4	167	0	0	25	4	3	0	0	2	385	3083
Percent	1.5%	58.7%	20.6%	0.1%	5.4%	0.0%	0.0%	0.8%	0.1%	0.1%	0.0%	0.0%	0.1%	12.5%	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/20/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	0	54	18	1	8	2	0	2	0	0	0	0	0	0	85
17:00	0	51	22	1	4	2	0	1	1	0	0	0	0	2	84
18:00	0	31	10	0	5	0	0	1	0	0	0	0	0	0	47
19:00	0	46	17	0	1	0	0	0	0	0	0	0	0	0	64
20:00	0	14	2	0	0	0	0	0	0	0	0	0	0	0	16
21:00	0	18	3	0	1	0	0	0	0	0	0	0	0	0	22
22:00	0	5	2	0	0	0	0	0	0	0	0	0	0	0	7
23:00	0	5	1	0	1	0	0	0	0	0	0	0	0	0	7
Total	0	224	75	2	20	4	0	4	1	0	0	0	0	2	332
Percent	0.0%	67.5%	22.6%	0.6%	6.0%	1.2%	0.0%	1.2%	0.3%	0.0%	0.0%	0.0%	0.0%	0.6%	
AM Peak															
Vol.															
PM Peak		16:00	17:00	16:00	16:00	16:00		16:00	17:00					17:00	
Vol.		54	22	1	8	2		2	1					2	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
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Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/21/21	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	3	0	0	0	0	1	0	0	0	0	0	0	0	4
04:00	0	4	3	0	1	0	0	0	0	0	0	0	0	1	9
05:00	0	12	2	0	0	0	0	0	0	0	0	0	0	0	14
06:00	0	22	12	0	1	0	0	0	0	0	0	0	0	1	36
07:00	0	24	13	5	8	4	0	0	0	0	0	0	0	0	54
08:00	0	41	18	3	6	1	0	0	0	0	0	0	0	3	72
09:00	0	51	12	0	10	5	0	3	0	0	0	0	1	1	83
10:00	0	42	20	0	5	2	0	4	0	0	0	0	0	0	73
11:00	0	67	17	0	7	1	0	1	0	0	0	0	0	1	94
12 PM	0	45	17	0	2	1	0	3	0	0	0	0	0	1	69
13:00	1	51	18	6	7	2	0	0	0	0	0	0	0	4	89
14:00	0	42	18	1	5	2	0	1	1	0	0	1	0	3	74
15:00	0	62	16	5	7	1	0	4	0	0	0	0	0	3	98
16:00	0	46	17	1	6	0	0	3	0	0	0	0	0	1	74
17:00	0	47	16	0	9	0	0	1	0	1	0	0	0	3	77
18:00	0	18	12	0	2	0	0	0	0	0	0	0	0	0	32
19:00	0	32	7	0	5	0	0	0	0	0	0	0	0	1	45
20:00	0	11	2	1	2	0	0	0	0	0	0	0	0	1	17
21:00	0	5	3	0	0	0	0	0	0	0	0	0	0	1	9
22:00	0	3	1	0	1	0	0	0	0	0	0	0	0	0	5
23:00	0	6	2	0	1	0	0	0	0	0	0	0	0	1	10
Total	1	638	227	22	85	19	1	20	1	1	0	1	1	26	1043
Percent	0.1%	61.2%	21.8%	2.1%	8.1%	1.8%	0.1%	1.9%	0.1%	0.1%	0.0%	0.1%	0.1%	2.5%	
AM Peak		11:00	10:00	07:00	09:00	09:00	03:00	10:00					09:00	08:00	
Vol.		67	20	5	10	5	1	4					1	3	
PM Peak	13:00	15:00	13:00	13:00	17:00	13:00		15:00	14:00	17:00		14:00		13:00	
Vol.	1	62	18	6	9	2		4	1	1		1		4	

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P.O. Box 1849
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Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/22/21	0	2	1	0	0	1	0	0	0	0	0	0	0	0	4
01:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	1	2	0	1	0	0	0	0	0	0	0	0	0	4
03:00	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
04:00	0	2	0	0	1	1	0	0	0	0	0	0	0	0	4
05:00	0	4	1	0	0	0	0	0	0	0	0	0	0	0	5
06:00	0	6	5	0	1	0	0	0	0	0	0	0	0	0	12
07:00	0	11	9	0	4	0	0	1	0	0	0	0	0	0	26
08:00	0	22	19	1	3	0	0	2	0	0	0	0	0	0	47
09:00	0	32	11	0	4	1	0	1	0	0	0	0	0	0	50
10:00	0	51	13	1	6	0	0	0	0	0	0	0	0	2	73
11:00	0	40	18	1	5	0	0	3	0	0	0	0	0	0	67
12 PM	1	29	17	0	4	1	0	0	0	0	0	0	0	2	54
13:00	0	44	21	0	4	0	0	0	0	0	0	0	0	2	71
14:00	1	40	8	0	3	0	0	0	0	0	0	0	0	1	53
15:00	0	51	22	1	3	0	0	2	0	0	0	0	1	5	85
16:00	0	31	12	0	3	0	0	4	0	0	0	0	0	0	50
17:00	1	20	10	0	3	0	0	0	0	0	0	0	0	0	34
18:00	1	17	9	0	2	0	0	1	0	0	0	0	0	0	30
19:00	0	10	6	0	1	0	0	0	0	0	0	0	0	0	17
20:00	0	10	6	0	1	0	0	1	0	0	0	0	0	0	18
21:00	0	7	4	0	0	1	0	0	0	0	0	0	0	0	12
22:00	0	10	5	0	1	0	0	0	0	0	0	0	0	0	16
23:00	0	1	1	0	0	0	0	0	0	0	0	0	0	1	3
Total	4	444	202	4	50	5	0	15	0	0	0	0	1	15	740
Percent	0.5%	60.0%	27.3%	0.5%	6.8%	0.7%	0.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.1%	2.0%	
AM Peak		10:00	08:00	08:00	10:00	00:00		11:00						10:00	
Vol.		51	19	1	6	1		3						2	
PM Peak	12:00	15:00	15:00	15:00	12:00	12:00		16:00					15:00	15:00	
Vol.	1	51	22	1	4	1		4				1	5		

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Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/23/21	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
01:00	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
04:00	0	2	1	0	2	0	0	0	0	0	0	0	0	0	5
05:00	0	2	1	0	0	0	0	2	0	0	0	0	0	0	5
06:00	1	12	2	0	0	0	0	3	0	0	0	0	0	0	18
07:00	0	19	4	0	1	0	0	0	0	0	0	0	0	2	26
08:00	0	20	12	0	3	0	0	0	0	0	0	0	0	0	35
09:00	1	37	18	0	1	1	0	1	0	0	0	0	0	1	60
10:00	1	37	10	0	2	0	0	0	0	0	0	0	0	0	50
11:00	0	33	17	0	6	0	0	0	0	0	0	0	0	0	56
12 PM	0	57	18	0	3	0	0	0	0	0	0	0	0	0	78
13:00	0	35	14	0	3	0	0	1	0	0	0	0	0	3	56
14:00	3	26	16	0	4	0	0	0	0	0	0	0	0	3	52
15:00	0	36	11	0	4	0	0	0	0	0	0	0	0	1	52
16:00	0	28	12	0	3	0	0	1	0	0	0	0	0	2	46
17:00	0	19	13	0	3	0	0	1	0	0	0	0	0	0	36
18:00	0	22	6	0	0	0	0	0	0	0	0	0	0	2	30
19:00	0	20	4	0	2	0	0	0	0	0	0	0	0	0	26
20:00	0	13	4	0	0	1	0	0	0	0	0	0	0	0	18
21:00	0	15	4	0	0	0	0	0	0	0	0	0	0	0	19
22:00	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
23:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	6	449	168	0	37	2	0	9	0	0	0	0	0	14	685
Percent	0.9%	65.5%	24.5%	0.0%	5.4%	0.3%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	
AM Peak	06:00	09:00	09:00		11:00	09:00		06:00						07:00	
Vol.	1	37	18		6	1		3						2	
PM Peak	14:00	12:00	12:00		14:00	20:00		13:00						13:00	
Vol.	3	57	18		4	1		1						3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/24/21	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	1	1	0	1	0	1	0	0	0	0	0	0	0	4
04:00	0	4	4	0	1	0	0	0	0	0	0	0	0	0	9
05:00	0	14	6	0	4	0	0	0	0	0	0	0	0	0	24
06:00	0	23	14	0	1	1	0	0	0	0	0	0	0	1	40
07:00	1	32	19	5	3	3	1	1	0	0	0	0	0	1	66
08:00	0	37	20	2	11	1	1	0	0	0	0	0	1	2	75
09:00	0	46	19	0	3	1	0	2	0	0	0	0	0	0	71
10:00	0	27	20	0	4	2	1	0	0	0	0	0	0	1	55
11:00	1	43	17	0	1	1	0	0	0	0	0	0	0	2	65
12 PM	1	38	13	0	3	0	0	2	0	0	0	0	0	1	58
13:00	0	47	16	9	6	1	1	2	0	0	0	0	0	3	85
14:00	0	45	12	2	7	4	0	2	0	0	0	0	0	5	77
15:00	0	50	23	3	5	0	1	3	0	0	0	0	0	6	91
16:00	0	35	18	0	1	1	0	2	0	0	0	0	0	1	58
17:00	0	32	10	1	3	1	0	1	0	0	0	0	1	2	51
18:00	0	28	10	1	2	0	0	0	0	0	0	0	0	0	41
19:00	0	38	11	0	4	1	0	1	0	0	0	0	0	1	56
20:00	0	6	2	0	0	0	0	0	0	0	0	0	0	0	8
21:00	0	3	1	0	0	0	0	0	0	0	0	0	0	0	4
22:00	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6
23:00	0	11	1	0	0	1	0	0	0	0	0	0	0	0	13
Total	3	570	237	23	60	18	6	16	0	0	0	0	2	26	961
Percent	0.3%	59.3%	24.7%	2.4%	6.2%	1.9%	0.6%	1.7%	0.0%	0.0%	0.0%	0.0%	0.2%	2.7%	
AM Peak	07:00	09:00	08:00	07:00	08:00	07:00	03:00	09:00					08:00	08:00	
Vol.	1	46	20	5	11	3	1	2					1	2	
PM Peak	12:00	15:00	15:00	13:00	14:00	14:00	13:00	15:00					17:00	15:00	
Vol.	1	50	23	9	7	4	1	3					1	6	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
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Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/25/21	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
01:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	1	0	0	0	0	1	0	0	0	0	0	0	0	2
04:00	0	4	4	0	3	1	0	0	0	0	0	0	0	0	12
05:00	0	13	4	0	1	0	0	1	0	0	0	0	0	1	20
06:00	0	22	14	1	0	1	0	0	0	0	0	0	0	1	39
07:00	0	25	14	6	2	3	0	2	0	0	0	0	0	2	54
08:00	0	33	20	3	3	2	0	1	0	0	0	0	0	2	64
09:00	1	48	17	1	7	1	2	2	0	0	0	0	0	2	81
10:00	1	35	21	1	5	0	0	1	0	0	0	0	0	3	67
11:00	1	35	12	0	4	1	0	2	0	0	0	0	0	3	58
12 PM	0	31	12	0	2	0	1	0	0	0	0	0	0	3	49
13:00	1	49	17	6	6	4	1	5	0	0	0	0	0	1	90
14:00	0	42	15	1	3	0	0	1	0	0	0	1	0	1	64
15:00	1	65	26	7	8	2	0	0	0	0	0	0	0	5	114
16:00	0	52	18	0	5	1	1	0	0	0	0	0	0	1	78
17:00	1	46	16	2	2	0	0	2	0	0	0	0	0	1	70
18:00	0	16	5	1	4	1	0	0	0	0	0	0	0	0	27
19:00	0	39	16	2	6	1	0	1	0	0	0	0	0	3	68
20:00	0	10	2	0	0	0	0	0	0	0	0	0	0	0	12
21:00	0	9	3	0	1	0	0	0	0	0	0	0	0	0	13
22:00	0	1	2	0	1	0	0	0	0	0	0	0	0	0	4
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	6	577	239	31	63	18	6	18	0	0	0	1	0	29	988
Percent	0.6%	58.4%	24.2%	3.1%	6.4%	1.8%	0.6%	1.8%	0.0%	0.0%	0.0%	0.1%	0.0%	2.9%	
AM Peak	09:00	09:00	10:00	07:00	09:00	07:00	09:00	07:00						10:00	
Vol.	1	48	21	6	7	3	2	2						3	
PM Peak	13:00	15:00	15:00	15:00	15:00	13:00	12:00	13:00				14:00		15:00	
Vol.	1	65	26	7	8	4	1	5				1		5	

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Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/26/21	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
01:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	1	0	0	0	0	1	0	0	0	0	0	0	0	2
04:00	0	6	3	0	2	0	0	0	0	0	0	0	0	0	11
05:00	0	13	7	0	1	1	0	0	0	0	0	0	0	0	22
06:00	0	23	8	0	2	0	0	1	0	0	0	0	0	0	34
07:00	0	27	12	5	5	3	1	0	0	1	0	0	0	1	55
08:00	1	42	19	2	6	0	1	1	0	0	0	0	0	2	74
09:00	0	52	19	0	4	1	1	1	1	1	0	0	0	4	84
10:00	0	50	13	1	4	1	1	1	0	0	0	0	0	2	73
11:00	1	42	13	0	7	1	1	1	0	0	0	0	0	0	66
12 PM	0	47	16	1	2	1	0	2	0	1	0	0	0	4	74
13:00	0	50	14	6	9	1	0	2	0	0	0	0	0	2	84
14:00	2	41	19	2	2	0	0	3	0	0	0	0	0	2	71
15:00	0	59	22	5	8	1	0	2	0	0	0	0	0	0	97
16:00	0	39	14	2	3	0	1	1	1	0	1	0	0	3	65
17:00	0	43	17	0	2	0	0	0	0	0	0	0	0	1	63
18:00	0	23	7	0	5	1	0	2	0	0	0	0	0	1	39
19:00	0	19	3	0	0	0	0	2	0	0	0	0	0	2	26
20:00	0	6	2	1	1	0	0	0	0	0	0	0	0	1	11
21:00	0	11	3	0	1	0	0	0	0	0	0	0	0	0	15
22:00	0	5	1	0	0	0	0	0	0	0	0	0	0	0	6
23:00	0	10	2	0	2	1	0	0	0	0	0	0	0	0	15
Total	4	611	215	25	66	12	7	19	2	3	1	0	0	25	990
Percent	0.4%	61.7%	21.7%	2.5%	6.7%	1.2%	0.7%	1.9%	0.2%	0.3%	0.1%	0.0%	0.0%	2.5%	
AM Peak	08:00	09:00	08:00	07:00	11:00	07:00	03:00	06:00	09:00	07:00				09:00	
Vol.	1	52	19	5	7	3	1	1	1	1				4	
PM Peak	14:00	15:00	15:00	13:00	13:00	12:00	16:00	14:00	16:00	12:00	16:00			12:00	
Vol.	2	59	22	6	9	1	1	3	1	1	1			4	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
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Vancouver Avenue
west of Loop Road

Westbound

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/27/21	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7
01:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	2	0	0	0	0	1	0	0	0	0	0	0	0	3
04:00	0	3	3	0	3	0	0	0	0	0	0	0	0	0	9
05:00	0	17	4	0	1	1	0	0	0	0	0	0	0	0	23
06:00	0	23	12	2	1	3	0	1	1	0	0	0	0	0	43
07:00	1	30	14	3	11	0	0	1	0	0	0	0	0	3	63
08:00	0	32	13	1	5	0	0	1	0	0	0	0	0	2	54
09:00	0	53	18	0	7	2	0	1	1	0	0	0	0	2	84
10:00	0	33	10	0	5	1	0	0	0	0	0	0	0	1	50
11:00	0	37	16	1	8	2	0	2	1	0	0	0	0	1	68
12 PM	1	43	27	0	2	0	0	1	0	0	1	0	0	0	75
13:00	0	41	23	6	3	2	1	2	0	0	0	0	0	1	79
14:00	0	36	16	2	1	3	0	3	0	0	0	0	0	0	61
15:00	0	52	21	6	7	2	0	2	0	0	0	0	1	3	94
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	2	410	178	21	54	16	2	14	3	0	1	0	1	13	715
Percent	0.3%	57.3%	24.9%	2.9%	7.6%	2.2%	0.3%	2.0%	0.4%	0.0%	0.1%	0.0%	0.1%	1.8%	
AM Peak	07:00	09:00	09:00	07:00	07:00	06:00	03:00	11:00	06:00					07:00	
Vol.	1	53	18	3	11	3	1	2	1					3	
PM Peak	12:00	15:00	12:00	13:00	15:00	14:00	13:00	14:00			12:00		15:00	15:00	
Vol.	1	52	27	6	7	3	1	3			1		1	3	
Grand Total	26	3923	1541	128	435	94	22	115	7	4	2	2	5	150	6454
Percent	0.4%	60.8%	23.9%	2.0%	6.7%	1.5%	0.3%	1.8%	0.1%	0.1%	0.0%	0.0%	0.1%	2.3%	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
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Vancouver Avenue
west of Loop Road

Eastbound															
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/20/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	0	55	33	4	10	0	0	1	0	0	0	0	0	3	106
17:00	0	78	27	1	16	0	0	4	0	0	0	0	0	3	129
18:00	0	36	9	0	11	0	0	0	0	0	0	0	0	2	58
19:00	0	29	18	0	6	0	0	2	0	0	0	0	0	0	55
20:00	0	26	10	0	4	0	0	0	0	0	0	0	0	0	40
21:00	0	15	11	0	2	0	0	0	0	0	0	0	0	0	28
22:00	0	9	4	1	1	0	0	0	0	0	0	0	0	0	15
23:00	0	5	3	0	0	0	0	0	0	0	0	0	0	0	8
Total	0	253	115	6	50	0	0	7	0	0	0	0	0	8	439
Percent	0.0%	57.6%	26.2%	1.4%	11.4%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%	
AM Peak															
Vol.															
PM Peak		17:00	16:00	16:00	17:00			17:00						16:00	
Vol.		78	33	4	16			4						3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
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Vancouver Avenue
west of Loop Road

Eastbound															Total
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	
05/21/21	0	4	0	0	1	0	0	0	0	0	0	0	0	0	5
01:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	3	2	0	0	0	0	0	0	0	0	0	0	0	5
06:00	0	8	2	0	1	0	0	1	0	0	0	0	0	0	12
07:00	0	15	9	0	8	0	0	1	0	0	0	0	0	0	33
08:00	0	33	10	2	12	0	0	1	0	0	0	0	0	1	59
09:00	0	46	18	5	16	1	0	2	0	1	1	0	0	0	90
10:00	0	34	18	1	6	0	0	3	0	0	0	0	0	0	62
11:00	0	39	17	0	6	1	0	3	0	0	0	0	0	0	66
12 PM	0	47	20	0	11	0	0	1	0	0	0	0	0	2	81
13:00	0	49	18	1	16	0	0	3	0	1	0	0	1	3	92
14:00	0	40	19	4	9	0	0	3	0	0	0	0	0	0	75
15:00	0	54	25	3	19	0	0	5	0	0	0	0	0	3	109
16:00	0	57	28	3	17	0	0	2	0	0	0	0	0	0	107
17:00	0	66	22	0	12	0	0	0	0	0	0	0	0	2	102
18:00	0	43	19	1	7	0	0	1	0	0	0	0	0	0	71
19:00	0	33	13	0	8	0	0	0	0	0	0	0	0	0	54
20:00	0	26	13	0	6	0	0	1	0	0	0	0	0	0	46
21:00	0	9	3	0	4	0	0	1	0	0	0	0	0	0	17
22:00	0	10	5	0	3	0	0	0	1	0	0	0	0	0	19
23:00	0	6	5	0	0	0	0	0	0	0	0	0	0	0	11
Total	0	626	267	20	162	2	0	28	1	2	1	0	1	11	1121
Percent	0.0%	55.8%	23.8%	1.8%	14.5%	0.2%	0.0%	2.5%	0.1%	0.2%	0.1%	0.0%	0.1%	1.0%	
AM Peak		09:00	09:00	09:00	09:00	09:00		10:00		09:00	09:00			08:00	
Vol.		46	18	5	16	1		3		1	1			1	
PM Peak		17:00	16:00	14:00	15:00			15:00	22:00	13:00			13:00	13:00	
Vol.		66	28	4	19			5	1	1			1	3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Vancouver Avenue
west of Loop Road

Eastbound															
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/22/21	0	4	0	0	1	0	0	0	0	0	0	0	0	0	5
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
04:00	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2
05:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
06:00	0	4	3	0	1	0	0	0	0	0	0	0	0	0	8
07:00	0	6	4	0	3	0	0	0	0	0	0	0	0	0	13
08:00	0	17	11	0	7	0	0	1	0	0	0	0	0	0	36
09:00	0	27	9	0	5	0	0	1	0	0	0	0	0	0	42
10:00	0	32	13	0	6	0	0	1	0	0	0	0	0	0	52
11:00	0	31	27	0	17	0	0	3	0	0	0	0	0	0	78
12 PM	0	32	19	2	12	0	0	0	0	0	0	0	0	2	67
13:00	0	49	16	0	9	0	0	4	0	0	0	0	0	0	78
14:00	0	34	12	0	9	0	0	2	0	0	0	0	0	0	57
15:00	0	44	18	0	9	0	1	2	0	0	0	0	0	2	76
16:00	0	43	21	1	8	0	0	1	0	0	0	0	0	3	77
17:00	0	31	11	0	7	0	0	2	0	0	0	0	0	0	51
18:00	0	21	11	0	5	0	0	0	0	0	0	0	0	0	37
19:00	0	26	14	0	6	0	1	0	0	0	0	0	0	0	47
20:00	0	19	7	0	7	0	0	0	0	0	0	0	0	0	33
21:00	0	17	4	0	2	0	0	1	0	0	0	0	0	0	24
22:00	0	14	4	0	1	0	0	0	0	0	0	0	0	0	19
23:00	0	7	2	0	0	0	0	0	0	0	0	0	0	0	9
Total	0	465	206	3	117	0	2	18	0	0	0	0	0	7	818
Percent	0.0%	56.8%	25.2%	0.4%	14.3%	0.0%	0.2%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	
AM Peak		10:00	11:00		11:00			11:00							
Vol.		32	27		17			3							
PM Peak		13:00	16:00	12:00	12:00		15:00	13:00						16:00	
Vol.		49	21	2	12		1	4						3	

H. LEE & ASSOCIATES, PLLC

P.O. Box 1849
Vancouver, WA 98668

Vancouver Avenue
west of Loop Road

Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/23/21	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	2	1	0	1	0	0	0	0	0	0	0	0	0	4
06:00	0	2	0	0	1	0	0	0	0	0	0	0	0	0	3
07:00	0	10	3	0	2	0	0	0	0	0	0	0	0	0	15
08:00	0	21	10	0	3	0	0	1	0	1	0	0	0	0	36
09:00	1	24	18	0	2	0	0	2	0	0	0	0	0	1	48
10:00	0	35	16	0	7	0	0	3	0	0	0	0	0	0	61
11:00	0	14	12	0	9	0	0	3	0	0	0	0	0	0	38
12 PM	0	28	17	2	6	0	0	1	0	0	0	0	0	1	55
13:00	3	27	18	1	8	0	0	3	0	0	0	0	0	0	60
14:00	0	32	12	0	9	0	0	2	0	1	0	0	0	0	56
15:00	0	36	11	0	13	0	0	1	0	0	0	0	0	2	63
16:00	0	25	11	0	11	0	0	0	0	0	0	0	0	0	47
17:00	0	22	18	0	6	0	0	0	0	0	0	0	0	0	46
18:00	0	27	9	0	3	0	0	1	0	0	0	0	0	0	40
19:00	0	14	10	0	5	0	0	0	0	0	0	0	0	1	30
20:00	0	17	8	0	2	0	0	0	0	0	0	0	0	0	27
21:00	0	9	3	0	3	0	0	0	0	0	0	0	0	0	15
22:00	0	8	1	0	3	0	0	1	0	0	0	0	0	0	13
23:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Total	4	360	179	3	94	0	0	18	0	2	0	0	0	5	665
Percent	0.6%	54.1%	26.9%	0.5%	14.1%	0.0%	0.0%	2.7%	0.0%	0.3%	0.0%	0.0%	0.0%	0.8%	
AM Peak	09:00	10:00	09:00		11:00			10:00		08:00				09:00	
Vol.	1	35	18		9			3		1				1	
PM Peak	13:00	15:00	13:00	12:00	15:00			13:00		14:00				15:00	
Vol.	3	36	18	2	13			3		1				2	

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Vancouver Avenue
west of Loop Road

Eastbound															
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/24/21	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
02:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
05:00	0	5	2	0	0	0	0	0	0	0	0	0	0	0	7
06:00	0	8	1	0	4	0	0	0	0	0	0	0	0	0	13
07:00	0	18	3	1	7	0	0	3	0	1	0	0	0	1	34
08:00	0	25	17	1	12	0	0	2	0	0	0	0	0	2	59
09:00	0	56	22	4	11	0	0	1	0	0	0	0	0	0	94
10:00	0	16	11	0	4	0	0	3	0	0	0	0	0	0	34
11:00	0	34	16	0	7	0	0	2	0	0	0	0	0	0	59
12 PM	0	29	12	1	15	0	1	0	0	0	0	0	0	2	60
13:00	0	41	15	2	7	0	1	1	0	0	0	0	0	3	70
14:00	0	50	18	4	10	0	0	2	0	0	0	0	0	0	84
15:00	0	35	19	3	11	0	1	1	0	0	0	0	0	1	71
16:00	0	50	35	5	18	0	0	1	0	0	0	0	1	2	112
17:00	0	53	22	0	24	0	0	1	0	0	0	0	0	1	101
18:00	0	40	9	0	7	0	0	1	0	0	0	0	0	0	57
19:00	0	21	9	0	3	0	0	2	0	0	0	0	0	0	35
20:00	0	22	7	0	4	0	0	0	0	0	0	0	0	0	33
21:00	0	15	4	0	2	0	0	0	0	0	0	0	0	0	21
22:00	0	8	2	0	0	0	0	0	0	0	0	0	0	0	10
23:00	0	4	6	1	0	0	0	0	0	0	0	0	0	0	11
Total	0	534	233	22	146	0	3	20	0	1	0	0	1	12	972
Percent	0.0%	54.9%	24.0%	2.3%	15.0%	0.0%	0.3%	2.1%	0.0%	0.1%	0.0%	0.0%	0.1%	1.2%	
AM Peak		09:00	09:00	09:00	08:00			07:00		07:00				08:00	
Vol.		56	22	4	12			3		1				2	
PM Peak		17:00	16:00	16:00	17:00		12:00	14:00					16:00	13:00	
Vol.		53	35	5	24		1	2				1	3		

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Vancouver Avenue
west of Loop Road

Eastbound															
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/25/21	0	4	1	0	1	0	0	0	0	0	0	0	0	0	6
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	4	1	0	1	0	0	0	0	0	0	0	0	0	6
06:00	0	12	3	0	3	0	0	0	0	0	0	0	0	0	18
07:00	0	24	5	0	3	0	1	2	0	0	0	0	0	1	36
08:00	0	22	15	1	13	0	1	2	0	0	0	0	0	1	55
09:00	0	49	19	5	13	0	0	2	0	0	0	0	0	0	88
10:00	0	22	16	1	6	0	1	0	0	0	0	0	0	0	46
11:00	0	28	12	0	9	0	1	0	0	0	0	0	0	4	54
12 PM	0	34	15	2	6	0	1	1	0	0	0	0	0	1	60
13:00	0	33	13	2	6	0	2	4	0	0	0	0	0	2	62
14:00	0	29	19	2	9	0	1	1	0	0	0	0	0	0	61
15:00	0	61	26	8	15	0	0	1	1	0	0	0	0	3	115
16:00	0	64	31	6	13	0	1	1	0	0	0	0	0	1	117
17:00	0	82	19	2	10	0	1	4	0	0	0	0	0	0	118
18:00	0	34	13	0	11	0	1	2	0	0	0	0	0	0	61
19:00	0	27	11	0	7	0	0	1	0	0	0	0	0	1	47
20:00	0	15	8	0	8	0	0	0	0	0	0	0	0	0	31
21:00	0	11	2	0	2	0	0	0	0	0	0	0	0	1	16
22:00	0	7	2	0	1	0	0	0	0	0	0	0	0	0	10
23:00	0	0	1	0	2	0	0	1	0	0	0	0	0	0	4
Total	0	562	233	29	139	0	11	22	1	0	0	0	0	15	1012
Percent	0.0%	55.5%	23.0%	2.9%	13.7%	0.0%	1.1%	2.2%	0.1%	0.0%	0.0%	0.0%	0.0%	1.5%	
AM Peak		09:00	09:00	09:00	08:00		07:00	07:00						11:00	
Vol.		49	19	5	13		1	2						4	
PM Peak		17:00	16:00	15:00	15:00		13:00	13:00	15:00					15:00	
Vol.		82	31	8	15		2	4	1					3	

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Vancouver Avenue
west of Loop Road

Eastbound															
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/26/21	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
05:00	0	2	0	0	1	0	0	1	0	0	0	0	0	0	4
06:00	0	13	2	0	6	0	0	0	0	1	0	0	0	3	25
07:00	0	31	5	1	6	2	0	1	0	0	0	1	0	1	48
08:00	0	36	16	1	13	2	0	0	0	1	0	1	0	2	72
09:00	0	51	13	4	7	2	0	2	0	0	0	0	0	1	80
10:00	0	36	18	0	10	2	0	0	0	0	0	0	0	1	67
11:00	0	41	14	0	6	2	0	1	1	0	0	0	0	1	66
12 PM	0	42	14	0	6	1	0	1	0	0	1	0	0	2	67
13:00	0	44	19	1	9	1	0	4	0	0	0	0	0	2	80
14:00	0	34	12	3	9	0	0	4	0	0	0	0	0	1	63
15:00	0	53	13	4	13	0	0	4	0	0	0	0	0	1	88
16:00	0	38	27	4	13	0	0	4	1	0	0	0	0	7	94
17:00	0	63	19	1	11	0	1	1	0	0	0	0	0	0	96
18:00	0	47	19	1	11	0	0	0	0	0	0	0	0	5	83
19:00	0	28	13	0	4	0	0	0	0	0	0	0	0	0	45
20:00	0	26	11	0	2	0	0	0	0	0	0	0	0	0	39
21:00	0	13	7	0	1	0	0	1	0	0	0	0	0	0	22
22:00	0	12	1	0	2	0	0	0	0	0	0	0	0	0	15
23:00	0	8	2	2	0	0	0	0	0	0	0	0	0	0	12
Total	0	625	225	22	130	12	1	24	2	2	1	2	0	27	1073
Percent	0.0%	58.2%	21.0%	2.1%	12.1%	1.1%	0.1%	2.2%	0.2%	0.2%	0.1%	0.2%	0.0%	2.5%	
AM Peak		09:00	10:00	09:00	08:00	07:00		09:00	11:00	06:00		07:00		06:00	
Vol.		51	18	4	13	2		2	1	1		1		3	
PM Peak		17:00	16:00	15:00	15:00	12:00	17:00	13:00	16:00		12:00			16:00	
Vol.		63	27	4	13	1	1	4	1		1			7	

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Vancouver Avenue
west of Loop Road

Eastbound															
Start Time	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Total
05/27/21	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
02:00	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
03:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
04:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
05:00	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8
06:00	0	15	5	0	3	0	0	0	0	0	0	0	0	0	23
07:00	0	26	6	0	6	0	0	2	0	0	0	0	0	0	40
08:00	0	31	8	1	8	0	0	1	0	0	0	0	1	0	50
09:00	0	53	13	4	9	1	0	2	0	0	0	0	0	2	84
10:00	0	28	16	0	9	0	0	0	0	1	0	0	0	2	56
11:00	0	31	18	1	7	0	0	3	0	0	0	0	0	3	63
12 PM	0	40	17	0	17	0	0	1	0	0	0	0	0	2	77
13:00	0	36	26	1	7	2	0	1	0	0	0	0	0	0	73
14:00	0	40	19	3	11	1	0	1	0	0	0	0	0	0	75
15:00	0	52	22	5	14	0	0	1	0	0	0	0	0	0	94
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	366	151	15	92	4	0	12	0	1	0	0	1	9	651
Percent	0.0%	56.2%	23.2%	2.3%	14.1%	0.6%	0.0%	1.8%	0.0%	0.2%	0.0%	0.0%	0.2%	1.4%	
AM Peak		09:00	11:00	09:00	09:00	09:00		11:00		10:00			08:00	11:00	
Vol.		53	18	4	9	1		3		1			1	3	
PM Peak		15:00	13:00	15:00	12:00	13:00		12:00						12:00	
Vol.		52	26	5	17	2		1						2	
Grand Total	4	3791	1609	120	930	18	17	149	4	8	2	2	3	94	6751
Percent	0.1%	56.2%	23.8%	1.8%	13.8%	0.3%	0.3%	2.2%	0.1%	0.1%	0.0%	0.0%	0.0%	1.4%	

ATTACHMENT B

Lanes, Volumes, Timings
 1: School Street & Elementary School Exit

05/24/2021

						
Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	76	0	8	0	0	36
Future Volume (vph)	76	0	8	0	0	36
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Fr						
Flt Protected	0.950					
Satd. Flow (prot)	1805	0	1900	0	0	1900
Flt Permitted	0.950					
Satd. Flow (perm)	1805	0	1900	0	0	1900
Link Speed (mph)	25		25			25
Link Distance (ft)	720		310			409
Travel Time (s)	19.6		8.5			11.2
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	76	0	8	0	0	36
Shared Lane Traffic (%)						
Lane Group Flow (vph)	76	0	8	0	0	36
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Right	Left	Left
Median Width(ft)	12		0			0
Link Offset(ft)	0		0			0
Crosswalk Width(ft)	16		16			16
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9		9	15	
Sign Control	Stop		Free			Free
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization	14.2%			ICU Level of Service A		
Analysis Period (min)	15					

HCM 6th TWSC
1: School Street & Elementary School Exit

05/24/2021

Intersection						
Int Delay, s/veh	5.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	↑		↑			↑
Traffic Vol, veh/h	76	0	8	0	0	36
Future Vol, veh/h	76	0	8	0	0	36
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	76	0	8	0	0	36

Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	44	8	0	-	-	-
Stage 1	8	-	-	-	-	-
Stage 2	36	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	-	-
Pot Cap-1 Maneuver	972	1080	-	0	0	-
Stage 1	1020	-	-	0	0	-
Stage 2	992	-	-	0	0	-
Platoon blocked, %			-			-
Mov Cap-1 Maneuver	972	1080	-	-	-	-
Mov Cap-2 Maneuver	972	-	-	-	-	-
Stage 1	1020	-	-	-	-	-
Stage 2	992	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	9	0	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBTWBLn1	SBT
Capacity (veh/h)	- 972	-
HCM Lane V/C Ratio	- 0.078	-
HCM Control Delay (s)	- 9	-
HCM Lane LOS	- A	-
HCM 95th %tile Q(veh)	- 0.3	-

Lanes, Volumes, Timings
 2: School Street & Elementary School Entrance

05/24/2021



Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	0	0	40	52	4	112
Future Volume (vph)	0	0	40	52	4	112
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.924					
Flt Protected	0.998					
Satd. Flow (prot)	1900	0	1626	0	0	1896
Flt Permitted	0.998					
Satd. Flow (perm)	1900	0	1626	0	0	1896
Link Speed (mph)	25		25			25
Link Distance (ft)	862		555			310
Travel Time (s)	23.5		15.1			8.5
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	8%	8%	0%	0%
Adj. Flow (vph)	0	0	40	52	4	112
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	0	92	0	0	116
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Right	Left	Left
Median Width(ft)	12		0			0
Link Offset(ft)	0		0			0
Crosswalk Width(ft)	16		16			16
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9		9	15	
Sign Control	Stop		Free			Free

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	12.5%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
 2: School Street & Elementary School Entrance

05/24/2021

Intersection						
Int Delay, s/veh	0.2					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	W		T			T
Traffic Vol, veh/h	0	0	40	52	4	112
Future Vol, veh/h	0	0	40	52	4	112
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	8	8	0	0
Mvmt Flow	0	0	40	52	4	112

Major/Minor	Minor1	Major1	Major2		
Conflicting Flow All	186	66	0	0	92
Stage 1	66	-	-	-	-
Stage 2	120	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	4.1
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	2.2
Pot Cap-1 Maneuver	808	1003	-	-	1515
Stage 1	962	-	-	-	-
Stage 2	910	-	-	-	-
Platoon blocked, %			-	-	-
Mov Cap-1 Maneuver	806	1003	-	-	1515
Mov Cap-2 Maneuver	806	-	-	-	-
Stage 1	962	-	-	-	-
Stage 2	907	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	0	0	0.3
HCM LOS	A		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	1515	-
HCM Lane V/C Ratio	-	-	0.003	-
HCM Control Delay (s)	-	-	0	7.4
HCM Lane LOS	-	-	A	A
HCM 95th %tile Q(veh)	-	-	0	0

Lanes, Volumes, Timings
 3: Vancouver Avenue & School Street

05/24/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↶	↷		↘	↙
Traffic Volume (vph)	8	20	8	36	72	8
Future Volume (vph)	8	20	8	36	72	8
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.890		0.986	
Flt Protected		0.986			0.957	
Satd. Flow (prot)	0	1873	1691	0	1793	0
Flt Permitted		0.986			0.957	
Satd. Flow (perm)	0	1873	1691	0	1793	0
Link Speed (mph)		25	25		25	
Link Distance (ft)		379	695		555	
Travel Time (s)		10.3	19.0		15.1	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	8	20	8	36	72	8
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	28	44	0	80	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Left	Left	Right	Left	Right
Median Width(ft)		0	0		12	
Link Offset(ft)		0	0		0	
Crosswalk Width(ft)		16	16		16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15			9	15	9
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	19.2%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
3: Vancouver Avenue & School Street

05/24/2021

Intersection						
Int Delay, s/veh	5.2					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		4	1		4	
Traffic Vol, veh/h	8	20	8	36	72	8
Future Vol, veh/h	8	20	8	36	72	8
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	8	20	8	36	72	8

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	44	0	-	0	62 26
Stage 1	-	-	-	-	26 -
Stage 2	-	-	-	-	36 -
Critical Hdwy	4.1	-	-	-	6.4 6.2
Critical Hdwy Stg 1	-	-	-	-	5.4 -
Critical Hdwy Stg 2	-	-	-	-	5.4 -
Follow-up Hdwy	2.2	-	-	-	3.5 3.3
Pot Cap-1 Maneuver	1577	-	-	-	949 1056
Stage 1	-	-	-	-	1002 -
Stage 2	-	-	-	-	992 -
Platoon blocked, %		-	-	-	
Mov Cap-1 Maneuver	1577	-	-	-	944 1056
Mov Cap-2 Maneuver	-	-	-	-	944 -
Stage 1	-	-	-	-	997 -
Stage 2	-	-	-	-	992 -

Approach	EB	WB	SB
HCM Control Delay, s	2.1	0	9.1
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1577	-	-	-	954
HCM Lane V/C Ratio	0.005	-	-	-	0.084
HCM Control Delay (s)	7.3	0	-	-	9.1
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.3

Lanes, Volumes, Timings
4: Vancouver Avenue & Howard Street

05/24/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↘	
Traffic Volume (vph)	0	16	32	0	28	0
Future Volume (vph)	0	16	32	0	28	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Fr						
Flt Protected					0.950	
Satd. Flow (prot)	0	1473	1900	0	1081	0
Flt Permitted					0.950	
Satd. Flow (perm)	0	1473	1900	0	1081	0
Link Speed (mph)		25	25		25	
Link Distance (ft)		695	378		486	
Travel Time (s)		19.0	10.3		13.3	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	29%	29%	0%	0%	67%	67%
Adj. Flow (vph)	0	16	32	0	28	0
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	16	32	0	28	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Left	Left	Right	Left	Right
Median Width(ft)		0	0		12	
Link Offset(ft)		0	0		0	
Crosswalk Width(ft)		16	16		16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15			9	15	9
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	13.3%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
4: Vancouver Avenue & Howard Street

05/24/2021

Intersection						
Int Delay, s/veh	3.5					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↓	
Traffic Vol, veh/h	0	16	32	0	28	0
Future Vol, veh/h	0	16	32	0	28	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	29	29	0	0	67	67
Mvmt Flow	0	16	32	0	28	0

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	-	0	-	0	48 32
Stage 1	-	-	-	-	32 -
Stage 2	-	-	-	-	16 -
Critical Hdwy	-	-	-	-	7.07 6.87
Critical Hdwy Stg 1	-	-	-	-	6.07 -
Critical Hdwy Stg 2	-	-	-	-	6.07 -
Follow-up Hdwy	-	-	-	-	4.103 3.903
Pot Cap-1 Maneuver	0	-	-	0	821 883
Stage 1	0	-	-	0	847 -
Stage 2	0	-	-	0	862 -
Platoon blocked, %	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	-	-	821 883
Mov Cap-2 Maneuver	-	-	-	-	821 -
Stage 1	-	-	-	-	847 -
Stage 2	-	-	-	-	862 -

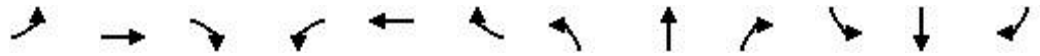
Approach	EB	WB	SB
HCM Control Delay, s	0	0	9.5
HCM LOS			A

Minor Lane/Major Mvmt	EBT	WBT	SBLn1
Capacity (veh/h)	-	-	821
HCM Lane V/C Ratio	-	-	0.034
HCM Control Delay (s)	-	-	9.5
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.1

Lanes, Volumes, Timings

5: Driveway/Howard Avenue & Vancouver Avenue

05/24/2021



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	0	84	4	0	28	4	4	0	0	0	0	0
Future Volume (vph)	0	84	4	0	28	4	4	0	0	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fr _t		0.994			0.983							
Fl _t Protected								0.950				
Satd. Flow (prot)	0	1889	0	0	1868	0	0	1805	0	0	1900	0
Fl _t Permitted								0.950				
Satd. Flow (perm)	0	1889	0	0	1868	0	0	1805	0	0	1900	0
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		378			660			391			472	
Travel Time (s)		10.3			18.0			10.7			12.9	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	0	84	4	0	28	4	4	0	0	0	0	0
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	88	0	0	32	0	0	4	0	0	0	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	14.7%
ICU Level of Service	A
Analysis Period (min)	15

Intersection												
Int Delay, s/veh	0.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	84	4	0	28	4	4	0	0	0	0	0
Future Vol, veh/h	0	84	4	0	28	4	4	0	0	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	0	84	4	0	28	4	4	0	0	0	0	0

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	32	0	0	88	0	0	116	118	86	116	118	30
Stage 1	-	-	-	-	-	-	86	86	-	30	30	-
Stage 2	-	-	-	-	-	-	30	32	-	86	88	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1593	-	-	1520	-	-	865	776	978	865	776	1050
Stage 1	-	-	-	-	-	-	927	827	-	992	874	-
Stage 2	-	-	-	-	-	-	992	872	-	927	826	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1593	-	-	1520	-	-	865	776	978	865	776	1050
Mov Cap-2 Maneuver	-	-	-	-	-	-	865	776	-	865	776	-
Stage 1	-	-	-	-	-	-	927	827	-	992	874	-
Stage 2	-	-	-	-	-	-	992	872	-	927	826	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0	0	9.2	0
HCM LOS			A	A

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	865	1593	-	-	1520	-	-	-
HCM Lane V/C Ratio	0.005	-	-	-	-	-	-	-
HCM Control Delay (s)	9.2	0	-	-	0	-	-	0
HCM Lane LOS	A	A	-	-	A	-	-	A
HCM 95th %tile Q(veh)	0	0	-	-	0	-	-	-

Lanes, Volumes, Timings
 6: Loop Road & Kanaka Creek Road (South)/Driveway

05/24/2021



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	0	36	0	0	0	32	0	0	0	36	8
Future Volume (vph)	4	0	36	0	0	0	32	0	0	0	36	8
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	50		0	0		0	0		0	0		0
Storage Lanes	1		0	0		0	0		0	0		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.850										0.975
Flt Protected	0.950							0.950				
Satd. Flow (prot)	1543	1380	0	0	1900	0	0	1583	0	0	1852	0
Flt Permitted	0.950							0.950				
Satd. Flow (perm)	1543	1380	0	0	1900	0	0	1583	0	0	1852	0
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		401			363			289			471	
Travel Time (s)		10.9			9.9			7.9			12.8	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	17%	17%	17%	0%	0%	0%	14%	14%	14%	0%	0%	0%
Adj. Flow (vph)	4	0	36	0	0	0	32	0	0	0	36	8
Shared Lane Traffic (%)												
Lane Group Flow (vph)	4	36	0	0	0	0	0	32	0	0	44	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Stop			Stop			Free			Free	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	18.4%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
6: Loop Road & Kanaka Creek Road (South)/Driveway

05/24/2021

Intersection												
Int Delay, s/veh	2.1											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	4	0	36	0	0	0	32	0	0	0	36	8
Future Vol, veh/h	4	0	36	0	0	0	32	0	0	0	36	8
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	50	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	17	17	17	0	0	0	14	14	14	0	0	0
Mvmt Flow	4	0	36	0	0	0	32	0	0	0	36	8










Major/Minor	Minor2		Minor1		Major1			Major2				
Conflicting Flow All	104	104	40	122	108	0	44	0	0	0	0	0
Stage 1	40	40	-	64	64	-	-	-	-	-	-	-
Stage 2	64	64	-	58	44	-	-	-	-	-	-	-
Critical Hdwy	7.27	6.67	6.37	7.1	6.5	6.2	4.24	-	-	4.1	-	-
Critical Hdwy Stg 1	6.27	5.67	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.27	5.67	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.653	4.153	3.453	3.5	4	3.3	2.326	-	-	2.2	-	-
Pot Cap-1 Maneuver	842	759	990	858	786	-	1491	-	-	-	-	-
Stage 1	938	833	-	952	846	-	-	-	-	-	-	-
Stage 2	910	813	-	959	862	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	-	743	990	813	769	-	1491	-	-	-	-	-
Mov Cap-2 Maneuver	-	743	-	813	769	-	-	-	-	-	-	-
Stage 1	918	833	-	932	828	-	-	-	-	-	-	-
Stage 2	891	796	-	924	862	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s		0	7.5	0
HCM LOS	-	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	EBLn2	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1491	-	-	-	990	-	-	-	-
HCM Lane V/C Ratio	0.021	-	-	-	0.036	-	-	-	-
HCM Control Delay (s)	7.5	0	-	-	8.8	0	0	-	-
HCM Lane LOS	A	A	-	-	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-	-	0.1	-	-	-	-

Lanes, Volumes, Timings
 1: School Street & Elementary School Exit

05/24/2021

						
Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	0	0	64	0	0	32
Future Volume (vph)	0	0	64	0	0	32
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Fr						
Flt Protected						
Satd. Flow (prot)	1900	0	1900	0	0	1900
Flt Permitted						
Satd. Flow (perm)	1900	0	1900	0	0	1900
Link Speed (mph)	25		25			25
Link Distance (ft)	720		310			409
Travel Time (s)	19.6		8.5			11.2
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	0	0	64	0	0	32
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	0	64	0	0	32
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Right	Left	Left
Median Width(ft)	12		0			0
Link Offset(ft)	0		0			0
Crosswalk Width(ft)	16		16			16
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9		9	15	
Sign Control	Stop		Free			Free
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
Intersection Capacity Utilization	6.7%			ICU Level of Service A		
Analysis Period (min)	15					

HCM 6th TWSC
 1: School Street & Elementary School Exit

05/24/2021

Intersection						
Int Delay, s/veh	0					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	↔		↑			↑
Traffic Vol, veh/h	0	0	64	0	0	32
Future Vol, veh/h	0	0	64	0	0	32
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	0	0	64	0	0	32

Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	96	64	0	-	-	-
Stage 1	64	-	-	-	-	-
Stage 2	32	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	-	-
Pot Cap-1 Maneuver	908	1006	-	0	0	-
Stage 1	964	-	-	0	0	-
Stage 2	996	-	-	0	0	-
Platoon blocked, %			-			-
Mov Cap-1 Maneuver	908	1006	-	-	-	-
Mov Cap-2 Maneuver	908	-	-	-	-	-
Stage 1	964	-	-	-	-	-
Stage 2	996	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	0	0	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBTWBLn1	SBT
Capacity (veh/h)	-	-
HCM Lane V/C Ratio	-	-
HCM Control Delay (s)	-	0
HCM Lane LOS	-	A
HCM 95th %tile Q(veh)	-	-

Lanes, Volumes, Timings
 2: School Street & Elementary School Entrance

05/24/2021



Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	0	0	64	0	0	32
Future Volume (vph)	0	0	64	0	0	32
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt						
Flt Protected						
Satd. Flow (prot)	1900	0	1900	0	0	1900
Flt Permitted						
Satd. Flow (perm)	1900	0	1900	0	0	1900
Link Speed (mph)	25		25			25
Link Distance (ft)	862		555			310
Travel Time (s)	23.5		15.1			8.5
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	0	0	64	0	0	32
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	0	64	0	0	32
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Right	Left	Left
Median Width(ft)	12		0			0
Link Offset(ft)	0		0			0
Crosswalk Width(ft)	16		16			16
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9		9	15	
Sign Control	Stop		Free			Free

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	6.7%
	ICU Level of Service A
Analysis Period (min)	15

HCM 6th TWSC
2: School Street & Elementary School Entrance

05/24/2021

Intersection						
Int Delay, s/veh	0					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	0	0	64	0	0	32
Future Vol, veh/h	0	0	64	0	0	32
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	0	0	64	0	0	32

Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	96	64	0	0	64	0
Stage 1	64	-	-	-	-	-
Stage 2	32	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	4.1	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	2.2	-
Pot Cap-1 Maneuver	908	1006	-	-	1551	-
Stage 1	964	-	-	-	-	-
Stage 2	996	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	908	1006	-	-	1551	-
Mov Cap-2 Maneuver	908	-	-	-	-	-
Stage 1	964	-	-	-	-	-
Stage 2	996	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	0	0	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	1551	-
HCM Lane V/C Ratio	-	-	-	-
HCM Control Delay (s)	-	-	0	0
HCM Lane LOS	-	-	A	A
HCM 95th %tile Q(veh)	-	-	0	0

Lanes, Volumes, Timings
 3: Vancouver Avenue & School Street

05/24/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↶	↷		↶	↷
Traffic Volume (vph)	20	28	20	44	16	16
Future Volume (vph)	20	28	20	44	16	16
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.907		0.932	
Flt Protected		0.980			0.976	
Satd. Flow (prot)	0	1862	1581	0	1728	0
Flt Permitted		0.980			0.976	
Satd. Flow (perm)	0	1862	1581	0	1728	0
Link Speed (mph)		25	25		25	
Link Distance (ft)		379	695		555	
Travel Time (s)		10.3	19.0		15.1	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	9%	9%	0%	0%
Adj. Flow (vph)	20	28	20	44	16	16
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	48	64	0	32	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Left	Left	Right	Left	Right
Median Width(ft)		0	0		12	
Link Offset(ft)		0	0		0	
Crosswalk Width(ft)		16	16		16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15			9	15	9
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	19.2%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
3: Vancouver Avenue & School Street

05/24/2021

Intersection						
Int Delay, s/veh	3					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↶	↷		↶	↷
Traffic Vol, veh/h	20	28	20	44	16	16
Future Vol, veh/h	20	28	20	44	16	16
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	9	9	0	0
Mvmt Flow	20	28	20	44	16	16

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	64	0	-	0	110
Stage 1	-	-	-	-	42
Stage 2	-	-	-	-	68
Critical Hdwy	4.1	-	-	-	6.4
Critical Hdwy Stg 1	-	-	-	-	5.4
Critical Hdwy Stg 2	-	-	-	-	5.4
Follow-up Hdwy	2.2	-	-	-	3.5
Pot Cap-1 Maneuver	1551	-	-	-	892
Stage 1	-	-	-	-	986
Stage 2	-	-	-	-	960
Platoon blocked, %		-	-	-	
Mov Cap-1 Maneuver	1551	-	-	-	880
Mov Cap-2 Maneuver	-	-	-	-	880
Stage 1	-	-	-	-	973
Stage 2	-	-	-	-	960

Approach	EB	WB	SB
HCM Control Delay, s	3.1	0	8.9
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1551	-	-	-	951
HCM Lane V/C Ratio	0.013	-	-	-	0.034
HCM Control Delay (s)	7.4	0	-	-	8.9
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.1

Lanes, Volumes, Timings
 4: Vancouver Avenue & Howard Street

05/24/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↔	
Traffic Volume (vph)	0	40	28	0	0	4
Future Volume (vph)	0	40	28	0	0	4
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Fr _t					0.865	
Fl _t Protected						
Satd. Flow (prot)	0	1900	1667	0	1644	0
Fl _t Permitted						
Satd. Flow (perm)	0	1900	1667	0	1644	0
Link Speed (mph)		25	25		25	
Link Distance (ft)		695	378		486	
Travel Time (s)		19.0	10.3		13.3	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	14%	14%	0%	0%
Adj. Flow (vph)	0	40	28	0	0	4
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	40	28	0	4	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Left	Left	Right	Left	Right
Median Width(ft)		0	0		12	
Link Offset(ft)		0	0		0	
Crosswalk Width(ft)		16	16		16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15			9	15	9
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	13.3%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
4: Vancouver Avenue & Howard Street

05/24/2021

Intersection						
Int Delay, s/veh	0.5					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↓	
Traffic Vol, veh/h	0	40	28	0	0	4
Future Vol, veh/h	0	40	28	0	0	4
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	14	14	0	0
Mvmt Flow	0	40	28	0	0	4

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	-	0	-	0	68 28
Stage 1	-	-	-	-	28 -
Stage 2	-	-	-	-	40 -
Critical Hdwy	-	-	-	-	6.4 6.2
Critical Hdwy Stg 1	-	-	-	-	5.4 -
Critical Hdwy Stg 2	-	-	-	-	5.4 -
Follow-up Hdwy	-	-	-	-	3.5 3.3
Pot Cap-1 Maneuver	0	-	-	0	942 1053
Stage 1	0	-	-	0	1000 -
Stage 2	0	-	-	0	988 -
Platoon blocked, %	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	-	-	942 1053
Mov Cap-2 Maneuver	-	-	-	-	942 -
Stage 1	-	-	-	-	1000 -
Stage 2	-	-	-	-	988 -

Approach	EB	WB	SB
HCM Control Delay, s	0	0	8.4
HCM LOS			A

Minor Lane/Major Mvmt	EBT	WBT	SBLn1
Capacity (veh/h)	-	-	1053
HCM Lane V/C Ratio	-	-	0.004
HCM Control Delay (s)	-	-	8.4
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0

Lanes, Volumes, Timings

5: Driveway/Howard Avenue & Vancouver Avenue

05/24/2021



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	0	48	0	0	24	4	4	0	12	0	0	0
Future Volume (vph)	0	48	0	0	24	4	4	0	12	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt					0.981			0.899				
Flt Protected								0.988				
Satd. Flow (prot)	0	1900	0	0	1864	0	0	1688	0	0	1900	0
Flt Permitted								0.988				
Satd. Flow (perm)	0	1900	0	0	1864	0	0	1688	0	0	1900	0
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		378			660			391			472	
Travel Time (s)		10.3			18.0			10.7			12.9	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	0	48	0	0	24	4	4	0	12	0	0	0
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	48	0	0	28	0	0	16	0	0	0	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	13.3%
ICU Level of Service	A
Analysis Period (min)	15

Intersection												
Int Delay, s/veh	1.5											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	48	0	0	24	4	4	0	12	0	0	0
Future Vol, veh/h	0	48	0	0	24	4	4	0	12	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	0	48	0	0	24	4	4	0	12	0	0	0



















Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	28	0	0	48	0	0	74	76	48	80	74	26
Stage 1	-	-	-	-	-	-	48	48	-	26	26	-
Stage 2	-	-	-	-	-	-	26	28	-	54	48	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1599	-	-	1572	-	-	921	818	1027	913	820	1056
Stage 1	-	-	-	-	-	-	971	859	-	997	878	-
Stage 2	-	-	-	-	-	-	997	876	-	963	859	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1599	-	-	1572	-	-	921	818	1027	902	820	1056
Mov Cap-2 Maneuver	-	-	-	-	-	-	921	818	-	902	820	-
Stage 1	-	-	-	-	-	-	971	859	-	997	878	-
Stage 2	-	-	-	-	-	-	997	876	-	952	859	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0	0	8.7	0
HCM LOS			A	A

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	998	1599	-	-	1572	-	-	-
HCM Lane V/C Ratio	0.016	-	-	-	-	-	-	-
HCM Control Delay (s)	8.7	0	-	-	0	-	-	0
HCM Lane LOS	A	A	-	-	A	-	-	A
HCM 95th %tile Q(veh)	0	0	-	-	0	-	-	-

Lanes, Volumes, Timings
 6: Loop Road & Kanaka Creek Road (South)/Driveway

05/24/2021

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	4	0	72	0	0	0	76	32	0	0	36	16
Future Volume (vph)	4	0	72	0	0	0	76	32	0	0	36	16
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	50		0	0		0	0		0	0		0
Storage Lanes	1		0	0		0	0		0	0		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.850										0.958
Flt Protected	0.950							0.966				
Satd. Flow (prot)	1805	1615	0	0	1900	0	0	1835	0	0	1820	0
Flt Permitted	0.950							0.966				
Satd. Flow (perm)	1805	1615	0	0	1900	0	0	1835	0	0	1820	0
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		401			363			289			471	
Travel Time (s)		10.9			9.9			7.9			12.8	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	4	0	72	0	0	0	76	32	0	0	36	16
Shared Lane Traffic (%)												
Lane Group Flow (vph)	4	72	0	0	0	0	0	108	0	0	52	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Stop			Stop			Free			Free	
Intersection Summary												
Area Type:	Other											
Control Type:	Unsignalized											
Intersection Capacity Utilization	23.7%						ICU Level of Service A					
Analysis Period (min)	15											

HCM 6th TWSC
6: Loop Road & Kanaka Creek Road (South)/Driveway

05/24/2021

Intersection												
Int Delay, s/veh	5.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	4	0	72	0	0	0	76	32	0	0	36	16
Future Vol, veh/h	4	0	72	0	0	0	76	32	0	0	36	16
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	50	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	4	0	72	0	0	0	76	32	0	0	36	16










Major/Minor	Minor2		Minor1			Major1			Major2			
Conflicting Flow All	228	228	44	264	236	32	52	0	0	32	0	0
Stage 1	44	44	-	184	184	-	-	-	-	-	-	-
Stage 2	184	184	-	80	52	-	-	-	-	-	-	-
Critical Hdwy	7.1	6.5	6.2	7.1	6.5	6.2	4.1	-	-	4.1	-	-
Critical Hdwy Stg 1	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.1	5.5	-	6.1	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	3.3	3.5	4	3.3	2.2	-	-	2.2	-	-
Pot Cap-1 Maneuver	731	675	1032	693	668	1048	1567	-	-	1593	-	-
Stage 1	975	862	-	822	751	-	-	-	-	-	-	-
Stage 2	822	751	-	934	856	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	704	642	1032	620	635	1048	1567	-	-	1593	-	-
Mov Cap-2 Maneuver	704	642	-	620	635	-	-	-	-	-	-	-
Stage 1	927	862	-	782	714	-	-	-	-	-	-	-
Stage 2	782	714	-	869	856	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	8.9	0	5.2	0
HCM LOS	A	A		

Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	EBLn2	WBLn1	SBL	SBT	SBR
Capacity (veh/h)	1567	-	-	704	1032	-	1593	-	-
HCM Lane V/C Ratio	0.049	-	-	0.006	0.07	-	-	-	-
HCM Control Delay (s)	7.4	0	-	10.1	8.8	0	0	-	-
HCM Lane LOS	A	A	-	B	A	A	A	-	-
HCM 95th %tile Q(veh)	0.2	-	-	0	0.2	-	0	-	-

Lanes, Volumes, Timings
 1: School Street & Elementary School Exit

05/24/2021

						
Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	32	8	40	0	0	36
Future Volume (vph)	32	8	40	0	0	36
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.973					
Flt Protected	0.962					
Satd. Flow (prot)	1778	0	1727	0	0	1900
Flt Permitted	0.962					
Satd. Flow (perm)	1778	0	1727	0	0	1900
Link Speed (mph)	25		25			25
Link Distance (ft)	720		310			409
Travel Time (s)	19.6		8.5			11.2
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	10%	10%	0%	0%
Adj. Flow (vph)	32	8	40	0	0	36
Shared Lane Traffic (%)						
Lane Group Flow (vph)	40	0	40	0	0	36
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Right	Left	Left
Median Width(ft)	12		0			0
Link Offset(ft)	0		0			0
Crosswalk Width(ft)	16		16			16
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9		9	15	
Sign Control	Stop		Free			Free

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	13.3%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
1: School Street & Elementary School Exit

05/24/2021

Intersection						
Int Delay, s/veh	3.1					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	↔		↑			↑
Traffic Vol, veh/h	32	8	40	0	0	36
Future Vol, veh/h	32	8	40	0	0	36
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	10	10	0	0
Mvmt Flow	32	8	40	0	0	36

Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	76	40	0	-	-	-
Stage 1	40	-	-	-	-	-
Stage 2	36	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	-	-
Pot Cap-1 Maneuver	932	1037	-	0	0	-
Stage 1	988	-	-	0	0	-
Stage 2	992	-	-	0	0	-
Platoon blocked, %			-			-
Mov Cap-1 Maneuver	932	1037	-	-	-	-
Mov Cap-2 Maneuver	932	-	-	-	-	-
Stage 1	988	-	-	-	-	-
Stage 2	992	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	9	0	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBTWBLn1	SBT
Capacity (veh/h)	- 951	-
HCM Lane V/C Ratio	- 0.042	-
HCM Control Delay (s)	- 9	-
HCM Lane LOS	- A	-
HCM 95th %tile Q(veh)	- 0.1	-

Lanes, Volumes, Timings
 2: School Street & Elementary School Entrance

05/24/2021



Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	0	0	60	28	8	32
Future Volume (vph)	0	0	60	28	8	32
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt	0.957					
Flt Protected	0.990					
Satd. Flow (prot)	1900	0	1818	0	0	1881
Flt Permitted	0.990					
Satd. Flow (perm)	1900	0	1818	0	0	1881
Link Speed (mph)	25		25			25
Link Distance (ft)	862		555			310
Travel Time (s)	23.5		15.1			8.5
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	0	0	60	28	8	32
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	0	88	0	0	40
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Right	Left	Left
Median Width(ft)	12		0			0
Link Offset(ft)	0		0			0
Crosswalk Width(ft)	16		16			16
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15	9		9	15	
Sign Control	Stop		Free			Free

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	11.9%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
 2: School Street & Elementary School Entrance

05/24/2021

Intersection						
Int Delay, s/veh	0.5					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	W		T			T
Traffic Vol, veh/h	0	0	60	28	8	32
Future Vol, veh/h	0	0	60	28	8	32
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	0	0	60	28	8	32

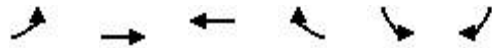
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	122	74	0	0	88	0
Stage 1	74	-	-	-	-	-
Stage 2	48	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	4.1	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	2.2	-
Pot Cap-1 Maneuver	878	993	-	-	1520	-
Stage 1	954	-	-	-	-	-
Stage 2	980	-	-	-	-	-
Platoon blocked, %			-	-	-	-
Mov Cap-1 Maneuver	874	993	-	-	1520	-
Mov Cap-2 Maneuver	874	-	-	-	-	-
Stage 1	954	-	-	-	-	-
Stage 2	975	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	0	0	1.5
HCM LOS	A		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	1520	-
HCM Lane V/C Ratio	-	-	0.005	-
HCM Control Delay (s)	-	-	0	7.4
HCM Lane LOS	-	-	A	A
HCM 95th %tile Q(veh)	-	-	-	0

Lanes, Volumes, Timings
 3: Vancouver Avenue & School Street

05/24/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (vph)	12	24	36	32	76	16
Future Volume (vph)	12	24	36	32	76	16
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.936		0.977	
Flt Protected		0.984			0.960	
Satd. Flow (prot)	0	1870	1778	0	1714	0
Flt Permitted		0.984			0.960	
Satd. Flow (perm)	0	1870	1778	0	1714	0
Link Speed (mph)		25	25		25	
Link Distance (ft)		379	695		555	
Travel Time (s)		10.3	19.0		15.1	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	4%	4%
Adj. Flow (vph)	12	24	36	32	76	16
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	36	68	0	92	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Left	Left	Right	Left	Right
Median Width(ft)		0	0		12	
Link Offset(ft)		0	0		0	
Crosswalk Width(ft)		16	16		16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15			9	15	9
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	20.4%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
 3: Vancouver Avenue & School Street

05/24/2021

Intersection						
Int Delay, s/veh	4.9					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↔	↔		↔	
Traffic Vol, veh/h	12	24	36	32	76	16
Future Vol, veh/h	12	24	36	32	76	16
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	4	4
Mvmt Flow	12	24	36	32	76	16

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	68	0	-	0	100 52
Stage 1	-	-	-	-	52 -
Stage 2	-	-	-	-	48 -
Critical Hdwy	4.1	-	-	-	6.44 6.24
Critical Hdwy Stg 1	-	-	-	-	5.44 -
Critical Hdwy Stg 2	-	-	-	-	5.44 -
Follow-up Hdwy	2.2	-	-	-	3.536 3.336
Pot Cap-1 Maneuver	1546	-	-	-	894 1010
Stage 1	-	-	-	-	965 -
Stage 2	-	-	-	-	969 -
Platoon blocked, %		-	-	-	
Mov Cap-1 Maneuver	1546	-	-	-	887 1010
Mov Cap-2 Maneuver	-	-	-	-	887 -
Stage 1	-	-	-	-	957 -
Stage 2	-	-	-	-	969 -

Approach	EB	WB	SB
HCM Control Delay, s	2.4	0	9.4
HCM LOS			A

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1546	-	-	-	906
HCM Lane V/C Ratio	0.008	-	-	-	0.102
HCM Control Delay (s)	7.3	0	-	-	9.4
HCM Lane LOS	A	A	-	-	A
HCM 95th %tile Q(veh)	0	-	-	-	0.3

Lanes, Volumes, Timings
4: Vancouver Avenue & Howard Street

05/24/2021



Lane Group	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↔	
Traffic Volume (vph)	0	32	32	0	12	12
Future Volume (vph)	0	32	32	0	12	12
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00
Fr _t					0.932	
Fl _t Protected					0.976	
Satd. Flow (prot)	0	1900	1900	0	1477	0
Fl _t Permitted					0.976	
Satd. Flow (perm)	0	1900	1900	0	1477	0
Link Speed (mph)		25	25		25	
Link Distance (ft)		695	378		486	
Travel Time (s)		19.0	10.3		13.3	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	0%	17%	17%
Adj. Flow (vph)	0	32	32	0	12	12
Shared Lane Traffic (%)						
Lane Group Flow (vph)	0	32	32	0	24	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Left	Left	Right	Left	Right
Median Width(ft)		0	0		12	
Link Offset(ft)		0	0		0	
Crosswalk Width(ft)		16	16		16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15			9	15	9
Sign Control		Free	Free		Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	13.3%
Analysis Period (min)	15
	ICU Level of Service A

HCM 6th TWSC
4: Vancouver Avenue & Howard Street

05/24/2021

Intersection

Int Delay, s/veh 2.4

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↓	
Traffic Vol, veh/h	0	32	32	0	12	12
Future Vol, veh/h	0	32	32	0	12	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	0	17	17
Mvmt Flow	0	32	32	0	12	12

Major/Minor	Major1	Major2	Minor2		
Conflicting Flow All	-	0	-	0	64 32
Stage 1	-	-	-	-	32 -
Stage 2	-	-	-	-	32 -
Critical Hdwy	-	-	-	-	6.57 6.37
Critical Hdwy Stg 1	-	-	-	-	5.57 -
Critical Hdwy Stg 2	-	-	-	-	5.57 -
Follow-up Hdwy	-	-	-	-	3.653 3.453
Pot Cap-1 Maneuver	0	-	-	0	906 1000
Stage 1	0	-	-	0	953 -
Stage 2	0	-	-	0	953 -
Platoon blocked, %	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	-	-	906 1000
Mov Cap-2 Maneuver	-	-	-	-	906 -
Stage 1	-	-	-	-	953 -
Stage 2	-	-	-	-	953 -

Approach	EB	WB	SB
HCM Control Delay, s	0	0	8.9
HCM LOS			A

Minor Lane/Major Mvmt	EBT	WBT	SBLn1
Capacity (veh/h)	-	-	951
HCM Lane V/C Ratio	-	-	0.025
HCM Control Delay (s)	-	-	8.9
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.1

Lanes, Volumes, Timings

5: Driveway/Howard Avenue & Vancouver Avenue

05/24/2021



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	0	68	0	0	36	4	0	0	4	4	0	0
Future Volume (vph)	0	68	0	0	36	4	0	0	4	4	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt					0.986			0.865				
Flt Protected											0.950	
Satd. Flow (prot)	0	1900	0	0	1171	0	0	1644	0	0	1805	0
Flt Permitted											0.950	
Satd. Flow (perm)	0	1900	0	0	1171	0	0	1644	0	0	1805	0
Link Speed (mph)		25			25			25			25	
Link Distance (ft)		378			330			391			472	
Travel Time (s)		10.3			9.0			10.7			12.9	
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Vehicles (%)	0%	0%	0%	60%	60%	60%	0%	0%	0%	0%	0%	0%
Adj. Flow (vph)	0	68	0	0	36	4	0	0	4	4	0	0
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	68	0	0	40	0	0	4	0	0	4	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		0			0			0			0	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Sign Control		Free			Free			Stop			Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	13.6%
Analysis Period (min)	15
	ICU Level of Service A

Intersection												
Int Delay, s/veh	0.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	68	0	0	36	4	0	0	4	4	0	0
Future Vol, veh/h	0	68	0	0	36	4	0	0	4	4	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	100	100	100	100	100	100	100	100	100	100	100	100
Heavy Vehicles, %	0	0	0	60	60	60	0	0	0	0	0	0
Mvmt Flow	0	68	0	0	36	4	0	0	4	4	0	0

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	40	0	0	68	0	0	106	108	68	108	106	38
Stage 1	-	-	-	-	-	-	68	68	-	38	38	-
Stage 2	-	-	-	-	-	-	38	40	-	70	68	-
Critical Hdwy	4.1	-	-	4.7	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.74	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1583	-	-	1234	-	-	878	786	1001	876	788	1040
Stage 1	-	-	-	-	-	-	947	842	-	982	867	-
Stage 2	-	-	-	-	-	-	982	866	-	945	842	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1583	-	-	1234	-	-	878	786	1001	872	788	1040
Mov Cap-2 Maneuver	-	-	-	-	-	-	878	786	-	872	788	-
Stage 1	-	-	-	-	-	-	947	842	-	982	867	-
Stage 2	-	-	-	-	-	-	982	866	-	941	842	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0	0	8.6	9.1
HCM LOS			A	A

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	1001	1583	-	-	1234	-	-	872
HCM Lane V/C Ratio	0.004	-	-	-	-	-	-	0.005
HCM Control Delay (s)	8.6	0	-	-	0	-	-	9.1
HCM Lane LOS	A	A	-	-	A	-	-	A
HCM 95th %tile Q(veh)	0	0	-	-	0	-	-	0

ATTACHMENT C

OFFICER REPORTED CRASHES THAT OCCURRED at OR in the vicinity of THE FOLLOWING INTERSECTIONS IN THE CITY OF STEVENSON

- School St @ Elementary School Entrance - No Reported Crashes
- School St @ Elementary School Exit - No Reported Crashes
- School St @ Vancouver Ave
- Homeward St @ Vancouver Ave - No Reported Crashes
- Homeward Ave @ Vancouver - No Reported Crashes
- Loop Rd @ Kanaka Creek Rd - No Reported Crashes

01/01/2016 - Avail 2021

Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

JURISDICTION	COUNTY	CITY	PRIMARY TRAFFICWAY	BLOCK NUMBER	INTERSECTING TRAFFICWAY	DIST FROM REF POINT	MILEPOST	COMP DIR FROM REF POINT	REFERENCE POINT NAME	A / B	SR ONLY HISTORY/SUSPENSE	REPORT NUMBER	DATE	TIME	MOST SEVERE INJURY TYPE	# INJURED	# FATAL	# PROPERTY DAMAGE	# BIKES	VEHICLE 1 TYPE	VEHICLE 2 TYPE	JUNCTION RELATIONSHIP	WEATHER	ROADWAY SURFACE CONDITION	LIGHTING CONDITION	FIRST COLLISION TYPE / OBJECT STRUCK	VEHICLE 1 ACTION	VEHICLE 2 ACTION	VEHICLE 1 COMPASS DIRECTION FROM	VEHICLE 1 COMPASS DIRECTION TO	VEHICLE 2 COMPASS DIRECTION FROM	VEHICLE 2 COMPASS DIRECTION TO	MV DRIVER CONTRIBUTING CIRCUMSTANCE 1 (UNIT 1)	MV DRIVER CONTRIBUTING CIRCUMSTANCE 1 (UNIT 2)	FIRST IMPACT LOCATION (City, County & Misc Trafficways - 2010 forward)	WA STATE PLANE SOUTH - X 2010 - FORWARD	WA STATE PLANE SOUTH - Y 2010 - FORWARD
City Street	Skamania	Stevenson	VANCOUVER AVE	300		108		F	W	SCHOOL ST	No	E984612	11/09/2019	20:00	Possible Injury	1	0	2	0	Passenger Car	Pickup,Panel Truck or Vanette under 10,000 lb	At Driveway	Clear or Partly Cloudy	Dry	Dark-Street Lights On	Entering at angle	Going Straight Ahead	Backing	West	East	Vehicle Backing	Vehicle Backing	Unknown Distraction	None	Lane of Primary Trafficway	1286253.44	134730.9
City Street	Skamania	Stevenson	VANCOUVER AVE	300		50		F	W	SCHOOL ST	No	EA05325	01/17/2020	09:02	No Apparent Injury	0	0	2	0	Pickup,Panel Truck or Vanette under 10,000 lb	Passenger Car	Not at Intersection and Not Related	Overcast	Snow/Slush	Daylight	One parked--one moving	Going Straight Ahead	Legally Parked, Unoccupied	Northeast	Southwest			Exceeding Reas. Safe Speed	None	Outside Shoulder of Primary Trafficway	1286311.75	134731.85

ATTACHMENT D

Hann Lee

From: Terry Smith <tesmith729@gmail.com> on behalf of Terry Smith
Sent: Tuesday, June 8, 2021 12:08 PM
To: hlee@hleeassociates.com
Subject: Stevenson, WA Del Ray Avenue TIP

Mr. Lee,

My Parents, Esson and Virginia Smith purchased property south of Del Ray Avenue in the 1940's. At the time, no one even thought that Del Ray would ever be developed as did our neighbors.

My wife and I now own two pieces of property south of Del Ray and do not want Del Ray as a public through street. We have prospective buyers for both pieces of property but both have expressed opinions the same as ours. One buyer has told us that if Del Ray becomes a through street, he would no longer be interested in the property. Therefore, we wish that Del Ray Avenue be removed from the city's Transportation Improvement Plan (TIP).

Terry and Kay Smith
Goldendale, WA.,

Hann Lee

From: Michael McHugh <4mike@gorge.net> on behalf of Michael McHugh
Sent: Tuesday, June 8, 2021 10:10 PM
To: hlee@hleeassociates.com
Cc: Pat n Karen Rice
Subject: Del Ray Ave, Stevenson, WA

My name is Mike McHugh and along with my wife, Linda Hunter, own and live at 160 NW Homeward Avenue which is bordered by Del Ray Ave. on our north property line. We take this opportunity to add our support to the removal of Del Ray from the Stevenson city Transportation Improvement Plan. We have lived here since 1990 on this property and believe the current use of Del Ray, which has not changed during our residence here, is the proper and logical plan for public use, not being turned into a public through street with motorized vehicle traffic.

Mike McHugh and Linda Hunter

Sent from my iPad

Hann Lee

From: Curtis Esch <csesch@embarqmail.com> on behalf of Curtis Esch
Sent: Wednesday, June 9, 2021 8:42 AM
To: hlee@hleeassociates.com
Subject: Del Ray, Stevenson, WA -- TIP

Mr. Lee:

We own 90 Del Ray, Stevenson, WA.

We would like to have Del Ray removed from Stevenson's TIP program. Repeatedly, both verbally and in writing, Stevenson representatives have voiced their intent to never improve Del Ray. However, once the Del Ray property owners indicated that they would like the City to vacate Del Ray, the City suddenly proposed going forward to a major improvement exceeding several hundred thousands of dollars. We not want Del Ray to ever become a public through street. In addition we continue to want Del Ray vacated.

For some reason this appears to have become personal with some of the Stevenson City Council. We attended a Stevenson City Council meeting during which the current Mayor stated that he did not want to vacate Del Ray because he had plans for Del Ray.

A Road Development Agreement dated 4/19/2001 stated: "Whereas, City has a deeded right-of-way known as Del Ray Avenue. The road was deeded to the City in 1921 but has never been improved. The City has no plans to improve the road."

Orie and Delores Garrett (parents of Sherry Esch) purchased 90 Del Ray 6/17/20. During that time period Del Ray was in a sad state of disrepair. When the Garretts approached the City in regard to the serious need of gravel along with winter snow removal, they were told that the City had no intention of maintaining Del Ray and that if they wanted anything done to it that they (the Garretts) would have to maintain it themselves. So the Garretts purchased gravel and snow removal; in an effort to maintain Del Ray.

So, over a period of decades Stevenson City has repeatedly stated and shown in action that they had no desire to improve and/or maintain Del Ray.

Sincerely,

Curt & Sherry Esch

Hann Lee

From: Pat Rice <easylivingpat@gmail.com> on behalf of Pat Rice
Sent: Tuesday, June 15, 2021 6:28 AM
To: Hann Lee
Subject: Taking Del Ray right of way off of city's TIP

Mr. Lee,

My wife, Karen Rutledge, and I live at 189 NW Del Ray Avenue. We support taking the Del Ray right of way off of the City of Stevenson's Transportation Improvement Plan. Thank you for your efforts to help have this happen.

Pat Rice



Leana Kinley <leana@ci.stevenson.wa.us>

Work shop comments

1 message

L Krug <lvk3031@gmail.com>

Wed, Jun 15, 2022 at 10:13 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>

Good morning, Leana.

I noticed an item on the TIP worksheet titled "Overall Stormwater System Repair/upgrade."

It is my hope that it would include the maintenance of all existing " Manhole" lids located in the roadway by cutting a surround in the surface, raising the lid and replacing the pavement with asphalt or concrete level with the travel surface.

My concern is the "workmanship" of the past, present and future. My observation is that it has been poor and should be addressed. We all appreciate a smooth roadway no matter where we travel, transversable in all kinds of weather and circumstances.

If they are not addressed periodically, the said manholes turn into bone jarring potholes or "catch basins" and tend to add more rainfall into our sewer system. I would meet with you for further comments if you wish. Please include this email in the records of this workshop.

Thankyou, sincerely Larry Krug



Leana Kinley <leana@ci.stevenson.wa.us>

Holly Street paving

1 message

L Krug <lvk3031@gmail.com>

Wed, Jun 15, 2022 at 10:53 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>

I would give my opinion to this Item of the TIP workshop subjects.

Holly Street is presently a single lane chip seal roadway, It has served as the second access to Iman Cemetery since it was dedicated to public use with the platting of the Iman Rock Creek Tracts in 1963. It was paved most likely by Skamania County shortly after that time. and has developed one pothole since. This would indicate the lack of use it has experienced over the years and should not be a top priority of the TIP.

The Cemetery District has been the sole use of this roadway and it would be ludicrous if the project would be used as a parking lot for cemetery use.

The roadway will only be used by maybe two future lots to the East of the road.

I would like to meet with you at your earliest convenience to discuss other historical happenings regarding this subject.

Please enter this into the records of comments.

Thank you Larry Krug.



Leana Kinley <leana@ci.stevenson.wa.us>

Del Ray

Karen Rutledge <bakerkrn@gmail.com>

Wed, Jun 15, 2022 at 2:03 PM

To: Michael D Johnson <michael.d.johnson@ci.stevenson.wa.us>, Dave Cox <dave.cox@ci.stevenson.wa.us>, Paul Hendricks <paul.hendricks@ci.stevenson.wa.us>, Annie McHale <annie.mchale@ci.stevenson.wa.us>, kristy.mccaskell@ci.stevenson.wa.us

Cc: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Dear Council Members,

Because I won't be able to attend tomorrow evening's city council meeting, I wanted to give you some feedback on the Del Ray paving issue. First off, thank you for setting up the June 8th workshop on the TIP proposals. I believe it was a very constructive workshop and allowed for citizen input on these important topics.

Paving Del Ray was one of the projects discussed at the workshop. Every single neighbor with a house adjacent to Del Ray is opposed to paving any of the graveled sections of the right of way. As of last year anyway, the two property owners who do not currently have a home adjacent to Del Ray, but own property adjacent to it, also opposed Del Ray being on the TIP list. Rick May, who Leana said had originally asked Del Ray to be put on the TIP, stood up at a meeting last year and asked it to be taken off of the list.

Your packet includes a large amount of data that was collected and analyzed by our traffic engineer, Hann Lee. In addition to the traffic study Mr. Lee did last year, he also summarized in the attached three page memo dated June 6, 2022 why the Del Ray paving project should be taken off of the TIP.

I know your packet contains a huge amount of information for you to digest. Having served on a school board, I know how difficult it is to wade through large amounts of material and truly understand it. But please read Mr. Lee's attached memo and vote for option B which excludes Del Ray from the TIP. This honors what the citizens want and is supported by the facts.

Respectfully,

Karen Rutledge
Del Ray resident

**Hann Lee memo.pdf**

1587K



Leana Kinley <leana@ci.stevenson.wa.us>

2023 TIP

Rob Farris <fullyinvolved@gmail.com>

Wed, Jun 15, 2022 at 3:31 AM

To: citycouncil@ci.stevenson.wa.us

Cc: Leana Johnson - City of Stevenson <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, carolyn@ci.stevenson.wa.us, Ben Shumaker <ben@ci.stevenson.wa.us>

Council,

As a resident of Stevenson, I want to urge the Council to adopt Option B of the TIP Plan that is presented in the June 16th Council meeting packet. Adopting this option will eliminate the Del Ray Ave. drama and make the residents in that area happy. As you know I try not to mix my personal "Resident Rob" opinions with my Role as a City Department Head for the Fire Department but I do not think that past councils understood or appreciated the added stress to staff that the Del Ray Ave churn caused. Option B is a Win-Win in my opinion.

Thanks for your time

Rob Farris



City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Carolyn Sourek, Public Works Director
RE: Sewer Plant Update
Meeting Date: June 16, 2022

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

The plant continues to operate within its permit limits for total suspended solids (TSS), biochemical oxygen demand (BOD), and bacteria for its effluent. Our operator continues to be challenged this month by dewatering flows from the Phase 1 Collection System improvements project being discharged to the plant (per the contract), which has affected our influent limits for TSS. Extensive dewatering efforts required as part of the Rock Creek pump station excavation are expected in the coming weeks. The contractor has developed a plan with additional pretreatment efforts to mitigate influent TSS in the future.

In preparation for the WWTP Upgrade construction, the PW staff relocated all equipment and materials not required for WWTP operations to the Base Reservoir for temporary storage. A permanent storage facility will need to be identified in the immediate future. Additionally, the maximum amount of biosolids were wasted, in attempt to mitigate the need for oversized vehicular access to the plant in the coming months.

Lastly, six koi fish were added to the north clarifier. After multiple weeks, all are alive and accounted for, and we observe them cleaning algae off the sides of the tank regularly.

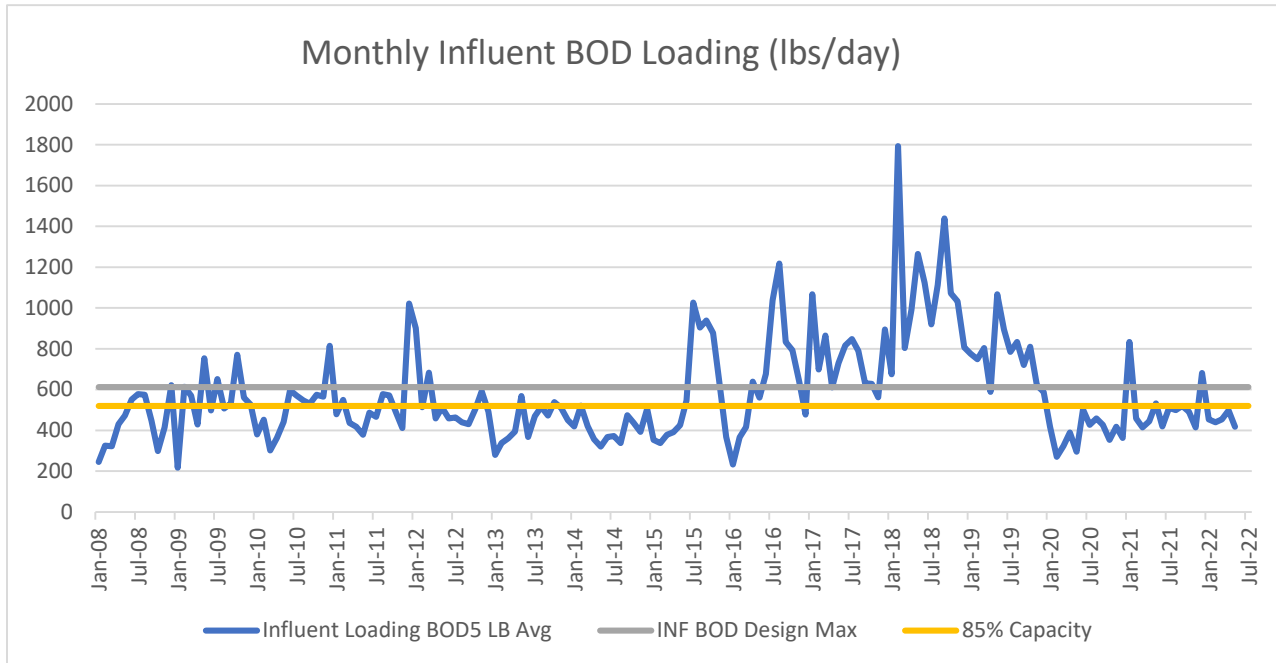
WWTP Design:

Construction continues for both the Main D Extension and the Phase 1 Collection System Improvements projects. More detailed updates can be found on the [City website](#). Main D Extension final paving and striping is scheduled for the week of June 13 thru 17, 2022.

Steller J plans to mobilize to the site on June 20, 2022 to commence the construction component of the WWTP Upgrades projects. Due to water table elevation and predicted extensive associated dewatering efforts with excavating for the aeration basin, true groundbreaking will likely be in early July. As the schedule develops, a groundbreaking ceremony will be scheduled.

Plant Operations:

The average monthly Influent BOD load since 2008 is in the chart on the following page.



The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

Funding:

The \$2.5M in direct federal appropriations requested last spring was approved the beginning of the year. There is no update on when and how these funds can be used. The breakdown on all funding received for the project to date is below. We will work with the funding agencies on a path forward to fund cost overruns due to inflation and the ongoing impact of COVID on the construction and supply chain environment.

	Budget	Loan	Forgivable Principal	Grant
WW Upgrades Design	2,000,000	960,000	400,000	
WW Collection System Upgrades	5,100,000	873,000		4,125,000
WW Treatment Plant Construction	9,600,000	8,700,000	900,000	2,500,000*
Main D Extension	300,000	270,000	30,000	
Totals:	17,000,000	10,803,000	1,330,000	6,625,000
Amount of Funding:	42% Grant and Forgivable Principal			
*\$2.5M direct federal grant applied for to reduce the \$8.7M loan, or be applied to other WWTP phases				
Loan terms:	DOE Loan 1: 2.0% interest, 20-years, \$61k est. annual payment DOE Loan 2: 1.5% interest, 30-years, \$375k est. annual payment USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment			

Action Needed:

None.



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: ADU Billing Discrepancy – Waiving Back-billing
Meeting Date: June 16, 2022

Executive Summary:

As discussed at the April 21, 2022 council meeting, the City of Stevenson is reviewing permitted ADUs against their utility account to determine whether system development charges were paid and if they are being billed for the appropriate number of dwelling units. In the process there were eight properties identified as having only been billed for one unit when they should be billed for two. According to RCW 4.16.040, the city can back bill, collect on accounts receivable, for up to six years. This would compound the economic struggles of residents trying to survive during COVID. The accounts have been corrected and steps have been taken to prevent the issue from happening in the future. Staff continues to review the records and there may be more requests coming forward for waiver.

Overview of Items:

From 2014 to present there have been several accessory dwelling units permitted in which they were not billed for any system development charges nor any additional base fees as required by our municipal code. Since there is a six-year statute of limitations, some of the system development charges cannot be billed. Most of the balances below are for back-billing of the monthly utility fees.

There is one additional customer requesting their back-billing be waived due to the economic impact COVID has had on their finances. The Attorney General's opinion in the attached document allows the forgiveness in this instance as it provides cash assistance to those who "...are struggling financially because of the COVID-19 crisis..."

- Stephen Gray, 390 SW Vancouver, \$7,371.86

The City is updating our process for permit processing and customer billing to close these gaps. Staff will continue the review and may bring forward additional requests as they come in.

Action Needed:

Approve waiving the back-billing in relation to incorrectly billed Accessory Dwelling Units for the customer listed above for a total amount of \$7,371.86.



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

MEMORANDUM

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

I. INTRODUCTION

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.

April 3, 2020

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II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

IV. FACTUAL BACKGROUND

A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 3

by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

.....

Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

April 3, 2020

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B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx. This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

V. ANALYSIS

A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.¹

Const. art. VIII, § 7.

¹ The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

ATTORNEY GENERAL OF WASHINGTON

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Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state's lending of credit, it did not intend to hinder state government from carrying out its "essential function to secure the health and welfare of the state's citizens." *See Wash. State Hous. Fin. Comm'n v. O'Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is "to prevent state funds from being used to benefit private interests where the public interest is not primarily served." *Wash. Pub. Ports Ass'n v. Dep't of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government's use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended "to carry out a fundamental purpose of the government." *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called "consideration"). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the "key factor." *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a "fundamental purpose" of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers' compensation, and obtaining and defending guardians ad litem.² In contrast, building baseball

² *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass'n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep't of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263-64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep't of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

ATTORNEY GENERAL OF WASHINGTON

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stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.³

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

³ *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

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is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

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without work, at least temporarily.⁴ This in turn could help address local governments' concerns about the economic collapse of the region.

C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

⁴ This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.

ATTORNEY GENERAL OF WASHINGTON

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this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*



City of Stevenson

Carolyn Sourek, Public Work Director

Phone (509)427-5970

FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Carolyn Sourek, Public Work Director
RE: 438 NW Roselawn Street
Meeting Date: June 16, 2022

Executive Summary:

The owners of parcel 03073634550200, Jackson and Megan Vanderpool have requested a Type D Right Of Way permit to allow them to retain laurel bushes planted within the City of Stevenson Right of Way (ROW) at 438 Roselawn Street.

Overview of Items:

Figure 1 is a cross section of Roselawn St, taken at the subject parcel, looking east. Roselawn Street is currently classified as a Local Street, defined in Stevenson Engineering Standards (SES) under Volume 1, Chapter 2.00(D) as “designed specifically to have high accessibility and to connect collector and arterial roads, and are typically not used for through traffic.”

Figure 1 – 438 Roselawn looking East



Per Table 2.03A of the SES Volume 1, local streets should have a total ROW width of 50 ft, with 28 ft of pavement, including (2) 10 ft drive lanes, and (1) 8 ft parking lane. Additionally, within the ROW should be (1) 6 ft minimum sidewalk, and (1) 3 ft wide planter strip.

The Roselawn ROW at the subject parcel is 60 ft, with (2) unstriped drive lanes and parking available on both sides of the street. Additionally, a sidewalk on the north side of the street is provided.

Figure 2 – 438 Roselawn Planted Bushes



Figure 2 is a photo taken of the planted bushes along the subject parcel. Note the steepness of the adjacent slope.

Neighbors have expressed concern with the closeness to existing city infrastructure such as sewer and water lines, as well as a concern about the potential size these types of bushes can grow.

Chapter 12.02.060 of the Stevenson City Code establishes this type of ROW use as a Type D – Long-Term and Permanent Uses by Agreement and Approval by Council, as the bushes may be considered a “structure” that may have a useful life exceeding five years [12.02.060(D)(2)(a)], as well as may cost over one hundred dollars to remove [12.02.060(D)(2)(b)].

Action Needed:

Approve City of Stevenson Type D Right of Way Permit for 438 Roselawn to plant bushes within City ROW, width conditional upon maintenance within 18 ft of centerline, height conditional upon maintenance within 6 ft of ground elevation, and removable at parcel owner’s expense if issues with any city infrastructure is observed.



City of Stevenson

Carolyn Sourek, Public Work Director

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Carolyn Sourek, Public Works Director
RE: Brush Mower Replacement
Meeting Date: June 16, 2022

Executive Summary:

The 1996 New Holland (Ford) Highway Mower owned by the city is at a point where it must undergo extensive repairs, including significant labor and material expense, every time it is to be operated. To meet City infrastructure maintenance obligations, a replacement option needs to be considered and approved immediately.

Overview of Items:

The City of Stevenson purchased the mower used in 2014. It is used exclusively to clear brush within the city street ROW. It is at an age and of a model type that replacement parts are no longer able to be purchased. The PW crew has spent countless hours in the last couple of months applying unconventional methods and mechanical techniques to enable the machine to remain operational.

Most recently, the week of May 31 through June 3, the mower broke down at least once per day and a couple of days twice per day, having to be repaired prior to continuing operation. This reoccurring maintenance issue is not an economical or efficient use of the PW crew time. Coming into the season where the mower is required to be utilized almost daily, these operational challenges create a critical decision point for the city.

The city infrastructure includes water, sewer, parks, and streets, among other minor assets. Most of the water and sewer infrastructure is located under streets and requires little maintenance to access their cleanouts, meters, manholes, and other access points. Water and sewer infrastructure that is not located under the city streets, travels "cross country" through the middle of lots and land to connect the system. These City easements and "grandfathered" access areas frequently become overgrown, and the city currently does not have the equipment required to maintain (mow) these areas. The subject mower, because of its wheelbase, is for roadway operation only.

I propose we take action to purchase a different mowing system with more versatile mowing capability as well as off season operationality. A track excavator with attachments for mowing would enable the PW department to maintain cross county access to our infrastructure, as well as allow completion of off season (fall and winter) tasks such as excavation, repairs, and moving of assets currently too large (eco blocks for material storage delineation) to be completed with the current mini excavator owned by the city. The city currently must request use of County equipment to move our own infrastructure (eco blocks). Additionally, a second trailer to mobilize this new equipment must be purchased.

The city has requested quotes from five vendors, which range in price from \$70 to 95 thousand dollars, before tax and without an accompanying trailer, likely to add another \$20 to 30 thousand dollars. The current mower was priced for auction resale between \$3500 and \$10,000. To replace the current mower in kind, the mower attachment alone was priced at \$75,000, and used tractor appears to range from \$10,000 to \$30,000, in unknown condition and of similar age to our current machine. A new tractor is likely much more expensive than the track excavator with attachment option, as well as lacks in versatility, as discussed. I propose we locate and purchase a new track excavator with mower attachment and associated trailer with which to haul it and its attachments for a price not to exceed \$150,000.

Typically, this would be discussed as part of the initial budget, or budget amendment process. Due to the urgent need, this authorization is requested outside the budget process. Any changes or approvals would be included in the next budget amendment, which is expected to take place in August. The 2021 ending balance was \$204k, and the rates have been adjusted to address the increasing replacement costs. A copy of the past 3-year actual revenue and expenses, year to date figures and the current 2022 budget is attached. This purchase can be covered by the current budget, and there will still be room to purchase the needed replacement vehicles as outlined in the budget.

Action Needed:

Approve the purchase of a new track excavator with mower attachment for a price not to exceed \$150,000 and excise the current 1996 highway mower.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 17:21:37 Date: 06/14/2022

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500 Equipment Service Fund

Account	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Appropriated	2023 Appropriated	Comment
308 51 00 0500 ES Unreserved Begin CA & Invest	67,144.73	139,248.98	190,947.57	203,766.89	188,197.57	0.00	
308 Beginning Balances	67,144.73	139,248.98	190,947.57	203,766.89	188,197.57	0.00	
348 00 00 0000 Equipment Rental-Internal	175,377.98	130,967.02	125,602.31	60,888.04	125,000.00	0.00	
340 Charges For Goods & Services	175,377.98	130,967.02	125,602.31	60,888.04	125,000.00	0.00	
361 11 00 0500 Interest Income/ES	647.75	435.54	-40.27	226.47	0.00	0.00	
362 10 00 0000 Equipment Rental - External NB	266.00	14.00	0.00	0.00	0.00	0.00	
362 10 02 0000 Equipment Rental - External Ska Co	37.12	0.00	0.00	0.00	0.00	0.00	
369 10 00 0500 Sale of Scrap Equip Service	5,398.38	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	6,349.25	449.54	-40.27	226.47	0.00	0.00	
TOTAL REVENUES:	248,871.96	270,665.54	316,509.61	264,881.40	313,197.57	0.00	
548 65 10 0000 Maintenance Salary	32,695.70	21,993.87	27,688.88	12,156.72	35,000.00	0.00	
548 65 20 0000 Maintenance Benefits	19,830.92	11,823.34	13,639.64	5,358.40	17,000.00	0.00	
548 65 25 0000 Medical Physicals-Required	3,041.96	1,628.26	1,769.50	424.00	2,000.00	0.00	
548 65 31 0000 Tires	972.53	1,358.64	6,447.56	0.00	2,000.00	0.00	
548 65 32 0000 Gas and Oil	20,383.05	13,470.43	20,470.01	9,646.28	20,000.00	0.00	
548 65 33 0000 Supplies	1,936.25	2,104.67	4,304.03	4,817.00	3,000.00	0.00	
548 65 41 0001 General Gov. Admin	0.00	0.00	9,832.31	0.00	10,364.55	0.00	
548 65 46 0000 Insurance	846.26	8,320.38	10,055.12	5,458.59	10,000.00	0.00	
548 65 47 0000 Heat & Lights	2,397.27	3,312.57	3,386.85	2,087.70	3,000.00	0.00	
548 65 48 0000 Repairs/Supplies Contracted	27,339.04	15,455.81	15,148.82	9,609.60	20,000.00	0.00	
548 65 49 0000 Training	180.00	250.00	0.00	0.00	250.00	0.00	
548 Public Works - Centralized Services	109,622.98	79,717.97	112,742.72	49,558.29	122,614.55	0.00	
594 48 64 0000 Equipment Purchase	0.00	0.00	0.00	0.00	45,000.00	0.00	
594 Capital Expenditures	0.00	0.00	0.00	0.00	45,000.00	0.00	
508 51 00 0500 ES-Ending Cash	0.00	0.00	0.00	0.00	145,583.02	0.00	
999 Ending Balance	0.00	0.00	0.00	0.00	145,583.02	0.00	
TOTAL EXPENDITURES:	109,622.98	79,717.97	112,742.72	49,558.29	313,197.57	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 17:21:37 Date: 06/14/2022

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500 Equipment Service Fund

Account	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Appropriated	2023 Appropriated	Comment
FUND GAIN/LOSS:	139,248.98	190,947.57	203,766.89	215,323.11	0.00	0.00	



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
RE: Personnel Policy Updates
Meeting Date: June 16, 2022

Executive Summary:

Every year the city goes through an audit with the Washington Cities Insurance Authority (WCIA). This year the city underwent a review of our personnel policies and procedures. Updates have been made to our application and hiring process. A summary the changes to the personnel policy is listed below.

Overview of Items:

The appendices referenced throughout the policy have been updated in addition to the specific changes identified below.

- *2.6 Discrimination Complaint Procedure:* Updated to clarify reporting process after WCIA review.
- *3.4 Trial Period:* Updated to include review periods after WCIA review.
- *4.3 Compensatory Time:* The change to the policy allows new employees to accumulate time to use for vacation or sick leave before they have any balances accrued. The total cost to the city remains the same since the time is paid out at the end of each year. All requests to accrue and use comp time need to be approved by the supervisor and the total of comp time and vacation cannot exceed the current vacation maximum balance of 240 hours.
- *8.10 Holidays:* Adds Juneteenth as a recognized City holiday, in support of the proclamation approved by council in 2020 and 2021. Clarifies the accrual of personal days for new employees.
- *9.11 Drivers License Requirements:* Language change recommended by WCIA.
- *9.15 Drug & Alcohol Testing Policy & Procedures:* Procedure language change recommended by WCIA.
- *Appendix A-2 Supervisor Guides:* Language change recommended by WCIA.
- *Job Descriptions:* The requirement of a CDL for the Public Works Director and for all Wastewater Treatment Plant Operator positions has been removed. Requirements have changed which require two to four weeks of training at a cost of around \$5k. The skill is not required for these positions and will remain for all Utilities/Maintenance Workers.

Action Needed:

Approve resolution 2022-395 revising the policy as presented or with changes.

**CITY OF STEVENSON
RESOLUTION NO. 2022-395
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE PERSONNEL POLICY**

WHEREAS, the City has in place a personnel policy that is in need of updates based on an overall update of certain provisions; and

WHEREAS, the City Council finds the adoption of this resolution to be in the best interest of all city employees.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described and revised in Exhibit A, attached hereto and incorporated by reference, for the benefit of employees and managers.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 16th day of June, 2022.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Exhibit A



City of Stevenson Personnel Policy

Revised 2022



City of Stevenson Personnel Policy

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City of Stevenson Personnel Policy

RECEIPT OF PERSONNEL POLICIES

All employees should read the following; then sign, date and return the form to your supervisor. The form will be placed in the employee's personnel file.

Enclosed are the City of Stevenson's personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the City and its employees. Although we hope that your employment relationship with us will be long term, we recognize that at times things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

At Will Notice: Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.

As the City grows and changes, personnel policies may change. The City, therefore reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Mayor or City Administrator. You will be notified of any such changes.

Please also understand that no supervisor, manager or representative of the City other than the Mayor or the City Administrator has the authority to make any written or verbal statements or representations which are inconsistent with these policies.

I hereby consent to deduction from my final paycheck of any amounts advanced to me that remain unearned when my employment with the City ends, including unearned vacation leave.

If you have any questions about these policies or any other policies of the City, please feel free to ask your supervisor, the Mayor or City Administrator.

I have read and understand the statements above.

Employee Signature

Date

Return one signed copy of this form to payroll.



City of Stevenson Personnel Policy

CHAPTER 1: PURPOSE AND SCOPE

1.1 INTRODUCTION

These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also describe what the City provides you in terms of compensation, benefits and other support.

The City places the highest value on our employees and their well-being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent and equitable personnel policies are known and communicated to all the choices for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please ask your supervisor. As you have ideas or suggestions for improvement, please do the same.

1.2 INTENT OF POLICIES

These policies are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees for the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. Please understand that no supervisor, manager or representative of the City other than the Mayor or City Administrator has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.



City of Stevenson Personnel Policy

1.4 CHANGING OF POLICIES

As the need arises, the City Council may modify these policies and any changes in compensation or benefit levels by Resolution. The Mayor or City Administrator may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their supervisor. Employees must be notified in writing of modifications or revisions to this policy within 30 days of adoption and provided a copy of the change.

1.5 DEFINITIONS

Accident: An incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.

Alcohol: The intoxicating element of whiskey, beer, wine and other fermented or distilled liquors.

Alcohol Use: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Child: Biological, adopted, foster or stepchild or legal ward under 18 or a child older than 18 incapable of self-care. (See 7.3 for unique definition of dependent child as it relates to health insurance coverage).

Class: A group of positions sufficiently similar in duties, responsibilities, authority, and minimum qualifications to permit combining them under a single title, and to permit the application of common standards for selection and compensation.

Commercial Driver: Any employee who has a commercial driver's license (CDL) and who may operate a commercial motor vehicle on a regular or intermittent basis at the direction of, or with the consent of the City, including, but not limited to full or part-time, regularly appointed employees, and temporary or intermittent employees.

Compensation Schedule. A schedule of salary ranges of all position classes in the service of the city, including single position classes, setting forth the salary range for each such position in accordance with the criteria and procedures set forth in these rules and regulations and also setting forth the salary rates by step in each range.

Compensatory Time Off. Time off from work to compensate the employee for overtime worked.

Controlled Substance/Drugs: Prohibited drugs are any illegal controlled substance including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines, as well as any drug not approved for medical use by the USDA or the



City of Stevenson Personnel Policy

USFDA. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs or illegally obtained prescription drugs.

Department Head: An employee designated by the Mayor with confirmation of the City Council to be responsible for management and supervision of a Department

Impaired. Under the influence of drugs or alcohol meeting or exceeding the standard of RCW 46.61.502(1), Driving Under the Influence, regardless of whether the employee is charged or convicted of the criminal conduct described therein.

Medical Review Officer: A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history of any other relevant biomedical information.

Overnight Travel: You must be more than 50 road miles from your home or work (one-hour travel time). Exceptions can be made by the supervisor in special circumstances such as:

- a) To avoid driving back and forth for back-to-back late night/early morning meetings.
- b) To avoid driving in inclement weather.

Overtime. Time worked in excess of the regularly scheduled 40-hour workweek.

Parent: Biological parent or someone who was “in loco parentis” a legal term meaning a person or entity that stands in place of a parent.

Regular Full-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

Regular Part-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works less than forty (40) but at least twenty (20) hours a week.

Retirement: The separation from service with the City of an employee who is retiring under regulations for the Washington State Department of Retirement systems or upon eligibility for full age retirement or early retirement benefits under Title II of the Social Security Act. The employee shall select which of these criteria to use for determination of retirement.

Memo: PERS 2

- 65 with five service credit years
- 55 with twenty service credit years

PERS 3

- 65 with 10 service credit years
- 55 with 10 service credit years



City of Stevenson Personnel Policy

Salary Range. The range of salary rates for a position as set forth in the compensation plan as established by the legislative body of the City.

Supervisor: An employee who is responsible for directing one or more departments or staff members.

Standby Pay: An employee is required to remain at a specific location or in an immediate vicinity of a specific location and be prepared to report immediately to work if the need arises, although the need may not arise.

Temporary Employee: Employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies. Temporary employees are not eligible for City benefits.

Trial Employee: Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.



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CHAPTER 2: GENERAL POLICIES & PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, or disability.

2.2 DISABILITY DISCRIMINATION PROHIBITED

The City will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. The City will reasonably accommodate qualified individuals with disabilities.

2.3 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow City employees or the public exists.

2.4 ANTI-HARASSMENT POLICY

It is the City's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by employees toward co-workers or to members of the public. Employees are expected to show respect to each other and the public at all times, despite individual differences.

Harassment is defined as a verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, political ideology, age, or disability.



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2.5 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City.

Sexual harassment is behavior of a sexual nature which is unwelcome. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a manager's or supervisor's decision to hire or fire;
- It is used to make other employment decisions like pay, promotion, or job assignments;
- It creates an intimidating, hostile, or offensive work environment.

Employees engaging in improper harassment are subject to discipline, including termination.

2.6 DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern **immediately** with the Mayor or the City Administrator. If supervisors or managers receive a report from an employee, they must document and refer to the Mayor or City Administrator as soon as possible. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee or member of the public did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal



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and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or termination.

2.7 EMPLOYEE RECORDS

A personnel file is maintained for each employee. An employee's personnel file(s) contains the employee's name, title and/or position held, job description, department to which the employee is assigned, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

It is the City Administrator's responsibility to ensure complete personnel files are maintained for each employee to demonstrate legal requirements have been satisfied; to provide a basis for personnel actions; and to document the attainments of each employee.

Employees have the right to review their file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information as regulated by the Washington State Public Disclosure Act.

2.8 EMPLOYMENT REFERENCES

Only the Mayor, the City Administrator or the supervisor will provide employment references on current or former City employees. Other employees shall refer request for references to the appropriate person. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.



City of Stevenson Personnel Policy

CHAPTER 3: RECRUITING & HIRING

3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired. All statements submitted on the employment application shall be subject to investigation and verification prior to appointment.

3.2 HIRING

When a position becomes vacant or is newly created and prior to any posting or advertisement of the vacancy, the supervisor shall review the position, its job description and the need for such a position. The supervisor will prepare and submit a written request to fill the position to the City Administrator or the Mayor. The position will be posted in house and/or advertised only after the request is approved. All candidates for employment must file an employment application form with the City.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City, pre-employment drug tests and certain background checks as needed. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States, requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement and background check, or requiring applicants/employees who handle money to pass a background check.

Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination which will include testing for alcohol and controlled substances.



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The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history form; or (3) if the exam reveals use of alcohol and/or controlled substances.

3.3 TEMPORARY EMPLOYEES

Supervisors may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load or emergency needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive vacation, health insurance, holidays or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will not normally be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

3.4 TRIAL PERIOD

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. An employee on probation may be terminated by their supervisor without cause and is notified of such action in writing.

The normal trial period is six months from the employee's date of hire, rehire or promotion. The Mayor and/or the City Administrator may authorize the supervisor to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness, a continued need to evaluate an employee's performance, or the need to meet specific trainings and certifications.

There will be a performance review at mid-point and prior to the end of the probationary period to ensure that the employee is performing up to City standards.



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Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for a specified duration.

Use of Sick Leave/Vacation During Trial Period: Trial employees may use their accrued sick leave from the beginning of their employment but may not use vacation until they have successfully completed their trial period, at which time they will be credited for six days of vacation. Certain employees may have training and certifications to get that are required over an extended period of time. These employees will have access to their vacation at the 6-month period.

3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

No parent, child, grandparent, grandchild, spouse, significant other or sibling shall be employed in the City's service in the same department as a current employee with exception of temporary emergency employment.

3.6 PROMOTIONS

The City encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor or the City Administrator may choose to circulate a promotional opportunity within the City. This will not apply for temporary employees.

The City reserves the right to seek qualified applicants outside of the organization at its discretion.

To be considered for promotion, an employee must be employed in their position for at least six (6) months and meet the qualifications for the vacant position.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the supervisor. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.



City of Stevenson Personnel Policy

CHAPTER 4: HOURS & ATTENDANCE

4.1 WORKING HOURS

The City's standard work week consists of 40 hours with an unpaid lunch period. Due to the nature of the City's operation, longer hours may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding his/her specific working hours.

Flexible scheduling will be considered with the approval of the appropriate department head and City Administrator. All requests will be evaluated against the need for continuity in access by and service to the citizens and the facilitation of staff teamwork.

Part-time and temporary employees will work hours as specified by their department heads.

4.2 HOURS OF WORK AND OVERTIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the City.

For most City employees, the established work period is forty (40) hours within a seven (7) day work week. In some instances, under the City's flexible scheduling, the department head may define a work week/work period as something other than the standard Monday through Sunday. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period. All overtime must be authorized in advance by the employee's department head. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period. When computing overtime, *time taken as compensatory time off*, is not counted as hours worked.

Neither the federal FLSA nor the state Minimum Wage Act (Ch 49.46) requires payment of overtime for work on a holiday. It is the City's practice to allow on call field staff to charge a minimum of two (2) hours of overtime for any call outs when on call. When that call out is on a holiday the rate of pay will be double time and a half (2 ½) rather than overtime for all call outs on a holiday.



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Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay except as otherwise approved by City Council.

4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. The City is not required to grant comp time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. ~~Annual maximum accruals of compensatory time shall be limited to forty (40) hours in a calendar year. A maximum of 40 hours can be taken in a calendar year. After maximum accrual, overtime compensation shall be paid.~~ Maximum accrual of compensatory time shall be limited to two hundred forty (240) hours when combined with vacation (ex: vacation + comp time = 240 max). All compensatory time will be paid out in the year it is earned.

Employees may use compensatory time after getting approval from his/her department head. The use of comp time may be denied if such time used would disrupt City operations.

~~Employee comp time balances must be reviewed at least annually as part of the City's budget process.~~

4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his/her employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message on the answering machine stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

4.5 UNUSUAL CONDITIONS

WEATHER During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.



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PANDEMIC During pandemic flu or other community health emergencies the City Administrator shall identify a set of procedures to be approved by Council to maintain essential city functions while protecting the health of the staff. Those procedures shall be tailored to the specific health emergency and could include but are not limited to staggered work schedules, working from home (remote computer connections), allowing employees to use accrued leave or comp time, furloughing certain employees, and other appropriate actions.

4.6 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

4.7 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. An employee who is not fit to respond shall not accept a call back. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate for hours worked over the applicable overtime threshold).

4.8 PAYROLL RECORDS

The official payroll records are kept by the City Administrator. Each department head shall turn in, on a monthly basis, a signed work record for each employee within their department, noting hours worked, and leave taken and overtime worked. The Mayor shall sign work records for the City Administrator.



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CHAPTER 5: COMPENSATION

5.1 SALARY CLASSIFICATION AND GRADES

The City Administrator, Mayor and City Council shall be responsible for the preparation and maintenance of the City's position classifications for salary purposes. Each position classification is designated a particular salary or salary range as shown on the City's salary and wage schedule, which is approved annually by the City Council. The City Administrator shall, every five years, conduct comparative studies to ensure the salaries are competitive and justified and to ensure that the City's position classifications and compensation plan are properly connected. The most current salary schedule and job classifications will be filed in Appendix [A-89](#).

The City's salary and wage schedule (the compensation plan) consists of a series of salary ranges. Within each range there are a series of steps graduated by standard percentage increments.

5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted to a position in a higher classification and salary range shall receive the next highest available pay step in the new range.

5.3 CERTIFICATION PAY

An incentive plan is established to provide a means for rewarding employees who assume additional certification beyond what is considered a normal part of their position. The plan shall further provide a means for rewarding such exemplary professional development of direct value to the city. Such reward shall be granted through a salary adjustment of 2% (two percent) for each certification, up to a maximum of 6% (six



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percent). The adjustment shall be awarded after receipt of certification and is conditioned on the following:

- The employee must be at the top step of pay for at least one year.
- Only one certification can be added per year up to a max of three.
- Certifications will be reviewed on an annual basis.
- It is the responsibility of the employee to maintain and renew their certification.
- Any employee receiving a less than satisfactory Performance Review will not receive certification pay.

Examples of certifications include:

- Wastewater Treatment Plant Operator Group II
- American Institute of Certified Planner Certification
- American Public Works Association Certified Public Works Professional-Supervision
- American Public Works Association Certified Public Works Professional-Management
- Permit Technician Certification
- Certified Public Records Officer
- Certified Public Finance Officer
- Master Municipal Clerk
- International City/County Management Association Credentialed Manager
- Any other certification program approved by the Department Head and Mayor in alignment with city's goals and objectives.

5.4 OUT OF CLASS PAY

“Out-of-class pay” means the temporary adjustment of an employee to perform most of the normal ongoing duties and responsibilities associated with a higher-paying job classification. The Director or City Administrator may temporarily assign the duties of higher-paying classification to an employee in order to continue or complete essential public services and compensate the employee for that performance. The threshold for granting an out-of-class assignment is when the employee who normally performs the duties will be away for 4 consecutive weeks or more. The temporary pay adjustment will increase the employee's regular base rate of pay to the greater of: 1) the Classification salary beginning rate of pay for the higher-level position or 2) ten percent above the Employee's regular base of pay.

5.5 ON CALL PAY

The City requires some employees to be “on-call” when needed to protect the health, safety and property of the City and its residents. To meet the needs of the City's utilities, employees with Water Plant Operator I and Wastewater Treatment Plant Operator I certifications will be required to be “on call” on a rotating basis with other employees with these certifications. “On Call” requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell



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phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

As compensation for “on call” coverage, “on call” pay will be paid to these employees on an hourly basis according to the Salary Key approved by City Council annually. It will be the responsibility of the Department Head to ensure that the stand-by days are equally shared among the responsible personnel.

5.4 PAYDAYS AND PAY PERIODS

City employees are paid monthly on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay will be distributed on Friday.

New monthly employees working less than a calendar month will be paid at a rate per hour determined by dividing the annual salary by 2080 hours for the actual day or hours worked. Permanent monthly employees after the probationary period is completed, who have used all accumulated sick leave and vacation leave will lose pay at a rate determined by dividing the annual salary by 2080 hours on the basis of eight hours for each day lost.

Part time employees shall be paid on an hourly basis. The hourly wage will be determined by dividing the annual salary by 2080 or will be set by contract in the case of contracted employees.

5.5 DEDUCTIONS

Some regular deductions from the employee’s earnings are required by law; other deductions are specifically authorized by the employee. The city will withhold from the employee’s paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.

5.6 TRAVEL AND TRANSPORTATION REGULATIONS

Responsibilities: The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are directly work related, ***obtained within the state rate***, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Receipts showing proof of payment will be required for all expense except for per diem meal reimbursements.

Travelers: A traveler on official city business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city



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business travel are not considered acceptable as exercising prudence. Travelers are responsible for excess cost and additional expenses incurred for personal preference or convenience.

General:

Travelers are to receive prior approval by the Mayor, City Administrator or Director of Public Works before embarking on any out of city travel for city business. Local travel within the Gorge and to the metropolitan area of Portland/Vancouver requires verbal permission of the appropriate Department Head. The City has established a set of guidelines for the handling of expenses while on city business:

Mileage: City owned vehicles should be used when traveling by automobile whenever possible for City business. If, however, there is reason to use a privately-owned automobile and the employee expects to be compensated for expenses (i.e., mileage allotment), prior approval must be obtained. In this case the rate of mileage reimbursement will be based on the standard mileage rate approved by the US Internal Revenue Service. The City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle. Carpooling is encouraged. Either state mileage charts or odometer readings can be used for calculating mileage reimbursement.

If public transportation is used, reimbursement shall not exceed the dollar amount of a round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination, and any associated parking fees.

Lodging: The reimbursement for lodging and associated travel expenses (such as parking fees) incurred on official city business in all areas of the Continental USA is to be on an actual expense basis for lodging and other travel expenses, as evidenced by a receipt, up to a specified maximum. Generally, the maximum for reimbursement for lodging expenses (before tax) shall not exceed the maximum allowable as stated in Schedule A or Schedule B of the State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management (as updated). The single rate should be clearly indicated on all receipts. If the employee is accompanied by another, it will be the employee's responsibility to pay the additional charges for the second person.

It is recognized that on certain occasions it will be necessary to exceed the adopted guidelines when an alternate reasonable accommodation is not available. This will require council approval with full documentation of the situation.

Meals: Meal reimbursements for all overnight trips incurred on official city business will be set on a per meal entitlement basis for subsistence (per diem). When the travel includes a partial day, the reimbursement will be prorated based on the time of travel. For example, a training in Vancouver requiring travel from 7am-5pm would include lunch whereas travel to a location from 3pm-8pm would include dinner, etc. The



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reimbursement amounts in both non-high cost and high cost areas of the USA shall not exceed the maximum allowable per diem rates stated in Schedule A or Schedule B, except as authorized by Subsection 4.2.7.2.2 of State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management. Annually, the City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. It is recognized that it may be necessary on certain occasions (banquets at a conference) to exceed the above guidelines. Prior permission will be needed and receipts will be required. If a meal is included in the tuition or registration during a conference, training or other form of official city business, no meal reimbursement will be made if the employee opts to eat elsewhere. Breakfast compensation does not need to be reduced if continental breakfasts are provided with the lodging rate.

On occasion employees of the City must attend a seminar or conference as a City representative in the local area that will include a meal. A request for reimbursement for these meals must include date, place, meeting attended, and the specific reason for attendance. Receipts will be required.

5.7 COMPENSATION UPON TERMINATION

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

- (1) Regular wages for all hours worked up to the time of termination which has not already been paid.
- (2) Any overtime or holiday pay due.
- (3) A lump sum payment of any accrued but unused vacation and compensatory time.
- (4) Unused accumulated sick time will be compensated at the rate of 25% of the total remaining balance on retirement or separation after twenty-five years.



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CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

6.1 TRAINING

The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to City employment to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

6.2 PERFORMANCE EVALUATIONS

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. The City Administrator is responsible for developing and maintaining the City's performance evaluation program. Employees are to be evaluated by their supervisor prior to completion of their trial period and usually once every year thereafter.



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CHAPTER 7: BENEFITS POLICY

7.1 RETIREMENT BENEFITS

The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All regular and part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels, membership qualifications and contribution rates are set by the State of Washington.

Employees intending to retire should notify their supervisor of their intent to retire at least three months prior to the date of retirement.

The City is a member of a deferred compensation plan which allows employees to make deferred deposits up to certain dollar limits defined by the IRS.

7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers Compensation benefits, he/she is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The City may require an examination at its expense, performed by a physician of its choice to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

7.3 HEALTH INSURANCE BENEFITS

Regular full-time employees, their spouses (including Domestic Partners as defined by City policy) and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. For the purposes of medical insurance, the term dependent child includes children below the age



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of 23; for children 23 to 26 the employee may choose to pay for coverage through the City's medical program. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

Part time employees may participate in the City's various insurance programs. Part time employees will contribute toward the cost of premiums based on a pro rata system established by the City Council for each position.

Employees may opt for pay in lieu of their medical benefits provided they have medical coverage through other means (spouse, domestic partner, Veteran's benefits, etc).

Temporary employees will normally not be eligible for insurance coverage.

Both retired and disabled employees shall have access to health insurance after leaving employment with the City. Eligible participants wanting to continue participation in the health plan will be responsible to pay the full cost of the medical coverage.

The City offers a Health Reimbursement Arrangement (HRA) benefit. The terms of the HRA are governed by the HRA VEBA policy as adopted by council.

7.4 CONTINUATION OF INSURANCE COVERAGE

Workers Compensation Leave: An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Mayor or City Administrator makes an exception in individual situations pursuant to Section 1.4 criteria of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

COBRA Rights: Upon an employee's termination from City employment or upon an unpaid leave of absence, at the employer's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or his/her dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving if the employee works less than 80 hours in the month. If the employee works more than 80 hours in the month of termination, the City will pay the premium for the month following their departure.



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7.5 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

7.6 FIRE/EMERGENCY CALLS

Regular full-time city employees that also serve as Volunteer Firefighters may need to respond to emergency calls during working hours. It is the policy of the city to pay the employee for the entire day worked as if the emergency call had not occurred. If an employee needs to work additional hours to complete their job outside of their regular schedule due to an emergency call, the city will not pay overtime unless the total hours worked exclusive of the emergency would trigger overtime pay. For example, if an employee responded to a call that lasted one hour and worked three hours over their scheduled shift, they would be compensated for two hours of overtime.

Temporary city employees may respond to the emergency call but will not be compensated for the time away from their position.

7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive an annual \$200 boot reimbursement allowance. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.



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CHAPTER 8: LEAVES

8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
0- 5 years	8 hours/month
6 years +	add 8 hours per year but not to exceed 240 hours per year.

All new employees must satisfactorily complete their 6-month trial period to be entitled to the accrual and use of vacation leave. (After satisfactorily completing the probation period, the 48 hours will be accrued.) Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. All requests for vacation must be approved by the department head and leave requests should be submitted at least two weeks prior to taking vacation leave. In the event of a conflict, the department head's decision will be guided by "first in" and seniority.

240 is the maximum number of vacation hours which may be accumulated. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the Mayor may authorize additional carryover and/or a buyout. Minimally the employee must use or have a plan to use 80 hours of vacation within a full year of employment and the employee must have a minimum of eighty (80) hours remaining in the leave bank. Cash out will be at the rate of pay in effect on the date of the cash out payment. Vacation leave compensation may be part of the negotiations for employment for exempt employees. Employees will be paid for unused vacation time upon termination of employment.

8.2 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of 8 hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked, with a minimum rate of 1 hour for every 40 hours worked. Sick leave compensation may be part of the negotiations for employment for exempt employees. Temporary employees will accrue sick leave benefits at the rate of 1 hour for every 40 hours worked. Employees do not accrue sick leave benefits during a leave without pay. Such leave shall be accumulated up to a maximum of 1,440 hours.



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Allowable uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
3. To care for a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.
4. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
5. Exposure to a contagious disease where on the job presence of the employee would jeopardize the health of others;
6. Use of a prescription drug which impairs job performance or safety;
7. Additional leave beyond bereavement leave for a death in the immediate family, to be authorized by the Mayor.
8. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
9. For absences that qualify for leave under the state's Domestic Violence Leave Act.

A doctor's certificate may be required when an employee is absent for a period in excess of 3 days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's approval, request a leave without pay. (See Leave Without Pay Policy.)

Employees will be paid for unused sick leave as stipulated in section 5.7 Compensation upon termination.

8.3 LEAVE WITHOUT PAY

The Mayor or City Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reason, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.



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8.4 JURY AND WITNESS LEAVE

It is the civic obligation of each employee to serve on a jury if he is called. While on jury duty or while appearing as a legally required witness, an employee will receive full pay from the city but the city shall deduct or the employee shall sign over the amount equal to jury fees actually received by the employee.

8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the City (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding.

8.6 MILITARY LEAVE

We provide all employees leave while performing military service in accordance with federal and state law. Regular full-time and part-time employees receive paid military leave of up to 15 working days per year for military service. In general, if military service extends beyond 15 working days, the additional leave will be unpaid. Exempt salaried employees who serve longer than two weeks should contact the City Administrator to discuss whether further paid leave will be provided. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance the applicable federal and state law. Health insurance will be paid for the first 30 days of active duty and Cobra-like benefit will be available to continue insurance coverage beyond the 30-day period.

During a period of military conflict as defined by SB 6447 an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty is entitled to a total of fifteen days of unpaid leave per deployment as described in SB 6447.

8.7 FAMILY LEAVE

The City complies with the federal Family and medical Leave Act of 1993 (the FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.

Family Leave Eligibility: The FMLA provides up to 12 weeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and



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medical reasons. To be eligible you must have worked for us for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave: Unpaid FMLA leave is granted for any of the following reasons:

- To care for your child after birth or placement for adoption or foster case.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, parent, or next of kin injured in the line of duty as a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of active duty for up to a total of 26 weeks (12 weeks as outlined above plus an additional 14 weeks) of protected leave within a 12-month period.
- To address a “qualifying exigency” arising out of the employee’s spouse, child, or parent in the Armed Forces serving on active duty.

Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Under some circumstances, FMLA leave may be taken intermittently – which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. FMLA leave may be taken intermittently if medically necessary because of a serious health condition. FMLA leave may be taken by victims of domestic violence, sexual assault or stalking to take “reasonable” or intermittent leave from work to obtain legal or law enforcement assistance, medical treatment or counseling. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to our approval.

Substitution of Paid Leave: At your request or ours, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where our policies or state law allow you to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of your own health condition or a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.

If you have any sick leave available that may be used for the kind of FMLA leave you are taking, it is our policy that you must use that paid sick leave as part of your FMLA leave. Use of vacation time for FMLA leave, however, is at your option.

If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance.



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You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.

Advance Notice and Medical Certifications: We require that you provide us with advance leave notice, with medical certification, of the need for a leave related to a health condition, and with medical certification of your fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

You must give us at least 30 days' advance notice of your request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, you must give us notice as soon as practicable, usually within one or two business days of when the need for leave becomes known to you. If you do not give us 30 days' advance notice, and if the need for the leave and the approximate date of the leave were clearly foreseeable by you, we may deny your request for leave until at least 30 days after the date you give us notice.

We require that you provide a medical certification to support a request for leave because of a serious health condition (your own or your child's, spouse's or parent's) whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. We may require second or third opinions, at our option, at our expense.

We require that you provide a medical certification of your fitness for duty to return to work after a medical leave that extends beyond 10 consecutive working days, that involves a mental disability or substance abuse, or where the medical condition and your job are such that we believe you may present a serious risk of injury to yourself or others if you are not fit to return to work.

Periodic Reporting: If you take leave for more than two weeks, we require that you report to us at least every two weeks on your status and intent to return to work.

Health Insurance: If you are covered by our group health plan (medical, dental or vision), we will continue to provide paid health insurance during FMLA leave on the same basis as during regular employment. But if you don't return to work after the leave, you will be required to pay us back for our portion of the insurance premiums unless your failure to return was beyond your control.

Other Insurance: If you are covered by other insurance plans through us, such as life or disability insurance, those coverages will continue during paid leave on the same basis as during regular employment. If you take unpaid FMLA leave, you will be responsible during the leave for the premiums you normally pay plus the premiums we normally pay for you. If you don't pay these premiums, we may choose to pay them for you, to keep your coverage from lapsing, but you will be responsible for repaying us whether or not you return to work.



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Couples Employed by Us: If both you and your spouse work for us and you request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to you as a couple for those purposes is 12 weeks.

Determining Leave Availability: FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the “12-month” period is a rolling 12-month period measured backwards from the date you use any FMLA leave.

Leave Related to Pregnancy: If you take leave for the disability phase of pregnancy or childbirth while you are physically unable to work, this time is counted against your annual 12-week FMLA leave allowance. For example, if you take six weeks of FMLA leave for childbirth to recover from childbirth, you are entitled to only six weeks of FMLA leave after that to care for your new child.

You are entitled to unpaid leave for the full period of your physical disability resulting from pregnancy and childbirth, even if you are disabled for more than 12 weeks, and even if you don’t qualify for leave under the federal law.

8.8 BEREAVEMENT LEAVE

We provide regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member. An immediate family member is defined as parent, child, grandparent, grandchild, sibling, spouse or significant other.

8.9 SHARED LEAVE PROGRAM

The Mayor or Administrator may authorize employees to donate their accrued vacation or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

- To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten days of accrued leave. In no event shall a leave transfer result in the donor employee reducing his/her vacation or sick leave balance to less than ten days. Transfer of leave will be in increments of one day of leave. All donations of leave are strictly voluntary.
- The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.
- While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.



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8.10 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

New Year's Day	January 1
MLK Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Personal Day (16 hrs)	Optional

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

In their first year of employment, newly hired employees with a start date prior to July 1st will receive 2 Personal Days, while those with a start date of July 1st or later will receive 1 Personal Day.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus 2½ times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head. An employee substituting paid sick/vacation for unpaid FMLA leave is entitled to any holiday pay that would be normally paid.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

8.11 RELIGIOUS HOLIDAYS

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with his/her departments head's approval, take the day off using vacation, compensatory time, floating holiday or leave without pay.

8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:



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Regular Part-Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and 40 hours per week.

Temporary Employees: Temporary employees are not eligible to receive benefits, including leaves other than Sick Leave, holidays and insurance.



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CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

9.1 GENERAL CODE OF CONDUCT

It shall be the responsibility of all employees to represent the City to the public in a manner which shall be courteous, efficient, and helpful.

The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly “menial” duties outside your regular assignments. It is no reflection on your worth to the City but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The City of Stevenson allows its employees to engage in outside work subject to certain restriction. Employees are required to disclose outside work, other jobs, contractual commitments or self-employment to their department head and obtain prior approval to perform outside work or hold another job.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City’s opinion, with the best interests of the City or interfere with the employee’s ability to perform his/her assigned City job. Outside work will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

9.3 CODE OF CONDUCT

From time to time employees will be asked to participate in the selection, award or administration of a contract supported by federal and/or state grant funds. The employee shall NOT participate in the selection, award or administration of the contract if there is a conflict of interest, real or apparent, such as:

- The employee, elected official, or agent;
- Any member of his/her immediate family;
- His/her partner; or
- An organization that employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Furthermore, the employee shall not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.



City of Stevenson Personnel Policy

9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by City Officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution. (See Appendix #A-56, A-67)

9.5 POLITICAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. No person may solicit on City property for contributions to be used for political subdivisions.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause. Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendment rights.

For persons employed by the City in positions which are financed primarily by federal grant-in-aid funds, political activity will be regulated by the rules and regulations of the United States Civil Service Commission.

9.6 NO SMOKING POLICY

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices.

9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The City furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. We do not, however, assume responsibility for any theft or damage to the personal belongings of employees, and we reserve the right to search employee desks, lockers, and personal belongings brought onto City premises, if necessary.



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The City also furnishes computers for use in conducting City business. Because the computers are for City business, the City reserves the right to review the contents of any files or documents on the computer including contents of any electronic mail. City Department heads may and will intermittently monitor internet usage. Receipt of a public records request for public employees' internet usage places all internet usage subject of public disclosure without prior consent or notice. City computers are not for personal use. See appendix A-4 and A-5 for policy, procedures and agreements regarding Cell Phones and A-10-9 for policy, procedures and agreement regarding Internet.

9.8 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for personal phone calls should be kept to a minimum. Other City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

It is important to clarify the use of City vehicles to better interpret City policy and maintain community confidence in the wise use of city resources. City vehicles may not be used for personal use including personal errands such as banking, shopping and etc. City-owned vehicles/equipment are restricted to City business and are for employee use only. Children or individuals not engaged in a direct City business activity are not permitted. Any driver of a City vehicle will not consume alcohol or illegal drugs while conducting City business.

City vehicles may be used to attend business functions, for out of town travel, and to travel between the job site and lunch or break sites when working in the field. There is a group of employees who are required to drive motorized vehicles in the performance of their jobs and who have been assigned first responder responsibilities. These activities require emergency duties. For those City staff that are assigned stand-by duty, City vehicle use may be authorized for commuting between the place of residence and place of work both for regular work hours and after work hour periods.

9.9 USE OF CITY CREDIT CARDS (Ref. Resolution No. 132)

Gas Credit Cards – An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of his/her department. Cash Advances, purchases of food or other non-automotive related items are not authorized.

Other Credit Cards – Other credit cards may be used by City employees for advanced payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses. The credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment. Credit cards shall not be used for cash advances. The employee is expected to submit a fully itemized expense voucher for the charges. The employee will be responsible for repayment for disallowed charges.



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9.10 CONTACT WITH THE NEWS MEDIA

The City Administrator shall designate the person to be responsible for official contacts with the news media during working hours, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects.

9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific City positions, an employee may be required to hold a valid driver's license with the appropriate endorsements. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration and the employee's duties, the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. The City ~~will~~may review the driving record of any employee whose job requires them to drive City vehicles at least annually. The driving record will be evaluated according to the matrix in appendix A-14 and a determination Borderline or Poor may lead to a loss of driving duties and consequences as outlined above. It is the responsibility of the employee to inform his/her supervisor if a physical condition or medical treatment might impair their driving ability.

9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1. Persons not employed by us may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.
2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area under this policy.



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9.13 SAFETY

The City Administrator recognizes the need for the development of safe working conditions and practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other design and use of buildings, equipment, tools, and other devices. Responsibility for development, promotion and coordination of the safety program throughout the various City departments shall be a primary function of the supervisors of each department.

Administration of the adopted safety program is the responsibility of supervisors. Supervisors and employees should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each supervisor shall insure that the employees under his supervision are well acquainted with existing safety rules and shall make certain that the rules are uniformly enforced. Each employee will be personally responsible for keeping informed and being constantly aware of all the latest State Industrial Safety guidelines and Safety Policies as they are presented and/or approved by the City. Safety education of all employees shall be promoted by supervisors adhering to all safety rules. Any employee who habitually or purposely ignores or fails to comply with established safety rules, as outlined by the State Industrial agency or the City, will be subject to suspension, without pay, or dismissal as deemed necessary by the supervisor.

9.14 DRUG-FREE WORKPLACE

The City will strive to educate and increase employee awareness of the dangers of drug abuse in the workplace, the City's commitment to maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the City's commitment of support for employees undergoing treatment and rehabilitation for chemical dependencies.

The City recognizes maintenance of a drug-free workplace as essential to the safety and welfare of its employees and the public. This policy establishes programs and practices that promote and support a drug-free working environment and brings the City into compliance with the Drug-Free Workplace Act of 1988.

- The manufacture, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees are strictly prohibited.
- The use of prescription and over-the-counter drugs which compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with his/her physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify his/her supervisor of the physician's opinion.



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- As a condition of employment, all employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Violation of this policy can result in immediate disciplinary action, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program.

The City will utilize available City resources, including drug education programs to educate employees about the dangers of drug abuse.

All complaints and reported violations for these policy provisions will be strictly confidential, except as required by public disclosure laws or court order.

9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

The City of Stevenson provides vital public services to our community. In an effort to ensure that services are delivered safely and efficiently, we are intent on providing and maintaining a drug and alcohol-free working environment. It is the City of Stevenson's policy to:

- Create a workplace free from the adverse effects of drugs and alcohol abuse or misuse;
- Assure that all employees have the ability to perform assigned duties in a safe, healthy and productive manner.
- Comply with all regulations applicable to City employees under the federal Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 40, as amended, 49 CFR Part 382, as amended, RCW 46.25, as amended and the Drug Free Workplace Act of 1988. Copies of 49 CFR Parts 382 and 40 can be found on the Internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>. A copy of RCW 46.25 may be found on the Internet at the Washington State Legislature Uniform Commercial Driver's License Act Website <https://app.leg.wa.gov/RCW/default.aspx?cite=46.25>.

DEFINITIONS

Covered Employee: An employee that performs safety-sensitive functions.

Safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL:
 - (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or



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- (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

SCOPE

This policy outlines the City's position relative to alcohol and drug control in the workplace and applies to all employees at all levels of the City of Stevenson. The City will not tolerate use of this policy to harass or intimidate employees.

- The following policy has been adopted not only to protect the health and safety of all employees, but to encourage any employee with a drug or alcohol dependence problem to help him/herself by voluntarily seeking professional assistance. The City is committed to helping employees deal with any drug or alcohol abuse problem they may have.
- The City recognizes that each employee has a desire to maintain a degree of privacy and that this desire should be respected. The City believes that the provision of this policy, in conjunction with its general commitment to helping individuals with a drug or alcohol dependency problem, creates a balance between the interest of the City and the rights and needs of its employees.
- The City will assist any employee, who voluntarily seeks help for a drug or alcohol abuse problem, in initial intervention and referral. Employees who voluntarily seek assistance for an alcohol or drug related problem before it becomes a subject of formal discipline will not be subject to disciplinary action. Rehabilitation, however, is the responsibility of the employee.
- Employees shall be subject to random testing for the purpose of discovering possible drug or alcohol abuse and as mandated by state or federal law.

PROHIBITED BEHAVIOR

All employees are prohibited from behavior which is outlined in the City of Stevenson's Drug Free Workplace Policies and Procedures. Federal regulation (Title 49, CFR subtitle



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B, Chapter III, part 382 subpart B) prescribes prohibited behavior for employees subject to those regulations. Prohibited behavior includes:

- Alcohol concentration: Reporting for duty or remaining on duty while having a blood alcohol concentration of 0.04 or greater
- Alcohol Possession: Possession of alcohol while on duty or operating a commercial motor vehicle.
- On Duty Use of Alcohol: Use of alcohol while on duty. (This includes alcohol that may be in medications.)
- Pre-duty Use of Alcohol: Performance by an on-call employee of safety sensitive functions within four hours after using alcohol. If called out, pre-duty use of alcohol must be discussed with supervisor. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance. All employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Use Following Accident: Use of alcohol within eight hours following an accident or before undergoing a post-accident alcohol test, whichever occurs first.
- Use of Controlled Substances (Drugs): Reporting for duty or remaining on duty after having used any controlled substance, except when the use is pursuant to the instructions of a physician who has advised that the substance does not adversely affect the employee's ability to safely perform their duties.
- Use of Illegal Drugs: Use of illegal drugs is prohibited at all times. All employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in 49 CFR Par 40. Prohibited drugs include:
 - Marijuana
 - Cocaine
 - Phencyclidine (PCP)
 - Opioids
 - Amphetamines
- Refusal to Submit to a Required Test: Refusing to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test as directed pursuant to this policy.
- Positive Drug Test: Reporting for duty, or remaining on duty, after having tested positive for a controlled substance.

City supervisors and managers shall not permit employees to remain on duty when they engage in any of the above prohibited behavior.

PRESCRIPTION DRUG USE

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected



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must be reported to the immediate supervisor. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

Regardless of State Laws on recreational and medical marijuana use, marijuana (THC) is a schedule I prohibited substance as defined by the United States Drug Enforcement Agency and is a banned substance under this policy. A positive marijuana test is a violation of this policy. A violation of this policy shall result in disciplinary action that may include termination.

PROCEDURES

- All employees who are required to have a valid Commercial Driver's License (CDL) must be tested for the presence of controlled substances and alcohol as a condition of employment in accordance with these regulations and randomly on an ongoing basis.
- All employees may be subject to testing prior to employment in permanent full-time positions, for reasonable suspicion, and prior to return after failing a test or upon the completion of substance abuse treatment.
- All City employees who have a permanent, full-time status will may be subject to testing following an on-duty incident or accident if there is reasonable suspicion of impairment.
- City employees may be requested to undergo a drug screen test if the City has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance. "Reasonable suspicion" shall mean that articulable facts or information exists which appears reliable and discloses facts or circumstances which, when taken together, would convince an ordinary, reasonable person that the suspected person is under the influence of a controlled substance. Test results gathered under this policy will not be used in a criminal investigation or prosecution.
- Following an accident in a City owned vehicle the employee(s) involved must immediately submit to an alcohol or drug screen test if such test is required by the supervisor. The test must be taken within 8 hours following the accident or incident, if the employee's performance either contributed to the accident, or cannot be discounted as a contributing factor. The term "accident" is defined as an incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.
- No alcohol or drug test shall be conducted without the consent of the employee, but refusal by the employee to submit to a drug screen test will be deemed an admission of violation of this policy, thus subjecting the employee to the risk of discipline, including termination.
- Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test (as defined by 49 CFR Part 40) will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP) in accordance with 49 CFR Part 40, Part 382 and RCW 46.25, et.al. **A violation of**



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this policy will result in disciplinary action, up to and including termination of employment, at the company's discretion.

- Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
- The City may request that a specific employee submit to a search of his/her person or possessions if the City has probable cause that the employee has any drugs and/or alcohol concealed in a particular place on City property.
- A medical Review Officer (MRO) shall be utilized to review and interpret positive test results. The MRO must examine alternate medical explanations for any confirmed positive test result. This action may include conducting a medical interview with the addicted employee, review of the employee's medical history and review of any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
- The City recognizes that a flexible approach will be necessary in handling violations of this policy. As a result, the measures taken in response to a particular violation will depend on a number of factors including the nature of the violation, the risks to health and safety created by the violation, the employee's willingness to take steps toward rehabilitation and the employee's length of service and employment record. **All employees should be aware that any violation, by any employee, may result in termination of employment.**
- Employees who violate this policy may be subject to progressive discipline. Normally, a first offense will result in requirement that the employee successfully complete a course of rehabilitation if such course is suggested by a counselor. An employee may be suspended during such rehabilitation depending on the facts of each case. Upon completion of a course of rehabilitation following a first offense, the employee will sign an agreement (form attached), agreeing to submit to random testing at the City's expense and on City time during the six calendar months following the employees return to work. During this period, failure to submit to the appropriate drug screen test will result in immediate termination. However, if there are mitigating circumstances and the employee has 2 yrs. of service with the City and a work record which is otherwise good, a second rehabilitation may be attempted. A third violation will result in immediate termination. See [Appendix A-1](#) for agreement.
- Related records will be maintained by the employer as prescribed in the City's Records Retention Guidelines and file.

CIRCUMSTANCES FOR TESTING

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions (as defined by 49 CFR Part 40). If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.



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If a covered employee has not performed a safety-sensitive function for 30 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements. **If the employee has a Washington State issued Driver's License, they must provide proof of reinstatement of that CDL endorsement.**

FMCSA Drug Testing Exceptions

A driver is not required to undergo a pre-employment test if:

- (1) The driver has participated in a DOT testing program within the previous 30 days; and
- (2) While participating in that program, either:
 - (i) Was drug tested within the past six months (from the date of application with the City), or
 - (ii) Participated in the random drug testing program for the previous 12 months (from the date of application with the City); and
- (3) The City can ensure that no prior employer of the driver of whom the City has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months.

Reasonable Suspicion Testing

All employees shall be subject to a drug and/or alcohol test when the City has reasonable suspicion to believe that the employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee (See Appendix A-11).

Employees may be subject to reasonable suspicion drug testing any time while on duty. Employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

DOT FMCSA Procedures

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances (Also, see Appendix A-12):

Fatal Accidents



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As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

Non-fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by DOT FMCSA. The current year testing rates can be viewed online at <http://www.transportation.gov/odapc/random-testing-rates>. If a given driver is subject to random testing under the rules of more than one DOT agency, the driver will be subject



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to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

Follow-up Testing

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

Testing Procedures

All DOT FMCSA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, the City will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL will require an immediate recollection (as indicated on the MRO result letter). The re-collection will be conducted under direct observation as required under 49 CFR Part 40.



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Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee (and only the employee) can request to the MRO that the split specimen be tested at a second laboratory. The City guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the City for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the City's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP. **A violation of this policy shall result in disciplinary action that may include termination.**

DOT-FMCSA CLEARINGHOUSE

The Clearinghouse is a centralized database that employers will use to report drug and alcohol program violations and to check that current or prospective employees are not



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prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to an unresolved drug and alcohol program violation—that is, a violation for which the driver has not completed the return-to-duty (RTD) process. This query must be conducted as part of a pre-employment driver investigation, and at least annually for current employees. The driver’s commercial driver’s license (CDL) number and issuing State will be used when reporting a drug and alcohol program violation in the Clearinghouse.

The Clearinghouse will contain records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information will also be recorded in the Clearinghouse.

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver’s record. A driver must also be registered to electronically view the information in his or her own Clearinghouse record. Any covered employee refusing to provide consent (See Appendix A-13) for the company to conduct a limited query of the Clearinghouse will be prohibited from performing safety-sensitive functions, including driving a commercial motor vehicle (CMV), as required by FMCSA drug and alcohol program regulations.

TRAINING

- The City will ensure that all employees will receive material explaining the City’s policy on alcohol and drug use and misuse.
- All supervisors must receive training on alcohol misuse and drug abuse within the first year of employment with the City. Training must address skills needed to determine “reasonable suspicion”.

CONFIDENTIALITY

Confidentiality is to be maintained throughout the drug/alcohol testing process. All positive test results shall be first forwarded to a Medical Review officer (MRO) for review. The MRO shall review the individual medical history and afford the employee an opportunity to offer any clarifying information that would explain the positive test. The City will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action results from a positive test, such information shall be shared only with those in a supervisory capacity involved in that action. The City of Stevenson will carry out this policy in a manner which respects the dignity and confidentiality of those involved.

VOLUNTARY SELF-REFERRAL

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or



City of Stevenson Personnel Policy

alcohol test may voluntarily refer her or himself to the City Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment. **A self-referral is not a violation of this policy and will not, in itself, be grounds for termination.**

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.



City of Stevenson Personnel Policy

CHAPTER 10: DISCIPLINE & TERMINATIONS

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Our success in providing excellent service to our citizens and maintaining good relationships with the community depends on our employees. We have therefore provided for your guidance certain conduct which, if engaged in, would be detrimental to our objective and could lead to disciplinary action including discharge. The following specified conduct is illustrative and not comprehensive.

1. Misrepresentation or withholding of pertinent facts in securing employment.
2. Unauthorized use or possession of the City facilities/property.
3. Unauthorized use of position with the City for personal gain or advantage.
4. Accepting unlawful gratuities or bribes.
5. Lying.
6. Smoking in any unauthorized posted area or creating fire hazards in any area.
7. Violation of the City's telephone use policy.
8. Failure to report an occurrence causing damage to City, customer, or public property.
9. Failure to properly secure the City facilities or property.
10. Loitering after completing day's work which results in the disruption of the City's business or the work effort of other employees.
11. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
12. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
13. Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
14. Habitual lateness for work.
15. Absence without prior notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
16. Loitering, goofing off, failing to assist others in a work situation.
17. Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the city or our employees, on or off premises.
18. Disorderly conduct, including fighting on the premises.
19. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees.
20. Immoral conduct while on duty.
21. Intentional falsification of records/paperwork required in the transaction of the City business.
22. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
23. Concealing defective work.
24. Failure to observe safety practices, rules, regulations, and instructions.



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25. Negligence that results in injury to others.
26. Failure to wear required safety clothing and equipment.
27. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
28. Failure to obtain necessary certifications.
29. Dishonesty or theft, including deliberate destruction, damage, or removal of the city's or other's property from the premises, or any job site.
30. Possession, use, sale, or being under the influence of alcohol and controlled substances while on the city business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or efficient work performance.
31. Possession of explosives or weapons on the premises or at any job site.
32. Conviction of a gross misdemeanor or felony.

10.2 POSSIBLE DISCIPLINARY ACTIONS

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension
4. Demotion.
5. Termination.

Progressive discipline is the preferred alternative when appropriate. This system gives the employee an opportunity to correct problems. The choice of what discipline to apply in any particular case is solely the City's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance. Serious misconduct may result in immediate discharge of any employee.

Employees shall comply with all existing rules that are not in conflict with the express terms of this policy, provided that reasonable notice has been given of the existence of the rule. Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the complaint procedure. The City will make a good faith effort to enforce rules uniformly. (Supervisors reference [Appendix A-2](#) for guidelines.)

10.3 PRE-TERMINATION HEARING

In the case of termination or demotion of an employee (other than trial employees), the city will conduct a pre-termination or pre-demotion hearing. The pre-termination or pre-demotion hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a termination or demotion decision is



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finalized. Thorough investigation is critical to comply with all constitutional safeguards and rules of just cause.

In the event a supervisor desires to terminate an employee, the employee shall be provided with a written notice of the recommendation for termination. The notice shall include an explanation for the charges on which the recommendation is based, and the time, place and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

Pre-termination hearings will be presided over by the Mayor or a designated representative. The hearings are intended to be informal. The employee may show cause why he/she should not be terminated. The employee may bring one person to the hearing as a representative.

Usually within two (2) working days after the pre-termination hearing, the Mayor will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations.

10.4 LAYOFF

The Mayor may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected. In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

10.5 RESIGNATION OR RETIREMENT

An employee should provide at least 2 weeks written notice of resignation or retirement. This time limit may be waived by the employee's supervisor or the Mayor. A Separation Agreement will be signed upon departure from City employment ([Appendix A-3](#)).



City of Stevenson Personnel Policy

CHAPTER 11: COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

The City recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with City policies. The complaint could be a dispute or misunderstanding between the employee and his/her direct supervisor concerning the application or interpretation of specific provisions of this policy. For this reason, the City provides its employees with procedures for resolving complaints. Use of this procedure will not reflect unfavorably on the employee or the employee's immediate supervisor.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: If the employee is not satisfied with the response from the supervisor, the employee may submit the problem, in writing, to the Mayor or City Administrator. The written complaint must contain, at a minimum:

1. A description of the problem, identifying the facts and identity of involved parties;
2. A specific policy or procedure which the employee believes has been violated or misapplied;
3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
4. The remedy sought by the employee to resolve the complaint.
5. The date the written complaint was submitted.

The written complaint must be filed within 10 working days of the occurrence leading to the complaint, or 10 working days after the employee becomes aware of the circumstances.

As a part of the inquiry or investigation, the Mayor or City Administrator may meet with the parties, either individually or together to compile the facts necessary to reach a decision. The Mayor or City Administrator will usually respond in writing to the aggrieved employee within ten working days of the meeting. The Mayor's or City Administrator's response and decision shall be final and binding.

Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.



City of Stevenson Personnel Policy

Appendix # A-1

CONFIDENTIAL ***CONFIDENTIAL*****CONFIDENTIAL**

MEMORANDUM OF AGREEMENT

This agreement is between the CITY OF STEVENSON and (employee) _____.

As a result of access to the City’s Employee Assistance Program Services, and upon the recommendation of the assistance provider, the employee in this agreement is being returned to work on (date) _____.

Return to work and continued employment with the City is based upon the following voluntary agreement between the City and _____ (hereafter referred to as the Employee).

During the six calendar months immediately following the employee’s return to work date, the employee agrees to submit to random testing at the City’s expense.

Failure or refusal of the employee to comply with a City request to submit to a drug test as agreed to in this document will be grounds for immediate termination from employment.

Any positive test of the employee during the period outlined above will be grounds for immediate termination from employment or as outlined in Section 9 of the Policy.

I have read and understand this document and voluntarily agree to comply and abide with its provisions.

Signed: _____ Date: _____



City of Stevenson Personnel Policy

Appendix # A-2

SUPERVISOR GUIDES

To ensure consistency, supervisors should be familiar with the City's workplace expectations before issuing any discipline. If there are any questions, consult with the City Administrator and/or Mayor. Suspensions, demotions and terminations can only be determined by the City Administrator and/or Mayor.

Oral Warnings

- Talk to the employee in private.
- Oral warnings are appropriate for relatively minor infractions where the employee will have an opportunity to correct the condition.
- Supervisor should file a written, dated notation that an oral warning was given with a reference to subject matter.

Written Reprimand

- Supervisor should issue a written reprimand when an employee has disregarded an oral warning or if the infraction severity warrants a written reprimand.
- The supervisor should describe in writing the nature of the infraction in detail and the supervisor should sign and date the reprimand.
- Prior to meeting with the employee, the supervisor should discuss the warning notice with his/her supervisor.
- The supervisor should then meet with the employee to be certain the employee understands the nature of the reprimand. The employee should receive a copy.
- The written reprimand should be filed with the employee's personnel file.

Suspension

- This form of discipline is administered as a result of a severe infraction or for excessive violations after a written reprimand. Suspension should not be considered without first discussing the issues with the Administrator and /or Mayor.
- The supervisor shall set forth in writing all facts for the reason for the Notice of Suspension and the duration of the suspension. A copy will be filed with the employee's personnel file and given to the employee.
- The supervisor should demonstrate that a thorough investigation is completed with both sides of the facts being objectively investigated.
- The supervisor shall meet with the employee and give the employee an opportunity to respond. If major issues are raised, the City may investigate further before confirming intent.

Demotion

- This form of discipline is rare – used in instances when an employee has been promoted to a position to which they are unable to perform the responsibility or in instances when a City is reducing its force and laying staff off.
- See terminations.

Terminations

- Prior to a supervisor taking any actions on discharge of an employee, the supervisor must discuss his/her recommendation for discharge with the Administrator and/or Mayor.
- A thorough investigation is critical. All facts should be reviewed objectively. Review the personnel file to determine if there is a pattern of behavior. Get witness statements.
- Review the issues for justification of the discharge. Follow rules of just cause. Were all procedural protections applied?
- If paid suspension is needed to complete an investigation, use it.
- Document.
- Provide the employee a hearing where the employee will have an opportunity to explain before final action.
- Follow Loudermill guidelines.



City of Stevenson Personnel Policy

Appendix # A-3

SEPARATION AGREEMENT (a)

This separation agreement (hereinafter referred to as "Agreement") is made effective _____, 20__, by and between the City of Stevenson and _____ (hereinafter referred to as the "Employee").

For and in consideration of the mutual covenants herein contained, the City of Stevenson and Employee agree as follows:

1. EMPLOYEE will separate active employment with the City of Stevenson effective _____, 20__.
2. The City of Stevenson will pay EMPLOYEE a total severance benefit of \$_____, less required deductions upon the signing of this Agreement, equal to _____ month(s) of salary continuation. This severance payment will be payable over the three-month period, on the City of Stevenson's regularly scheduled pay periods. This payment is in lieu of all accrued salary, and benefits and continuation of EMPLOYEE'S salary, benefits, and any other matters to which EMPLOYEE might otherwise be entitled. EMPLOYER further agrees to provide EMPLOYEE with continued medical, dental and vision benefits under its current policies so long as EMPLOYEE is eligible under federal COBRA laws. If EMPLOYEE makes timely application for these COBRA benefits, EMPLOYER will pay the premium for these benefits, less any deduction for dependent coverage, for the period of salary continuation. After this period, for the remaining portion of the CORA benefits, EMPLOYEE will pay the premiums.
3. EMPLOYEE agrees that this severance benefit is not a benefit that he/she would otherwise be entitled to under existing employee benefit plans provided by the City of Stevenson. The severance payment will be made irrespective of whether EMPLOYEE accepts other employment or dies, and is subject to the usual federal income tax, social security, and any other applicable withholdings.
4. EMPLOYEE accepts the benefits specified herein in full payment and satisfaction of all his/her rights and interest relating to his/her employment with the City of Stevenson its affiliates, owners, directors, stockholders, agents, employees, and successors and assigns, from any and all claims, demands, and causes of action, which he/she now has or any manner arise out of his/her employment with, or separation from, the City of Stevenson. This release specifically covers, but is not limited to, any and all claims EMPLOYEE may have under federal, state, and local laws that prohibit discrimination in employment, any contract or tort claims arising under federal, state, or local law, and any claims under any express or implied contract or legal restriction on the City of Stevenson's rights to deal with employees. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
5. EMPLOYEE represents that he/she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court, and that he/she will not do so at any time hereafter.
6. EMPLOYEE represents that he/she has read, considered, and fully understands this Agreement, and all its terms, and executes it freely and voluntarily.
7. EMPLOYEE acknowledges that he/she has had the opportunity to consult with his/her attorney prior to accepting this Agreement, and has had an adequate opportunity to do so.
8. EMPLOYEE agrees to maintain the confidentiality of this Agreement. EMPLOYEE agrees not to divulge the terms of this Agreement to, or discuss the events leading up to his/her separation from the City of Stevenson with, any person other than his/her attorney and members of his/her immediate family.
9. EMPLOYEE represents that in entering into this Agreement, he/she does not rely and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Agreement or Employee's separation from employment with the City of Stevenson.
10. It is understood and agreed that by entering into this Agreement, the City of Stevenson expressly denies that it has any legal liability in this matter. This Agreement is solely intended as the resolution of a disputed claim and may not be used by anyone as an admission of any kind by the City of Stevenson.
11. This Agreement is intended to constitute a full and final resolution of this matter. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorney's fees and costs.

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

SEPARATION AGREEMENT (b)

This separation agreement (“Separation Agreement”) by and between the City of Stevenson and _____ (“Employee”).

For good and valuable consideration, the parties agree as follows:

1. Separation of Employment. EMPLOYEE’S last date of employment with the City of Stevenson shall be _____, 20_____.
2. Severance Pay. The City of Stevenson agrees to pay EMPLOYEE _____ weeks of severance pay at his/her current regular rate of pay. Such severance pay shall be paid by check in a lump sum payment; provided, however, that the severance payment shall not be made until after EMPLOYEE has returned the executed Separation Agreement to the City of Stevenson, and the Revocation Period specified in Paragraph 8 below has expired. The severance payment made under this Separation Agreement shall be subject to all withholdings required by state and federal law. The parties agree that the separation pay described in this Paragraph 2 is designed to aid EMPLOYEE’s transition to alternative employment, and that the specified benefits do not constitute benefits to which she would otherwise be entitled upon separation under existing employee benefit plans provided by the City of Stevenson or under any pre-existing benefit plans provided by the EMPLOYEE and the City of Stevenson.
3. Health Insurance. If EMPLOYEE makes timely application and remains eligible for such benefits, the City of Stevenson will provide EMPLOYEE and his/her dependents with continued medical, dental and vision benefits under its current health insurance policies for 18 months following the Separation Date (“COBRA” benefits). It is the intent of the parties that EMPLOYEE’s COBRA rights begin to run on the Separation Date.
4. Accrued Vacation and Floating Holidays. The City of Stevenson agrees to pay EMPLOYEE for vacation and floating holidays that he/she has accrued but not used, if any, as of the Separation Date.
5. Release. EMPLOYEE accepts the benefits contained in this Separation Agreement in full satisfaction of all his/her rights and interests relating to his/her employment with and separation from the City of Stevenson and, in consideration therefore, EMPLOYEE hereby releases the City of Stevenson, its affiliates, successors, predecessors, past and present officers, directors agents, and employees from all claims (other than claims for the payments provided for under this Separation Agreement), causes of action or liabilities, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which EMPLOYEE may have or claim to have against the City of Stevenson arising from or during his/her employment or as a result of his/her separation from employment. This release specifically covers, but is not limited to, any workers’ compensation or disability claims under state law; any claims of discrimination based on race, color, national origin, sex, marital status, age (including claims under the Age Discrimination in Employment Act) or physical or mental disability under any federal, state, or local law, rule, or regulation; any contract or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City of Stevenson to EMPLOYEE; and any claims under any express or implied contract or legal restrictions on the City of Stevenson’s right to terminate its employee. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
6. Other Claims or Lawsuits. EMPLOYEE represents that as of the date she executes this Separation Agreement, she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court.
7. No Admission. Nothing in this Separation Agreement shall be construed as any indication that the City of Stevenson has acted wrongfully towards EMPLOYEE or any other person.
8. Review and Revocation. EMPLOYEE acknowledges that:
 - a. Pursuant to applicable law, she has been offered the opportunity to review a copy of this Separation Agreement for a period of twenty-one (21) days (the “Review Period”).
 - b. The City of Stevenson advised EMPLOYEE at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Separation Agreement, including without limitation the release set forth in this Separation Agreement; and
 - c. The terms and conditions of this Separation Agreement have not been amended, modified, or revoked during the Review Period. The City of Stevenson and EMPLOYEE agree that EMPLOYEE shall have seven (7) calendar days (the “Revocation Period”) following the date on which EMPLOYEE signs this Separation Agreement to revoke his acceptance of the Separation Agreement and the release set forth in this Separation Agreement, and this Separation Agreement shall not become effective until the Revocation Period has expired.



City of Stevenson Personnel Policy

9. Confidential Information. EMPLOYEE acknowledges that while employed by the City of Stevenson and its predecessor, she had access to certain confidential information relating to the business of the City of Stevenson and its predecessor which constitute trade secrets of the City of Stevenson under the Uniform Trade Secrets Act, RCW 19.108. EMPLOYEE acknowledges that under the Uniform Trade Secrets Act, she has an obligation to maintain the confidentiality of such trade secrets of the City of Stevenson.
10. Voluntary Execution. EMPLOYEE represents that she has read, considered, and fully understands this Separation Agreement and all its terms, and executes it freely and voluntarily.
11. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Separation Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Separation Agreement. Interpretation of this Separation Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Separation Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.
12. No Representations. EMPLOYEE represents that in entering into this Separation Agreement, she does not relay and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Separation Agreement.
13. Confidentiality. EMPLOYEE Agrees to keep the terms of this Separation Agreement confidential, except for communications about it with his/her immediate family, attorney or accountants or other professional financial advisors.
14. Remedies for Breach of Covenants. In the event of a breach or threatened breach by EMPLOYEE of any covenants herein, EMPLOYEE agrees that the City of Stevenson shall be entitled to a temporary restraining order or a preliminary injunction (without the necessity of the City of Stevenson posting any bond in connection therewith) restraining EMPLOYEE from such breach or threatened breach. Nothing herein shall be construed as prohibiting the City of Stevenson from pursuing any other remedies available to it for such breach or threatened breach, including the recovery of damages from EMPLOYEE.
15. Complete Agreement. This Separation Agreement constitutes a full and final resolution of all matters in any way related to EMPLOYEE's employment with and separation from the City of Stevenson. This Separation Agreement supersedes any and all other agreements between the parties.
16. Amendment. The parties agree that no modification, change or amendment of this Separation Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.
17. Severability. If any provision of this Separation Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Separation Agreement or portion thereof, and this Separation Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.
18. Titles. The titles of the paragraphs of this Separation Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of their terms, covenants or conditions of the Separation Agreement.

IN WITNESS WHEREOF, the parties have executed this Separation Agreement as their free and voluntary act on the dates set forth below.

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

Appendix # A-4:

CELL PHONE POLICY

PURPOSE

The purpose of this policy is to provide cell phone use guidelines. This policy enables the City of Stevenson to meet its fiduciary responsibility to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is often a need to communicate when access to a regular telephone or computer is unavailable. Cell phones are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner.

DEFINITIONS

Employee—A person employed by the City, does not include an independent contractor.

City Business—Official City business is business that relates directly to a person's work function and benefits the City.

Cell Phone—Cellular telephones including smart phones: any device that is used, by any measure, to send or receive wireless voice or data transmissions including text messaging.

POLICY

This policy shall apply to all City employees.

1. The City recognizes that cell phones are an important and necessary tool for certain employees to perform their job duties. For this purpose, the City will provide a cell phone.
2. The City Administrator will determine which employees require a cell phone by considering the individual job duties and related wireless communications needs. The Purchasing Officer will procure the most cost-effective cell phone and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
3. The use of a cell phone, whether owned by the employee or the City, creates data that is stored on the devices, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received). When the cell phone is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. It is the employee's responsibility to ensure that all cell phone data related to City business is retained consistent with this policy and all City rules, regulations, policies and procedures.
4. All communications created or received using a City cell phone and all data stored on the devices is the property of the City. Employees have no personal or property right



City of Stevenson Personnel Policy

in these communications and data and no expectation of privacy with regard to their use of City communication devices. Furthermore, the City reserves the right to access and monitor any and all communications created or received using a City-owned cell phone, any record of such communications and all data stored on City cell phones, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received) to ensure that all use of a City cell phone is consistent with this policy and all City rules, regulations, policies and procedures.

PROCEDURE

1. Determination of Cell Phone Eligibility

- a. Eligibility is based on the need for frequent use of a cell phone, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by the City Administrator.
- b. Employees leaving City employment must turn in City-owned cell phones as part of their termination process. Employees transferring or promoting within the City must re-establish their eligibility in their new position.

2. Determination of Phone or Plan

- a. The City Administrator is responsible for projecting business use, and for communicating this estimate to the Purchasing Officer. The Purchasing Officer is responsible for purchasing City-owned cell phones and establishing plans with providers that best meet the City's business needs at the lowest cost.

3. Use of Cell Phone

- a. Except for incidental personal use, City-owned cell phones shall be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls shall be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls shall be made during breaks. Use of a City-owned cell phone for non-City business, or more than incidental personal use, will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.
- b. Employees are prohibited from Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws



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- c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.
- d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."
- e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:
 - Commercial use other than City business.
 - Harassment of any member of the public, any governmental employee or any vendor.
 - Making or receiving any calls of a sexually explicit nature.
 - Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
 - Subjects of political nature.
 - Misrepresentations or release of information of a confidential nature.
 - Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

4. City Paid Monthly Stipend for Use of Personal Mobile Phones

- a. At the department director's discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of two plan options as determined appropriate by the employee's director, or designee:

- A. Phone only
- B. Phone with data

The amount of the monthly stipend will equal the rate of the plan paid by the city, inclusive of taxes. Employees who receive a monthly stipend agree to purchase a device that meets the City's technical standards and use their personal phone for City business. In addition, employees must execute a Monthly Mobile Phone Stipend Agreement to be submitted to the employee's manager/supervisor for approval. The monthly stipend process is administered and overseen by the Payroll Officer.



City of Stevenson Personnel Policy

Special Responsibilities for Managerial Staff

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Public Records Act – Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules.



City of Stevenson Personnel Policy

RECEIPT OF THE CITY OF STEVENSON'S CELL PHONE USE POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the City of Stevenson's Cell Phone Use Policy. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the Policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

I agree to observe and follow the Cell Phone Use Policy. I understand that failure to abide by the policy could result in the loss of cell phone privileges and/or other disciplinary actions.

Employee Name (Signature)

Employee Name (Please Print)

Department

Date



City of Stevenson Personnel Policy

Appendix # A-5

City of Stevenson
Ordinance No. 879

An ordinance of the City of Stevenson adopting policies and procedures for reporting improper governmental action and protecting employees against retaliatory action.

Recitals

1. Chapter 44, Laws of 1992, entitled “The Local Government Employee whistleblower Act,” became effective for local governments on January 1, 1993.
2. Under the Local Government Employee Whistle blower Act it is unlawful for a local government to take retaliatory action because an employee, in good faith and in conformance with the local government’s procedures, provides information that improper government action may have occurred; and
3. Under the Local Government Employee Whistleblower Act local governments must enact specific policies for reporting improper government actions.

Now, Therefore, the City Council of the City of Stevenson do ordain as follows:

1. Policy statement. It is the policy of the City of Stevenson to:
 - 1.1 Encourage reporting by its employees of improper governmental action taken by City of Stevenson officers or employees; and
 - 1.2 Protect City of Stevenson employees who have reported improper governmental actions in accordance with the City of Stevenson’s policies and procedures from retaliatory action.
2. Definitions. As used in this policy, the following terms shall have the meanings indicated:
 - 2.1 “Improper governmental action”: means any action by a City of Stevenson Officer or employee
 - a. That is undertaken in the performance of the officer’s or employee’s official duties, whether or not the action is within the scope of the employee’s employment; and
 - b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.
 - 2.2 “Improper governmental action” does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspension, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
 - 2.3 “Retaliatory Action” means any adverse change in the terms and conditions of a City of Stevenson employee’s employment.
 - 2.4 “Emergency” means a circumstance that if not immediately changed may cause damage to persons or property.
3. Procedures for Reporting.
 - 3.1 City of Stevenson employees who become aware of improper governmental actions should raise the issue first with their supervisor. Except in the event of an emergency, the employee shall also submit a written report to the supervisor, or to the City of Stevenson, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the City of Stevenson administrator, mayor or such other person as may be designated by the City of Stevenson administrator to receive reports of improper governmental action.
 - 3.2 In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigation of the improper action.



City of Stevenson Personnel Policy

- 3.3 The supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee, as the case may be, shall take prompt action to assist the City of Stevenson in properly investigating the report of improper governmental action. City of Stevenson officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigations, except that personnel actions taken as a result of the investigation may be kept confidential.
- 3.4 City of Stevenson employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Stevenson employee reasonably believes that an adequate investigation was not undertaken by the City of Stevenson to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Stevenson to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- 3.5 CITY OF STEVENSON EMPLOYEES WHO FAIL TO MAKE A GOOD-FAITH ATTEMPT TO FOLLOW THE CITY OF STEVENSON'S PROCEDURES IN REPORTING IMPROPER GOVERNMENTAL ACTION SHALL NOT RECEIVE THE PROTECTION PROVIDED BY THE CITY OF STEVENSON IN THESE PROCEDURES
4. Protection Against Retaliatory Actions.
- 4.1 City of Stevenson officials and employees are prohibited from taking retaliatory action against a City of Stevenson employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
- 4.2 Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee. City of Stevenson officials and supervisors shall take appropriate action to investigate and address complaints or retaliation.
- 4.3 If the employee's supervisor, the City of Stevenson administrator, or the City of Stevenson administrator's designee, as the case may be, does not satisfactorily resolve a City of Stevenson employee's complaint that he or she has been retaliated against in violation of this policy, the City of Stevenson employee may obtain protection under this policy and pursuant to state law by providing a WRITTEN notice to the City of Stevenson council that:
- Specifies the alleged retaliatory action; and
 - Specifies the relief requested.
- 4.4 City of Stevenson employees shall provide a copy of their written charge to the City of Stevenson mayor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The city of Stevenson shall respond within thirty (30) days to the charge of retaliatory action.
- 4.5 After receiving either the response to the City of Stevenson or thirty (30) days after the delivery of the charge to the City of Stevenson, The City of Stevenson employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City of Stevenson administrator within the earlier of either fifteen (15) days of delivery of the City of Stevenson's response to the charge of retaliatory action, or forty-five days of delivery of the charge for retaliation to the City of Stevenson for response.
- 4.6 Upon receipt of request for hearing, the City of Stevenson shall apply within five (5) working days to the Sate Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:
- Office of Administrative Hearings
PO Box 42488, 4224 Sixth SE
Row Six, Bldg. 1
Lacey, WA 98504-2488
206-459-6353
- 4.7 The City of Stevenson will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.



City of Stevenson Personnel Policy

- 5. Responsibilities. The city Administrator is responsible for implementing the City of Stevenson’s policies and procedures for reporting improper governmental action and for protecting employees against retaliatory action. This includes ensuring that this policy and these procedures are permanently posted where all employees will have reasonable access to them are made available to any employee upon request and are provided to all newly-hired employs. Officers, manager and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.
- 6. List of Agencies. The City Administrator will maintain a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Said list will be updated not less frequently than annually and copies thereof shall be made available to all employees. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact agencies shown on the list.

PASSED by the Council of the City of Stevenson and approved by the Mayor this 18th day of February, 1993.

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson



City of Stevenson Personnel Policy

Appendix # A-6

LIST OF AGENCIES RESPONSIBLE FOR ENFORCING FEDERAL, STATE and LOCAL LAWS and INVESTIGATING OTHER ISSUES INVOLVING IMPROPER GOVERNMENTAL ACTION

LOCAL

City of North Bonneville
Mayor
North Bonneville City Hall
PO Box 7
North Bonneville, WA 98639
509-427-8182
City Attorney 509-427-5665

City of Stevenson
Mayor
Stevenson City Hall
PO Box 371
Stevenson, WA 98648
509-427-5970
City Attorney 509-427-5665

SKAMANIA COUNTY

Commissioners
Skamania County Courthouse
PO Box 790
240 NW Vancouver Avenue
Stevenson, WA 98648
509-427-9447

Prosecuting Attorney
Skamania County Courthouse
PO Box 790
240 NW Vancouver Avenue
Stevenson, WA 98648
509-427-9405

Sheriff
Skamania County Sheriff's Office
PO Box 790
200 NW Vancouver Ave
Stevenson, WA 98648
509-427-9490

Port of Skamania County
Chairman Board of Port Commissioners
PO Box 1099
130 SE Cascade Avenue
Stevenson, WA 98648
509-427-5484

Public Utility District No. 1
of Skamania County
Chair, Board of PUD Commissioners
PO Box 500 Wind River Highway
Carson, WA 98610
509-427-5126

STATE OR REGIONAL AGENCIES

Washington State Attorney General
111 NE Olympia Avenue
Olympia, WA 98501
360-753-6210

Washington State Department of Ecology
PO Box 47600
Olympia, WA 98504
360-459-6000

Washington State Department of Natural Resources
PO Box 47000
Olympia, WA 98504
360-902-1000

Washington State Department of Transportation
Transportation Building
KF-01
Olympia, WA 98504
360-705-7000

Washington State Department of
Community Development
9th & Columbia
MSGH-51
Olympia, WA 98504
360-725-2800

Southwest Washington Air Pollution
Control Authority
1308 NE 134th, Suite D
Vancouver, WA 98685
800-633-0709



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Southwest Washington Health District
PO Box 5000
Vancouver, WA 98663
360-695-9215

Washington State Department of Fisheries
115 General Administration Bldg.
MS AX-11
Olympia, WA 98504
360-753-6600

Washington State Auditor's Office
Legislative Building
PO Box 40021
Olympia, WA 98504-0021

Washington State Department of Health
Health Consumer Assistance
PO Box 4789
Olympia, WA 98504
800-525-127

Washington State Liquor Control Board
Enforcement Division
1514 E. Street
Vancouver, WA 98666

FEDERAL AGENCIES

Department of Agriculture
Office of Inspector General
915 Second Avenue
Seattle, WA
Supervisor Auditor
360-553-8290
Supervisor Special Agent
360-553-8286

Alcohol Tobacco & Firearms
Criminal Enforcement
915 Second Avenue
Seattle, WA
360-553-4485

Department of Commerce Commission
Office of the Inspector General
Office of Audits
915 Second Avenue
Seattle, WA
360-553-0801
Fraud Hotline 800-424-5454

US Department of Education
Office of Inspector General
915 Second Avenue
Seattle, WA
Audits 360-553-0657
Investigations 360-553-1482

Washington State Employment Security
Bingen Job Service Center
PO Box 847
Bingen, WA 98605
509-493-1210

Washington State Utilities Transportation
Chandler Building, MS FY-11
13005 Evergreen Park Dr. SW
Olympia, WA 98504
360-753-6423

Washington State Human Rights Commission
402 Evergreen Plaza Bldg.
Olympia, WA 98504-2490
360-753-6770

Washington State Dept. of Labor & Industries
General Administration
Building, MS, HC-101
Olympia, WA 98505
360-753-6341

Washington State Department of Social & Health
Services; Special Investigation Office
11900 NE 95th
PO Box 4485
Vancouver, WA 98662
360-696-6707

Department of Army
Corp of Engineers
PO Box 2946
319 Pine
Portland, OR 97225
503-326-6000

US Attorney
800 Fifth Avenue
Seattle, WA
360-553-7970

Consumer Product Safety
Hotline 800-638-2772
US Customs Service
Office of Enforcement
909 First Avenue
Seattle, WA
360-653-7531

Environmental Protection Agency
Criminal Investigations
1200 Sixth Avenue
Seattle, WA



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Equal Employment Opportunity Agency
2815 Second, Suite 500
Seattle, WA
360-553-0968

US Department of Energy
Bonneville Power Administration
PO Box 3621
Portland, OR 97208
360-230-3000

General Accounting Office (GAO)
1500 NE Irving Street
Portland, OR 97232
503-235-8500

Department of Health & Human Services
Food & Drug Administration
22201 23rd Drive SE
Bothell, WA
Trade Complaints 206-483-4949
Audits: 360-553-0452

US Bureau of Indian Affairs
PO Box 3785
Portland, OR 97208
503-231-6702

Department of Interior US Fish & Wildlife Services
Division of Law Enforcement
121 107th NE
Bellevue, WA

Department of Justice
Drug Enforcement Administration
220 West Mercer, Suite 300
Seattle, WA
360-553-5443

Mine Safety & Health Administration
117 107th NE
Bellevue, WA
360-553-7037

National Transportation Safety Board of Directors
19518 Pacific Highway South
Seattle, WA
360-764-3782

Department of Transportation
Office of Inspector General
915 Second Avenue
Seattle, WA 98178
360-553-5720

Federal Emergency Management Agency
130 – 228th Street SW
Bothell, WA
360-487-4600

General Services Administration
915 Second Avenue
Seattle, WA
Investigations: 360-931-7654
Law Enforcement: 360-553-0290
Audits: 360-931-7650

Department of Housing and Urban Development
Office of Counsel
1321 Second Avenue
Seattle, WA
Audits 360-553-0270
Investigations: 360-553-0272

Interstate Commerce Commission
915 Second Avenue-Room 1894
Seattle, WA 98154
360-553-5421

Federal Bureau of Investigation (FBI)
1500 SW 1st Avenue
Portland, OR 97201
503-224-4181

Department of labor
Occupational Safety & Health (OSHA)
1111 Third Avenue, Suite 715
Seattle, WA 98101-3212
360-553-5930
Audits
1111 Third Avenue, Suite 780
Seattle, WA 98101-3212
360-553-4880
Investigations
1111 Third Avenue, Suite 785
Seattle, WA 98101-3212

Nuclear Regulatory Commission
510-975-0200
Federal Trade Commission
915 Second Avenue
Seattle, WA
360-553-4656

Department of Treasury
Bureau of Alcohol, Tobacco & Firearms
Law Enforcement Division
915 Second Avenue – room 806
Seattle, WA 98174



City of Stevenson Personnel Policy

Department of Veterans Affairs
Office of Inspector General
915 Second Avenue
Seattle, WA 98674
Fraud/Waste/Abuse Hotline
800-488-8244

Securities & Exchange Commission
Seattle, WA 98174
360-553-7990



City of Stevenson Personnel Policy

Appendix # A-7

Travel Reimbursement Request

(To be turned in to Accounts Payable after travel is complete to request reimbursement)

Name: _____

Event: _____

Location: _____

Dates: _____

	<u>Paid by City</u>	<u>Reimbursement</u>
Tuition, Registration, Etc. \$ _____	_____	-
Back up Documentation Required		
<u>Lodging: Receipts Required</u>		
# of nights ____ @ _____ per night	_____	-
Less charges for non official companions:	-	-
State Lodging Per Diem Rate: \$ _____	Higher Rate of: \$ _____	
	Approved by City Council: _____	
<u>Travel: Receipts required for all except vehicles.</u>		
Personal Vehicle: # of Miles: _____ per mile	-	-
City Vehicle: _____	-	-
Public Transportation: _____	-	-
Round Trip Airfare: _____	-	-
Parking Fees: _____	-	-
<u>Per Diem Meals ... No Receipts Required</u>		
___ Breakfasts at \$ _____ each	-	\$0.00
___ Lunches at \$ _____ each	-	\$0.00
___ Dinners at \$ _____ each	-	\$0.00
Meals included in Tuition: _____		
<u>Total Expenses:</u>	<u>\$0.00</u>	<u>\$0.00</u>

Please note where you are required to return receipts. Reimbursements will not be made if the expenses requested exceed the amount approved by City Council. City Council must approve rates higher than the State Per Diem.

Supervisor Approval: _____
 Date of City Council Approval (if req'd): _____

Final Reimbursement Requested: (After travel is complete) * \$ _____
 Requested by: _____ (signature)
 * Limited to amount approved above by Supervisor or City Council



City of Stevenson Personnel Policy

Appendix # A-8

CITY ADMINISTRATOR

POSITION: City Administrator
REPORTS TO: Mayor
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.



City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.



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- Exhibit proficient computer skills.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Communication skills
- Leadership and analytical skills
- Experience with standard office equipment including computers

PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Master's degree in a related field

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

PUBLIC WORKS DIRECTOR

POSITION: Public Works Director
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

The position is responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The position needs management and supervisory experience.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the City Public Works Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's public works facilities including execution of both short and long-range construction programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments.
- Oversee the selection, training, professional development and certification programs for all department personnel and provide guidance to the Public Works Field Supervisor and system managers.
- Ensure that appropriate policies and procedures are in place and ensure employee compliance to department policies and procedures.
- Work closely with Public Works Field Supervisor and system managers to develop and implement appropriate policies and procedures for each respective division of the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attend all City Council meetings and represent the City on other committees as assigned.
- Direct the research and compilation of all required reports relative to the operation of the public works programs.
- Ensure that the City's water and sewer utilities meet all regulatory requirements.



City of Stevenson Personnel Policy

- Supervise public works construction projects.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Review and approve building permit applications for public works compliance.
- Serve with the Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serve as the enforcement officer for the protection of public facilities.
- Assist with the control of public nuisances.
- Respond to public inquires related to public works issues.
- Assist with grant writing.
- Perform field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service).

ABILITY TO:

- Analyze and problem solve problems relating to Public Works functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate workers performing various maintenance and repair activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Confidently make informed decisions and/or recommendations regarding all Public Works functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Maintain various health and safety standards and regulations
- Perform moderately, strenuous physical tasks.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Secure compliance with construction specifications in an effective manner.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising the Public Works Field Supervisor, system managers and subcontractors; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all maintenance worker positions in the department; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.



City of Stevenson Personnel Policy

JOB CONDITIONS

On call status, evening meetings, and substantial overtime may be required. The incumbent may experience exposure to high noise levels, extreme temperatures, work around machinery and high traffic, harmful gasses and fumes, confined spaces, and exposure to blood-borne pathogens. Extensive computer work is required, including eight or more hours per week being devoted to clerical work such as typing, filing, data entry, and report writing. Although work will be performed in an office setting, due to the small size of the City, “on-site” supervisory and inspection duties will need to be performed and may lead to considerable time spent out-of-doors. During the occasional emergency the director may be exposed to extreme weather and work conditions.

This position may also require pushing, pulling, lifting and carrying objects weighing up to fifty (50) pounds.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.

Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.

Computer literate with general knowledge of public works software applications.

Familiarity with government budgeting, regulatory environment and report preparation.

Supervisory skills, including evaluation, discipline and discharge.

Must have a valid a Washington valid state issued Driver’s License, ~~prefer CDL or ability to acquire.~~

PREFERRED QUALIFICATIONS:

Bachelor degree from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

Flagger Certification

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WWTPO I)

Water Distribution Manager I (WDM I)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

Wastewater Treatment Plant Operator II (WWTPO II)



City of Stevenson Personnel Policy

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

COMMUNITY DEVELOPMENT DIRECTOR

POSITION: Community Development Director
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

Performs current and long-range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Current Planning:
 - Act as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
 - Advise the public on City regulatory requirements.
 - Ensure that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
 - Develop programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
 - Maintain compliance with state-mandated land use and environmental statutes.
 - Develop the community's capacity to engage in informed, shared decision-making.
 - Assist with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
 - Lead and assist with grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.
- Testify as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Attend all City Council meetings and represent the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.
- Serve as a key member of the City's management team.
- Assist with the control of public nuisances.



City of Stevenson Personnel Policy

- Serve with the Public Works Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Obtain training to update present skills or obtain new skills.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.

SUPERVISORY RESPONSIBILITIES:

Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

JOB CONDITIONS:

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required, occasional attendance at meetings and trainings that occur outside City boundaries and substantial overtime may be required.

The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

MINIMUM QUALIFICATIONS:

Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Three (3) or more years of work in land use planning.

Working knowledge of:



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- Local land use planning principles, practices and techniques.
- Environmental sciences.
- Computer literacy.
- City government functions, policies, rules and regulations.
- State planning statutes and general familiarity with legal foundations of planning.
- Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS.

PREFERRED QUALIFICATIONS:

Master’s degree from an accredited college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field
 American Institute of Certified Planners membership.

Working knowledge of:

- GIS, presentation, and infographic software.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

DEPUTY CLERK/TREASURER II

POSITION: Deputy Clerk/Treasurer II
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is an office position that acts as primary assistant to the city administrator and performs a variety of functions to such as assisting with the maintenance of the city accounting system, managing investments, responding to public inquiries, monitoring municipal court activity, assisting with records maintenance, creating and filing general city records. Fills in for the city administrator in his/her absence.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Receipt, reconcile and deposit incoming funds and maintain records as required.
- Review and code accounts payable.
- Prepare vouchers and checks
- Maintain daily postings to the general ledger.
- Assist with the preparation of monthly, quarterly and annual reports.
- Assist the Deputy Clerk/Treasurer I with the preparation and reconciliation of water and sewer billing and receipting, including maintaining all state and city records.
- Monitor reporting of court activity and reconcile against monthly court and jail billings.
- Fill in for the City Administrator when required.
- Assist the Fire Department, Building Inspector, Public Works Director and City Administrator when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Purchase office and household supplies.
- Monitor city purchases for compliance with City/State bid laws.
- Provide front counter customer service when needed.
- Evaluate monthly cash flows and interest rates to invest city funds and maintain records.
- Assist City Administrator with the investing of City funds
- Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite, court, financial and utility software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Process public records requests.
- Prepare monthly payroll for city staff, maintaining all payroll files.



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- Maintain city website and other city communication outlets.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.
Office Experience, good writing skills, understanding of Generally Accepted Accounting Principles (GAAP)
10-key by touch, computer experience (preferably Windows based Excel & Word)
Good Customer Service

PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience
College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:



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First Aid & CPR Certification
Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

DEPUTY CLERK/TREASURER I

POSITION: Deputy Clerk/Treasurer I
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; payroll and utility billing tasks; records management and permit technician duties.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Prepare monthly payroll for city staff, maintaining all payroll files.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.
- Perform secretarial services for various departments when required.
- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention and maintains City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite software and utility/financial software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.



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- Assist with asset management to include conducting an inventory, and logging information in spreadsheets.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of application for various city permits.
- Review contractor applications for current license and insurance coverage.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Determine the appropriate permit application type, accept applications and revisions, perform a completeness check, route the review material and complete necessary documentation.
- Maintain the permit tracking database.
- Monitor the progress of permit applications; take action when required to meet target timelines.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects



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weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent.
- Office Experience, good writing skills, understanding of basic accounting
- 10-key by touch, computer experience (preferably Windows based) excel & word
- Good Customer Service

PREFERRED QUALIFICATIONS:

- Prior Government Accounting Experience
- College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



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PUBLIC WORKS FIELD SUPERVISOR

POSITION: Public Works Field Supervisor
REPORTS TO: Public Works Director
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position reporting directly to the Public Works Director. The Public Works Field Supervisor supervises and works with the Public Works employees responsible for the City's water and sewer utilities, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring public works tasks. The Public Works Field Supervisor must have the ability to troubleshoot and analyze problems related to street obstructions, slides, storm water system failures, sewage problems, equipment failures and water main breaks.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, sewer collection, parks division and City buildings.
- Proficiently operates and maintains departmental equipment such as back hoes, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and install sewer and water lines, clean curbs, gutters and repair park facilities.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections.
- Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the Waste Water Treatment Plant operator.
- Organizes the water and sewer utilities on-call duties shared with other Public Works employees.
- Will assist with the preparation of bid specifications on public works projects.
- Responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.

ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.
- Train staff in the most current and accepted practices in Public Works.
- Select, supervise, train and evaluate staff.



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- Participate in the development and administration of goals, objectives and procedures.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for water and sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in Public Works.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising Public Works staff, with direction from the Public Works Director.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.



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Must be able to work independently and have work experience in general maintenance, trade areas.

Must have a valid state issued Driver's License with CDL validation or ability to acquire within ~~three-six~~ (63) months. The City will complete a review of the final applicant's driving record.

Must be highly skilled in heavy equipment operation and maintenance.

Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing and Carpentry Skills.

Basic electrical skills, telemetry and cable splicing knowledge.

Experience in Welding.

Basic mechanical skills and diesel and gas equipment repair.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance and/or Irrigation Experience.

Supervisory skills and good oral communication capabilities to work with the public

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WTPO I)

A/C Pipe Certification

Flagger Certification

First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPOII)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.



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Signature

Date

UTILITIES/MAINTENANCE WORKER

POSITION: Utilities/Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring installation, repair and maintenance work in the streets, water supply and distribution, sewer collection or parks division.
- Proficiently operates departmental equipment such as back hoe's, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs sewer and water lines, cleans curbs, gutters and repairs park facilities.
- Responds to complaints from the public on utility and infrastructure items, such as water leaks, pressure issues, loss of water, potholes, etc. and evaluates the situation to explain to the supervisor for possible direction on a resolution.
- Reads city water meters on a regular basis.
- Assists in or shuts off utility lines and mains to repair broken sections of water or sewer lines and shut-offs for delinquent utility accounts.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements.
- Responsible for installation, maintenance and repair of city sewer lines and pumping equipment.
- Weekend testing and emergency back up to the Waste Water Treatment Plant operator.
- Maintenance of city streets will include pothole patching, striping, snow plowing, sign repair, litter control, hot mixing, and control of vegetation along right-of-way.
- Operation of street sweeper and brushcutters.
- Street light repair.
- Culvert replacement, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, operating cutting torch, saws, roller, man lift, jumping jack.



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- Maintenance of fire hydrants.
- Responsible for the general maintenance and repair of both diesel and gas engines.
- Responsible for the construction and maintenance of city parks, city buildings and other structures.

ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.



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MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Must have a ~~Washington~~ valid state issued -Driver's License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
- Water Distribution Manager I (WDM I)
- Cross Connection Control Specialist (CCCS)
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WWTPO I)
- A/C Pipe Certification
- Flagger Certification
- First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPO II)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.



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Signature

Date



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FACILITIES MAINTENANCE WORKER

POSITION: Facilities Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: January 1, 2020
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments and other partner agencies as agreed upon by the City.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring maintenance work in the parks department and with partner agencies to include mowing, edging, fertilizing and spraying.
- Routinely removes brush and debris from fence lines.
- Proficiently operates departmental equipment such as trucks, pressure washers, lawnmowers, weed eaters and other brush cutting equipment.
- Cleans and maintains curbs and, gutters, ~~and repairs park facilities.~~
- Collection and disposal of garbage from City or partner owned waste receptacles.
- Set-up and clean-up of special events.
- Cleans, maintains, and repairs park facilities.
- May assist City or partner personnel on other projects.

ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Work courteously and tactfully with customers and employees.



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SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy objects; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

This position may be subject to verbal abuse at times from the public.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must be able to work independently.

Must have a Driver's License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

Experience in small power equipment operation (lawn mowers, weed eaters, saws, etc).

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Good oral and written communication skills are necessary to work with the public.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Flagger Certification

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.



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Signature

Date



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WASTEWATER TREATMENT PLANT OPERATOR I

POSITION:	Wastewater Treatment Plant Operator I
REPORTS TO:	Public Works Field Supervisor
EFFECTIVE DATE:	March 15, 2018
FLSA STATUS:	Non-Exempt

SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Makes sure that all work is performed to safety standards and that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Waste Water Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, ~~dump trucks~~, backhoes, jackhammers, mowers, ~~street sweepers~~, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.



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ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.



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Must have a ~~Washington valid state issued~~ Driver’s License ~~with commercial validation or the ability to acquire within six (6) months~~. The City will complete a review of the final applicant’s driving record.

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Completion of “competent person training” in the areas of trenching, shoring and confined spaces.
- First Aid & CPR Certification
- Flagger Certification
- Water Plant Operator I (WTPO I)
- Water Distribution Manager I (WDM I)
- Wastewater Treatment Plant Operator I (WWTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

WASTEWATER TREATMENT PLANT OPERATOR II

POSITION: Wastewater Treatment Plant Operator II
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: March 15, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Makes sure that all work is performed to safety standards and that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Waste Water Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, ~~dump trucks~~, backhoes, jackhammers, mowers, ~~street sweepers~~, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.



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ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.



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Must have a ~~Washington~~ valid state issued Driver's License ~~with commercial validation or the ability to acquire within six (6) months~~. The City will complete a review of the final applicant's driving record.

Wastewater Treatment Plant Operator II (WWTPO II)

Water Distribution Manager I (WDM I)

PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Cross Connection Control Specialist

Wastewater Treatment Plant Operator III (WWTPO III)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

First Aid & CPR Certification

Flagger Certification

Water Plant Operator I (WTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position

Signature

Date



City of Stevenson Personnel Policy

WASTEWATER TREATMENT PLANT OPERATOR III

POSITION: Wastewater Treatment Plant Operator III
REPORTS TO: Public Works Director
EFFECTIVE DATE: March 15, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Makes sure that all work is performed to safety standards and that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.
- Operates and maintains equipment which may include city trucks, ~~dump trucks~~, backhoes, jackhammers, mowers, ~~street sweepers~~, snow plows, compactors, cutting



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torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.

- Assists with the general maintenance and repair of both diesel and gas engines.

ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position directly overseeing city workers and contractors in the Wastewater department. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full



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week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Must have a ~~Washington~~ valid state issued Driver's License ~~with commercial validation or the ability to acquire within six (6) months~~. The City will complete a review of the final applicant's driving record.
- Wastewater Treatment Plant Operator III (WWTPO III)
- Water Distribution Manager I (WDM I)

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Cross Connection Control Specialist
- Wastewater Treatment Plant Operator IV (WWTPO IV)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
- First Aid & CPR Certification
- Flagger Certification
- Water Plant Operator I (WTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position

Signature

Date



City of Stevenson Personnel Policy

MINUTE TAKER

POSITION: Minute Taker
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

Attends meetings and records minutes. Prepares final drafts of minutes off-site on applicant's personal computer equipment for the City Council, the Planning Commission and the boards of Adjustment and Appeals.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Attend and take minutes at regular meetings of the City Council and Planning Commission, special meetings as requested, and scheduled meetings of the Board of Adjustment and Board of Appeals and takes minutes of the proceedings.
- Prepare drafts of the minutes and submits those drafts for review by the designated staff member and final adoption by the appropriate elected or appointed board. All drafts are prepared using software compatible with that used by the City.

ABILITY TO:

- Follow oral and written directions.
- Work independently with little direction.
- Communicate clearly in writing.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

The position may require long periods of sitting at evening meetings.

MINIMUM QUALIFICATIONS

High School Graduate or GED equivalent
Office experience with a minimum 50 wpm keyboard speed
Familiarity with Windows based software
Good writing and spelling skills

PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies



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This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



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Appendix # A-9

CITY OF STEVENSON INTERNET/INTRANET, PERSONAL COMPUTER, VOICE MAIL AND E-MAIL USE POLICY

Section 1 - Purpose

This policy shall govern access to and use of City of Stevenson equipment, telecommunications, and services for employees of the City. The intent of this policy is to provide employees the tools to perform their job tasks without infringing on the rights of others, whether they are public or employee users of the personal computers, computer network, voice mail and Internet/Intranet communications systems. This includes minimizing the risk of computer virus infections, avoiding bandwidth congestion, adhering to software license agreements, and controlling private use of government equipment. This policy addresses issues such as acceptable conduct and usage procedures by public employees when using equipment provided by the employer or provider of such services.

Network and Internet access is provided to city employees as a research and communication tool to assist in conducting City business. Employees are trusted to use good judgment in use of City owned equipment, services (both duration and frequency of use), information technology or other resources.

Section 2 - Affected Parties

All City employees including appointed and elected officials, quasi-employees and authorized volunteers who use City equipment, services, and information technology must comply with this policy. All users are expected to use equipment and services in a professional manner.

Section 3 - References

The intent of this policy is to address the following Federal and State regulations as they relate to the use of telecommunication equipment and services:

:

- The Electronics Communications Privacy Act (ECPA)
- RCW 9.73.030 Privacy Act
- RCW 40.14 Retention, Storage and Destruction of Public Records.
- RCW 42.17 Open Public Records Act
- RCW 42.30 Open Meetings Act

Section 4 – Definitions

Terms used for the purposes of this policy --

- 4.1 Discoverable:
Knowledge that something such as a letter, memo, note or Email or voice mail, may exist and can be requested to be produced as part of an investigation.
- 4.2 Downloading.
Copying software programs and/or files from a floppy disk, CD ROM disk, or an INTERNET site or from another outside source, on to a City owned computer.
- 4.3 Email:
Refer to all Electronic Mail software applications, whether INTERNET, LAN or WAN.
- 4.4 Employee:
Employee means an elected official, officer, employee, quasi-employee, authorized volunteer of the City, who has been elected or appointed, but does not include an independent contractor.



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- 4.5 INTERNET.
Refers to connectivity with other agencies, networks and/or services.
- 4.6 Official City Business Purposes:
Those activities performed by an official, employee, or quasi-employee or authorized volunteer of the City, as directed by the City through his/her supervisor in order to accomplish City programs or as required by the duties of his/her position or office.
- 4.7 Posted:
Refers to World Wide Web (WWW) sites, Email, Voice Mail, news groups or any other network location where information is shared internally or externally.
- 4.8. Public Records:
Those documents defined in RCW 42.17.020, including the exemptions listed in RCW 42.17.310 and 42.17.315.
- 4.9 Voice Mail:
Recorded telephone messaging system.
- 4.10 WWW.
Refers to World Wide Web sites.

Section 5 - Policies

5.1 City Business Purposes

Use of City computers, network resources (whether LAN, WAN, Internet or Electronic Mail) and voice mail systems, shall be used for City business purposes only, as is the case with all forms of City equipment and resources, except as provided below.

5.1.1 Personal Use of City Computer Equipment

Personal use of City computer equipment may be allowed under the following conditions:

The use is small scale and only done during the employees break time or before or after normal business hours of the employee's department or as an alternate means of contact with family members for scheduling changes and other needs typically allowed under the telephone policy.

The employee has made a detailed and specific request and received prior approval through their supervisor and Department Head/Elected Official for the specific use.

The use will have no impact on other departments, employees, or the public and will not cause network congestion and/or misuse of system resources.

All provisions of this policy regarding inappropriate message content (Section 5.3.4 & 5.4.4), solicitations (Section 5.5), advertising (Section 5.6), campaigning (Section 5.7), public records, and other applicable policies will govern the personal use of City equipment by an employee. Employee shall abide by all policies of appropriate behavior and usage discussed in this policy.

Expenses that would be charged to any member of the public which are incurred due to the use, will be paid to the City. These may include:

Photocopy Machines - same rate charged to the public.

Computers - Reimburse the City for any supplies used (i.e. diskettes, paper for printing) at the rate the department would charge to the public.

Facsimiles Machine - Reimburse for pages sent at same rate charged to public. Employees MAY NOT use FAX machines to send messages to a long distance telephone number unless the call is



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charged to the employee's telephone credit card. Reimburse for pages received to cover cost of supplies.

5.2 Computer Viruses

When there is a clear business reason for downloading software and/or files from outside sources, the appropriate anti-virus detection program(s) will be used to prevent infection. Use of the Internet risks exposure to viruses that can cause serious problems if downloaded from the Internet.

5.3 Electronic Mail (Email)

5.3.1 Disclosure

Electronic Mail (Email is NOT private and may be subject to the Public Disclosure Act, RCW 42.17).

All Email messages, (whether created or received) may be considered "public records" pursuant to the Public Disclosure Act, "if they relate to the conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine most "public records." If Email is used, the user is responsible to comply with the Public Disclosure Act.

Email shall not be used to send confidential information. Email is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

5.3.2 Requests for Copies of Electronic Mail (Email) Information Request for Email messages, calendars, or records will be treated like any other "public record" in the possession of the City. Email contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting Email messages from a computer does not guarantee it has been erased from the system. Employees should use good judgment when creating Email and always assume that it is discoverable. The City reserves the right to retrieve and/or review Email messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

5.3.3 Retention of Electronic Mail (Email)

Each user is responsible to maintain "public records" as required by law. Messages that may be needed beyond 30 days or that are considered "public records", shall be copied or moved to another storage location. Email messages that contain information that could be considered "public records" under RCW Chapter 42.17, must be printed and included in the subject file, or be retained as word processing documents, by the employee controlling the message.

5.3.4 Inappropriate Electronic Mail (Email) Message Content

City network users will refrain from the posting of any materials, which violate federal or State laws and/or City Personnel Policies and/or resolutions. All issues raised in the city's Personnel Policy are applicable. These shall include, but are not limited to, those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from any posting or transmittal of materials containing obscene, pornographic or profane materials of any kind, including jokes, cartoons, photographs or any other text based or digitized images. Generally, the same policies of appropriate behavior apply in network usage, as apply in the workplace.

5.4 Voice Mail (If Applicable)

5.4.1 Disclosure

Voice Mail messages are NOT private. All voice mail messages, (whether created or received) may be considered to be "public records" pursuant to the Public Disclosure Act, RCW 42.17, "if they relate to the



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conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine "public records." If Voice Mail is used, the user is responsible to comply with the Public Disclosure Act.

Voice mail shall not be used to send confidential information. Voice mail is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

5.4.2 Requests for Copies of Voice Mail Information

Request for voice mail messages or records will be treated like any other "public record" in the possession of the City. Voice mail contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting voice mail messages from the telephone system does not guarantee it has been erased. Employees should use good judgment when creating voice mail messages and always assume that it is discoverable. The City reserves the right to retrieve and/or review voice mail messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

5.4.3 Retention of Voice Mail Messages

Each user is responsible to maintain "public records" as required by law. Any messages that may be needed shall be copied or moved to another storage location. Voice mail messages that contain information that could be considered "public records" under RCW Chapter 42.17, shall be saved to a computer disk and retained as a word processing document.

5.4.4 Inappropriate Voice Mail Message Content

City voice mail users will refrain from leaving messages which violate federal or State laws and/or City Personnel Policies and/or resolutions. These shall include but not be limited to those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from leaving any message containing obscene, pornographic or profane information of any kind including jokes. Generally, the same policies of appropriate behavior apply in voice mail usage, as apply in the workplace.

5.5 Solicitations

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email, or Voice Mail which constitutes a solicitation of any type (i.e. religious, political, personal gain, or in support of illegal activities.)

5.6 Advertising

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email or Voice Mail, which may enter the realm of commercial advertising. When government supplies legislative or other public interest information on the Internet, there is little danger of advertising liability arising from the posting.

5.7 Campaigning

Employees must make certain that information provided about elected officials does not cross the line into campaign advertising. LAN, WAN, Internet and telephone system access are established with taxpayer money and there is a risk of violation of laws when elected officials become the centerpiece of information.

5.8 Personal Security



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Employees should keep personal log-ons and passwords confidential and change passwords on a regular basis as needed. Failure to adhere to this policy jeopardizes network security and puts users at risk of potential misuse of the system by other individuals. Network users may be held responsible for all actions taken using their personal network access permissions.

5.9 Limitations on Entry into the City Computer Network

5.9.1 Access to Internet and/or Email Services

Access to Internet and/or Email Services will be coordinated through the City Administrator. This includes the use of independent dial-up Internet Service Providers (ISP's) and dial-up Email services.

5.9.2 Access to Information on the City's Computer Network

Access to information contained on the City's computer network shall be based on a need to know and a determination from the appropriate department head.

5.9.3 Access to Information on Personal Computer Hard Drives

Information stored on the hard drive of a computer may contain discloseable information, it may contain exempt information, it may contain NON-GOVERNMENTAL information, and it may also contain personal information of the person who is assigned the computer for his or her use (similar to the contents of a desk drawer). Therefore, access to or operation of City computers by persons who are not employees, quasi-employees, authorized volunteers or contractors of the City should not be permitted due to the inability to segregate the information.

5.9.4 Data Sharing By and Between Employees

In general City employees may have access into such network-stored data in various departments and servers as are relevant to their jobs. If granted, such access should be coupled with an admonition that the material obtained might be exempt from public inspection and caution should be exercised in order to not violate the rights of privacy of private citizens or create a liability for the disclosure of exempt information and a violation of privacy.

5.9.5 Access Levels

Levels of access by executive and management employees should be determined by employment status and the need to know.

All users must submit a completed Internet Usage Agreement to their department head who will assign access levels.

5.10 World Wide Web

5.10.1 Internet Access

Permission for employees to access the World Wide Web (WWW) resources will be dependent on approval from elected officials or department heads.

5.10.1.1 Internet Access Audit Logs

The Department Head may revoke permission to access specific sites. Access times may be restricted due to bandwidth congestion and/or misuse of system resources.

5.10.2 News Groups

When posting to news groups, City employees will use a disclaimer, such as - "these opinions are mine and not necessarily those of the City". Users shall abide by all other policies of appropriate behavior and usage discussed in this policy.

5.11 Copyrights, Trademarks, Patents and Authorship

5.11.1 Conservative and Cautious Approach to Copyrights, etc.



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City employees should take a conservative and cautious approach when dealing with materials that may be copyrighted. In general, if an employee is not sure if materials are copyrighted, they should not be used without permission in writing from the author.

The City will comply with Federal software licensing and copyright law.

Copies are to be made with the copyright holder's permission.

Unauthorized copying of software will be cause for disciplinary action. The City will not defend employees for willful misuse of copyrighted software.

Employee owned software must be accompanied by a valid license as evidence of ownership.

5.11.2 Trademarks, Patents and Authorship

Trademark violations can occur when governments publish materials online, and knowingly or unknowingly attach to a publication, or omit from the publication, a registered trademark. Employees publishing materials online will respect trademarks and obtain the appropriate authorizations before publishing the materials.

5.12 Public Meetings Regulations Open

RCW 42.30 addresses regulations concerning public and private meetings. Email or voice mail initiated by a Council person and directed to any other Council person, relating to the conduct of City government, is subject to the Open Public Meetings Act. The City should therefore be cautious in the use of Email and voice mail communication in order to not violate these regulations.

5.13 Public Disclosure of Electronic Data and Voice Mail, RCW 42.17

5.13.1 Email (electronic communication from one computer to another or to others) and Voice Mail

Each person and department using Email or voice mail should be familiar with the Public Disclosure Act and the definition of "public records."

When information is initiated by a City employee it is NOT SUBJECT TO DISCLOSURE if

- (i) it is of a private nature (non-governmental); or
- (ii) it is within the exemptions from public inspection.

Otherwise, it is subject to public inspection at reasonable times, but not by computer operation by other than City employees or contractors. Preferably, disclosure should be provided by printed document; if by diskette or visual examination of screen, care must be exercised to delete exempt data from disclosure.

5.13.2 Other Data

The same rules of disclosure apply to Email and voice mail as to written or printed information. The public's right to inspect and copy remains the same. Because of financial restraints and to protect public records from destruction, requesters of public records should not have access to electronic information. Instead, a City representative should print out a hard copy of the requested information. The public should not be permitted to operate City computers for three reasons:

- 1) Data could be inadvertently erased or destroyed;
- 2) Certain excepted or exempt documents, including personal or confidential material, could inadvertently be disclosed; and



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- 3) Limited resources do not allow us to provide the equipment necessary to permit citizens' access to this information.

Section 6 - Procedures:

6.1 Enforcement of This Policy (Right to Administer or Revoke Use).

Failure of City employees to adhere to this policy may result in restriction or revocation of access and/or disciplinary action. The City Administrator, Mayor or their designee may access data under an employee's control without the consent of the individual employee when necessary for normal business functions or when the Administrator becomes aware of possible inappropriate Internet use.

The Administrator will investigate the site(s) and/or system(s) and call upon the user to determine how the site is business related. If the Administrator concludes that the site is inappropriate the offense will be logged in the individual's file and a memo forwarded to the employee detailing the offense and potential consequences.

6.1.1 Access Limitation or Revocation

With concurrence of the Mayor, City Administrator or Department Head, employees who are found to have violated this Policy may be subject to the following:

- 1) Internet and Email access may be revoked.
- 2) Access times may be restricted.
- 3) Disciplinary action.

6.1.2 Disciplinary Action

Substantial or repeated abuse of the provisions outlined in this policy may be deemed sufficient justification for immediate discharge.

Section 7 - Responsibilities:

7.1 Compliance with City Policies

All Department Supervisors, Department Heads and Elected Officials are responsible for ensuring compliance with federal laws and regulations, RCW'S, WAC'S, City Ordinances, resolutions and policies. Employees (excluding Elected Officials) may be disciplined in accordance to the City Personnel Policy and/or applicable union contract for failure to follow this Policy.



City of Stevenson Personnel Policy

Internet Policy Waiver Form & Authorization to Use

I, _____,
have read and understand the City Computer Network, Internet, Intranet, E-mail and Voice Mail Use Policy.

I understand and agree to follow this policy which includes:

Network resources, whether LAN, WAN, Internet, Electronic Mail or Voice Mail systems should be used for official City business purposes only, as is the case with all forms City of equipment and resources. Personal use of the City equipment discussed in this policy is allowed only as described in Section 5. 1. 1.

Electronic Mail (Email) from an internal system and/or the Internet, is NOT private. All Email messages, (whether created or received) may be considered to be public records pursuant to the Public Disclosure Act, RCW Ch. 42.17, and the public has a right to examine most public records.

The City will maintain and monitor Internet access. Permission to access Internet or specific Internet sites may be revoked by a department head and at times internet access may be restricted due to bandwidth congestion and/or misuse of system resources.

I have read and understand this policy and will abide by its provisions.

Signed: _____

Date: _____



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Appendix # A-10

CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

1) Retail Gasoline Credit Cards

- A. Credit cards may be used for the purchase of gasoline and other minor automotive supplies for City vehicles. Cash advances, purchases of food or other non-automotive related items are not authorized.
- B. No single transaction will exceed \$500.00 unless authorized by the Mayor or City Administrator.
- C. The City Administrator shall be responsible for establishing all credit arrangements and agreements with applicable vendors and managing the use of credit cards by City employees and elected or appointed officials.
 - I. Except when being used by an employee, elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City Administrator or his/her designee.
 - II. Any department head, elected or appointed official, or other authorized employee requesting to use a credit card shall make a request to the City Administrator and shall sign for receipt and return of the card. A copy of the receipt for all purchases shall be submitted to the City Administrator when the card is returned.
 - (i) An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of the Public Works Department.
 - III. The vendor which carries the account shall be required to submit a bill for the credit card to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
 - IV. The City Administrator may disallow the use of any City credit card by a City employee or official for a violation or misuse of this policy.

1 All Other Credit Cards

- A. The City of Stevenson shall contract with an appropriate banking facility for one VISA credit card account with a limit of \$5,000.00. The City may establish credit arrangements with other vendors from time to time. The City Administrator shall set individual credit limits on each account as they are established, not to exceed \$5,000.00 per account.
- B. Credit cards may be used by City employees, and by the elected or appointed officials, for advance payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses,



City of Stevenson Personnel Policy

Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.

- C. Credit cards shall not be used for cash advances. If requested, funds for City business travel may be provided to employees and elected or appointed officials from the Travel Advance Account.
- D. The City Administrator shall be responsible for managing the use of credit cards by City employees and city officials
 - I. Except when being used by an employee or elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City administrator or designee.
 - II. Any department head, elected or appointed official, or other authorized employee requesting to use a City VISA or other credit card shall make a request to the City Administrator and shall sign for receipt and return of the card.
 - III. The financial institute or vendor that carries the account shall be required to submit a bill for use of credit cards to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
 - IV. Elected or appointed officials and employees of the City of Stevenson who use the credit cards are required to comply in all respects with the provisions of RCW 42.24.115 regarding the submission of a fully itemized travel expense voucher and a repayment of disallowed charges.
 - V. The City Administrator may disallow the use of any City credit card by a City employee or official for violation of this policy.



City of Stevenson Personnel Policy

Appendix # A-11

Reasonable Suspicion Documentation Form

Employee Name: _____
 Observation Date: _____ Location: _____
 Start Time: _____ am/pm End Time: _____ am/pm

APPEARANCE

- Normal
- Flushed complexion
- Poor hygiene
- Unkempt clothing
- Bloodshot eyes
- Rapid eye movement
- Blank/glazed eyes
- Inability to focus eyes
- Eyes overly sensitive to light
- Frequent use of eye drops
- Trembling/shaking
- Drowsiness

BEHAVIOR

- Normal
- Poor balance
- Stumbling
- Swaying
- Staggering
- Unusual gait
- Using arms for balance
- Grabbing for support
- Flailing

PERSONAL

- Normal
- Moody/mood swings
- Depressed
- Overly excitable
- Loss of inhibitions
- Risk taking
- Unwarranted confidence

SPEECH

- Normal
- Slurred
- Loud
- Incoherent
- Rapid/excessive talk
- Confused/hard to follow
- Exaggerated pronunciation
- Inappropriate laughter
- Whispering
- Non-responsive/silent

PERFORMANCE INDICATORS

- Normal
- Poor manual dexterity
- Work errors
- Excessive time off task
- Absent from work station
- Inability to follow directions
- Inattentive
- Customer complaints
- Co-worker complaints

PHYSICAL

- Normal
- Complaints of dizziness
- Flu-like symptoms
- Chills
- Low energy
- Bursts of high/low energy

INTERPERSONAL

- Normal
- Arguing
- Fighting
- Defensive
- Hostile
- Overly aggressive

BODY ODORS

- Normal
- Odor of alcohol on breath
- Body odor of alcohol
- Smell of marijuana on breath or clothes
- Excessive perspiration
- Frequent use of mouthwash breath mints or spray

AWARENESS

- Disoriented
- Sleepy
- Stupor
- Suspicious
- Blaming
- Paranoia

Other observed actions or behavior: _____

To the best of my knowledge and belief, this report represents the appearance, behavior, and/or conduct of the above-named employee, observed by me and upon which I base my decision to require said employee to submit to reasonable suspicion drug and/or alcohol testing.

Supervisor Signature

Date



City of Stevenson Personnel Policy

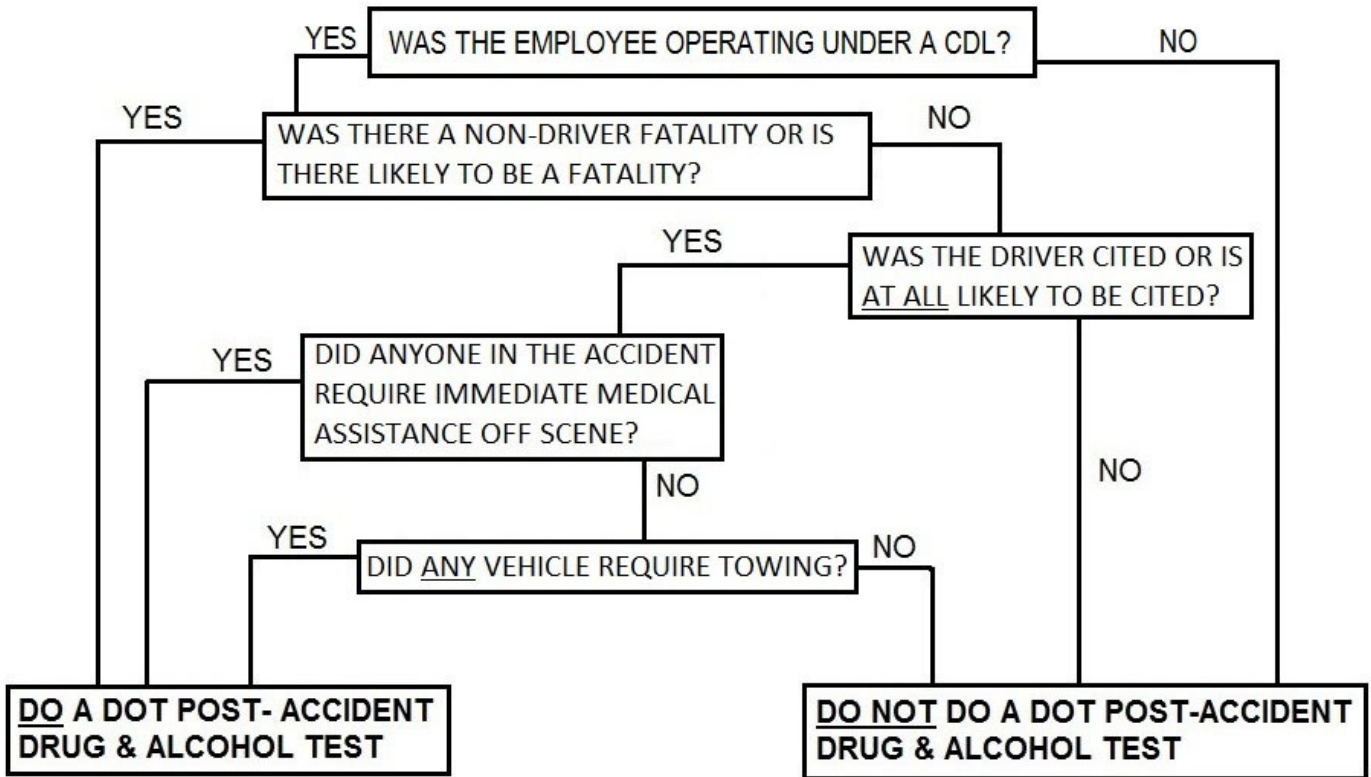
Appendix # A-12

Post-Accident Checklist

Employee Name: _____
 Date/Time Accident Occurred: _____
 Documenting Personnel: _____

Is the employee required to test under DOT?

➤ Circle YES or NO and follow the chart...



Additional Comments:

If the employee is NOT required to test under DOT, what does your **company policy** state... *Do they need to test as a NON-DOT?*

★ **DOT REGULATION TIME LIMITS:** _____
CONTROLLED SUBSTANCES: Employee must test within **32 HOURS** of the accident.
ALCOHOL: Employee must test within **8 HOURS** of the accident.
 (If the alcohol test is not administered within the first 2 hours, document why.)



City of Stevenson Personnel Policy

Appendix # A-13

Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

I, _____, hereby provide consent to the City of Stevenson,
 Employee Name
 hereinafter referred to as the Company and QCL, Inc. as the C/TPA, to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I consent to multiple limited queries, to be conducted for the duration of my employment with the Company; and understand that the number of limited queries is unlimited.

I understand that if the limited query conducted by the Company indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the Company without first obtaining additional specific consent from me. The company will obtain the driver’s electronic consent in the Clearinghouse prior to the release of detailed violation information when a full query is warranted.

I further understand that if I refuse to provide consent for the Company to conduct a limited query of the Clearinghouse, the Company must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

 Employee Signature

 Date



City of Stevenson Personnel Policy

Appendix # A-14

Driver Evaluation Matrix

The purpose of the Driver Evaluation Matrix is to determine eligibility for an employee when driving is a function of the job.

ONCE ADR IS RECEIVED:

1. Review the driver's Abstract of Driving Record (ADR) using the Driver Evaluation Matrix shown below.
2. Determine whether driving record is clear, acceptable, borderline or poor.

THINGS TO KEEP IN MIND:

1. Past driving records are highly predictive of future performance as a safe, dependable driver and statistically, there is a high correlation between recent driving history and future accident frequency. A driver, who had four moving violations, more than three years ago, may be a better risk than a driver who has two violations within the last 12 months. However, do not base any hiring, promotion, or transfer decisions solely on this one factor. Persons with borderline ADRs can be advised of their status and coached to improve.
2. Consider the applicability of the individual's past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the ADR with the applicant/employee to determine if any extenuating circumstances exist regarding the violation.
4. Accidents listed on ADRs are coded with a two-digit number (e.g. 01-CAR, 02-CAR) that indicates the number of vehicles involved in the particular accident. This number is NOT an indication the driver was or was not at fault.
5. Most convictions and violations are kept on an ADR for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on an ADR for ten years from final release date. Certain violations appear on an ADR in perpetuity, such as alcohol-related convictions, vehicular assault and vehicular homicide convictions and deferred prosecutions.

Under Washington State law, employers are not allowed to consider violations that occurred more than ten years ago, unless the position involves law enforcement, school districts, or the direct responsibility for children, mentally ill, developmentally delayed, or vulnerable adults. Federal law imposes no similar date restriction but requires employers to take into account the age of the violation, the nature of the violation, and the relationship of the violation to the job.



City of Stevenson Personnel Policy

Authorized drivers should only be allowed to operate a vehicle on behalf of the City if their driving record demonstrates they will be a safe driver. Those possessing an invalid or suspended license are not eligible to operate a vehicle, for the City under any circumstances.

Moving Violations	# of Accidents (at-fault)			
	0	1	2	3+
0	CLEAR	A	A	B
1	A	A	B	P
2	A	B	P	P
3+	B	P	P	P
Major	P	P	P	P

A = Acceptable: Those with none or fewer than three points.

B = Borderline: Management should give consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements.

P = Poor: Management should give serious consideration to not placing or maintaining this individual in a driving position.

Major Violations include:

- DUI – Driving under the influence of drugs or alcohol
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid unsuspended license
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)

Moving Violations include violations other than Major Violations. These consist of speeding and other moving traffic infractions. See WAC 308-104-160. Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations. If multiple citations are issued on the same day, they will be counted as a single violation.



Agreement No. SEASMPC-2123-StevPW-00029

SHORELANDS SMP COMPETITIVE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF STEVENSON

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and City of Stevenson, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Stevenson Shoreline Public Access & Trail Plan
Total Cost:	\$72,000.00
Total Eligible Cost:	\$72,000.00
Ecology Share:	\$72,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	01/01/2022
The Expiration Date of this Agreement is no later than:	06/30/2023
Project Type:	Planning

Project Short Description:

City of Stevenson’s (RECIPIENT) Shoreline Master Program (SMP) addresses physical and visual public access. A Shoreline Public Access & Trail Plan (Plan) will help implement the SMP consistent with state guidelines (WAC 173-26-221(4)). A programmatic approach will identify local needs & opportunities for an integrated shoreline public access system that reflects the RECIPIENT’s Comprehensive Plan, community vision, helps streamline shoreline permitting, & reduces conflicts between adjacent uses.

Project Long Description:

The RECIPIENT’s recent SMP Comprehensive Update and Periodic Review addressed the need for public access to the shorelines of the State, as prioritized by the Shoreline Management Act (SMA). The RECIPIENT’s SMP policies prioritize continuous public pedestrian access along local shorelines, and a system of physical and visual access to shorelines, while also balancing natural resource protection, private property rights, public safety, and navigation. The

Agreement No: SEASMPC-2123-StevPW-00029
Project Title: Stevenson Shoreline Public Access & Trail Plan
Recipient Name: City of Stevenson

SMP also establishes the RECIPIENT's intent to prepare a comprehensive and integrated public access and trail plan that will identify public access needs and opportunities. This will allow the RECIPIENT to transition from a more reactive regulatory approach of implementing public access requirements on a site-by-site basis as part of project review and permitting, to a more proactive approach that an overall Plan will provide.

The RECIPIENT's SMP manages approximately 10 miles of shorelines along Rock Creek, Rock Cove, and the Columbia River - a shoreline of statewide significance. Located in the Columbia River Gorge National Scenic Area established to prioritize scenic, cultural, recreational, and natural resources and related local economies the community values its high quality of life, natural and scenic beauty, healthy economy, and active waterfront while also maintaining the small-town character.

The Plan will recognize, protect, maintain and enhance the existing collection of pedestrian pathways, recreational trails, and sites within the city, and identify opportunities for new features to address gaps and reduce conflicts. Components of the project will include mapping of existing facilities and priority access and/or recreational features; a land acquisition budget; improvement concepts for key sites and/or corridors; and a draft SMP amendment to consider regulatory reliance on the new Plan.

Two existing state-procedures will guide the Plan's development. First, it will address RCW 35.79.035 through its inventory, improvement concepts, and acquisition budget. Second, it will address the Planning Guidelines of the Washington State Recreation and Conservation Office, through its goals & objectives, inventory, public involvement, and capital improvement program. In addressing these guidelines, the RECIPIENT's objective is to have a shorelines-specific component for later inclusion in a city-wide parks plan.

Broad community input will inform a more cohesive city-wide system to serve residents and visitors alike. Robust public involvement will be key to preparation of the Plan and the RECIPIENT will invite active participation through a series of conversations with shoreline property owners, tribal representatives, and the Stevenson community at large.

Overall Goal:

Overall Goal:

Improve SMP implementation and address unmet shoreline planning needs in line with the community vision and local economy, including:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5)).
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6)).
- Protect private property rights, public access rights, and public safety (WAC 173-26-221(4)).
- Foster a prompt, predictable, open, and uncomplicated shoreline permitting process.
- Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.

Agreement No: SEASMPC-2123-StevPW-00029
Project Title: Stevenson Shoreline Public Access & Trail Plan
Recipient Name: City of Stevenson

RECIPIENT INFORMATION

Organization Name: City of Stevenson

Federal Tax ID: 91-6001512
UEI Number: LMFKKZA7GRN7

Mailing Address: 7121 E Loop Road, PO Box 371
Stevenson, WA 98648

Physical Address: 7121 E Loop Road
Stevenson, Washington 98648

Organization Fax: (509) 427-8202

Contacts

Agreement No: SEASMPC-2123-StevPW-00029
 Project Title: Stevenson Shoreline Public Access & Trail Plan
 Recipient Name: City of Stevenson

<p>Project Manager</p>	<p>Ben Shumaker Planning Director</p> <p>7121 East Loop Road, PO Box 371 Stevenson, Washington 98648 Email: ben@ci.stevenson.wa.us Phone: (509) 427-5970</p>
<p>Billing Contact</p>	<p>Anders Sorestad Deputy Clerk/Treasurer II</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: anders@ci.stevenson.wa.us Phone: (509) 427-5970</p>
<p>Authorized Signatory</p>	<p>Scott Anderson Mayor</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: scott.anderson@ci.stevenson.wa.us Phone: (509) 427-5970</p>

Agreement No: SEASMPC-2123-StevPW-00029
 Project Title: Stevenson Shoreline Public Access & Trail Plan
 Recipient Name: City of Stevenson

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
 Shorelands
 PO BOX 47600
 Olympia, WA 98504-7600

Physical Address: Shorelands
 300 Desmond Drive SE
 Lacey, WA 98503

Contacts

<p>Project Manager</p>	<p>Michelle McConnell</p> <p>PO Box 47775 Olympia, Washington 98504-7775 Email: micm461@ecy.wa.gov Phone: (360) 701-5262</p>
<p>Financial Manager</p>	<p>Cindy James</p> <p>PO Box 47600 Olympia, Washington 98504-7600 Email: cjam461@ecy.wa.gov Phone: (360) 280-8645</p>

Agreement No: SEASMPC-2123-StevPW-00029
Project Title: Stevenson Shoreline Public Access & Trail Plan
Recipient Name: City of Stevenson

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology’s authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

Washington State
Department of Ecology

City of Stevenson

By: Joenne McGerr by  June 13, 2022

By:  6/13/22

Joenne McGerr Date
Shorelands
Program Manager

Scott Anderson Date
Mayor

Template Approved to Form by
Attorney General's Office

Agreement No: SEASMPC-2123-StevPW-00029
 Project Title: Stevenson Shoreline Public Access & Trail Plan
 Recipient Name: City of Stevenson

SCOPE OF WORK

Task Number: 1 **Task Cost: \$1,000.00**

Task Title: 1. Project Administration / Management

Task Description:

The RECIPIENT shall provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, administration and management.

A. The RECIPIENT shall coordinate with ECOLOGY throughout the project. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.

B. The RECIPIENT shall conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.

C. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports, and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator: Ben Shumaker

1. Project Administration / Management

Deliverables

Number	Description	Due Date
1.1	Payment Request / Progress Report (PRPR)	
1.2	Recipient Close Out Report (RCOR)	06/30/2023

SCOPE OF WORK

Task Number: 2 **Task Cost: \$19,000.00**

Task Title: 2. Public Involvement

Task Description:

The project will be consistent with the Stevenson Planning Commission's Conscientious Public Involvement Framework. The RECIPIENT's project outreach and engagement efforts will include use of project website/online media for:

- Determining stakeholders within the community at large, how they will be affected by this project, which groups are advantaged or disadvantaged, and specific involvement efforts best designed for each group.
- Encouraging broad stakeholder involvement in the public process.
- Frequently, directly communicating with public and private property owners via direct mail and one-on-one interviews.
- Openly, informally dialoguing and formally consulting with tribal representatives.
- Engaging the public-at-large across the local range of socioeconomic sectors through feedback loops, community workshops, and follow-up communication.

The RECIPIENT will consult with tribal officials early and often during the Plan's development. Special efforts will be made to engage tribes less responsive to past formal consultation efforts. Where protection of cultural resources conflicts with public access, the RECIPIENT will present informal solutions to avoid or reduce the conflict. To the fullest extent possible, tribal discussions will preserve any sensitive or proprietary information. Prior to adoption of the finalized Plan, the RECIPIENT will initiate formal consultation of Tribal Historic Preservation Officers and consider modifications to the Plan as necessary.

The public involvement efforts will be robust and specifically engage disadvantaged populations to ensure environmental justice. RECIPIENT will rely on a project consultant for this task.

The RECIPIENT will:

- A. Secure qualified consultant services: In accordance with the RECIPIENT or state of Washington procurement procedures, the RECIPIENT will enter into a contract with the selected consultant(s) and prepare a contract in accordance with the scope of work in this agreement.
- B. Prepare a public involvement plan and project website/online media presence.
- C. Conduct a robust effort involving conversations with shoreline property owners before determining public access plans/routes, consistent communication with tribal officials, and feed-back loops between the RECIPIENT and stakeholders and public at large.

Task Goal Statement:

To ensure the RECIPIENT has qualified personnel to conduct the scope of this project. To ensure the shoreline public access issue is well identified, the public is informed and educated about the issue, the public's concerns are addressed in the proposed solution(s) to the issue, and the community is apprised of project actions at each step of the way.

Task Expected Outcome:

- Signed contract with consultant(s).
- Project-specific public involvement plan and user-friendly online presence as project website and/or social media.

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 Recipient Name: City of Stevenson

- One-on-one conversations with shoreline property owners and tribal officials.
- Two or more well advertised public workshops and listening sessions on preliminary concept and concept refinements.

Recipient Task Coordinator: Ben Shumaker

2. Public Involvement

Deliverables

Number	Description	Due Date
2.1	Final signed consultant contract. Upload to EAGL and notify the ECOLOGY Project Manager.	
2.2	Initial project website and social media presence published. Upload to EAGL and notify the ECOLOGY Project Manager. Update in the quarterly progress report.	
2.3	Project-specific Public Involvement Plan. Upload to EAGL and notify the ECOLOGY Project Manager.	
2.4	Public Involvement Summary Chapter in the Shoreline Public Access & Trail Plan. Upload to EAGL and notify the ECOLOGY Project Manager.	

SCOPE OF WORK

Task Number: 3 **Task Cost: \$52,000.00**

Task Title: 3. Shoreline Public Access & Trail Plan

Task Description:

The RECIPIENT will prepare a Plan that inventories existing features and proposes new and/or enhanced shoreline public access and trail sites and/or facilities. The Plan will reflect the Public Access Planning process outlined by the state guidelines at WAC 173-26-221(4), and be based on information gathering, evaluation and assessment. The Plan will include narrative text, illustrative graphics, a preliminary land acquisition budget, and preliminary draft SMP amendment language. As related to and reflective of the public involvement facets of the project, an iterative phased approach will include, but not be limited to:

- Early concept planning;
- Evaluation of ecological impacts;
- Concept refinement;
- Appraisals and acquisition budget;
- Preliminary draft SMP amendment; and
- Finalize the Plan.

Planning/Design. The Plan will project future needs for shoreline public access sites and demonstrate understanding of the context wherein sites are located. This Plan will be highly visual to assist broad-based understanding of its intentions. It will also serve as a precursor to a future amendment of the Stevenson SMP. Preliminary draft amendment language will facilitate further discussions between the RECIPIENT and ECOLOGY after completion of this project. The RECIPIENT will rely on a project consultant for planning, mapping, and design services to foster the Plan's preparation, approval and acceptance.

Habitat Biology. The Plan will preserve natural characteristics of the shoreline and protect ecological resources. Prior to finalization, it will be reviewed through a mitigation sequence evaluation similar to all shoreline projects. The RECIPIENT will conduct a planning-level analysis of shoreline ecological functions and alternative locations/alignments to avoid and reduce impacts of public access sites and trails.

Appraisal. This Plan will serve as the foundation of a program supporting RECIPIENT'S acquisition of shoreline public access sites. Proactive methods are necessary to understand likely costs for property and/or easement acquisition. The RECIPIENT will rely on a project consultant for planning-level appraisal services to assist program budgeting.

The RECIPIENT will prepare:

- A. Draft components for public/stakeholder review; and
- B. A revised, final version of the Shoreline Public Access & Trail Plan.

Task Goal Statement:

The Plan will facilitate broad-based understanding of its intentions through maps, conceptual designs, and other graphics. It will ensure preservation of sensitive ecological and cultural resources. The Plan will include preliminary budgeting tools for the development of a Shoreline Public Access & Trail Program, and include a preliminary draft amendment to the SMP for further discussion.

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 Recipient Name: City of Stevenson

Task Expected Outcome:

The Plan provides a SMART (Specific, Measurable, Actionable, Reasonable, and Timely) indication of where various types of shoreline public access is expected.

Recipient Task Coordinator: Ben Shumaker

3. Shoreline Public Access & Trail Plan

Deliverables

Number	Description	Due Date
3.1	Draft Stevenson Shoreline Public Access & Trail Plan. Individual components uploaded quarterly, as available; or a complete draft to be uploaded to EAGL by the due date. Notify the ECOLOGY Project Manager of uploads.	
3.2	Stevenson Shoreline Public Access & Trail Plan uploaded to EAGL and notify the ECOLOGY Project Manager.	

BUDGET

Funding Distribution EG220645

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Model Toxic Control Operating Account (MTCOA) Funding Type: Grant
 Funding Effective Date: 01/01/2022 Funding Expiration Date: 06/30/2023

Funding Source:

Title: Model Toxics Control Operating Account (MTCOA)
 Fund: FD
 Type: State
 Funding Source %: 100%
 Description: Model Toxics Control Operating Account (MTCOA)

Approved Indirect Costs Rate: Approved State Indirect Rate: 0%
 Recipient Match %: 0%
 InKind Interlocal Allowed: No
 InKind Other Allowed: No
 Is this Funding Distribution used to match a federal grant? No

Model Toxic Control Operating Account (MTCOA)	Task Total
1. Project Administration / Management	\$ 1,000.00
2. Public Involvement	\$ 19,000.00
3. Shoreline Public Access & Trail Plan	\$ 52,000.00

Total: \$ 72,000.00

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Model Toxic Control Operating Account (MTCOA)	0.00 %	\$ 0.00	\$ 72,000.00	\$ 72,000.00
Total		\$ 0.00	\$ 72,000.00	\$ 72,000.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

Deliverable Due Date Form:

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverable Due Date EAGL form. The RECIPIENT will keep track of these dates, and will note any date changes on the quarterly progress reports. The Deliverable Due Date form can be found on the Application Menu - Forms page in EAGL. (Note: This form does not automatically print out with the agreement.)

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled

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“CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING

REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.frs.gov <http://www.frs.gov>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](http://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or

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Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\) <https://sam.gov/SAM/>](https://sam.gov/SAM/) exclusion list.

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
- * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

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- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review

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The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

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- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

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22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder. RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,
<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no

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event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments. If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination. RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abuse of animals except Dogs	1
Assault Officer	1
Simple Assault	2
Business Establishment Alarm	1
Carprowl Theft from Auto	2
Citizen Assist	3
Citizen Dispute	2
Problems with Dogs	3
Drug Referral	5
DUI Alcohol or Drugs	1
False Information to Police	1
Found Property	2
Fraud	1
Harrass	3
Hospice	1
Information Report	4
Introduce Contraband	1
Jail Problems/Inmate Problems	1
Juvenile Problem	2
Medical Emergency	24
Mental Health Problems	1
Recovered Stolen Property	1
Repossession of property	1
Structure/Building Fire	1
Threatening Suicide	1
Suspicious Person/Circumstance	4
Theft Other Property	1
Theft Automobile	1
Threats	1
Traffic Hazard	1
Traffic Stop	4
Tresspassing	3
Vagrancy	1
Vandalism/Mailic Misch	1
VIN Number Inspection	1
Violation Court Orders	3
Vicious Animals	1
Wanted Person - Warrant	1
Welfare Check	1

Total reported: 90

Report Includes:

All dates between '00:00:00 05/01/22' and '00:00:00 06/01/22', All agencies matching 'SCSO', All natures, All locations matching '21', All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.20.342	DR W/LIC PRIV SUSP	2
46.61.502	DWI	1
9.41.270	CARY-EXH-DRA DANG WE	1
9A.36.041	4TH DEGREE ASSAULT	1

Report Totals		5
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Report Includes:

All dates of issue between `00:00:00 05/01/22` and `00:00:00 06/01/22`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	May, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>2,026.14</u>	Monthly Reimbursables
	\$ 12,192.14	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	249
Telephone Calls:	55
E-Mails:	39
Business Referrals:	682
Tracked Overnight Stays:	83
Mailings (student, relocation, visitor, letters):	3
Chamber Website Pageviews	5,828
COS Website Pageviews	8,700

CHAMBER BUSINESS

Chamber Board Meeting: In May our board meeting focused on Government Affairs Council responsibilities, communications and programs.

Chamber Membership: We had 4 new members join the Chamber and 12 membership renewals in May.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,200 recipients.

Facebook Pages: The Chamber manages Facebook pages for Visit Stevenson, WA, Christmas in the Gorge, Wind River Business Association as well as for the Chamber itself.

Chamber Marketing, Projects, Action Items:

- Monthly meeting with NB Marketing for progress updates on our marketing plan and to review analytics
- Placed ads
- Held Chamber Coffee Break, Chamber Happy Hour networking events
- Added monthly travel blog about summer events to website
- Updated featured events on website
- Held a very successful Skamania Sip and Stroll event – sent follow-up survey to participating businesses
- Sent out monthly membership survey
- Worked with Skamania Pioneer on a monthly event calendar for the newspaper
- Continue working on Government Affairs program development
- Added Government Affairs page to website
- Hired summer staff – office opened on weekends starting Memorial weekend
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting and promotion committee meetings.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing to review analytics and plan for action items for next month
- Placed ads
- Promote Stevenson as a travel destination on social media
- Added monthly travel blog about summer events to website
- Scheduled photo shoot for updated photos – sent “wish list” of images needed
- Boosted ads on social media for Gorge Blues and Brews Festival
- Coordinated with Choice Events on planning for Gorge Blues and Brews Festival
- Held social media promo for Blues and Brews tickets, delivered glasses to restaurants, delivered posters, promoted volunteer sign ups, etc

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2 Promotional Products and Projects		
P2-D1	Website	\$ 301.14
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-D5	Ad placement	<u>\$ 275.00</u>
		\$2,026.14

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management \$1,000.00

	<i>2022 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$85,000.00	\$3,026.14	\$21,611.96	\$63,388.04

	January	February	March	April	May
Website - Skamania					
# unique users	2,207	1,249	1,957	4,473	2,635
# new users	2,052	1,189	1,890	4,383	2,495
avg engagement time	1:32	1:30	1:19	1:15	1:24
page views	4,459	3,011	4,302	9,323	5,828
visits by source:					
Organic search - Google/Bing	1,779	895	1,097	1,275	1,448
Direct	336	234	418	1,386	474
Referral	71	130	139	232	350
Social Media	41	9	326	676	192
Email Marketing					
Contacts		1,099	1,116	1,127	1,145
Unsubscribes		0	1	1	0
Social Media					
# FB Likes		1,926	1,956	1,973	1,993
Facebook reach		2,685	8,262	11,589	7,837

Current Month Visitor Stats

Phone calls: 55

Walk-ins: 249

Business referrals: 682

Emails: 39

Visitor Packs: 3

Student Packs: 0

Relocation Packs: 0

Overnights: 83

Large Qty brochures: 635

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 07:45:53 Date: 06/10/2022

05/01/2022 To: 05/31/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,057,335.69	237,192.17	75,963.55	1,218,564.31	1,535.50	7,369.66	-227.75	1,227,241.72
010 General Reserve Fund	332,982.68	54.51		333,037.19	0.00	0.00	0.00	333,037.19
020 Fire Reserve Fund	1,610,106.10	457.73		1,610,563.83	0.00	0.00	0.00	1,610,563.83
030 ARPA	223,677.00	0.00		223,677.00	0.00	0.00	0.00	223,677.00
100 Street Fund	392,598.60	38,746.22	96,086.48	335,258.34	0.00	4,816.74	-48.05	340,027.03
103 Tourism Promo & Develop Fund	874,093.16	40,303.30	33,032.74	881,363.72	17,665.46	10.78	-3.21	899,036.75
105 Affordable Housing Fund	7,975.97	0.00		7,975.97	0.00	0.00	0.00	7,975.97
300 Capital Improvement Fund	176,203.93	3,990.48		180,194.41	0.00	0.00	0.00	180,194.41
311 First Street	0.00	4,153.25	4,153.25	0.00	4,153.25	0.00	0.00	4,153.25
400 Water/Sewer Fund	1,853,928.14	382,612.41	168,601.25	2,067,939.30	930.42	6,418.14	-1,424.94	2,073,862.92
406 Wastewater Short Lived Asset Res. Fund	43,558.00	0.00		43,558.00	0.00	0.00	0.00	43,558.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-262,199.18	0.00	418,856.56	-681,055.74	0.00	0.00	0.00	-681,055.74
500 Equipment Service Fund	212,834.63	14,376.64	10,211.23	217,000.04	0.00	1,172.65	-22.15	218,150.54
630 Stevenson Municipal Court	0.00	279.91	279.91	0.00	0.00	0.00	0.00	0.00
	<u>6,584,285.72</u>	<u>722,166.62</u>	<u>807,184.97</u>	<u>6,499,267.37</u>	<u>24,284.63</u>	<u>19,787.97</u>	<u>-1,726.10</u>	<u>6,541,613.87</u>

TREASURER'S REPORT

Account Totals

City Of Stevenson

05/01/2022 To: 05/31/2022

Time: 07:45:53 Date: 06/10/2022

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,364,221.00	701,290.00	789,066.49	1,276,444.51	-1,234.91	44,072.60	1,319,282.20
10	Xpress Bill Pay	28,536.22	35,798.62	35,000.00	29,334.84	-491.19	0.00	28,843.65
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,393,257.22	737,088.62	824,066.49	1,306,279.35	-1,726.10	44,072.60	1,348,625.85
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	3,275,563.95	1,959.52	0.00	3,277,523.47	0.00	0.00	3,277,523.47
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		5,191,028.50	1,959.52	0.00	5,192,988.02	0.00	0.00	5,192,988.02
		6,584,285.72	739,048.14	824,066.49	6,499,267.37	-1,726.10	44,072.60	6,541,613.87

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

05/01/2022 To: 05/31/2022

Time: 07:45:53 Date: 06/10/2022
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	474,525.39		283.87	283.87		474,809.26
010 000 General Reserve Fund	91,111.90		54.51	54.51		91,166.41
020 000 Fire Reserve Fund	765,141.35		457.73	457.73		765,599.08
100 000 Street Fund	278,163.10		166.40	166.40		278,329.50
103 000 Tourism Promo & Develop Fund	407,907.98		244.02	244.02		408,152.00
300 000 Capital Improvement Fund	92,317.50		55.23	55.23		92,372.73
400 000 Water/Sewer Fund	1,012,553.36		605.73	605.73		1,013,159.09
500 000 Equipment Service Fund	153,843.37		92.03	92.03		153,935.40
5 - LGIP	3,275,563.95	0.00	1,959.52	1,959.52		3,277,523.47
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	1,915,464.55	0.00	0.00			1,915,464.55
	5,191,028.50	0.00	1,959.52	1,959.52		5,192,988.02

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

05/01/2022 To: 05/31/2022

Time: 07:45:53 Date: 06/10/2022

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	900,570.39		283.87	283.87		900,854.26	317,710.05
010 General Reserve Fund	303,020.28		54.51	54.51		303,074.79	29,962.40
020 Fire Reserve Fund	1,400,866.45		457.73	457.73		1,401,324.18	209,239.65
030 ARPA						0.00	223,677.00
100 Street Fund	278,163.10		166.40	166.40		278,329.50	56,928.84
103 Tourism Promo & Develop Fund	728,325.67		244.02	244.02		728,569.69	152,794.03
105 Affordable Housing Fund						0.00	7,975.97
300 Capital Improvement Fund	117,866.63		55.23	55.23		117,921.86	62,272.55
400 Water/Sewer Fund	1,298,153.93		605.73	605.73		1,298,759.66	769,179.64
406 Wastewater Short Lived Asset Res. Fund						0.00	43,558.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-681,055.74
500 Equipment Service Fund	164,062.05		92.03	92.03		164,154.08	52,845.96
	5,191,028.50		1,959.52	1,959.52		5,192,988.02	1,306,279.35

Ending fund balance (Page 1) - Investment balance = Available cash.

6,499,267.37

TREASURER'S REPORT
Outstanding Vouchers

City Of Stevenson

As Of: 05/31/2022 Date: 06/10/2022
Time: 07:45:53 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1320	05/31/2022	Tr Rec	1		Telephone Tax Vendor	2.11	April 2022 AT&T Corp
2022	1321	05/31/2022	Tr Rec	1		Telephone Tax Vendor	4.89	April 2022 Dish Wireless LLC
2022	1322	05/31/2022	Tr Rec	1		Telephone Tax Vendor	2.30	April 2022 MCI Communications
2022	1323	05/31/2022	Tr Rec	1		Telephone Tax Vendor	60.36	April 2022 Mitel Cloud Services
2022	1324	05/31/2022	Tr Rec	1		Telephone Tax Vendor	134.86	April 2022 Cellco Partnership
2022	1325	05/31/2022	Tr Rec	1		Telephone Tax Vendor	3.71	April 2022 Seattle SMSA Limited
2022	1326	05/31/2022	Tr Rec	1		Telephone Tax Vendor	0.10	April 2022 Visible Service LLC
2022	1327	05/31/2022	Tr Rec	1		Telephone Tax Vendor	1.02	April 2022 Alltel Corp
2022	1328	05/31/2022	Tr Rec	1		Gordon Rosander	319.38	May 2022 Distribution
2022	1329	05/31/2022	Util Pay	1		Xpress Billpay	706.18	Xpress Import - CC - 05-31-2022__daily_batch.csv
Receipts Outstanding:							1,234.91	
2022	1315	05/31/2022	Payroll	1	EFT	Department of Retirement Systems	12,942.28	Pay Cycle(s) 05/31/2022 To 05/31/2022 - PERS2; Pay Cycle(s) 05/31/2022 To 05/31/2022 - DCP
2022	1317	05/31/2022	Payroll	1	EFT	HRA VEBA Trust Contributions	550.00	Pay Cycle(s) 05/31/2022 To 05/31/2022 - HRA VEBA
2022	1314	05/31/2022	Payroll	1	EFT	Colonial Life	139.94	Pay Cycle(s) 05/31/2022 To 05/31/2022 - Disability; Pay Cycle(s) 05/31/2022 To 05/31/2022 - Life Insurance; Pay Cycle(s) 05/31/2022 To 05/31/2022 - Accident
2021	3014	12/12/2021	Payroll	1	15591	Chelsey M Farris	134.83	2021 Volunteer FF Pay
2022	937	04/21/2022	Claims	1	15942	Ian Lofberg	112.00	Insurance Deductible for Damaged Cell Phone
2022	952	04/21/2022	Claims	1	15957	Skamania County Prosecutor	1,333.00	March 2022 Prosecuting Attorney Fees
2022	1197	05/19/2022	Claims	1	15997	Cynthia Dominik-Medlin	818.42	Reimbursement for sewer issues
2022	1199	05/19/2022	Claims	1	15999	Gregory Scott Cheney	172.50	May 2022 Statement
2022	1215	05/19/2022	Claims	1	16015	Skamania County Chamber of Commerce	17,665.46	April 2022 Statement
2022	1223	05/19/2022	Claims	1	16023	US Bank Safekeeping	30.00	April 2022 Safekeeping Fees
2022	1229	05/19/2022	Claims	1	16029	WSP USA Inc	4,153.25	First Ped Amenities Overlook
2022	1300	05/31/2022	Payroll	1	16033	Michael D Johnson	275.73	PP 05.01.22-05.31.22
2022	1303	05/31/2022	Payroll	1	16034	Kristy A McCaskell	275.73	PP 05.01.22-05.31.22
2022	1311	05/31/2022	Payroll	1	16035	Mark W Tittle	5,150.08	PP 05.01.22-05.31.22
2022	1318	05/31/2022	Payroll	1	16036	City of Stevenson	319.38	Pay Cycle(s) 05/31/2022 To 05/31/2022 - City Payback
							44,072.60	
2022	1330	05/31/2022	Util Pay	10		Xpress Billpay	491.19	Xpress Import - EFT - 05-31-2022__daily_batch.csv
Receipts Outstanding:							491.19	
							44,072.60	

TREASURER'S REPORT
Outstanding Vouchers

City Of Stevenson

As Of: 05/31/2022 Date: 06/10/2022
Time: 07:45:53 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
001 General Expense Fund							1,535.50	7,369.66	8,905.16
100 Street Fund							0.00	4,816.74	4,816.74
103 Tourism Promo & Develop Fund							17,665.46	10.78	17,676.24
311 First Street							4,153.25	0.00	4,153.25
400 Water/Sewer Fund							930.42	6,418.14	7,348.56
500 Equipment Service Fund							0.00	1,172.65	1,172.65
							<u>24,284.63</u>	<u>19,787.97</u>	<u>44,072.60</u>

TREASURER'S REPORT

Signature Page

City Of Stevenson

05/01/2022 To: 05/31/2022

Time: 07:45:53 Date: 06/10/2022

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2022 BUDGET POSITION

City Of Stevenson

Time: 07:44:15 Date: 06/10/2022

Page: 1

001 General Expense Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	734,277.12	1,047,784.22	(313,507.10)	142.7%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	818,826.07	1,132,333.17	(313,507.10)	138.3%
311 Property Tax	501,569.36	255,706.55	245,862.81	51.0%
313 Sales Tax	300,000.00	159,265.75	140,734.25	53.1%
316 Utility Tax	32,000.00	27,483.37	4,516.63	85.9%
317 Other Tax	16,000.00	15,999.06	0.94	100.0%
310 Taxes	849,569.36	458,454.73	391,114.63	54.0%
321 Licenses	2,900.00	1,857.49	1,042.51	64.1%
322 Permits	0.00	108.25	(108.25)	0.0%
320 Licenses & Permits	2,900.00	1,965.74	934.26	67.8%
330 Grants	0.00	92,758.20	(92,758.20)	0.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	17,499.50	9,519.95	7,979.55	54.4%
330 Intergovernmental Revenues	28,499.50	102,278.15	(73,778.65)	358.9%
341 Admin, Printing & Probation Fees	222,797.62	1,668.41	221,129.21	0.7%
342 Fire District 2	32,700.00	20,454.22	12,245.78	62.6%
345 Planning	4,500.00	6,882.50	(2,382.50)	152.9%
346 Building	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	259,997.62	29,005.13	230,992.49	11.2%
350 Fines & Penalties	12,700.00	7,966.96	4,733.04	62.7%
360 Interest & Other Earnings	8,000.00	2,485.32	5,514.68	31.1%
Fund Revenues:	1,980,492.55	1,734,489.20	246,003.35	87.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	19,750.00	6,964.73	12,785.27	35.3%
512 Judicial	59,950.00	21,335.16	38,614.84	35.6%
513 Executive	123,095.00	51,209.90	71,885.10	41.6%
514 Financial, Recording & Elections	122,000.50	39,601.03	82,399.47	32.5%
515 Legal Services	16,500.00	6,582.00	9,918.00	39.9%
517 Employee Benefit Programs	525.00	4,741.08	(4,216.08)	903.1%
518 Centralized Services	85,923.32	120,411.13	(34,487.81)	140.1%
521 Law Enforcement	213,228.07	86,262.50	126,965.57	40.5%
202 Fire Department	99,445.00	11,413.01	88,031.99	11.5%
203 Fire District 2	30,750.00	5,789.21	24,960.79	18.8%
522 Fire Control	130,195.00	17,202.22	112,992.78	13.2%
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.8%
551 Public Housing Services	0.00	92,758.20	(92,758.20)	0.0%
553 Conservation	500.00	443.70	56.30	88.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	5,000.00	10,982.02	(5,982.02)	219.6%
560 Planning	166,980.00	51,790.64	115,189.36	31.3%

2022 BUDGET POSITION

City Of Stevenson

Time: 07:44:15 Date: 06/10/2022

Page: 2

001 General Expense Fund Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
570 Economic Development	27,105.60	0.00	27,105.60	0.0%
558 Planning & Community Devel	199,085.60	62,772.66	136,312.94	31.5%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	108.46	41.54	72.3%
573 Cultural & Community Activities	500.00	124.20	375.80	24.8%
576 Park Facilities	94,660.00	2,983.40	91,676.60	3.2%
580 Non Expenditures	0.00	(805.19)	805.19	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	778,880.93	0.00	778,880.93	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	863,430.06	0.00	863,430.06	0.0%
Fund Expenditures:	1,980,492.55	515,924.89	1,464,567.66	26.1%
Fund Excess/(Deficit):	0.00	1,218,564.31		

2022 BUDGET POSITION

City Of Stevenson

Time: 07:44:15 Date: 06/10/2022

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010 General Reserve Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	332,314.62	(5,609.00)	101.7%
360 Interest & Other Earnings	0.00	722.57	(722.57)	0.0%
Fund Revenues:	326,705.62	333,037.19	(6,331.57)	101.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	333,037.19		

2022 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,589,616.67	1,607,765.44	(18,148.77)	101.1%
360 Interest & Other Earnings	0.00	2,798.39	(2,798.39)	0.0%
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
Fund Revenues:	1,614,616.67	1,610,563.83	4,052.84	99.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,614,616.67	0.00	1,614,616.67	0.0%
Fund Expenditures:	1,614,616.67	0.00	1,614,616.67	0.0%
Fund Excess/(Deficit):	0.00	1,610,563.83		

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030 ARPA Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	223,677.00	223,677.00	0.00	100.0%
330 Intergovernmental Revenues	223,677.00	0.00	223,677.00	0.0%
Fund Revenues:	447,354.00	223,677.00	223,677.00	50.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	447,354.00	0.00	447,354.00	0.0%
Fund Expenditures:	447,354.00	0.00	447,354.00	0.0%
Fund Excess/(Deficit):	0.00	223,677.00		

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100 Street Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	211,186.34	316,457.10	(105,270.76)	149.8%
310 Taxes	325,000.00	176,408.26	148,591.74	54.3%
320 Licenses & Permits	600.00	325.00	275.00	54.2%
330 Intergovernmental Revenues	43,340.50	14,606.73	28,733.77	33.7%
360 Interest & Other Earnings	0.00	356.74	(356.74)	0.0%
390 Other Financing Sources	0.00	543.09	(543.09)	0.0%
397 Interfund Transfers	30,000.00	24,820.09	5,179.91	82.7%
Fund Revenues:	610,126.84	533,517.01	76,609.83	87.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	368,498.31	100,863.92	267,634.39	27.4%
543 Streets Admin & Overhead	47,832.50	32,814.82	15,017.68	68.6%
544 Road & Street Operations	0.00	3,950.00	(3,950.00)	0.0%
566 Substance Abuse	0.00	59.14	(59.14)	0.0%
594 Capital Expenditures	134,000.00	54,388.50	79,611.50	40.6%
597 Interfund Transfers	0.00	6,182.29	(6,182.29)	0.0%
999 Ending Balance	59,796.03	0.00	59,796.03	0.0%
Fund Expenditures:	610,126.84	198,258.67	411,868.17	32.5%
Fund Excess/(Deficit):	0.00	335,258.34		

2022 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	548,500.17	797,780.48	(249,280.31)	145.4%
310 Taxes	430,000.00	170,148.43	259,851.57	39.6%
360 Interest & Other Earnings	0.00	1,438.99	(1,438.99)	0.0%
Fund Revenues:	978,500.17	969,367.90	9,132.27	99.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	411,575.93	88,004.18	323,571.75	21.4%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	336,924.24	0.00	336,924.24	0.0%
Fund Expenditures:	978,500.17	88,004.18	890,495.99	9.0%
Fund Excess/(Deficit):	0.00	881,363.72		

2022 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	6,215.61	6,376.16	(160.55)	102.6%
310 Taxes	5,000.00	1,599.81	3,400.19	32.0%
Fund Revenues:	11,215.61	7,975.97	3,239.64	71.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	11,215.61	0.00	11,215.61	0.0%
Fund Expenditures:	11,215.61	0.00	11,215.61	0.0%
Fund Excess/(Deficit):	0.00	7,975.97		

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300 Capital Improvement Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	151,803.99	(44,530.42)	141.5%
310 Taxes	20,000.00	28,199.00	(8,199.00)	141.0%
360 Interest & Other Earnings	0.00	191.42	(191.42)	0.0%
Fund Revenues:	127,273.57	180,194.41	(52,920.84)	141.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%
999 Ending Balance	97,273.57	0.00	97,273.57	0.0%
Fund Expenditures:	127,273.57	0.00	127,273.57	0.0%
Fund Excess/(Deficit):	0.00	180,194.41		

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309 Russell Ave		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	0.00	24,820.09	(24,820.09)	0.0%
Fund Revenues:	0.00	24,820.09	(24,820.09)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	24,820.09	(24,820.09)	0.0%
Fund Expenditures:	0.00	24,820.09	(24,820.09)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION

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311 First Street		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	6,182.29	(6,182.29)	0.0%	
Fund Revenues:	0.00	6,182.29	(6,182.29)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	6,182.29	(6,182.29)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	6,182.29	(6,182.29)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2022 BUDGET POSITION

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312 Columbia Ave Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	200,000.00	0.00	200,000.00	0.0%
Fund Revenues:	200,000.00	0.00	200,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	200,000.00	0.00	200,000.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	200,000.00	0.00	200,000.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION

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400 Water/Sewer Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	218,216.56	647,754.95	(429,538.39)	296.8%
401 Water	454,401.46	539,594.95	(85,193.49)	118.7%
402 Sewer	412,368.47	431,097.47	(18,729.00)	104.5%
308 Beginning Balances	1,084,986.49	1,618,447.37	(533,460.88)	149.2%
330 Intergovernmental Revenues	1,000.00	191,123.15	(190,123.15)	*****%
343 Water	678,600.00	313,352.99	365,247.01	46.2%
344 Sewer	1,019,437.50	497,066.47	522,371.03	48.8%
340 Charges For Goods & Services	1,698,037.50	810,419.46	887,618.04	47.7%
343 Water	46,674.00	68,832.00	(22,158.00)	147.5%
344 Sewer	56,532.00	49,944.00	6,588.00	88.3%
400 Water/Sewer	4,000.00	2,116.79	1,883.21	52.9%
360 Interest & Other Earnings	107,206.00	120,892.79	(13,686.79)	112.8%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,891,229.99	2,740,882.77	150,347.22	94.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	623,109.97	206,312.77	416,797.20	33.1%
535 Sewer	926,611.86	364,553.65	562,058.21	39.3%
534 Water	60,970.90	75,832.28	(14,861.38)	124.4%
535 Sewer	118,920.00	24,789.60	94,130.40	20.8%
591 Debt Service	179,890.90	100,621.88	79,269.02	55.9%
594 Capital Expenditures	211,500.00	1,455.17	210,044.83	0.7%
597 Interfund Transfers	121,779.00	0.00	121,779.00	0.0%
400 Water/Sewer	160,362.33	0.00	160,362.33	0.0%
401 Water	299,075.46	0.00	299,075.46	0.0%
402 Sewer	368,900.47	0.00	368,900.47	0.0%
999 Ending Balance	828,338.26	0.00	828,338.26	0.0%
Fund Expenditures:	2,891,229.99	672,943.47	2,218,286.52	23.3%
Fund Excess/(Deficit):	0.00	2,067,939.30		

2022 BUDGET POSITION

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	43,558.00	43,558.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	65,337.00	43,558.00	21,779.00	66.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	65,337.00	0.00	65,337.00	0.0%
Fund Expenditures:	65,337.00	0.00	65,337.00	0.0%
Fund Excess/(Deficit):	0.00	43,558.00		

2022 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2022 BUDGET POSITION

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410 Wastewater System Upgrades Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(144,720.78)	144,720.78	0.0%
330 Intergovernmental Revenues	1,733,656.00	0.00	1,733,656.00	0.0%
390 Other Financing Sources	8,833,414.00	0.00	8,833,414.00	0.0%
397 Interfund Transfers	100,000.00	0.00	100,000.00	0.0%
Fund Revenues:	10,667,070.00	(144,720.78)	10,811,790.78	1.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	10,667,070.00	536,334.96	10,130,735.04	5.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	10,667,070.00	536,334.96	10,130,735.04	5.0%
Fund Excess/(Deficit):	0.00	(681,055.74)		

2022 BUDGET POSITION

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500 Equipment Service Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	188,197.57	203,766.89	(15,569.32)	108.3%
340 Charges For Goods & Services	125,000.00	60,888.04	64,111.96	48.7%
360 Interest & Other Earnings	0.00	226.47	(226.47)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	313,197.57	264,881.40	48,316.17	84.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	122,614.55	47,881.36	74,733.19	39.1%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	145,583.02	0.00	145,583.02	0.0%
Fund Expenditures:	313,197.57	47,881.36	265,316.21	15.3%
Fund Excess/(Deficit):	0.00	217,000.04		

2022 BUDGET POSITION

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630 Stevenson Municipal Court		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	4,777.76	(4,777.76)	0.0%	
Fund Revenues:	0.00	4,777.76	(4,777.76)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	4,777.76	(4,777.76)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	4,777.76	(4,777.76)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2022 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 05

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,980,492.55	1,734,489.20	87.6%	1,980,492.55	515,924.89	26%
010 General Reserve Fund	326,705.62	333,037.19	101.9%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,614,616.67	1,610,563.83	99.7%	1,614,616.67	0.00	0%
030 ARPA	447,354.00	223,677.00	50.0%	447,354.00	0.00	0%
100 Street Fund	610,126.84	533,517.01	87.4%	610,126.84	198,258.67	32%
103 Tourism Promo & Develop Fund	978,500.17	969,367.90	99.1%	978,500.17	88,004.18	9%
105 Affordable Housing Fund	11,215.61	7,975.97	71.1%	11,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	180,194.41	141.6%	127,273.57	0.00	0%
309 Russell Ave	0.00	24,820.09	0.0%	0.00	24,820.09	0%
311 First Street	0.00	6,182.29	0.0%	0.00	6,182.29	0%
312 Columbia Ave	200,000.00	0.00	0.0%	200,000.00	0.00	0%
400 Water/Sewer Fund	2,891,229.99	2,740,882.77	94.8%	2,891,229.99	672,943.47	23%
406 Wastewater Short Lived Asset Res	65,337.00	43,558.00	66.7%	65,337.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	10,667,070.00	-144,720.78	-1.4%	10,667,070.00	536,334.96	5%
500 Equipment Service Fund	313,197.57	264,881.40	84.6%	313,197.57	47,881.36	15%
630 Stevenson Municipal Court	0.00	4,777.76	0.0%	0.00	4,777.76	0%
	20,294,310.59	8,594,395.04	42.3%	20,294,310.59	2,095,127.67	10.3%

PRESS RELEASE

CONTACT

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General Manager
okaganova@portofcascadelocks.org



RELEASE DATE

Friday, June 10th, 2022

BRIDGE OF THE GODS TOLLS CHANGING JULY 1ST 2022

Cash Transactions and Commercial Vehicle Increases

Cascade Locks, OR, June 2022 – The Port of Cascade Locks intends to increase toll for The Bridge of the Gods effective July 1st, 2022. The last time tolls increased was in 2016. Since 2016, the Consumer Price Index (CPI) has increased by 19%. Added to this are: increased preservation needs on the bridge due to the aging structure, needed future planning, and decreased revenues.

Standard passenger vehicle BreezeBy electronic toll will remain unchanged at \$1.25, while those using Cash or Credit Card will now pay \$3.00/crossing. Other vehicle types will see an increase of \$1/axle and box trucks/RVs without trailers will be \$7 to reflect market rates more accurately. Visit <https://portofcascadelocks.org/bridge-of-the-gods/> for a complete listing of tolls.

The Port of Cascade Locks encourages the local community to take advantage of the lower pricing available through the BreezeBy system. New BreezeBy accounts can be created online or in person at the Port of Hood River or Port of Cascade Locks offices. Once you create your account, your transponder device will be mailed within five business days. You will need your vehicle license plate number, make, model and year to set up your account.



June 2022 Board Report

Skamania County Housing Programs

Submitted by Curt Gray, Skamania County Housing Program Director

As an introduction to the monthly report we routinely submit, I'm including this narrative to provide additional insight.

- Rental Assistance:
With the recent decision to establish a conservative monthly budget for awarding ERAP 2.0 rental assistance and the expiration of the ESG-CV program, the number of households served and bed nights provided has stabilized to much lower numbers than reported in the recent past.
- The Emergency Shelter remains full.
- The residents of the Emergency Shelter are finding and keeping jobs more successfully than in recent history.
- Denied Services: Denial of services is extremely rare. Usually, we are able to deliver some kind of assistance or alternative support to our clients.
 1. One household was denied rental assistance since the landlord was unwilling to participate in the programs available (and the tenant provided false or misleading information in their application). That household was referred to mediation.
 2. One household was denied rental assistance because they had received the maximum benefit allowed by the funded programs. This household was referred to MCHA and encouraged to apply for rental assistance under their program (if still funded).
 3. Two households were denied rental assistance since each had received assistance multiple times, under multiple programs, and were awarded assistance totaling more than \$10,000 per household. These households were referred to MCHA and encouraged to apply for rental assistance under their program (if still funded). Denying assistance to these two households permitted the use of remaining funds to help those who still needed help, especially those households that had not yet received any assistance whatsoever.

Washington Gorge Action Programs
Skamania County Housing Programs
 Jun-2022
 Submitted by Curt Gray

Rental Assistance

Outputs

	May
Number of households served	28
Number of individuals within those households	55
Total Number of bed nights provided	3612

Housing and Essential Needs

Outputs

	May
Number of individuals served with Housing/Utilities	1
Number of individuals served with Essential Needs	6
Total Number of bed nights provided	31

Permanent Support Housing

	May
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	2
Number of individuals completed Life Skills meeting	2
Number of individuals denied services	0

Outputs PSH

	May
Number of households served	5
Number of individuals within those households	5

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	May
Number of households served	8
Number of individuals within those households	15
Total Number of bed nights provided	332

Total Outcomes for all Programs

	May
Number of individuals obtained employment	2
Number of individuals increasing their income	2
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	2
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	13
Number of individuals completed Life Skills meeting	20
Number of individuals denied services	4

Success Stories

May 2022:

1. Two (2) emergency shelter residents have obtained employment
2. Three (3) emergency shelter residents have maintained employment
3. Two (2) households have been awarded housing vouchers from MCHA
4. One (1) homeless household with children in school were provided temp emergency shelter (emerg shelter was full)
5. No COVID infections in the emergency shelter

DRAFT MINUTES
Planning Commission Meeting
Monday, May 9th, 2022
6:00 PM

Commissioners: Acting Planning Commission Chair Auguste Zettler, Commissioners Davy Ray, Anne Keesee.

Staff: Community Development Director Ben Shumaker

Public attendees: Mary Repar, Bolton Minister

Acting Chair Zettler called the meeting to order at 6:03 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

Commissioner Zettler explained the methods to participate for audience members. Please raise hand to comment. Individual comments should be limited to 3 minutes. Remote participants were reminded to use *6 to mute/unmute and *9 to raise hand.

>Mary Repar spoke about light pollution in Stevenson and suggestions to reduce it.

2. Minutes: Approval of April 11th, 2022 Planning Commission Meeting minutes as presented.

MOTION to approve the minutes from the April 11th, 2022 Planning Commission meeting as presented was made by **Commissioner Ray**, seconded by **Commissioner Keesee**.

- **Voting aye: Commissioners Zettler, Ray, Keesee.**

B. New Business

3. Conditional Use Permit Review: (CUP2022-01 54.40 Sign of Outstanding Design): 54:40 Beer Lodge at the site of the former Andrew's Pizza, 310 SW Second Street in Stevenson.

-Appearance of Fairness Doctrine

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair, impartial and unbiased in both appearance and fact.

Decision makers need to be fair and impartial, with determinations and findings based on facts.

Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex parte) communications made with any party of interest or anything else that could be construed as a conflict or affects any decision making. Decision makers can be challenged by applicants regarding any perceived conflicts of interest.

When asked by **Community Development Director Ben Shumaker**, no Planning Commissioners disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or biases that would impede a fair and impartial decision.

-Presentation by Staff

Shumaker provided background information on the locale and the design of the sign in the application before the Commission and the design consultation process preceding the

application. He described the criteria in place to help the Planning Commission determine approval or denial of the application for the sign.

-Presentation by Applicant

Bolton Minister, representing the applicant, further described details of the sign and its placement and understanding of Public Works review needs to determine any safety hazards.

-Public Hearing Comments

- **In-favor**

Commissioners were in favor of the sign design and placement.

- **Opposed**

No Planning Commissioner expressed any opposition.

- **Neutral**

No comments were offered.

-Planning Commission Deliberation

Planning Commissioners held a very brief discussion regarding the application.

A prepared motion was not available.

-Decision:

Community Development Director Shumaker advised the motion would be to grant approval and direct staff to prepare final document for approval.

MOTION to grant approval of the Conditional Use Permit 2022-01 and direct planning staff to prepare a final document detailing the conditions for approval was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

Voting aye: Commissioners Zettler, Ray and Keesee.

C. Old Business

4. Comprehensive Plan Amendment & Zoning Code Amendment: Integrating SMP with Comp Plan & Zoning Code, Performing Periodic Zoning Code Amendment.

Community Development Director Shumaker reviewed the recent discussions and agreements from preceding Planning Commission meetings on the Shoreline Management Program integration, document maintenance and text revisions, and amending setbacks within the PR district.

Further discussion was held regarding how to define and or locate Right-of-Ways in order to determine a starting point for a 20' setback in the PR district. Property lines, edges of roadways, paved areas, areas of travel and other options were discussed. It was determined finally to include the term 'existing street' to aid in clarifying where a Right-of-Way begins.

MOTION to recommend the Stevenson City Council approve Ordinance 2022-1182 with the changes agreed to was made by **Commissioner Keesee**, seconded by **Commissioner Zettler**.

- **Voting aye: Commissioners Ray, Zettler, Keesee**

5. Comprehensive Plan Amendment: Continued Workshop to review 2019 Amendment Application on Capital Facility Planning

Community Development Director Shumaker highlighted recommendations from prior meetings regarding Capital Facility Planning within the Comprehensive Plan and pointed to areas that needed additional review. There are thirteen categories left.

Commissioners held an extended discussion regarding minimal levels of urban services. Sidewalks, potential walking routes to schools, septic to sewer connections, local improvement districts, stormwater control and broadband/communications were considered. **Commissioner Zettler** requested the term 'temporary installation' be included in Goal 8 regarding septic systems.

Managing expectations for services was seen to be a conundrum. **Shumaker** suggested establishing a capital improvement plan to maintain or exceed the Comprehensive Plan, and to consider the level of service when land use changes are proposed.

Further discussion included minor text revisions within the Comprehensive Plan document to reflect date changes and participation by a Planning Commissioner.

D. Discussion

6. Thought of the Month: Annexation.

Community Development Director Shumaker introduced a general discussion regarding developing an annexation policy for the City of Stevenson. He provided a brief explanation of the current method of initiating annexation (Notice of Intent to Annex and Petition to Annex.) It was agreed the Planning Commission could be a valuable resource for zoning guidance with the City Council when annexation proposals arise.

>Mary Repar commented that looking at the Boundary Review Board's RCW policies to help in developing one for the City may be advisable. Looking at neighboring cities in regards to their policy was also suggested.

7. Staff & Commission Reports:

Interviews for the vacant Planning Commissioner position will be held in June.

There are a number of local construction projects taking place.

The Waste Water Treatment Plant upgrade is moving forward.

Mary Repar noted the Grange will be holding a seed swap May 21st at the Stevenson Library.

E. Adjournment

Acting PC Chair Zettler declared the meeting adjourned at 8:20

Minutes recorded by Johanna Roe

Contracts and/or Change Orders awarded above \$10,000
from May 14th thru June 15th

Date	Contractor	Amount	Total Contract	Description of service
6/7/2022	Crestline Construction	10,254.50	1,957,035.40	CO #4 for the Collection System Improvement Project. Changes are for emergency work to remove and reset manhole SSMH 2 after observing settling due to previously unidentified unsuitable ground conditions. Agreement twith Contractor to split costs.
6/1/2022	Grayling Engineers	12,230.00	95,000.00	CO #1 for increased scope of work and additional surveying for the 2022 waterline improvement projects consisting of Loop Road, West Vancouver and Ryan Allen.
6/13/2022	Crestline Construction	15,638.04	338,343.86	CO #4 for the Main D Extension related to temporary and permanent restoration of the trench associated with the stormwater system.
6/13/2022	Crestline Construction	21,925.57	360,269.43	CO #5 for the Main D Extension related to temporary and permanent restoration and assitional surface restoration due to poor subsurface conditions and associated trench widening



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – April and May 2022
Meeting Date: June 16th, 2022

Executive Summary:

Department has been experiencing low turnout on Monday Meetings and fire calls. Conflicts with youth sports cited as number one reason for low turnout at meetings. Unknown reasons as to low turnout for fire calls. I suspect that the loss of more experienced volunteers is contributing to the issue.

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* **Stalled out**
- *Preparation for wildland season*
- *Building “Play books” for response*
- *Strategic Plan for Stevenson Fire/SCFD 2:* **Stalled out due to Fire Chief Bandwidth**

Drills/Training/Calls:

April Drills/Training – 32 hours

April Calls – 4 total

- 2 – Structure Fire (All Mutual Aid Given)
- 1 – Burn Complaint
- 1 – Natural Gas Leak – Residential
- 1 – Wildfire – Mutual Aid

Drills/Training/Calls:

May Drills/Training – 34 hours

May Calls – 4 total

- 1 – Structure Fire – Mutual Aid
- 1 – Structure Fire
- 2 – Motor Vehicle Crash

Action Needed: Open invitation to council members to visit the fire station to see the current condition and space needs.

CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1338	06/01/2022	Claims	1	EFT	Kenneth B Woodrich PC	1,970.00	May 2022 Statement
1453	06/16/2022	Claims	1	EFT	Department of Revenue	5,902.47	May 2022 Taxes
1280	05/25/2022	Claims	1	16032	Skamania County Community Events & Recre	53.85	Meeting Room Rental for Council Retreat
1339	06/01/2022	Claims	1	16037	A&J Select	186.14	May 2022 Statement
1340	06/01/2022	Claims	1	16038	Avista Utilities	745.07	April 2022 Statement
1341	06/01/2022	Claims	1	16039	BSK Associates	2,342.25	May 2022 Statement; May 2022 Statement
1342	06/01/2022	Claims	1	16040	Centurylink Comm Inc	44.93	May 2022 WWTP Long Distance
1343	06/01/2022	Claims	1	16041	Chemtrac Systems Inc	585.00	WTP Testing Supplies
1344	06/01/2022	Claims	1	16042	City of Stevenson	2,574.03	May 2022 Statement; May 2022 Statement; May 2022 Statement; May 2022 Statement; May 2022 Statement; May 2022 Statement; May 2022 Statement; May 2022 Statement
1345	06/01/2022	Claims	1	16043	Clifton Michael Coulter	963.75	May 2022 Statement
1346	06/01/2022	Claims	1	16044	Columbia Hardware Inc	578.48	May 2022 Statement
1347	06/01/2022	Claims	1	16045	Consolidated Supply Company	203.66	Marking Paint
1348	06/01/2022	Claims	1	16046	DeVaul Publishing	228.49	Ad for 6 year TIP; Ad for DEI Workshop; Ad for Council Retreat; Ad for Council Retreat; Ad for Council Retreat; 2022 Shorelines Management Ordinance
1349	06/01/2022	Claims	1	16047	Gator Creek Gardens	29.07	Flowers for Downtown
1350	06/01/2022	Claims	1	16048	Gorge Networks Inc	95.34	June 2022 WTP Broadband
1351	06/01/2022	Claims	1	16049	Grayling Engineers	313.50	2210A-2022 Waterline Replacements
1352	06/01/2022	Claims	1	16050	HD Fowler Company	211.09	Municipex Hose
1353	06/01/2022	Claims	1	16051	Kimball Midwest	248.07	Safety Supplies
1354	06/01/2022	Claims	1	16052	Mark Tittle	223.41	Reimbursement of Shipping Charges for a Returned Hose
1355	06/01/2022	Claims	1	16053	Mission Communications LLC	2,877.00	Annual Scada Service Contract 6.1.22-5.31.23
1356	06/01/2022	Claims	1	16054	NAPA Auto Parts	576.95	May 2022 Statement
1357	06/01/2022	Claims	1	16055	Northwest Graphic Works LLC	231.20	Crew T-Shirts
1358	06/01/2022	Claims	1	16056	PUD No 1 of Skamania County	5,645.47	April 2022 Statement; May 2022 Statement
1359	06/01/2022	Claims	1	16057	Petty Cash	182.24	May 2022 Statement
1360	06/01/2022	Claims	1	16058	Quality Control Services	380.00	WWTP Lab Calibrations
1361	06/01/2022	Claims	1	16059	Joseph Saunders	900.00	Tree Removal at Catholic Church Reservoir
1362	06/01/2022	Claims	1	16060	Skamania County Economic Development	12,808.75	2022 First Half Contract/SBDC Representative/CFM Lobbyist
1363	06/01/2022	Claims	1	16061	Solutions Yes LLC	76.47	Copy Paper-Letter
1364	06/01/2022	Claims	1	16062	Wave Broadband	75.00	June 2022 City Hall Internet
1454	06/16/2022	Claims	1	16063	Aramark Uniform Services	190.76	May 2022 Statement
1455	06/16/2022	Claims	1	16064	Barkdusters Inc	2,284.32	Barkdust Citywide
1456	06/16/2022	Claims	1	16065	CenturyLink	141.23	June 2022 WWTP Phone Service; June 2022 Kanaka Creek Transfer Station
1457	06/16/2022	Claims	1	16066	CivicPlus LLC	256.00	Supplement 17, Update 3-To the Code of Ordinances
1458	06/16/2022	Claims	1	16067	Columbia River Disposal	201.58	May 2022 Garbage Service
1459	06/16/2022	Claims	1	16068	Crestline Construction Company, LLC	228,602.68	Wastewater Collection System Main D Extension

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1460	06/16/2022	Claims	1	16069	DeVaul Publishing	42.25	Public Hearing - 6 yr TIP
1461	06/16/2022	Claims	1	16070	Exigy LLC	4,500.00	Diversity, Equity, Inclusion Workshop
1462	06/16/2022	Claims	1	16071	Grayling Engineers	4,130.50	May 2022 Statement-Waterline Replacements
1463	06/16/2022	Claims	1	16072	Devon L. Groom	511.95	Travel Reimbursement - Water Dist Manager Training
1464	06/16/2022	Claims	1	16073	H2Oregon	20.41	Water for WWTP; Drinking Water Dispenser for WWTP
1465	06/16/2022	Claims	1	16074	Maul Foster Alongi	647.50	May 2022 Statement
1466	06/16/2022	Claims	1	16075	Menke Jackson Beyer LLP	4,569.67	May Family BLA2021-07
1467	06/16/2022	Claims	1	16076	Office of State Treasurer-Cash Mgmt Di	98.60	June 2022 Remittance
1468	06/16/2022	Claims	1	16077	One Call Concepts Inc	22.47	May 2022 Statement
1469	06/16/2022	Claims	1	16078	PUD No 1 of Skamania County	526.17	May 2022 Statement; May 2022 Statement
1470	06/16/2022	Claims	1	16079	Petty Cash	290.82	June 2022 Statement
1471	06/16/2022	Claims	1	16080	RADCOMP Technologies	2,490.05	June 2022 Monthly Contract
1472	06/16/2022	Claims	1	16081	Ricoh USA Inc	112.22	May 2022 Statement
1473	06/16/2022	Claims	1	16082	Skamania County Chamber of Commerce	12,192.14	May 2022 Statement
1474	06/16/2022	Claims	1	16083	Skamania County Probation	101.62	May 2022 Probation Fees
1475	06/16/2022	Claims	1	16084	Skamania County Prosecutor	1,333.00	June 2022 Remittance
1476	06/16/2022	Claims	1	16085	Skamania County Sheriff	1,080.00	April 2022 Incarceration Fees
1477	06/16/2022	Claims	1	16086	Skamania County Solid Waste Department	27.20	Waste Disposal 5.12.22
1478	06/16/2022	Claims	1	16087	Skamania County Treasurer	24,346.98	June 2022 Remittance; June 2022 Remittance; WWTP Improvement Building Permit Fees
1479	06/16/2022	Claims	1	16088	StreetScan Inc	3,908.00	Road GIS Database; Data Collection/Mobilization Fee
1480	06/16/2022	Claims	1	16089	Timothy Charles Shell	765.00	May 2022 Statement
1481	06/16/2022	Claims	1	16090	Trojan Technologies Inc	691.95	UV Lights for WWTP
1482	06/16/2022	Claims	1	16091	US Bank Safekeeping	30.00	May 2022 US Bank Safekeeping Fees
1483	06/16/2022	Claims	1	16092	US Bank Voyager Fleet Systems	3,005.99	June 2022 Statement
1484	06/16/2022	Claims	1	16093	US Bank	1,749.74	May 2022 Card #1 Credit Card Statement; May 2022 Card #2 Credit Card Statement
1485	06/16/2022	Claims	1	16094	Verizon Wireless	62.90	May 2022 Cell Phone Charges
1486	06/16/2022	Claims	1	16095	Wallis Engineering PLLC	59,417.14	2021 WW Collection System Upgrades; WWTP Equipment Procurement; WWTP Improvements Bidding & Const
1487	06/16/2022	Claims	1	16096	Waste Connections Vancouver District 2	46.95	May 2022 Shredder Carts Service
1488	06/16/2022	Claims	1	16097	Wave Broadband	211.15	June 2022 WWTP Service; June 2022 Firehall Internet Service

001 General Expense Fund	53,327.16
100 Street Fund	10,937.70
103 Tourism Promo & Develop Fund	12,192.14
312 Columbia Ave	647.50
400 Water/Sewer Fund	27,150.39
410 Wastewater System Upgrades	290,818.53
500 Equipment Service Fund	4,686.62
630 Stevenson Municipal Court	100.58

Claims: 399,860.62
 399,860.62

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)