Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
April 17, 2024 - 12:00 PM
Lewiston City Hall - Back Conference Room - 1134 F Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff. Comments may be made: (1) in-person, (2) by emailing publicworks@cityoflewiston.org, or (3) by calling 208-746-1316 extension 6 and leaving a message. Comments submitted by email or phone will be forwarded to the Public Works Advisory Commission. If you would like your comment to be read out loud during the meeting, please so indicate in your message.

III. CONSENT AGENDA

All items on the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion on these issues unless a member so requests, in which case the item will be removed from the Consent Agenda and considered under Section VI - Items Moved from Consent Agenda.

A. APPROVAL OF MARCH 20, 2024 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

Concise updates on items from previous meetings and notices of upcoming projects, efforts, etc. Questions are permitted but not intended for discussion by, or action from, the Commission.

V. ACTIVE AGENDA

Article V. Rules of Debate of the Public Works Advisory Commission bylaws states: A. Recognition by chairperson and interruptions prohibited. A Commission member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Commission member, once recognized by the chairperson, shall not be interrupted when speaking. B. Call for the question. A Commission member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Commission members present. If the motion is so approved, the Commission shall immediately vote on the underlying question without further debate.

A. TRAFFIC CALMING POLICY & TRAFFIC CALMING APPLICATION PACKET:
Soliciting feedback on the draft *Traffic Calming Policy* and corresponding *Traffic Calming*

Application Packet staff created based on the comments provided by the Commission at the December 13, 2023 meeting. - Action Item

B. **VACANT SEAT - JUSTIN MERWIN APPLICATION:** Consideration of Justin Merwin's *Advisory Board or Commission Application* for the vacant seat. - Action Item

C. **VACANT SEAT - LYTONIA GARDEE APPLICATION:** Consideration of Lytonia Gardee's *Advisory Board or Commission Application.* - Action Item

D. **PUBLIC WORKS - APPROACH TO BUDGET (CONT'D):** A continuation of the March 20, 2024 agenda item with specific focus on the proposed Utility Construction Coordinator position. - Action Item

VI. **ITEMS MOVED FROM CONSENT AGENDA** - Action Item

VII. **UNFINISHED & NEW BUSINESS**

A. **COMMISSIONER COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.* - Action Item

B. **STAFF LIAISON COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.* - Action Item

C. **FUTURE AGENDA ITEMS:** - Action Item

VIII. **ADJOURNMENT** - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Public Works Specialist Haley Kelley at least 48-hours in advance of the meeting time at (208) 553-2662 or publicworks@CityofLewiston.org.

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) met in the Bell Building 2nd Floor Meeting Room at 215 "D" Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:00 p.m. Public Works Advisory Commission meetings are recorded live.

Public Works Advisory Commission meetings are recorded live. To view the video, go to https://www.youtube.com/watch?v=_kPwFKRr3jw

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright and Vice-Chair Kevin Kelly

COMMISSIONERS ABSENT: Ryan Rehder, Kayleigh Philippi, and Brent Bourassa

CITY COUNCIL LIAISON PRESENT: Chair and Councilor Kathy Schroeder; Councilor Kassee Forsmann

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Aimee Gordon, Finance Director/City Treasurer; Aaron Butler, IT

II. CITIZEN COMMENTS

None.

III. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issue unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved From the Consent Agenda."

Vice-Chair Kelly and Commissioner Wright motioned and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

A. APPROVAL OF FEBRUARY 14, 2024 MEETING MINUTES: - *Action Item*

B. US-12 INTERSTATE HIGHWAY BRIDGE ("BLUE BRIDGE") LETTER TO WSDOT: – *Action Item*

IV. DIRECTOR'S REPORT

Director Johnson provided updates on the Stormwater Drainage System Utility launch, the Clearwater Composting Biosolids and Yard Waste agreements, the Traffic Calming Policy, and the Main Street Reconstruction Project. He explained that the May and June monthly meeting had been canceled due to the multiple budget work sessions and an observed City holiday, respectively.

V. ACTIVE AGENDA

A. CITY OF LEWISTON – BUDGET OVERVIEW – *Presentation (Aimee Gordon)*

Director Johnson provided a brief introduction of Finance Director/City Treasurer Aimee Gordon and the purpose of her attendance.

Ms. Gordon introduced herself and explained her background and experience prior to the City of Lewiston. She summarized the fiscal year calendar and explained the updated approach the City would be pursuing for the fiscal year 2025 budget process; the accompanying slideshow is located in Appendix A.

B. PUBLIC WORKS – APPROACH TO BUDGET - *Action Item*

Director Johnson explained that Master Plans feed rate studies which inform utility rates and capital

improvement investments and that all of this is used to prepare the annual budget. He said that he hoped the new budget process and schedule would assist staff in better preparing the fiscal year 2025 budget by presenting proposed utility rates to City Council early with adoption still scheduled for August. Mr. Johnson walked through the agenda item history sheet, provided additional background information, and answered questions.

VI. ITEMS MOVED FROM CONSENT AGENDA - *Action Item*

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - *Action Item*

Commissioner Wright requested that information on the Public Works Expo be provided at a future meeting. Councilor Forsmann concurred and specifically requested the outreach materials that were provided to the school district.

B. STAFF LIAISON COMMENTS: - *Action Item*

Director Johnson informed the Commission that he would be out of the office from June 5, 2024 to June 19, 2024.

VIII. ADJOURNMENT - *Action Item*

There being no further business, Councilor Forsmann and Vice-Chair Kelly moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:04 p.m.

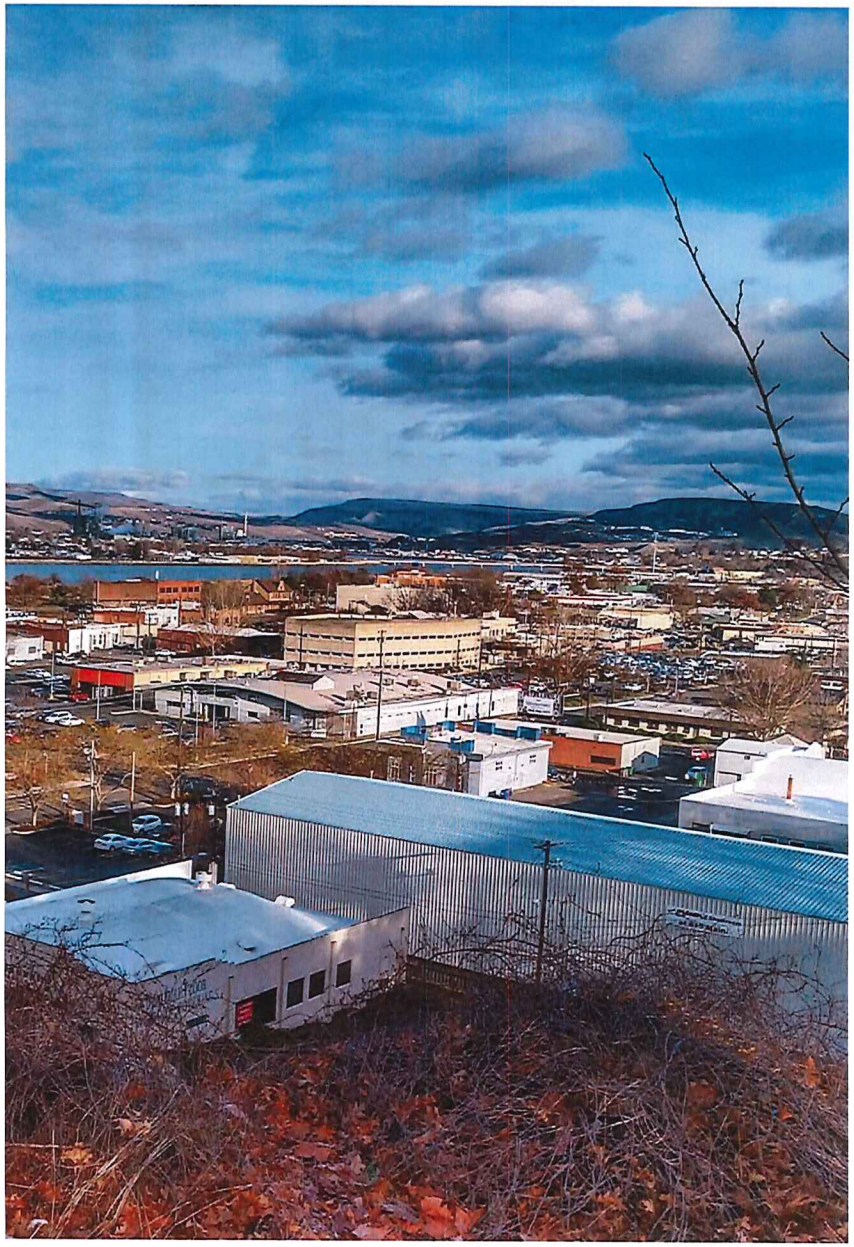
RESPECTFULLY SUBMITTED,

Haley Kelley, Recording Secretary	Chairperson or Acting Chairperson Public Works Advisory Commission

Approved this ____ day of _____, 2024

Appendix A

BUDGET (FINANCE) OVERVIEW

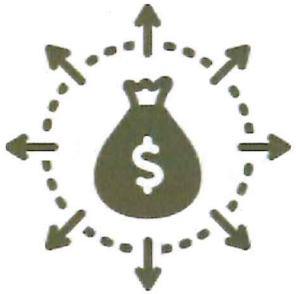


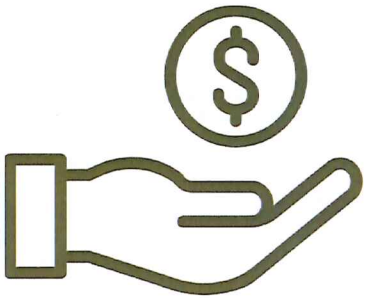
NAME & TITLE
Aimee Gordon, Treasurer/Finance Director

EMAIL ADDRESS
agordon@cityoflewiston.org

PHONE NUMBER
(208) 746-3671

CITY OF LEWISTON
EXPLORE
IDAHO'S FIRST CAPITAL
1861





BUDGET WORKSESSIONS

- Budget Worksession #1: April 22nd
  - Budget 101
- Budget Worksession #2: May 13th
  - Revenue
- Budget Worksession #3: May 20th
  - Capital Projects
- Budget Worksession #4: June 10th
  - Personnel & Budget Requests
- Budget Worksession #5: June 25th
  - Council Follow-Up & Budget Wrap-Up

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PUBLIC WORKS

GENERAL

CAPITAL

WORKERS COMP

WATER

WASTE WATER

STORM WATER

SANITATION

CEMETERY

ECONOMIC DEV

TRANS-PORTATION

LIBRARY

FLEET SERVICES

INFORMATION SYSTEMS

POLICE RETIREMENT

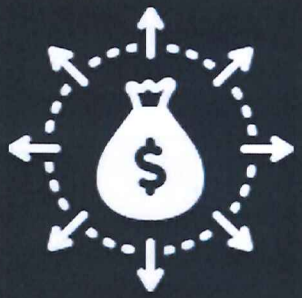
PUBLIC TRANSIT

PERPETUAL CARE

ENTERPRISE FUNDS

OPERATIONS

USER RATES



PERSONNEL COSTS

SUPPLIES & MATERIALS

ANNUAL MAINTENANCE

CONTRACTED SERVICES

DEPRECIATION FUNDING

CAPITAL

CAPITAL FUNDS

PLANT & FACILITY IMPROVEMENTS

PIPE REPLACEMENTS

VEHICLES & EQUIPMENT

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QUESTIONS?

PUBLIC WORKS ADVISORY COMMISSION MEETING
AGENDA ITEM SUMMARY

ITEM TITLE Traffic Calming Policy & Traffic Calming Application Packet	**AGENDA NO.** V.A. **AGENDA DATE:** April 17, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

In Chapter 5 of the 2020 Lewiston Transportation Plan, there is a section titled "Transportation Management Toolbox" which provides staff with a variety of options to consider when managing the city's transportation network. One option is the creation and implementation of a "Residential Traffic Calming Program".

In order to provide a predictable and consistent methodology for responding to these requests, Public Works drafted the *Policy and Procedures for Traffic Calming Requests* as the first step in establishing a Residential Traffic Calming Program. This policy is intended to inform citizens interested in requesting the installation of traffic calming devices in their neighborhood of the manner in which Public Works will process their request and addresses standards which are commonly utilized by staff in assessing such requests.

The Commission reviewed and provided feedback on the *Policy and Procedures for Traffic Calming Requests* version of the draft policy at the December 13, 2023 meeting. Staff overhauled the document based on Commission and Engineering feedback to create the draft brought before the Commission today.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

N/A

ACTION PROPOSED

Staff requests that the Commission provides feedback on the draft *Traffic Calming Policy* and corresponding *Traffic Calming Application Packet.* The final draft will be sent to the City Attorney's office for review with City Council adoption as the end goal.

ADMINISTRATIVE POLICY NO.:	
POLICY TITLE:	Traffic Calming Policy
DATE EFFECTIVE:	
LEGAL AND OTHER REFERENCES:	Lewiston City Code Chapter 31 and Chapter 35; 2020 Lewiston Transportation Plan; City of Lewiston, Idaho ADA Transition Plan; MUTCD along with Idaho Supplementary Guidance; currently adopted appeal fee per rate resolution of the City Council.
DATE(S) OF REVISION/UPDATE:	
APPROVED BY:	

PURPOSE

To implement traffic calming strategies, when appropriate, to address a neighborhood's traffic concerns and the safety of bicyclists and pedestrians. Strategies typically involve the installation of one or more devices in the roadway which makes it inconvenient for motorists to exceed the posted speed limit or to use the roadway as a throughway.

This Traffic Calming Policy ("Policy") was recommended in the 2020 Lewiston Transportation Plan. A flowchart of the application, review, and appeal process is included in Appendix A of this Policy.

DEFINITIONS

The following terms and acronyms shall have the meaning as set forth:

85th Percentile – The speed that 85 percent of drivers travel at or below and is one of the best indicators of a reasonable and safe speed.

Applicant – Any person, persons, corporation, partnership, or other singular or plural individuals submitting a Traffic Calming Application Packet.

City Standards – The most current city standard drawings and specifications adopted by the Lewiston City Council.

Engineering – The Engineering Division of the Public Works department.

MUTCD – Adoption of the national Manual on Uniform Traffic Control Devices (MUTCD) along with Idaho Supplementary Guidance. The MUTCD for Streets and Highways is a document issued by the Federal Highway Administration (FHWA) setting the national standards for all traffic control devices on roads open to public travel.

Roadway/Street Classification System – The functional classification system of roadways in Lewiston as Principal Arterials, Minor Arterials, Collectors, or Local Roads based on the intended use of the facility, balancing access and mobility. Arterials prioritize mobility to

facilitate travel over greater distances while Collectors and Local Roadways prioritize land access to facilitate the comings and goings of residences, businesses, etc.

Speed Study - Assessment and documentation of a specific area of concern through visual observation of traffic volumes and speeds alongside deployment of traffic counters for data collection.

Traffic Calming – Physical changes to a roadway to slow traffic and/or shorten the crossing of a roadway in order to make a safer environment for bicyclists and pedestrians.

OBJECTIVE

The Policy's objective is to provide an orderly and consistent process for assessing the support, need, effectiveness, and impact of installing Traffic Calming Devices ("Devices") with the following principles in mind:

I. Following the standard request for enforcement from the Lewiston Police Department, issue persists and appears to be systemic;

II. Devices entail costs related to not only the initial installation but ongoing maintenance of the Devices as well as the potential of reduced efficiency of routine roadway maintenance activities e.g. street sweeping, snow removal, etc.;

III. Installation of Devices may result in the diversion of traffic into adjacent areas, resulting in additional traffic calming requests, compounding the aforementioned costs and routine maintenance disruptions;

IV. Devices are reserved for the control of vehicular traffic where it is determined that there is a unique circumstance or condition which warrants traffic calming;

V. Stop signs are not considered to be a traffic calming measure. However, stop signs may be installed as part of an overall traffic calming plan;

VI. The roadway/street classification system shall be used for defining street types during the review process.

VII. Devices are most appropriately installed upon residential Local Roads and shall not be installed upon Collectors or Arterials, unless deemed appropriate by the Public Works Director or designee;

VIII. More than one type of Device may be used in a given project area to implement an overall traffic calming plan e.g. bulb-outs may be used in combination with a center median;

IX. Devices that have not been tried in the City of Lewiston previously may require special study before being considered for installation;

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X. Frontage improvements – curbs, gutters, and sidewalks – are a prerequisite for Devices in almost all cases;

XI. Frontage improvements and often boulevards or a planting strip (which includes street trees) are the first level of traffic calming for streets which lack them; and

XII. If there are more traffic calming projects than the City has resources to support, projects will be selected based on the importance or severity of problems, the level of support from the impacted neighborhood, and resources of the City that are available to address the issue.

TRAFFIC CALMING APPLICATION PACKET

An Applicant desiring to address perceived traffic problems with traffic calming strategies must obtain a Traffic Calming Application Packet ("Packet") from the Public Works Department at 215 D Street or the City website.

Commented [HK1]: Exact location will be inserted once page is created and finalized.

PRE-APPLICATION CONFERENCE FORM

The *Pre-Application Conference Form* "Form" (pages 1 and 2 of the Packet) initiates the process. Complete Forms must be submitted to Public Works in-person, electronically, or by mail. Incomplete Forms will not be accepted and will be returned to the Applicant.

A pre-application conference will be scheduled between Engineering and the Applicant to discuss the Packet, Policy, applicable requirements of City Code Chapters 31 and 35, and probable impacts – positive and negative, local and regional – of proposed Device(s).

If the Applicant decides to proceed with the request following the pre-application conference, they must complete the *Traffic Calming Application* "Application" (see page 4 of the Packet).

TRAFFIC CALMING APPLICATION

Completion of the Public Involvement section is the responsibility of the Applicant. The "Petition for Participation in the City of Lewiston Traffic Calming Program" is required in order for an Application to qualify as complete and be accepted by Public Works. While not required, attaching additional supporting documents to the Application demonstrating Applicant's Public Involvement efforts is at the Applicant's discretion.

Complete Applications must be submitted to Public Works in-person, electronically, or by mail and will be routed for review. Incomplete Applications will not be accepted and will be returned to the Applicant.

Review

Engineering may perform a site visit to document traffic volumes, traffic speeds, collect and analyze crash history, and solicit feedback from City departments regarding observations on traffic operations, enforcement activities, emergency response, and other pertinent information.

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The information gathered on the area may be used to complete a *Traffic Calming Application Scorecard* (see ***Table 1***) which may be submitted to the City Engineer for final review to determine if criteria has been met.

Table 1 *- Traffic Calming Application Scorecard*

Traffic Calming Application Scorecard	
Measure	**Definition**
Speeding	**Three (3) points** for each mile per hour (mph) that the 24-hour 85th percentile speed is above the posted speed limit. Plus **five (5) points** for each percent more than 10 mph above the posted speed limit.
Volume	Local Road: Average daily traffic volume, at the point on the project street with the highest average volume, **divided by 50**.
Crash History	Number of reported crashes which would likely have been avoided or minimized by the installation of a traffic calming plan in the last five (5) years. **Five (5) points each.**
Pedestrian and/or Bicyclist Generators	Public and private facilities (e.g. schools, parks, senior housing, etc.) on or near the project street which generate a significant amount of pedestrian and/or bicycle traffic. **Five (5) points each for a ten (10) point maximum.**
Non-standard Conditions	Conditions on the project street which lead to increased hazards such as the absence of sidewalk on either side of the street or inadequate, uncorrectable sight distance problems, significant cut-through traffic in judgment of Engineering staff. **Ten (10) point maximum.**
Community Support	Support from residents/property owners within one (1) block of the street or intersection in question: **one (1) point** for each verified petition signature and one half percentage (1.5%) points above the minimum 25% requirement of the Application.
Sidewalks	No continuous sidewalk on either side of the project street. **Five (5) points.**

The minimum threshold for the installation of a temporary or permanent traffic calming plan is:

- 85th percentile speed is no less than 5 mph above the posted speed limit;
- 600 vehicles per day (vpd) on Local Roads; or
- A total of at least 65 points on the *Traffic Calming Application Scorecard.*

Approval

If criteria has been met, Engineering will develop a Traffic Calming Plan ("Plan") for the subject area describing the proposed Device installation and phasing (as needed), and the conditions under which additional Devices may be employed should the installed Device(s) be determined to be ineffective or not achieving the desired speed reductions.

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The Applicant will be notified in a written decision from the City Engineer that the Application has been approved. The written decision will explain the Plan and estimated construction date based on the project scope (see ***Funding*** section).
Devices may be installed in a phased manner beginning with lower-cost Devices and/or enforcement activities. Once installed, the lower-cost Devices may be evaluated for their effectiveness through an additional speed study.

The following Device(s) will be considered for installation:

Speed Limit Signage
Additional advisory and regulatory speed limit signs may be installed to remind motorists of the area's posted speed limit.

Dynamic Speed Feedback Signs (DSFS)
Signs programmed to provide a message to drivers exceeding a certain speed threshold. These may be installed in conjunction with additional speed limit signage to remind motorists of the area's posted speed limit (as shown in ***Figure 1***).

Figure 1 *– DSFS on Main Street.*

On-Street Parking
A street that is designed with enough width for on-street parking may seem like a "wide-open road" if vehicles are not actually parked on the street. Using the parking width for cars, boats, RVs, and other vehicles not prohibited (LCC § 35-76) will narrow the drivable width of the street which gives driver's the perception of a more constrained driving lane, reducing traffic speeds.

Rectangular Rapid Flashing Beacons (RRFB)
A traffic signal with push-button activated lights which rapidly flash in uneven intervals to grab the attention of motorists to stop for bike and/or pedestrian crossings of a roadway (as shown in ***Figure 2***).

Figure 2 *– RRFB at 10th Street and Burrell Avenue.*

Advantages of an RRFB:
- Reduces traffic speeds; and
- Enhance pedestrian crossings.

May be used:	Should not be used:
• In a median rather than the far-side of the roadway; and	• In abundance, as over-use of RRFB may diminish their effectiveness;

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• For locations with significant pedestrian and/or bicyclist safety issues.	• When a pedestrian sign, school sign, or trail crossing warning sign is not present; and • When crosswalks use yield signs, stop signs, traffic control signals, or pedestrian hybrid beacons (except for the approach or egress from a roundabout).

Landscaping/Street Trees

Provides a visual narrowing of the street and separates the sidewalk from the vehicle travel lane. This is often the first level of traffic calming for streets as it can help break a motorist's line of sight, reducing their comfort and likelihood of speeding. Careful review of landscape plans is needed to ensure clear vision areas are maintained and that property owners along the impacted street understand that the responsibility to maintain the landscape plan after installation is complete lies with the property owners (LCC § 35.5-16).

Speed Humps

Raising of pavement surface about 3" over approximately 10 to 20 feet. Similar Devices include speed tables, raised pedestrian crossings, and raised intersections.

Curb Bulb-Out

An extension of the curb, typically where a sidewalk approaches the street at right angles e.g. an intersection. Bulb-outs are typically installed in pairs, one opposite the other, thereby narrowing the available road width for motor vehicles. Pedestrians may walk out on a bulb-out to a position of much greater visibility to motorists without stepping off the curb and into the path of traffic. Bulb-outs may be on two facing corners or on all four and may wrap entirely around each corner or may be only on the sides of the two corners which face each other (as shown in ***Figure 3***).

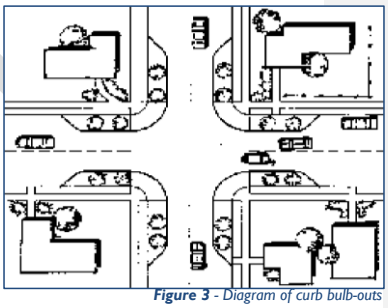

Figure 3 *- Diagram of curb bulb-outs on all four corners of an intersection.*

Advantages of curb bulb-outs:

- Reduces traffic speeds; and
- Enhance pedestrian crossings.

May be used:	Should not be used:
• On residential streets where the 85th percentile motor vehicle speeds are greater than 20 mph; • Where there is a significant volume of pedestrian traffic crossing the street; and • Where the sight distances are not unnecessarily restricted.	• Where the curb lane is used for driving or turning; and • Large curb radii are required for transit and/or truck turns.

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Curb Choker

A pair of elongated or extended curb bulb-outs directly facing each other, used at mid-block to narrow the perceived roadway width (as shown in ***Figure 4***). Signage may be required to indicate it is a pedestrian crossing. They may be detached from the existing curb line, allowing stormwater drainage or bike lanes to continue unobstructed.

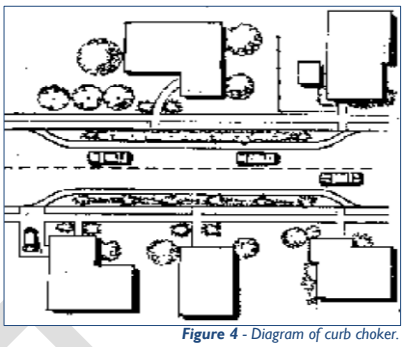

Figure 4 *- Diagram of curb choker.*

Advantages of a curb choker:

- Reduces traffic speeds; and
- May enhance mid-block pedestrian crossings.

May be used:	Should not be used:
• When traffic speeds are unacceptable; and • On collector streets in residential areas.	• Where the loss of parking due to the device is consequential.

Center Median

A center median is a concrete island between two opposing lanes of traffic. It may be 50 feet or less near an intersection or may run the entire length of a block or street. The width of the median is dictated by the street width. In some cases, a median may be landscaped as part of an overall Plan (refer to *Landscaping/Street Trees* Device).

Figure 5 *– Image of a center median.*

Advantages of a center median:

- Separates opposite direction of traffic while narrowing the perceived width of the lane;
- Reduces motorist speeds; and
- Provides refuge for pedestrians crossing the street.

May be used:	Should not be used:
• Where pedestrians crossing the street need a "safe space" half-way across; • Where slowing of traffic is desired; and • At the entry to a neighborhood.	• Where it will force traffic to travel adjacent to curb-side sidewalks; • Where it will limit desirable turning movements; and • Where the device would block access to driveways.

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Chicane

A chicane is two or three off-set extended bulb-outs of the curb mid-block which forces traffic to move to the left around it. It creates a slight "s-curve" in the middle of the block, appearing to the motorist to be an obstacle in the driving lane.

***Figure 6** – Image of a chicane.*

Advantages of a chicane:

- Reduces speeds for residential traffic; and
- Creates a landscaped area in the street mid-block.

May be used:	Should not be used:
• When both residential speeds and volumes are a primary concern; and • When neighborhood consensus favors a chicane over other devices.	• When removal of parking is unacceptable; • When the device would block a driveway; and • When the street is an emergency or bus route.

Rejection

If criteria has not been met, the Application will be rejected and the Applicant will be notified in a written decision from the City Engineer. If the applicant does not agree with this written decision, they may submit an appeal (see *Appeals* section).

In the event that an Application has been rejected, no additional request for traffic calming in the same location will be accepted for a period of three (3) years from the date of the final decision unless the City Engineer determines that circumstances and/or conditions in the vicinity of the area have substantially and materially changed in a manner that would affect the prior decision.

Appeals

Applicants interested in appealing a written decision from the City Engineer may file a written notice specifying the grounds for the appeal along with the current appeal fee, set by resolution of the City Council, with the City Clerk within fifteen (15) calendar days of receiving the written decision. If an appeal is not filed within that time frame, then the decision shall be final (LCC § 31-10(c)).

The Mayor shall hold a hearing on the appeal within ten (10) calendar days of receipt of the notice of appeal with the Applicant and City Engineer (or designee) in attendance. The Applicant shall have the right to be represented by legal counsel at the hearing and rebut any evidence that is submitted; the formal rules of evidence shall not apply. The Mayor's review of the decision shall be limited to determining if the City Engineer's written decision conforms to the Policy. The Mayor's written decision affirming, reversing, or modifying the City Engineer's

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written decision shall be issued within seven (7) calendar days after the hearing and such decision shall be final (LCC § 31-10.(d)).

In the event that the Mayor reverses or modifies the City's Engineer's decision, the Application will undergo a new review by Engineering in conformance with the Policy.

FUNDING

The design-construction-removal of Devices will be dependent upon available funding within the Transportation Fund. Situations requiring more extensive and expensive traffic calming will likely require project design, cost estimate, and programming with the Transportation Capital Improvement Plan subject to City Council approval and budget appropriation. As a result, it may take several years to implement certain traffic calming plans.

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APPENDIX A

Traffic Calming Policy Process Flowchart

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TRAFFIC CALMING POLICY PROCESS

Traffic Calming Policy (“Policy”)

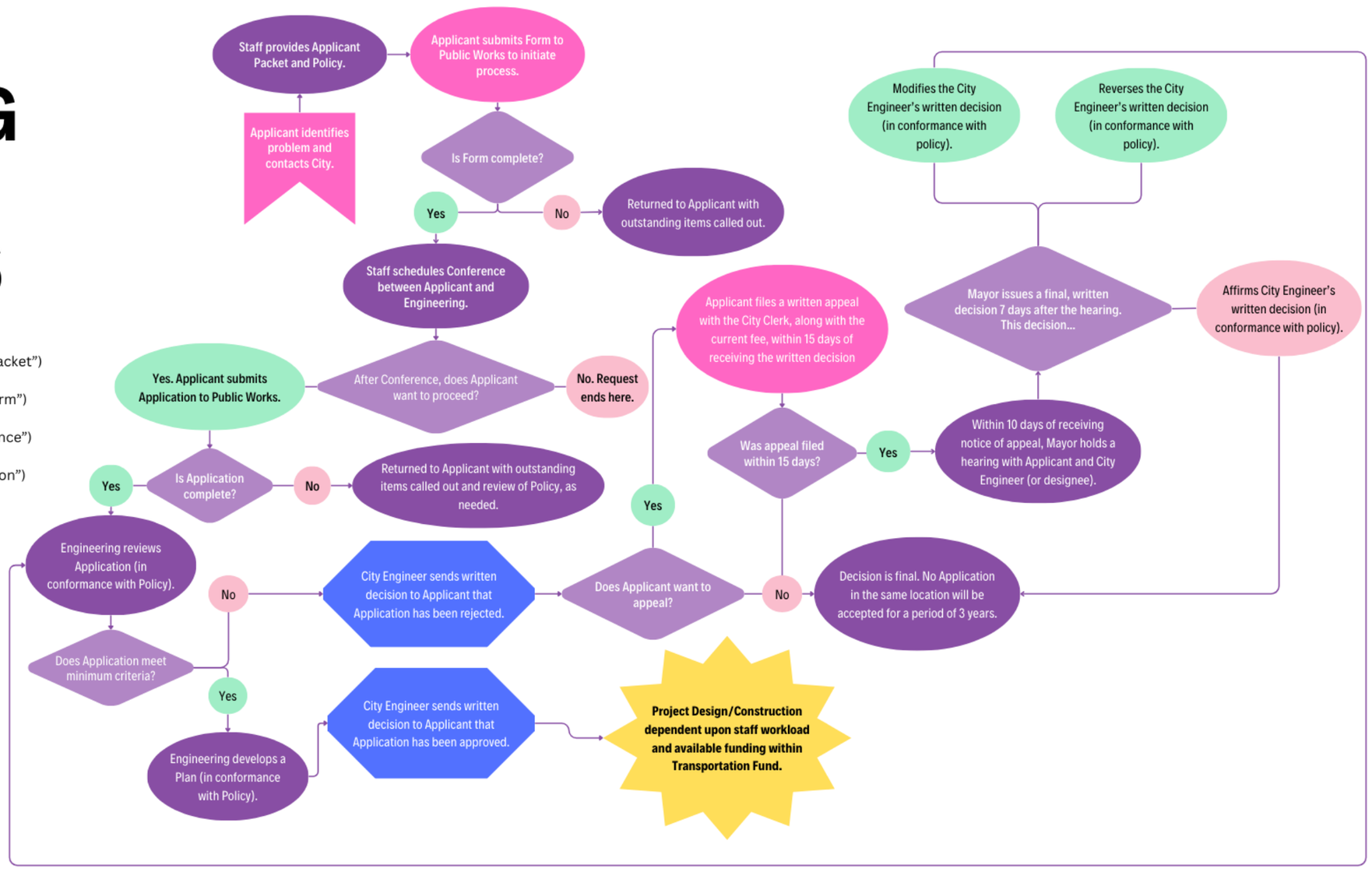
Traffic Calming Application Packet (“Packet”)

Pre-Application Conference Form (“Form”)

Pre-Application Conference (“Conference”)

Traffic Calming Application (“Application”)

Traffic Calming Plan (“Plan”)



CITY OF LEWISTON
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DEPARTMENT
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TRAFFIC CALMING APPLICATION PACKET

For any questions regarding process or application status, please contact us at 208-746-1316 ext. 0 or publicworks@cityoflewiston.org

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PRE-APPLICATION CONFERENCE FORM

Name of Applicant Group, Neighborhood Organization, or Homeowner's Association (HOA):

_____

CONTACT INFORMATION

The group should designate one (1) person as the representative for the application.

Representative Name: _____

Mailing Address: _____

Phone: _____

Email: _____

LOCATION OF ISSUE

Describe the location of the traffic issue, including boundaries of the problem area and calling out specific areas of concern or where issues have been witnessed (attaching a map with this information is especially helpful). Example: 5th Street between 11th Avenue and 12th Avenue is difficult to cross because drivers don't stop for crosswalks.

DESCRIPTION OF ISSUES

Describe the traffic conditions occurring in the area provided in the previous section.

Rank characteristics of your traffic problem on a scale of one (1 = unimportant) to ten (10 = severe and/or important). *For characteristics you rate* ***five (5) or higher****, provide any other information that you believe is relevant i.e. time of day problem occurs, local or regional drivers, roadway condition problems, etc.*

_____ Speeding

_____ Parking

_____ Crashes (describe what you have observed in the space below):

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_____ Danger to pedestrians/bicyclists **using** the street
_____ Danger to pedestrians/bicyclists **crossing** the street
_____ Difficulty entering/leaving driveway or street
_____ Traffic Volume
_____ Traffic Noise
_____ Other (explain in the space below)

THE ABOVE SECTIONS MUST BE COMPLETED TO SCHEDULE A PRE-APPLICATION CONFERENCE. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Submit In-Person:	**Email to:**	**Mail to:**
Public Works 215 D Street Lewiston, ID 83501	publicworks@cityoflewiston.org	City of Lewiston P.O. Box 617 Lewiston, ID 83501

TOPICS OF DISCUSSION

( ) Gave Applicant Traffic Calming Policy
( ) Review of Traffic Calming Policy
( ) Review of applicable traffic calming devices
( ) Review of Traffic Calming Application

STAFF DETERMINATIONS

Within bounds of a Transportation CIP Project? ☐ Yes, CIP ID 20__ __ - __ __ __ ☐ No
Do all lots abutting the street(s) in question have frontage improvements? ☐ Yes ☐ No

City Representatives Present:

City Engineer

Engineering Division – Construction Management

Engineering Division - Development

Applicant Group, Neighborhood Organization, or HOA Members Present (only designated representative i.e. "Applicant" is necessary):

Applicant (designated representative)

Other – please specify

Other – please specify

Other – please specify

DRAFT

TRAFFIC CALMING APPLICATION

Name of Applicant Group, Neighborhood Organization, or Homeowner's Association (HOA):

_____

CONTACT INFORMATION

The group should designate one (1) person as the representative for the application.

Representative Name: _____

Mailing Address: _____

Phone: _____

Email: _____

PUBLIC INVOLVEMENT

The Petition is <u>required</u> while all other supporting documents are at the Applicant's discretion.

☐ Petition for Participation in the City of Lewiston Traffic Calming Program (page 5)

☐ Public meetings (attach minute(s) and attendance list(s))

☐ Other (please explain in the space below or attach pages, as necessary):

THE FOLLOWING ITEMS MUST BE INCLUDED WITH APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

□ Pre-Application Conference Form

□ Public Involvement documentation

As the designated representative, I acknowledge that any traffic calming applications approved by the City will implement traffic calming devices best suited to improve pedestrian and bicyclist safety and that construction is dependent on available funding within the Transportation Fund.

Representative Signature: _____Date: _____

Application Received By Public Works Staff Member:

_____ _____

Staff Initials Date

DRAFT

PETITION FOR PARTICIPATION IN THE CITY OF LEWISTON TRAFFIC CALMING PROGRAM

BEFORE YOU SIGN THIS PETITION, know what you are signing. It is recommended that you first read the "Objective" and "Traffic Calming Application Scorecard" excerpts from the City of Lewiston Traffic Calming Policy printed on the reverse side of this petition.

We, the undersigned residents and/or property owners of the area shown on the attached map, do petition the City of Lewiston to develop a Traffic Calming Plan.

All persons signing this petition do hereby certify that they reside or own property within the area impacted by the proposed traffic calming plan as shown on the attached map.

	SIGNATURE	PRINTED NAME	PRINT STREET ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			
13			
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24			
25			

Attach additional pages as needed.

DRAFT

OBJECTIVE

The Policy's objective is to provide an orderly and consistent process for assessing the support, need, effectiveness, and impact of installing Traffic Calming Devices ("Devices") with the following principles in mind:

I. Following the standard request for enforcement from the Lewiston Police Department, issue persists and appears to be systemic;
II. Devices entail costs related to not only the initial installation but ongoing maintenance as well as the potential of reduced efficiency of routine roadway maintenance activities e.g. street sweeping, snow removal, etc.;
III. Installation of Devices may result in the diversion of traffic into adjacent areas, resulting in additional traffic calming requests, compounding the aforementioned costs and routine maintenance disruptions;
IV. Devices are reserved for the control of vehicular traffic where it is determined that there is a unique circumstance or condition which warrants traffic calming;
V. Stop signs are not considered to be a traffic calming measure. However, stop signs may be installed as part of an overall traffic calming plan;
VI. The roadway/street classification system shall be used for defining street types during the review process;
VII. Devices are most appropriately installed upon residential Local Roads and shall not be installed upon Collectors or Arterials, unless deemed appropriate by the Public Works Director or designee;
VIII. More than one type of Device may be used in a given project area to implement an overall traffic calming plan e.g. bulb-outs may be used in combination with a center median;
IX. Devices that have not been tried in the City of Lewiston previously may require special study before being considered for installation;
X. Frontage improvements – curbs, gutters, and sidewalks – are a prerequisite for Devices in almost all cases;
XI. Frontage improvements and often boulevards or a planting strip (which includes street trees) are the first level of traffic calming for streets which lack them; and
XII. If there are more traffic calming projects than the City has resources to support, projects will be selected based on the importance or severity of problems, the level of support from the impacted neighborhood, and resources of the City that are available to address the problem(s).

Traffic Calming Application Scorecard

Measure	Definition
Speeding	**Three (3) points** for each mile per hour (mph) that the 24-hour 85th percentile speed is above the posted speed limit. Plus **five (5) points** for each percent more than 10 mph above the posted speed limit.
Volume	Local Road: Average daily traffic volume, at the point on the project street with the highest average volume, **divided by 50**.
Crash History	Number of reported crashes which would likely have been avoided or minimized by the installation of a traffic calming plan in the last five (5) years. **Five (5) points each.**
Pedestrian and/or Bicyclist Generators	Public and private facilities (e.g. schools, parks, senior housing, etc.) on or near the project street which generate a significant amount of pedestrian and/or bicycle traffic. **Five (5) points each for a ten (10) point maximum.**
Non-standard Conditions	Conditions on the project street which lead to increased hazards such as the absence of sidewalk on either side of the street or inadequate, uncorrectable sight distance problems, significant cut-through traffic in judgment of Engineering staff. **Ten (10) point maximum.**
Community Support	Support from residents/property owners within one (1) block of the street or intersection in question: **one (1) point** for each verified petition signature and one half percentage (1.5%) points above the minimum 25% requirement of the Application.
Sidewalks	No continuous sidewalk on either side of the project street. **Five (5) points.**

The minimum threshold for the installation of a temporary or permanent traffic calming plan is:

- 85th percentile speed is no less than 5 mph above the posted speed limit;
- 600 vehicles per day (vpd) on Local Roads; or
- A total of at least 65 points on the *Traffic Calming Application Scorecard.*

PUBLIC WORKS ADVISORY COMMISSION MEETING
AGENDA ITEM SUMMARY

ITEM TITLE	**AGENDA NO.** V.B.
Vacant Seat - Justin Merwin Application	**AGENDA DATE:** April 17, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

Mr. Merwin applied to the Public Works Advisory Commission in June 2023. A brief summary on the processing of Mr. Merwin's previous application is below:

Date	Comment
Thursday, July 6, 2023	Interview scheduled with Justin Merwin; Mr. Merwin canceled and rescheduled for July 10th.
Monday, July 10, 2023	Clerk Brocke contacted Mr. Merwin at 8:36am to reschedule the interview due to availability issues for panel members and proposed 11:45am on July 12th preceding the PWAC meeting that same day.
Wednesday, July 12, 2023 PWAC Regular Meeting	Mr. Merwin replied to Clerk Brocke's email at 11:44am on July 12thsaying he would not be available. Staff updated the Commission and received direction to reschedule with Mr. Merwin.
Friday, July 14, 2023	A *Doodle* poll was emailed to Mr. Merwin to query his availability for an interview.
Tuesday, July 18, 2023	Interview rescheduled for 9am on Friday, July 21st. Mr. Merwin accepted the invite and confirmed attendance in a separate email.
Thursday, July 20, 2023	A reminder email was sent to Mr. Merwin. The read receipt timestamp was 3:10pm on July 20th.
Friday, July 21, 2023	The reminder email was forwarded at 6:49am to Mr. Merwin requesting confirmation; staff did not receive a reply. Mr. Merwin was called and left a voicemail at 7:35am, called at 8:59am, and again at 9:04am; staff did not receive a reply. The Commission directed staff to allow Justin the opportunity to reach out until end of day on Monday, July 24th.
Monday, July 24, 2023	Neither Public Works nor Clerk Brocke received a response from Mr. Merwin.

Staff liaisons have not been in contact with Mr. Merwin regarding the Commission since July 2023. The City Clerk received an *Advisory Board or Commission Application* from Mr. Justin Merwin on March 18, 2024. The application is included in the agenda packet.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the

City budget and/or personnel resources)

N/A

ACTION PROPOSED

Staff is requesting the Commission vote on whether to reject the application or schedule an interview. If the Commission votes to schedule an interview, staff requests that the interview panel be decided to assist with scheduling.

ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Justin R Merwin Date: 03/16/2024

Email: justin.r.merwin@gmail.com Phone: (208) 298 6965

Address: 212 5th Street Apt 1 City/State/Zip: Lewiston, ID 83501

If a resident of Lewiston, how long?: 3.5 Years

Employer: United States Postal Service Occupation: Postal Support

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- ☐ Audit Committee
- ☐ Code Board of Appeals
- ☐ Compensation Review Committee
- ☐ Development Impact Fee Advisory Committee
- ☐ Disability Advisory Commission
- ☐ Emergency Medical Services Advisory Board
- ☐ Historic Preservation Commission
- ☐ Library Board of Trustees
- 02 Parks & Recreation Commission
- ☐ Planning & Zoning Commission
- 01 Public Works Advisory Commission
- ☐ Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** ☑ **No** ☐

List any City Board, Commission, or Committee, on which you currently serve:

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I have held an avid interest and passion for our community and government since the moment I moved here. I believe my knowledge of Lewiston and my drive for building an even greater tomorrow would be of great benefit to our home.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

I have briefly volunteered with the Lewiston Planning and Zoning Commission in 2023. I'm actively working towards a Bachelor of Science in Business Administration with a concentration on Financial Analysis. Beyond that I have a passion for serving those around me and am specifically interested in one day serving the state of Idaho.

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

I am an honorably discharged U.S. Combat Engineer veteran who has conducted a variety of structural and topographical analysis tasks with military and Law Enforcement throughout the United States. I have an advanced understanding of technical and legal documentation and great knowledge of parliamentary procedures.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Nathan J. Carter Phone: (916) 519 9708

Name: Skylar V. Clymer Phone: (916) 871 3663

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Date: March 16, 2024

Return Completed Application by:

RECEIVED
By Tanya Brocke at 8:04 am, Mar 18, 2024

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

AUDIT COMMITTEE: Reviews the city's audit report. **Meets twice each year.** The fourth Thursday of October and the fourth Thursday of January, or as needed. 4:00 p.m. @ City Hall Back Conference Room.

COMPENSATION REVIEW COMMITTEE: Makes recommendations for adjustments, increases, or decreases to the Mayor's and City Council's compensation and benefits. Provides recommendations to the City Council by June 1 of each odd-numbered year. **Meets on an as-necessary basis.**

DISABILITY ADVISORY COMMISSION (DAC): Provides advice and recommendations to the City Council on a wide array of disability matters within the City of Lewiston. **Meets monthly.** The second Thursday of each month. 12:00 p.m. @ the City Hall Back Conference Room.

HISTORIC PRESERVATION COMMISSION (HPC): Administers historic sites, areas, or districts designated by City Council to implement their mission of historic preservation. **Meets monthly.** The first Thursday of each month. 10:00 a.m. @ Bell Building.

PARKS AND RECREATION COMMISSION: Provides a comprehensive program of high-quality parks, recreation facilities, and activities. **Meets monthly.** The third Wednesday of each month. 5:30 p.m. @ Community Center.

PLANNING AND ZONING COMMISSION (P&Z): Provides recommendations to City Council on land use issues (zone changes, variances, conditional use permits, appeals, and comprehensive plan amendments) within the City. **Meets twice monthly.** The second and fourth Wednesday of each month. 5:30 p.m. @ the Bell Building Second Floor Conference Room.

CODE BOARD OF APPEALS (CBoA): Hears and decides appeals of orders, determinations or decisions made by the Building Official/Fire Marshal relative to the International Building/Fire Code. **Meets on an as-necessary basis.** The first Thursday of each month. 5:30 p.m. @ the Bell Building Second Floor Conference Room.

DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE (DIFAC): Help prioritize roadway and intersection improvements, refine municipal code, and develop a new traffic impact fee (TIF) for City Council's consideration. **Meets annually.**

EMERGENCY MEDICAL SERVICES ADVISORY BOARD (EMSAB): Advises City Council on matters effecting the provision of emergency and nonemergency ambulance services within the city. **Meets quarterly.**

LIBRARY BOARD OF TRUSTEES: Oversees the effective and efficient operations of the Lewiston City Library. Trustees must be a resident of the City of Lewiston and live within the city limits. **Meets monthly.** The third Wednesday of each month. 5:30 p.m. @ Lewiston City Library.

PUBLIC WORKS ADVISORY COMMISSION (PWAC): Advises the Public Works Department and City Council on matters related to public works activities or infrastructure. **Meets monthly.** The second Wednesday of each month. 12:00 p.m. @ the Bell Building Second Floor Conference Room.

URBAN FORESTRY AND CEMETERY COMMISSION (UFCC): Also known as the Cemetery and Urban Forestry Commission. Assists in advising city staff on cemetery related functions, as well as educating the public and enhancing the city's urban tree canopy. **Meets monthly.** The fourth Wednesday of each month. 4:00 p.m. @ Community Center.

PUBLIC WORKS ADVISORY COMMISSION MEETING
AGENDA ITEM SUMMARY

ITEM TITLE Vacant Seat - Lytonia Gardee Application	**AGENDA NO.** V.C. **AGENDA DATE:** April 17, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

The City Clerk received an *Advisory Board or Commission Application* from Ms. Lytonia Gardee on April 10, 2024. The application is included in the agenda packet. Ms. Gardee has not previously applied. She has ranked a preference for the Public Works Advisory Commission at #5 on her application.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

N/A

ACTION PROPOSED

Staff is requesting the Commission vote on whether to reject the application or schedule an interview. If the Commission votes to schedule an interview, staff requests that the interview panel be decided during this meeting to assist with scheduling.

ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Lytonia Gardee Date: 04/10/202

Email: lytoniagardee@gmail.com Phone: 208-792-788

Address: 336 5th St, Apt B City/State/Zip: Lewiston, ID 83501

If a resident of Lewiston, how long?: 3 years

Employer: CCI/Speer Occupation: Charger

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- [ ] Audit Committee
- [4] Code Board of Appeals
- [ ] Compensation Review Committee
- [ ] Development Impact Fee Advisory Committee
- [ ] Disability Advisory Commission
- [6] Emergency Medical Services Advisory Board
- [2] Historic Preservation Commission
- [3] Library Board of Trustees
- [ ] Parks & Recreation Commission
- [ ] Planning & Zoning Commission
- [5] Public Works Advisory Commission
- [1] Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** [X] **No** [ ]

List any City Board, Commission, or Committee, on which you currently serve:

N/A

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I wish to be involved in the community more, specifically the Lewiston area. I am interested in the local government, understanding current policies and procedures while striving for change in a positve manner that can create a larger outreach to the community. I feel qualified because i am Lewiston resident of Normal Hill, LCSC graduate 5/24, mother to children in Lewiston School District, passionate about learning.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

During Christmas, my family and i made homemade cards for residents at the Idaho State Veterans Home helping with LCSC canned food drive (04/16/24 , volunteering parent to help with student field trip 05/09/24 Special Interest- frequently walks on local levy, trails, parks, downtown & around Normal Hill Cemetary, and visits the Lewiston library often. Policy Council member Lapwai Headstart 2016-2019, Parent Committee

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

I am an Idaho resident of 8 years, originally from a small town in Washington, living in the PNW my entire life i can appreciate and have an understanding of the area. I am creative and eager to help and am inspired to engage with while serving the community.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Junaluska Montelongo Phone: 208-791-8362

Name: Cody Albright Phone: 208-553-9071

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Lytonia Gardee Date: 04/10/2024

Return Completed Application by:

RECEIVED
By Tanya Brocke at 8:07 am, Apr 10, 2024

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

AUDIT COMMITTEE: Reviews the city's audit report. **Meets twice each year.** The fourth Thursday of October and the fourth Thursday of January, or as needed. 4:00 p.m. @ City Hall Back Conference Room.

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PUBLIC WORKS ADVISORY COMMISSION MEETING
AGENDA ITEM SUMMARY

ITEM TITLE Public Works - Approach to Budget (Cont'd)	**AGENDA NO.** V.D. **AGENDA DATE:** April 17, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

This is a continuation of the discussion and items brought before the Commission at the March 20, 2024 meeting concerning new requests for the next fiscal year. The draft job description for the Utility Construction Coordinator position included in the FY25 new budget requests table in the March meeting agenda is being brought to the Commission for feedback.

The Fiscal Year 2025 Budget Timeline:

April 22nd - April 30th - Staff Only
Meetings with Mayor Johnson and Finance to discuss the department's budget.

April 22, 2024 - Budget Session #1
Budget 101, City Council's Role, City Funds (Types, Services, and Funding Sources)

May 13, 2024 - Budget Session #2
Rate Proposals: Utility Rates, User Fees & Other Proposed Rate Increases. Summary of Internal Service Funds.

May 20, 2024 - Budget Session #3
Capital Projects: Capital Fund, Water, Wastewater, Sanitation & Stormwater

June 10, 2024 - Budget Session #4
Budget Requests & Personnel Costs

June 25, 2024 - Budget Session #5
City Council Follow-up, Budget Wrap-up

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

To be determined.

ACTION PROPOSED

Director Johnson is requesting feedback on the proposed position and support, if any, be provided by the Commission in a letter that can be provided to the Mayor and City Council.

City of Lewiston

Job Description

Job Title:	Utility Construction Coordinator	**Position Control:**	TBD
Department:	Public Works	**Job Class:**	TBD
Classification:	Exempt	**Position Type:**	Full Time
Pay Grade:	TBD	**Reports To:**	City Engineer
Supervises:	Construction Coordinator(s)		

Summary Statement:

Under the general supervision of the City Engineer, coordinates current and future infrastructure projects within the Public Works Department and non-City utilities to ensure coordination of projects. Coordinates contractors, contracts, and other projects with appropriate City staff and outside agencies. Assures effective communication of projects with contractors, engineers, and others. Manages schedules for projects and future projects in coordination with City staff. Manages the Construction Coordinator(s) to ensure work are being constructed in compliance with all laws, policies, regulations and standards. Administers contracts specific to utility operations and maintenance.

Essential Job Functions:

Establishing and maintaining cooperative working relationships with City employees, officials and representatives from other local, state and federal agencies.

Manage and oversee municipal construction projects, land development under the control of the City, and work by private utilities and developers in the public right-of-way.

Provides input to long range planning of infrastructure projects.

Review budgets and Oversee expenditures of budgeted funds.

Provides oversight of contracted services for the Sanitation division.

Communicate with citizens, department personnel and outside agencies regarding construction projects.

Ensures operation efficiency by configuring and managing resources; participating in strategic planning, technology planning, and results coordination; reviewing and managing responses; and researching and recommending new processes and technologies to various operations.

Coordinates directly with GIS/Asset Management to assure all record drawings and pertinent data is kept up to date.

Minimum Qualifications: (Education, Experience, Licenses, Certificates)

Associate degree in construction or project management, or related field AND five to ten years' work experience in construction management, or an equivalent combination of education and experience. Has the ability to obtain a valid Idaho driver's license.

Knowledge and Abilities:

Principles and practices of design and construction; including reading plans and specifications.

Working knowledge of the following systems: water, wastewater, stormwater, sanitation.

Assessing and prioritizing multiple tasks, projects and demands.

Basic understanding of GIS and asset management software and principles.

Communicating effectively verbally and in writing.

Work independently with little direction.

Assign activities and provide work direction to others.

Ability to schedule and plan future projects; to include estimated construction costs and inspection costs, personnel needed to complete work.

DRAFT

City of Lewiston

Job Description

Working Conditions:
Indoor and outdoor work environment, subject to adverse weather conditions; driving a vehicle to conduct work. Sufficient body mobility, flexibility, and balance to perform duties in and around construction sites. Work in or around active traffic and or construction equipment. Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to review and evaluate complex project designs and plans and operate a computer or related equipment. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits the employee to, discern verbal instructions, effectively communicate with others in person or on the telephone. Occasionally, lifting or moving components weighing up to 50 pounds. Sufficient, dexterity of hand and fingers to operate a computer or related equipment.

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date:	Click here to enter a date.

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FUTURE AGENDA ITEMS
UPDATED 4/9/2024

Important: If there is specific information that you would like staff to assemble and present, please communicate that request during regular meetings and/or via email at least two weeks before the next meeting.

April 17, 2024 – 12:00 p.m. – Regular – Bell Building ****CivicClerk deadline 4/09****

- Revised Traffic Calming Policy & Application
- Public Works - Approach to Budget (Cont'd)
    - Utility Coordinator Job Description
- Justin Merwin Application

[CITY COUNCIL] April 22, 2024 - 3:00 p.m. - Budget Session #1 - Bell Building
Budget 101, City Council's Role, City Funds (Types, Services, and Funding Sources)

[CITY COUNCIL] May 13, 2024 - 3:00 p.m. - Budget Session #2 - Bell Building
Rate Proposals: Utility Rates, User Fees & Other Proposed Rate Increases. Summary of Internal Service Funds.

~~**May 15, 2024 – 12:00 p.m. – Regular – Bell Building**~~ ****CANCELED****

[CITY COUNCIL] May 20, 2024 - 3:00 p.m. - Budget Session #3 - Bell Building
Capital Projects: Capital Fund, Water, Wastewater, Sanitation & Stormwater

[CITY COUNCIL] June 10, 2024 - 3:00 p.m. - Budget Session #4 - Bell Building
Budget Requests & Personnel Costs

~~**June 19, 2024 – 12:00 p.m. – Regular – Bell Building**~~ ****CANCELED****

[CITY COUNCIL] June 25, 2024 - 3:00 p.m. - Budget Session #5 - Bell Building
City Council Follow-up, Budget Wrap-up

July 17, 2024 – 12:00 p.m. – Regular – Bell Building ****CivicClerk deadline 7/09****

- TBD

Future Meetings

- Revised Policy 2012-3
- Revised Winter Storm Event Response Policy, Procedure, and Map
- Municipal Separate Storm Sewer System (MS4) Permit – Overview
- East Orchards Sewer Project
- Design Standards (right-of-way, engineering, stormwater, and development code)
- LOID overview (relationship with City water system)
- Streets/Roads
- 21st Street Informational Session