

CITY COUNCIL MONTHLY MEETING CALENDAR

November-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				EDC Noon Friends of Fernhill 7pm	1 2	3
Daylight Savings	4 Planning Comm 7pm	5 GENERAL ELECTION DAY	6 Municipal Court Rural Fire Bd 7pm	7 8 PAC 5pm - Moved Nov 15th	9	10
11	CITY OFFICES CLOSED HOLIDAY	12 Library 6:30pm CITY COUNCIL 5:15 PM - WORK SESSION (B&C) 5:45 EXECUTIVE SESSION (Property) 6:15 PM - WORK SESSION (DT Traffic) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 MPAC	14 PAC 5pm Fernhill Wetlands 5pm CCI 5:30pm Sustainability 6pm	15 16	17 CFC Free Pruning Workshop Talisman Park 9am - 10am
18	19 Chamber Luncheon - Noon Senior Ctr Bd 6:30pm Planning Comm 7pm	20	21 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	22 CITY OFFICES CLOSED HOLIDAY	23	24 Library Closed Holiday
25	26 Swearing-In & Recognition Ceremony Newly-Elected & Outgoing Officials 4:00pm - 5:30 pm - Comm Aud CITY COUNCIL Council Holiday Greeting (TVCTV) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 HLB 7:15pm	28 MPAC PSAC 7:30am	29 Joint Legislative Session Western Washington County Comm Aud - 6pm	30	
<i>NLC Congress of Cities National Conference</i>						

December-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Holiday Light Parade 5pm Downtown
2	3 Planning Comm 7pm	4	5 Municipal Court Water Providers CTC 1:30pm Water Providers EC 5:30pm Rural Fire Bd 7pm	6 EDC Noon Friends of Fernhill 7pm	7	8
9	10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 CPR Free Class, FG Elks, 6pm-8pm Library 6:30pm	12 MPAC	13 PAC 5pm	14	15
16	17 Chamber Luncheon - Noon Senior Ctr Bd 6:30pm Planning Comm 7pm	18 HLB 7:15pm	19 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm	21	22
23	24 NO CITY COUNCIL MEETING SCHEDULED	25 CITY OFFICES CLOSED HOLIDAY	26 MPAC (Cancelled) PSAC 7:30am	27 Sustainability 5:30pm	28	29
30	31					

January-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CITY OFFICES CLOSED HOLIDAY	2 Rural Fire Bd 7pm	3 EDC Noon Friends of Fernhill 7pm	4	5
6	7 Planning Comm 7pm	8 Library 6:30pm	9 Municipal Court	10 PAC 5pm	11	12
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Island Annexation Open House Comm Aud - 6pm-8pm	16 P&R 7am CFC 5:15pm CWAC 5:30pm	17 Fernhill Wetlands 5pm CCI 5:30pm B&C Recognition Reception Comm Aud - 5:30 pm	18	19
20	21 CITY OFFICES CLOSED HOLIDAY	22 HLB 7:15pm Planning Comm 7pm	23 PSAC 7:30am	24 Sustainability 5:30pm	25	26
27	28 Chamber Luncheon - Noon CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	29	30	31		



FOREST GROVE CITY COUNCIL

Tuesday, November 13, 2012

Meeting Agenda

5:15 PM – Work Session (B&C Interviews) Community Auditorium
5:45 PM – Executive Session (Litigation) 1915 Main Street
6:15 PM – Work Session (Downtown Traffic Analysis) Forest Grove, OR 97116
7:00 PM – Regular Meeting

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas BeLusko, Jr.
Thomas L. Johnston, Council President
Victoria J. Lowe

Camille Miller
Ronald C. Thompson
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

Anna Ruggles, City Recorder

5:15

WORK SESSION: B&C INTERVIEWS

The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

Michael Sykes
City Manager

5:45

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

ORS 192.660(2)(h) to discuss Council’s legal rights and duties with regard to current litigation or litigation likely to be filed.

Rob Foster, Public Works Director
Jon Holan, Community
Development Director
Susan Cole, Administrative
Services Assistant Director
Dan Riordan, Senior Planner

6:15

WORK SESSION: DOWNTOWN TRAFFIC ANALYSIS

The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
2. **CITIZEN COMMUNICATIONS:**
Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None.

Brenda Camilli
Human Resources Manager
Paul Downey, Administrative
Services Director

7:10

6. RESOLUTION NO. 2012-70 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE FOREST GROVE POLICE ASSOCIATION (FGPA) EFFECTIVE JULY 1, 2012, AND EXPIRING JUNE 30, 2015

Michael Kinkade
Fire Chief

7:20

7. RESOLUTION NO. 2012-71 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENDORSE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND CITY OF CORNELIUS FOR FIRE DEPARTMENT ADMINISTRATIVE SERVICES

Michael Sykes
City Manager

7:30

8. CITY MANAGER'S REPORT:

7:45

9. COUNCIL COMMUNICATIONS:

8:00

10. ADJOURNMENT:

-
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of October 22, 2012.
 - B. Approve City Council Work Session (Watershed Ad-Hoc Committee) Meeting Minutes of October 22, 2012.
 - C. Approve City Council Regular Meeting Minutes of October 22, 2012.
 - D. Accept Community Forestry Commission Meeting Minutes of April 18 and May 23, 2012 (CFC did not meet during the summer or month of September).
 - E. Accept Historic Landmarks Board Meeting Minutes of September 25, 2012.
 - F. Accept Planning Commission Meeting Minutes of October 15, 2012.
 - G. Community Development Department Monthly Building Activity Informational Report for Report for October 2012.
 - H. Library Department Monthly Circulation Statistics Report for November 2012.
 - I. **RESOLUTION NO. 2012-66 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING HOWARD SULLIVAN, TERM EXPIRING DECEMBER 31, 2014).**
 - J. **RESOLUTION NO. 2012-67 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING JOSÉ RICO, NON-VOTING STUDENT ADVISOR, TERM EXPIRING DECEMBER 31, 2013).**
 - K. **RESOLUTION NO. 2012-68 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINTING HOWARD SULLIVAN, AT-LARGE, TERM EXPIRING DECEMBER 31, 2014).**
 - L. **RESOLUTION NO. 2012-69 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING MARK NAKAJIMA, ACE HARDWARE, BUSINESS AT-LARGE VOTING REPRESENTATIVE, TERM EXPIRING DECEMBER 31, 2015).**
 - M. Liquor License Extending Current Premises (Tasting Room), 1910 Main – All American Bistro, 1910 Main Street, Suite C. (*Informational only as OLCC does not required City Council endorsement. The OLCC makes final determination.*)
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TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: November 13, 2012

SUBJECT: B&C Recruitment Interview

BACKGROUND:

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for November 13, 2012.

- Boards, Committees, and Commissions Applicant List and Vacancy.
- Possible Interview Questions; and
- Application(s)

STAFF RECOMMENDATION: Conduct interview of the applicant(s) who expressed interest in serving on the various Boards, Committees, and Commissions. Determine new appointment(s). Based on Council's recommendation, a resolution making formal appointment(s) will be presented for Council consideration at the next regular Council meeting.

2012 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:30 pm	7-Members 4-Year Term	1 – Vacancy 1 – Vacancy	12/31/2015 12/31/2015
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently three	1 – Vacancy	12/31/2014
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large		
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 6:00 pm	7-Members 4-Year Term Two members may live outside City Currently one	1 – Vacancy 1 – Student Vacancy	12/31/2013 12/31/2012
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2013 12/31/2012
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks	1 – Vacancy NE	12/31/2015
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none	1 – Vacancy	12/31/2014
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art	1 – Student Vacancy	12/31/2012
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Citizen At Large 1 – Student Vacancy	12/31/2013 12/31/2012

Possible Questions for B&C Applicant Interviews:

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 10-minutes are allotted for question and answer time.

If there were one area you've always wanted to improve upon, what would that be?

What can you offer the advisory board on which you would like to serve?

What do you hope to gain from your volunteer experience?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need that is currently facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you? May we keep your application on file? _____

Do you have any questions for us? _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify immediately thereafter.



INTERVIEW
Tuesday
Nov 13, 2012
5:15pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- | | |
|--|--|
| <input type="checkbox"/> Budget Committee | 1 <input checked="" type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | 2 <input checked="" type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

Name: Annette M Hicks (Annie) Home Phone: [REDACTED]
 Residence Address: [REDACTED] Forest Grove Business Phone: [REDACTED]
 Mailing Address: Same as above E-mail Address: [REDACTED]
 Employer: [REDACTED] Occupation: [REDACTED]
 Profession: [REDACTED]

Years lived in Forest Grove? < 1 yr Do you reside within City limits? yes How did you hear of this opportunity? handout in PUC bill.
 How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? Since I have only lived here less than a year, I like what I have heard/read impressed.

Why are you interested in serving on the advisory Board/Committee/Commission? because I feel that it's important to maintain & improve literacy & the arb.

What contributions do you feel you can/will make to the Board/Committee/Commission? to improve the footprint of the library or public arts - make them more accessible to all.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? am computer literate. have worked w/ different populations of people. phone skills, organizational paper work

Previous appointed or elected offices: n/a. however, do have a BA in Politi Sci

Previous/current community affiliations and activities: _____

May we keep your name on file if not appointed at this time? YES NO (10/10)

STUDENT ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple board(s), please number 1-8 your order of preference):

Student Advisory:

- | | |
|--|--|
| <u>4</u> Committee for Citizen Involvement | <u>5</u> Library Commission |
| <u>7</u> Community for Forestry Commission | <u>1</u> Parks & Recreation Commission |
| <u>8</u> Economic Development Commission | <u>2</u> Public Arts Commission |
| <u>3</u> Historic Landmarks Board | <u>6</u> Public Safety Advisory Commission |

Name: Victoria Hampton Home Phone: [REDACTED]
 Residence Address: [REDACTED] Forest Grove, OR 97116 Other Phone: _____
 Mailing Address: [REDACTED] Forest Grove Address: [REDACTED] E-mail: [REDACTED]
 School: [REDACTED] Enrolled in Grade: College Sophomore

Years lived in Forest Grove? 1 school year Do you reside within City Limits? Yes How did you hear of this opportunity? City of FG Website

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? It would depend on what committee I am placed in, but my focus would be making Forest Grove a more 'college student friendly' city.

Why are you interested in serving on the advisory Board/Committee/Commission? This would be a great opportunity for me to learn more about the community and make life better for both students of Pacific and citizens of Forest Grove.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will give quality insight and be willing to assist the committee I'm assigned to in any way possible. I want to be a student resource.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? In high school, I was the Student Body president and National Honor Society Treasurer. I have experience on boards and am used to coming up with inventive ideas.

Previous appointed offices: 2010-2011 Student Body President (HS), 2010-2011 National Honor Society Treasurer (HS), Phi Eta Sigma Honorary Society member 2012-present.

Previous/current community affiliations and extracurricular activities: Unified Sports mentor, Pacific Index Student Life Editor, Phi Eta Sigma Honorary Society member

May we keep your name on file if not appointed at this time? YES NO

(10/10)

VICTORIA HAMPTON

Education

Graduated from Thompson Falls High School, Montana in [REDACTED] GPA 3.89.
Attending Pacific University working towards a bachelor's degree in Journalism.

Work Experience

Gift Shop Cashier & Laundry Supervisor

[REDACTED]
Owners: John & Julie Harris Lakeside Motel & Resort, Trout Creek, MT
Duties: Attending to customer needs, making milkshakes and ice cream treats, maintaining gift shop and property, supervising laundry and motel maid staff.

Summer journalism intern:

[REDACTED]
Owners: Tom & Bina Eggenberger, The Ledger, Thompson Falls, MT
Duties: Researching and writing stories for community life section, designing page layout, attending events and email sorting.

Secretary:

[REDACTED]
Owner: Naomi Leisz Leisz Law Office Trout Creek, MT
Duties: Answering phones, sorting emails, organizing files, client information up keep, sorting and preparing mail.

Involvement

ServSafe Food Safety Training	Responsible Alcohol Sales & Service Training
Boxercast reporter & broadcaster	2012-13 Pacific Index student life editor
Unified Sports Mentor	Phi Eta Sigma Honorary Society Member

Skills

Excellent people skills	Works well in stressful situations
Quick learner	Always on time, reliable
Self motivator, starter	Respectful contributor

References:

[REDACTED]



RECEIVED
SEP 1 REC'D
BY: [Signature]

INTERVIEW
NOV 13th
5:35pm

APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS

Please check the Advisory Board(s) on which you would like to serve. (If interested in more than one, please note order of preference):

- | | |
|---|--|
| <u>4</u> Budget Committee | <u>1</u> Library Commission |
| <u> </u> Committee for Citizen Involvement | <u>3</u> Parks & Recreation Commission |
| <u> </u> Community for Forestry Commission | <u>5</u> Planning Commission |
| <u>2</u> Economic Development Commission | Public Arts Commission |
| <u> </u> Historic Landmarks Board | Public Safety Advisory Commission |

 SEEKING REAPPOINTMENT: Reappointments interviewed at Council's discretion.

 # of term(s) previously served.

 % of previous attendance.

Name: Nathan Seable Home Phone: [Redacted]
 Residence Address: [Redacted] Business Phone: [Redacted]
 Mailing Address: [Redacted] Forest Grove, 97116 E-mail Address: [Redacted]
 Employer: [Redacted] Occupation & Profession: [Redacted]

Years lived in Forest Grove? Just moved Here Do you reside within City limits? yes How did you hear of this opportunity? Website

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? From what I have seen and heard, the community has a tradition of excellence.

Why are you interested in serving on the Advisory Board/Commission(s)? I like to be involved and give back to communities that I like in.

What contributions do you feel you can/will make to the Board/Commission(s)? Diverse Background in management, I have formed and chaired project teams, written grants, testified in legislative committee meetings, given presentations and public speeches, I am a team player and creative

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? I was the Recreation Manager on the Tillamook State Forest. I now manage the South Fork Tarmate Camp. I served two years on the OPRD ATV Advisory committee, and 4 years on the Trask River

Previous appointed or elected offices: Advisory Committee I have owned small businesses and also developed recreation properties.

Previous/current community affiliations and activities: Boy Scouts, Volunteer fireman, Small local business owner while in Tillamook.

May we keep your name on file if not appointed at this time? YES NO

(10/08)

November 13, 2012

STAFF REPORT – DOWNTOWN CIRCULATION STUDY

PROJECT TEAM: Rob Foster, Director, Public Works
Susan Cole, Assistant Director, Administrative Services
Dan Riordan, Senior Planner, Community Development
Jon Holan, Director, Community Development
Michael Sykes, City Manager

ISSUE STATEMENT: A City Council Goal for 2012 was to examine the flow of traffic downtown. In 2006, College Way was changed from two-way traffic to one-way southbound, and the City has engaged a consultant to evaluate the traffic circulation six years after this change. The Council goal is - *City Council Goals and Objectives No. 8: Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow)*.

BACKGROUND: College Way extends from University Avenue to Pacific Avenue. Prior to 2006, College Way was designated as two-way traffic. The roadway is 40 feet wide and parallel parking was permitted on both sides of the road. In addition in 2006, Council Street between Pacific Ave. and 19th Avenue was one-way northbound. The City and Pacific University were interested in creating new parking in the downtown area. Pacific University, as part of a Master Plan project, expressed interest in changing the circulation pattern on College Way from two-way to one-way southbound flow allowing for angled parking and pedestrian amenities. Pacific staff met with City staff and presented a traffic engineering report that evaluated different circulation concepts. Each option was evaluated based on traffic volume changes along key street segments, circulation and accessibility impacts, pedestrian impacts at key intersections, as well as emergency vehicle response time and special events at the athletic complex.

The result and decision from the City in 2006 was to change College Way to southbound flow and add angled parking from University Avenue to Pacific Avenue and to reverse the direction on Council Street to coincide with College so both streets would be southbound. The University agreed to pay for the cost of changing the signage, pavement markings and traffic signals. In addition, the University agreed to maintain the pavement markings for the angled parking as they wore away.

Since that change in 2006, questions have been asked relating to the impact of this change on traffic flow of downtown, and to the impact to emergency response.

To address the Council's goal and the questions that have been raised, the City's Engineering Department engaged the services of the traffic engineering firm Kittelson & Associates. Kittelson & Associates assessed the impacts of converting both College Way and Council Street to one-way northbound. Their study evaluates traffic operations on the adjacent transportation system (at 13 key intersections) as well as the potential impacts associated with emergency access. The study also looks at pedestrian circulation, vehicular access and circulation within the downtown area. The Kittelson traffic engineering report is available for review, as Exhibit B.

The study looked at 13 key intersections in the area to determine if any were impacted by reversing the travel direction. The results were that reversing College Way to one-way northbound would not put unacceptable traffic volumes on any particular intersection.

It also looked at theoretical travel times for three possible routes from the Ash Street Fire Station to Sunset Drive. These routes are displayed in Exhibit A, a map showing the three possible routes in different colors. One route uses Main Street and is shown in yellow, the second uses College Way and is shown in blue, and the third uses Cedar Street and is shown in green. The results from this analysis indicates that compared to College Way (blue) the Main Street route was 10 seconds longer (yellow), and the Cedar Street route was 24 seconds longer (green), based solely on distance and speed limit, not taking into account any activity along those routes.

The report points out that these are theoretical times, based on a calculation of posted speed limits and distance, and not based on the reality of driving these routes. The report defines activity along these routes as "friction" – activity such as a high volume of pedestrians due to the proximity of Pacific University, and the presence of close-knit, angled parking on College Way. This "friction" most likely requires through traffic on College Way to travel at much slower speeds than the posted speed limit. This would then have the effect of lengthening the travel time for College Way. The amount of increased time is unknown.

The findings from the study were presented to three key stakeholder groups (Public Safety Advisory Committee, Economic Development Commission, and the Rural Fire Board) as well as to Pacific University. Draft minutes from the commission meetings are attached. Additionally, written public comments that have been received are also attached.

It was pointed out in discussions with the key stakeholders that the presence of a greater number of pedestrians on College Way would pose a greater danger if emergency vehicles were to use it. The Fire Chief reported that if an emergency call comes in from the north, the emergency vehicle drivers would make an educated decision based on time of day and the known activity whether or not to use College Way. Otherwise they would use Main Street or Cedar Street.

The Main Street route is available except for a few hours on those days when it is closed for events such as the Wednesday market and the Chalk Art Festival. The Cedar Street route is

available all the time and is the least impacted by pedestrians. The Cedar Street route is, however, the longest and there are two signal lights, one at 19th and Cedar and one at Pacific and Cedar. It is generally felt that because Cedar and 19th Avenue are wide roadways that emergency vehicles will travel slightly faster on their way to University Avenue, and then on to Sunset Drive. To increase the efficiency of the Cedar Street option, the traffic engineers suggested installing signal pre-emption for both the traffic signals. This would allow emergency vehicles to receive preference at both intersections when using the Cedar Street route.

In assessing changing College Way from one-way southbound to one-way northbound, the report identified a negative impact to the circulation access to the downtown businesses. This involves "out of direction travel" for motorists traveling into the Main Street area and wanting to circle the block looking for parking. College Way northbound does not allow motorists to circle back to Pacific Avenue from 21st street. They would be required to go north on College then 21st to Main Street then south to 19th Avenue and back east to Council Street to complete the loop.

The engineering study concludes by recommending that traffic direction on College Way remain southbound given that no significant improvements can be provided by other options. In addition, improvements can be made to the existing Cedar Street route.

STAFF RECOMMENDATION: Staff recommends the one-way southbound College Way remain and that the City implement improvements to the Cedar Street signal lights.

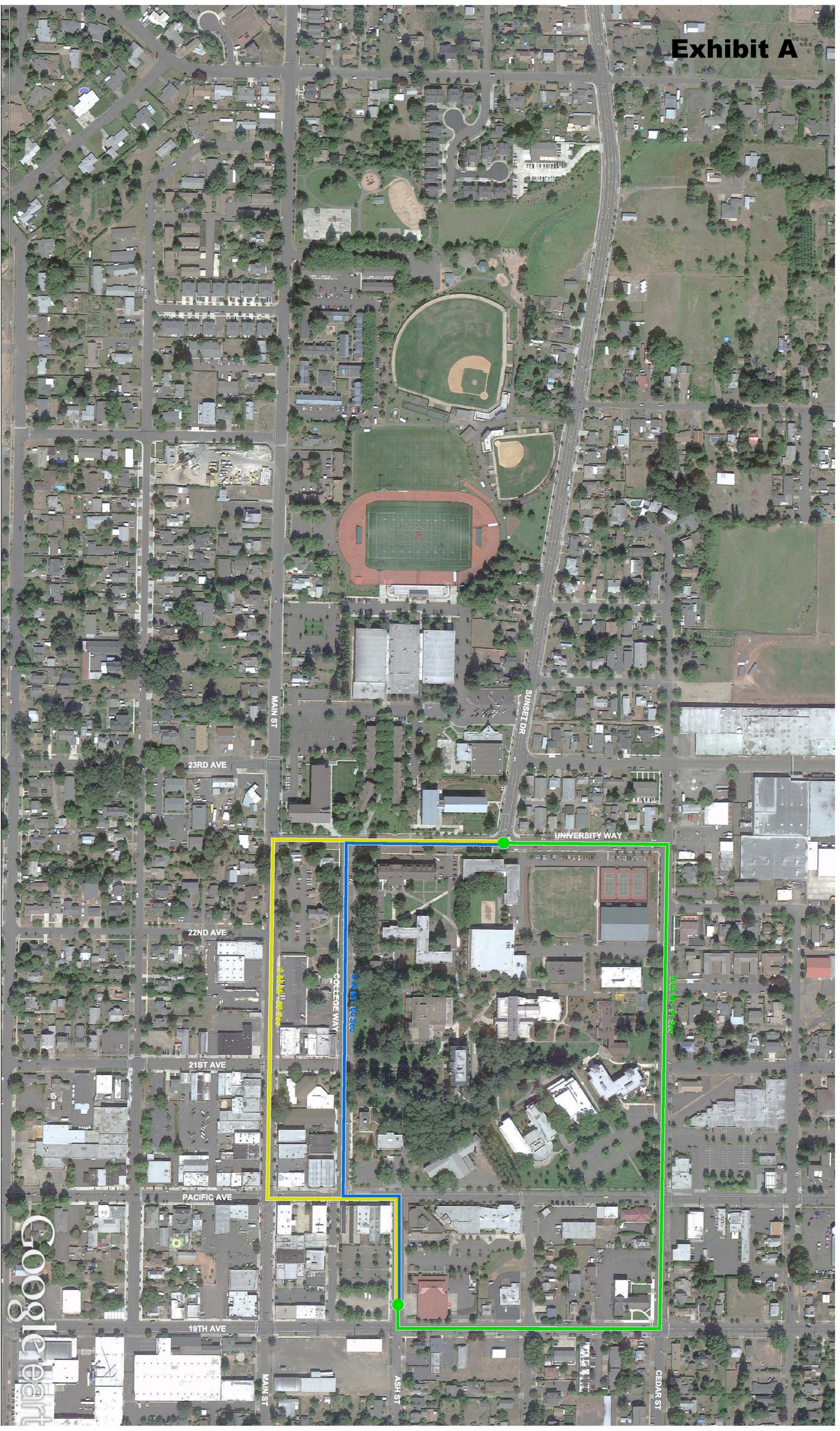
Attachments:

Exhibit A: Map

Exhibit B: Kittelson & Associates Report

Exhibit C: Draft minutes from the Economic Development Commission and the Rural Fire Board and the Public Safety Advisory Committee

Exhibit D: Public Comments



Google Earth

0.324 Mi. - 66 Sec

0.306 Mi. - 66 Sec

0.53 Mi. - 51 Sec



SCALE



FINAL MEMORANDUM

Date: October 15, 2012

Project #: 12240

To: Rob Foster, Public Works Director
City of Forest Grove
1928 Council Street
Forest Grove, OR 97116

From: Matthew Bell and Anthony Yi, P.E.

Project: College Way Circulation Study

Subject: Traffic Assessment

As requested by City staff, Kittelison & Associates, Inc. (KAI) performed a traffic assessment of two potential circulation concepts for College Way/Council Street. Based on direction provided by City staff, this memorandum evaluates traffic operations on the adjacent transportation system, as well as the potential impacts associated with emergency access, traffic volume changes, pedestrian circulation, and vehicular access and circulation within the study area. A description of the concepts is provided below.

- Concept A (one-way northbound) - Convert College Way to one-way northbound between Pacific Avenue and University Avenue, and Council Street to one-way northbound between 19th Avenue and Pacific Avenue.¹
- Concept B (one-way/two-way hybrid) - Convert College Way to one-way northbound between University Avenue and 21st Avenue, two-way between 21st Avenue and Pacific Avenue, and maintain Council Street as one-way southbound between 19th avenue and Pacific Avenue.

BACKGROUND

College Way and Council Street are both currently one-way southbound. As such, for emergency service providers located at the existing fire station on Ash Street, the two primary travel routes to destinations along or north of University Avenue are either Cedar Street or Main Street. Allowing for northbound travel along College Way (via a conversion to one-way northbound and/or two-way) would provide a shorter travel route for emergency responders. In addition to an assessment of emergency

¹ Recently the Public Safety Advisory Committee (PSAC) requested that the City evaluate Concept A (one-way northbound). This study addresses PSAC's request.

response times, any circulation change to College Way and Council Street will also impact traffic operations, pedestrian circulation, and vehicular access and circulation within the study area. An assessment of each of these issues is summarized later in this report.

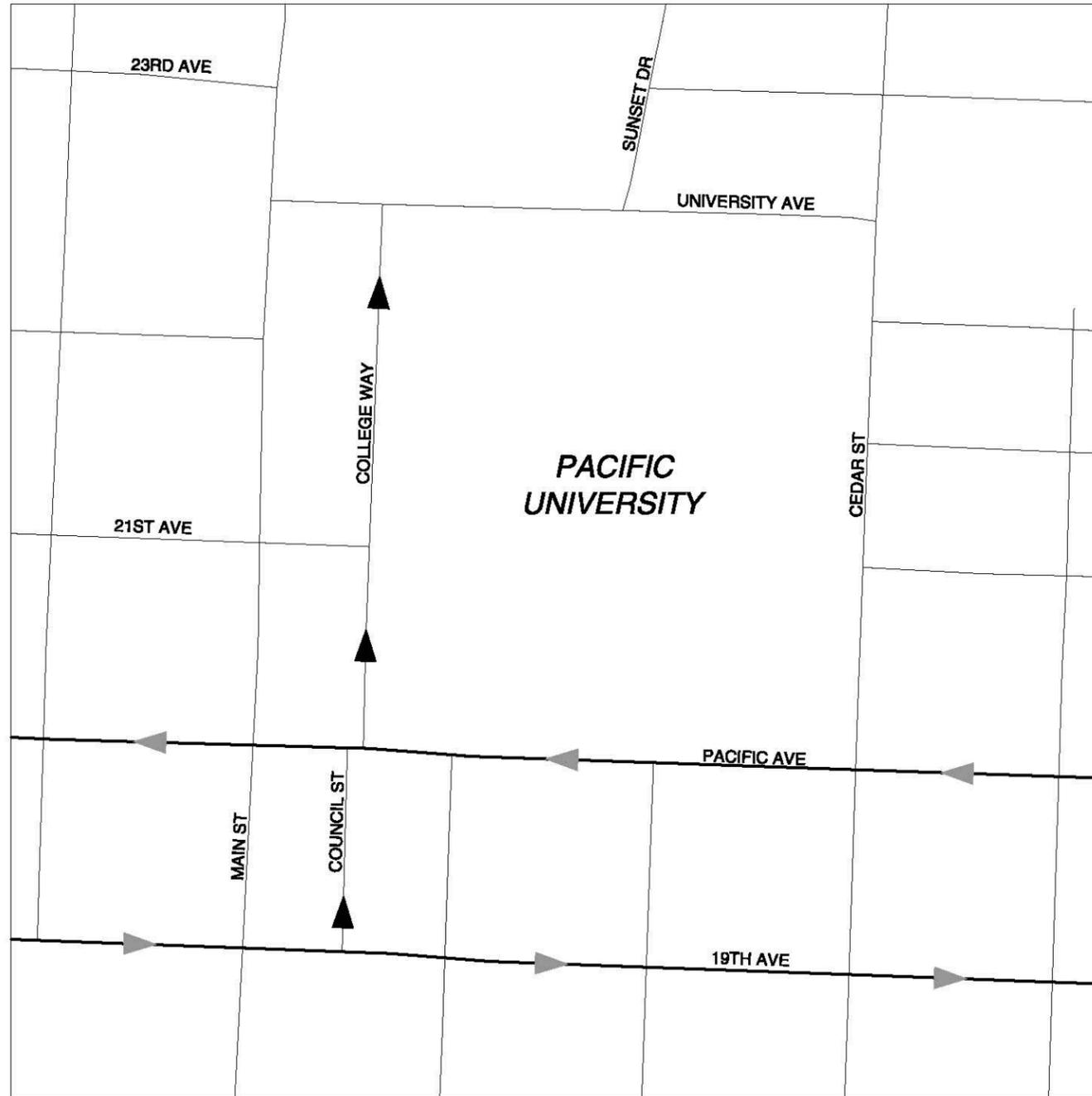
History of College Way

Prior to 2007, College Way was a two-way street between Pacific Avenue and University Avenue, and Council Street was a one-way northbound street between 19th Avenue and Pacific Avenue. In 2007, following adoption of the Pacific University Master Plan, both streets were converted to one-way southbound. The Pacific University Master Plan evaluated four concepts for College Way and Council Street, including:

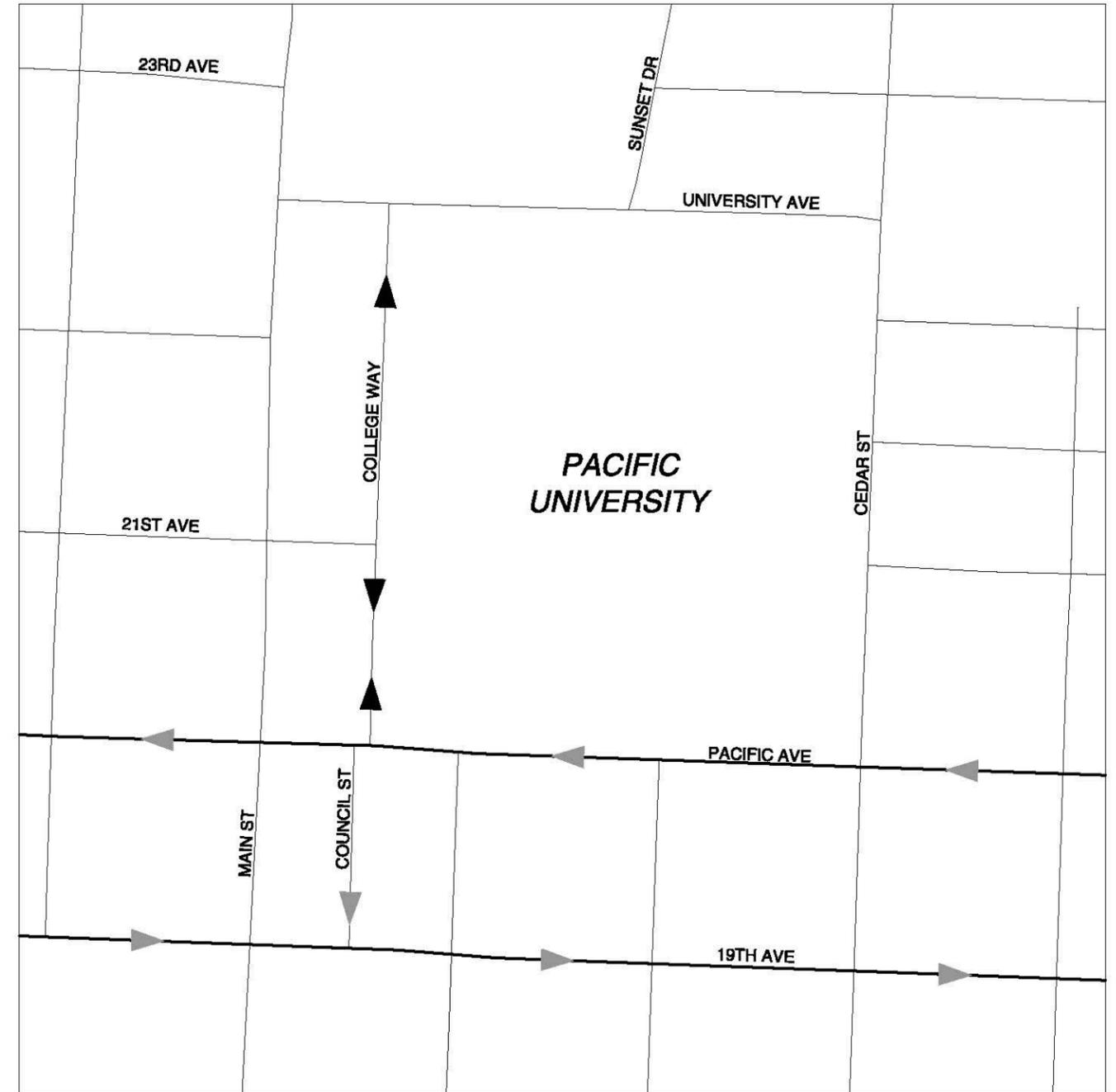
- Concept 1 (1999 TSP Improvement) – Close College Way to through vehicle traffic between 21st Avenue and Pacific Avenue. No changes to College Way between University Avenue and 21st Avenue. No changes to 21st Avenue, Cedar Street or Council Street.
- Concept 2 – Convert College Way to one-way southbound from University Avenue to 21st Avenue, and one-way northbound from Pacific Avenue to 21st Avenue. Convert 21st Avenue to one-way westbound between College Way and Main Street. Maintain current circulation on Cedar Street and Council Street.
- Concept 3 – Convert College Way to one-way southbound from University Avenue to 21st Avenue, and maintain as two-way traffic between 21st Avenue and Pacific Avenue. Maintain current circulation on 21st Avenue, Cedar Street, and Council Street.
- Concept 4 – Convert College Way to one-way southbound from University Avenue to Pacific Avenue. Convert Council Street to one-way southbound between Pacific Avenue and 19th Avenue. Maintain current circulation on 21st Avenue and Cedar Street.

Each concept was evaluated based on a broad range of evaluation criteria developed and agreed upon by the City and the project team. Concept 4 was ultimately selected as the preferred concept and implemented by the City.

In 2012, the Public Safety Advisory Committee (PSAC) requested that the City evaluate one additional concept that includes converting College Way to one-way northbound between Pacific Avenue and University Avenue and Council Street to one-way northbound between 19th Avenue and Pacific Avenue. Preliminary evaluation of this concept led to the addition of yet another concept that includes converting College Way to one-way northbound between University Avenue and 21st Avenue, allowing two-way traffic between 21st Avenue and Pacific Avenue, and maintaining Council Street as one-way southbound between 19th Avenue and Pacific Avenue. Figure 1 illustrates the two circulation concepts included in this study.



CONCEPT A (ONE-WAY NORTHBOUND)



CONCEPT B (ONE-WAY / TWO-WAY HYBRID)

**PROPOSED CIRCULATION CONCEPTS FOR COLLEGE WAY/COUNCIL STREET
FOREST GROVE, OREGON**

**FIGURE
1**

H:\proj\12240 - College Way Circulation Study\dwg\figs\12240fig1.dwg Oct 05, 2012 - 5:01pm - mbell Layout Tab: Fig01

EXISTING CONDITIONS ANALYSIS

The existing conditions analysis identifies the current geometric and operational characteristics of the transportation system within the vicinity of College Way and Council Street, including thirteen study intersections. These conditions will be compared with future conditions later in this report to assess the impact of the conversions. The study intersections and overall study area were selected based on direction provided by City staff and a review of the local transportation system. Accordingly, operations analyses were performed at the following thirteen study intersections:

- Main Street/Willamina Avenue
- Main Street/23rd Avenue
- Main Street/University Avenue
- Main Street/21st Avenue
- Main Street/Pacific Avenue
- Sunset Drive/Willamina Avenue
- Sunset Drive/University Avenue
- Cedar Street/University Avenue
- College Way/Pacific Avenue
- Cedar Street/Pacific Avenue
- College Way/University Avenue
- College Way/21st Avenue
- College Way-Council Street/19th Avenue

Figure 2 illustrates the existing lane configurations and traffic control devices at the study intersections.

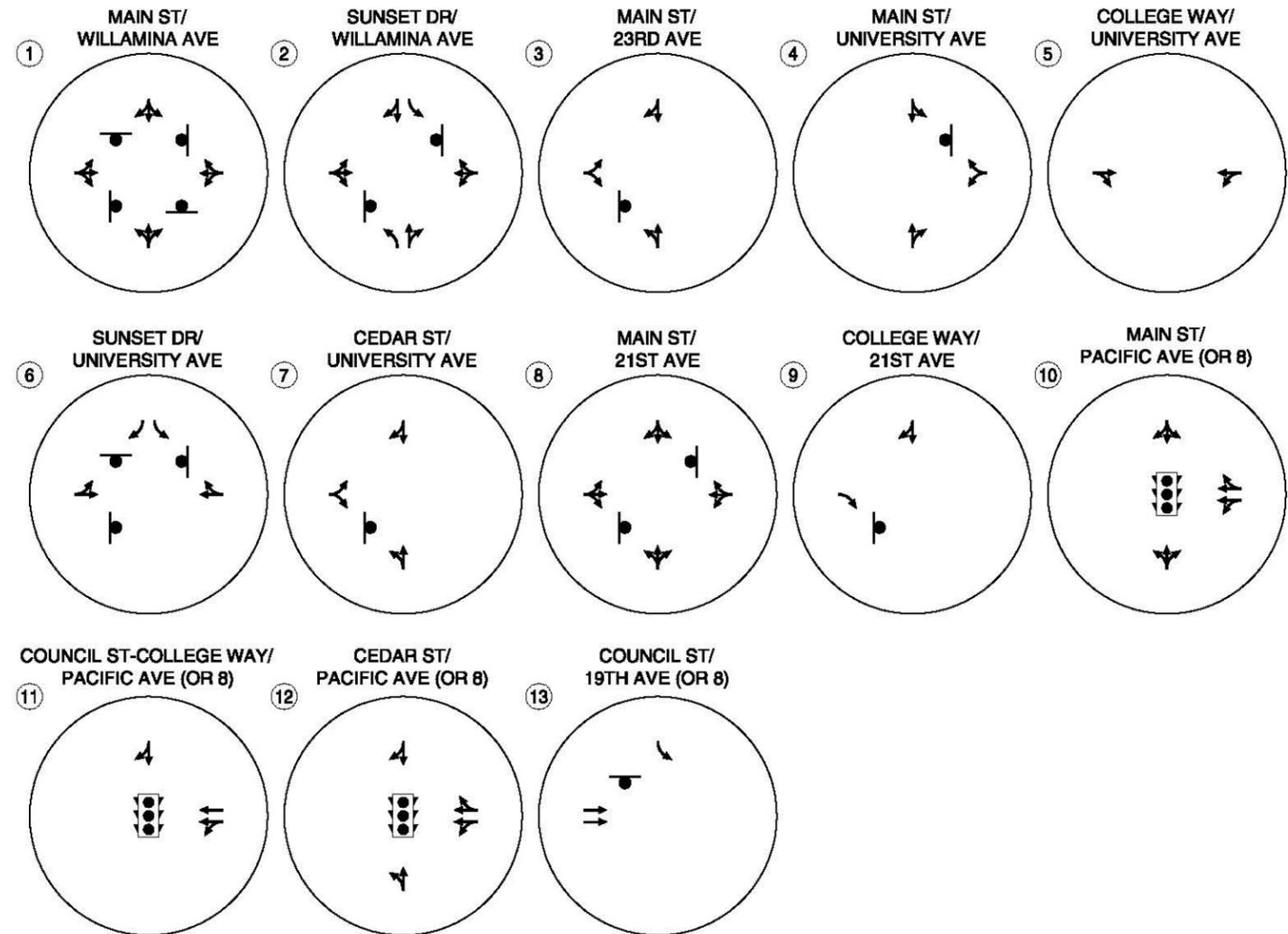
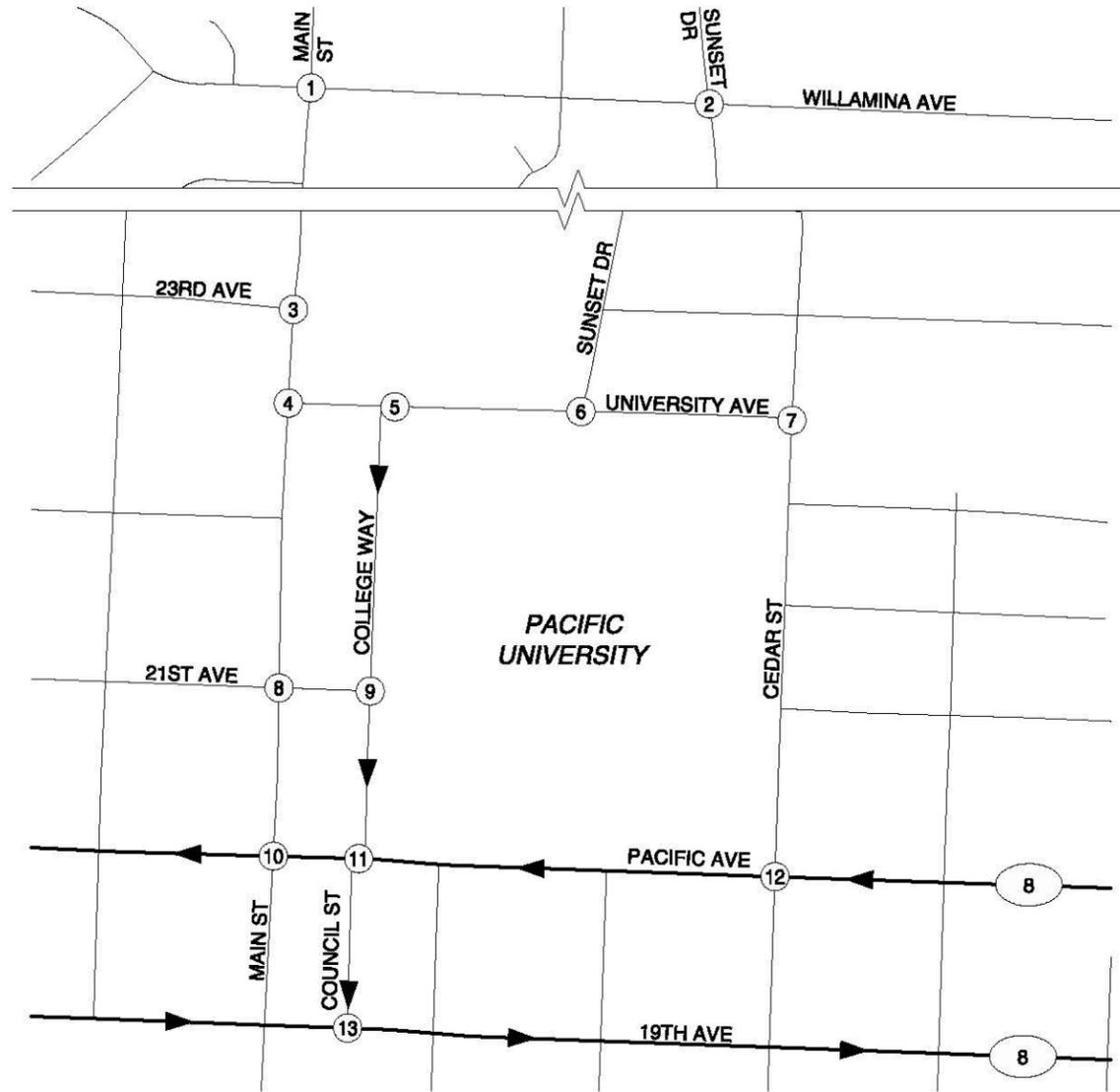
Traffic Volumes and Peak Hour Operations

Manual turning movement counts were obtained from the City of Forest Grove for six of the thirteen study intersections. The remaining counts were conducted in April 2012. All the counts were conducted on a typical mid-week day during the evening (4:00 to 6:00 p.m.) peak time period. The individual intersection peak hours were used for the City counts, while the system-wide peak hour (4:30 to 5:30 p.m.) was used for the 2012 counts. Minor adjustments were made to the City counts to balance them with the 2012 counts. Figure 3 provides a summary of the counts, which are rounded to the nearest five vehicles per hour for the weekday p.m. peak hour. *Appendix "A" contains the traffic count data used in the analysis.*

Current Levels-of-Service

The overall performance of the study intersections was evaluated based on level-of-service (LOS). *A description of LOS and the criteria by which it is determined is presented in Appendix "B".* Appendix "B" also indicates how LOS is measured and what is generally considered an acceptable range.

The City of Forest Grove has not adopted LOS standards for signalized or unsignalized intersections. However, LOS "D" is considered acceptable at signalized intersections and LOS "E" is considered acceptable at unsignalized intersections.



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LEGEND

- STOP SIGN
- TRAFFIC SIGNAL

**EXISTING LANE CONFIGURATIONS & TRAFFIC CONTROL DEVICES
FOREST GROVE, OREGON**

**FIGURE
2**

All intersection LOS evaluations use the peak 15-minute flow rate. Using the peak 15-minute flow rate ensures that the analysis is based on a reasonable worst-case scenario. For this reason, the analysis reflects conditions that are only likely to occur for 15 minutes out of each average peak hour. The transportation system will likely operate under conditions better than those described in this report during all other time periods.

Figure 3 summarizes the LOS analysis for the study intersections under existing traffic conditions during the weekday p.m. peak hour. As shown, all of the study intersections currently operate acceptably. *Appendix "C" includes the existing traffic conditions LOS worksheets.*

COLLEGE WAY/COUNCIL STREET CIRCULATION ASSESSMENT

The following sections summarize the results of our assessment of the two circulation concepts (Concept A and B) with respect to emergency vehicle response time; traffic volume changes; intersection operations; and vehicular access and circulation within the study area.

- Concept A (one-way northbound) - Convert College Way to one-way northbound between Pacific Avenue and University Avenue, and Council Street to one-way northbound between 19th Avenue and Pacific Avenue.
- Concept B (one-way/two-way hybrid) - Convert College Way to one-way northbound between University Avenue and 21st Avenue, two-way between 21st Avenue and Pacific Avenue, and maintain Council Street as one-way southbound between 19th avenue and Pacific Avenue.

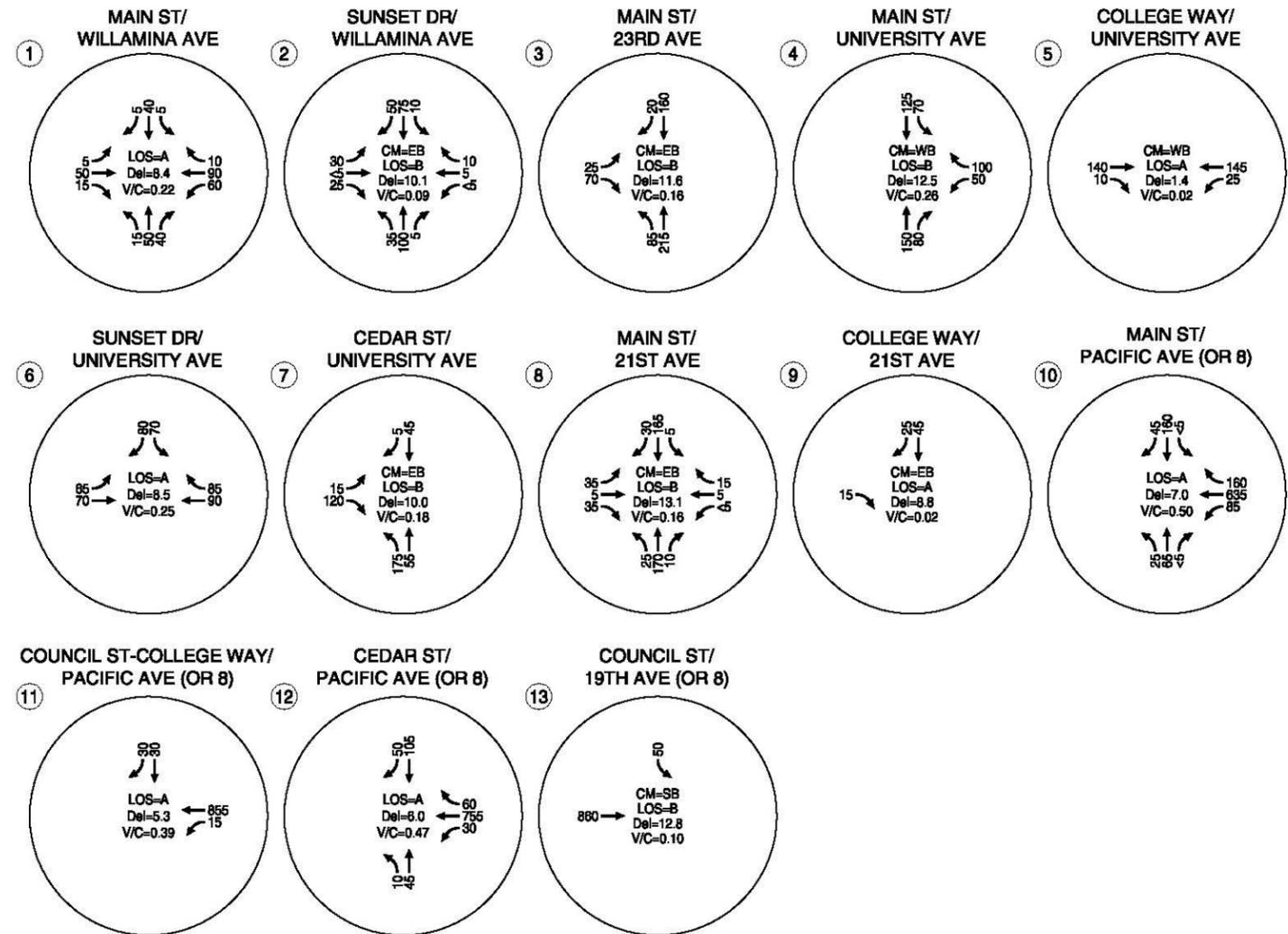
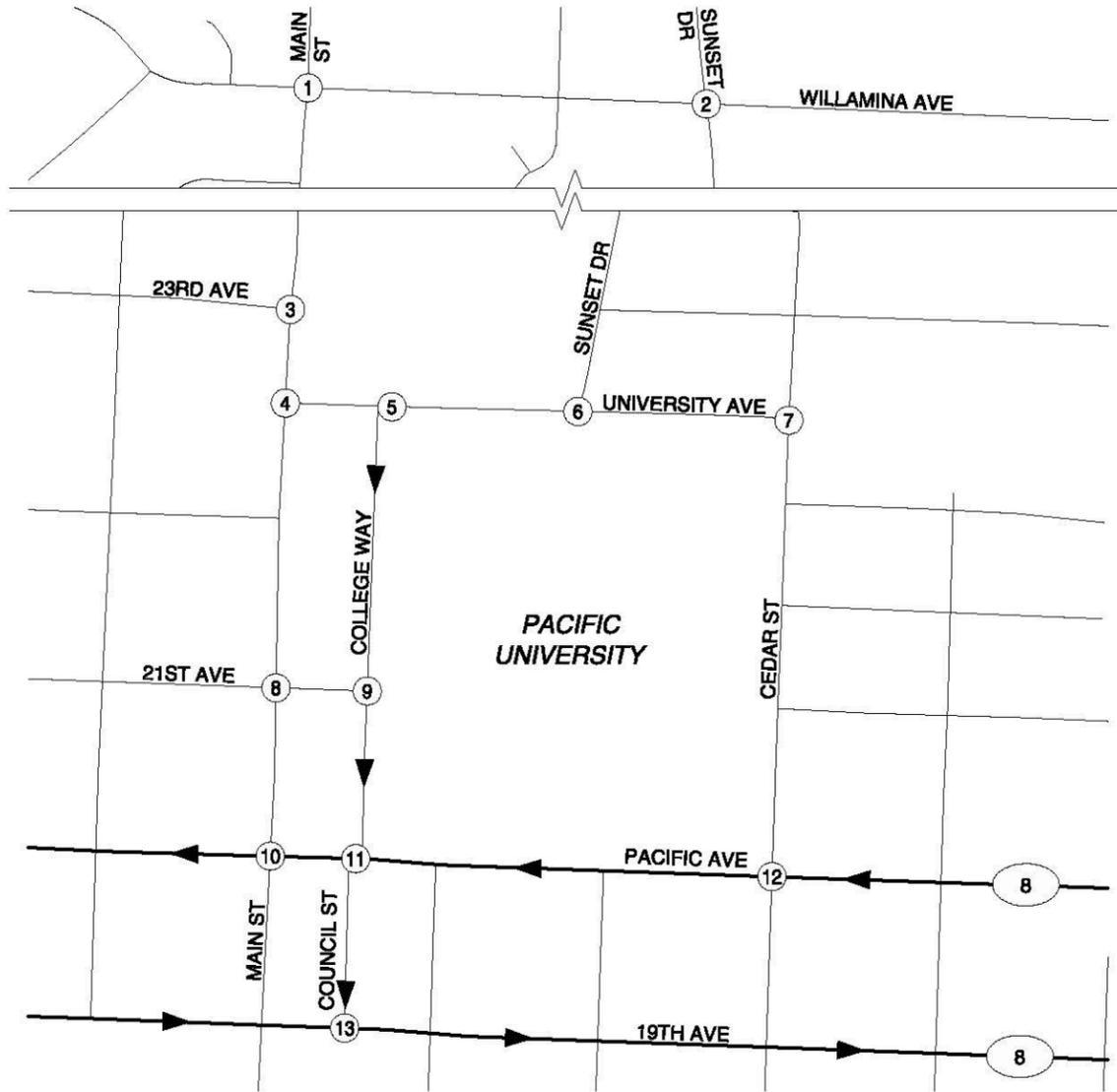
Emergency Vehicle Response Time

As previously mentioned, emergency service providers located at the existing fire station on Ash Street currently have two primary travel routes to destinations along or north of University Avenue; Cedar Street or Main Street. Both circulation concepts would provide an additional travel option that is shorter in travel distance as compared to using Cedar Street or Main Street.

The difference between using College Way to access Sunset Drive versus Main Street is approximately 0.10 miles (a potential time savings of approximately 14 seconds based solely on distance and posted travel speeds), while the difference between using College Way versus Cedar Street is approximately 0.17 miles (a potential time savings of approximately 24 seconds based solely on distance and posted travel speeds). However, the potential time savings associated with using College Way versus either Main Street or Cedar Street could be less based on such factors as higher levels of pedestrian activity along College Way and parking maneuvers associated the angled on-street parking. The travel time differences could be further reduced by making improvements to the existing routes such as pre-emptive signal timing at the Cedar Street signalized intersections.



(NO SCALE)



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LEGEND

- CM = CRITICAL MOVEMENT (TWSC)
- LOS = INTERSECTION LEVEL OF SERVICE (SIGNALIZED/AWSC)/CRITICAL MOVEMENT LEVEL OF SERVICE (TWSC)
- Del = INTERSECTION AVERAGE CONTROL DELAY (SIGNALIZED/AWSC) / CRITICAL MOVEMENT CONTROL DELAY (TWSC)
- V/C = CRITICAL VOLUME-TO-CAPACITY RATIO
- TWSC = TWO-WAY STOP CONTROL
- AWSC = ALL-WAY STOP CONTROL

**EXISTING TRAFFIC CONDITIONS
WEEKDAY PM PEAK HOUR
FOREST GROVE, OREGON**

Pre-emptive signal timing at the traffic signals on Cedar Street at 19th and Pacific Avenues would give emergency vehicles priority at these intersections. With pre-emptive signal timing, the traffic signal at the Cedar Street/19th Avenue intersection would receive a signal from the fire station during emergencies to hold the light along 19th Avenue in green until the emergency response vehicle passes through. Similarly, the traffic signal at the Cedar Street/Pacific Avenue intersection would receive a signal from the Cedar Street/19th Avenue intersection to hold the light along Cedar Street in green until the emergency vehicle passes through. Following the emergency, both signals return to normal operations allowing traffic along 19th and Pacific Avenue to flow freely. While further investigation is needed to fully explore this option, based on preliminary discussions with Washington County staff, communication infrastructure would need to be installed between the two traffic signals and the two existing traffic signal controllers may need to be upgraded.

Traffic Volume Changes

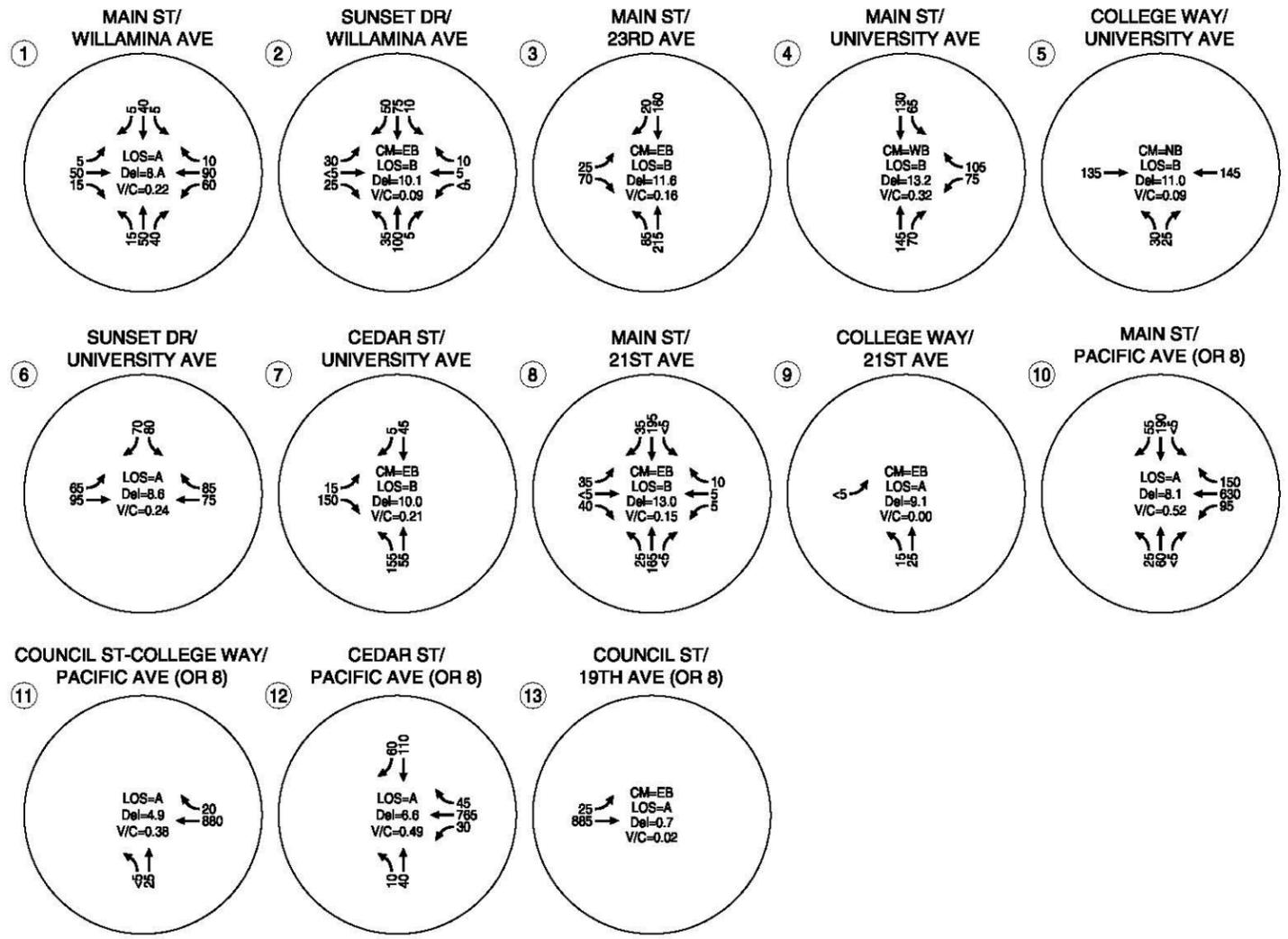
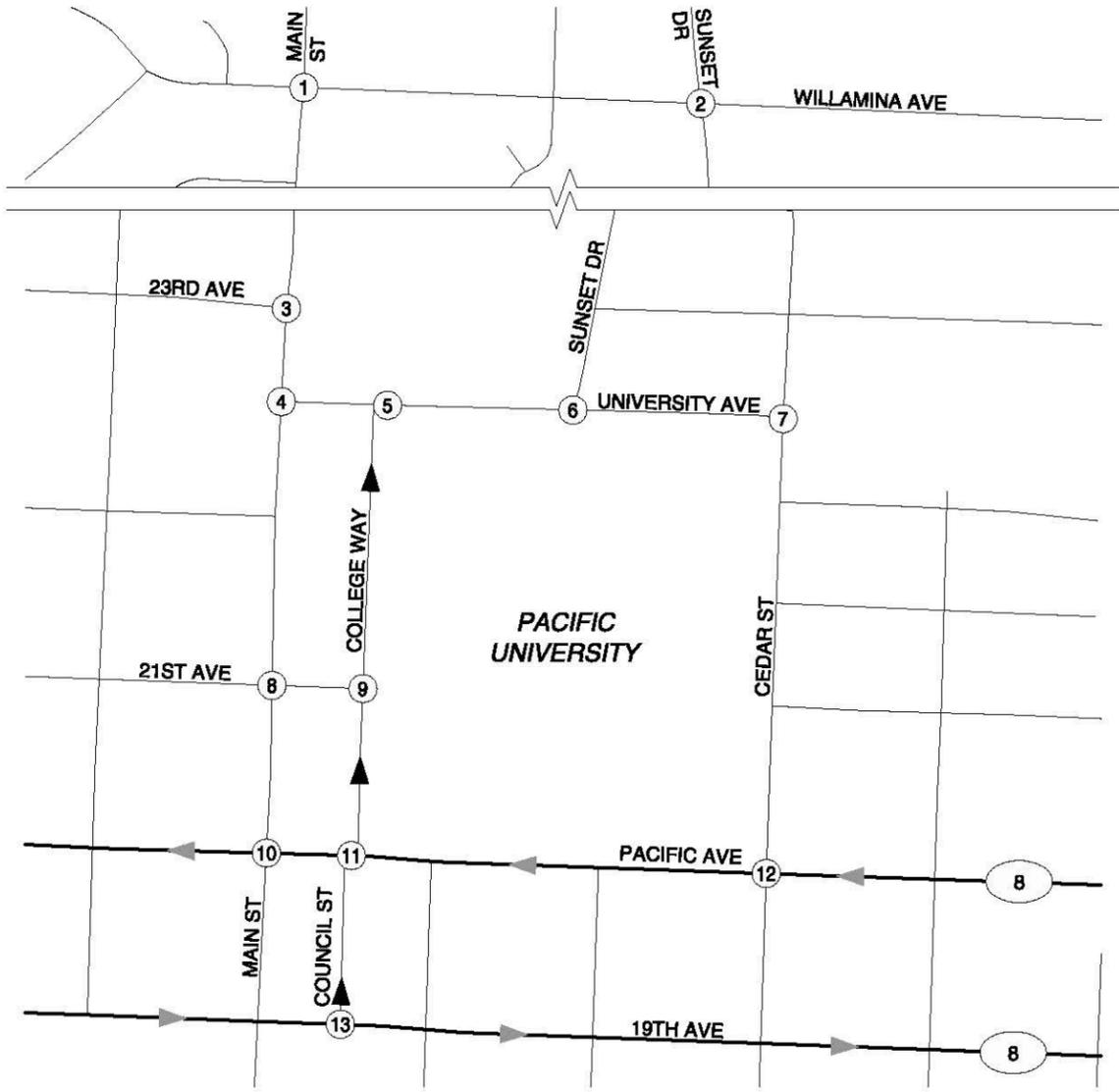
Although traffic volume changes are expected along all key roadway segments throughout the study area under each concept, no street segment is estimated to experience a variation in peak hour traffic beyond ± 40 vehicles. The exception is 19th Avenue west of College Street under Concept A (one-way northbound), where traffic volumes are expected to increase by approximately 55 vehicles during the weekday p.m. peak hour due to vehicles accessing Council Street and College Way from the south. All street segments and study intersections are expected to accommodate these traffic volume changes under both concepts.

Intersection Operations

A traffic operations analysis was conducted to determine the transportation related impacts associated with each concept on the thirteen study intersections. The following summarizes the steps taken to conduct the analysis:

1. A trip distribution pattern was developed for the study area based on existing peak hour directional travel characteristics and an understanding of the surrounding roadway network.
2. Existing traffic volumes along College Way and Council Street were reassigned using the estimated trip distribution pattern within the study area.
3. Adjustments to lane configurations were made at the study intersections along College Way and Council Street to reflect the concepts.

Figures 4 and 5 summarize the level-of-service analysis results for the study intersections under each concept during the weekday p.m. peak hour. As shown, all of the study intersections are expected to operate acceptably. *Appendix "D" includes the level-of-service worksheets for Concept A (one-way northbound) and Appendix "E" includes the level-of-service worksheets for Concept B (one-way/two-way hybrid).*

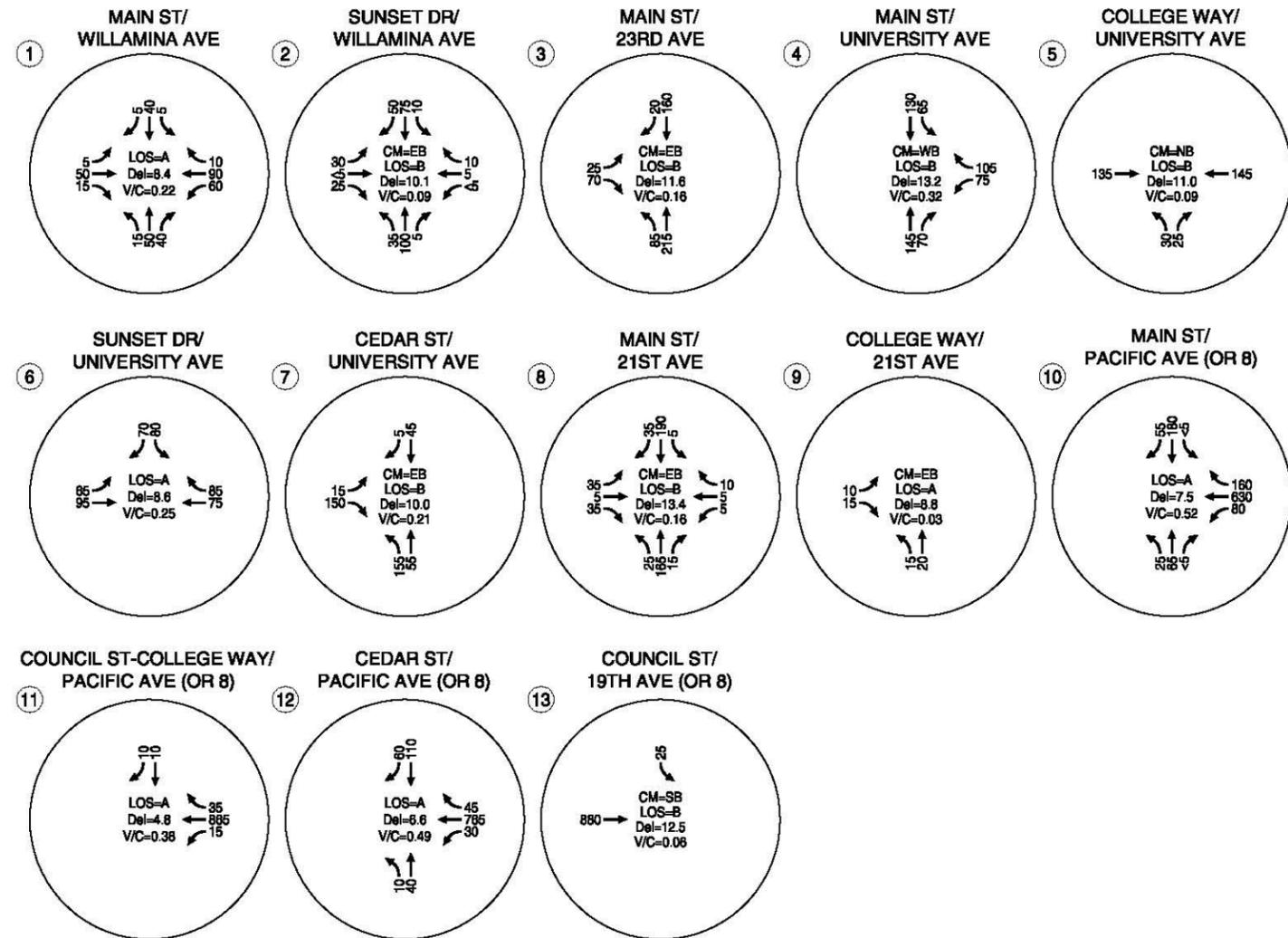
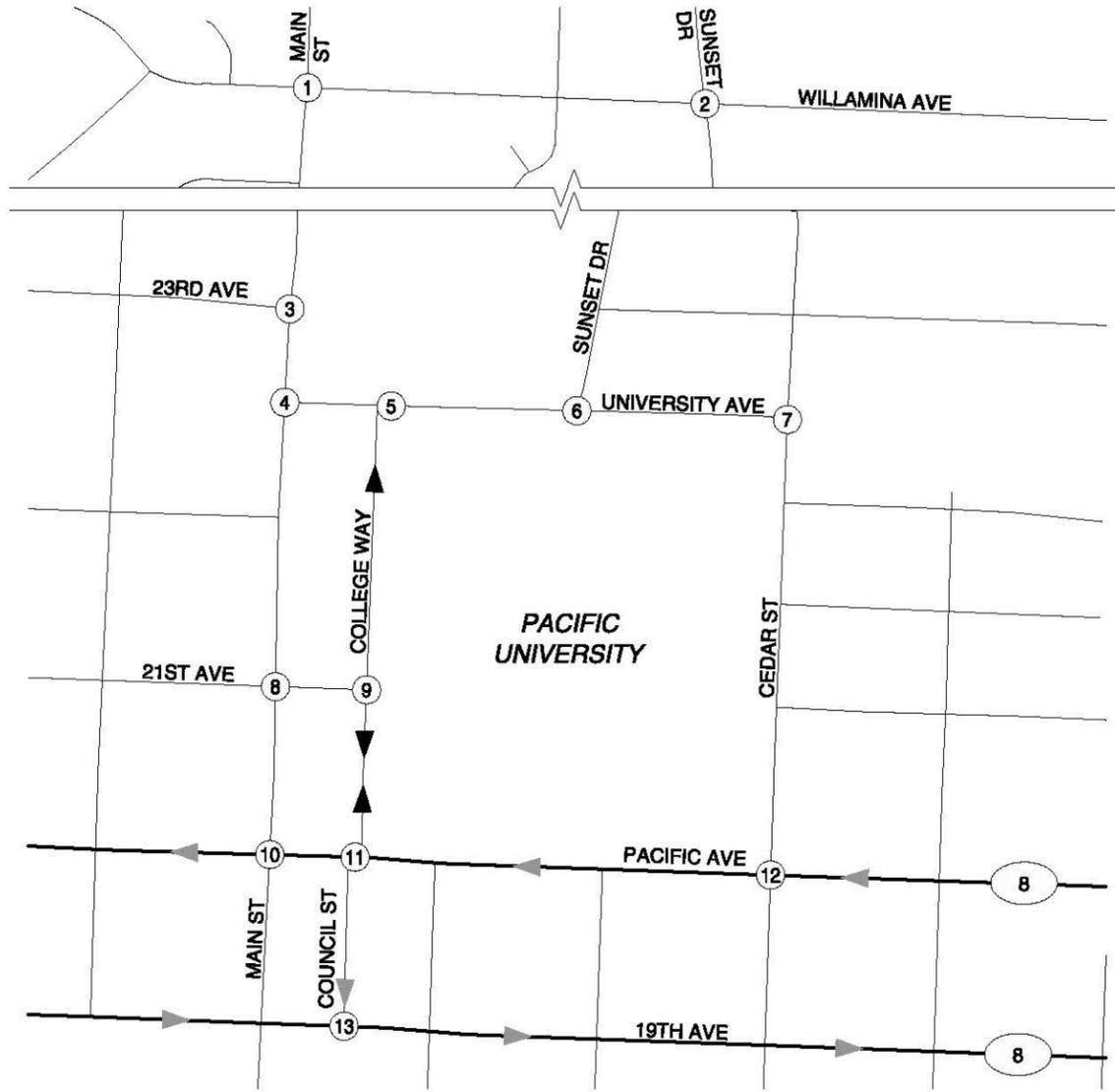


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LEGEND

- CM = CRITICAL MOVEMENT (TWSC)
- LOS = INTERSECTION LEVEL OF SERVICE (SIGNALIZED/AWSC)/CRITICAL MOVEMENT LEVEL OF SERVICE (TWSC)
- Del = INTERSECTION AVERAGE CONTROL DELAY (SIGNALIZED/AWSC) / CRITICAL MOVEMENT CONTROL DELAY (TWSC)
- V/C = CRITICAL VOLUME-TO-CAPACITY RATIO
- TWSC = TWO-WAY STOP CONTROL
- AWSC = ALL-WAY STOP CONTROL

CONCEPT A (ONE-WAY NORTHBOUND) TRAFFIC CONDITIONS WEEKDAY PM PEAK HOUR FOREST GROVE, OREGON



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LEGEND

- CM = CRITICAL MOVEMENT (TWSC)
- LOS = INTERSECTION LEVEL OF SERVICE (SIGNALIZED/AWSC)/CRITICAL MOVEMENT LEVEL OF SERVICE (TWSC)
- Del = INTERSECTION AVERAGE CONTROL DELAY (SIGNALIZED/AWSC) / CRITICAL MOVEMENT CONTROL DELAY (TWSC)
- V/C = CRITICAL VOLUME-TO-CAPACITY RATIO
- TWSC = TWO-WAY STOP CONTROL
- AWSC = ALL-WAY STOP CONTROL

CONCEPT B (ONE-WAY/TWO-WAY HYBRID) TRAFFIC CONDITIONS WEEKDAY PM PEAK HOUR FOREST GROVE, OREGON

Vehicle Access and Circulation

An impact associated with Concept A (one-way northbound) is circulation and accessibility within the downtown area, particularly around the block formed by Pacific Avenue, Main Street, 21st Avenue, and College Way. Motorists destined for locations on that block would be able to travel north on College Way, west on 21st Avenue, and south on Main Street, but because Pacific Avenue is one-way westbound, they would have to travel past Pacific Avenue, east on 19th Avenue and north on Council Street in order to return to College Way.

The result is an increase in out-of-direction travel and potential accessibility impacts to businesses within that block. The provision of two-way traffic along College Way between 21st Avenue and Pacific Avenue under Concept B (one-way/two-way hybrid) allows motorists to continue to circulate the block.

In addition, while each concept is expected to improve access to College Way from the east via Pacific Avenue and to a lesser extent the west via 19th Street and the south via Main Street, access from the north via Main Street or Sunset Drive would be degraded. Also, while the conversions are expected to improve access to Council Street from the west via 19th Avenue and to a lesser extent the north and south via Main Street, access from the east via Pacific Avenue would degrade.

Other Considerations

- **Pedestrian Environment** - Given that either concept would result in relatively minor changes in traffic volumes throughout the study area, the pedestrian experience is not expected to be fundamentally altered.
- **Signal Modification** – The signalized intersection of Pacific Avenue/College Way-Council Street would require modification to accommodate the addition of the northbound movement and removal of the southbound movement under Concept A.
- **Drop Box** – The drop box currently located along the east side of Council Street would need to be relocated to the west side under Concept A.
- **On-Street Parking Supply** - The configuration of on-street parking stalls along both College Way and Council Street would need to be reconfigured and likely result in a loss of parking spaces (loss of approximately 14 on-street parking spaces under Concept B).
- **Signing and Striping** – Existing signing and striping would need to be evaluated, designed, and implemented to accommodate either circulation concept.
- **Cost** – The associated cost with implementing either circulation concept should be considered. Concept A would likely have a higher cost due to signal modification, signing, and striping improvements.

CONCLUSION

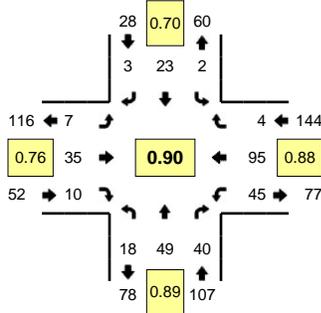
As described throughout this memorandum, while no fatal flaws have been identified with either concept, several tradeoffs exist such as impacts to circulation and accessibility within the study area,

and improved emergency service response time to destinations located along College Way. Given that neither concept provides any significant improvements over existing conditions that cannot be potentially off-set by improvements to the existing transportation network, this memorandum recommends that College Way and Council Street remain one-way southbound pending any major changes in the street network, development patterns or land-uses. It is also recommended that the City of Forest Grove contact Washington County to investigate the opportunity to implement emergency vehicle signal pre-emption at the Cedar Street intersections with 19th Avenue and Pacific Avenue.

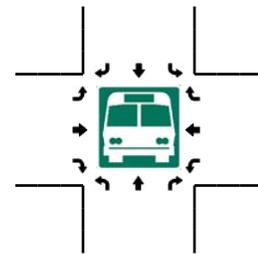
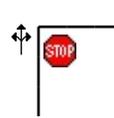
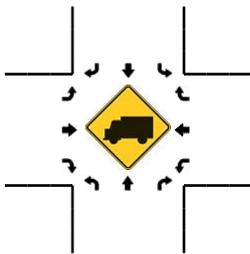
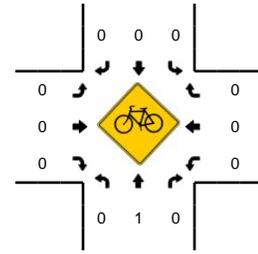
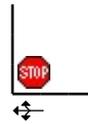
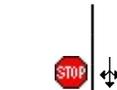
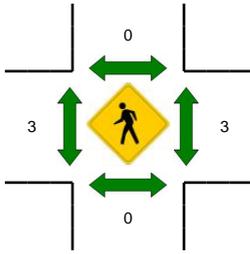
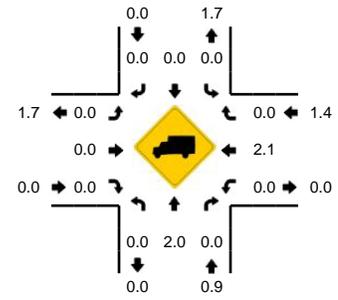
Appendix A Traffic Count Data

LOCATION: Main St -- NW Willamina Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10567402
DATE: 12/14/2010



Peak-Hour: 5:00 PM -- 6:00 PM
Peak 15-Min: 5:00 PM -- 5:15 PM

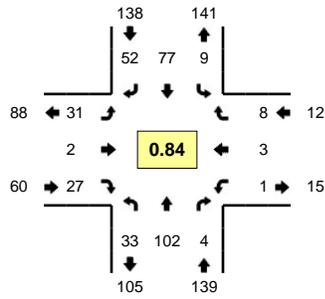


5-Min Count Period Beginning At	Main St (Northbound)				Main St (Southbound)				NW Willamina Ave (Eastbound)				NW Willamina Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	2	3	0	2	3	0	0	1	7	4	0	1	8	2	0	33	
4:05 PM	3	7	3	0	1	4	0	0	1	5	0	0	6	8	0	0	38	
4:10 PM	1	3	1	0	1	5	1	0	1	5	0	0	7	9	1	0	35	
4:15 PM	0	5	4	0	0	3	0	0	0	3	2	0	3	3	0	0	23	
4:20 PM	2	3	0	0	0	3	0	0	1	6	3	0	0	10	0	0	28	
4:25 PM	2	6	1	0	1	4	0	0	1	4	1	0	5	9	1	0	35	
4:30 PM	4	6	4	0	1	2	0	0	0	5	1	0	8	4	2	0	37	
4:35 PM	0	7	6	0	0	3	0	0	2	3	0	0	5	10	1	0	37	
4:40 PM	1	5	5	0	0	6	2	0	0	2	1	0	5	5	2	0	34	
4:45 PM	0	3	4	0	0	2	0	0	0	4	0	0	6	12	0	0	31	
4:50 PM	3	2	2	0	0	3	0	0	0	0	1	0	6	7	0	0	24	
4:55 PM	0	3	5	0	0	3	0	0	0	7	0	0	7	3	1	0	29	384
5:00 PM	0	3	2	0	0	2	0	0	0	3	1	0	7	6	1	0	25	376
5:05 PM	4	7	5	0	0	4	0	0	3	5	1	0	1	10	0	0	40	378
5:10 PM	0	3	5	0	1	0	0	0	0	3	1	0	3	11	0	0	27	370
5:15 PM	1	3	1	0	0	1	1	0	0	3	1	0	6	7	0	0	24	371
5:20 PM	1	5	4	0	0	6	0	0	0	3	1	0	2	11	0	0	33	376
5:25 PM	1	4	4	0	0	2	0	0	1	2	0	0	6	4	0	0	24	365
5:30 PM	2	2	1	0	0	0	2	0	0	1	1	0	1	12	0	0	22	350
5:35 PM	0	5	4	0	0	2	0	0	0	4	1	0	7	9	0	0	32	345
5:40 PM	5	4	5	0	0	3	0	0	2	0	0	0	5	6	0	0	30	341
5:45 PM	0	3	4	0	1	1	0	0	0	4	2	0	4	9	1	0	29	339
5:50 PM	2	4	1	0	0	1	0	0	0	2	0	0	2	6	1	0	19	334
5:55 PM	2	6	4	0	0	1	0	0	1	5	1	0	1	4	1	0	26	331
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	16	52	48	0	4	24	0	0	12	44	12	0	44	108	4	0	368	
Heavy Trucks	0	4	0		0	0	0		0	0	0		0	0	0		4	
Pedestrians		0				0				4				0			4	
Bicycles	0	1	0		0	0	0		0	0	0		0	0	0		1	
Railroad																		
Stopped Buses																		

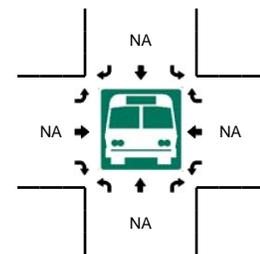
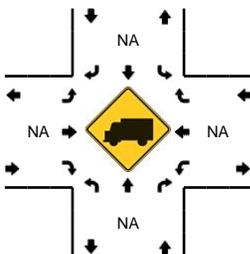
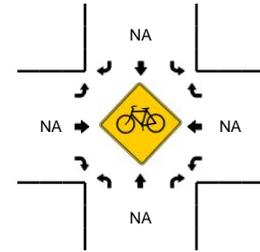
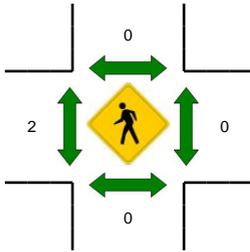
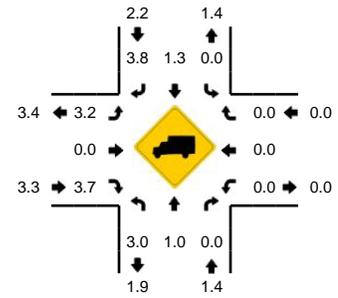
Comments:

LOCATION: Sunset Dr -- Willamina Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10261824
DATE: Tue, Jun 05 2007



Peak-Hour: 4:55 PM -- 5:55 PM
Peak 15-Min: 5:30 PM -- 5:45 PM

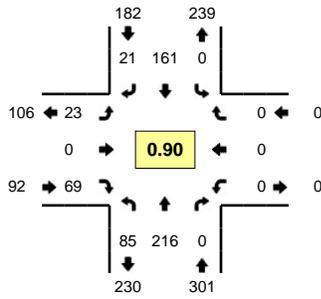


5-Min Count Period Beginning At	Sunset Dr (Northbound)				Sunset Dr (Southbound)				Willamina Ave (Eastbound)				Willamina Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	2	9	1	0	1	5	6	0	4	1	1	0	1	1	0	0	32	234
4:05 PM	1	2	0	0	2	4	7	0	1	0	3	0	0	0	0	0	20	246
4:10 PM	0	2	0	0	0	8	2	0	1	0	1	0	0	1	0	0	15	242
4:15 PM	4	3	1	0	1	9	5	0	0	1	1	0	1	2	0	0	28	254
4:20 PM	3	2	1	0	2	11	5	0	3	0	1	0	1	1	0	0	30	260
4:25 PM	1	8	0	0	0	3	5	0	0	2	3	0	0	0	2	0	24	261
4:30 PM	2	4	0	0	0	4	4	0	2	0	1	0	0	0	0	0	17	252
4:35 PM	4	13	1	0	0	3	5	0	1	0	1	0	0	1	1	0	30	265
4:40 PM	0	3	0	0	0	7	7	0	2	0	2	0	0	0	0	0	21	271
4:45 PM	3	5	0	0	0	3	3	0	3	0	0	0	0	0	0	0	17	269
4:50 PM	0	5	0	0	0	5	2	0	2	0	0	0	1	0	0	0	15	269
4:55 PM	2	10	0	0	0	5	6	0	0	0	1	0	0	0	1	0	25	274
5:00 PM	4	8	0	0	0	2	3	0	2	0	1	0	0	0	2	0	22	264
5:05 PM	1	7	0	0	1	9	2	0	3	0	5	0	0	0	0	0	28	272
5:10 PM	1	6	2	0	2	7	4	0	4	0	4	0	0	0	0	0	30	287
5:15 PM	5	13	1	0	0	6	2	0	3	0	1	0	0	0	1	0	32	291
5:20 PM	2	8	1	0	0	5	4	0	3	0	0	0	0	1	1	0	25	286
5:25 PM	1	12	0	0	0	5	2	0	0	0	4	0	0	0	0	0	24	286
5:30 PM	3	10	0	0	1	8	8	0	3	0	1	0	0	0	0	0	34	303
5:35 PM	3	12	0	0	2	9	7	0	6	0	1	0	0	0	1	0	41	314
5:40 PM	3	8	0	0	0	6	5	0	3	0	1	0	1	1	1	0	29	322
5:45 PM	5	5	0	0	1	8	6	0	3	1	3	0	0	0	0	0	32	337
5:50 PM	3	3	0	0	2	7	3	0	1	1	5	0	0	1	1	0	27	349
5:55 PM	3	4	1	0	0	4	4	0	3	0	0	0	0	1	1	0	21	345
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	36	120	0	0	12	92	80	0	48	0	12	0	4	4	8	0	416	
Heavy Trucks	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4	
Pedestrians		0				0				8				0			8	
Bicycles																		
Railroad																		
Stopped Buses																		

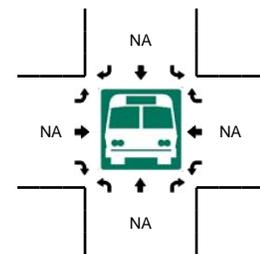
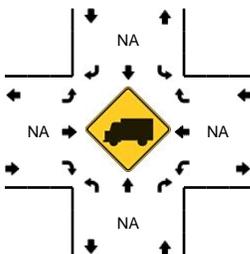
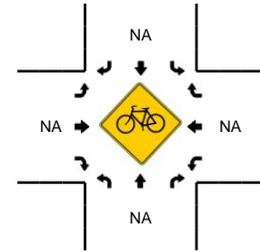
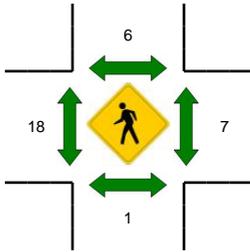
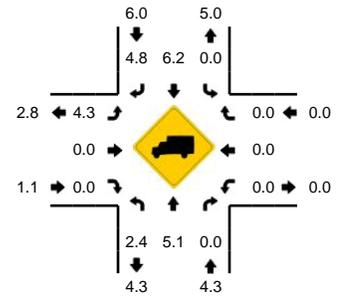
Comments:

LOCATION: Main St -- 23rd Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10261805
DATE: Tue, Jun 05 2007



Peak-Hour: 3:05 PM -- 4:05 PM
Peak 15-Min: 3:40 PM -- 3:55 PM

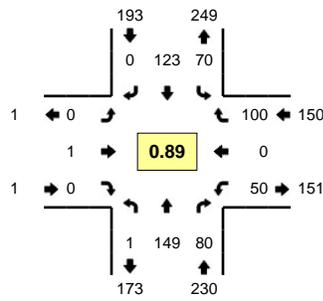


5-Min Count Period Beginning At	Main St (Northbound)				Main St (Southbound)				23rd Ave (Eastbound)				23rd Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U														
3:00 PM	4	18	0	0	0	13	2	0	0	0	9	0	0	0	0	0	46	
3:05 PM	10	17	0	0	0	11	1	0	0	0	4	0	0	0	0	0	43	
3:10 PM	9	19	0	0	0	17	1	0	3	0	3	0	0	0	0	0	52	
3:15 PM	5	20	0	0	0	13	0	0	1	0	3	0	0	0	0	0	42	
3:20 PM	7	14	0	0	0	11	3	0	3	0	5	0	0	0	0	0	43	
3:25 PM	9	16	0	0	0	13	4	0	2	0	2	0	0	0	0	0	46	
3:30 PM	4	15	0	0	0	17	2	0	2	0	5	0	0	0	0	0	45	
3:35 PM	5	19	0	0	0	15	3	0	3	0	6	0	0	0	0	0	51	
3:40 PM	6	20	0	0	0	13	1	0	3	0	14	0	0	0	0	0	57	
3:45 PM	7	13	0	0	0	15	1	0	2	0	6	0	0	0	0	0	44	
3:50 PM	8	23	0	0	0	13	2	0	2	0	10	0	0	0	0	0	58	
3:55 PM	10	15	0	0	0	12	1	0	1	0	5	0	0	0	0	0	44	571
4:00 PM	5	25	0	0	0	11	2	0	1	0	6	0	0	0	0	0	50	575
4:05 PM	6	16	0	0	0	13	0	0	3	0	3	0	0	0	0	0	41	573
4:10 PM	6	15	0	0	0	14	0	0	1	0	4	0	0	0	0	0	40	561
4:15 PM	6	11	0	0	0	22	0	0	3	0	4	0	0	0	0	0	46	565
4:20 PM	9	15	0	0	0	8	2	0	1	0	4	0	0	0	0	0	39	561
4:25 PM	11	9	0	0	0	13	0	0	2	0	4	0	0	0	0	0	39	554
4:30 PM	5	12	0	0	0	10	2	0	2	0	9	0	0	0	0	0	40	549
4:35 PM	9	14	0	0	0	14	4	0	1	0	4	0	0	0	0	0	46	544
4:40 PM	6	16	0	0	0	12	4	0	7	0	3	0	0	0	0	0	48	535
4:45 PM	8	11	0	0	0	14	0	0	4	0	4	0	0	0	0	0	41	532
4:50 PM	6	13	0	0	0	17	2	0	4	0	6	0	0	0	0	0	48	522
4:55 PM	14	13	0	0	0	13	2	0	2	0	4	0	0	0	0	0	48	526
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	84	224	0	0	0	164	16	0	28	0	120	0	0	0	0	0	636	
Heavy Trucks	0	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	16	
Pedestrians		0				0				12				16			28	
Bicycles																		
Railroad																		
Stopped Buses																		

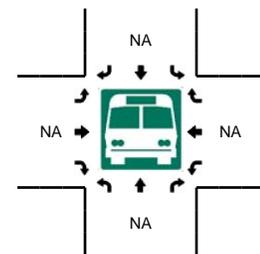
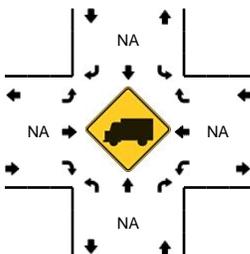
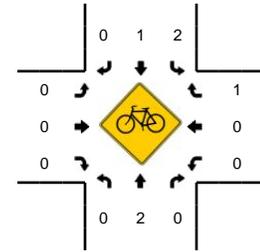
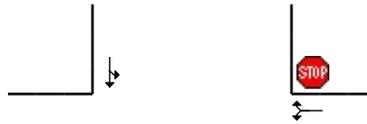
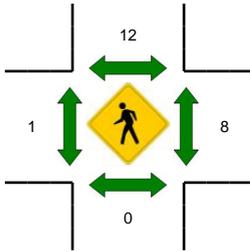
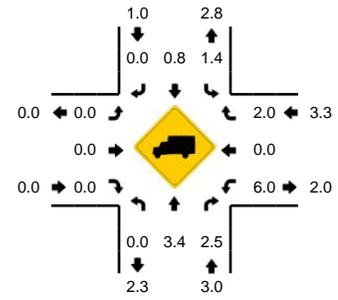
Comments:

LOCATION: Main St -- University Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10746301
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 5:05 PM -- 5:20 PM

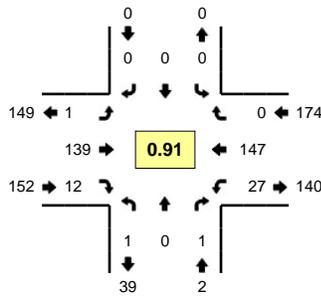


5-Min Count Period Beginning At	Main St (Northbound)				Main St (Southbound)				University Ave (Eastbound)				University Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	14	11	0	6	11	0	0	0	0	0	0	4	0	6	0	52	
4:05 PM	0	17	3	0	2	8	0	0	0	0	0	0	2	0	3	0	35	
4:10 PM	0	15	3	0	2	7	0	0	0	0	0	0	4	0	6	0	37	
4:15 PM	0	13	3	0	5	8	0	0	0	0	0	0	0	0	6	0	35	
4:20 PM	0	12	6	0	2	15	0	0	0	0	0	0	2	0	6	0	43	
4:25 PM	0	9	4	0	5	18	0	0	0	0	0	0	6	0	7	0	49	
4:30 PM	0	13	5	0	3	12	0	0	0	0	0	0	5	0	8	0	46	
4:35 PM	0	12	13	0	5	12	0	0	0	0	0	0	2	0	7	0	51	
4:40 PM	0	13	6	0	6	13	0	0	0	0	0	0	3	0	7	0	48	
4:45 PM	0	13	5	0	5	9	0	0	0	0	0	0	7	0	8	0	47	
4:50 PM	1	8	5	0	8	11	0	0	0	1	0	0	3	0	9	0	46	
4:55 PM	0	14	4	0	3	10	0	0	0	0	0	0	5	0	8	0	44	533
5:00 PM	0	16	7	0	7	8	0	0	0	0	0	0	4	0	8	0	50	531
5:05 PM	0	17	12	0	4	11	0	0	0	0	0	0	6	0	7	0	57	553
5:10 PM	0	14	5	0	3	8	0	0	0	0	0	0	4	0	7	0	41	557
5:15 PM	0	12	11	0	11	11	0	0	0	0	0	0	6	0	12	0	63	585
5:20 PM	0	7	2	0	6	8	0	0	0	0	0	0	0	0	10	0	33	575
5:25 PM	0	10	5	0	9	10	0	0	0	0	0	0	5	0	9	0	48	574
5:30 PM	0	17	3	0	6	10	0	0	0	0	0	0	2	0	6	0	44	572
5:35 PM	0	13	4	0	3	8	0	0	0	0	0	0	3	0	8	0	39	560
5:40 PM	0	13	2	0	2	6	0	0	0	0	0	0	2	0	8	0	33	545
5:45 PM	0	15	5	0	4	8	0	0	0	0	0	0	6	0	5	0	43	541
5:50 PM	0	15	3	0	6	14	0	0	0	0	0	0	6	0	6	0	50	545
5:55 PM	0	13	2	0	4	11	0	0	0	0	0	0	7	0	8	0	45	546
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	0	172	112	0	72	120	0	0	0	0	0	0	64	0	104	0	644	
Heavy Trucks	0	8	8		0	0	0		0	0	0		0	0	0		16	
Pedestrians					20				0				0				20	
Bicycles	0	2	0		0	0	0		0	0	0		0	0	0		2	
Railroad																		
Stopped Buses																		

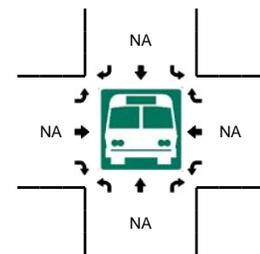
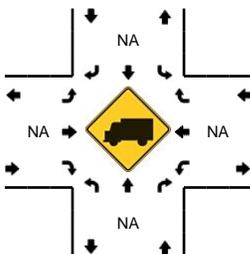
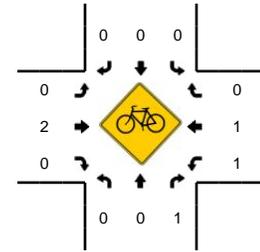
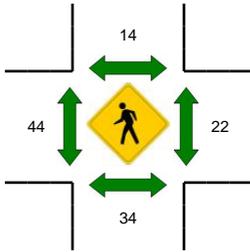
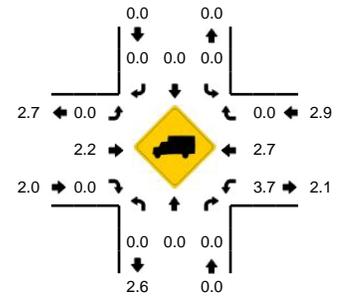
Comments:

LOCATION: College Way -- University Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10746302
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 5:05 PM -- 5:20 PM

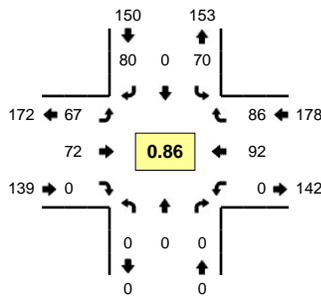


5-Min Count Period Beginning At	College Way (Northbound)				College Way (Southbound)				University Ave (Eastbound)				University Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	0	0	0	0	0	0	0	0	13	2	0	4	8	0	0	27	
4:05 PM	0	0	0	0	0	0	0	0	0	6	0	0	0	7	0	0	13	
4:10 PM	0	0	0	0	0	0	0	0	0	8	0	0	6	12	0	0	26	
4:15 PM	0	0	2	0	0	0	0	0	0	7	1	0	1	7	0	0	18	
4:20 PM	0	0	0	0	0	0	0	0	0	6	0	0	1	8	0	0	15	
4:25 PM	0	0	0	0	0	0	0	0	0	8	1	0	2	12	0	0	23	
4:30 PM	0	0	0	0	0	0	0	0	0	7	2	0	6	12	0	0	27	
4:35 PM	0	0	0	0	0	0	0	0	0	17	1	1	2	9	0	0	30	
4:40 PM	1	0	0	0	0	0	0	0	0	9	3	0	0	11	0	0	24	
4:45 PM	0	0	0	0	0	0	0	0	0	9	1	0	7	15	0	0	32	
4:50 PM	0	0	0	0	0	0	0	0	0	12	2	0	4	12	0	0	30	
4:55 PM	0	0	0	0	0	0	0	0	0	7	0	0	1	11	0	0	19	284
5:00 PM	0	0	1	0	0	0	0	0	0	11	2	0	1	17	0	0	32	289
5:05 PM	0	0	0	0	0	0	0	0	0	18	0	0	3	8	0	0	29	305
5:10 PM	0	0	0	0	0	0	0	0	0	8	0	0	1	18	0	0	27	306
5:15 PM	0	0	0	0	0	0	0	0	0	20	1	0	1	12	0	0	34	322
5:20 PM	0	0	0	0	0	0	0	0	0	7	0	0	0	9	0	0	16	323
5:25 PM	0	0	0	0	0	0	0	0	0	14	0	0	1	13	0	0	28	328
5:30 PM	0	0	0	0	0	0	0	0	0	9	1	0	4	8	0	0	22	323
5:35 PM	0	0	0	0	0	0	0	0	0	6	0	0	2	12	0	0	20	313
5:40 PM	0	0	0	0	0	0	0	0	0	3	1	0	3	9	0	0	16	305
5:45 PM	0	0	0	0	0	0	0	0	0	7	2	0	2	11	0	0	22	295
5:50 PM	0	0	0	0	0	0	0	0	0	10	0	0	2	13	0	0	25	290
5:55 PM	0	0	0	0	0	0	0	0	0	7	1	0	4	17	0	0	29	300
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	0	0	0	0	0	0	0	184	4	0	20	152	0	0	360	
Heavy Trucks	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	8	
Pedestrians		32				8				32				8			80	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Railroad																		
Stopped Buses																		

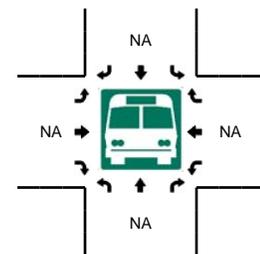
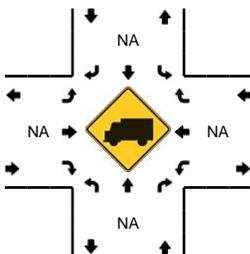
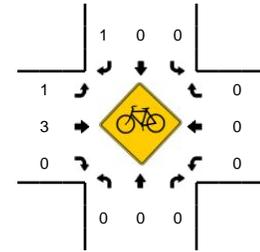
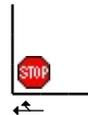
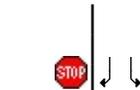
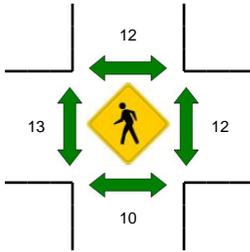
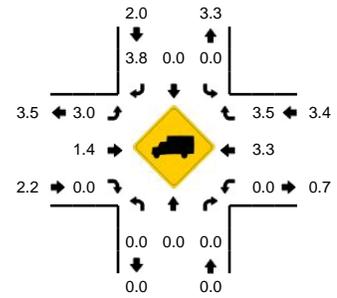
Comments:

LOCATION: NW Sunset Dr -- University Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10746303
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 5:05 PM -- 5:20 PM

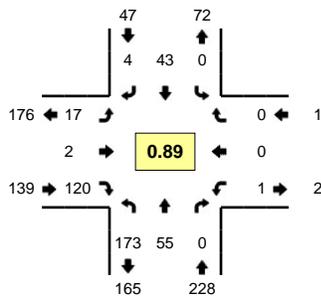


5-Min Count Period Beginning At	NW Sunset Dr (Northbound)				NW Sunset Dr (Southbound)				University Ave (Eastbound)				University Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	0	0	0	4	0	5	0	9	6	0	0	0	5	5	0	34	
4:05 PM	0	0	0	0	6	0	2	0	3	5	0	0	0	6	6	0	28	
4:10 PM	0	0	0	0	7	0	8	0	4	3	0	0	0	6	10	0	38	
4:15 PM	0	0	0	0	3	0	4	0	0	7	0	0	0	5	10	0	29	
4:20 PM	0	0	0	0	1	0	4	0	4	4	0	0	0	4	10	0	27	
4:25 PM	0	0	0	0	6	0	9	0	2	6	0	0	0	5	5	0	33	
4:30 PM	0	0	0	0	9	0	10	0	5	2	0	0	0	8	7	0	41	
4:35 PM	0	0	0	0	3	0	4	0	7	7	0	0	0	7	12	0	40	
4:40 PM	0	0	0	0	4	0	6	0	6	6	0	0	0	5	6	0	33	
4:45 PM	0	0	0	0	5	0	9	0	2	8	0	0	0	13	1	0	38	
4:50 PM	0	0	0	0	9	0	6	0	5	6	0	0	0	11	5	0	42	
4:55 PM	0	0	0	0	2	0	4	0	4	3	0	0	0	6	7	0	26	409
5:00 PM	0	0	0	0	4	0	7	0	5	6	0	0	0	8	8	0	38	413
5:05 PM	0	0	0	0	8	0	7	0	11	4	0	0	0	7	11	0	48	433
5:10 PM	0	0	0	0	5	0	10	0	3	4	0	0	0	9	7	0	38	433
5:15 PM	0	0	0	0	9	0	9	0	9	12	0	0	0	4	6	0	49	453
5:20 PM	0	0	0	0	6	0	2	0	4	5	0	0	0	8	9	0	34	460
5:25 PM	0	0	0	0	6	0	6	0	6	9	0	0	0	6	7	0	40	467
5:30 PM	0	0	0	0	4	0	3	0	2	5	0	0	0	11	9	0	34	460
5:35 PM	0	0	0	0	4	0	7	0	3	6	0	0	0	7	7	0	34	454
5:40 PM	0	0	0	0	10	0	5	0	1	1	0	0	0	7	4	0	28	449
5:45 PM	0	0	0	0	6	0	9	0	4	3	0	0	0	5	4	0	31	442
5:50 PM	0	0	0	0	6	0	7	0	3	6	0	0	0	8	6	0	36	436
5:55 PM	0	0	0	0	3	0	13	0	3	5	0	0	0	9	8	0	41	451
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	0	0	88	0	104	0	92	80	0	0	0	80	96	0	540	
Heavy Trucks	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	8	
Pedestrians		8				4				4				4			20	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Railroad																		
Stopped Buses																		

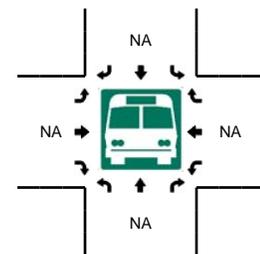
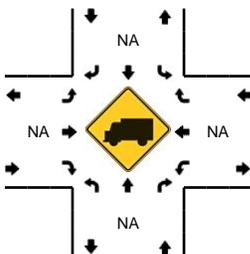
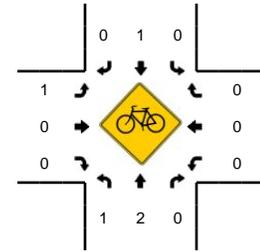
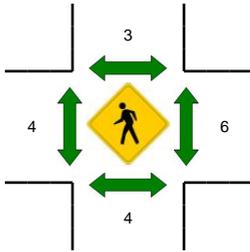
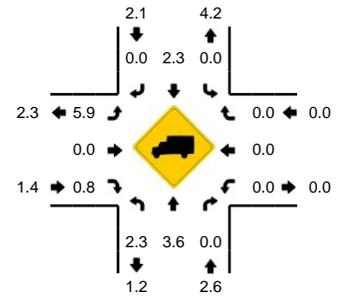
Comments:

LOCATION: Cedar St -- University Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10746307
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 5:15 PM -- 5:30 PM

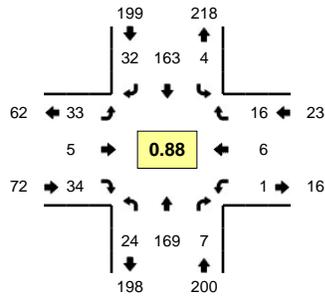


5-Min Count Period Beginning At	Cedar St (Northbound)				Cedar St (Southbound)				University Ave (Eastbound)				University Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	13	2	0	0	0	3	0	0	0	0	11	0	0	0	0	0	29	
4:05 PM	12	0	0	0	0	3	1	0	0	0	10	0	0	0	0	0	26	
4:10 PM	15	1	0	0	0	2	0	0	0	0	9	0	1	0	0	0	28	
4:15 PM	14	2	0	0	0	4	1	0	0	0	9	0	0	0	0	0	30	
4:20 PM	16	3	0	0	0	3	0	0	0	1	5	0	0	0	0	0	28	
4:25 PM	11	4	0	0	0	2	0	0	0	1	9	0	0	0	0	0	27	
4:30 PM	15	2	0	0	0	4	1	0	0	0	11	0	0	0	0	0	33	
4:35 PM	18	7	0	0	0	1	1	0	0	1	7	0	0	0	0	0	35	
4:40 PM	11	2	0	0	0	3	0	0	0	1	8	0	0	0	0	0	25	
4:45 PM	16	1	0	0	0	5	0	0	0	0	12	0	0	0	0	0	34	
4:50 PM	10	5	0	0	0	7	1	0	0	1	16	0	0	0	0	0	40	
4:55 PM	14	2	0	0	0	4	0	0	0	1	6	0	0	0	0	0	28	363
5:00 PM	19	4	0	0	0	5	1	0	0	0	8	0	1	0	0	0	38	372
5:05 PM	13	7	0	0	0	3	0	0	0	3	8	0	0	0	0	0	34	380
5:10 PM	14	6	0	0	0	3	0	0	0	1	7	0	0	0	0	0	32	384
5:15 PM	12	7	0	1	0	0	0	0	0	2	18	0	0	0	0	0	40	394
5:20 PM	16	7	0	0	0	6	0	0	0	1	12	0	0	0	0	0	42	408
5:25 PM	14	5	0	0	0	2	0	0	0	6	7	0	0	0	0	0	34	415
5:30 PM	19	8	0	0	0	5	1	0	0	1	9	0	0	0	0	0	43	425
5:35 PM	10	5	0	0	0	3	0	0	0	2	8	0	0	0	0	0	28	418
5:40 PM	10	5	0	0	0	10	0	0	0	0	9	0	0	0	0	0	34	427
5:45 PM	8	5	0	0	0	2	0	0	0	0	10	0	1	0	0	0	26	419
5:50 PM	12	5	0	0	0	2	0	0	0	1	11	0	0	0	0	0	31	410
5:55 PM	16	2	0	0	0	4	1	0	0	0	8	0	0	0	0	0	31	413
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	168	76	0	4	0	32	0	0	36	0	148	0	0	0	0	0	464	
Heavy Trucks	8	0	0		0	0	0		0	0	0		0	0	0		8	
Pedestrians		4				4				0				4			12	
Bicycles	0	0	0		0	1	0		0	0	0		0	0	0		1	
Railroad																		
Stopped Buses																		

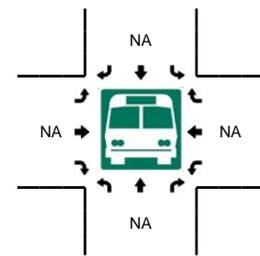
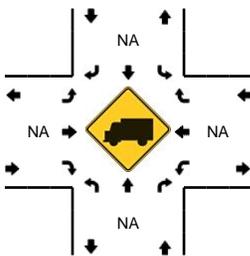
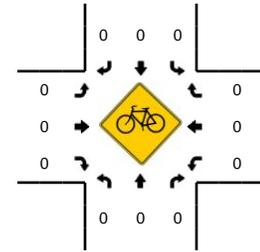
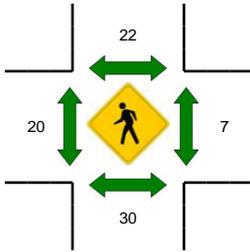
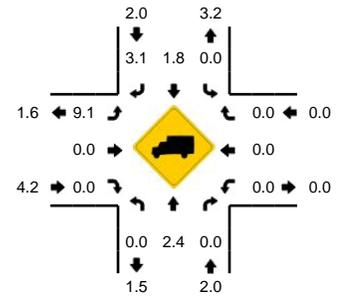
Comments:

LOCATION: Main St -- 21st Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10746304
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 5:00 PM -- 5:15 PM

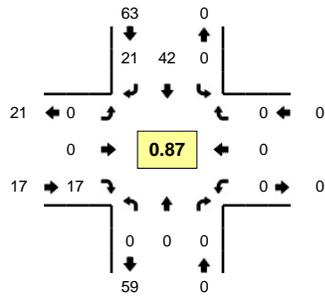


5-Min Count Period Beginning At	Main St (Northbound)				Main St (Southbound)				21st Ave (Eastbound)				21st Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U														
4:00 PM	4	20	0	0	0	9	2	0	1	0	6	0	0	0	2	0	44	
4:05 PM	1	15	1	0	0	7	3	0	1	1	2	0	0	0	2	0	33	
4:10 PM	1	17	3	0	0	11	0	0	2	0	4	0	0	0	0	0	38	
4:15 PM	2	11	3	0	0	10	1	0	2	0	0	0	0	2	0	0	31	
4:20 PM	1	5	0	0	1	11	3	0	2	0	2	0	1	0	3	0	29	
4:25 PM	2	10	2	0	3	17	4	0	1	1	1	0	0	0	0	0	41	
4:30 PM	3	23	0	0	0	13	5	0	3	0	3	0	0	1	2	0	53	
4:35 PM	1	12	0	0	0	12	4	0	3	0	5	0	0	0	2	0	39	
4:40 PM	1	13	1	0	1	17	1	0	2	1	1	0	0	2	1	0	41	
4:45 PM	3	13	0	0	0	12	2	0	2	1	4	0	0	0	0	0	37	
4:50 PM	2	9	1	0	0	11	5	0	3	0	6	0	0	1	2	0	40	
4:55 PM	2	16	1	0	1	9	4	0	1	0	3	0	0	1	1	0	39	465
5:00 PM	4	13	0	0	1	17	4	0	5	0	1	0	1	0	2	0	48	469
5:05 PM	2	19	0	0	0	18	1	0	7	1	2	0	0	0	1	0	51	487
5:10 PM	1	16	1	0	0	15	2	0	0	0	4	0	0	0	2	0	41	490
5:15 PM	1	12	1	0	1	10	3	0	2	2	1	0	0	1	3	0	37	496
5:20 PM	1	9	0	0	0	10	0	0	4	0	2	0	0	0	0	0	26	493
5:25 PM	3	14	2	0	0	19	1	0	1	0	2	0	0	0	0	0	42	494
5:30 PM	0	16	0	0	1	6	4	0	2	0	2	0	0	0	1	0	32	473
5:35 PM	1	14	1	0	0	10	1	0	1	0	2	0	0	0	1	0	31	465
5:40 PM	1	17	1	0	0	7	2	0	3	0	2	0	0	0	1	0	34	458
5:45 PM	1	11	1	0	0	14	2	0	2	2	0	0	0	0	0	0	33	454
5:50 PM	2	16	0	0	2	14	4	0	2	0	0	0	0	0	0	0	40	454
5:55 PM	3	11	1	0	1	13	4	0	2	1	1	0	1	0	1	0	39	454
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U														
All Vehicles	28	192	4	0	4	200	28	0	48	4	28	0	4	0	20	0	560	
Heavy Trucks	0	8	0	0	0	4	0	0	12	0	0	0	0	0	0	0	24	
Pedestrians		24				20				24				8			76	
Bicycles	0	0	0		0	0	0		0	0	0		0	0	0		0	
Railroad																		
Stopped Buses																		

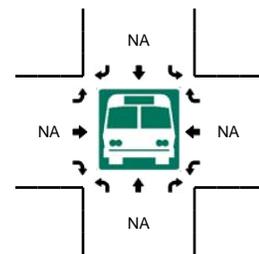
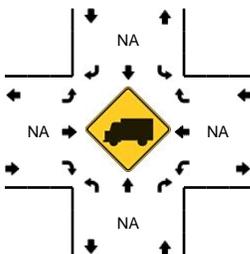
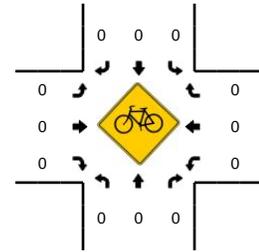
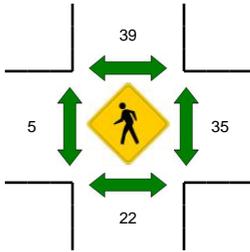
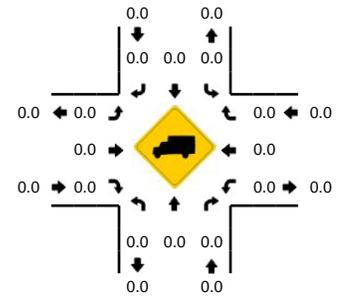
Comments:

LOCATION: College Way -- 21st Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10746305
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 4:30 PM -- 4:45 PM

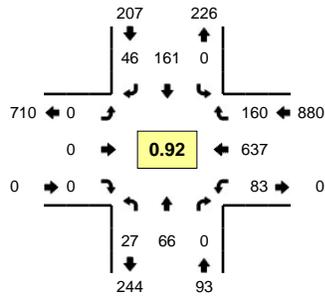


5-Min Count Period Beginning At	College Way (Northbound)				College Way (Southbound)				21st Ave (Eastbound)				21st Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	0	0	0	0	3	1	0	0	0	2	0	0	0	0	0	6	
4:05 PM	0	0	0	0	0	4	1	0	0	0	1	0	0	0	0	0	6	
4:10 PM	0	0	0	0	0	2	1	0	0	0	5	0	0	0	0	0	8	
4:15 PM	0	0	0	0	0	4	2	0	0	0	2	0	0	0	0	0	8	
4:20 PM	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0	6	
4:25 PM	0	0	0	0	0	2	1	0	0	0	3	0	0	0	0	0	6	
4:30 PM	0	0	0	0	0	8	2	0	0	0	1	0	0	0	0	0	11	
4:35 PM	0	0	0	0	0	3	2	0	0	0	1	0	0	0	0	0	6	
4:40 PM	0	0	0	0	0	1	3	0	0	0	2	0	0	0	0	0	6	
4:45 PM	0	0	0	0	0	5	0	0	0	0	1	0	0	0	0	0	6	
4:50 PM	0	0	0	0	0	7	3	0	0	0	1	0	0	0	0	0	11	
4:55 PM	0	0	0	0	0	3	2	0	0	0	1	0	0	0	0	0	6	86
5:00 PM	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	4	84
5:05 PM	0	0	0	0	0	5	1	0	0	0	3	0	0	0	0	0	9	87
5:10 PM	0	0	0	0	0	3	1	0	0	0	1	0	0	0	0	0	5	84
5:15 PM	0	0	0	0	0	1	4	0	0	0	3	0	0	0	0	0	8	84
5:20 PM	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0	0	4	82
5:25 PM	0	0	0	0	0	1	0	0	0	0	3	0	0	0	0	0	4	80
5:30 PM	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	3	72
5:35 PM	0	0	0	0	0	3	1	0	0	0	1	0	0	0	0	0	5	71
5:40 PM	0	0	0	0	0	4	2	0	0	0	2	0	0	0	0	0	8	73
5:45 PM	0	0	0	0	0	4	0	0	0	0	3	0	0	0	0	0	7	74
5:50 PM	0	0	0	0	0	3	0	0	0	0	1	0	0	0	0	0	4	67
5:55 PM	0	0	0	0	0	3	2	0	0	0	1	0	0	0	0	0	6	67
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	0	0	0	0	0	48	28	0	0	0	16	0	0	0	0	0	92	
Heavy Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Pedestrians		32			44				8				40				124	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Railroad																		
Stopped Buses																		

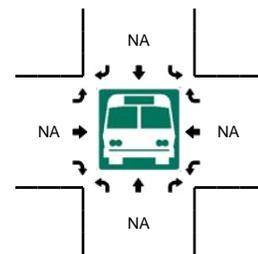
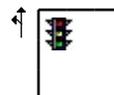
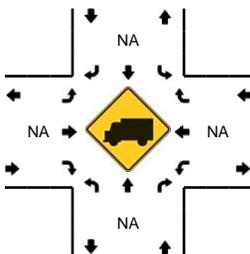
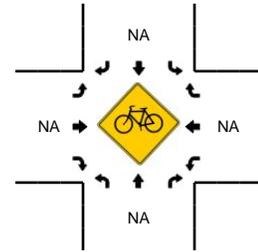
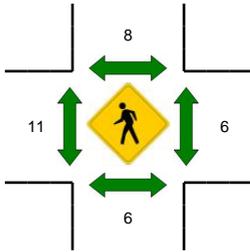
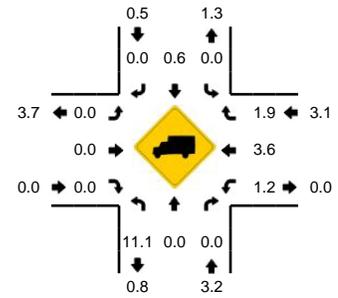
Comments:

LOCATION: Main St -- Pacific Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10261823
DATE: Tue, Jun 05 2007



Peak-Hour: 4:10 PM -- 5:10 PM
Peak 15-Min: 4:45 PM -- 5:00 PM

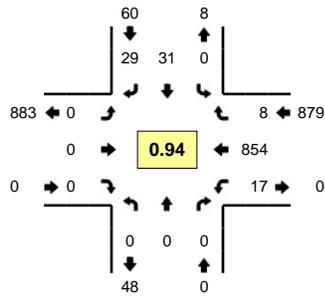


5-Min Count Period Beginning At	Main St (Northbound)				Main St (Southbound)				Pacific Ave (Eastbound)				Pacific Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:40 PM	2	6	0	0	0	19	8	0	0	0	0	0	2	37	14	0	88	
3:45 PM	2	4	0	0	0	9	1	0	0	0	0	0	6	43	12	0	77	
3:50 PM	2	3	0	0	0	21	5	0	0	0	0	0	4	53	20	0	108	
3:55 PM	3	9	0	0	0	17	3	0	0	0	0	0	3	46	15	0	96	1103
4:00 PM	1	3	0	0	0	13	0	0	0	0	0	0	3	52	15	0	87	1087
4:05 PM	0	6	0	0	0	11	3	0	0	0	0	0	9	47	14	0	90	1089
4:10 PM	3	6	0	0	0	10	5	0	0	0	0	0	7	63	12	0	106	1120
4:15 PM	4	4	0	0	0	17	3	0	0	0	0	0	4	38	16	0	86	1110
4:20 PM	0	2	0	0	0	11	0	0	0	0	0	0	4	54	16	0	87	1100
4:25 PM	0	5	0	0	0	19	2	0	0	0	0	0	4	51	20	0	101	1108
4:30 PM	1	4	0	0	0	11	2	0	0	0	0	0	13	52	10	0	93	1108
4:35 PM	0	4	0	0	0	9	6	0	0	0	0	0	6	57	12	0	94	1113
4:40 PM	1	8	0	0	0	13	7	0	0	0	0	0	6	50	12	0	97	1122
4:45 PM	6	8	0	0	0	20	6	0	0	0	0	0	8	58	13	0	119	1164
4:50 PM	2	5	0	0	0	14	4	0	0	0	0	0	7	49	12	0	93	1149
4:55 PM	3	7	0	0	0	12	3	0	0	0	0	0	8	62	12	0	107	1160
5:00 PM	5	5	0	0	0	17	3	0	0	0	0	0	5	40	15	0	90	1163
5:05 PM	2	8	0	0	0	8	5	0	0	0	0	0	11	63	10	0	107	1180
5:10 PM	3	2	0	0	0	9	2	0	0	0	0	0	3	55	11	0	85	1159
5:15 PM	1	4	0	0	0	12	3	0	0	0	0	0	4	56	16	0	96	1169
5:20 PM	1	1	0	0	0	8	4	0	0	0	0	0	3	49	16	0	82	1164
5:25 PM	4	5	0	0	0	11	2	0	0	0	0	0	3	56	11	0	92	1155
5:30 PM	1	6	0	0	0	13	1	0	0	0	0	0	1	51	19	0	92	1154
5:35 PM	2	2	0	0	0	11	2	0	0	0	0	0	4	51	20	0	92	1152
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	44	80	0	0	0	184	52	0	0	0	0	0	92	676	148	0	1276	
Heavy Trucks	8	0	0	0	0	0	0	0	0	0	0	0	0	16	0	0	24	
Pedestrians		12				4				20				8			44	
Bicycles																		
Railroad																		
Stopped Buses																		

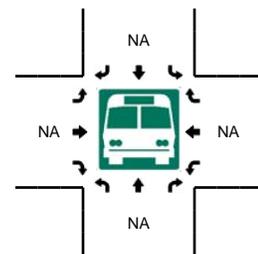
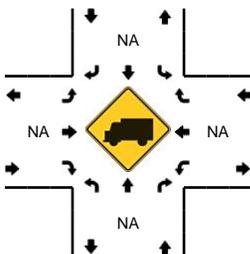
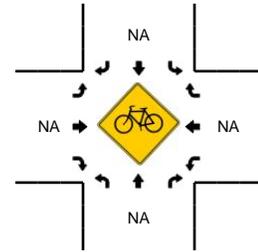
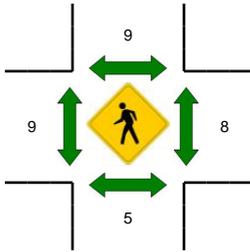
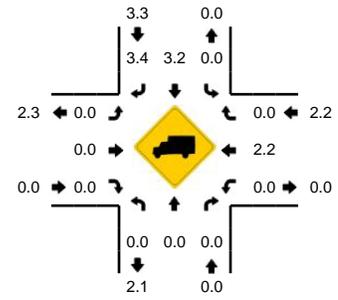
Comments:

LOCATION: College Way / Council St -- Pacific Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10261820
DATE: Tue, Jun 05 2007



Peak-Hour: 4:20 PM -- 5:20 PM
Peak 15-Min: 5:05 PM -- 5:20 PM

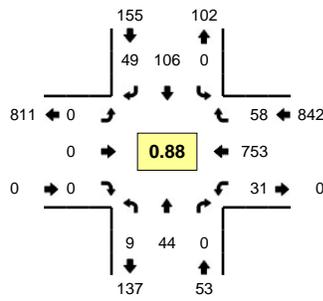


5-Min Count Period Beginning At	College Way / Council St (Northbound)				College Way / Council St (Southbound)				Pacific Ave (Eastbound)				Pacific Ave (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:50 PM	0	0	0	0	0	3	4	0	0	0	0	0	2	73	0	0	82	
3:55 PM	0	0	0	0	0	3	1	0	0	0	0	0	1	67	0	0	72	848
4:00 PM	0	0	0	0	0	4	3	0	0	0	0	0	0	66	0	0	73	844
4:05 PM	0	0	0	0	0	2	0	0	0	0	0	0	1	73	0	0	76	840
4:10 PM	0	0	0	0	0	1	2	0	0	0	0	0	2	77	0	0	82	857
4:15 PM	0	0	0	0	0	1	1	0	0	0	0	0	2	61	0	0	65	845
4:20 PM	0	0	0	0	0	2	0	0	0	0	0	0	2	73	0	0	77	858
4:25 PM	0	0	0	0	0	4	2	0	0	0	0	0	2	69	0	0	77	853
4:30 PM	0	0	0	0	0	2	4	0	0	0	0	0	2	74	0	0	82	874
4:35 PM	0	0	0	0	0	3	1	0	0	0	0	0	0	74	0	0	78	889
4:40 PM	0	0	0	0	0	2	3	0	0	0	0	0	3	68	0	0	76	906
4:45 PM	0	0	0	0	0	1	1	0	0	0	0	0	1	82	0	0	85	925
4:50 PM	0	0	0	0	0	3	4	0	0	0	0	0	2	68	0	0	77	920
4:55 PM	0	0	0	0	0	1	4	0	0	0	0	0	1	70	0	0	76	924
5:00 PM	0	0	0	0	0	3	0	0	0	0	0	0	1	58	0	0	62	913
5:05 PM	0	0	0	0	0	2	3	0	0	0	0	0	2	82	0	0	89	926
5:10 PM	0	0	0	0	0	7	5	0	0	0	0	0	0	63	0	0	75	919
5:15 PM	0	0	0	0	0	1	2	0	0	0	0	0	1	73	8	0	85	939
5:20 PM	0	0	0	0	0	2	6	0	0	0	0	0	0	60	0	0	68	930
5:25 PM	0	0	0	0	0	4	0	0	0	0	0	0	0	68	0	0	72	925
5:30 PM	0	0	0	0	0	0	2	0	0	0	0	0	1	66	1	0	70	913
5:35 PM	0	0	0	0	0	1	2	0	0	0	0	0	1	83	0	0	87	922
5:40 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	72	1	0	75	921
5:45 PM	0	0	0	0	0	1	3	0	0	0	0	0	1	74	0	0	79	915
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	0	0	0	40	40	0	0	0	0	0	12	872	32	0	996	
Heavy Trucks	0	0	0	0	0	0	4	0	0	0	0	0	0	12	0	0	16	
Pedestrians						4								0			16	
Bicycles																		
Railroad																		
Stopped Buses																		

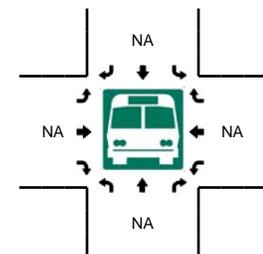
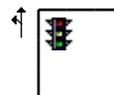
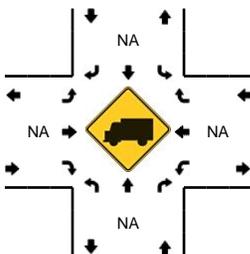
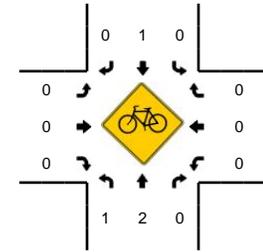
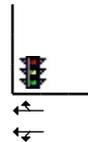
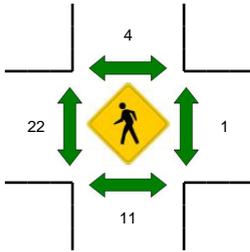
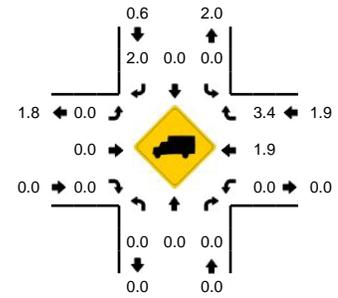
Comments:

LOCATION: Cedar St -- Pacific Ave (OR 8)
CITY/STATE: Forest Grove, OR

QC JOB #: 10746306
DATE: Tue, Apr 24 2012



Peak-Hour: 4:30 PM -- 5:30 PM
Peak 15-Min: 4:45 PM -- 5:00 PM

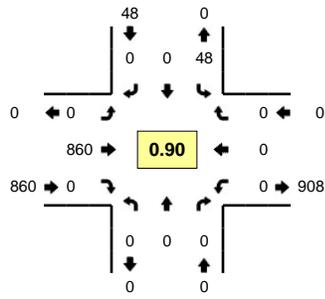


5-Min Count Period Beginning At	Cedar St (Northbound)				Cedar St (Southbound)				Pacific Ave (OR 8) (Eastbound)				Pacific Ave (OR 8) (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	4	0	0	0	14	4	0	0	0	0	0	2	62	3	0	89	
4:05 PM	0	2	0	0	0	5	2	0	0	0	0	0	1	66	7	0	83	
4:10 PM	4	4	0	0	0	15	1	0	0	0	0	0	2	48	5	0	79	
4:15 PM	0	3	0	0	0	6	0	0	0	0	0	0	1	54	6	0	70	
4:20 PM	3	4	0	0	0	5	1	0	0	0	0	0	4	65	3	0	85	
4:25 PM	0	1	0	0	0	7	5	0	0	0	0	0	2	84	2	0	101	
4:30 PM	1	7	0	0	0	12	5	0	0	0	0	0	3	67	6	0	101	
4:35 PM	2	5	0	0	0	3	2	0	0	0	0	0	0	61	2	0	75	
4:40 PM	1	3	0	0	0	4	3	0	0	0	0	0	1	60	2	0	74	
4:45 PM	0	1	0	0	0	5	8	0	0	0	0	0	2	75	6	0	97	
4:50 PM	0	3	0	0	0	13	7	0	0	0	0	0	7	72	5	0	107	
4:55 PM	0	3	0	0	0	4	6	0	0	0	0	0	3	71	6	0	93	1054
5:00 PM	0	4	0	0	0	11	5	0	0	0	0	0	5	57	4	0	86	1051
5:05 PM	3	3	0	0	0	10	5	0	0	0	0	0	1	47	4	0	73	1041
5:10 PM	1	1	0	0	0	8	0	0	0	0	0	0	1	56	8	0	75	1037
5:15 PM	0	5	0	0	0	12	2	0	0	0	0	0	3	53	2	0	77	1044
5:20 PM	1	5	0	0	0	12	3	0	0	0	0	0	2	71	9	0	103	1062
5:25 PM	0	4	0	0	0	12	3	0	0	0	0	0	3	63	4	0	89	1050
5:30 PM	0	4	0	0	0	10	4	0	0	0	0	0	3	64	6	0	91	1040
5:35 PM	0	0	0	0	0	7	3	0	0	0	0	0	3	67	7	0	87	1052
5:40 PM	0	1	0	0	0	17	1	0	0	0	0	0	2	71	5	0	97	1075
5:45 PM	2	5	0	0	0	9	1	0	0	0	0	0	3	63	3	0	86	1064
5:50 PM	2	2	0	0	0	7	3	0	0	0	0	0	2	72	6	0	94	1051
5:55 PM	1	4	0	0	0	11	1	0	0	0	0	0	3	59	5	0	84	1042
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	0	28	0	0	0	88	84	0	0	0	0	0	48	872	68	0	1188	
Heavy Trucks	0	0	0	0	0	0	4	0	0	0	0	0	0	12	4	0	20	
Pedestrians		0				4				0				4			8	
Bicycles	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
Railroad																		
Stopped Buses																		

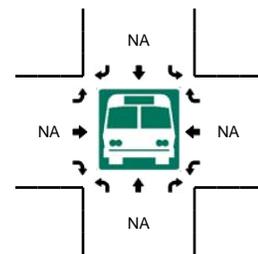
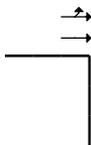
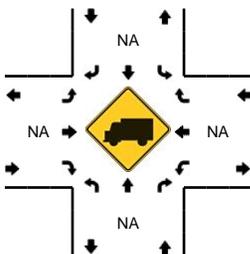
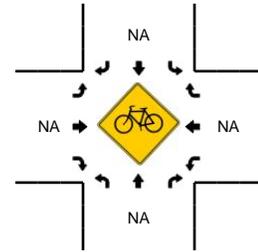
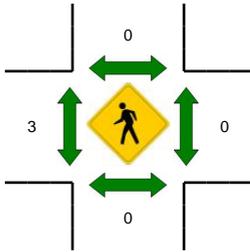
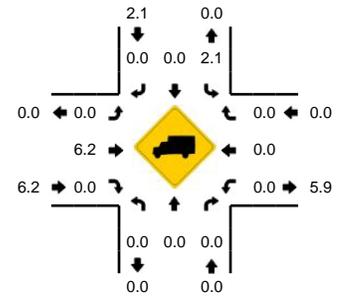
Comments:

LOCATION: Council St -- 19th Ave
CITY/STATE: Forest Grove, OR

QC JOB #: 10261804
DATE: Tue, Jun 05 2007



Peak-Hour: 3:25 PM -- 4:25 PM
Peak 15-Min: 3:50 PM -- 4:05 PM



5-Min Count Period Beginning At	Council St (Northbound)				Council St (Southbound)				19th Ave (Eastbound)				19th Ave (Westbound)				Total	Hourly Totals	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U			
3:00 PM	0	0	0	0	4	0	0	0	0	72	0	0	0	0	0	0	0	76	
3:05 PM	0	0	0	0	3	0	0	0	0	60	0	0	0	0	0	0	0	63	
3:10 PM	0	0	0	0	4	0	0	0	0	51	0	0	0	0	0	0	0	55	
3:15 PM	0	0	0	0	5	0	0	0	0	65	0	0	0	0	0	0	0	70	
3:20 PM	0	0	0	0	3	0	0	0	1	64	0	0	0	0	0	0	0	68	
3:25 PM	0	0	0	0	4	0	0	0	0	68	0	0	0	0	0	0	0	72	
3:30 PM	0	0	0	0	5	0	0	0	0	70	0	0	0	0	0	0	0	75	
3:35 PM	0	0	0	0	5	0	0	0	0	71	0	0	0	0	0	0	0	76	
3:40 PM	0	0	0	0	4	0	0	0	0	84	0	0	0	0	0	0	0	88	
3:45 PM	0	0	0	0	5	0	0	0	0	61	0	0	0	0	0	0	0	66	
3:50 PM	0	0	0	0	4	0	0	0	0	92	0	0	0	0	0	0	0	96	
3:55 PM	0	0	0	0	4	0	0	0	0	76	0	0	0	0	0	0	0	80	885
4:00 PM	0	0	0	0	4	0	0	0	0	71	0	0	0	0	0	0	0	75	884
4:05 PM	0	0	0	0	2	0	0	0	0	66	0	0	0	0	0	0	0	68	889
4:10 PM	0	0	0	0	1	0	0	0	0	69	0	0	0	0	0	0	0	70	904
4:15 PM	0	0	0	0	4	0	0	0	0	69	0	0	0	0	0	0	0	73	907
4:20 PM	0	0	0	0	6	0	0	0	0	63	0	0	0	0	0	0	0	69	908
4:25 PM	0	0	0	0	5	0	0	0	0	65	0	0	0	0	0	0	0	70	906
4:30 PM	0	0	0	0	8	0	0	0	0	58	0	0	0	0	0	0	0	66	897
4:35 PM	0	0	0	0	3	0	0	0	0	64	0	0	0	0	0	0	0	67	888
4:40 PM	0	0	0	0	2	0	0	0	0	62	0	0	0	0	0	0	0	64	864
4:45 PM	0	0	0	0	3	0	0	0	0	63	0	0	0	0	0	0	0	66	864
4:50 PM	0	0	0	0	2	0	0	0	0	63	0	0	0	0	0	0	0	65	833
4:55 PM	0	0	0	0	3	0	0	0	0	62	0	0	0	0	0	0	0	65	818
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total		
All Vehicles	0	0	0	0	48	0	0	0	0	956	0	0	0	0	0	0	1004		
Heavy Trucks	0	0	0	0	0	0	0	0	0	72	0	0	0	0	0	0	72		
Pedestrians										12				0			12		
Bicycles																			
Railroad																			
Stopped Buses																			

Comments:

Appendix B Description of Level-of-Service
Methods and Criteria

LEVEL-OF-SERVICE CONCEPT

Level of service (LOS) is a concept developed to quantify the degree of comfort (including such elements as travel time, number of stops, total amount of stopped delay, and impediments caused by other vehicles) afforded to drivers as they travel through an intersection or roadway segment. Six grades are used to denote the various level of service from “A” to “F”.¹

SIGNALIZED INTERSECTIONS

The six level-of-service grades are described qualitatively for signalized intersections in Table B-1. Additionally, Table B-2 identifies the relationship between level of service and average control delay per vehicle. Control delay is defined to include initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. Using this definition, Level of Service “D” is generally considered to represent the minimum acceptable design standard.

Table B-1 Level-of-Service Definitions (Signalized Intersections)

Level of Service	Average Delay per Vehicle
A	Very low average control delay, less than 10 seconds per vehicle. This occurs when progression is extremely favorable, and most vehicles arrive during the green phase. Most vehicles do not stop at all. Short cycle lengths may also contribute to low delay.
B	Average control delay is greater than 10 seconds per vehicle and less than or equal to 20 seconds per vehicle. This generally occurs with good progression and/or short cycle lengths. More vehicles stop than for a level of service A, causing higher levels of average delay.
C	Average control delay is greater than 20 seconds per vehicle and less than or equal to 35 seconds per vehicle. These higher delays may result from fair progression and/or longer cycle lengths. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant at this level, although many still pass through the intersection without stopping.
D	Average control delay is greater than 35 seconds per vehicle and less than or equal to 55 seconds per vehicle. The influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable progression, long cycle length, or high volume/capacity ratios. Many vehicles stop, and the proportion of vehicles not stopping declines. Individual cycle failures are noticeable.
E	Average control delay is greater than 55 seconds per vehicle and less than or equal to 80 seconds per vehicle. This is usually considered to be the limit of acceptable delay. These high delay values generally (but not always) indicate poor progression, long cycle lengths, and high volume/capacity ratios. Individual cycle failures are frequent occurrences.
F	Average control delay is in excess of 80 seconds per vehicle. This is considered to be unacceptable to most drivers. This condition often occurs with oversaturation. It may also occur at high volume/capacity ratios below 1.0 with many individual cycle failures. Poor progression and long cycle lengths may also contribute to such high delay values.

¹ Most of the material in this appendix is adapted from the Transportation Research Board, Highway Capacity Manual, (2010).

Table B-2 Level-of-Service Criteria for Signalized Intersections

Level of Service	Average Control Delay per Vehicle (Seconds)
A	<10.0
B	>10 and ≤20

C	>20 and ≤35
D	>35 and ≤55
E	>55 and ≤80
F	>80

UNSIGNALIZED INTERSECTIONS

Unsignalized intersections include two-way stop-controlled (TWSC) and all-way stop-controlled (AWSC) intersections. The 2000 Highway Capacity Manual (HCM) provides models for estimating control delay at both TWSC and AWSC intersections. A qualitative description of the various service levels associated with an unsignalized intersection is presented in Table B-3. A quantitative definition of level of service for unsignalized intersections is presented in Table B-4. Using this definition, Level of Service “E” is generally considered to represent the minimum acceptable design standard.

Table B-3 Level-of-Service Criteria for Unsignalized Intersections

Level of Service	Average Delay per Vehicle to Minor Street
A	<ul style="list-style-type: none"> Nearly all drivers find freedom of operation. Very seldom is there more than one vehicle in queue.
B	<ul style="list-style-type: none"> Some drivers begin to consider the delay an inconvenience. Occasionally there is more than one vehicle in queue.
C	<ul style="list-style-type: none"> Many times there is more than one vehicle in queue. Most drivers feel restricted, but not objectionably so.
D	<ul style="list-style-type: none"> Often there is more than one vehicle in queue. Drivers feel quite restricted.
E	<ul style="list-style-type: none"> Represents a condition in which the demand is near or equal to the probable maximum number of vehicles that can be accommodated by the movement. There is almost always more than one vehicle in queue. Drivers find the delays approaching intolerable levels.
F	<ul style="list-style-type: none"> Forced flow. Represents an intersection failure condition that is caused by geometric and/or operational constraints external to the intersection.

Table B-4 Level-of-Service Criteria for Unsignalized Intersections

Level of Service	Average Control Delay per Vehicle (Seconds)
A	<10.0
B	>10.0 and ≤ 15.0
C	>15.0 and ≤ 25.0
D	>25.0 and ≤ 35.0

E	>35.0 and \leq 50.0
F	>50.0

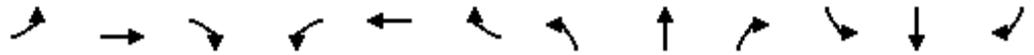
It should be noted that the level-of-service criteria for unsignalized intersections are somewhat different than the criteria used for signalized intersections. The primary reason for this difference is that drivers expect different levels of performance from different kinds of transportation facilities. The expectation is that a signalized intersection is designed to carry higher traffic volumes than an unsignalized intersection. Additionally, there are a number of driver behavior considerations that combine to make delays at signalized intersections less galling than at unsignalized intersections. For example, drivers at signalized intersections are able to relax during the red interval, while drivers on the minor street approaches to TWSC intersections must remain attentive to the task of identifying acceptable gaps and vehicle conflicts. Also, there is often much more variability in the amount of delay experienced by individual drivers at unsignalized intersections than signalized intersections. For these reasons, it is considered that the control delay threshold for any given level of service is less for an unsignalized intersection than for a signalized intersection. While overall intersection level of service is calculated for AWSC intersections, level of service is only calculated for the minor approaches and the major street left turn movements at TWSC intersections. No delay is assumed to the major street through movements. For TWSC intersections, the overall intersection level of service remains undefined: level of service is only calculated for each minor street lane.

In the performance evaluation of TWSC intersections, it is important to consider other measures of effectiveness (MOEs) in addition to delay, such as v/c ratios for individual movements, average queue lengths, and 95th-percentile queue lengths. By focusing on a single MOE for the worst movement only, such as delay for the minor-street left turn, users may make inappropriate traffic control decisions. The potential for making such inappropriate decisions is likely to be particularly pronounced when the HCM level-of-service thresholds are adopted as legal standards, as is the case in many public agencies.

Appendix C Existing Traffic Conditions
Level-of-service Worksheets

Existing Traffic Conditions
1: Willamina Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Sign Control		Stop			Stop			Stop			Stop	
Volume (vph)	7	51	13	59	88	10	16	52	38	6	41	3
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	8	58	15	67	100	11	18	59	43	7	47	3

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total (vph)	81	178	120	57
Volume Left (vph)	8	67	18	7
Volume Right (vph)	15	11	43	3
Hadj (s)	0.03	0.06	-0.17	0.02
Departure Headway (s)	4.6	4.5	4.4	4.7
Degree Utilization, x	0.10	0.22	0.15	0.07
Capacity (veh/h)	751	765	766	714
Control Delay (s)	8.1	8.7	8.2	8.0
Approach Delay (s)	8.1	8.7	8.2	8.0
Approach LOS	A	A	A	A

Intersection Summary			
Delay		8.4	
HCM Level of Service		A	
Intersection Capacity Utilization	31.1%		ICU Level of Service A
Analysis Period (min)		15	

Existing Traffic Conditions
2: Willamina Ave & Sunset Dr

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔		↗	↘		↗	↘	
Volume (veh/h)	31	2	27	1	3	8	33	102	4	9	77	52
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Hourly flow rate (vph)	37	2	32	1	4	10	39	121	5	11	92	62
Pedestrians		2										
Lane Width (ft)		12.0										
Walking Speed (ft/s)		4.0										
Percent Blockage		0										
Right turn flare (veh)												
Median type							TWLTL			TWLTL		
Median storage veh							2			2		
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	357	351	125	349	379	124	156			126		
vC1, stage 1 conf vol	146	146		202	202							
vC2, stage 2 conf vol	211	205		146	177							
vCu, unblocked vol	357	351	125	349	379	124	156			126		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)	6.1	5.5		6.1	5.5							
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	95	100	97	100	99	99	97			99		
cM capacity (veh/h)	693	656	919	695	639	932	1416			1473		

Direction, Lane #	EB 1	WB 1	NB 1	NB 2	SB 1	SB 2
Volume Total	71	14	39	126	11	154
Volume Left	37	1	39	0	11	0
Volume Right	32	10	0	5	0	62
cSH	778	815	1416	1700	1473	1700
Volume to Capacity	0.09	0.02	0.03	0.07	0.01	0.09
Queue Length 95th (ft)	8	1	2	0	1	0
Control Delay (s)	10.1	9.5	7.6	0.0	7.5	0.0
Lane LOS	B	A	A		A	
Approach Delay (s)	10.1	9.5	1.8		0.5	
Approach LOS	B	A				

Intersection Summary

Average Delay	3.0
Intersection Capacity Utilization	31.2%
ICU Level of Service	A
Analysis Period (min)	15

Existing Traffic Conditions
3: 23rd Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	23	69	85	216	161	21
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	26	77	94	240	179	23
Pedestrians	18			1	6	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	1			0	1	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	643	210	220			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	643	210	220			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	94	91	93			
cM capacity (veh/h)	396	823	1329			
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	102	334	202			
Volume Left	26	94	0			
Volume Right	77	0	23			
cSH	648	1329	1700			
Volume to Capacity	0.16	0.07	0.12			
Queue Length 95th (ft)	14	6	0			
Control Delay (s)	11.6	2.7	0.0			
Lane LOS	B	A				
Approach Delay (s)	11.6	2.7	0.0			
Approach LOS	B					
Intersection Summary						
Average Delay			3.3			
Intersection Capacity Utilization			43.4%	ICU Level of Service	A	
Analysis Period (min)			15			

Existing Traffic Conditions
4: University Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (veh/h)	50	100	149	80	70	123
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	56	112	167	90	79	138
Pedestrians	8					12
Lane Width (ft)	12.0					12.0
Walking Speed (ft/s)	4.0					4.0
Percent Blockage	1					1
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (ft)			1259			
pX, platoon unblocked						
vC, conflicting volume	516	232			265	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	516	232			265	
tC, single (s)	6.5	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.6	3.3			2.2	
p0 queue free %	88	86			94	
cM capacity (veh/h)	478	793			1296	

Direction, Lane #	WB 1	NB 1	SB 1
Volume Total	169	257	217
Volume Left	56	0	79
Volume Right	112	90	0
cSH	650	1700	1296
Volume to Capacity	0.26	0.15	0.06
Queue Length 95th (ft)	26	0	5
Control Delay (s)	12.5	0.0	3.2
Lane LOS	B		A
Approach Delay (s)	12.5	0.0	3.2
Approach LOS	B		

Intersection Summary			
Average Delay		4.4	
Intersection Capacity Utilization		44.4%	ICU Level of Service A
Analysis Period (min)		15	

Existing Traffic Conditions
5: University Ave & College Way

Weekday PM Peak Hour
10/5/2012



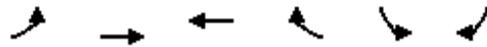
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑		
Volume (veh/h)	139	12	27	147	0	0
Sign Control	Free			Free	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	153	13	30	162	0	0
Pedestrians	44			22	34	
Lane Width (ft)	12.0			12.0	0.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	4			2	0	
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			200		458	215
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			200		458	215
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			98		100	100
cM capacity (veh/h)			1360		532	814

Direction, Lane #	EB 1	WB 1
Volume Total	166	191
Volume Left	0	30
Volume Right	13	0
cSH	1700	1360
Volume to Capacity	0.10	0.02
Queue Length 95th (ft)	0	2
Control Delay (s)	0.0	1.4
Lane LOS		A
Approach Delay (s)	0.0	1.4
Approach LOS		

Intersection Summary			
Average Delay		0.7	
Intersection Capacity Utilization	39.5%		ICU Level of Service A
Analysis Period (min)		15	

Existing Traffic Conditions
6: University Ave & Sunset Dr

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↔	↔		↔	↔
Sign Control		Stop	Stop		Stop	
Volume (vph)	67	72	92	86	70	80
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Hourly flow rate (vph)	78	84	107	100	81	93
Direction, Lane #	EB 1	WB 1	SB 1	SB 2		
Volume Total (vph)	162	207	81	93		
Volume Left (vph)	78	0	81	0		
Volume Right (vph)	0	100	0	93		
Hadj (s)	0.13	-0.24	0.50	-0.63		
Departure Headway (s)	4.7	4.3	5.9	4.7		
Degree Utilization, x	0.21	0.25	0.13	0.12		
Capacity (veh/h)	724	796	582	713		
Control Delay (s)	9.0	8.7	8.5	7.2		
Approach Delay (s)	9.0	8.7	7.8			
Approach LOS	A	A	A			
Intersection Summary						
Delay			8.5			
HCM Level of Service			A			
Intersection Capacity Utilization			36.3%	ICU Level of Service	A	
Analysis Period (min)			15			

Existing Traffic Conditions
7: University Ave & Cedar St

Weekday PM Peak Hour
10/5/2012



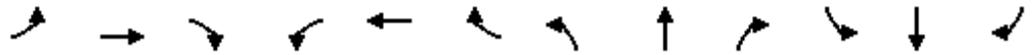
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	17	120	173	55	43	4
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	19	135	194	62	48	4
Pedestrians	4			4	3	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	0			0	0	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)				1262		
pX, platoon unblocked						
vC, conflicting volume	508	59	57			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	508	59	57			
tC, single (s)	6.5	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.6	3.3	2.2			
p0 queue free %	96	87	87			
cM capacity (veh/h)	450	1003	1543			

Direction, Lane #	EB 1	NB 1	SB 1
Volume Total	154	256	53
Volume Left	19	194	0
Volume Right	135	0	4
cSH	870	1543	1700
Volume to Capacity	0.18	0.13	0.03
Queue Length 95th (ft)	16	11	0
Control Delay (s)	10.0	6.1	0.0
Lane LOS	B	A	
Approach Delay (s)	10.0	6.1	0.0
Approach LOS	B		

Intersection Summary			
Average Delay		6.7	
Intersection Capacity Utilization	35.1%		ICU Level of Service A
Analysis Period (min)	15		

Existing Traffic Conditions
8: 21st Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	33	5	34	1	6	16	24	169	8	4	163	32
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	38	6	39	1	7	18	27	192	9	5	185	36
Pedestrians		20			7			30			22	
Lane Width (ft)		12.0			12.0			12.0			12.0	
Walking Speed (ft/s)		4.0			4.0			4.0			4.0	
Percent Blockage		2			1			3			2	
Right turn flare (veh)												
Median type								None			None	
Median storage veh												
Upstream signal (ft)								472				
pX, platoon unblocked												
vC, conflicting volume	527	495	253	542	509	226	242			208		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	527	495	253	542	509	226	242			208		
tC, single (s)	7.2	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.6	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	91	99	95	100	98	98	98			100		
cM capacity (veh/h)	406	457	758	399	449	799	1314			1367		
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	82	26	228	226								
Volume Left	38	1	27	5								
Volume Right	39	18	9	36								
cSH	525	641	1314	1367								
Volume to Capacity	0.16	0.04	0.02	0.00								
Queue Length 95th (ft)	14	3	2	0								
Control Delay (s)	13.1	10.9	1.1	0.2								
Lane LOS	B	B	A	A								
Approach Delay (s)	13.1	10.9	1.1	0.2								
Approach LOS	B	B										
Intersection Summary												
Average Delay			2.9									
Intersection Capacity Utilization			42.2%	ICU Level of Service							A	
Analysis Period (min)			15									

Existing Traffic Conditions
9: 21st Ave & College Way

Weekday PM Peak Hour
10/5/2012



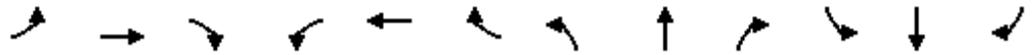
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	0	17	0	0	43	23
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.87	0.87	0.87	0.87	0.87	0.87
Hourly flow rate (vph)	0	20	0	0	49	26
Pedestrians	5			22	39	
Lane Width (ft)	12.0			0.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	0			0	3	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)				474		
pX, platoon unblocked						
vC, conflicting volume	107	90	81			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	107	90	81			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	100	98	100			
cM capacity (veh/h)	863	970	1523			

Direction, Lane #	EB 1	SB 1
Volume Total	20	76
Volume Left	0	0
Volume Right	20	26
cSH	970	1700
Volume to Capacity	0.02	0.04
Queue Length 95th (ft)	2	0
Control Delay (s)	8.8	0.0
Lane LOS	A	
Approach Delay (s)	8.8	0.0
Approach LOS	A	

Intersection Summary			
Average Delay		1.8	
Intersection Capacity Utilization	20.5%	ICU Level of Service	A
Analysis Period (min)		15	

Existing Traffic Conditions
10: Pacific Ave (OR 8) &

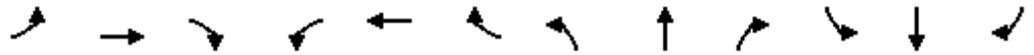
Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations					↕↕			↕↕			↕↕		
Volume (vph)	0	0	0	83	637	160	27	66	0	0	161	46	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)					4.0			4.0			4.0		
Lane Util. Factor					0.95			1.00			1.00		
Frbp, ped/bikes					0.99			1.00			1.00		
Flpb, ped/bikes					1.00			1.00			1.00		
Frt					0.97			1.00			0.97		
Flt Protected					1.00			0.99			1.00		
Satd. Flow (prot)					3362			1813			1821		
Flt Permitted					1.00			0.85			1.00		
Satd. Flow (perm)					3362			1566			1821		
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	
Adj. Flow (vph)	0	0	0	90	692	174	29	72	0	0	175	50	
RTOR Reduction (vph)	0	0	0	0	28	0	0	0	0	0	21	0	
Lane Group Flow (vph)	0	0	0	0	928	0	0	101	0	0	204	0	
Confl. Peds. (#/hr)	8		6	6		8	11		6	6		11	
Heavy Vehicles (%)	0%	0%	0%	1%	4%	2%	11%	0%	0%	0%	1%	0%	
Turn Type				Perm		Perm		Perm			Perm		
Protected Phases					8			2			6		
Permitted Phases				8		2			6				
Actuated Green, G (s)					19.0			7.6			7.6		
Effective Green, g (s)					19.0			7.6			7.6		
Actuated g/C Ratio					0.55			0.22			0.22		
Clearance Time (s)					4.0			4.0			4.0		
Vehicle Extension (s)					3.0			3.0			3.0		
Lane Grp Cap (vph)					1846			344			400		
v/s Ratio Prot											c0.11		
v/s Ratio Perm					0.28			0.06					
v/c Ratio					0.50			0.29			0.51		
Uniform Delay, d1					4.9			11.3			11.9		
Progression Factor					1.00			1.00			1.00		
Incremental Delay, d2					0.2			0.5			1.0		
Delay (s)					5.1			11.7			12.9		
Level of Service					A			B			B		
Approach Delay (s)		0.0			5.1			11.7			12.9		
Approach LOS		A			A			B			B		
Intersection Summary													
HCM Average Control Delay			7.0		HCM Level of Service						A		
HCM Volume to Capacity ratio			0.50										
Actuated Cycle Length (s)			34.6		Sum of lost time (s)						8.0		
Intersection Capacity Utilization			57.2%		ICU Level of Service						B		
Analysis Period (min)			15										
c Critical Lane Group													

Existing Traffic Conditions
11: Pacific Ave (OR 8) & Colleve Way

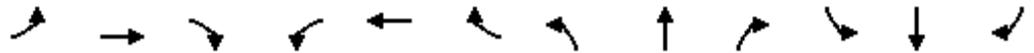
Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↑↑						↑	
Volume (vph)	0	0	0	17	854	0	0	0	0	0	31	29
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					4.0						4.0	
Lane Util. Factor					0.95						1.00	
Frbp, ped/bikes					1.00						0.99	
Flpb, ped/bikes					1.00						1.00	
Frt					1.00						0.93	
Flt Protected					1.00						1.00	
Satd. Flow (prot)					3537						1710	
Flt Permitted					1.00						1.00	
Satd. Flow (perm)					3537						1710	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	0	0	0	18	909	0	0	0	0	0	33	31
RTOR Reduction (vph)	0	0	0	0	2	0	0	0	0	0	24	0
Lane Group Flow (vph)	0	0	0	0	925	0	0	0	0	0	40	0
Confl. Peds. (#/hr)	9		5	5		9	9		8	8		9
Heavy Vehicles (%)	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	3%	3%
Turn Type				Perm								
Protected Phases					8						6	
Permitted Phases				8								
Actuated Green, G (s)					15.5						6.5	
Effective Green, g (s)					15.5						6.5	
Actuated g/C Ratio					0.52						0.22	
Clearance Time (s)					4.0						4.0	
Vehicle Extension (s)					3.0						3.0	
Lane Grp Cap (vph)					1827						371	
v/s Ratio Prot											c0.02	
v/s Ratio Perm					0.26							
v/c Ratio					0.51						0.11	
Uniform Delay, d1					4.7						9.4	
Progression Factor					1.00						1.00	
Incremental Delay, d2					0.2						0.1	
Delay (s)					5.0						9.6	
Level of Service					A						A	
Approach Delay (s)		0.0			5.0			0.0			9.6	
Approach LOS		A			A			A			A	
Intersection Summary												
HCM Average Control Delay			5.3		HCM Level of Service					A		
HCM Volume to Capacity ratio			0.39									
Actuated Cycle Length (s)			30.0		Sum of lost time (s)				8.0			
Intersection Capacity Utilization			46.7%		ICU Level of Service				A			
Analysis Period (min)			15									
c Critical Lane Group												

Existing Traffic Conditions
12: Pacific Ave (OR 8) & Cedar St

Weekday PM Peak Hour
10/5/2012



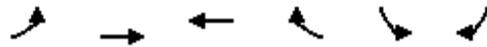
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↕↕			↕			↕	
Volume (vph)	0	0	0	31	753	58	9	44	0	0	106	49
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					4.0			4.0			4.0	
Lane Util. Factor					0.95			1.00			1.00	
Frbp, ped/bikes					1.00			1.00			0.99	
Flpb, ped/bikes					1.00			1.00			1.00	
Frt					0.99			1.00			0.96	
Flt Protected					1.00			0.99			1.00	
Satd. Flow (prot)					3489			1881			1793	
Flt Permitted					1.00			0.92			1.00	
Satd. Flow (perm)					3489			1748			1793	
Peak-hour factor, PHF	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Adj. Flow (vph)	0	0	0	35	856	66	10	50	0	0	120	56
RTOR Reduction (vph)	0	0	0	0	8	0	0	0	0	0	35	0
Lane Group Flow (vph)	0	0	0	0	949	0	0	60	0	0	141	0
Confl. Peds. (#/hr)	4		11	11		4	22		1	1		22
Confl. Bikes (#/hr)							1	2			1	
Heavy Vehicles (%)	0%	0%	0%	0%	2%	3%	0%	0%	0%	0%	0%	2%
Turn Type				Perm			Perm					
Protected Phases					8			2			6	
Permitted Phases				8			2					
Actuated Green, G (s)					17.6			6.4			6.4	
Effective Green, g (s)					17.6			6.4			6.4	
Actuated g/C Ratio					0.55			0.20			0.20	
Clearance Time (s)					4.0			4.0			4.0	
Vehicle Extension (s)					3.0			3.0			3.0	
Lane Grp Cap (vph)					1919			350			359	
v/s Ratio Prot											c0.08	
v/s Ratio Perm					0.27			0.03				
v/c Ratio					0.49			0.17			0.39	
Uniform Delay, d1					4.5			10.6			11.1	
Progression Factor					1.00			1.00			1.00	
Incremental Delay, d2					0.2			0.2			0.7	
Delay (s)					4.7			10.8			11.8	
Level of Service					A			B			B	
Approach Delay (s)		0.0			4.7			10.8			11.8	
Approach LOS		A			A			B			B	

Intersection Summary			
HCM Average Control Delay	6.0	HCM Level of Service	A
HCM Volume to Capacity ratio	0.47		
Actuated Cycle Length (s)	32.0	Sum of lost time (s)	8.0
Intersection Capacity Utilization	44.9%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group

Existing Traffic Conditions
13: 19th Ave (OR 8) & Council St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑↑			↘	
Volume (veh/h)	0	860	0	0	48	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	0	956	0	0	53	0
Pedestrians		3				
Lane Width (ft)		12.0				
Walking Speed (ft/s)		4.0				
Percent Blockage		0				
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	0				478	3
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0				478	3
tC, single (s)	4.1				6.8	6.9
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				90	100
cM capacity (veh/h)	1636				516	1083

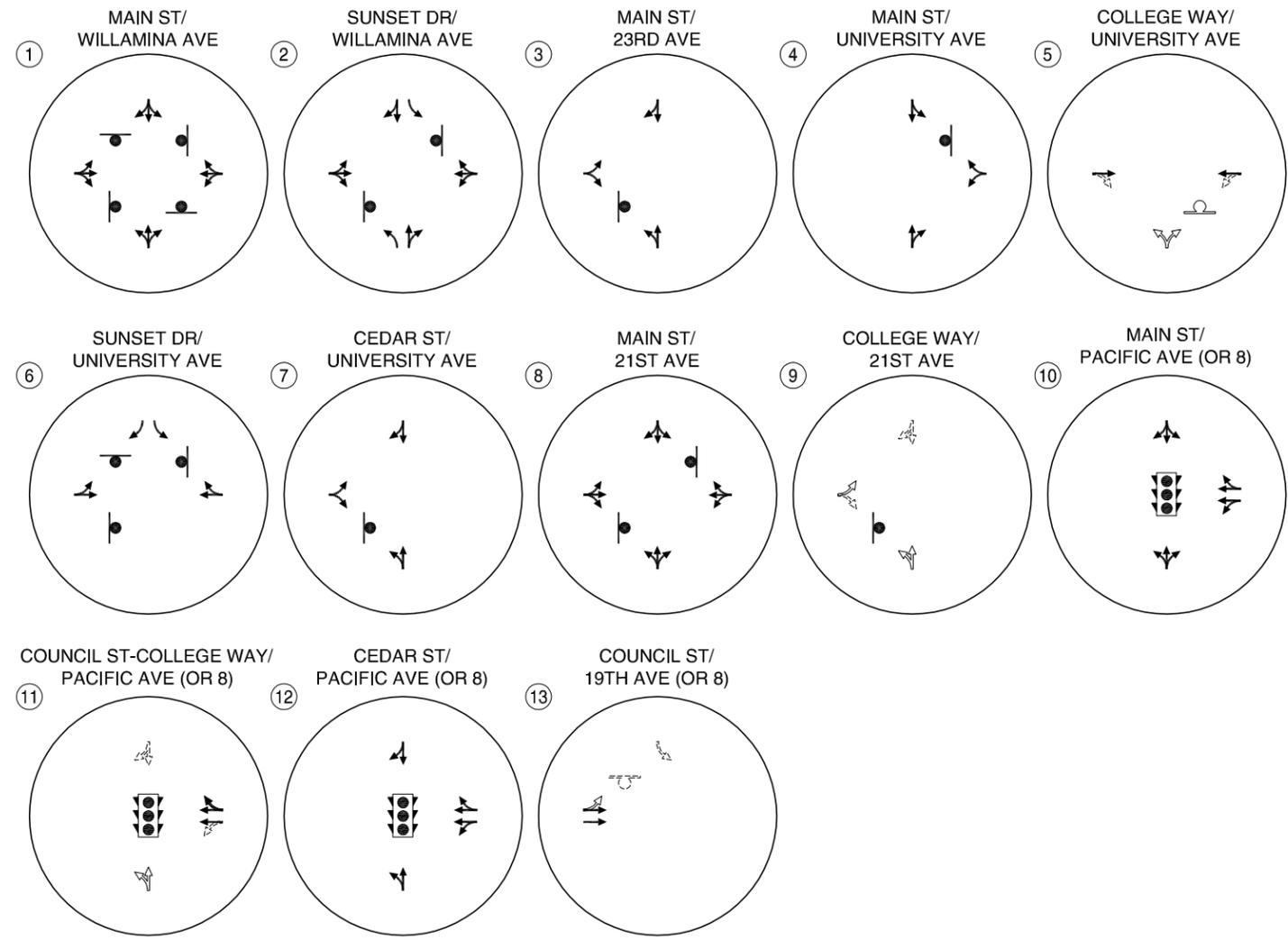
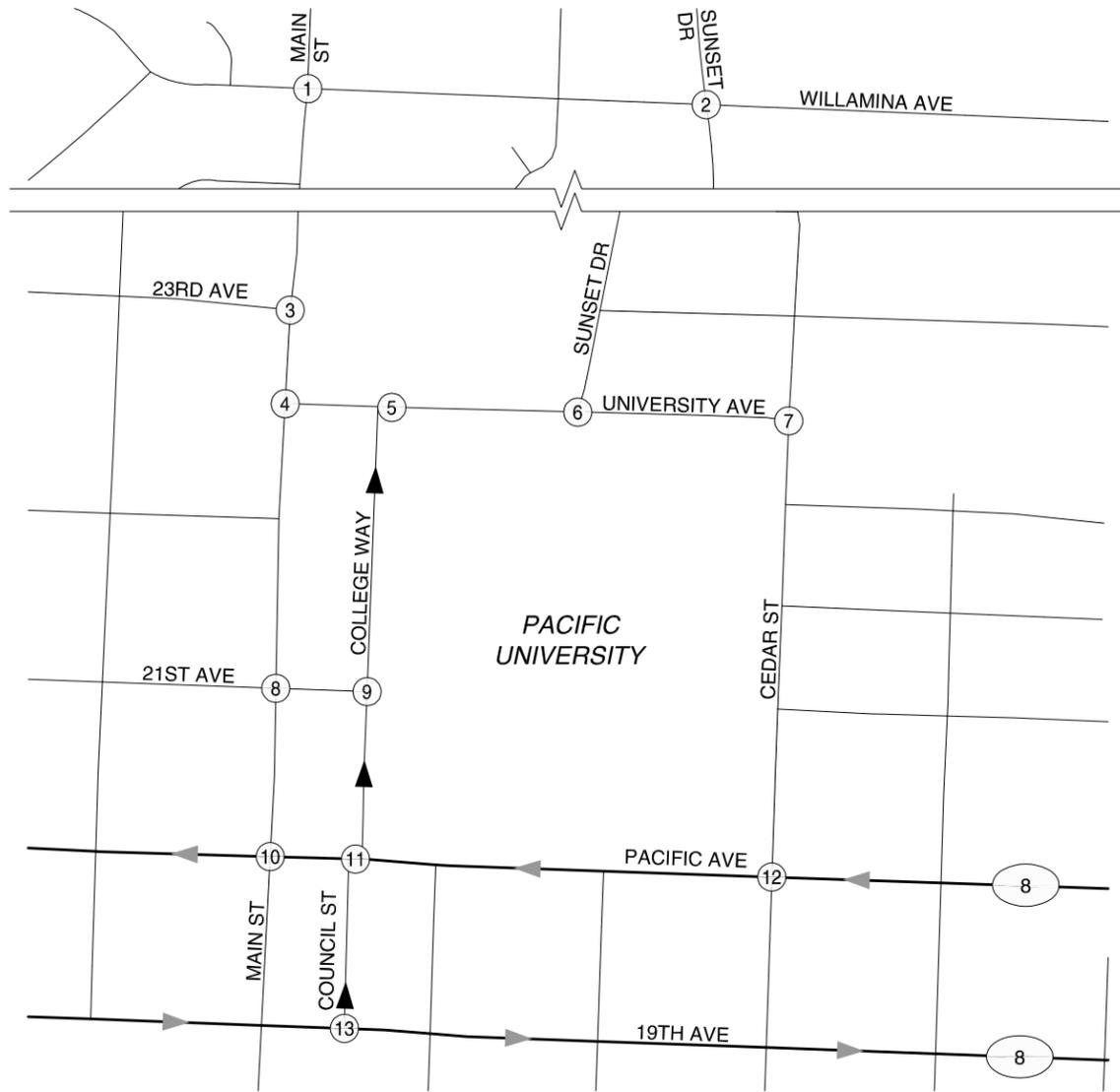
Direction, Lane #	EB 1	EB 2	SB 1
Volume Total	478	478	53
Volume Left	0	0	53
Volume Right	0	0	0
cSH	1700	1700	516
Volume to Capacity	0.28	0.28	0.10
Queue Length 95th (ft)	0	0	9
Control Delay (s)	0.0	0.0	12.8
Lane LOS			B
Approach Delay (s)	0.0		12.8
Approach LOS			B

Intersection Summary			
Average Delay		0.7	
Intersection Capacity Utilization		64.2%	ICU Level of Service C
Analysis Period (min)		15	

Appendix D Concept A (One-Way
Northbound) Level-of-Service
Worksheets



(NO SCALE)



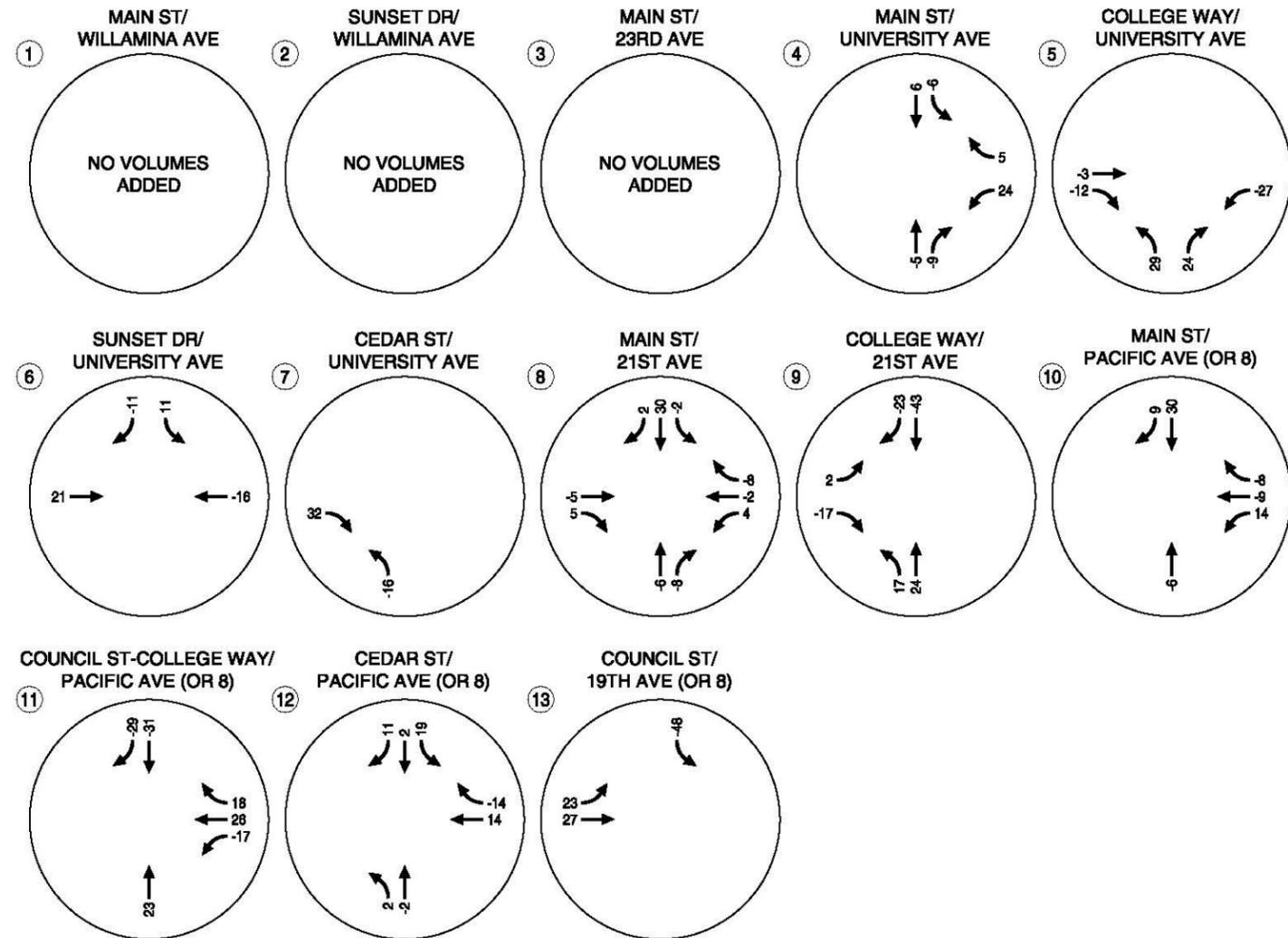
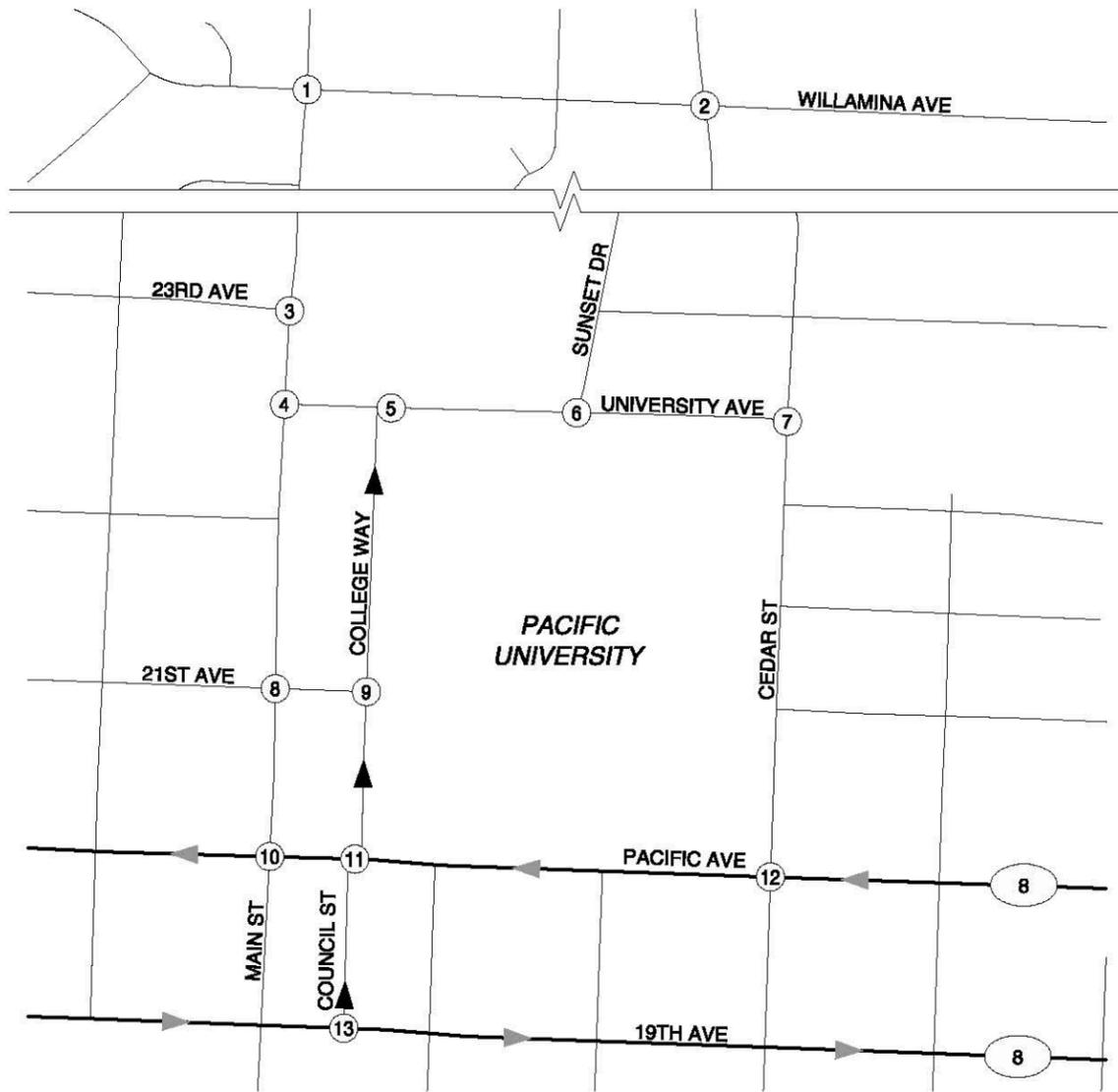
LEGEND

-  - NEW MOVEMENT
-  - REMOVED MOVEMENT
-  - STOP SIGN
-  - TRAFFIC SIGNAL

**CONCEPT A (ONE-WAY NORTHBOUND) LANE CONFIGURATIONS & TRAFFIC CONTROL DEVICES
FOREST GROVE, OREGON**

**FIGURE
D1**

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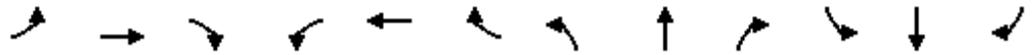
CONCEPT A (ONE-WAY NORTHBOUND) RE-ROUTED TRIPS WEEKDAY PM PEAK HOUR FOREST GROVE, OREGON

FIGURE D2

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Concept A (One-Way Northbound)
1: Willamina Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Sign Control		Stop			Stop			Stop			Stop	
Volume (vph)	7	51	13	59	88	10	16	52	38	6	41	3
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	8	58	15	67	100	11	18	59	43	7	47	3

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total (vph)	81	178	120	57
Volume Left (vph)	8	67	18	7
Volume Right (vph)	15	11	43	3
Hadj (s)	0.03	0.06	-0.17	0.02
Departure Headway (s)	4.6	4.5	4.4	4.7
Degree Utilization, x	0.10	0.22	0.15	0.07
Capacity (veh/h)	751	765	766	714
Control Delay (s)	8.1	8.7	8.2	8.0
Approach Delay (s)	8.1	8.7	8.2	8.0
Approach LOS	A	A	A	A

Intersection Summary			
Delay		8.4	
HCM Level of Service		A	
Intersection Capacity Utilization	31.1%		ICU Level of Service A
Analysis Period (min)		15	

Concept A (One-Way Northbound)
2: Willamina Ave & Sunset Dr

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔		↗	↘		↗	↘	
Volume (veh/h)	31	2	27	1	3	8	33	102	4	9	77	52
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Hourly flow rate (vph)	37	2	32	1	4	10	39	121	5	11	92	62
Pedestrians		2										
Lane Width (ft)		12.0										
Walking Speed (ft/s)		4.0										
Percent Blockage		0										
Right turn flare (veh)												
Median type							TWLTL			TWLTL		
Median storage veh							2			2		
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	357	351	125	349	379	124	156			126		
vC1, stage 1 conf vol	146	146		202	202							
vC2, stage 2 conf vol	211	205		146	177							
vCu, unblocked vol	357	351	125	349	379	124	156			126		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)	6.1	5.5		6.1	5.5							
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	95	100	97	100	99	99	97			99		
cM capacity (veh/h)	693	656	919	695	639	932	1416			1473		

Direction, Lane #	EB 1	WB 1	NB 1	NB 2	SB 1	SB 2
Volume Total	71	14	39	126	11	154
Volume Left	37	1	39	0	11	0
Volume Right	32	10	0	5	0	62
cSH	778	815	1416	1700	1473	1700
Volume to Capacity	0.09	0.02	0.03	0.07	0.01	0.09
Queue Length 95th (ft)	8	1	2	0	1	0
Control Delay (s)	10.1	9.5	7.6	0.0	7.5	0.0
Lane LOS	B	A	A		A	
Approach Delay (s)	10.1	9.5	1.8		0.5	
Approach LOS	B	A				

Intersection Summary		
Average Delay		3.0
Intersection Capacity Utilization	31.2%	ICU Level of Service
Analysis Period (min)		15
		A

Concept A (One-Way Northbound)
3: 23rd Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	23	69	85	216	161	21
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	26	77	94	240	179	23
Pedestrians	18			1	6	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	1			0	1	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	643	210	220			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	643	210	220			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	94	91	93			
cM capacity (veh/h)	396	823	1329			
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	102	334	202			
Volume Left	26	94	0			
Volume Right	77	0	23			
cSH	648	1329	1700			
Volume to Capacity	0.16	0.07	0.12			
Queue Length 95th (ft)	14	6	0			
Control Delay (s)	11.6	2.7	0.0			
Lane LOS	B	A				
Approach Delay (s)	11.6	2.7	0.0			
Approach LOS	B					
Intersection Summary						
Average Delay			3.3			
Intersection Capacity Utilization			43.4%	ICU Level of Service	A	
Analysis Period (min)			15			

Concept A (One-Way Northbound)
4: University Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (veh/h)	74	105	144	71	64	129
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	83	118	162	80	72	145
Pedestrians	8					12
Lane Width (ft)	12.0					12.0
Walking Speed (ft/s)	4.0					4.0
Percent Blockage	1					1
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (ft)			1259			
pX, platoon unblocked						
vC, conflicting volume	498	222			250	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	498	222			250	
tC, single (s)	6.5	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.6	3.3			2.2	
p0 queue free %	83	85			95	
cM capacity (veh/h)	492	804			1313	

Direction, Lane #	WB 1	NB 1	SB 1
Volume Total	201	242	217
Volume Left	83	0	72
Volume Right	118	80	0
cSH	637	1700	1313
Volume to Capacity	0.32	0.14	0.05
Queue Length 95th (ft)	34	0	4
Control Delay (s)	13.2	0.0	2.9
Lane LOS	B		A
Approach Delay (s)	13.2	0.0	2.9
Approach LOS	B		

Intersection Summary			
Average Delay		5.0	
Intersection Capacity Utilization		44.7%	ICU Level of Service A
Analysis Period (min)		15	



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	
Volume (veh/h)	136	0	0	147	29	24
Sign Control	Free			Free	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	149	0	0	162	32	26
Pedestrians	44			22	34	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	4			2	3	
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			183		389	205
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			183		389	205
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			100		94	97
cM capacity (veh/h)			1340		579	801

Direction, Lane #	EB 1	WB 1	NB 1
Volume Total	149	162	58
Volume Left	0	0	32
Volume Right	0	0	26
cSH	1700	1700	662
Volume to Capacity	0.09	0.10	0.09
Queue Length 95th (ft)	0	0	7
Control Delay (s)	0.0	0.0	11.0
Lane LOS			B
Approach Delay (s)	0.0	0.0	11.0
Approach LOS			B

Intersection Summary			
Average Delay		1.7	
Intersection Capacity Utilization	26.9%		ICU Level of Service A
Analysis Period (min)		15	



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↔	↔		↔	↔
Sign Control		Stop	Stop		Stop	
Volume (vph)	67	93	76	86	81	69
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Hourly flow rate (vph)	78	108	88	100	94	80

Direction, Lane #	EB 1	WB 1	SB 1	SB 2
Volume Total (vph)	186	188	94	80
Volume Left (vph)	78	0	94	0
Volume Right (vph)	0	100	0	80
Hadj (s)	0.11	-0.27	0.50	-0.63
Departure Headway (s)	4.7	4.3	5.9	4.7
Degree Utilization, x	0.24	0.23	0.15	0.11
Capacity (veh/h)	730	792	580	711
Control Delay (s)	9.2	8.6	8.7	7.1
Approach Delay (s)	9.2	8.6	8.0	
Approach LOS	A	A	A	

Intersection Summary			
Delay		8.6	
HCM Level of Service		A	
Intersection Capacity Utilization	37.2%		ICU Level of Service A
Analysis Period (min)		15	

Concept A (One-Way Northbound)
7: University Ave & Cedar St

Weekday PM Peak Hour
10/5/2012



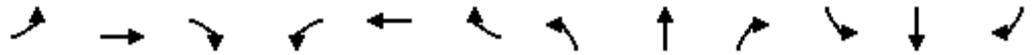
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	17	152	157	55	43	4
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	19	171	176	62	48	4
Pedestrians	4			4	3	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	0			0	0	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)				1262		
pX, platoon unblocked						
vC, conflicting volume	472	59	57			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	472	59	57			
tC, single (s)	6.5	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.6	3.3	2.2			
p0 queue free %	96	83	89			
cM capacity (veh/h)	478	1003	1543			

Direction, Lane #	EB 1	NB 1	SB 1
Volume Total	190	238	53
Volume Left	19	176	0
Volume Right	171	0	4
cSH	904	1543	1700
Volume to Capacity	0.21	0.11	0.03
Queue Length 95th (ft)	20	10	0
Control Delay (s)	10.0	5.9	0.0
Lane LOS	B	A	
Approach Delay (s)	10.0	5.9	0.0
Approach LOS	B		

Intersection Summary			
Average Delay		6.9	
Intersection Capacity Utilization	36.0%		ICU Level of Service A
Analysis Period (min)		15	

Concept A (One-Way Northbound)
8: 21st Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	33	0	39	5	4	8	24	163	0	2	193	34
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	38	0	44	6	5	9	27	185	0	2	219	39
Pedestrians		20			7			30			22	
Lane Width (ft)		12.0			12.0			12.0			12.0	
Walking Speed (ft/s)		4.0			4.0			4.0			4.0	
Percent Blockage		2			1			3			2	
Right turn flare (veh)												
Median type								None			None	
Median storage (veh)												
Upstream signal (ft)								472				
pX, platoon unblocked												
vC, conflicting volume	536	510	289	564	529	214	278			192		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	536	510	289	564	529	214	278			192		
tC, single (s)	7.2	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.6	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	91	100	94	99	99	99	98			100		
cM capacity (veh/h)	406	448	724	386	437	811	1275			1385		

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total	82	19	212	260
Volume Left	38	6	27	2
Volume Right	44	9	0	39
cSH	533	532	1275	1385
Volume to Capacity	0.15	0.04	0.02	0.00
Queue Length 95th (ft)	13	3	2	0
Control Delay (s)	13.0	12.0	1.2	0.1
Lane LOS	B	B	A	A
Approach Delay (s)	13.0	12.0	1.2	0.1
Approach LOS	B	B		

Intersection Summary

Average Delay	2.7
Intersection Capacity Utilization	43.2%
ICU Level of Service	A
Analysis Period (min)	15

Concept A (One-Way Northbound)
9: 21st Ave & College Way

Weekday PM Peak Hour
10/5/2012



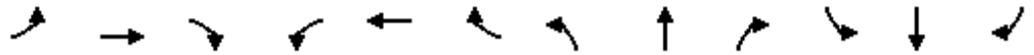
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	↶			↷		
Volume (veh/h)	2	0	17	24	0	0
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.87	0.87	0.87	0.87	0.87	0.87
Hourly flow rate (vph)	2	0	20	28	0	0
Pedestrians	5			22	39	
Lane Width (ft)	12.0			12.0	0.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	0			2	0	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)				474		
pX, platoon unblocked						
vC, conflicting volume	111	27	5			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	111	27	5			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	100	100	99			
cM capacity (veh/h)	877	1031	1623			

Direction, Lane #	EB 1	NB 1
Volume Total	2	47
Volume Left	2	20
Volume Right	0	0
cSH	877	1623
Volume to Capacity	0.00	0.01
Queue Length 95th (ft)	0	1
Control Delay (s)	9.1	3.1
Lane LOS	A	A
Approach Delay (s)	9.1	3.1
Approach LOS	A	

Intersection Summary			
Average Delay		3.3	
Intersection Capacity Utilization	24.1%		ICU Level of Service A
Analysis Period (min)		15	

Concept A (One-Way Northbound)
10: Pacific Ave (OR 8) &

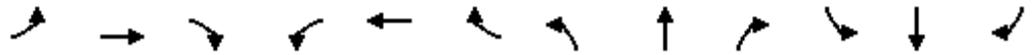
Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations					↕↕			↕↕			↕↕		
Volume (vph)	0	0	0	97	628	152	27	60	0	0	191	55	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)					4.0			4.0			4.0		
Lane Util. Factor					0.95			1.00			1.00		
Frbp, ped/bikes					0.99			1.00			1.00		
Flpb, ped/bikes					1.00			1.00			1.00		
Frt					0.97			1.00			0.97		
Flt Protected					0.99			0.98			1.00		
Satd. Flow (prot)					3365			1807			1820		
Flt Permitted					0.99			0.86			1.00		
Satd. Flow (perm)					3365			1575			1820		
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	
Adj. Flow (vph)	0	0	0	105	683	165	29	65	0	0	208	60	
RTOR Reduction (vph)	0	0	0	0	30	0	0	0	0	0	19	0	
Lane Group Flow (vph)	0	0	0	0	923	0	0	94	0	0	249	0	
Confl. Peds. (#/hr)	8		6	6		8	11		6	6		11	
Heavy Vehicles (%)	0%	0%	0%	1%	4%	2%	11%	0%	0%	0%	1%	0%	
Turn Type				Perm			Perm				Perm		
Protected Phases					8			2				6	
Permitted Phases				8			2			6			
Actuated Green, G (s)					18.5			10.9				10.9	
Effective Green, g (s)					18.5			10.9				10.9	
Actuated g/C Ratio					0.49			0.29				0.29	
Clearance Time (s)					4.0			4.0				4.0	
Vehicle Extension (s)					3.0			3.0				3.0	
Lane Grp Cap (vph)					1665			459				530	
v/s Ratio Prot												c0.14	
v/s Ratio Perm					0.27			0.06					
v/c Ratio					0.55			0.20				0.47	
Uniform Delay, d1					6.6			10.0				10.9	
Progression Factor					1.00			1.00				1.00	
Incremental Delay, d2					0.4			0.2				0.7	
Delay (s)					7.0			10.2				11.5	
Level of Service					A			B				B	
Approach Delay (s)		0.0			7.0			10.2				11.5	
Approach LOS		A			A			B				B	
Intersection Summary													
HCM Average Control Delay			8.1		HCM Level of Service						A		
HCM Volume to Capacity ratio			0.52										
Actuated Cycle Length (s)			37.4		Sum of lost time (s)					8.0			
Intersection Capacity Utilization			58.4%		ICU Level of Service					B			
Analysis Period (min)			15										
c Critical Lane Group													

Concept A (One-Way Northbound)
11: Pacific Ave (OR 8) & Colleve Way

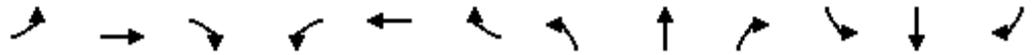
Weekday PM Peak Hour
10/5/2012



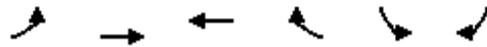
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↑↑			↑				
Volume (vph)	0	0	0	0	880	18	0	23	0	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					4.0			4.0				
Lane Util. Factor					0.95			1.00				
Frbp, ped/bikes					1.00			1.00				
Flpb, ped/bikes					1.00			1.00				
Frt					1.00			1.00				
Flt Protected					1.00			1.00				
Satd. Flow (prot)					3528			1900				
Flt Permitted					1.00			1.00				
Satd. Flow (perm)					3528			1900				
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	0	0	0	0	936	19	0	24	0	0	0	0
RTOR Reduction (vph)	0	0	0	0	2	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	0	0	0	953	0	0	24	0	0	0	0
Confl. Peds. (#/hr)	9		5	5		9	9		8	8		9
Heavy Vehicles (%)	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	3%	3%
Turn Type							Perm					
Protected Phases					8			2				
Permitted Phases							2					
Actuated Green, G (s)					15.9			6.1				
Effective Green, g (s)					15.9			6.1				
Actuated g/C Ratio					0.53			0.20				
Clearance Time (s)					4.0			4.0				
Vehicle Extension (s)					3.0			3.0				
Lane Grp Cap (vph)					1870			386				
v/s Ratio Prot					c0.27			c0.01				
v/s Ratio Perm												
v/c Ratio					0.51			0.06				
Uniform Delay, d1					4.5			9.6				
Progression Factor					1.00			1.00				
Incremental Delay, d2					0.2			0.1				
Delay (s)					4.8			9.7				
Level of Service					A			A				
Approach Delay (s)		0.0			4.8			9.7			0.0	
Approach LOS		A			A			A			A	
Intersection Summary												
HCM Average Control Delay			4.9				HCM Level of Service			A		
HCM Volume to Capacity ratio			0.39									
Actuated Cycle Length (s)			30.0				Sum of lost time (s)			8.0		
Intersection Capacity Utilization			56.8%				ICU Level of Service			B		
Analysis Period (min)			15									
c Critical Lane Group												

Concept A (One-Way Northbound)
12: Pacific Ave (OR 8) & Cedar St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↕↕			↕			↕	
Volume (vph)	0	0	0	31	767	44	11	42	0	19	108	60
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					4.0			4.0			4.0	
Lane Util. Factor					0.95			1.00			1.00	
Frbp, ped/bikes					1.00			1.00			0.99	
Flpb, ped/bikes					1.00			1.00			1.00	
Frt					0.99			1.00			0.96	
Flt Protected					1.00			0.99			0.99	
Satd. Flow (prot)					3500			1878			1782	
Flt Permitted					1.00			0.93			0.96	
Satd. Flow (perm)					3500			1765			1724	
Peak-hour factor, PHF	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Adj. Flow (vph)	0	0	0	35	872	50	12	48	0	22	123	68
RTOR Reduction (vph)	0	0	0	0	6	0	0	0	0	0	35	0
Lane Group Flow (vph)	0	0	0	0	951	0	0	60	0	0	178	0
Confl. Peds. (#/hr)	4		11	11		4	22		1	1		22
Confl. Bikes (#/hr)							1	2			1	
Heavy Vehicles (%)	0%	0%	0%	0%	2%	3%	0%	0%	0%	0%	0%	2%
Turn Type				Perm			Perm			Perm		
Protected Phases					8			2			6	
Permitted Phases				8			2			6		
Actuated Green, G (s)					18.7			7.3			7.3	
Effective Green, g (s)					18.7			7.3			7.3	
Actuated g/C Ratio					0.55			0.21			0.21	
Clearance Time (s)					4.0			4.0			4.0	
Vehicle Extension (s)					3.0			3.0			3.0	
Lane Grp Cap (vph)					1925			379			370	
v/s Ratio Prot												
v/s Ratio Perm					0.27			0.03			c0.10	
v/c Ratio					0.49			0.16			0.48	
Uniform Delay, d1					4.7			10.9			11.7	
Progression Factor					1.00			1.00			1.00	
Incremental Delay, d2					0.2			0.2			1.0	
Delay (s)					4.9			11.0			12.7	
Level of Service					A			B			B	
Approach Delay (s)		0.0			4.9			11.0			12.7	
Approach LOS		A			A			B			B	
Intersection Summary												
HCM Average Control Delay			6.6								A	
HCM Volume to Capacity ratio			0.49									
Actuated Cycle Length (s)			34.0							8.0		
Intersection Capacity Utilization			46.5%								A	
Analysis Period (min)			15									
c Critical Lane Group												

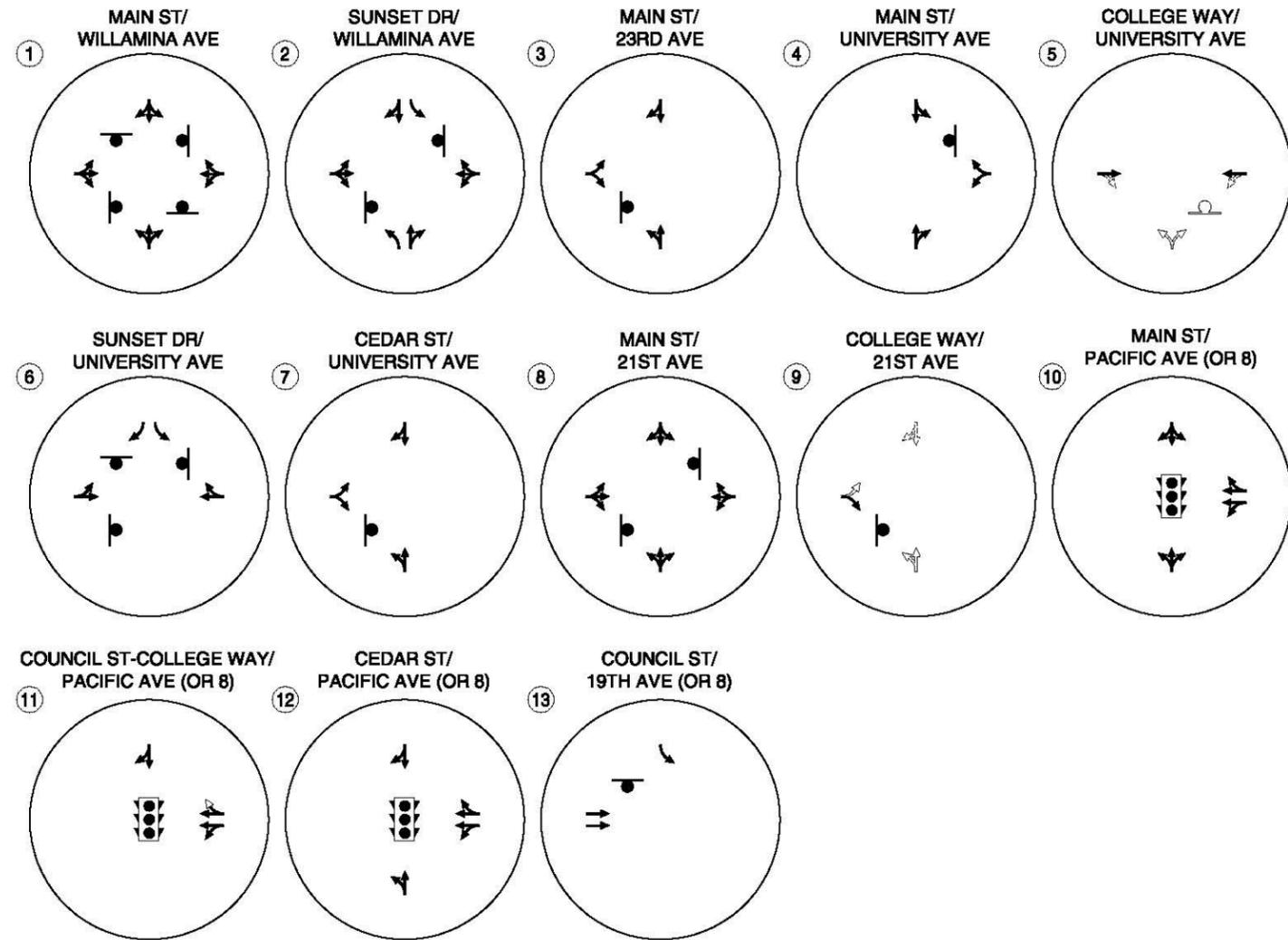
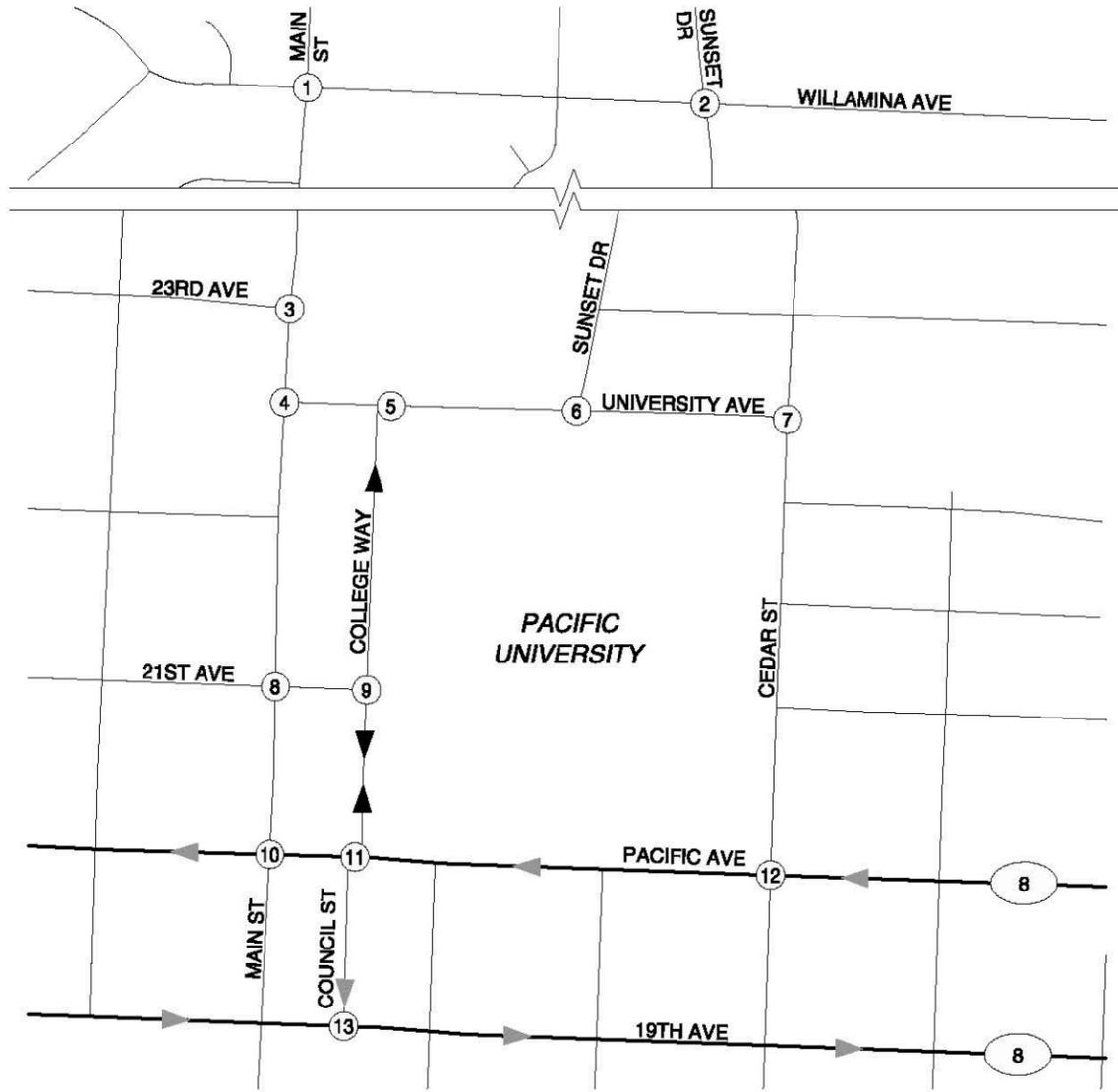


Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↕↕				
Volume (veh/h)	23	887	0	0	0	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	26	986	0	0	0	0
Pedestrians		3				
Lane Width (ft)		12.0				
Walking Speed (ft/s)		4.0				
Percent Blockage		0				
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	0				544	3
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0				544	3
tC, single (s)	4.1				6.8	6.9
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	98				100	100
cM capacity (veh/h)	1636				462	1083

Direction, Lane #	EB 1	EB 2
Volume Total	354	657
Volume Left	26	0
Volume Right	0	0
cSH	1636	1700
Volume to Capacity	0.02	0.39
Queue Length 95th (ft)	1	0
Control Delay (s)	0.7	0.0
Lane LOS	A	
Approach Delay (s)	0.2	
Approach LOS		

Intersection Summary			
Average Delay		0.2	
Intersection Capacity Utilization	37.3%	ICU Level of Service	A
Analysis Period (min)	15		

Appendix E Concept B (One-Way/Two-Way
Hybrid) Level of Service
Worksheets



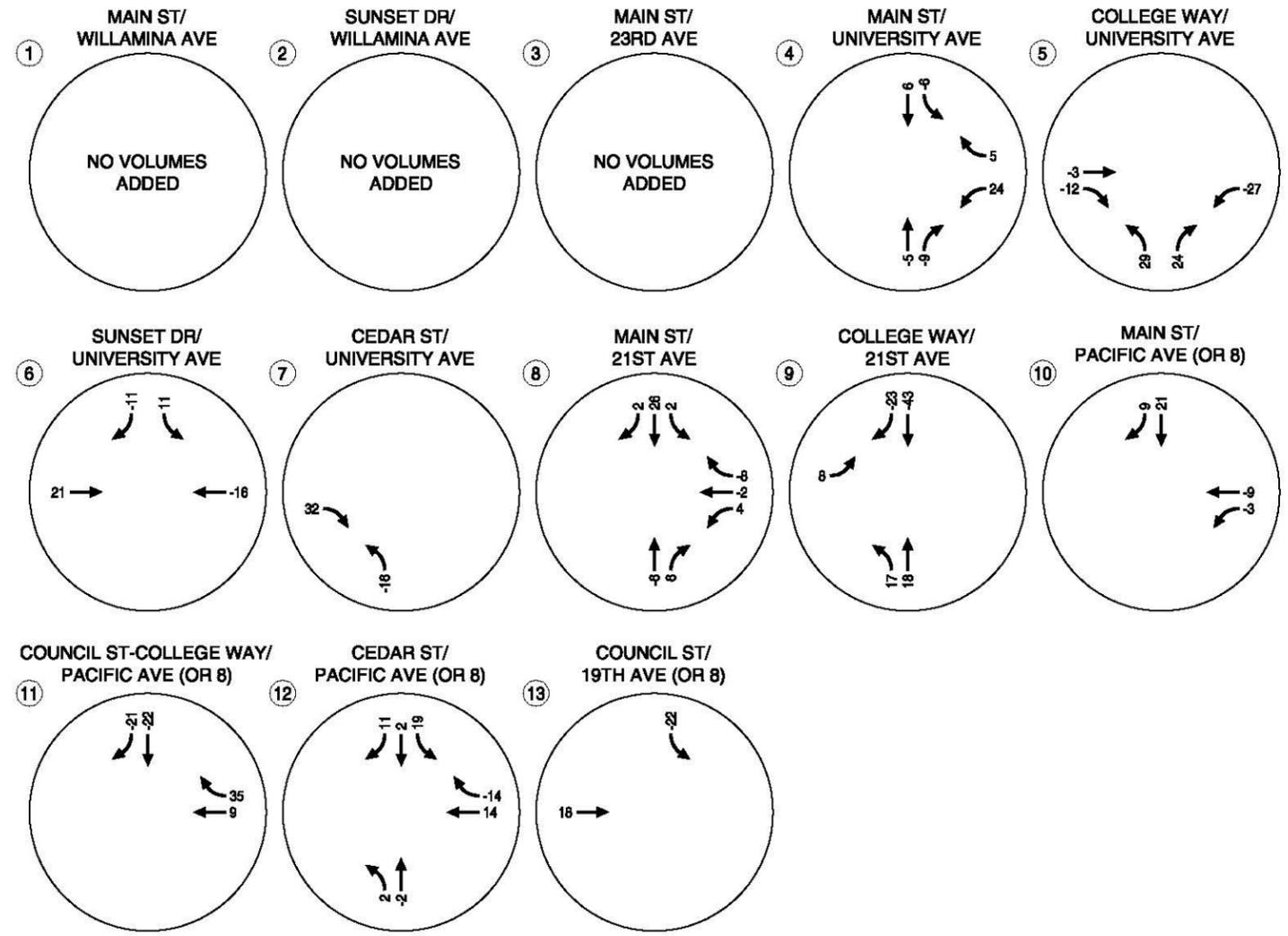
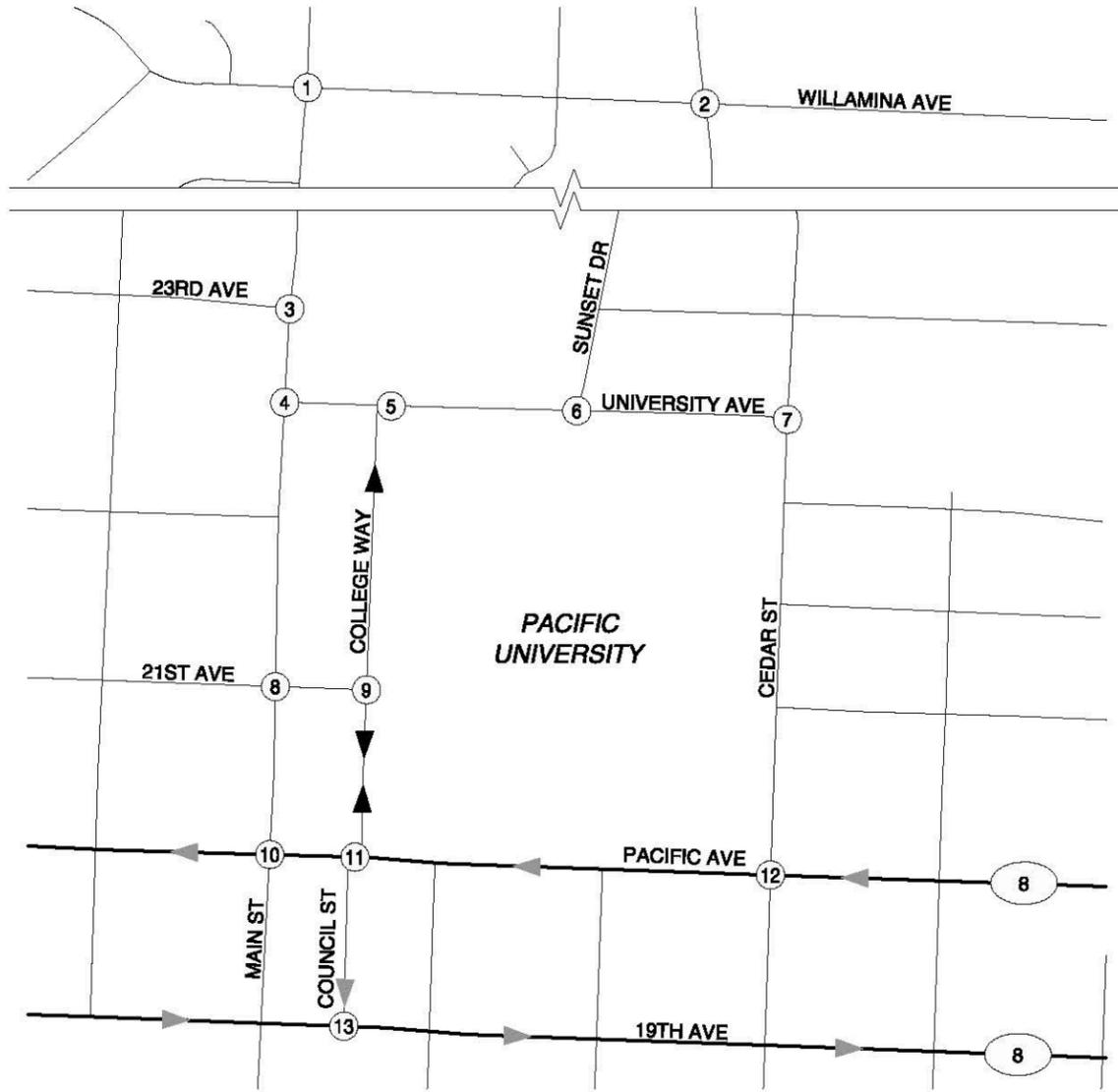
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LEGEND

- NEW MOVEMENT
- REMOVED MOVEMENT
- STOP SIGN
- TRAFFIC SIGNAL

CONCEPT B (ONE-WAY/TWO-WAY HYBRID) LANE CONFIGURATIONS & TRAFFIC CONTROL DEVICES FOREST GROVE, OREGON

FIGURE E1



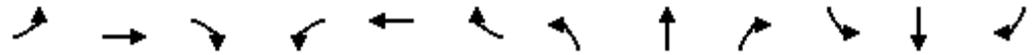
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CONCEPT B (ONE-WAY/TWO-WAY HYBRID) RE-ROUTED TRIPS WEEKDAY PM PEAK HOUR FOREST GROVE, OREGON

FIGURE E2

Concept B (One-Way/Two-Way Hybrid)
1: Willamina Ave & Main St

Weekday PM Peak Hour
10/5/2012



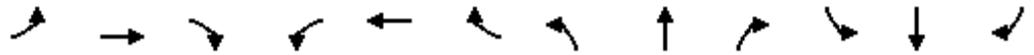
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Sign Control		Stop			Stop			Stop			Stop	
Volume (vph)	7	51	13	59	88	10	16	52	38	6	41	3
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	8	58	15	67	100	11	18	59	43	7	47	3

Direction, Lane #	EB 1	WB 1	NB 1	SB 1
Volume Total (vph)	81	178	120	57
Volume Left (vph)	8	67	18	7
Volume Right (vph)	15	11	43	3
Hadj (s)	0.03	0.06	-0.17	0.02
Departure Headway (s)	4.6	4.5	4.4	4.7
Degree Utilization, x	0.10	0.22	0.15	0.07
Capacity (veh/h)	751	765	766	714
Control Delay (s)	8.1	8.7	8.2	8.0
Approach Delay (s)	8.1	8.7	8.2	8.0
Approach LOS	A	A	A	A

Intersection Summary			
Delay		8.4	
HCM Level of Service		A	
Intersection Capacity Utilization	31.1%		ICU Level of Service A
Analysis Period (min)		15	

Concept B (One-Way/Two-Way Hybrid)
2: Willamina Ave & Sunset Dr

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕		↗	↘		↗	↘	
Volume (veh/h)	31	2	27	1	3	8	33	102	4	9	77	52
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Hourly flow rate (vph)	37	2	32	1	4	10	39	121	5	11	92	62
Pedestrians		2										
Lane Width (ft)		12.0										
Walking Speed (ft/s)		4.0										
Percent Blockage		0										
Right turn flare (veh)												
Median type							TWLTL			TWLTL		
Median storage veh							2			2		
Upstream signal (ft)												
pX, platoon unblocked												
vC, conflicting volume	357	351	125	349	379	124	156			126		
vC1, stage 1 conf vol	146	146		202	202							
vC2, stage 2 conf vol	211	205		146	177							
vCu, unblocked vol	357	351	125	349	379	124	156			126		
tC, single (s)	7.1	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)	6.1	5.5		6.1	5.5							
tF (s)	3.5	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	95	100	97	100	99	99	97			99		
cM capacity (veh/h)	693	656	919	695	639	932	1416			1473		

Direction, Lane #	EB 1	WB 1	NB 1	NB 2	SB 1	SB 2
Volume Total	71	14	39	126	11	154
Volume Left	37	1	39	0	11	0
Volume Right	32	10	0	5	0	62
cSH	778	815	1416	1700	1473	1700
Volume to Capacity	0.09	0.02	0.03	0.07	0.01	0.09
Queue Length 95th (ft)	8	1	2	0	1	0
Control Delay (s)	10.1	9.5	7.6	0.0	7.5	0.0
Lane LOS	B	A	A		A	
Approach Delay (s)	10.1	9.5	1.8		0.5	
Approach LOS	B	A				

Intersection Summary

Average Delay	3.0
Intersection Capacity Utilization	31.2%
ICU Level of Service	A
Analysis Period (min)	15

Concept B (One-Way/Two-Way Hybrid)
3: 23rd Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	23	69	85	216	161	21
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	26	77	94	240	179	23
Pedestrians	18			1	6	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	1			0	1	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	643	210	220			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	643	210	220			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	94	91	93			
cM capacity (veh/h)	396	823	1329			
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	102	334	202			
Volume Left	26	94	0			
Volume Right	77	0	23			
cSH	648	1329	1700			
Volume to Capacity	0.16	0.07	0.12			
Queue Length 95th (ft)	14	6	0			
Control Delay (s)	11.6	2.7	0.0			
Lane LOS	B	A				
Approach Delay (s)	11.6	2.7	0.0			
Approach LOS	B					
Intersection Summary						
Average Delay			3.3			
Intersection Capacity Utilization			43.4%	ICU Level of Service	A	
Analysis Period (min)			15			

Concept B (One-Way/Two-Way Hybrid)
4: University Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Volume (veh/h)	74	105	144	71	64	129
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	83	118	162	80	72	145
Pedestrians	8					12
Lane Width (ft)	12.0					12.0
Walking Speed (ft/s)	4.0					4.0
Percent Blockage	1					1
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (ft)			1259			
pX, platoon unblocked						
vC, conflicting volume	498	222			250	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	498	222			250	
tC, single (s)	6.5	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.6	3.3			2.2	
p0 queue free %	83	85			95	
cM capacity (veh/h)	492	804			1313	

Direction, Lane #	WB 1	NB 1	SB 1
Volume Total	201	242	217
Volume Left	83	0	72
Volume Right	118	80	0
cSH	637	1700	1313
Volume to Capacity	0.32	0.14	0.05
Queue Length 95th (ft)	34	0	4
Control Delay (s)	13.2	0.0	2.9
Lane LOS	B		A
Approach Delay (s)	13.2	0.0	2.9
Approach LOS	B		

Intersection Summary			
Average Delay		5.0	
Intersection Capacity Utilization		44.7%	ICU Level of Service A
Analysis Period (min)		15	

Concept B (One-Way/Two-Way Hybrid)
5: University Ave & College Way

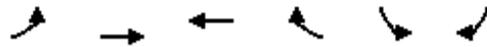
Weekday PM Peak Hour
10/5/2012



Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations	↑			↑	↘	
Volume (veh/h)	136	0	0	147	29	24
Sign Control	Free			Free	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91
Hourly flow rate (vph)	149	0	0	162	32	26
Pedestrians	44			22	34	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	4			2	3	
Right turn flare (veh)						
Median type	None			None		
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume			183		389	205
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol			183		389	205
tC, single (s)			4.1		6.4	6.2
tC, 2 stage (s)						
tF (s)			2.2		3.5	3.3
p0 queue free %			100		94	97
cM capacity (veh/h)			1340		579	801

Direction, Lane #	EB 1	WB 1	NB 1
Volume Total	149	162	58
Volume Left	0	0	32
Volume Right	0	0	26
cSH	1700	1700	662
Volume to Capacity	0.09	0.10	0.09
Queue Length 95th (ft)	0	0	7
Control Delay (s)	0.0	0.0	11.0
Lane LOS			B
Approach Delay (s)	0.0	0.0	11.0
Approach LOS			B

Intersection Summary			
Average Delay		1.7	
Intersection Capacity Utilization	26.9%		ICU Level of Service A
Analysis Period (min)		15	



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↔	↔		↔	↔
Sign Control		Stop	Stop		Stop	
Volume (vph)	67	93	76	86	81	69
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Hourly flow rate (vph)	78	108	88	100	94	80
Direction, Lane #	EB 1	WB 1	SB 1	SB 2		
Volume Total (vph)	186	188	94	80		
Volume Left (vph)	78	0	94	0		
Volume Right (vph)	0	100	0	80		
Hadj (s)	0.11	-0.27	0.50	-0.63		
Departure Headway (s)	4.7	4.3	5.9	4.7		
Degree Utilization, x	0.24	0.23	0.15	0.11		
Capacity (veh/h)	730	792	580	711		
Control Delay (s)	9.2	8.6	8.7	7.1		
Approach Delay (s)	9.2	8.6	8.0			
Approach LOS	A	A	A			
Intersection Summary						
Delay			8.6			
HCM Level of Service			A			
Intersection Capacity Utilization			37.2%	ICU Level of Service	A	
Analysis Period (min)			15			



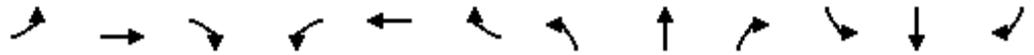
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	17	152	157	55	43	4
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.89	0.89	0.89	0.89	0.89	0.89
Hourly flow rate (vph)	19	171	176	62	48	4
Pedestrians	4			4	3	
Lane Width (ft)	12.0			12.0	12.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	0			0	0	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)	1262					
pX, platoon unblocked						
vC, conflicting volume	472	59	57			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	472	59	57			
tC, single (s)	6.5	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.6	3.3	2.2			
p0 queue free %	96	83	89			
cM capacity (veh/h)	478	1003	1543			

Direction, Lane #	EB 1	NB 1	SB 1
Volume Total	190	238	53
Volume Left	19	176	0
Volume Right	171	0	4
cSH	904	1543	1700
Volume to Capacity	0.21	0.11	0.03
Queue Length 95th (ft)	20	10	0
Control Delay (s)	10.0	5.9	0.0
Lane LOS	B	A	
Approach Delay (s)	10.0	5.9	0.0
Approach LOS	B		

Intersection Summary			
Average Delay		6.9	
Intersection Capacity Utilization	36.0%		ICU Level of Service A
Analysis Period (min)		15	

Concept B (One-Way/Two-Way Hybrid)
8: 21st Ave & Main St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Volume (veh/h)	33	5	34	5	4	8	24	163	14	6	189	34
Sign Control		Stop			Stop			Free			Free	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88
Hourly flow rate (vph)	38	6	39	6	5	9	27	185	16	7	215	39
Pedestrians		20			7			30			22	
Lane Width (ft)		12.0			12.0			12.0			12.0	
Walking Speed (ft/s)		4.0			4.0			4.0			4.0	
Percent Blockage		2			1			3			2	
Right turn flare (veh)												
Median type								None			None	
Median storage (veh)												
Upstream signal (ft)								472				
pX, platoon unblocked												
vC, conflicting volume	549	530	284	574	542	222	273			208		
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	549	530	284	574	542	222	273			208		
tC, single (s)	7.2	6.5	6.2	7.1	6.5	6.2	4.1			4.1		
tC, 2 stage (s)												
tF (s)	3.6	4.0	3.3	3.5	4.0	3.3	2.2			2.2		
p0 queue free %	91	99	95	99	99	99	98			100		
cM capacity (veh/h)	398	435	728	379	429	803	1280			1367		
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	82	19	228	260								
Volume Left	38	6	27	7								
Volume Right	39	9	16	39								
cSH	510	523	1280	1367								
Volume to Capacity	0.16	0.04	0.02	0.00								
Queue Length 95th (ft)	14	3	2	0								
Control Delay (s)	13.4	12.1	1.1	0.2								
Lane LOS	B	B	A	A								
Approach Delay (s)	13.4	12.1	1.1	0.2								
Approach LOS	B	B										
Intersection Summary												
Average Delay			2.8									
Intersection Capacity Utilization			39.5%	ICU Level of Service	A							
Analysis Period (min)			15									

Concept B (One-Way/Two-Way Hybrid)
 9: 21st Ave & College Way

Weekday PM Peak Hour
 10/5/2012



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	8	17	17	18	0	0
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.87	0.87	0.87	0.87	0.87	0.87
Hourly flow rate (vph)	9	20	20	21	0	0
Pedestrians	5			22	39	
Lane Width (ft)	12.0			12.0	0.0	
Walking Speed (ft/s)	4.0			4.0	4.0	
Percent Blockage	0			2	0	
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)				474		
pX, platoon unblocked						
vC, conflicting volume	104	27	5			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	104	27	5			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	99	98	99			
cM capacity (veh/h)	885	1031	1623			

Direction, Lane #	EB 1	NB 1
Volume Total	29	40
Volume Left	9	20
Volume Right	20	0
cSH	979	1623
Volume to Capacity	0.03	0.01
Queue Length 95th (ft)	2	1
Control Delay (s)	8.8	3.6
Lane LOS	A	A
Approach Delay (s)	8.8	3.6
Approach LOS	A	

Intersection Summary			
Average Delay		5.7	
Intersection Capacity Utilization	23.8%		ICU Level of Service A
Analysis Period (min)		15	

Concept B (One-Way/Two-Way Hybrid)
10: Pacific Ave (OR 8) &

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↕↕			↕			↕	
Volume (vph)	0	0	0	80	628	160	27	66	0	0	182	55
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					4.0			4.0			4.0	
Lane Util. Factor					0.95			1.00			1.00	
Frbp, ped/bikes					0.99			1.00			1.00	
Flpb, ped/bikes					1.00			1.00			1.00	
Frt					0.97			1.00			0.97	
Flt Protected					1.00			0.99			1.00	
Satd. Flow (prot)					3361			1813			1818	
Flt Permitted					1.00			0.85			1.00	
Satd. Flow (perm)					3361			1560			1818	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	0	0	0	87	683	174	29	72	0	0	198	60
RTOR Reduction (vph)	0	0	0	0	30	0	0	0	0	0	22	0
Lane Group Flow (vph)	0	0	0	0	914	0	0	101	0	0	236	0
Confl. Peds. (#/hr)	8		6	6		8	11		6	6		11
Heavy Vehicles (%)	0%	0%	0%	1%	4%	2%	11%	0%	0%	0%	1%	0%
Turn Type				Perm			Perm				Perm	
Protected Phases					8			2				6
Permitted Phases				8			2			6		
Actuated Green, G (s)					19.3			8.2				8.2
Effective Green, g (s)					19.3			8.2				8.2
Actuated g/C Ratio					0.54			0.23				0.23
Clearance Time (s)					4.0			4.0				4.0
Vehicle Extension (s)					3.0			3.0				3.0
Lane Grp Cap (vph)					1827			360				420
v/s Ratio Prot												c0.13
v/s Ratio Perm					0.27			0.06				
v/c Ratio					0.50			0.28				0.56
Uniform Delay, d1					5.1			11.2				12.1
Progression Factor					1.00			1.00				1.00
Incremental Delay, d2					0.2			0.4				1.7
Delay (s)					5.3			11.7				13.8
Level of Service					A			B				B
Approach Delay (s)		0.0			5.3			11.7				13.8
Approach LOS		A			A			B				B
Intersection Summary												
HCM Average Control Delay			7.5									A
HCM Volume to Capacity ratio			0.52									
Actuated Cycle Length (s)			35.5								8.0	
Intersection Capacity Utilization			58.0%									B
Analysis Period (min)			15									
c Critical Lane Group												

Concept B (One-Way/Two-Way Hybrid)
11: Pacific Ave (OR 8) & College Way

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations					↕↕						↗	
Volume (vph)	0	0	0	17	863	35	0	0	0	0	9	8
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)					4.0						4.0	
Lane Util. Factor					0.95						1.00	
Frbp, ped/bikes					1.00						0.99	
Flpb, ped/bikes					1.00						1.00	
Frt					0.99						0.94	
Flt Protected					1.00						1.00	
Satd. Flow (prot)					3516						1713	
Flt Permitted					1.00						1.00	
Satd. Flow (perm)					3516						1713	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	0	0	0	18	918	37	0	0	0	0	10	9
RTOR Reduction (vph)	0	0	0	0	7	0	0	0	0	0	7	0
Lane Group Flow (vph)	0	0	0	0	966	0	0	0	0	0	12	0
Confl. Peds. (#/hr)	9		5	5		9	9		8	8		9
Heavy Vehicles (%)	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	3%	3%
Turn Type				Perm								
Protected Phases					8						6	
Permitted Phases				8								
Actuated Green, G (s)					16.2						5.9	
Effective Green, g (s)					16.2						5.9	
Actuated g/C Ratio					0.54						0.20	
Clearance Time (s)					4.0						4.0	
Vehicle Extension (s)					3.0						3.0	
Lane Grp Cap (vph)					1892						336	
v/s Ratio Prot											c0.01	
v/s Ratio Perm					0.27							
v/c Ratio					0.51						0.04	
Uniform Delay, d1					4.4						9.8	
Progression Factor					1.00						1.00	
Incremental Delay, d2					0.2						0.0	
Delay (s)					4.7						9.8	
Level of Service					A						A	
Approach Delay (s)		0.0			4.7			0.0			9.8	
Approach LOS		A			A			A			A	
Intersection Summary												
HCM Average Control Delay			4.8		HCM Level of Service					A		
HCM Volume to Capacity ratio			0.38									
Actuated Cycle Length (s)			30.1		Sum of lost time (s)				8.0			
Intersection Capacity Utilization			48.2%		ICU Level of Service				A			
Analysis Period (min)			15									
c Critical Lane Group												

Concept B (One-Way/Two-Way Hybrid)
12: Pacific Ave (OR 8) & Cedar St

Weekday PM Peak Hour
10/5/2012



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
Lane Configurations					↕↕			↕			↕		
Volume (vph)	0	0	0	31	767	44	11	42	0	19	108	60	
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	
Total Lost time (s)					4.0			4.0			4.0		
Lane Util. Factor					0.95			1.00			1.00		
Frbp, ped/bikes					1.00			1.00			0.99		
Flpb, ped/bikes					1.00			1.00			1.00		
Frt					0.99			1.00			0.96		
Flt Protected					1.00			0.99			0.99		
Satd. Flow (prot)					3500			1878			1782		
Flt Permitted					1.00			0.93			0.96		
Satd. Flow (perm)					3500			1765			1724		
Peak-hour factor, PHF	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	
Adj. Flow (vph)	0	0	0	35	872	50	12	48	0	22	123	68	
RTOR Reduction (vph)	0	0	0	0	6	0	0	0	0	0	35	0	
Lane Group Flow (vph)	0	0	0	0	951	0	0	60	0	0	178	0	
Confl. Peds. (#/hr)	4		11	11		4	22		1	1		22	
Confl. Bikes (#/hr)							1	2			1		
Heavy Vehicles (%)	0%	0%	0%	0%	2%	3%	0%	0%	0%	0%	0%	2%	
Turn Type				Perm			Perm			Perm			
Protected Phases					8			2			6		
Permitted Phases				8			2			6			
Actuated Green, G (s)					18.7			7.3			7.3		
Effective Green, g (s)					18.7			7.3			7.3		
Actuated g/C Ratio					0.55			0.21			0.21		
Clearance Time (s)					4.0			4.0			4.0		
Vehicle Extension (s)					3.0			3.0			3.0		
Lane Grp Cap (vph)					1925			379			370		
v/s Ratio Prot													
v/s Ratio Perm					0.27			0.03			c0.10		
v/c Ratio					0.49			0.16			0.48		
Uniform Delay, d1					4.7			10.9			11.7		
Progression Factor					1.00			1.00			1.00		
Incremental Delay, d2					0.2			0.2			1.0		
Delay (s)					4.9			11.0			12.7		
Level of Service					A			B			B		
Approach Delay (s)		0.0			4.9			11.0			12.7		
Approach LOS		A			A			B			B		
Intersection Summary													
HCM Average Control Delay			6.6		HCM Level of Service						A		
HCM Volume to Capacity ratio			0.49										
Actuated Cycle Length (s)			34.0		Sum of lost time (s)					8.0			
Intersection Capacity Utilization			46.5%		ICU Level of Service					A			
Analysis Period (min)			15										
c Critical Lane Group													



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑↑			↘	
Volume (veh/h)	0	878	0	0	26	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90
Hourly flow rate (vph)	0	976	0	0	29	0
Pedestrians		3				
Lane Width (ft)		12.0				
Walking Speed (ft/s)		4.0				
Percent Blockage		0				
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	0				488	3
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0				488	3
tC, single (s)	4.1				6.8	6.9
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				94	100
cM capacity (veh/h)	1636				509	1083

Direction, Lane #	EB 1	EB 2	SB 1
Volume Total	488	488	29
Volume Left	0	0	29
Volume Right	0	0	0
cSH	1700	1700	509
Volume to Capacity	0.29	0.29	0.06
Queue Length 95th (ft)	0	0	4
Control Delay (s)	0.0	0.0	12.5
Lane LOS			B
Approach Delay (s)	0.0		12.5
Approach LOS			B

Intersection Summary			
Average Delay		0.4	
Intersection Capacity Utilization		65.7%	ICU Level of Service C
Analysis Period (min)		15	

Meeting Minutes

Attendees: Jeff King, Guy Storms, Tom BeLusko, J.J. Johnston, Bruce McVean, Tim Budelman, Lisa Duncan, Mike Mallery, Don Jones.

City Staff: Rob Foster, Michael Sykes.

Also Attending: Jennifer McGuirk (Jeff King's intern), John-Michael Kowertz, Erik Horeis, Mayor Pete Truax.

1. Call to Order

The meeting was called to order @ 12:13 p.m. by Vice-Chair Don Jones.

2. Citizen Communication

None.

3. Approval of EDC Meeting Minutes from September 13th, 2012

J.J. Johnston moved to accept the meeting minutes as presented. Tim Budelman seconded the motion. The meeting minutes passed unanimously.

4. Additions / Deletions & Staff Summary

Jeff King reported that the construction of the new Prime Time Restaurant is underway. Excavation is currently taking place, and they are due to receive their building permit very soon. Jeff also mentioned that Old Trapper's expansion is moving along, and that once completed, they will add up to seven new jobs. Pascor is also on track to add eight to ten new jobs. Jeff noted that the bean paste company that has been looking at Forest Grove as a potential new site is currently growing beans in eastern Oregon to see how well a crop will grow in that region. If all goes well, it might mean that they will choose Forest Grove for their newest facility.

5. Business

A. McMenamin's Host Update

Clyde Fulkerson stopped by briefly to say hello and to mention a few of the upcoming events that the Grand Lodge will be hosting. Don Jones thanked him for allowing the EDC to meet each month in the Alice Inkley Room, and for providing lunch for each meeting as well. Clyde reported that

McMenamin's had had a very busy and productive summer and that this weekend McMenamin's will be celebrating the grand opening of the improved Fernhill Wetlands area. Picnic tables and restrooms have recently been added to the site, and McMenamin's has produced a special beer in honor of this expansion called Fernhill Pale Ale. The celebration will be this Saturday October 6th from 10:00 a.m. to 4:00 p.m. and is entitled "Birds & Beer".

B. EDC Board Openings Update

Don Jones reported that the owners of Ace Hardware, Mark & Lisa Nakajima, are very interested in becoming EDC Board Members, with Mark as the primary member, and Lisa as the alternate. Both Mark and Lisa are very involved in Forest Grove. Mark has served on the Budget Committee for the Forest Grove School District, and on the Forestry Commission as well. Don Jones made a motion to approve Mark as a new board member. Lisa Duncan moved to accept Mark & Lisa as members. Guy Storms seconded the motion. The motion passed unanimously. At this point the EDC will recommend the Nakajima's as new board members to the City Council, and await their approval or denial of these new candidates.

C. Transportation Issue Update

Rob Foster, the director of the Public Works Department for the City of Forest Grove, gave a presentation on the issue of the timeliness and safety of emergency vehicles responding to calls in the northern areas of Forest Grove, including rural areas to the north of the City. In 2007, College Way was a two-way street, and Council Street was a one-way street which headed north. Pacific University approached the City asking for College Way to become a one-way street heading south, and for Council Street to remain a one-way street, but to change the direction to south as well. The City asked the University to conduct an engineering study to determine if the change would have a negative impact on traffic flow. The study showed that it would not, and so at that time the change was made to make College Way one-way south, and to change Council Street's direction to one-way south as well as not to impede south bound traffic in that area. This change also created more parking for the University along College Way. Since the change has been made, the Forest Grove Police Department, Fire Department, The Safety Board and Public Safety Advisory have been concerned with the response

time to emergencies on the north side of the City. Rob contracted an engineering firm to conduct another study to determine if reversing the changes to College Way and Council Street would make an improved response time to areas in the north. The result determined by the study is that since emergency vehicles are now forced to use Main Street if they go west of College Way, or Cedar Street if they go east, the resulting difference in time is an additional 10 seconds to use Main Street, and an additional 24 seconds to use Cedar Street. One other concern about one of the alternate routes is that Main Street is closed various times throughout the year for community events such as The Farmer's Market, Uncorked, and Main Course, which in turn makes Cedar Street one of the only, and perhaps the quickest option to head north. Mike Mallery from Pacific University pointed out that even if the direction of the two streets was reversed back to their original state, that the amount of pedestrian and bicycle traffic on College Way is quite high, and the safety to students on their way to and from campus would be called in to question. Also, the Pacific University Health Center is currently being moved from Cedar Street, to College Way, which would add even more traffic to College Way. Since emergency vehicles would be forced to slow down due to the large amount of pedestrian traffic, there is a question as to how much time would actually be saved if College Way was returned to its original two-way traffic pattern. After much discussion, the consensus of the EDC was that the ratio of time saved to the potential risk to pedestrians and/or students on College Way, didn't seem worthwhile. The cost of rerouting the two streets again, the disruption to traffic, and the risk to individuals accessing Pacific University via College Way, appears to be greater than the advantages of changing things back to the way that they were originally.

D. Update from Congresswoman Bonamici's Office – Erik Horeis

Erik Horeis is a District Representative for with Congresswoman Suzanne Bonamici's Office who works with Yamhill and rural Washington County. His territory covers Banks, Gaston, North Plains, and Forest Grove. He also handles rural economic development, tribal outreach, and military and veterans outreach. Erik reported that approximately a month ago he and the Congresswoman toured the facility at Sake One here in Forest Grove. He said they enjoyed the tour very much and were interested to learn about the Sake One operation and the number of people they employ. Next month they are going to try to attend the next Forest Grove Chamber of Commerce meeting as well. Erik said that the USDA is putting a temporary hold on their

rural designation status change which is based on the new census. This is very important to smaller communities like Forest Grove since it allows our citizens to still take advantage of 0% down, guaranteed home loans from the USDA. When congress is back in session after the election, this issue will be addressed and hopefully can be extended since it is a valuable asset that can help stabilize and secure the housing market in our area. The Congresswoman has also been very involved with small business in the greater Portland area, and is also urging the International Trade Commission to look in to the Chinese saturation of the sale of solar panels in the United States. This will effect greatly local companies like Solar World in Hillsboro, who have employees that live in Forest Grove. Erik thanked the EDC for inviting him to this meeting. He handed out his business card so that people could easily contact him for any issues or concerns they may be experiencing.

E. Greater Portland Inc.

Jeff King spoke about Greater Portland Inc. which is a regional economic development entity. It is a private, non-profit, volunteer organization. Their annual work plan focuses on three areas: Business Development, Marketing & Branding, and Regional Strategy & Coordination. The group meets monthly. They are currently working on an export initiative which is a very important aspect of the Portland Metro economy, and they are hoping to foster it and bring it to smaller businesses as well. The monthly meetings introduce members to services such as site selectors, best practices and trends surrounding workforce training, and marketing techniques. Belonging to this group helps Forest Grove to remain apprised of what resources are available in the greater Portland area that will help with our economic development.

F. Committee Updates

Workforce

Jeff King gave a brief report for Kelly Marks who was unable to attend today's meeting. She sent information via e-mail which stated that enrollment is flattening at the community colleges which means that people are finding work. The demolition and construction has begun at the PCC Rock Creek Campus, seasonal jobs look promising this year, and there has been an upswing in I.T. and engineering jobs.

Small Business

Don Jones shared that before Ali Brown from Adelante Mujeres left to accept a new job in Portland, she came up with the idea of putting together a round table for small businesses. This would help small businesses in sharing ideas and resources, and enable the ability for them to collaborate to build stronger ties and a base within the community.

Tourism

Jeff King stated that the Tourism Committee and the Marketing & Branding Committee will both meet later this month in an effort to come up with a strategic plan to implement going forward into the new year.

Industrial / Infrastructure

J.J. Johnston reported that the Broker Tour that is scheduled for October 18th is coming together. He stressed that the success or failure of this event depends on the number of brokers who attend. The Broker Tour will include a guided bus tour of available sites in Forest Grove, a box lunch, a "Thank You" gift bag, and the chance to win an iPad 3. J.J. also mentioned that the latest broker e-mail went out last week, and the flier for the Broker Tour will be mailed out next week. Lastly, J.J. said that the industrial video is being edited now and that there is so much good information that it is hard to decide what to cut in order to get the video to the preferred running time. It looks at this point that the video will end up being an excellent product for promoting Forest Grove.

6. Council Communications

Tom Belusko stated that the plan for an Urban Renewal District has gotten kicked back to City staff due to the concern that since the levy just passed, some citizens may view this program as another budget item, and may not accept it very well.

7. Staff & Board Member Communications

Jeff King announced that economic development has signed an agreement with Oregon Public Broadcasting (OPB) to run a 10 second spot for 13-weeks before and after the Nightly Business Report once a week to spotlight Forest Grove. Oregon City had a similar spot run and had a lot of success with it.

Mayor Truax announced that tomorrow afternoon will be the 15th Anniversary celebration of Maggie's Buns @ 4:30 in the afternoon @ her location on 21st Avenue. Please stop by and wish her well if you get a chance.

8. Announcement of the Next EDC Meeting

The next meeting of the EDC will be held on November 1st, 2012 @ 12:00 noon in the Alice Inkley Room @ McMenamin's Grand Lodge.

9. Adjournment

The meeting was adjourned by Don Jones @ 1:44 p.m.

Approved by the Forest Grove Economic Commission:

Date: _____

Signed: _____

EDC Chair

DRAFT

**FOREST GROVE RURAL FIRE PROTECTION DISTRICT
BOARD MEETING**

Forest Grove Fire Station, Forest Grove, Oregon
October 3, 2012
8:00 PM

* * * * *

DIRECTORS PRESENT: Kevin Van Dyke, Cleo Howell & Byron Schmidlkofer.

DIRECTORS ABSENT: Tim Dierickx & Randy Sahnaw

OTHERS PRESENT: Michael Kinkade, Tom Johnston, Rob Foster, Sharon Cox, Tony Carter, Dallas and Sharon Boge

1. President VanDyke called the meeting to order at 8:00 p.m.

2. **Minutes**

There was a motion by Director Howell and a second by Director Schmidlkofer to accept the minutes of the regular meeting held on September 5, 2012 as mailed.

MOTION CARRIED 3-0 Directors Sahnaw & Dierickx absent.

3. **CITIZEN COMMUNICATIONS**

Sharon Boge said a Neighborhood Watch meeting will be held on October 17 at the Gales Creek School. There will be a presentation by the Washington County Sheriff's Office on burglary prevention.

5. **Reports**

Downtown traffic engineering study - Rob Foster from the City of Forest Grove Engineering Department attended the meeting to update the Board on this study.

Background information on the project - Prior to 2007 College Way was a 2 way street between University and Pacific Avenues. Council Street between 19th and Pacific was one way northbound. Pacific University was working on their Master Plan and approached the City about changing College Way to one way southbound. As a result, the City Council took action and elected to change the traffic direction on College Way and Council Street to make both streets one way southbound. The reasons Pacific University gave to change the direction of College Way was because Sunset Avenue was the entrance to the University and they could also increase parking spaces by creating diagonal parking along College Way.

This was all done in approximately 2007.

Since then the City Council has heard from Councilman Johnston (Liaison for the Rural Fire Board) and the PSAC that this road may pose a problem for response times for emergency vehicles leaving the station and heading north to Sunset Drive. The Council put this on their goals to have it examined and get input from the community.

A traffic engineer was hired to gather the following data. What would happen at each of the major intersections if College Way was turned around north and how would it affect the level of service at the intersections? None of the intersections failed as a result of making that change. Intersections are graded from A to Z and only 2 intersections received a C grade which is very little delay. The second piece of information gathered was response times to Sunset Drive from the Fire Station. There are 3 routes - College Way being the most direct, Main Street is approximately 500 feet longer and Cedar Street is approximately 1000 feet further than Main Street. In response times Main Street is approximately 10 seconds longer and Cedar Street is approximately 24 seconds longer. There were other observations made that are referred to as internal frictions. Diagonal parking, intersections, street closures and pedestrian traffic are considered friction along all of the routes. Another thing they pointed out was out of direction travel. This has to do with people being able to loop around the blocks looking for parking.

Other items to consider are they know the volume of traffic but not where those cars are going. Pacific University will be reconstructing University Avenue in the near future. There would also be costs involved - signage, painting, etc., that they don't have estimates for yet.

President VanDyke said that the most important thing to the Board is the response time. Time is huge when responding to an emergency.

Director Schmidlkofer said his feeling is that Cedar Street friction will get worse as the area is built up. He also said parking convenience does not outweigh emergency response time.

Director Howell said that whatever happens he would recommend that the City limit development along Cedar Street between Pacific & University Avenues.

Rob Foster left @ 8:54 pm.

4. **Financial**

The financial report was presented. There was a motion by Director Schmidlkofer and a second by Director Howell to accept the financial report and pay 2 of the 3 bills as follows: check #5743 to Secretary of State \$200.00 and check #5744 to City of Forest Grove for \$157,710.00. Sharon will call SDAO to see what their bill of \$50 is for.
MOTION CARRIED 3-0 Directors Sahnaw & Dierickx absent.

5. **Reports continued**

September report - Chief Kinkade had sent the report via email prior to the meeting so asked if the board had any questions. Lt. Tad Buckingham started his new position this week. Keith Baas was promoted to Lieutenant and we opened the Firefighter position today.

City Council Liaison - Councilor Johnston said he spent 4 days in Salem working on 3 different things that could affect the board.

The 911 funds sunset and the League of Oregon Cities will be lobbying to continue them.

Reset at sale is another thing they are working on. This means that whatever you sell your house for that is what the assessed value should be.

House Bill 26 deals with compaction/compression and would allow levies if the cities population passes them. It would override the limits set by Measures 5, 47 & 50.

6. **Committees**

Public Safety Advisory Commission - Chief Kinkade attended the meeting and said it was about the downtown traffic engineering study that Mr. Foster just presented.

7. **OLD/NEW BUSINESS**

OFDDA/OFCA conference reminder - If anyone can go to the conference it would be beneficial. President VanDyke said that we received 4 DVD's on different topics that are usually covered at the conferences. It is a possibility that the board could either check the DVD's out or they could watch them as a group during/after a meeting. Chief Kinkade said that the pre-conference agenda would be the best to attend.

Discussion regarding Budget Officer

Chief Kinkade said Ken Jones will be coming to their December meeting. Members should start thinking of things to ask him.

8. The meeting was adjourned at 9:26 pm.

Recorded by Sharon Cox, Administrative Assistant

DRAFT

Minutes are unofficial until approved by the Public Safety Advisory Commission.

1. ROLL CALL:

Meeting Called to Order by Chairman Mills at 7:32 a.m.
Chairman Mills welcomed new PSAC Member, Allyn Clark. Clark's appointment expires December 31, 2012.

Members Present:

Robert Mills, Chairman; Drue Garrison, Vice Chairman; Mike Bernhardt; Allyn Clark; Victoria Johnson; John Rinier

Other Non-Voting Representatives Present:

Rob Dahl, Pacific University
Harold Roark, Pacific University

Members Absent:

Russell Redmond; Tim Dierickx

Liaison Present:

Tom Johnston-Council Liaison

Staff Present:

Police Captain Ashbaugh
Fire chief Kinkade
Rob Foster, City Engineer

2. CITIZEN COMMUNICATIONS: None.

3. APPROVE OF MINUTES:

Motion to approve made by Drue Garrison and seconded by Mike Bernhardt.
Motion passed by unanimous consent.

4. ADDITIONS/DELETIONS: None.

5. ACTION ITEMS/DISCUSSION:

5.1 Topic: Master Plan with Pacific University (College Way Traffic Flow)
Presented by Rob Foster, City Engineer

Discussion:

Originally College Way was a two way street and Sunset Drive was a logging route that came through town and used College Way. The By-Pass was built and the truck route through town was no longer necessary...the University, in their Master Plan saw Sunset Drive as a major entrance to the University and Pacific University requested that City Council look at making College Way into a one-way southbound – closing the northbound lane and installing diagonal parking in the space vacated by the northbound lane. The city required Pacific University to do a traffic study and Pacific University hired Kittleson Engineering from Portland. Kittleson looked at several different options in their analysis.

The recommended option was to make College Way one-way south bound from Sunset to Pacific Avenue and this happened in 2007. However, making this a one-way south bound created concerns with PSAC and Public Safety departments (police and fire).

The City hired Kittleson recently to review these concerns and they have a draft report which Rob Foster will present today. Foster is getting input from different groups in the community and will include feedback in his report and then will do a workshop in October with City Council.

In reviewing the original Kittleson report commissioned by Pacific University in 2007, Foster summarized that the Kittleson options included:

1. Close college at south end and leave north two-way
2. North is one south and south is one way north
3. Make north piece one-way south and leave college 2-way

Council Liaison Tom Johnston advised that only option #3 was presented to Council back in 2007. Johnston also inquired if there was a discussion of making a plaza of 21st Avenue in the downtown area related to the traffic study. Foster responded that making 21st a pedestrian mall has been discussed before.

Foster noted that Johnston's issue with the changing of College Way has to do with emergency response times. Foster displayed an aerial photo map in order to show the emergency response routes.

Kittleson looked at two areas for impact – the first one was intersections – i.e., are there traffic implications of changing a one-way (College Way) from south-bound to something else. The second area was estimated time for emergency response vehicles (fire trucks in particular) to get from the station (on Ash Street) to the north end of Sunset.

Foster advises that the short answer to first issue is "No" there is no impact to traffic flow or traffic stacking at any of thirteen identified intersections that may be impacted by changing

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College Way one-way. Foster further clarified that the lowest Level of Service (LOS) measured at any of the intersections was 'maybe a B or maybe a C'.

Foster says that the peak volume on 19th Avenue increased by 55 actual count and Johnston advised that when the bypass opened the ADT on 19th decreased by 5000. Foster confirmed this.

Foster presented a map that showed the alternate routes for emergency vehicles: the yellow line is one tenth of a mile longer than the blue and would take 14 seconds longer than blue line. The green line is 1.7 hundredths of a mile longer in distance and would take 24 seconds longer than the blue based on posted speeds. Pedestrian activity was also measured in the current report at each intersection near college – i.e., on 21st Avenue

Captain Ashbaugh inquired that with all of the students there are at Pacific University – that the few diagonal spaced parking spaces on College Way– how much of an impact is it to have those spaces. Rob Dahl of Pacific University responded that Pacific needed every parking space. Foster provided a definition for the term "internal friction" (a measurement for assessing the impact of pedestrian and other activity along a specified travel route for vehicles).

Foster continued to outline other options for changing the current configuration of College Way traffic flow. Signals north/south could be installed in addition to east/west on 19th so that fire trucks could make it more quickly through signals and Foster stated that it could be done they 'believe' for a fairly reasonable cost. Today there are flashing lights that stop east/west movement.

A circulation impact study by Kittleson (this circulation study looks at the typical approach a 'shopper' takes when attempting to find a parking space in the Central Business District (CBD) and is referenced as 'the shopper's loop') shows that if the one-way is removed then the shopper might turn north on College Way instead of proceeding west one more block on Pacific and then turning north on Main Street. If shoppers turn (prematurely) north on College Way and cannot find a parking space on their first pass, the 'loop' will take them two blocks longer to loop back due to the current configuration of one-way grids in the CBD. Pacific University paid for the modification at the intersection of College Way and Pacific Avenue in 2007 including striping, signage and the traffic signal and there is an ongoing agreement that Pacific University will maintain the striping each year and Pacific does that annually. Current student and staff at the Forest Grove campus of Pacific University is about 3000.

Chairman Mills advises that if Green Route traffic signals could be improved for emergency response vehicles (ERV) then that would be desirable. Fire Chief Kinkade advised that the Rural Fire District (RFD) is the most concerned about this (the ERV travel times) and the 24

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seconds is a high concern and the RFD is very upset about adding the 24 seconds because it's the Rural Fire District on the north side of town that is most impacted. Councilor Johnston suggests that City Engineer Foster goes to a Rural Fire Board meeting to discuss the new findings with them.

Drue Garrison inquired if the intersection signals on the Green Route were changed – how many seconds would it save? Foster says that the new study didn't measure that. Foster said that one way to consider it is that you could measure the stop time – general discussion is that the current 14 and 24 second times do not include stopping at signals or slowing at stop signs - - the time would on be slower due to 'friction' (see "internal friction" above). Chief Kinkade gave general description of how the Fire Department selects its routes – emergency routes are picked due to time of day and other known events going on – i.e. road work. Chief Kinkade advises that routes will have impact on businesses and Pacific University and that all factors must be taken into consideration in addition to the emergency response times. Councilor Johnston stated that with every minute delay a house fire can double in size and that the chance of survival for heart attack victims diminishes with every passing minute.

Councilor Johnston advises, and Foster confirms, that diagonal parking is at a 60 degree angle and not a 45 degree angle. Therefore the back-end of the cars protrude further out into the College Way travel path than was originally discussed and approved in 2007 (see below).

Foster explained that Pacific was required as a part of the their student housing development project to do final improvements on University Avenue on the north end which includes new curbs and other improvements.

Foster also says that even with the auto-control signal at intersections on Green Route that a pedestrian call on the signal takes precedence over the emergency response vehicle.

Harold Roark of Pacific University, stated they will change their student health clinic from the Bump Building over to College Way – they will build a five-modular building. Roark advised that 14 seconds IS critical (is former EMT military) and also said that new earphone technology has contributed to safety factors for pedestrian safety.

Foster explained that he has feedback from PSAC today and that the Minutes will be included in his submittal to City Council for workshop discussion October 22, but that PSAC could also send a formal committee position. Chairman Mills asked Chief Kinkade if the FD has a position on it. Chief Kinkade advised that from a purely fire-science point of view that a 24 second DOES make a difference – having said that, Chief Kinkade advised that other factors cannot be quantified and that shaving off the 24 seconds is critical.

Captain Ashbaugh – stated that from PD perspective there's not a lot of difference because cars are typically out in the field when a call comes in so units could be coming from any

direction. Captain Ashbaugh stated that PD will defer to FD and Engineering with regard to route planning.

Garrison advises that current measurements only include posted speed and distance and that the times will only get slower (as internal friction events have an impact). Chief Kinkade advises that installing intersection controls isn't going to REDUCE times from the estimated 14 or 24 seconds, but that what it may do is hold the time closer to the estimated travel time than would be achieved if signal controls weren't installed. Chairman Mills agreed that response time is critical.

John Rinier arrived at 8:25am

Councilor Johnston says that he has worked for both the FD and PD and "if we can save life and property, that's what it's all about."

Harold Roark inquired about parking angles and whether they would be adjusted if council decided to reverse college way south end. Chief Kinkade says there is compromise that may be available – a host of opportunities are available.

Harold Roark advised that they had not considered that the FD has the choice in selecting which route they take – and that if College Way is opened again to two-way that the FD would choose to not go down that road – and Councilor Johnston advises that another factor is determining how often the FD is called out during the daytime hours of 9 a.m. to 3 p.m. Councilor Johnston said that the original angle agreed to was 45 degree and not 60 degrees.

Victoria Johnson Inquired about Pacific University's master plan for parking. Harold Roark says that additional parking is not currently in the Master Plan but that they do have options to convert current uses to future parking. Roark further commented that the problem is not the amount of available parking in Forest Grove but that people complain that they have to walk two blocks from their car to their destination.

Chairman Mills asked Foster to include a study of the impacts of changing the south end of College Way to one-way north bound and its impact on Pacific University and on businesses.

Action Item/Task: No Action Required

Decision: No Decision Required

**5. 2. Sub-committee Report - Public Safety Survey -
Presented by Mike Bernhardt, PSAC Member**

Discussion:

Mike Bernhardt worked up a draft of what a survey might look like – he distributed this rough draft to PSAC attendees. Bernhardt discussed input to the survey from PSAC members – says we need more ideas and gave example of Neighborhood Watch.

Chairman Mills asked if everyone received the email from City Recorder Anna Ruggles with the prior city survey. Chief Kinkade advises that the new City survey is being prepared to go out in November. Chairman Mills encouraged all PSAC members to provide input to Mike. Bernhardt says that if we could wrap up the PSAC survey before November then we could link to the city-wide effort.

6. REPORTS AND PRESENTATIONS:

Police Department – Captain Asbaugh

Highlights :

- The Joshua Nichols case – they were going to plead him out and FGPD thinks this is a good choice.
- Mike Bernhardt is now the event coordinator – e.g., for national night out.
- Half the department is trained in emergency vehicle operation training – and training is difficult due to lack of equipment available.
- Also did mental health training – i.e., how the force deals with mentally ill in Forest Grove. Victoria Johnson inquired if PSAC could have a presentation from PD on mental health training – Captain Ashbaugh advises that mental health issues are becoming the major police training – Chairman Mills advised that he would be willing to schedule a ten minute presentation. Johnston advises that PSCC is also hearing about this issue. Rob Dahl of Pacific University advises that they are also seeing a 30-40% increase in mental health issues in the PU community. PSAC agreed (non-voting agreement) to schedule a mental health presentation targeted for November that includes presentations from both the FGPD and Rob Dahl of Pacific University.
- The new Chief arrived this week and will be sworn in. Captain Asbaugh advised that the new Chief will be outstanding for this community. Chairman Mills encouraged all PSAC members to attend the swearing in.

Captain Asbaugh departed 8:57 a.m.

Fire Department – Fire Chief Kinkade

Highlights:

- SAFER Grant position was approved and supplemental budget last Monday –and is underway in filling the position.
- Best Western Fire – started by cigarette butt in the barkdust
- Chief Kinkade departed at 8:47am

Council Liaison Report – No Report.

7. OLD BUSINESS:

Members of the PSAC toured the Fire Department Training Trailer.

8. ADJOURNMENT:

Motion to adjourn by John Rinier and seconded by Drue Garrison.
Approved by unanimous consent.

Adjourned to Fire Department Training Trailer Tour at 8:58

Respectfully submitted by:
Victoria Johnson, PSAC Member & Secretary

October 22, 2012

Mr. Michael Sykes, City Manager
City of Forest Grove
PO Box 326
Forest Grove, Oregon 97116

RE: Traffic Re-Alignment proposal of College Way

Mr. Sykes,

It has been brought to my attention, that City Council is reviewing the traffic flow pattern for College Way and adjoining streets. It is my understanding that this is in response to a concern, from the Rural Fire District, regarding response times to addresses North of the city limits.

As you know, a lengthy effort was undertaken approximately six years ago to study the traffic flow patterns for the downtown business core and specifically College Way and the manner in which it served that core, our community and the University. Many sound decisions were made at that time and the underlying reasons for those decisions are still valid today.

A significant financial investment was made by the University to align College Way into its current configuration. This included a traffic signal modification, striping and significant signage. I believe the current alignment serves downtown businesses, the entire community and Pacific University quite well.

I would like to take this opportunity to inform you that the University is opposed to any change to the current alignment and traffic flow pattern for College Way. We take this position for a variety of reasons, the greatest of which is purely the safety of our community, students, staff, faculty and visitors.

College Way is a main thoroughfare through the west side of our campus and serves hundreds of vehicle trips per day. The available parking is used to its capacity and at times there is significant congestion along this street. In addition, with University offices on both sides of the street, there is a great amount of pedestrian traffic along the entire length of this street as it passes through campus.

As it has been explained to me, the proposed changes are to facilitate the use of College Way as a primary response route for responding fire apparatus and emergency medical services units. Using this street in that manner would pose a significant safety risk to our University community. Reversing the traffic flow would also have a significant negative effect on the overall traffic flow in this and surrounding neighborhoods.

Currently, the University is slated to complete a major re-construction of University Avenue, between Main Street and Sunset Drive. This proposed project, scheduled for Spring of 2013, includes "bulb-outs" and other traffic calming features, as well as multiple pedestrian crossings. Our focus is on our community and our University.

Fire apparatus do not regularly utilize this stretch of University Avenue for emergency response. This avoids conflicts with the significant number of pedestrians that cross their daily, accessing our student housing buildings as well as the Athletic Center and Lincoln Park Athletic Complex.

The changes to University Avenue as a result of this project would slow any fire apparatus using this stretch of road and thereby eliminate any time savings recognized by reversing the traffic flow on College Way. It would also create an additional risk to our community members who cross there regularly.

Again, significant effort was made several years ago to align the College Way traffic flow to its current state based on a multitude of factors. In review of that analysis today, it clearly remains a solid decision. As stated, I feel very strongly that reversing the flow of College Way traffic would create an immediate and lasting safety concern for the University community.

Therefore, as noted above, I stand opposed to any such change and would ask that you share my position and that of the University with the City Council, Mayor and others who are involved in the review of this issue.

I welcome your questions and reply and appreciate the opportunity to be engaged in this process.

Respectfully,



Mike Mallery
Vice-President, Finance and Administration
Pacific University

cc: Mayor Pete Truax

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
OCTOBER 22, 2012– 5:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:15 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Tom Gamble, Parks and Recreation Director, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW

The following applicants were interviewed for the following positions:

- Howard Sullivan – Parks and Recreation Commission
- José Rico – Student Advisory
Parks and Recreation Commission (1); Library Commission (2);
Committee for Citizen Involvement (3); Public Safety Advisory
Commission (4); and Historic Landmarks Board (5)

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted interviews. After Council deliberation, Council collectively made recommendation to appoint Howard Sullivan to fill the At-Large vacancy on the Parks and Recreation Commission, term expiring December 31, 2014, and Committee for Citizen Involvement, term expiring December 31, 2014. Council collectively made recommendation to appoint José Rico to fill the Student Advisory vacancy on Committee for Citizen Involvement, term expiring December 31, 2013.

Resolutions making formal appointments will be considered at the next regular Council Meeting of November 13, 2012.

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
OCTOBER 22, 2012– 5:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 5:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(WATERSHED AD-HOC COMMITTEE –
WATERSHED MANAGEMENT PLAN UPDATE)
OCTOBER 22, 2012 – 5:30 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:50 p.m. **ROLL CALL:** **COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **WATERSHED AD-HOC COMMITTEE PRESENT:** Bob Van Dyk, Lou Karabinus, Roy Woo, Meredith “Bud” Bliss, Dallas Boge, Dave Johnson, and Teri Koerner, Chamber Director. **ABSENT:** Stephen Edward. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Randy Smith, Water Treatment Plant Superintendent; Tom Gamble, Parks and Recreation Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: WATERSHED MANAGEMENT PLAN UPDATE

Foster, Cole, Downey, and Sykes facilitated the work session, noting the purpose of the work session was to present a summary review of the completed Draft of the Forest Grove Watershed Stewardship Management Plan Update conducted by the Watershed Ad-Hoc Committee. Staff introduced Scott Ferguson and Barry Sims, Trout Mountain Forestry, City’s Watershed Consultant, who advised and guided the Ad-Hoc Committee through the update process. Staff reported the Ad-Hoc Committee met twice a month from January 2012 through June 2012, and reviewed the 10-year history of the watershed management; recently completed inventory of the watershed; and toured the watershed. Staff distributed copies of the Draft Executive Summary and referenced the staff report, Attachment 1, Statement of Desired Future Conditions, and Attachment 2, List of Ad-Hoc Committee Recommendations, noting the Ad-Hoc Committee made no changes to the Plan’s goals, which were referenced on Page 1 -3 of the Draft Executive Summary. Staff outlined the Ad-Hoc Committee’s recommendations (reference as Attachment 2), noting the Ad-Hoc Committee made recommendation to modify the zoning of the watershed, from three zones (Reserve Areas, Special Management Areas, and Active

**FOREST GROVE CITY COUNCIL WORK SESSION
(WATERSHED AD-HOC COMMITTEE –
WATERSHED MANAGEMENT PLAN UPDATE)
OCTOBER 22, 2012 – 5:30 P.M.
COMMUNITY AUDITORIUM
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Management Areas) to two zones (Reserve Areas and Active Management Area). Staff indicated much of the discussion of the Ad-Hoc Committee focused on the Desired Future Conditions (DFC) of the watershed (referenced as Attachment 1), noting the DFC defines how the two management areas are desired to look and function over time, in terms of ages of trees, species of trees, riparian areas, understory, woody debris, etc. Staff indicated one aspect that came to light in the inventory was a large inventory of trees in age range of 51 to 70 years of age, yet relatively few trees below 50 years of age, noting the DFC calls for more balance in the ages of trees across the watershed. In order to achieve this balance and maintain habitat diversity, the Ad-Hoc Committee discussed whether the Plan update should specify an upper age limit of harvestable trees. As a result of that discussion, the Ad-Hoc Committee made recommendation that up to 20 acres of area be created each year, made up of several smaller openings, for the establishment of younger trees. Staff noted groups of older trees, large down logs and areas of undistributed vegetation would be retained in these openings as forest legacies. The Ad-Hoc Committee also reviewed sustainable harvest levels. In considering the annual harvest, the Ad-Hoc Committee evaluated the recently completed watershed inventory, as well as forest habitat, health and diversity, and the DFC. Staff reported the current 2001 Plan sets a goal of harvesting roughly 750,000 to 1,500,000 board feet annually and the 2001 Plan also predicted that harvest levels would need to increase in time period 2012-2021 to maintain the vigor of larger trees and provide openings and light for new seedlings. Based upon the current conditions of the watershed and DFC, the Ad-Hoc Committee made recommendation that the annual sustainable harvest levels be anywhere between 1.7 million board feet and 2.0 million board feet over the next 10 years. In addition, staff reported the Ad-Hoc Committee also discussed resource policies and how best to protect water quality and forest health. As a result of that discussion, the Ad-Hoc Committee made recommendations that the Plan update be much clearer in terms of resource policies, standards, and guidelines so the management of the watershed does not become dependent upon any one person or forester manager, but instead is based on clearer strategies and policies outlined in the Plan. The Ad-Hoc Committee also made a recommendation that the Plan update not prescribe day-to-day methods, but instead focus on more global goals, such as those outlined in the DFC. The Ad-Hoc Committee also considered public access to the watershed and discussed

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the merits of opening the watershed up to recreational use, noting the existence of other recreational facilities and opportunities in the vicinity. As a result of that discussion, the Ad-Hoc Committee made recommendation the watershed not be opened to general recreational use, in order to preserve water quality and minimize erosion, understory, vegetative damage, litter, and unsanitary conditions, and also minimizing the City's liability and potential budgetary impacts. The Ad-Hoc Committee supported allowing access to the watershed for educational and research activities, which the Plan outlines the provisions, standards and guidelines for such access. In addition, staff reported the Ad-Hoc Committee also considered whether the watershed should be certified under Forest Stewardship Council's Certification Program (FSC Certified), noting the Ad-Hoc Committee suggested that if Council desires to pursue an FSC certified market, having a forester who was FSC certified was adequate and did not feel the extra costs and effort were worth the added benefit, noting the City can choose to become certified at a later date. In conclusion, staff reported the Ad-Hoc Committee's recommendations have been incorporated into the Draft Watershed Stewardship Management Plan Update.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council discussed with staff, Ferguson, and Ad-Hoc Committee the recommendations made to the Watershed Stewardship Management Plan. Staff, Ferguson, and the Ad-Hoc Committee responded to the various inquiries, concerns, and scenarios the Council presented.

Lowe voiced concern after reviewing the existing 2001 Plan to re-familiarize herself that she found 50 percent of the foundational recommendations had not been addressed, noting the update is more "timber focused". Lowe also voiced concern no "biodiversity study" has been conducted to justify additional harvest volumes and pointed out the importance of protecting the City's water quality. Discussion ensued regarding the reasons for increasing harvest volumes in such a way to regenerate the overall forest.

Thompson voiced concern property lines were not well marked, noting he would like to see the property lines surveyed. Discussion occurred about the City gaining control of surrounding land as a way to control boundary issues.

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Johnston spoke about the carbon footprint if more timber is cut and spoke about fire danger areas. Discussion ensued pertaining to the roads being maintained to minimize adverse impacts, such as fire danger, to the watershed. In addition, Johnston indicated he took the watershed tour and appreciates the Ad-Hoc Committee's hard work and dedication.

Mayor Truax recalled the vision and planning that was conducted by the Ad-Hoc Committee back in 2001 when the existing Watershed Management Plan was drafted and adopted. In addition, Mayor Truax posed several inquires to the Ad-Hoc Committee who responded that the City has done a remarkable job managing the watershed and maintaining a healthy and diverse forest with an abundance of wildlife habitat. The Ad-Hoc Committee also indicated they spent several months revising the 2001 Plan and assessing the watershed's progress with Ferguson and staff and had a lot of serious discussions, noting each issue was presented and discussed (and often revised) until each committee member could reach consensus. The Ad-Hoc Committee explained the emphasis for harvesting is to maintain and improve the long-term productivity and biological integrity of the entire forest ecosystem. The committee members indicated they were very honored to be part of the Ad-Hoc Committee and committee members who participated in the 2001 Plan and attended the recent watershed tour indicated it was remarkable to see that ecosystems have begun to heal, logging roads along the river have been closed off to use, strategically placed logs in the water are encouraging biodiversity, and fish ladders are leading to yearly salmon runs, noting there is still a lot more that needs to get done, which has been carried over in the update Plan.

In conclusion, Mayor Truax thanked the committee members for their hard work and dedication in drafting the Watershed Management Plan Update.

Council took no formal action nor made any formal decisions during the work session.

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3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Derek Robbins, Engineer; Janie Schutz, Police Chief (in the audience); George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

1. A. INTRODUCTION OF NEW STAFF:

Mayor Truax formally introduced the City's new Police Chief Janie Schutz who was sworn-in on October 1, 2012. Police Chief Schutz was the former Police Chief of the Town of Wadesboro, NC.

1. B. PROCLAMATION:

Hands and Words Are Not For Hurting Week

Mayor Truax publicly proclaimed October 21 – October 27, 2012, as "Hands and Words Are Not For Hurting Week" in Forest Grove". Mayor Truax presented the proclamation to Police Chief Schutz who accepted the proclamation on behalf of Forest Grove Police Department.

2. CITIZEN COMMUNICATIONS:

Grace Radacellini and Francisco Campuzano, 2715 Juniper Street, addressed Council regarding concerns they had pertaining to Juniper Gardens Phase II Project and 26th Avenue Reimbursement District Project. Radacellini and Campuzano submitted written testimony and photographs illustrating their concerns.

Kristen Thomas, 2735 26th Avenue, addressed Council regarding Juniper Gardens Phase II Project and 26th Avenue Reimbursement District Project and protecting existing trees when new development occurs. Thomas

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submitted written testimony and photographs illustrating her concerns.

In response to above-noted testimony, City Manager Sykes asked Foster to respond to concerns, to which Foster provided an update on the status of the projects and addressed concerns and inquiries from the Council as well. Victoria Lowe declared a potential conflict of interest. In conclusion, Mayor Truax noted he appreciates the input and comments and asked City Manager Sykes to keep Council informed on the progress.

Victoria Johnson, Public Safety Advisory Commission (PSAC) Secretary, submitted written correspondence, dated October 22, 2012, indicating that the views expressed in her memo are as a private citizen not on behalf of the PSAC. Johnson's written correspondence outlined discrepancies between the draft PSAC minutes and staff's summarized interpretations found in Exhibit C of the staff report pertaining to the Downtown Traffic Analysis Work Session, which was postponed (refer below to Agenda Item 4). Johnson's written correspondence was forwarded to staff for review and consideration.

Pacific University, 2043 College Way, submitted written correspondence, dated October 22, 2012, pertaining to the Downtown Traffic Analysis Work Session, which was postponed (refer below to Agenda Item 4). Pacific University's written correspondence outlined concerns pertaining to proposed changes to the current alignment and traffic flow pattern on College Way. Pacific University's written correspondence was forwarded to staff for review and consideration.

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
 - A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of September 24, 2012.
 - B. Approve City Council Executive Session (Labor Negotiations) of September 24, 2012.
 - C. Approve City Council Executive Session (Real Property) of

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September 24, 2012.

- D. Approve City Council Work Session (Urban Renewal) Meeting Minutes of September 24, 2012.
- E. Approve City Council Regular Meeting Minutes of September 24, 2012.
- F. Accept Historic Landmarks Board Meeting Minutes of August 28, 2012.
- G. Accept Library Commission Meeting Minutes of July 10 and August 14, 2012.
- H. Accept Parks and Recreation Commission Meeting Minutes of July 18, 2012.
- I. Accept Planning Commission Meeting Minutes of June 18 and September 17, 2012.
- J. Accept Public Arts Commission Meeting Minutes of September 13, 2012.
- K. Community Development Department Monthly Building Activity Informational Report for September 2012.
- L. Library Department Monthly Circulation Statistics Report for October 2012.
- M. Accept Resignation on Committee for Citizen Involvement (Deborah Greenfield, Term Expiring December 31, 2015).
- N. Accept Resignation on Parks and Recreation Commission (Anna Marie Lund, Term Expiring December 2014).

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

- 4. **ADDITIONS/DELETIONS:** Item 1. B. was added to the Agenda as noted above. The Downtown Traffic Analysis Work Session, scheduled on the Agenda for 6:15 p.m., was postponed to the next meeting due to time restriction.

5. PRESENTATIONS:

- 5. A. 2012 Watershed Timber Harvest Update
Foster introduced Scott Ferguson, Watershed Consultant, who presented a PowerPoint presentation outlining the 2012 Watershed Timber Harvest

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activities and accomplishment, noting the 2012 timber harvest produced a net revenue of \$529,309. Ferguson reported the 2012 timber harvest included 121 acres of ground thinning, 31 acres of cable thinning, 18 acres of variable retention, 5,700' of temporary road construction, and provided 86 "fish logs" for the Clear Creek restoration project. Ferguson explained the various methods that were used to market the 2012 timber harvest, noting Table I below outlines the mix of products and shows the harvest volume to date and Table II below outlines the 2012 timber harvest expenses to date.

Revenues - 2012 Timber Harvest			
Mill/ Species	Volume, Board Feet	Unit Price, per 1,000	Gross Revenue
Banks Lumber	1,541,120	\$523.78	\$807,146.05
Columbia Vista	75,140	\$591.12	\$44,416.45
RSG/ Olympic	27,370	\$498.41	\$13,641.50
Stimson	312,260	\$514.66	\$160,709.05
McCormick (poles)	90,510	\$940.34	\$85,110.00
Misc.	6,710	\$497.61	\$3,339.00
Totals	2,053,110	\$542.79	\$1,114,361.05
Expenses - 2012 Timber Harvest			
Method/ Item		Expense	
Logging/ Hauling			\$507,046.67
Forester			\$78,005.27
Total			\$585,051.94
NET			\$529,309.11

5. B. Metro Quarterly Exchange Update

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation outlining her District 4 Quarterly Exchange Report and provided updates on Metro's Convention Center Hotel Project; Planning and Development Grants; Metropolitan Transportation Improvement Plan; Climate Smart Communities; Glendoveer Golf Course; Orenco Woods

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Master Plan; Natural Areas Local Option Levy; Intertwine Summit; and reported on various upcoming events and distributed various handouts.

5. C. 2013 Annual Town Meeting Update

Kristy Kottkey, Committee for Citizen Involvement (CCI) Chair, reported to Council that CCI would like to request moving the Annual Town Meeting (ATM) date to spring instead of January, noting CCI is struggling as a committee to find its purpose and goals and is currently down three members. Council Miller affirmed that CCI does need more time to beef up its membership. Kottkey highlighted a possible ATM theme (Myth Busters), noting CCI wants to plan a quality, and awarding ATM with an emphasis to invite the Hispanic community. In response to Kottkey's inquiries and concerns, Mayor Truax and Miller advised that CCI was created pursuant to Statewide Planning Goal 1 to assist the Council with a citizen involvement program relating to land use issues. Mayor Truax indicated he does not want CCI to lose sight of the land use aspect; however, Mayor Truax encouraged CCI to relook at its bylaws and perhaps redraft its bylaws to expand more on citizen-related activities, noting the revised bylaws would need to be submitted to Council for formal approval. In conclusion, Mayor Truax advised Kottkey that he would get back to her on CCI's proposal to change the ATM date.

6. RESOLUTION NO. 2012-62 AUTHORIZING THE EXPENDITURE OF METRO GRANT FUNDS IN THE STREET FUND FOR THREE BIKE SHELTERS IN THE CITY OF FOREST GROVE

Declaration of Potential Conflict of Interest:

BeLusko declared a potential conflict of interest, citing he is a shareholder of the firm who is the City's insurance agent and there is a remote possibility that Resolution No. 2012-62 could affect the income received by the firm. Because there is only a potential conflict of interest, BeLusko declared it would not affect his contribution.

Staff Report:

Downey, Cole, and Foster presented the above-proposed resolution requesting authorization for the expenditure of Metro grant funds of \$45,000 for the purchase of three bike shelters. Foster reported the City has installed the three bike shelters and has invoiced Metro for the grant

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funds, noting the City's match is approximately \$16,000, which is allocated in the Street Fund. In conclusion, Downey advised an appropriation is needed before the City can expend the additional funds, noting a supplemental budget hearing is not required pursuant to budget law.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-62.

Elsner read Resolution No. 2012-62 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to adopt Resolution No. 2012-62 Authorizing the Expenditure of Metro Grant Funds in the Street Fund for Three Bike Shelters in the City of Forest Grove,

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

7. RESOLUTION NO. 2012-63 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENDORSE THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND OREGON DEPARTMENT OF TRANSPORTATION FOR COUNCIL CREEK REGIONAL TRAIL MASTER PLAN PROJECT

Declaration of Potential Conflict of Interest:

BeLusko declared a potential conflict of interest, citing he is a shareholder of the firm who is the City's insurance agent and there is a remote possibility that Resolution No. 2012-63 could affect the income received by the firm. Because there is only a potential conflict of interest, BeLusko declared it would not affect his contribution.

Staff Report:

Foster and Robbins presented the above-proposed resolution authorizing

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the Mayor and City Manager to endorse an Intergovernmental Agreement between the City of Forest Grove and Oregon Department of Transportation for Council Creek Regional Trail Master Plan Project. Foster and Robbins reported Council adopted Resolution No. 2008-21 supporting implementing the Council Creek Regional Trail. In 2009, the City was awarded Regional Flexible Grant Funds for the Trail Master Plan Project, noting the goal of the project is to develop a Master Plan to determine a preferred trail alignment. In conclusion, Foster and Robbins advised once the Master Plan is completed, it is the intent of the parties involved to secure additional funding for engineering, design, and construction of the preferred trail alignment.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-63.

Elsner read Resolution No. 2012-63 by title.

MOTION: Councilor Lowe moved, seconded by Council President Johnston, to adopt Resolution No. 2012-63 Authorizing the Mayor and City Manager to Endorse the Intergovernmental Agreement between the City of Forest Grove and Oregon Department of Transportation for Council Creek Regional Trail Master Plan Project.

Council Discussion:

Lowe referenced the map attached to the staff report, which outlined the proposed trail, noting she would like to see the trail connect with Fernhill Wetlands, to which Robbins acknowledged as good feedback.

In response to Council President Johnston's concern pertaining to legal provisions in the IGA, Elsner explained the purpose of having third-party claim language in the IGA, noting it is required and good practice to have third-party claim provisions in an IGA.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None.

MOTION CARRIED 7-0.

8. RESOLUTION NO. 2012-64 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND CITIES OF HILLSBORO AND CORNELIUS FOR DISBURSEMENT OF FUNDS FOR THE COUNCIL CREEK REGIONAL TRAIL MASTER PLAN PROJECT

Declaration of Potential Conflict of Interest:

BeLusko declared a potential conflict of interest, citing he is a shareholder of the firm who is the City's insurance agent and there is a remote possibility that Resolution No. 2012-64 could affect the income received by the firm. Because there is only a potential conflict of interest, BeLusko declared it would not affect his contribution.

Staff Report:

Foster and Robbins presented the above-proposed resolution authorizing the Mayor and City Manager to endorse an Intergovernmental Agreement between the City of Forest Grove and Cities of Hillsboro and Cornelius for disbursement of funds for the Council Creek Regional Trail Master Plan Project. Foster and Robbins reported the estimated project cost is \$243,446, of which the local match is \$25,002 (10.27%), noting Forest Grove is obligated to fund \$10,001, Cornelius is obligated to fund \$10,001, and Hillsboro is obligated to fund \$5,000. In addition, the federal grant requires overbid coverage of \$25,000 (10%), which will be split proportionally among the three cities. In conclusion, Foster and Robbins advised the City is the lead agency and will be overseeing the project.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-64.

Elsner read Resolution No. 2012-64 by title.

MOTION: Councilor Lowe moved, seconded by Council President Johnston, to adopt Resolution No. 2012-64 Authorizing the Mayor and City Manager to Endorse an Intergovernmental Agreement between the City of Forest Grove and Cities of Hillsboro and Cornelius for Disbursement of Funds for the Council Creek Regional

Trail Master Plan Project.

Council Discussion:

Uhing voiced concern of the IGA requiring funding for over bid, to which Robbins explained the use of federal funds often requires ten percent (10%) for over bid coverage for the project. In response to Uhing's inquiry pertaining to Hillsboro's share, Robbins explained the majority of the Master Plan would be occurring within Forest Grove and Cornelius.

Thompson voiced concern the County was not providing a portion of the funding, to which Robbins explained the County's role, noting the purpose of this IGA is to fund the Master Plan only. Robbins explained that when the time comes to design and construct the actual trail, it is the intent of the Project Advisory Committee to secure additional funding from all sources.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. RESOLUTION NO. 2012-65 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND OREGON DEPARTMENT OF TRANSPORTATION FOR DISBURSEMENT OF FUNDS FOR THE HIGHWAY 8/HIGHWAY 47 INTERSECTION IMPROVEMENTS

Declaration of Potential Conflict of Interest:

BeLusko declared a potential conflict of interest, citing he is a shareholder of the firm who is the City's insurance agent and there is a remote possibility that Resolution No. 2012-65 could affect the income received by the firm. Because there is only a potential conflict of interest, BeLusko declared it would not affect his contribution.

Staff Report:

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Foster and Robbins presented the above-proposed resolution authorizing the Mayor and City Manager to endorse an Intergovernmental Agreement between the City of Forest Grove and Oregon Department of Transportation for disbursement of funds for Highway 8/Highway 47 (Pacific Avenue and Quince Street) intersection improvements. Foster and Robbins reported in January 2012, the City was awarded Regional Flexible Grant Funds for the intersection improvements, noting the goal of the project is to complete preliminary planning and design. The estimated total project cost is \$175,000, of which the City's local match is \$17,972 (10.27%), which will be allocated in the Street Fund and appropriated in Fiscal Year 2013-14 budget. In conclusion, Foster and Robbins advised once the detailed design is completed, it is the intent of the City to secure additional funding for construction of the intersection improvements.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-65.

Elsner read Resolution No. 2012-65 by title.

MOTION: Council President Johnston moved, seconded by Council Lowe, to adopt Resolution No. 2012-65 Authorizing the Mayor and City Manager to Endorse an Intergovernmental Agreement between the City of Forest Grove and Oregon Department of Transportation for Disbursement of Funds for the Highway 8/Highway 47 Intersection Improvements.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. CITY MANAGER'S REPORT:

City Manager Sykes reported on upcoming meetings and events as noted in the Council calendar and reported on dates of significant events of interest as noted in the City Manager's Report. Sykes pointed out that the

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next upcoming Council meeting will be scheduled for Tuesday, November 13, 2012, due to Monday is a holiday. Sykes reported the Council's next Western Washington County Cities Legislative Work Session has been scheduled for Thursday, November 29, 2012, 6:00 p.m. Community Auditorium. Sykes reported attending the Sustainability Summit, which was held Saturday, October 20, 2012, noting the event was well attended.

In response to earlier testimony under Citizen Communications, Sykes provided a status update on 26th Avenue Reimbursement project, pointing out the importance of completing this project and noting a small portion of Juniper Street was reconstructed as part of the project. Uhing stressed the importance of the City finding some way to notify affected property owners immediately when projects are altered. In conclusion, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events.

11. COUNCIL COMMUNICATIONS:

BeLusko reported on the Public Arts Commission (PAC) meeting, noting PAC is exploring the possibility of forming a non-profit foundation to assist in fundraising. BeLusko reported on the Economic Development Broker Tour, which was held on Thursday, October 18, 2012. In addition, BeLusko advised this Council meeting would be his last meeting as his term on Council is ending and he is unable to attend his last official Council meeting scheduled for Tuesday, November 13, 2012. In conclusion, BeLusko expressed his sincere appreciation to Mayor Truax, Councilmembers, City Manager Sykes, Department Directors, and City staff, noting he appreciates his time on Council.

CITY COUNCIL DECLARING CERTAIN PROPERTY AS SURPLUS

Mayor Truax called for a motion to declare Councilor BeLusko's nameplate and professional photograph as surplus property.

MOTION AND VOICE VOTE: Councilor Lowe moved, seconded by Councilor Uhing, to approve the City Council to Declare Certain Property as Surplus. ABSTAINED: Councilor BeLusko. MOTION CARRIED 6-0 by voice vote.

In conclusion, Council collectively highly commended BeLusko's leadership and thanked BeLusko for his service and dedication on the

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Council.

Council President Johnston welcomed new Police Chief Schutz who was present in the audience. Johnston reported attending the Public Safety Open House, which was held Saturday, October 13, 2012, noting the event was well attended. Johnston reported on Public Safety Advisory Commission (PSAC)-related meeting, noting PSAC reviewed the Downtown Traffic Analysis. Johnston reported the Forest Grove Rural Fire Protection District also reviewed the Downtown Traffic Analysis at its meeting. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the Fernhill Wetlands and Friends of Fernhill Wetlands event at McMenamins, which was held Saturday, October 6, 2012. Lowe reported attending the Sustainability Summit, which was held Saturday, October 20, 2012. Lowe reported attending the Mayor's Ball, which was held Saturday, October 20, 2012. Lowe also invited everyone to attend the Dairy Creek Community Food First Annual Fill Your Pantry Event which will be held Saturday, October 27, 2012, at Forest Grove Grange. In addition, Lowe reported on matters of interest and upcoming meetings she was planning to attend.

Miller briefly reported on Chamber-related activities and events. In addition, Miller reported on other matters of interest and upcoming community-related events and meetings she was planning to attend.

Thompson reported the Community Forestry Commission is hosting a Free Tree Pruning Workshop on Saturday, November 17, 2012, 9:00 a.m. at Talisman Park. Thompson reported on other CFC-related activities, noting the giant Sequoia tree on B Street received special recognition from the State. Thompson reported attending the Mayor's Ball, which was held Saturday, October 20, 2012. Thompson briefly reported on Ride Connection-related activities and Forest Grove Senior and Community Center-related activities, noting he and City Recorder Ruggles took a driving test to become certified to drive the Ride Connection 14-passenger van. In addition, Thompson reported on matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Historic Landmarks Board (HLB)-related meeting and

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activities, noting HLB is drafting design guidelines to submit to the Planning Commission for consideration. Uhing reported attending the Sustainability Summit, which was held Saturday, October 20, 2012. Uhing reported on attending the Virginia Garcia Clinic Grand Opening Dedication in Cornelius. In addition, Uhing reported on matters of interest and upcoming meetings she was planning to attend.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend. Mayor Truax reported School Superintendent Yvonne Curtis made a presentation at the Chamber Luncheon. Mayor Truax reported attending the Virginia Garcia Clinic Grand Opening Dedication in Cornelius. Mayor Truax reported attending the Sustainability Summit, which was held Saturday, October 20, 2012. Mayor Truax thanked Councilors who attended the Mayor's Ball, which was held Saturday, October 20, 2012. In addition, Mayor Truax reported the Nyuzen Student Delegation is scheduled to visit Forest Grove, arriving Wednesday, October 31, and departing Sunday, November 4, 2012. In conclusion, Mayor Truax read a letter of interest from the *Washington Post*.

12. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM CONFERENCE ROOM
1915 MAIN STREET
APRIL 18 – 5:30 PM

APPROVED

1. **ROLL CALL: 5:32 PM**

Members present: Mindy Laird-Garcia, Mark Nakajima, David Hunter, Lance Schamberger, Ron Thompson (Council Liaison), Jen Warren

Staff: Dan Riordan

Guest Present:

The meeting was called to order at 5:32 PM. A quorum was present. Mindy Laird-Garcia, Chair, presided.

2. **APPROVAL OF MINUTES:**

The March 21, 2012 minutes were reviewed and approved. David Hunter offered a motion, seconded by Mark Nakajima to approve the minutes. The motion passed unanimously.

3. **CITIZEN COMMUNICATIONS:** None.

4. **OLD BUSINESS**

a. Jen updated the CFC on the recent Arbor Day at the Forestry Center. Over 1600 trees were planted at the Jordan Creek area.

b. Tree Ordinance Discussion – The CFC recommended several change to the current code and forwarded the recommendations to City staff for review and drafting.

c. **Neighborhoods Project** Mindy brought up the need to spend these funds before the current grant expiration. Dale moved and David seconded that we prepay EF Nursery for the trees we intend to plant this fall. Motion carried

5. **NEW BUSINESS**

a. **Levy Information** – Mayor Pete Truax presented a 27 minute brief on the upcoming City levy and asked for support from the CFC members.

b. Ron Thompson reported on the Community Enhancement Program and that the current decision making process looks favorable for the CFC in the funds the CFC applied for.

c. **Conflict of Interest** – Mindy reported that one of the City Council members had expressed an interest in making sure that no CFC members were working for the City under contract. The general consensus was negative to this desire as 2 members of the CFC have worked for or currently under contract to the City for services, and that there were clear recusal policies be followed when required.

d. **Farmers Market** – Mindy updated the CFC on the Farmers Market and CFC participation and would set up a schedule for members to staff the CFC booth.

e. **Sweatshirt Update** – Mindy brought up the sweatshirt issue and asked for a decision on the coloring of the gold color. Consensus was to make the color “ Viking Gold.”

6. **PROJECT REPORTS**

a. Oak Wood Project (Dale) – No report – still pending on some shop work. Dale is going to research the possibility of putting on a tree and shrub sale next year as a possible fundraiser for the CFC.

b. Commemorative Tree Project (Mark) - Project holding until summer break for time to work on it.

c. Revisions to City Tree List (David/Lance) – The Commission reviewed and endorsed the revised recommended street list that Dan handed out.

d. Tree Tour Brochure/WCVA Grant Update (Mindy) – Mindy advised that the Tree Tour brochure was going to Forest Grove Business Solutions for printing and should be ready at the next meeting.

7. **OTHER BUSINESS**

a. Mindy discussed the **Thatcher Woods Management Plan** and that they need some time to complete this plan with some outside input required. David will assist in this project.

b. Dale will make the recommended changes to the pollarding letter and present to the CFC for their approval.

c. Ron Thompson will be having lunch with the State Forester in regards to distribution of timber tax receipts.

d. Jen advised of some changes to the state forestry e newsletter.

8. **ADJOURNMENT:**

Dale will offered a motion seconded by David Hunter to adjourn the meeting at 7:00 pm. The motion passed unanimously.

Respectfully submitted,

Dale Wiley
CFC Secretary

**COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM CONFERENCE ROOM
1915 MAIN STREET
MAY 23, 2012**

APPROVED

1. **ROLL CALL: 5:35**

Members present: Mindy Laird-Garcia, Ron Thompson (Council Liaison), Jen Warren, Dale Wiley. WE LACKED A QUORUM TO CONDUCT BUSINESS.

Members absent: Mark Nakajama, David Hunter

Staff: Dan Riordan, Steve Huffman

Guest Present: Roger Warren, ODF

The meeting was called to order at 5:35 PM. A quorum was NOT present. Mindy Laird-Garcia, Chair, presided.

2. **APPROVAL OF MINUTES:**

Postponed until September meeting.

3. **CITIZEN COMMUNICATIONS:** None.

4. **OLD BUSINESS**

No Old business discussed.

5. **NEW BUSINESS**

a. Mindy brought a display board for informational purposes for possible display use.

b. Brief Thatcher Woods discussion

c. Dan passed out the new sweatshirts.

6. **PROJECT REPORTS**

a. Oak Wood Project (Dale) – No report – still pending on some shop work. Dale is going to research the possibility of putting on a tree and shrub sale next year as a possible fundraiser for the CFC.

b. Commemorative Tree Project (Mark) - Project holding until summer break for time to work on it.

c. Revisions to City Tree List (David/Lance) – The Commission reviewed and endorsed the revised recommended street list that Dan handed out.

d. Tree Tour Brochure/WCVA Grant Update (Mindy) – Mindy advised that the Tree Tour brochure was going to Forest Grove Business Solutions for printing and should be ready at the next meeting.

7. **OTHER BUSINESS**

8. **ADJOURNMENT:**

The meeting adjourned at 6:25 pm. Next meeting will be September 19, 2012 at 5:30 pm.

Respectfully submitted,
Dale Wiley, CFC Secretary

APPROVED



Members Present: George Cushing, Kevin Kamberg, Neil Poulsen, Holly Tsur, Larry Wade, Ernest Walston (one vacancy)
Staff Present: James Reitz
Council Liaison: Elena Uhing
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 6:12 p.m. **The minutes of the August 28, 2012 meeting were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Renovation Grant Review Process: Wade noted it was difficult to implement specific priorities because not all grant applications are reviewed at the same time; rather, they are reviewed upon submittal, and maybe only one or two are considered at any given meeting.

The current strategy is to approve all projects based on the money available when the requests are reviewed. Wade stated that there are approximately 300 properties in the districts, and if each were valued at \$200,000, their total value would be \$60 million. If the accepted standard of 1% of their value should be spent on repair and maintenance, then about \$600,000 should be spent annually overall. As such the HLB grants of \$5,000 to \$10,000 annually really don't have much of an impact. Given the smallish impact of the renovation grants, he suggested that the Board's primary mission should be to educate building owners. With that in mind, Cushing thought that maybe the Board's CEP funds should be used for education instead. Another idea considered was to commit the entire CEP grant to a single, high-visibility project that would serve both renovation and education goals.

Tsur believes the grants should support only historically-accurate work. As an example, she noted the expense of cedar shingles versus composition roofing, and that the grant money she received was a major factor in her choosing the more expensive roofing material. She also commented that spending money on wood window restoration was another preferred goal, along with dry rot repair. All agreed that preservation of the building envelope, siding, roofing and windows should remain a high priority.

The question was raised as to what were the most common grant-funded projects. Reitz replied that painting and roofing were the two most popular categories, if only because the average building owner has to re-paint and re-roof on a regular basis: the life span for paint is about 5-to-10 years and roofing is about 15-to-25 years. Larger projects like porches or foundations might be once in a lifetime, hence there have been fewer grant requests for those types of projects.

Wade commented that publicizing the availability of the grants is also important. He has determined that only about 40% of the eligible building owners are receiving the newsletter. It was suggested that a future newsletter should highlight some of the many renovation grant projects over the years.

Poulsen and Tsur offered to review the existing process and report their findings and conclusions at the next meeting.

- B. Design Guidelines:** Wade said that the guidelines were essentially complete; some minor typos and formatting remain to be done but he felt they were ready to be forwarded to the Planning Commission. Poulsen concurred, but also noted that during the review process that there would likely be some changes made by the Planning Commission and City Council. **Wade/Kamberg to forward the guidelines to the Planning Commission. Motion carried unanimously.** Reitz said he would get a joint work session scheduled with the Planning Commission as soon as possible.
- C. White Paper:** Poulsen said he had prepared an opinion piece for the newsletter about historic districts, design guidelines, and infill. Uhing requested that she be given a chance to review it before it was printed. Reitz noted that they were in the process of being printed but would try to have Uhing's approval before it is distributed.

4. Old Business / New Business

- Council Liaison Report: Uhing updated the Board on City business.
- Staff Update: Reitz reported that he had submitted the paperwork to close out the SHPO grant; and that the Painter's Woods and Walker-Naylor sign toppers had been installed.
- Other: Some ideas floated for further consideration in the next SHPO grant cycle included an educational program about the advantages of historic districts; an update of the now twenty-year-old Original Town plat reconnaissance survey, and a downtown district. Reitz noted that the probable boundaries of a downtown district included a very small area and that if the Board was interested in pursuing a grant for that purpose that City Council approval would be required before the SHPO grant request is submitted.

- 5. Adjournment:** The September 25, 2012 meeting adjourned at 8:35 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:01 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, Luann Arnott, Dale Smith and Richard Kidd.

City Council Present: Victoria Lowe, Camille Miller (arrived at 7:47 pm)

Staff Present: Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

Patricia Pang, 2741 Juniper St., Forest Grove, OR. Ms. Pang explained that she is a neighbor of the Juniper Gardens project. Her concern is that property pins have been moved.

Chairman Beck explained that the Commission approved Juniper Gardens Phase II, and one of the Conditions of Approval was all monument pins must be replaced properly according to Washington County records.

Grace Radilicini. Ms. Radilicini stated that a roadway easement was granted. She said the contractor (Kaiser) who was working on 25th Avenue was asked by Bienestar to complete the roadwork on Juniper St., but the property pins have not yet been reset.

Chairman Beck encouraged Ms. Radilicini to check with City staff.

Ms. Radilicini explained that they have been to City staff and these issues have not been resolved.

Chairman Beck explained there is a process they can go through if they are not satisfied.

Ms. Radilicini submitted a legal description of the easement and pictures for the record.

Francisco Compazano, 2715 Juniper St., Forest Grove, OR Mr. Compazano said his drainage issue has not been resolved, and the rains have started.

Kristin Thomas, 2735 26th Avenue, Forest Grove, OR. Ms. Thomas read a statement demanding tree protection for the area around the Juniper Gardens site.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

October 15, 2012 –7:00 P.M.

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She said the land is wet, and if trees are taken out, the land gets wetter. Ms. Thomas submitted copies of her printed information for the record.

Chairman Beck instructed City staff to visit the site and give a report on the conditions concerning these complaints at the next Planning Commission meeting.

2.2 PUBLIC HEARING: None scheduled.

2.3 ACTION ITEMS:

A. Discussion of setbacks for Casey Meadows.

Chairman Beck asked for the staff report.

Mr. Holan explained that in his letter a local builder, Claud Davis, has requested a reduction of rear yard setbacks on twenty lots in Casey Meadows Planned Development stating difficulty in finding house plans that will fit the lots. Holan said there are provisions in the Development Code to make a 20% adjustment. Holan explained that ten home models that fit on the lots were originally approved, some of which were rear-loaded.

Chairman Beck said he is very leery about setting a precedent when there were ten models approved that would fit these lots. He suggested that the Commission stick to the original City standards for setbacks with the approved break for the PD, and not give them break upon break. Beck suggested that if the builder cannot find enough models to fit these lots, he should perhaps find a new architect. Beck said if the Commission goes with the City standard of a 15-foot rear yard setback, and the PD adjusted that to a 12-foot rear yard setback, then this cannot be approved.

Commissioner Kidd said he objected to approving an adjustment to the originally approved setbacks in just one location of the city. He said he also thought the Community Development Director should be able to use his discretion at time of Permit application to make adjustments like this. Kidd said he thought the Development Code should be interpreted as the PRD becomes the new standard, so changes to setbacks like this could be approved.

Mr. Holan reminded the Commission that this was not a legal question, but rather a policy question.

Commissioner Nakajima asked whether or not the City has ever been in this position before of being asked to make adjustments to setbacks after a PD has been approved.

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Mr. Holan said not to his knowledge, and that is why staff was asking the Commission for direction on how to interpret the Development Code. Holan said staff is ambivalent.

Chairman Beck stated that the builder can buy other plans that will fit on these lots so this is not a hardship – it is economical.

Commissioner Arnott said if there was anything to discuss it would be lots 4,5 & 6 where the builder can find only one plan that fits.

Commissioner Miller said he did not see that this is unusual for a builder to have difficulty finding plans to fit a lot.

Commissioner Hymes said she did not want to start changing things, because this would set a precedent.

Commissioner Nakajima made a motion that under Section 10.2.120b1 the reference to lot standards makes reference to the underlying zone district rather than any variations due to a planned development.

Commissioner Kidd said he could not support that.

Commissioner Hymes seconded the motion. Motion passed 6-1.

2.4 JOINT WORK SESSION ITEMS:

A. Joint work session with the City Council on Evaluation of Land Use Alternatives and their affect on the TSP.

For the record Chairman Beck wanted it noted that Councilor Lowe was the only member of the City Council present.

Mr. Riordan gave a PowerPoint presentation, and said the purpose of the work session was to review identified impacts for each land use alternative, provide direction regarding weighting of criteria and identify which elements from the land use alternatives to include in a preferred land use concept for more detailed analysis and traffic modeling. He said the preferred land use concept must comply with the Oregon Transportation Planning Rule, Regional Transportation Plan (RTP), the Regional Transportation Functional Plan (RTP), Metro Urban Growth

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Management Functional Plan, Metropolitan Planning Rule, and Local Transportation System Plan.

Mr. Riordan said the evaluation criteria include: congestion, connectivity, safety, multi-modal balance, bicycle and pedestrian system, non-SOV mode targets, consistency with RTP and RTFP, environmental stewardship, fiscal stewardship, support of complete neighborhoods, and economic opportunity.

Councilor Miller arrived at 7:47 pm.

Mr. Riordan reviewed the four Land Use Alternatives: Existing Comprehensive Plan, Suburbanized Forest Grove, Mixed-Use Areas, and Town Center Area. To help the group visualize density, Mr. Riordan showed pictures of developments at 40, 49 and 65 dwelling units per acre.

Chairman Beck: This involves picking and choosing to make sure we meet Metro requirements. If downtown is really going to happen, buildings will have to be torn down and others built. This will offset lower density in other areas of town.

Commissioner Kidd: How can we change the boundaries on the town center area? It should take in the Senior Center and the Elms, which increases density. I would like to see it go east to Elm St. and up to 21st Avenue. That area would be good for mixed use.

Chairman Beck: Good suggestion, but I would suggest going further north with further thought as to where a transit station would be built.

The Commissioners and Councilors were in agreement to expand the Town Center zone east to Elm St. and north.

Mr. Riordan: Should this have a Comprehensive Plan (CP) designation of Town Center or more of a transit designation?

There was no general consensus of opinion on the designation.

Chairman Beck: Let's talk about the second alternative (Suburbanized Forest

**PLANNING COMMISSION MEETING MINUTES
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Grove).

Mr. Riordan: This alternative significantly reduces density in areas north of David Hill, south of Pacific Avenue, and the triangle on Sunset Dr. with one acre lots.

Chairman Beck: I suggest half acre lots. People do not really need a whole acre.

Commissioner Kidd: The City needs one acre lots in our portfolio.

Commissioner Miller: We have to have a choice for people.

Commissioner Hymes: I agree we need variety.

Mr. Holan: Another concern is with 1-acre lots how do we finance public improvements?

Chairman Beck: Alternative # 2 takes away some of our commercial areas on Watercrest Dr. and along Sunset Dr./Hwy 47. We need commercial in the north where there is so much residential. I like redoing the area south of Pacific Ave. to make larger lots looking over the creek. Can we put commercial in the area labeled Hartford?

Mr. Holan: There is a wetland there, so the developable area is closer to Hwy 47.

The Commissioners and Councilors were in agreement that there should be commercial designation at David Hill and Hwy 47.

Councilor Miller: I think we need to be more moderate in changing density areas.

Chairman Beck: We do this once in 20 or 30 years.

Commissioner Kidd: I think we need to be moderate in some areas, but in other Areas we need to be drastic to allow development.

Councilor Miller: I agree.

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Chairman Beck: I think generally at the edge of town along the creek should be low density residential with commercial along busy streets and the highway – because along busy streets and along the highway is a bad place to live.

Councilor Lowe: I want to focus high density where mass transit is going to come into town one day. That is a huge consideration – how do we get around in our town.

Chairman Beck: We need some commercial zones outside of downtown. We have an opportunity for high density in downtown. We do not seem to have the opportunity to extend transit north.

Mr. Holan: What do you think are the important factors?

Councilor Miller: High density downtown, mixed use nodes away from downtown and some low density large lots. We need a variety of density.

Commissioner Arnott: What about all the General Industrial along Hwy 47?

Mr. Holan: According to Forest Grove's Economic Analysis, we have an over abundance of General Industrial, but Metro requires us to compensate elsewhere when we rezone General Industrial. We have other areas of town that could be rezoned General Industrial.

The Commission and Councilors were in agreement to have high density downtown. 40-units per acre needs to be discussed at another time. They agreed neighborhood commercial needs to be looked at with regards to increasing size of lots.

Commissioner Nakajima: It would be worth talking about a different zoning designation for the large General Industrial area along Hwy 47.

The Commissioners and Councilors agreed.

The work session ended at 9:01 pm.

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FOREST GROVE COMMUNITY AUDITORIUM**

October 15, 2012 –7:00 P.M.

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3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: A motion was made and seconded to approve the minutes of the October 1, 2012 meeting. Motion passed 7-0 with a voice vote.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said at the November 5th meeting the Commission will look at the Preferred Land Use Alternative, Planned Development Amendments so the Development Code does not conflict with the state building codes, and Staff will report on the situation at Juniper Gardens regarding property pins and drainage issues. He said it is doubtful that there will be a meeting on December 1st.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held on November 5, 2012.

3.5 ADJOURNMENT: The meeting was adjourned at 9:03 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder



Monthly Building Activity Report

October-12

2012-2013

Category	Period: October-11		Period: October-12	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	8	\$1,855,106	13	\$ 2,986,047.30
SFR Addition & Alt/Repair	2	\$26,543	2	\$ 75,298.56
Mult. Fam. New/At				
Group Care Facility				
Commercial New			2	\$ 1,593,906.66
Commerical Addition				
Commercial Alt/Repair	2	\$6,000	5	\$ 164,553.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	1	\$68,266		
Signs				
Grading				
Demolitions				
Total	13	\$1,955,915	22	\$ 4,819,805.52

Fiscal Year-to-Date

2011-2012		2012-2013	
Permits	Value	Permits	Value
84	\$20,834,562	72	\$9,770,573

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: NOVEMBER 2012**

(RFID LIVE DATE JUNE 22, 2012)

34

	OCT 2012	SEPT 2012	OCT 2011
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	22,181	16,642	19,710
Number of Days Open to the Public:	27	25	25
New Registrations (New Patron card issued)	161	146	155
CIRCULATION:			
Total Check-outs:	34,479	30,952	34,586
Total Check-ins:	25,032	21,828	24,445
ILLs (Inter-library loans/out of county):	83	56	108
COURIER:			
Intra-library Holds to Forest Grove:	13,127	11,907	13,342
Intra-library Holds from Forest Grove:	9,860	9,396	9,856
PROGRAMS:			
# of Adult Programs	3	5	6
Adult attendance at Adult Programs	29	55	NA
Teen attendance at Adult Programs	0	0	NA
# of Children's Programs	29	13	20
Children's attendance at Children's Programs	329	75	329
Adult attendance at Children's Programs:	213	47	214
Teen attendance at Children's Programs	0	0	NA
# of Community Programs	2	1	NA
Adult attendance at Community Programs	93	5	NA
Children's attendance at Community Programs	85	5	NA
Teen attendance at Community Programs	0	0	NA
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Families at Early Childhood Discovery Time	0	0	28
REFERENCE:			
# of Reference Questions	1,310	1,164	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,602	2,426	1,017
Self-Check-Out Patrons Denied	227	229	384
Self-Check-Out Total Items	10,617	9,595	4,087
Self-Check-Out Items Denied	168	163	44
Self Check-Out Items Renewed	77	95	19
VOLUNTEERS:			
Number of volunteers	50	50	45
Volunteer hours	614	517	482
COMPUTER USE:			
# of sessions	2,643	2,279	2,813
Total user hours	1,657	1,396	1,648
Average session time in minutes	38	37	35

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: November 13, 2012

SUBJECT: Appointments to Committee for Citizen Involvement

BACKGROUND:

There currently exist vacancies on the Committee for Citizen Involvement.

The Council interviewed Howard Sullivan, October 22, 2012, in Work Session, and made recommendation to appoint Sullivan to Committee for Citizen Involvement. Staff has contacted Sullivan who has advised staff that he is available and interested in serving and filling the vacancy on the Committee for Citizen Involvement.

The Council interviewed José Rico, October 22, 2012, in Work Session, and made recommendation to appoint Rico as a Non-Voting Student Advisor to Committee for Citizen Involvement. Staff has contacted Rico who has advised staff that he is available and interested in serving and filling the student vacancy on the Committee for Citizen Involvement.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of November 13, 2012, a resolution appointing Howard Sullivan to the Committee for Citizen Involvement, term expiring December 31, 2014, and a resolution appointing José Rico as a Non-Voting Student Advisor, term expiring December 31, 2013. If Council desires not to make these appointments, Council may reject placing these items on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2012-66

RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement;
and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently exist vacancies on the Committee for Citizen Involvement; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Committee for Citizen Involvement, and subsequently interviewed citizens making application for service on this Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby appointed to the City of Forest Grove Committee for Citizen Involvement for the following term (new appointment noted in **CAPS** and **BOLD** and reappointment noted in **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Aguilar	Susan	December 31, 2014
Kottkey	Kristy	December 31, 2013
Perrault	Michael	December 31, 2015
Salgado	Marissa	December 31, 2015
SULLIVAN	HOWARD	December 31, 2014
Vacancy		December 31, 2015
Vacancy		December 31, 2015

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of November, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of November 13, 2012.

Peter B. Truax, Mayor



INTERVIEW
Oct 22, 2012
5:15 pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Budget Committee 12/3/14 | <input type="checkbox"/> Library Commission |
| <input checked="" type="checkbox"/> Committee for Citizen Involvement | <input checked="" type="checkbox"/> Parks & Recreation Commission 12/3/14 |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

Name: HOWARD SULLIVAN Home Phone: [REDACTED]
 Residence Address: [REDACTED] FOREST GROVE, OR 97116 Business Phone: [REDACTED]
 Mailing Address: SAME AS ABOVE E-mail Address: [REDACTED]
 Employer: [REDACTED] Occupation: [REDACTED]
 Profession: [REDACTED]

Years lived in Forest Grove? 36 Do you reside within City limits? YES How did you hear of this opportunity? WORD OF MOUTH

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the advisory Board/Committee/Commission? TO CONTRIBUTE TO OUR COMMUNITY

What contributions do you feel you can/will make to the Board/Committee/Commission? FREE TIME, ATHLETIC BACKGROUND

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? 10 YEARS ATHLETIC DIRECTOR 15 YEARS ACTIVITY DIRECTOR 33 YEARS PUBLIC EDUCATION

Previous appointed or elected offices: STATE PRESIDENT OASC - ADULT BOARD FGPA PRESIDENT 2000-2003

Previous/current community affiliations and activities: _____

May we keep your name on file if not appointed at this time? YES NO

RESOLUTION NO. 2012-67

**RESOLUTION MAKING APPOINTMENT TO
COMMITTEE FOR CITIZEN INVOLVEMENT
NON-VOTING STUDENT ADVISOR**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently is a student advisory vacancy on the Committee for Citizen Involvement; and

WHEREAS, it is the desire of the City Council to appoint a student advisor to serve as a non-voting member on the Committee for Citizen Involvement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby appointed to the City of Forest Grove Committee for Citizen Involvement for the following term (new appointment noted in **BOLD**):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
RICO	JOSÉ	Non-Voting Student Advisor	December 31, 2013

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of November, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of November, 2012.

Peter B. Truax, Mayor

STUDENT ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please ✓ checkmark the Board on which you would like to serve.
(If interested in multiple board(s), please number 1-8 your order of preference):

Student Advisory:

- | | |
|---|--|
| <u>3</u> Committee for Citizen Involvement | <u>2</u> Library Commission |
| <u> </u> Community for Forestry Commission | <u>1</u> Parks & Recreation Commission |
| <u> </u> Economic Development Commission | <u> </u> Public Arts Commission |
| <u>5</u> Historic Landmarks Board | <u>4</u> Public Safety Advisory Commission |

Name: Jose Rizo Home Phone: [REDACTED]
 Residence Address: [REDACTED] Other Phone: [REDACTED]
 Mailing Address: [REDACTED] E-mail Address: [REDACTED]
 School: Forest Grove High school Enrolled in Grade: 12

Years lived in Forest Grove? 12+ Do you reside within City Limits? yes How did you hear of this opportunity? Teacher
 How would you currently rate the City's performance? Excellent Good Fair Poor
 What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the advisory Board/Committee/Commission? Politics, especially those of local governments have always interested me and eager to learn more and hopefully, someday pursue a career in the field.
 What contributions do you feel you can/will make to the Board/Committee/Commission? Diverse point of view, unquarrel ideals, honest opinions, constructive criticism and willingness to work as a team. Also will desire to help the community live in.
 What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Currently employed at the grove assisted living, have served in ASB, Leadership, VIK crew and as a student inventor. Quick learner.
 Previous appointed offices: None

Previous/current community affiliations and extracurricular activities: volunteered at cultural center in Cornelius

May we keep your name on file if not appointed at this time? YES NO (10/10)

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: November 13, 2012

SUBJECT: Appointment to Parks and Recreation Commission

BACKGROUND:

There currently exist vacancies on the Parks and Recreation Commission.

The Council interviewed Howard Sullivan, October 22, 2012, in Work Session, and made recommendation to appoint Sullivan to Parks and Recreation Commission. Staff has contacted Sullivan who has advised staff that he is available and interested in serving and filling the vacancy on Parks and Recreation Commission.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of November 13, 2012, a resolution appointing Howard Sullivan to Parks and Recreation Commission, term expiring December 31, 2014. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2012-68

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PARKS AND RECREATION COMMISSION**

WHEREAS, Resolution No. 1974-733 has provided for a Parks and Recreation Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently exist vacancies on the Parks and Recreation Commission; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Parks and Recreation Commission, and subsequently interviewed citizens making application for service on this Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby appointed to the City of Forest Grove Parks and Recreation Commission for the following term (new appointment noted in **CAPS** and **BOLD** and reappointment noted in **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>District</u>	<u>Term Expires</u>
Brown	Ralph	School Board	December 31, 2013
Johnson	Quinn	At Large	December 31, 2015
Olson	Michael	At Large	December 31, 2013
Seitz	Brian	SW	December 31, 2013
SULLIVAN	HOWARD	At Large	December 31, 2014
Taylor	Susan	NW	December 31, 2012
VanBlarcom	Glenn	NNW	December 31, 2012
Waterstreet	Paul	SE	December 31, 2012
Vacancy		NE	December 31, 2015

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of November, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of November, 2012.

Peter B. Truax, Mayor



INTERVIEW
Oct 22, 2012
5:15 pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- Budget Committee 123114
- Committee for Citizen Involvement
- Community for Forestry Commission
- Economic Development Commission
- Historic Landmarks Board

- Library Commission
- Parks & Recreation Commission 123114
- Planning Commission
- Public Arts Commission
- Public Safety Advisory Commission

Name: HOWARD SULLIVAN
 Residence Address: [REDACTED] FOREST GROVE, OR 97116
 Mailing Address: SAME AS ABOVE
 Employer: [REDACTED]

Home Phone: [REDACTED]
 Business Phone: [REDACTED]
 E-mail Address: [REDACTED]
 Occupation Profession: [REDACTED]

Years lived in Forest Grove? 36 Do you reside within City limits? YES How did you hear of this opportunity? WORD OF MOUTH

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the advisory Board/Committee/Commission? TO CONTRIBUTE TO OUR COMMUNITY

What contributions do you feel you can/will make to the Board/Committee/Commission? FREE TIME, ATHLETIC BACKGROUND

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? 10 YEARS ATHLETIC DIRECTOR 15 YEARS ACTIVITY DIRECTOR 33 YEARS PUBLIC EDUCATION

Previous appointed or elected offices: STATE PRESIDENT OASC - ADULT BOARD FGPA PRESIDENT 2000-2003

Previous/current community affiliations and activities: _____

May we keep your name on file if not appointed at this time? YES NO

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Economic Development Commission
Date: November 13, 2012

BACKGROUND:

There currently exists a vacancy on Economic Development Commission (EDC), representing Business At-Large, term expiring December 13, 2015 (new three year).

Staff received application from Ace Hardware expressing its desire to appoint Mark Nakajima as a voting member representing Business At-Large, on the Economic Development Commission.

No applicant interview is necessary since the Economic Development Commission is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of November 13, 2012, a resolution making appointment to Economic Development Commission (Appointing Mark Nakajima, Ace Hardware, Business At-Large Representative, term expiring December 31, 2015. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2012-68

**RESOLUTION MAKING APPOINTMENT TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE**

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently exist vacancies on the Economic Development Commission; and

WHEREAS, the City Council has received application from representatives desiring to serve on the Economic Development Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the following person is hereby appointed to the City of Forest Grove Economic Development Commission for the following term (new appointment noted in in **BOLD**):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
NAKAJIMA	MARK	Business At-Large (Ace Hardware)	December 31, 2015

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of November, 2012.

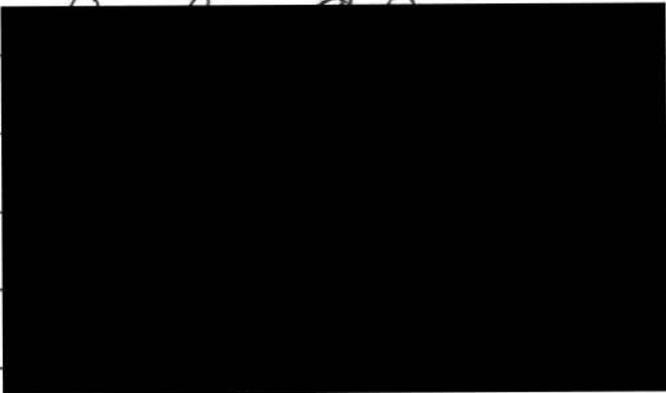
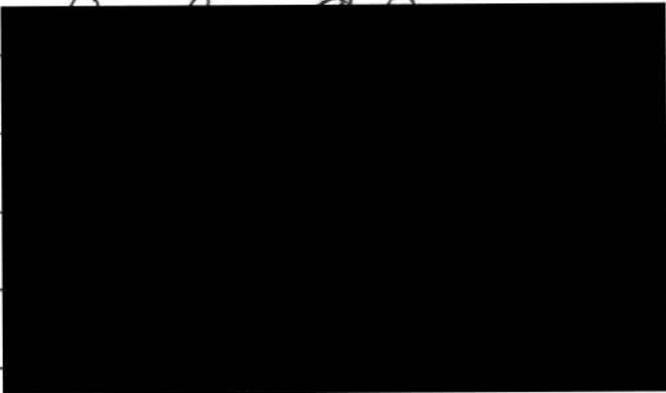
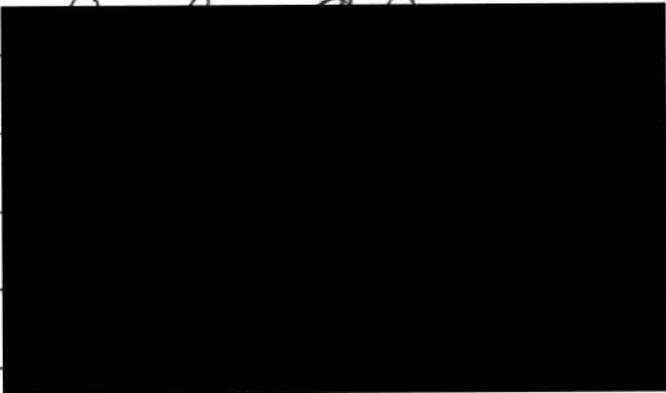
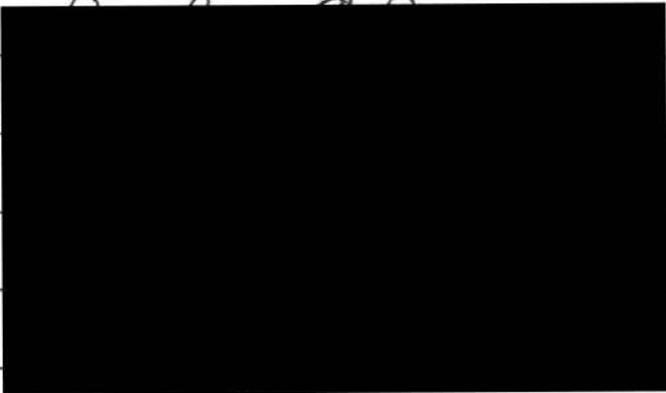
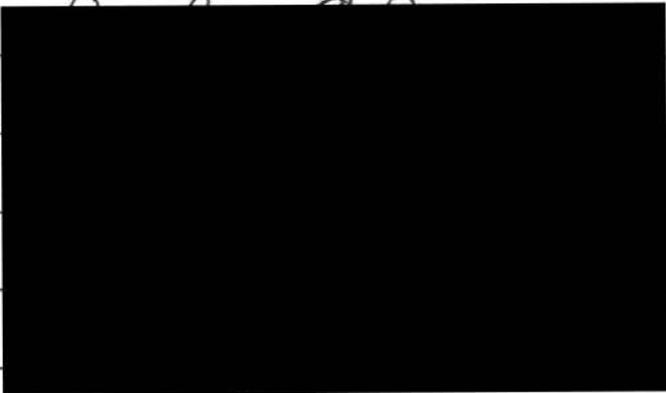
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of November, 2012.

Peter B. Truax, Mayor

**FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE INFORMATION SHEET**

ECONOMIC DEVELOPMENT COMMISSION (EDC):

AGENCY NAME: Ace Hardware
Member: Mark Nakajima
Mailing Address: 
Phone (work): 
Phone (home): 
Fax: 
E-Mail: 

It is the desire of the above agency to appoint/elect the above member to represent the above agency as a voting representative to the Forest Grove Economic Development Commission.

Date: October 31, 2012 **Submitted by:** Mark Nakajima
Title: Owner - Manager

Please submit the completed form to City Recorder's Office, 1924 Council Street, PO Box 326, Forest Grove, OR 97116.

Business At-Large, Term EXP 12/31/15 (3yrs)



Oregon

John A. Kitzhaber, MD, Governor

FYI: 3m
Liquor Control Commission
9079 SE McLoughlin Blvd
Portland, OR 97222-7355
(503) 872-5000
(800) 452-6522

November 1, 2012

1910 Main, Inc.
Kathryn Compton, President
1910 MAIN – AN AMERICAN BISTRO
1910 Main Street
Forest Grove, Oregon 97116

Dear Ms. Compton;

Congratulations!! We have approved your request to extend the current premises, 1910 Main – An American Bistro, to an additional suite located in the same building as the current premises, the Main Street Business Center. Currently the Main Street Business Center consists of 4 suites; 1910 Main – An American Bistro located in suite A; a dental office in suite B; Edward Jones Investment group in suite D and the extension of 1910 Main – An American Bistro in suite C and only 1910 Main – An American Bistro sells and serves alcohol.

You have stated suite A and suite C will be connected through a hallway inside the building and suite C will be used both as a tasting area and as overflow seating for the restaurant portion located in suite A. In addition you have submitted a control plan for both suite A and C that states: the entire food menu will be available in the "tasting room" at all times, when patrons are in the "tasting room" a staff member will be present, there will be no sale, service or consumption of alcoholic beverages in the hallway between the suites; only staff members of 1910 Main – An American Bistro will be allowed to transport alcohol between suites A and C and wines poured and served within suite C may be transported by a staff member to suite A for patrons that wish to consume the wine with a meal in the restaurant portion. Suite C will be posted with a #2 minor posting at the bar, prohibiting minors at all times and #3 at the dining area, allowing minors at all times. Please place the enclosed sign behind your bar so patrons know minors are not allowed to sit or stand at the bar at any time.

Prior to selling and serving alcohol in suite C your inspector will need to visit and walk through the new portion of the premises with you to verify the minor posting is appropriate and the seating is accurate. When you have all of your chairs and tables in place please contact Jeff Bell at 503-872-5204 to set up an appointment for him to visit to finalize the application by verifying seating and the appropriate minor posting.

If you have any questions or concerns please feel free to contact me.

Sincerely,

Deborah Tenenholz
License Investigator
503-872-6874

TO APPLY FOR AN EXTENSION OF PREMISES

Please return completed documents to:

Janice Smith
REGULATORY FIELD OPERATIONS
OLCC
PO BOX 22297 Fax -503-872-5074
MILWAUKIE, OR 97269-2297



DATE OF REQUEST: 9/17/12 TYPE OF LICENSE: Extension of Premise

NAME OF LICENSEE: 1910 Main, Inc.

CONTACT PERSON: Kathryn L. Compton

TRADENAME: The Tasting Boom at 1910 Main

BUSINESS LOCATION: 1910 Main St., Suite C, Forest Grove, OR 97116
(Address) (City) (Zip)

PHONE: (503) 430-7014

EMAIL: bistro1910@live.com

Please submit the items below – ITEMS IN BOLD ARE OLCC FORMS

1. LETTER OF REQUEST
- ✓ 2. LEASE OR RENTAL CONTRACT (must have landlord approval)
- ✓ 3. **FLOOR PLAN – MUST INCLUDE ENTIRE PREMISES NOT JUST NEW AREA**
4. MENU – IF ANY CHANGES
- ✓ 5. **STATEMENT OF FUNDING FORM**
- ✓ 6. **BUSINESS INFORMATION FORM**
7. DETAILED WRITTEN STATEMENT OUTLINING YOUR ALCOHOL CONTROL PLAN IF THIS IS FOR AN OUTDOOR AREA. THE PLAN MUST ADDRESS HOW YOU WILL MONITOR AND CONTROL PATRONS AND ALCOHOL CONSUMPTION IN THE OUTDOOR AREA.
8. A 2 WEEK PUBLIC NOTICE WILL BE POSTED BY THE OLCC STAFF

"No Smoking Law"

Please check the following web site for laws and rules:
www.oregon.gov/DHS/ph/smokefree/index.shtml

DO NOT CONSIDER YOUR REQUEST APPROVED UNTIL YOU RECEIVE WRITTEN APPROVAL FROM OLCC STAFF.



September 18, 2012

Jan Smith
OLCC
PO Box 22297
Milwaukie, OR 97269-2297

Dear Jan,

Thank you for the assistance you have offered my assistant Jeanine Hodges. We are so grateful to have you help us through the paperwork.

Overview of proposed business: The Tasting Room is designed to be a wine tasting room for wineries that do not have tasting rooms of their own. The primary concept is to offer consumers a place to sample wines that are not regularly obtainable. The Tasting Room will be owned and operated by 1910 Main, Inc. 1910 Main, Inc. also operates 1910 Main an American Bistro in Forest Grove and presides in the same building as The Tasting Room.

We are requesting an extension of our existing premise; 1910 Main an American Bistro. The new business is in a building that is joined by common halls and passageways, in addition to shared restrooms. 1910 Main an American Bistro will provide food service for the customers of the tasting room, we have included menus that will be available for the restaurant and the tasting room. Although this will be a wine tasting room we are planning to make food a major focus as well. Our estimated grand opening is November 17th, we would like to have our license approved by November 1st, 2012.

Sincerely,

Kathryn L. Compton, President
1910 Main, Inc.



OREGON LIQUOR CONTROL COMMISSION
FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- Applicants must provide a sketch that shows the specific area of the premises (e.g. dining area, bar, lounge, kitchen and restrooms). Full On-Premises (commercial establishments) applicants must also show dining tables. See example on back.

See Attached

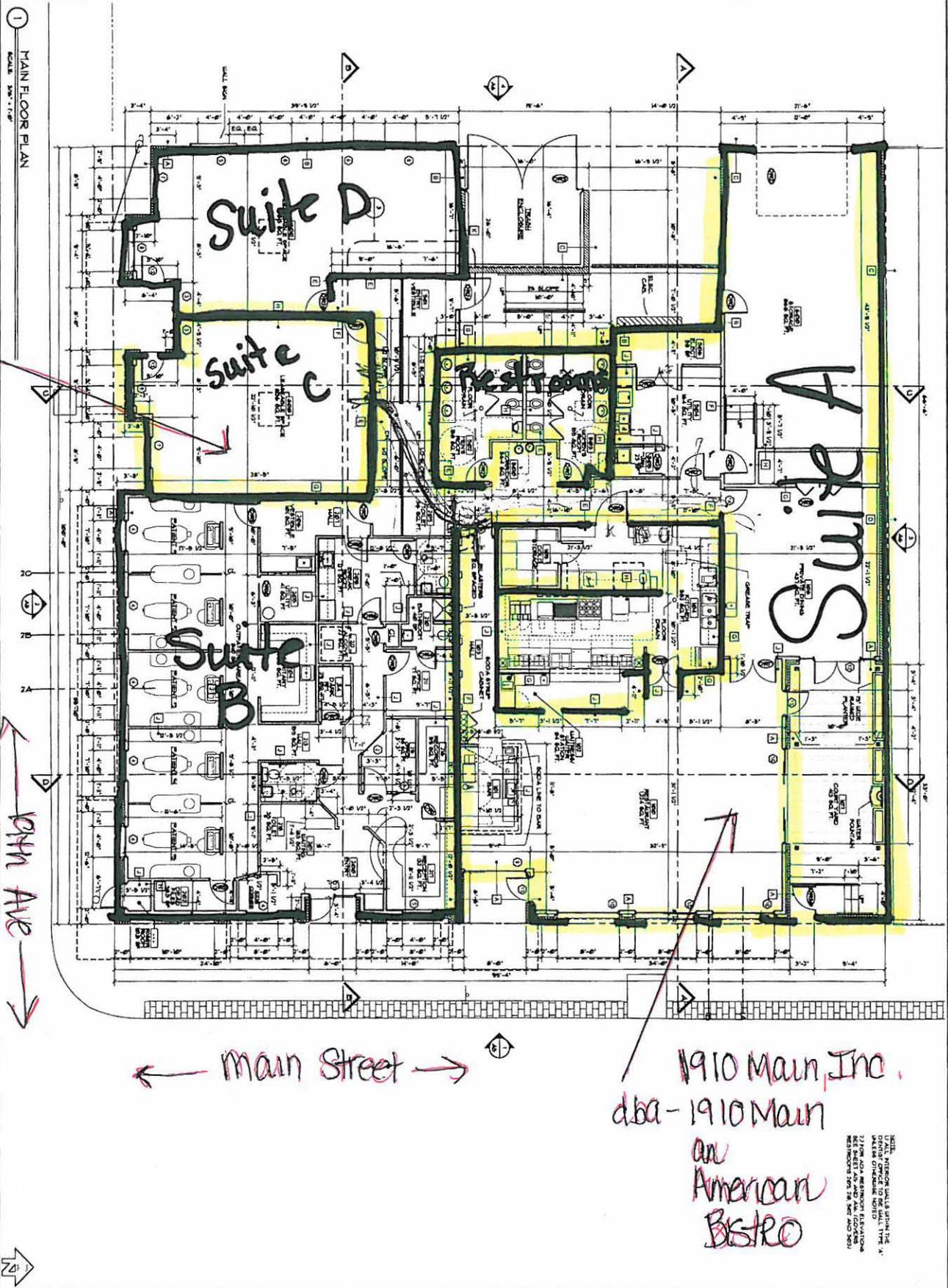
Kathryn L. Compton
Applicant Name

The Tasting Room at 1910 Main
Trade Name (dba):

Forest Grove 97116
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



Extension of Premise
 dba - 1910 Main
 dba - 1910 Main

1 MAIN FLOOR PLAN
 SCALE: 3/8" = 1'-0"

1910 Main Ave →

← Main Street →

1910 Main, Inc.
 dba - 1910 Main
 an
 American
 BISTRO

NOTE: ALL INTERIOR WALLS WITHIN THE 1910 MAIN BISTRO ARE TO BE REMOVED AND RECONSTRUCTED TO MEET THE 2009 IBC CODE REQUIREMENTS FOR SEISMIC RETROFITTING. SEE SHEET 1910-01 FOR DETAILS.

Sheet
A2

NEW MIXED USE COMMERCIAL BUILDING FOR
MAIN STREET BUSINESS CENTER, LLC
 1908-1910 MAIN STREET
 FOREST GROVE, OREGON

Partin & Hill Architects, LLC
 ARCHITECTURE • PLANNING
 209 N.E. LINCOLN ST., SUITE "A"
 HILLSBORO, OR. 97124
 PHONE: 640-1216
 FAX: 640-8552

REGISTERED ARCHITECT
 PARTIN & HILL
 ARCHITECTS, LLC
 4830 PARK & HILL
 HILLSBORO, OREGON 97124
 PHONE: 640-1216
 FAX: 640-8552



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: 1910 Main, Inc. Phone: 503-430-7014

Trade Name (dba): The Tasting Room at 1910 Main

Business Location Address: 1910 Main Street, Suite C

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 10 am to 10 pm
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

Outdoor Area Hours:

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

The outdoor area is used for:

- Food service Hours: to
Alcohol service Hours: to
Enclosed, how

The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain:

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
Recorded Music Coin-operated Games
DJ Music Video Lottery Machines
Dancing Social Gaming
Nude Entertainers Pool Tables
Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday None to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: Outdoor:
Lounge: Other (explain): tasting room
Banquet: Total Seating: 20

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 9-14-12



Alcohol Control Plan

Control Measures:

- Tasting room staff is responsible for checking identification, and where they will check ID; at patron's tables, at the bar or service counter.
- All wine inventories will be stored in the boundaries of the immediate leased space (Suite C).
- Wines poured and served within Suite C may be carried by a tasting room staff person to 1910 Main an American Bistro (Suite A) for guests who wish to dine in the restaurant. Guests will not be allowed to take or carry any opened container from The Tasting Room.
- Anyone who appears to be visibly intoxicated will not be served.

Staff Responsible for Checking I.D.:

- **Bartenders and Servers:** I.D.'s will be checked at time of service i.e. at a bar, at the table or if a Bartender or Server observes a patron who appears to be under 30 years of age with an alcoholic beverage, the patron will be asked to provide an acceptable* piece of I.D. If the patron cannot provide the acceptable I.D. the alcoholic beverages will be taken away.

Age Standards for Checking I.D.: Any persons who appear to be under 30 years old will be asked to provide an acceptable* piece of I.D. before any alcohol will be served.

*Types of I.D. Accepted:

- **Valid State Drivers License with Photo**
- **Valid Passport**
- **Valid State Issued DMV ID Card with photo, name, date of birth and physical description**
- **Valid U.S. Military ID Card with photo, name, date of birth**

November 13, 2012

**REPORT ON RESOLUTION AUTHORIZING A LABOR AGREEMENT BETWEEN
THE CITY OF FOREST GROVE AND FOREST GROVE POLICE ASSOCIATION
(FGPA), EFFECTIVE JULY 1, 2012, AND EXPIRING JUNE 30, 2015**

Project Team: **Michael Sykes, City Manager**
 Brenda Camilli, Human Resources Manager

Issue Statement: The current year labor agreement expired June 30, 2012. The new labor agreement has been modified, ratified by bargaining unit members, and needs to be approved by the Council.

Background: Representatives of the City of Forest Grove and FGPA met during recent months and have reached tentative agreement on certain modifications to the agreement, pending approval of the City Council. The parties agreed to a three year agreement (July 1, 2012 – June 30, 2015). The substantive agreement modifications are as follows:

- **COLA:** Cost of living adjustments were negotiated for all classifications covered within the agreement at the following rates: 2.0% effective 7/01/2012; 2.0% effective 7/01/2013 and 3.0% effective 7/01/2014. Additionally, spot adjustments of an additional 2.0% will be made to the non-sworn positions (Community Service Officer, Evidence Technician, and Police Records Specialist) effective 7/01/12.
- **Retirement:** All regular, full-time employees hired into non-DPSST sworn peace officer positions (non-sworn) after July 1, 2012, shall be enrolled into the City of Forest Grove's Defined Contribution Plan. The City shall contribute an amount equal to ten percent (10%) of base wages into the employee's account, plus up to a two percent (2%) match of the employee's contribution into their own deferred compensation plan. The waiting period and eligibility criteria will be the same as the City's Defined Benefit Plan; but there is no option for sick leave conversion in the City's Defined Contribution Plan.

- **Incentive and Premium Pay:** Effective upon approval of the agreement and submission of appropriate documentation, employees who have earned a college degree will begin to receive incentive pay of an additional 1% of based pay for an Associate's degree and 2% for a Bachelor's degree. Additionally, the assigned Detective Sergeant will receive 2.5% incentive pay. The combined cap for Incentive and Premium Pay was set at 14%. (Previously there was a cap of 11% on premium pay only, which did not include incentive pay.)
- **Health & Welfare:** The long-term disability cap was increased from a maximum of \$2,667 per month to a maximum of \$5,000 per month.
- **Miscellaneous:** Language changes and clarifications were made in the Seniority, Vacation Scheduling, and Shift Bidding articles.
- **Term:** Extends the term of the agreement for three years, expiring June 30, 2015.

Fiscal Impact: The costs to implement this agreement are within the parameters set by Council and funds have been identified in the 2012-2015 budget and within the 5-year fiscal plan.

Staff Recommendation: Staff recommends the City Council approve the attached resolution authorizing the City Manager to execute the labor agreement between the City and FGPA attached as Exhibit A.



RESOLUTION NO. 2012-70

**RESOLUTION AUTHORIZING EXECUTION OF A
LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE
AND FOREST GROVE POLICE ASSOCIATION (FGPA)
EFFECTIVE JULY 1, 2012, AND EXPIRING JUNE 30, 2015**

WHEREAS, representatives of the City of Forest Grove and the Forest Grove Police Association (FGPA) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2012, through June 30, 2015; and

WHEREAS, the labor agreement provides for certain compensation and fringe benefit adjustments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1: The City Council of the City of Forest Grove hereby approves and authorizes the City Manager to execute the labor agreement (Attached as Exhibit A) between the City of Forest Grove and Forest Grove Police Association (FGPA).

Section 2: That the compensation plan contained in this agreement is approved, effective July 1, 2012, and expiring June 30, 2015.

Section 3: That the fringe benefits contained in this agreement are approved, effective July 1, 2012, and expiring June 30, 2015.

Section 4: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of November, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of November, 2012.

Peter B. Truax, Mayor

AGREEMENT
BETWEEN THE
CITY OF FOREST GROVE, OREGON
AND
FOREST GROVE POLICE ASSOCIATION
JULY 1, 2012 TO JUNE 30, 2015

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PREAMBLE

This Agreement entered into by the City of Forest Grove, Oregon, hereinafter referred to as the "City," and the Forest Grove Police Association, hereinafter called the "Association," made and entered into for the purpose of fixing the wage scale, schedule of hours, employee relations as defined by statute and conditions of employment affecting members of the bargaining unit.

ARTICLE 1 - RECOGNITION

1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all regular employees including sworn police officers, sergeants, evidence/records clerks, community service officers, and records specialists of the Forest Grove Police Department, excluding supervisory, confidential, managerial, and temporary employees. For the purpose of this Agreement, a regular part-time employee shall be one who is regularly scheduled to work twenty (20) or more hours of work in a workweek, but less than full-time. A regular full-time employee shall be one who is regularly scheduled to work forty (40) hours of work in a workweek. Part-time employees shall earn sick, vacation, and holiday hours on a pro-rated basis. Maximum accruals shall also be pro-rated.

1.2 The City shall notify the Association of its decision to change any of the bargaining unit classifications. If the successor classification is not significantly altered or changed from the existing classification, the new classification shall be automatically recognized as part of this Agreement.

1.3 New classes may be developed within the Police Department by the City and a wage scale assigned thereto. The City shall forward a new class and wage scale to the Association for their review of the wage scale. Within ten (10) days, the Association may request to bargain on the wage scale; but in any event, the City shall not be barred from implementing the position or positions during the term of negotiations.

ARTICLE 2 - MANAGEMENT RIGHTS

2.1 It is understood and agreed that the City possesses the sole right to conduct the City's business and carry out its obligations and that all management rights repose in it, but that such rights are subject to such conditions, requirements and limitations as may be applicable under law, and must be exercised consistently with the provisions of this Agreement. The power or authority which the City has not officially abridged, delegated or modified by this Agreement is retained by the City.

2.2 Excluding those rights which are superseded by this agreement, management shall enjoy, but not be limited to, the following rights:

- A. To utilize personnel, methods, and procedures and means in the most appropriate and efficient manner possible.
- B. To manage and direct the employees of the Police Department, to enforce department rules, regulations, procedures, and guidelines; and to assess employees' job performance.
- C. To hire, schedule, promote, transfer, assign, train or retrain employees in positions within the Police Department.
- D. To suspend, demote, discharge or take other appropriate disciplinary action against employees for just cause. Scheduling of disciplinary days off will be at the convenience of department operations. The City has the right to discharge probationary employees for any reason without recourse to the grievance procedures of this Agreement.
- E. To determine the size and composition of the work force and to lay off employees.
- F. To determine the mission of the City and the methods and means necessary to efficiently fulfill the mission, including: transfer, alteration, curtailment, addition or discontinuance of any services; establishment of acceptable standards of job performance and qualifications; and purchase and utilization of equipment.
- G. The City has the right to schedule overtime as required in the manner most advantageous to the City and consistent with the requirements of municipal employment in the public interest.
- H. The City retains the right to establish job descriptions, work rules and rules of conduct.
- I. The exercise of management rights, except where abridged by specific provisions of this Agreement, are not subject to challenge by the grievance procedure.
- J. The City shall have the right to take any and all actions necessary in the event of an emergency. An emergency is an unexpected event demanding immediate action which must be declared by management.

2.3 The parties recognize the City may need to make operational changes in areas not covered by the above management responsibilities. In the event the City desires to make a change in a mandatory subject of bargaining, for which bargaining is mandated by the Public Employee's Collective Bargaining Act, the City shall give the Association at least fourteen (14) days notice of the desired change in writing. The Association may request bargaining of the issue, and the City thereafter will meet with the Association in an effort to resolve the issue. Should resolution not be achieved, either party may request the assistance of an ERB mediator. If mediation is unsuccessful within thirty (30) days after a mediator is assigned, the issue will be taken expeditiously to interest arbitration if arbitrable.

2.4 Nothing in this article shall have the effect of nullifying agreements entered into under other sections of this Agreement, provided that management rights and prerogatives, except where abridged by a specific provision of this Agreement, are not subject to the grievance procedure specified in Article 22. It is further agreed that the City retains all rights, powers, and privileges not expressly specified in this section.

ARTICLE 3 - EMPLOYEE RIGHTS

3.1 It is recognized that employees have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of employee relations. Employees covered by this Agreement also shall have the right to refuse to join the activities of the Association or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by the Association because of their exercise of these rights.

3.2 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to marital status, sex, race, color, national origin, age, religion, pregnancy, ancestry, veteran's status, sexual orientation, Association affiliation or political affiliation. Discrimination on the basis of relationship or mental or physical disability are prohibited except in the instance of valid occupational qualification and under the provisions of the Americans with Disabilities Act.

3.3 All references to employees in this Agreement designate both sexes and, whenever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE

4.1 During the term of this Agreement, there shall be no strike, slowdown or recognition of any picket line while in the performance of official duties. For purposes of this section, "strike" means an employee's conduct in concerted action and includes failing to report for duty, or stoppage of work, or deviation in whole or in part from the regular, ordinary and/or consistent, full, faithful, and proper performance of duties of employment, for the purpose of inducing or coercing a change in the conditions, compensation, rights, privileges, or obligations of employment. The Association agrees to inform its members of their obligations under this Agreement and to direct them to attend to and fully perform duties as City employees.

4.2 In the event of a violation of this Article by the Association or employees in the bargaining unit, the City may, discipline any employee involved in such activity. Nothing herein shall preclude recourse by the City to such other legal or equitable remedies as may be available.

ARTICLE 5 - ASSOCIATION SECURITY

5.1 Membership or non-membership in the Association shall be the individual choice of the employees covered by this Agreement. Employees who are not members of the Association shall make payments in lieu of dues to the Association. Such payments shall be in an amount determined by the Association in accordance with constitutional and statutory requirements.

5.2 The City agrees to deduct from the paycheck of each employee Association dues or "fair share". The City shall not be held liable for checkoff errors, but shall make proper adjustments with the employee and the Association for errors as soon as practicable and upon notification from the Association. The Association agrees to indemnify and hold harmless the City from any action arising from this article. The amounts to be deducted shall be certified to the City by the Treasurer of the Association as needed

5.3 An employee who is a member of a church or religious body having bona fide religious tenets or teachings which prohibit association with a labor organization or the payment of dues to it shall pay an amount of money equivalent to the fair share amount described in Section 5.1. Such payment shall be made to a non-religious charity or another charitable organization mutually agreed upon by the employee affected and the Association. The employee shall furnish written proof to the City that payment has been made.

5.4 The City agrees to continue to furnish bulletin board space for Association use of at least 22 inches by 36 inches in dimension in an unobstructed place to be used and maintained by the Association and restricted to Association business and training or education or announcements. The Association shall limit its posting of notices and bulletins to such bulletin board. The Association shall periodically clear the board of outdated material and shall restrict posting to matters of Association business, which are of a non-inflammatory nature.

5.5 The City shall notify the Association of all new hires within the bargaining unit within two (2) weeks of their having been employed, furnishing the Association with the new employee's name, mailing address and position for which he was hired.

5.6 Use of the City's E-Mail System

a. The parties recognize that the City's email system is the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. Permitted email uses constitute public business in conducting labor relations activity. In general, all such communications may be subject to disclosure, and the parties recognize that the City does not have an obligation to assert any exceptions or exemptions from disclosure as to public records that happen to contain information relating to Association activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.

b. Certified Association Officers may use the City's email system to conduct labor relations business for the limited purposes of:

- i. Notifying Association members of meetings and scheduling meetings (date, time, place and agenda);

- ii. Scheduling meetings among Association Officers (date, time, place and agenda); and/or
- iii. Filing official correspondence with the City (i.e., grievance documents, demand to bargain notices), provided however that timelines for grievance responses shall run from receipt (the date an email is opened).
- iv. Communication between the Association attorney, Certified Association Officers and City Officials.

Such City email communications shall be specifically identified in the Subject Line as Labor Relations Business in addition to any other topic.

c. The City retains control over the City email system and may restrict or revoke permission to use the City email for labor relations purposes at any time after meeting and discussing such decision and the City's reasons. Association officers and members will keep on duty use of email for labor relations purposes (sending/reading) to a minimum.

d. The parties recognize that misuse of the City's email system is considered a violation of policy and the parties agree that any violation of this limited exception for the use of the City's email system may result in discipline, up to and including termination.

e. From time-to-time, the Association will certify to the City's HR Manager or designee and the Chief of Police or designee an up-to-date list of Association Officers.

ARTICLE 6 - HOURS OF WORK

6.1 The workweek shall consist of seven (7) days with four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off. Solely at the discretion of the Chief or his designee, a schedule consisting of five (5) consecutive eight (8) hour shifts followed by two (2) consecutive days off may be established. Shift rotations shall be implemented within two consecutive work weeks, during which time an employee shall work no more than 80 hours and five (5) consecutive days or four (4) consecutive days, depending on schedule without one (1) day off.

6.2 The regular hours of each workday shall be consecutive with interruptions for rest periods and lunch periods. The workday shall commence at the start of the employee's scheduled shift and continue for twenty-four (24) hours. Employees shall be scheduled a minimum of ten (10) hours off between regularly scheduled shifts.

6.3 Each employee shall be scheduled to work on a regular shift. Each employee shall have regular starting and quitting times.

6.4 Work schedules showing employee's work day and hours shall be posted on the Department bulletin board. Schedule changes that are not requested by an employee shall be made only after other options are evaluated. Except for emergency situations and for the duration of the emergency, any changes in work schedules shall be posted a minimum of ten (10) days prior to the effective date of the change. An "emergency" is an unexpected event demanding immediate action, which must be declared by management. Work schedule changes, resulting from employee attendance in training courses, shall require 24-hour notification to the affected employees. Schedule changes for the convenience of the employee, by mutual agreement or after other options are evaluated, shall not be subject to the notification requirements set forth above.

Employees who are undergoing FTEP are exempt from the scheduling notification requirements herein and may be reassigned by the City with a minimum of three (3) calendar days notice in order to accommodate the efficient and effective completion of their training. Individual employees may voluntarily waive the three (3) calendar days notice requirement at the City's request.

6.5 Rest periods of fifteen (15) minutes shall be provided when practicable for all employees during each half shift which shall be scheduled by the City in accordance with the operating requirements of each employee's duties and shall be considered on-duty time.

6.6 All employees shall be granted a thirty (30) minute meal period during each work shift to the extent consistent with operating requirements of the Department. Each meal period shall be scheduled in the middle of the work shift or as near thereto as possible when practical.

6.7 Travel to and from work, whether in a personal or City vehicle, shall not constitute hours worked unless the employee is otherwise on duty.

6.8 Employees in the same classification may trade shifts subject to the advance written approval of the affected shift supervisors(s). Trades are at the sole option of the employees who shall be solely responsible to reciprocate the trade. The City shall not record hours worked on a trade; both employees records of hours of work shall be maintained as if each employee worked the regular hours assigned, and shall be paid accordingly.

6.9 Community Service Officers shall not be subject to the scheduling restrictions provided for in this Article. The parties agree to continue their current practice of flexible scheduling of this position.

6.10 Safety Release. An employee who is required by the City to work fifteen (15) or more hours in any twenty-four (24) hour work day and who is scheduled to work a shift in the next twenty-four (24) hour work day shall be guaranteed at least nine (9) hours off before being required to return to active duty status. The Police Chief retains the authority to suspend this provision upon declaring a public safety emergency.

ARTICLE 7 – OVERTIME

7.1 The City shall have the right to assign overtime work as required in a manner consistent with the requirements of the Police Department. Employees required to work beyond forty (40) hours per work week, or eight (8) hours on any work day for employees on a 5 day/8 hour schedule, or ten (10) hours on any work day for employees on a 4 day/10 hour schedule, shall be compensated at the rate of one and one-half (1½) times their regular rate of pay in either cash or compensatory time. Under no condition shall such compensation be received twice for the same hours. Management will notify the Association of overtime needs of the department and the Association will be responsible for filling the overtime needs of the department.

7.2 Employees shall be allowed to accrue compensatory time to a maximum of forty (40) hours and such accrual may continue as long as the employees' accrual is below the maximum. Compensatory time-off must be scheduled with the approval of the supervisor. Overtime in excess of forty (40) hours shall be paid on the next regularly scheduled paycheck.

7.3 Overtime shall be computed to the nearest one-quarter (1/4) hour. For purposes of compensating authorized off-duty communications to an employee, cumulative work performed in excess of 7.5 minutes within an eight (8) hour period will be rounded up in 15 minute increments at the employee's overtime rate of pay except for telephone calls relating to the employee's schedule and remedial calls shall not be compensated.

7.4 Employees called back to work shall be compensated at a rate of time and one-half (1½) for a minimum of four (4) hours. This section only applies when call back results in hours worked which do not fall within two (2) hours before or after the beginning or end of the workday which shall be treated as a shift extension and not as a call back. More than one (1) court appearance scheduled within the applicable minimum shall be considered a single call back under this section. Any work performed beyond the minimum shall be applied as added time. If a subsequent call back is scheduled with more than the applicable call back interval, it shall be applied as a separate call back.

7.5 When an employee is authorized to attend school or training course not required by the City on the employee's regularly scheduled day(s) off such attendance will be considered hours worked and will be compensated if attendance was required by the City. If the employee volunteers to attend and so requests in writing, and the City and the employee mutually agree to arrangements related to representation, expense reimbursement, accounting for the time involved, and shift coverage, the employee will be paid wages and/or reimbursed as agreed by the City and the employee. The employee will be compensated at the appropriate regular or overtime rate of pay for training activities, including travel time, as required by the FLSA. Any overtime remedial work shall be exempt from the minimum callback provision in Article 7.4.

7.6 Requests for overtime compensation shall be submitted to the employee's supervisor within seventy-two (72) hours of the overtime being worked.

ARTICLE 8 - SICK LEAVE

8.1 Employees shall accumulate eight (8) hours of sick leave per month, beginning with the date of employment and prorated for partial months worked. Accrued sick leave shall not exceed fourteen hundred (1400) hours.

8.2 Employees may utilize their accrued sick leave when unable to perform work duties by reason of illness, injury, disability or necessity for medical or dental care. Employees may utilize their accrued sick leave by reason of illness or injury in the employee's immediate family when the employee's attendance is required. The definition of "immediate family" for this article includes spouse, same-sex domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, and parent of same-sex domestic partner or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster, or stepchild of an employee or the child of an employee's same-sex domestic partner, grandchild, or grandparent of the employee.

8.3 Sick leave shall not be used for absence due to illness or injury which is the result of outside employment.

8.4 An employee unable to report for work due to illness or injury, shall notify the on-duty supervisor of the absence at least two (2) hours prior to his reporting time. When an employee cannot be reasonably expected to know the illness or injury exists two (2) hours prior to the scheduled reporting time, the on-duty supervisor must be notified as soon as practicable.

8.5 Employees may be required after three (3) consecutive days of sick leave usage to furnish a certificate issued by a licensed physician or practitioner or other satisfactory evidence of the illness or injury. If the employee's sick leave usage warrants possible discipline or corrective action or the employee has been disciplined, a supervisor may require a doctor's certificate for less than three (3) days' absence. The City will reimburse the employee co-payments, co-insurance, deductions or other payment to the health care provider or other expenses incurred as a direct result of the application of this provision which will result in no cost to the employee.

8.6 Proven abuse of sick leave shall be grounds for disciplinary action.

8.7 The City will comply with federal and Oregon family leave laws. Paid leaves of absence permitted under this Agreement shall run concurrently with statutorily protected family leaves, which are defined by federal and Oregon law, and explained fully in City personnel policy. For parental leave the employee may designate the order in which the leave banks are used.

8.8 Unused sick leave is applied as a credit as part of the City retirement plan. Refer to Article 13 relating to Retirement.

8.9 On June 30 of each year during the term of this Agreement, a review of sick leave use by members covered by Agreement will be made. Eight (8) hours of leave will be converted from sick leave to vacation leave for those employees not having used more than eight (8) hours of sick leave for any purposes other than qualifying FMLA/OFLA leave for the immediate twelve (12) month period preceding June 30. Employees must have completed 12 months of employment by June 30 to be eligible for sick leave incentive.

ARTICLE 9 - ON-THE-JOB INJURY

9.1 Employees who are injured while in the performance of duty shall report such injury to the on-duty supervisor as soon as practicable, but normally no later than the end of the employee's work shift.

9.2 Employees who sustain an injury or illness compensable by Worker's Compensation and who are unable to perform their normal duties as a result of such injury or accident will be compensated by the City's insurance carrier for the period of time loss. The City will pay the difference between the employee's regular salary net after taxes and the compensation benefits for lost time for a period of 90 days following the injury or illness.

9.3 If an employee is off work beyond 90 days as a result of a work injury, accrued days of sick leave may be used on a pro rata basis to supplement the employee's insured disability income until such leave is exhausted. Such supplement shall not exceed the amount of an employee's net base pay while in active status. An employee may request in writing at the time of notifying the department that he is taking leave and that he does not want the leave charged against his accrued sick leave. In this event, the leave shall not be paid by the City.

9.4 The employee may use his accrued compensatory time, holiday credits and vacation credits after the use of any accumulated sick leave. Medical progress reports may be required prior to approval of such payments.

9.5 It is in the mutual interest of the parties to return an injured employee to work as soon as practicable. The City may provide limited duty assignments for injured employees, to the extent consistent with the operating requirements of the City. With the concurrence of the attending physician, when a limited duty assignment is made available to an employee, the employee shall return to work in the limited duty assignment until such time as he is released for normal duties. In no instance will a limited duty assignment extend beyond sixty (60) days without the express approval of the Chief or designee.

ARTICLE 10 - LEAVE OF ABSENCE

10.1 In the event of the death of a member of an employee's immediate family or household, including grandchildren, grandparents, brothers, sisters, and in-laws, the Police Chief may grant leave with pay, not to exceed one (1) work week, to provide sufficient time to make funeral arrangements if necessary and to attend the funeral. Leave with pay of up to four (4) hours may be granted when an employee serves as a pallbearer.

10.2 When an employee is called for jury duty or is subpoenaed as a witness as a result of his employment with the City, he shall not suffer any loss in regular pay from such absence. However, he shall remit to the City any compensation or fees received for such duties. Upon being excused from jury duty for any day, an employee shall immediately contact his supervisor for assignment for the remainder of his regular workday. If the employee is assigned to swing shift or mid shift and the employee is called for jury duty immediately before or after a regularly scheduled work day, then the time spent serving as a juror will be viewed as hours credited towards time for the Safety Release.

10.3 Military leave shall be granted in accordance with state and federal law. An employee taking military leave for training shall be entitled to reimbursement of an amount equal to the difference between the daily military salary and regular rate of pay in accordance with state and federal law.

10.4 Upon written application by the employee, parental leaves without pay may be granted in instances of a birth or adoption of a child within the immediate family. Such leave request shall not exceed 180 calendar days. The approval of such leave shall be at the sole discretion of the City Manager or a designee and shall be in accordance with any pertinent statutory provisions.

10.5 The City shall consider a written application for leave of absence without pay not to exceed 180 calendar days if the City finds there is reasonable justification to grant such a leave and that the work of the department will not be seriously jeopardized by the temporary absence of the employee. Such leaves shall not be approved for the purpose of accepting employment outside the service of the City. The City may also deem a resignation in the event that the employee has accepted employment outside the service of the City, entered into a full-time business or occupation, or has not complied with the terms of his application for such leave.

10.6 Employees granted a leave without pay may maintain their medical insurance coverage through the City by remitting premium payments to the City on a schedule provided by the City.

ARTICLE 11 - OUTSIDE EMPLOYMENT

11.1 Employees shall receive approval from the Police Chief based on Article 11.2 prior to engaging in outside employment. Such request and approval shall be made in writing and may be rescinded in writing by the Police Chief.

11.2 In order to be approved, outside employment shall:

1. Be compatible with the employee's adherence to the Police Officer's Code of Ethics;
2. In no way detract from the efficiency of the employee in City duties;
3. Not take preference over extra duty required by City employment;
4. Not present a legal or ethical conflict of interest with the police profession.

ARTICLE 12 – HEALTH & WELFARE

12.1 The City shall provide health insurance benefits to the employee and their dependents comparable to Blue Cross Copay Plan B-PPP, including Well-Baby care and Physical Examination riders, Blue Cross Plan II dental insurance, and the VSP Vision insurance through the EBS Trust. The City shall also offer Kaiser medical, prescription, dental, vision and alternate care insurance as an alternative to Blue Cross. The City's premium for full-time employees shall be set at ninety five percent (95%) of either the full Blue Cross premium cost or the full Kaiser premium cost as elected by the employee during benefits enrollment. The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.

12.2 The City agrees to offer a Section 125 plan.

12.3 Upon retirement from City service, employees may elect to continue their group medical insurance coverage at their own expense as provided by COBRA and the CCIS or City insurer's retiree program in effect at the employee's date of retirement.

12.4 The City shall provide the following insurance benefits and shall pay all premium costs for the duration of this Agreement:

1. Life and accidental death in an amount equal to the employee's annual salary rounded to the nearest \$1,000.
2. Worker's compensation.
3. Long-term disability after a 90-day waiting period, with a maximum of sixty-six and two-thirds percent ($66\frac{2}{3}$ %) of the first \$7,500 of monthly salary up to a maximum of \$5,000 per month up to age 65 or until the employee is able to return to work.

Part-time employees shall not receive life insurance, long term disability insurance or retirement benefits.

12.5 The City shall provide self-insurance or liability insurance coverage and defense of claims arising out of acts committed by employees in the discharge of their duties and in the course of their employment, in accordance with the Oregon Tort Claims Act, excluding acts constituting malfeasance in office or willful or wanton neglect of duty.

12.6 The City agrees to reimburse an Association member for the reasonable, usual and customary legal fees charged by an attorney as a direct result of criminal charges or a grand jury appearance against the Association member arising out of the Association member's involvement in the proper performance of duty as an employee for the City. The City's obligation of reimbursement is subject to the following:

- A. To receive reimbursement under this Article, the Association member must select an attorney from a list of attorneys that has been mutually agreed upon by the Forest Grove Police Officers' Association and the City. Neither party shall unreasonably oppose the inclusion of an attorney on the list. Within sixty (60) days of the execution of this Agreement, the Association shall submit to the City the names and professional biographies of the attorneys the Association proposes for inclusion on the list. If the City Attorney does not object, in writing, to an attorney on the list within twenty (20) working days, the

attorney shall be included on this list. The names on the list shall be reviewed every six (6) months upon the request of either party. If no attorney on the list is available to represent an Association member, the Association member may obtain another attorney of choice, however, the City's obligation to reimburse will arise only if the City receives written notice of the selected attorney from the Association within three (3) calendar days of the Association member or Association learning of the lack of availability of an attorney from the predetermined list.

- B. Following the initial meeting between the Association member and the attorney, the Association shall arrange for an attorney to provide the City, at no cost to the City, a preliminary estimate of the anticipated legal fees, costs and expenses. This preliminary estimate shall be directed to the City Attorney, the Chief of Police, and the Association.
- C. Before becoming obligated under this Article, the City shall be presented with a sworn affidavit by the attorney listing an hourly breakdown of the time spent and a brief description of the purpose of such time. The attorney shall account for and value time at the attorney's most favorable rate, not to exceed \$160.00 per hour. If the City, in its discretion, feels the charges exceed the reasonable, usual and customary fees normally charged, the parties shall submit the matter to the Oregon State Bar Fee Arbitration program for resolution. The decision of the OSB fee arbitrator or arbitration panel shall be final and binding as to the City's obligation under this Article. Under no circumstances shall the provisions of this Article give rise to a claim of any sort against the City by the attorney retained or selected by the Association member.
- D. Reimbursement will not be made in those instances where:
 - 1. The Association member is convicted by verdict or plea, or pleads no contest to any criminal charges arising out of the incident;
 - 2. The Department sustains any disciplinary charge(s) on the basis of the Association member's actions which formed any part of the basis for the possible criminal liability unless the Department's disciplinary action is wholly set aside on grievance appeal;
 - 3. The City shall have no obligation to reimburse an Association member, the Association or counsel for the Association for costs or legal fees in any instance where the Association member or the Association elect to have counsel for the Association represent the Association member involved in the incident at any stage of the criminal proceeding, including, but not limited to, any grand jury proceeding;
 - 4. The City shall have no obligation to reimburse an Association member, the Association, or counsel for the Association for costs or legal fees associated with representation at pre-disciplinary procedures; and
 - 5. The City shall have no obligation to reimburse an Association member, the Association, or counsel for the Association for fees associated with representation at or in conjunction with the filing of a civil claim, except in accordance with the indemnity requirements of the Oregon Tort Claims Act.

- E. Any reimbursement required by the City shall be made only at the conclusion of all criminal and disciplinary proceedings against the Association member relating to or arising out of the incident and are subject to the following monetary maximums:
 - A. Legal fees relating to a grand jury investigation and/or appearance: \$5,000.
 - B. Legal fees relating to post-grand jury indictment or other charging instrument: an additional \$5,000.

12.7 Voluntary Employees' Beneficiary Association (VEBA)

- A. Effective July 1, 2005, the City will established a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501 (c) (9) of the Internal Revenue Code for each employee of the Association who is eligible for, and enrolls in, one of the City's Health Insurance Plans as described in Article 12. The City shall make monthly contributions equal to one percent (1%)-of the employee's base salary to said account.
- B. Effective July 1, 2005, once an employee's sick leave accruals reaches one thousand (1000) hours, the cash equivalent of two (2) hours of sick leave accrued will automatically be paid into the employee's VEBA account each month. The remainder of the monthly accrual of sick leave will continue to accrue up to the maximum established in Article 8, Section 1.
- C. Effective July 1, 2005, when an employee's holiday accruals reach forty eight (48) hours, the City shall contribute the cash equivalent of all additional holiday hours accrued in excess of forty eight (48) hours into the employee's VEBA account. If an employee's holiday accruals fall below forty eight (48) hours, the VEBA contributions will cease until the employee has the minimum of forth eight (48) hours accrued.

12.8 ORPAT Physical Fitness Incentive. Recognizing that physical fitness is beneficial to the health and wellbeing of Employees, in addition to lowering the potential costs of healthcare and work related injuries, a physical fitness incentive was established beginning July 1, 2008.

Once per fiscal year with 30 days notice, employees will be provided the opportunity to participate in the DPSST certified ORPAT course. Scheduling of this testing shall be determined by the Chief of Police, but will allow for make-up tests, and retests as described herein.

Those employees who successfully complete the ORPAT course in a time that is considered passing, will receive an incentive bonus of five hundred dollars (\$500.00) be paid in the first pay period in December each year. The parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deductions.

If an employee fails to pass the ORPAT, that employee may request a re-test within two (2) months after their first attempt. At the discretion of the Chief of Police, the employee may be allowed to retake the ORPAT at a mutually agreed date, within four (4) months after the Employee's request. If an employee

passes the ORPAT on their second attempt they will receive an incentive bonus of two hundred fifty dollars (\$250.00) for the fiscal year the re-test was taken for. The parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deduction.

Employees who are newly hired after July 1, 2008, and who have passed the ORPAT as a condition of their employment process with the City of Forest Grove, will receive the \$500 physical fitness incentive for the year in which they were hired after successful completion of the department's field training and evaluation program (FTEP).

If an employee is unable to participate in the scheduled ORPAT test due to vacation, court, or other reasonable conflict, the employee may request a make-up test without penalty so long as the make-up test is completed and passed within a mutually agreed time frame between the employee and the Chief of Police. Reasonable efforts shall be taken to complete the make-up test within three (3) months of the originally missed scheduled test. If an employee is unable to attend the scheduled make-up test, it is at the discretion of the Chief of Police whether or not to allow a third make-up test.

If an employee is unable to participate in the ORPAT test due to a bonafide illness or injury the employee may request a make-up test without penalty for the year the test was taken for.

For purposes of this agreement, the minimum standard for passing will be the time established as passing by DPSST for an Entry Level Police Officer. Recognizing that passing standards for the ORPAT may change at the discretion of DPSST, it is hereby established that the standard used by the City of Forest Grove as passing, will be the standard used by DPSST on July 1, 2008. This passing standard may be changed upon mutual agreement between Forest Grove Police Association and the City of Forest Grove.

All ORPAT testing will be done "On Duty Time."

Employees who seek this incentive, but do not meet the minimum ORPAT passing standard as defined in this agreement, will not be deemed "physically unfit for duty." In addition, an employee will not be negatively treated by the City of Forest Grove, or its supervisors, due to not passing the ORPAT standard as defined in this agreement.

Recognizing that participation in this incentive program is purely voluntary, those employees who opt not to participate will not receive discipline, will not be denied promotions or special assignments, or be negatively treated by the City of Forest Grove, or its supervisors, for this choice.

This test will be administered by certified ORPAT instructors.

ARTICLE 13 – RETIREMENT

13.1 The City will afford members participation in the City of Forest Grove Retirement Plan for regular full-time employees who are:

- 1) DPSST certified peace officers hired as police officers:
or,
- 2) regular full-time employees hired on or before June 30, 2012, and are already members of the City of Forest Grove Retirement Plan.

13.2 The retirement benefit for police officer shall be equal to or better than that provided by the Public Employees Retirement System (PERS) as determined in accordance with Oregon law.

13.3 The City shall pay the employee's contribution to the City of Forest Grove Retirement Plan.

13.4 Sick leave at retirement will be administered consistent with the terms of the City of Forest Grove Retirement Plan.

13.5 The City will not amend or reduce the sick leave conversion at retirement aspects of the City of Forest Grove Retirement Plan without notice to the bargaining unit and bargaining.

13.6 All other regular full-time employees hired as full-time employees on or after July 1, 2012, shall be enrolled into the City of Forest Grove Defined Contribution Plan. The employer shall contribute an amount equal to ten percent (10%) of base wages to the employee's account in the City of Forest Grove Defined Contribution Plan. Additionally, the City will match dollar for dollar any additional contribution the employee makes into the employee's deferred compensation account, up to a maximum of 2% of base wages. The City's match payment will be paid into the Defined Contribution Plan. Eligibility for retirement benefits and waiting period requirements continues under the existing criteria for regular (full-time 40 hour/week) employees only and a six month waiting period. There is no sick leave conversion in the City of Forest Grove Defined Contribution Plan.

ARTICLE 14 - VACATION

14.1 Vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Vacation Hours Earned p/Month</u>	<u>Vacation Days p/Year</u>
1 - 24 Months/ 1+ - 2 Years	6.67	10
24+ - 60 Months/ 2+ - 5 Years	8.00	12
60+ - 120 Months/ 5+ - 10 Years	10.00	15
120+ - 180 Months/ 10+ - 15 Years	13.34	20
180+ Months/ 15+ Years	16.67	25

14.2 "Continuous Service" is defined as that service which is unbroken by separation from City service other than by the Military, Peace Corps, or any other paid leave allowed under this Agreement. Time spent on other types of authorized leave will not count as time of continuous service; except that employees returning from such leave or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.

14.3 Employees are eligible to take vacation time after the completion of the Field Training Evaluation Program; exceptions may be made by the Chief of Police for emergency situations. Employees shall be responsible for planning, initiating requests for, and using vacation credit. Accrued vacation may be utilized in one (1) hour increments. In case of conflicts between employees concerning the scheduling of vacations, refer to Article 19.

14.4 Employees may not accrue over three hundred sixty (360) hours of vacation time without the approval of the City Manager.

14.5 Upon termination of employment for any reason, or in the event of an employee death, the beneficiary shall be paid a lump sum of all earned but unused vacation hours.

ARTICLE 15 - HOLIDAYS

15.1 All sworn employees shall accrue holiday time at the rate of eight (8) hours per month. An employee may elect to take off the accrued holiday hours at a time mutually agreeable to the employee and the supervisor, or to receive pay in lieu of time off during the pay period in which the holiday time is earned.

15.1.1 Sworn employees may accrue up to forty eight (48) hours of holiday time. See Article 12, Section 7 for additional VEBA information.

15.3 Upon termination of a sworn employee for any reason, or in the event of death, the employee or the employee's beneficiary shall be paid a lump sum for all earned but unused holiday hours.

15.4 Non-sworn employees shall observe designated holidays listed below:

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

15.5 For non-sworn employees, when a holiday falls on a Sunday, it will be observed on the following Monday. A holiday that falls on a Saturday will be observed the Friday preceding the holiday.

15.5.1 In the event an employee is required to work on a holiday, all hours worked will be paid at one and one-half times ($1\frac{1}{2} \times$) the base rate of pay and the employee will receive another day off.

15.5.2 Employees assigned to work a 4/10 schedule whose normal day off falls on the holiday shall schedule another day off during the same pay period of the holiday. The day taken off shall be agreed upon and scheduled in advance.

ARTICLE 16 - PERSONNEL FILE

16.1 Each employee shall have the right upon request to review and obtain at his own expense copies of the contents of his personnel file exclusive of materials received prior to the date of his employment by the City. The official personnel file shall be maintained by the personnel director.

16.2 Following the date of employment, no material shall be placed in an employee's personnel file without the knowledge of the employee. An employee may respond in writing to any item placed in his personnel file and said response shall become part of his personnel file.

16.3 Upon request of the employee, all documentation up to and including letters of reprimand shall be removed after twelve (12) months, or earlier by approval of the Police Chief, provided there is no subsequent letter(s) of reprimand or disciplinary action taken during the intervening period of time.

ARTICLE 17 - PROBATIONARY EMPLOYEES

17.1 The probationary period for non-sworn represented employees shall be twelve (12) consecutive months of employment within the classification. The probationary period for police officers shall be eighteen (18) consecutive months of employment within the classification. The probationary period may be extended for no more than three (3) months in individual cases by mutual agreement between the City and the Association.

17.2 During the probationary period, an employee may be disciplined or discharged at the sole discretion of the City without any reason or cause being shown and without recourse to the grievance procedure. Any employee who is returned to his former classification shall not be discharged without just cause.

ARTICLE 18 – SENIORITY

18.1 Bargaining Unit seniority shall mean the length of an employee's service within a bargaining unit in the police department. Classification seniority shall mean the length of an employee's service within the classification in the police department. Department seniority shall mean length of service in the police department. An employee shall attain seniority after completing the probationary period, at which time the employee shall be credited with the seniority accrued during the probationary period. For purposes of this article, seniority shall be defined as continuous time within a classification. For the purpose of establishing seniority for Association members hired on the same date and job classification, seniority shall be based on candidate overall ranking as established by Human Resources prior to the Chief's interview. The candidate ranking shall be kept on file and copies shall be made available to employees.

Employees who are promoted to positions within the Department that are outside the bargaining unit, but are returned to bargaining unit positions by the City will return with the seniority they had accrued at the time of their promotion. The time an employee spends in such a position will not however, be applied toward his/her seniority. Instead, the employee's seniority date will be adjusted by an amount equal to the time he/she served in the non-bargaining unit position.

18.2 The City shall provide the Association with an updated seniority list of members annually and upon request of the Association.

18.3 A non-probationary bargaining unit employee who resigns voluntarily and chooses to request reinstatement within ninety (90) days of termination may be granted reinstatement to a vacant and available position if the City approves. The reinstated employee will receive the vacation and sick leave accrual rates which applied at the date of termination. This section shall not operate to require the City to fill a vacant position which the City has elected to hold vacant. An employee/former employee may not request reinstatement under this Article 18.3 more than once.

18.4 In the event of a staff reduction, the City will lay-off in inverse order of bargaining unit seniority by job classification. Laid off employees may bump to any lower classification for which the employee is qualified and displace an employee with less bargaining unit seniority. An employee promoted outside the bargaining unit may use department seniority to displace the junior employee in the bargaining unit.

18.5 An employee who is laid off due to reduction of staff shall have preference for recall based upon seniority. Employees laid off shall retain such right of recall for eighteen (18) months. Employees so recalled by the City shall be reinstated with seniority rights accumulated as to the date of their lay off. Any laid off employee who is recalled by the City shall have ten (10) days from mailing of notice by Certified mail, sent to the last address provided to the City by the employee, in which to accept the assignment and two (2) weeks to report if employed elsewhere unless otherwise mutually agreed. Return of the notice as undeliverable because the employee has moved without notifying the City shall constitute rejection of the assignment. A laid off employee who is recalled by the City and who rejects the assignment shall relinquish all rights provided for within this article and Agreement.

18.6 Classification seniority shall be used for shift and days off.

ARTICLE 19 - VACATION SCHEDULING

Priority vacation scheduling shall be by department seniority for requests which are submitted between December 1st and December 31st for the upcoming year. Such exercise of seniority shall be limited to one (1) selection for each calendar year. Priority requests submitted by December 31st shall be approved or denied as soon as practical. Subsequent requests will be approved or denied on a first come, first served basis within twenty-one (21) calendar days. Seniority time off requests, which can only be made for the following twelve month period, will be approved by the shift supervisor of the shift that will be affected at the time the leave is to be taken.

ARTICLE 20 - DISCIPLINARY ACTION

20.1 Disciplinary Measures. Disciplinary action shall be for just cause. Discipline shall include the following actions as well as additional actions as are appropriate to the circumstances of the violation. These include: verbal reprimand (which may be documented in writing), written reprimand, reduction in pay, suspension without pay, demotion and dismissal, as warranted by circumstances and the nature of the offense. The City shall not impose a reduction in pay, suspension without pay, demotion or dismissal of a non-probationary employee without due process. Counseling and coaching are not considered disciplinary action.

Verbal reprimands over one (1) year old shall not be the sole basis for progressive disciplinary actions. Verbal and written reprimands are not subject to the grievance procedure beyond Step 2. The employee or the Association may submit a written rebuttal to a verbal or written reprimand which shall be maintained with the record of reprimand.

20.2 Due Process. Pre-disciplinary “due process” means written notice of the charges, and the facts which the charges are based, notice of the maximum range of discipline under consideration, and an opportunity to meet with the decision maker or his/her designee.

20.3 Avoidance of Embarrassment. If the Chief of Police or designee has reason to discipline an employee, the Chief of Police or designee shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

20.4 Association Representation in Interview and Disciplinary Process. The City acknowledges the right of the employee to have a representative of the Association present at meetings with the employee which could lead to discipline greater than a verbal reprimand.

20.5 Use of Deadly Force Situations. Employees directly involved in the use of deadly force shall be advised of their rights to and shall be allowed to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of deadly force. Such right to consult with a representative or attorney shall not delay the giving of the statement more than twenty-four (24) hours.

20.6 Police Officer’s Bill of Rights. Internal investigations shall be conducted within the law as expressed by statute and case decisions. The rights of the individual shall be protected, and shall include the following:

- A. The officer under investigation shall be informed in writing of the nature of the investigation prior to any interview.
- B. Interviews shall be conducted at a reasonable hour, preferably at a time when the officer is on-duty, or during the normal waking hours of the officer, unless the seriousness of the investigation requires otherwise.
- C. The interview shall be for a reasonable period, taking into consideration the gravity and complexity of the issue being investigated. The person under interview shall be allowed to attend to his own personal physical necessities.

- D. If prior to or during the interview it is deemed that the officer may be charged with a criminal offense, the individual shall be immediately informed of constitutional rights.

ARTICLE 21 - SUBSTANCE ABUSE POLICY

21.1 The City and the Association agree that the City may engage in reasonable suspicion drug and alcohol testing in accordance with the provisions of the City Drug Free Workplace Policy as revised periodically. Many elements of this policy are mandatory subjects of bargaining and changes that relate to a mandatory subject may be bargained if the Association so requests.

ARTICLE 22 - GRIEVANCE PROCEDURE

22.1 It is the intention of the parties to this Agreement that all disputes between said parties regarding the application, meaning, or interpretation of this contract be settled by their submission to the established grievance procedure as herein provided.

Step I. After first attempting to resolve the grievance informally, the Association or any employee with notice to the Association may claim a breach of this Agreement in writing to the employee's immediate supervisor within fifteen (15) days from the occurrence thereof or the employee's knowledge thereof. The notice shall include: (1) a statement of the grievance and relevant facts; (2) provisions of the Agreement violated; and (3) remedies sought. The supervisor shall respond to the grievance in writing within ten (10) days with a copy to the Association.

Step II. If, after ten (10) days from the date of submission of the grievance to the supervisor, the grievance remains unadjusted, the grievance may be submitted within five (5) days to the Police Chief. The Police Chief may meet with the aggrieved party, who may request Association representation at the hearing. The Police Chief shall respond to the grievance within ten (10) days with a copy to the Association.

Step III. If, the grievance remains unadjusted after the Police Chief's response at Step II, the grievance may be submitted within ten (10) days of the Chief's response to the City Manager or designee. The City Manager shall meet with the aggrieved party, the Police Chief, and an Association representative at a mutually agreeable time and shall respond to the grievance in writing within twenty (20) days following the meeting.

Step IV. If the grievance is not resolved after the City Manager's response at Step III, the Association may submit it to arbitration within ten (10) days of the City Manager's response. The arbitrator shall be selected by mutual agreement of the parties. If the parties cannot agree upon an arbitrator within ten (10) days, he shall be chosen in the following manner:

- A. A list of thirteen (13) Oregon or Washington arbitrators from the State Employee Relations Board shall be requested and the parties shall alternately strike one (1) name from the list until only one (1) name is left. A coin toss shall occur to determine who will strike first. The parties shall strike names, and the one remaining shall be the arbitrator.
- B. The arbitrator shall render a decision within a reasonable time. The decision of the arbitrator shall be binding on both parties.
- C. The cost of the arbitrator shall be borne equally by both parties, as designated by the arbitrator. Each party shall be responsible for costs of presenting its own case to arbitration.
- D. The arbitrator shall be limited to the interpretation and application of the specific provisions of this agreement and shall have no authority or jurisdiction to add or revise the agreement of the parties.

The appeal of a discharge may be taken up at Step III of the Grievance Procedure contained in this Article. All other disciplinary actions may be appealed beginning at Step II of the Grievance Procedure. The information required in Step I must be included in the grievance regardless of the Step at which the grievance process is entered.

Any time limits specified in the grievance procedure may be waived by mutual consent of the parties. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. If the grievant fails to respond in a timely fashion, the grievance shall be deemed waived. If the party being grieved against fails to respond in a timely fashion, the grievance shall advance to the next step. A grievance may be withdrawn at any time upon receipt of a signed statement from the Association or the employee that the matter has been resolved.

For purposes of this Article, “day” shall mean “business day”, and shall not include Saturdays, Sundays or legal holidays on which the City’s administrative offices are closed.

22.2 If a grievance arbitration hearing is postponed or canceled by mutual agreement, any fee charged by the arbitrator shall be split equally between the parties. If the postponement or cancellation is not by mutual agreement and a fee is incurred, then the party taking the action shall be responsible for payment of such fee.

ARTICLE 23 - ASSOCIATION BUSINESS

23.1 An Association attorney and an Executive Board member shall be allowed to attend grievance meetings and *Weingarten* interviews without loss of pay. Association representatives shall be allowed to attend labor management meetings without loss of pay. Association representatives shall be permitted access to the Forest Grove Police Department for purposes of representation activity which is conducted off duty or with the prior authorization of a supervisor.

23.2 Members of the bargaining unit selected to serve as authorized representatives shall be certified in writing to the City.

ARTICLE 24 - CONTRACT RENEWAL SESSIONS

24.1 The City and the Association shall make reasonable efforts to schedule negotiating sessions at a time that does not interfere with the operation of the Police Department. Two (2) on-duty employees shall be permitted to attend negotiating sessions. The dates, times, and places of these negotiating sessions shall be established by mutual agreement between the parties.

ARTICLE 25 - WAGES AND SALARIES

25.1 Salaries covered by this Agreement shall be in accordance with the schedule set forth in Appendix A attached and incorporated in this Agreement. Each employee shall be paid at one of the steps in the range prescribed for the job classification.

25.2 Eligibility for advancement in the salary range shall be based upon demonstration of satisfactory performance as documented in the annual performance appraisal. (Performance appraisal shall not be subject to the grievance procedure.) A new employee or promoted employee is eligible for advancement to the next step of the salary range following completion of twelve (12) months of service. An employee is eligible for additional step increases at twelve (12) month intervals of continuous service until the employee reaches the top step of a salary range.

25.3 Employees assigned the duties and responsibilities of a higher classification for one (1) hour or more shall be paid five percent (5%) premium on their base salary for the total time of such assignment. Employees assigned as "Senior" officer or OIC (Officer In Charge) shall have four (4) years of law enforcement experience and two years of service with the City and shall receive a five percent (5%) premium on their base salary for all hours worked as "Senior" officer or "OIC".

Effective July 1, 2012, the base salary rates in effect on June 30, 2012, for non-sworn employees (CSO, Evidence Technician, and Police Records Specialist) shall be increased by a 2.00% market adjustment.

Effective July 1, 2012, wage rates for all classifications covered by this Agreement shall be increased by 2.00%.

Effective July 1, 2013, wage rates for all classifications covered by this Agreement shall be increased by 2.00%.

Effective July 1, 2014, wage rates for all classifications covered by this Agreement shall be increased by 3.00%.

ARTICLE 26 – INCENTIVE AND PREMIUM PROGRAM

26.1 Incentive Qualification. The City agrees to pay incentives set forth below to those employees who qualify under the following terms:

1. Have completed the probationary period.
2. Received an “Acceptable” or better rating on their last performance review.

Eligible employees shall be paid three percent (3.0%) of base salary for Oregon DPSST Intermediate Certificate or six percent (6.0%) of base salary for Oregon DPSST Advanced Certificate. Employees who earned a college degree and submitted proof of certification of degree from an accredited educational institution to the Human Resources Office and who have obtained DPSST certification of Intermediate level or above will be eligible for incentive pay as outlined in the chart below. Under Article 26 the total amount of incentive and premium pay an employee may receive is capped at 14%.

PREMIUM	DPSST CERTIFICATION	EDUCATIONAL ACHIEVEMENT
3%	Intermediate	
4%	Intermediate	AA/AS
5%	Intermediate	BA/BS
6%	Advanced	
7%	Advanced	AA/AS
8%	Advanced	BA/BS

26.2 Incentive Application. The employee must make application upon receipt of DPSST certification, or education achievement to receive incentive pay and there shall be no retroactivity. An application shall be approved or denied within seven (7) working days. Incentive awards shall commence the first of the month following approval by the Police Chief.

26.3 Bi-Lingual Pay Premium. An employee that demonstrates proficiency in speaking and understanding a second language shall be eligible to receive a premium of two and one-half percent (2.5%) of the employee’s base salary if the employee provides the Department with proof on an annual basis of proficiency. An employee that demonstrates fluency in speaking and understanding the Spanish language shall be eligible to receive a premium of five percent (5.0%). The Chief of Police will designate which languages are eligible for the Bi-lingual premium, based on operational needs of the Department.

26.4 Other Premiums. The City shall pay premiums based on the employee’s regular rate of pay (base salary) for the following assignments except for sergeants:

Investigations	5.0%
FTO	5.0% for time spent working with a recruit
Bike Officer	2.5% for time spent on bike patrol
Motorcycles	5.0%
School Resource Officer	5.0%
Detective Sergeant	2.5% when assigned by Police Chief or designee

In no event will an employee be entitled to pay under Article 26 for incentive and/or premium pay in excess of 14%. Each premium shall be paid during each month an employee serves in an assignment as determined by the City.

Premiums shall be computed based upon the employee's base salary. All work performed for the assignment beyond the regular shift must be approved by the Chief or a designee and properly recorded by the officer performing the assignment. The Chief makes assignments and may reassign officers from such assignments.

26.5 Educational Reimbursement. Those employees in the bargaining unit who during the term of this Agreement satisfactorily complete (received a grade of C or higher or, if only offered a Pass/No Pass, a grade of Pass) pre-approved, job-related, college courses at an accredited four (4)-year college or university, or equivalent, and transferable two (2)-year college courses, and provide evidence to the City of such satisfactory completion, shall receive payment to defray tuition for up to eighteen (18) pre-approved credit hours per fiscal year in an amount not to exceed \$100 per credit hour. The parties do not intend to require pre-approval of a particular number of credit hours, or to require the allocation of a particular level of funds. Pre-approval and payments under this Article are conditioned on the availability of funds in the police budget as determined by the Chief or his/her designee.

ARTICLE 27 - DEFERRED COMPENSATION PLAN

27.1 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall be of no direct cost to the City and employee participation shall be voluntary. Employees shall have the option of having deferred compensation deductions withheld from their paycheck as a percentage of gross wages upon completion and submission of appropriate paperwork to the City.

ARTICLE 28 – UNIFORMS & EQUIPMENT

28.1 The City shall provide basic uniforms for new Police Officers hereinafter employed. Those presently employed shall be provided any replacements or additions to the present uniform which may be required by the City. After the initial fitting, employees are responsible for their own alterations.

28.2 The City shall provide a clothing allowance of two hundred ninety five dollars (\$295.00) twice annually for plain-clothes officers assigned as investigators. The clothing allowance is subject to mandatory withholdings under State and Federal tax regulations.

28.3 If an employee is required by the City to wear a uniform, protective clothing or any type of protective device, such uniform, clothing, or protective device shall be furnished to the employee by the City. The cost of repairing the uniform or protective clothing shall be paid by the City (including initial tailoring and repair). If a uniform requires dry cleaning, the City shall provide cleaning for one (1) uniform per week and one (1) jacket per month, maximum. The City may contract with a cleaner for dry cleaning, and may require all articles of clothing to be cleaned at City expense be cleaned by the contract holder.

28.4 The City shall reimburse employees for prescription eye wear of up to \$200 and wristwatches of up to \$50, and for other personal property which the police chief has pre-authorized in writing for on duty use by the officer in question and which is damaged or destroyed in the performance of the employee's duties.

28.5 The City shall provide one hundred fifty dollars (\$150.00) every other year for boots for sworn officers, community service officers, evidence/records clerks and full-time evidence technicians to be used solely for City business. The style and other standards will be set by the Chief of Police. Proper maintenance of the appearance of the boot is the responsibility of the employee.

ARTICLE 29 - SHIFT BIDDING

29.1 Members working patrol shall be allowed to bid for shifts by classification seniority based upon the following:

- A. Shift Bidding Process. The bidding process for shifts will begin no later than November 1st of each year, at which time the list of available shifts, days off (shift slots) will be circulated. The shift/days off will be bid in order of seniority beginning with the most senior employee through the least senior employee until all shift slots are filled. The bidding process will be completed no later than November 30th of each year. The upcoming twelve (12) month schedule will be posted no later than December 15th of each year. The shift-days off selection process will be coordinated between representatives of the City and the bargaining unit each year.
- B. Seniority Shift Re-Bids and/or Mid-Shift Replacements – An employee, who voluntarily leaves a specialty assignment prior to the agreed-upon separation date associate with the employee's special assignment and who returns to work in a position which bids for shifts, shall be placed into a shift slot by the Department based upon a good faith analysis of operational and/or personnel needs of the Department.

An employee who is removed from a specialty assignment or whose specialty assignment is eliminated, and who returns to work in a position which bids for shifts, shall be allowed to exercise their seniority to select a shift slot that the employee would have been able to bid into during the Annual Shift Bid. The Association and the City may mutually agree to a timely re-bid to be effective at the next shift rotation.

If a vacant shift slot is projected to be available prior to the next shift rotation, the Association and the City may mutually agree to a timely re-bid to be effective at the next shift rotation.

- C. The Chief will provide the Association President or designee with work schedules, which includes the blocks of days off and recruit shift assignments. Staffing will be such that there will always be a senior officer working at all times. "Senior" officer is defined as an officer with four or more years law enforcement experience and two or more years of service with the City of Forest Grove. The Association President or designee will be responsible for scheduling that meets the requirements set forth by Article 29. If the requirements are not met, the Chief has the option to reassign as outlined below.
- D. The decision to allow a new recruit to bid by seniority with less than two (2) years of service may be made at the Chief's discretion.
- E. In the event a shift becomes understaffed, the Police Chief may make any adjustments necessary to insure an adequate staffing level.

- F. Sergeants shall rotate to another shift within a twenty four (24) month period for a three (3) month shift.
- G. During any three-month shift, the Police Chief or a designee may, for good cause and based upon a good faith analysis of operational and personnel needs of the Department, and due consideration of appropriate alternatives, reassign employees to a different shift. Except in emergencies, employees shall receive ten (10) days' notice of reassignment, which time may be waived by the employee on a non-precedent setting basis. Such good faith assignments shall not be grievable, but employees shall be afforded the opportunity to discuss the reassignment with the Police Chief upon request.

29.2 Members who serve in Special assignments (investigations, motorcycles, and full-time joint teams or task forces) shall accept shifts as assigned without regard to this shift bidding article. When multiple officers serve in the same special assignment, they shall exercise classification seniority to choose from shifts available to that assignment.

ARTICLE 30 - TRAVEL PAY

30.1 An employee is expected to use a City vehicle when required to report to work at another location whenever possible. If a City vehicle is not available, the employee shall be paid for the use of his personal transportation at the current authorized City mileage rate. Whenever required to travel as part of regular work activity, the employee shall be paid for actual meals and transportation expenses. Employees whose travel takes them away overnight, shall be compensated for actual lodging and for other expenses at the City's established policy which includes a per diem rate.

ARTICLE 31 - SAVINGS CLAUSE

31.1 Should any portion of this Agreement or amendment thereto be judged by a court of appropriate final jurisdiction to be in violation of any state or federal law, then that portion(s) shall become invalid and the remainder of the Agreement and amendments thereto shall remain in effect. The parties shall immediately enter negotiations for the purpose of replacing such invalid portion(s) of the Agreement.

Appendix A

Wages

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>Effective 7/1/2012</i>						
Records Specialist	3,116	3,240	3,371	3,505	3,644	3,791
Community Service Officer	3,312	3,460	3,611	3,777	3,947	4,127
Evidence Technician	3,539	3,681	3,828	3,982	4,141	4,308
Police Officer	4,308	4,592	4,798	5,063	5,291	5,580
Sergeant	5,337	5,602	5,883	6,177	6,486	6,810

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>Effective 7/1/2013</i>						
Records Specialist	3,178	3,305	3,438	3,575	3,717	3,867
Community Service Officer	3,378	3,529	3,683	3,853	4,026	4,210
Evidence Technician	3,610	3,755	3,905	4,062	4,224	4,394
Police Officer	4,394	4,684	4,894	5,164	5,397	5,692
Sergeant	5,444	5,714	6,001	6,301	6,616	6,946

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>Effective 7/1/2014</i>						
Records Specialist	3,273	3,404	3,541	3,682	3,829	3,983
Community Service Officer	3,479	3,635	3,793	3,969	4,147	4,336
Evidence Technician	3,718	3,868	4,022	4,184	4,351	4,526
Police Officer	4,526	4,825	5,041	5,319	5,559	5,863
Sergeant	5,607	5,885	6,181	6,490	6,814	7,154



**RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE MODIFY
INTERGOVERNMENTAL AGREEMENT
BETWEEN CITY OF FOREST GROVE AND CITY OF CORNELIUS
FOR FIRE ADMINISTRATIVE SERVICES**

Project Team: Michael Kinkade, Fire Chief, City of Forest Grove, City of Cornelius
Michael Sykes, City Manager, Forest Grove
Rob Drake, City Manager, Cornelius

ISSUE STATEMENT: In December 2010, the City of Cornelius and the City of Forest Grove entered into an Intergovernmental Agreement (IGA) to provide Fire Chief Services for the City of Cornelius. Section 10, Term of the existing IGA, is scheduled to expire December 31, 2012, unless both Cities agree to extend this IGA. It is the desire of both Cities to modify this Agreement to an automatic renewal, or until such time the IGA is terminated by either party upon 30 days notice. In addition, the compensation section has been modified to reflect the increased costs of salary and benefits of the Fire Chief.

BACKGROUND:

The benefits of providing this service have included:

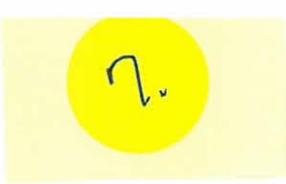
1. Better operational and administrative coordination:
 - a. In 2011, Cornelius Fire provided 106 mutual aid responses to Forest Grove, and Forest Grove provided 21 mutual aid responses to Cornelius.
 - b. Simultaneous calls are a frequent occurrence in Forest Grove, and Cornelius fire frequently provides response to our citizen. Shared leadership has resulted in a more standardized level of response.
 - i. Equipment is now standardized and items such as hose loads, tactics and training are common to both cities.
 - ii. Both departments share a single set of standard operating guidelines.
 - c. Increased coordination with training, eliminating duplication and reducing staff time by sharing resources. Currently drills are shared by both agencies. For example:
 - i. During the recent demolition of the Virginia Garcia Health Care facility and the old Joseph Gale Elementary school, both agencies

- coordinated training on roof ventilation, firefighter escape and rapid intervention team procedures in these buildings.
 - ii. Currently all Monday night volunteer drills are shared between both departments, with multiple coordinated training classes being conducted to increase the value of the training and reduce class size.
 - d. Closer integration with administrative and operational issues such as disaster planning and emergency operations coordination. Examples include:
 - i. In 2011, both City's successfully conducted a joint EOC operation during the May 2011 Washington County disaster drill.
 - ii. Completion of a joint Natural Hazards Mitigation plan which reduced both Cities' cost and allows both Cities's to benefit from this FEMA required document.
 - iii. Successful submission of joint grant documents to fund enhancements in our EOC trailer.
 - iv. Successful submission of a Fire Department Strategic Plan for both departments.
 - v. Completion of a joint Emergency Operations Plan.
- 2. Closer operational and administrative ties will result in more cost effective, efficient and safe operations in high risk environments. For example:
 - a. Both agencies share a cardiac monitor calibration tool, reducing the cost to purchase this to both agencies.
 - b. Both agencies now share the services of a single supervising physician, who has provided a substantial increase in training.
 - c. The departments coordinated hose testing this year resulting in a substantial discount to both agencies.
 - d. The departments are coordinating required SCBA testing resulting in decreased costs to both agencies.
 - e. Training standards and procedures can be standardized across both agencies resulting in more streamlined and effective interventions.
 - f. Since September 2011, both agencies have operated seamlessly on three major events, which include the third alarm wildland fire on Hergert Road, the third alarm Prime Time Restaurant fire, and the first alarm fire at the Best Western Hotel.
- 3. Reduced costs to Cornelius and offered revenue to Forest Grove.
 - a. The City of Cornelius generated over \$100,000 in savings.
 - b. The City of Forest Grove generated approximately \$40,000 in revenue.
 - c. Both agencies generated approximately \$35,000-\$40,000 in additional savings through shared purchases and combined operational procedures.
 - d. Examples of current projects include shared recruitment and retention of volunteers and interns. For example:
 - i. Currently several volunteer firefighters volunteer for both departments, which has provided increased flexibility, experience, volunteer fulfillment, and operational efficiency.
- 4. Reduced duplication of services and streamlines operations by coordinating the deliver of fire, EMS and rescue service and limiting administrative overhead.

5. Both cities are facing challenging economic times while trying to maintain services. Better interdepartmental cooperation has enhanced our ability to provide service.

The services provided under this agreement include leadership, supervision, budgeting, mentoring and representation. The Forest Grove Fire Chief attends Cornelius City Council and Cornelius Rural Fire District meetings as needed, and represents Cornelius at Washington County Fire Defense Board and other fire service meetings.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution authorizing the City Manager to endorse the modify Intergovernmental Agreement (Exhibit A), between the City of Forest Grove and City of Cornelius for Fire Administrative Services.



RESOLUTION NO. 2012-71

**RESOLUTION AUTHORIZING MAYOR AND CITY MANAGER
TO ENDORSE INTERGOVERNMENTAL AGREEMENT
BETWEEN CITY OF FOREST GROVE AND CITY OF CORNELIUS
FOR FIRE ADMINISTRATIVE SERVICES**

WHEREAS, The City entered into an Intergovernmental Agreement (IGA) between the City of Forest Grove and City of Cornelius for Fire Administrative Services pursuant to Forest Grove Resolution No. 2010-81, adopted November 8, 2010; and

WHEREAS, This IGA is designed to promote efficient coordination and provision of fire and rescue service (Fire Department Services or FDS) to the citizens of Cornelius and Forest Grove as well as adjoining rural districts while making efficient use of local fiscal resources; and

WHEREAS, The IGA provides for certain conditions that both parties agreed were necessary for the City of Forest Grove to leadership and administrative services for the City of Cornelius Fire Department; and

WHEREAS, Section 10, Term of the existing IGA, is scheduled to expire December 31, 2012, unless both Cities agree to extend this IGA. It is the desire of both Cities to modify this IGA to an automatic renewal each January 1, or until such time the IGA is terminated by either party upon 30 days notice.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City Council hereby approves and authorizes the Mayor and City Manager to endorse the Intergovernmental Agreement (Exhibit A), between the City of Forest Grove and City of Cornelius for Fire Administrative Services to an automatic renewal each January 1, or until such time the IGA is terminated by either party upon 30 days notice until such time the IGA is terminated by either party.

Section 2: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of November, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of November, 2012.

Peter B. Truax, Mayor

**CITY OF CORNELIUS – CITY OF FOREST GROVE
INTERGOVERNMENTAL FIRE DEPARTMENT SERVICES AGREEMENT**

This Agreement is between the City of Cornelius (Cornelius) and the City of Forest Grove (Forest Grove), both of which are municipal corporations duly existing under Oregon law.

This Agreement is designed to promote efficient coordination and provision of fire and rescue service (Fire Department Services or FDS) to the citizens of Cornelius and Forest Grove as well as adjoining rural districts while making efficient use of local fiscal resources.

FINDINGS

- a. This Agreement is made pursuant to ORS Chapter 190 that permits local government units to enter agreements to further economy and efficiency.
- b. This Agreement provides a structure for collaboration of Cornelius and Forest Grove Fire Department Services through the use of cooperative administration. Stage One addresses needs occurring in Cornelius upon the retirement of the Cornelius Fire Chief. Stage Two will evaluate initial efficiencies and benefits. A third stage may work toward further integration of Fire Department Services under various models.
- c. Cornelius and Forest Grove provide FDS to their citizens and surrounding rural fire districts and each provides mutual aid on a daily basis for fire and emergency services to the other. Both intend to continue these services to their constituents
- d. Cooperation between Cornelius and Forest Grove is believed by both cities to facilitate firefighter safety as well as the promotion of administrative and operational efficiencies all of which result in cost effective delivery of FDS.
- e. Each department will continue to rely upon a combination of paid staff, volunteers and interns in the provision of services.

AGREEMENT

1. Management

As a result of the retirement of its Fire Chief, Cornelius is in need of experienced, capable and progressive management services; resources for provision of said services are available through the Forest Grove Fire Department and Forest Grove is willing to provide said services to Cornelius at a reasonable cost.

The management services provided will include (among others) consultation, problem-solving, budget guidance with Cornelius' management and City Council as well as mentoring and supervision for Cornelius fire personnel. Forest Grove will monitor Cornelius

staff and review/comment on the standard operating guidelines and operational procedures. Cornelius fire employees may attend Forest Grove Fire staff development and training sessions.

Forest Grove's Fire Chief will (in addition to his duties for Forest Grove) attend and represent the Cornelius Fire Department at Washington County Fire Defense Board meetings and will attend Cornelius City Council, Cornelius Rural Fire Protection District and such other meetings as may be needed or requested by either the Cornelius or Forest Grove City Manager.

2. Leadership

Forest Grove will assist Cornelius in analyzing FDS structural and management concerns as well as evaluating the cost and benefit of this Agreement in coordination with Cornelius management and public safety staff. Topics to be reviewed by Forest Grove include but are not limited to:

- a. Command and organizational options within the management structure and practices;
- b. Fire department strategic planning including staffing patterns, response times and future ISO challenges and opportunities such as fire prevention and community risk reduction programs;
- c. Emergency management and development of emergency operation plans;
- d. Financial planning and budgeting;
- e. Coordinated delivery of FDS for both Cities and the Districts.
- f. Training, safety, medical surveillance and fitness programs;
- g. Volunteer and intern programs, focusing on recruitment, retention and incentive programs; and
- h. Fleet maintenance program

3. Compensation

- a. The total to be paid by Cornelius to Forest Grove for the matters encompassed with Sections 1 and 2 above will be the equivalent of 25% of the salary and benefits of the Fire Chief for each quarter, and \$200 per month for operational costs. This compensation will include any professional development, travel or incidental expenses of Forest Grove personnel necessary for implementation of this Agreement.
- b. Cornelius will budget for and reimburse Forest Grove each quarter for the costs of such services. Forest Grove will invoice Cornelius within 30 days of the end of the calendar quarter and Cornelius will pay the invoice within 30 days of receipt.

4. Cornelius Operations

- a. All Cornelius Fire employees will remain employees of Cornelius under the supervisory authority of the Forest Grove Fire Chief. The Cornelius Captain will report to the Forest Grove Fire Chief or designee.

- b. Cornelius will continue to operate (and be responsible for costs connected thereto) its fire department and remain in ownership of all real property and personalty connected therewith.
- c. Proposed changes to Cornelius Fire Department procedures will be reviewed with the Cornelius City Manager.
- d. The Cornelius City Manager will consult with the City Council and Rural Fire District Board as necessary to keep them apprised as to the progress of the relationship envisioned by this Agreement.

5. Records

Cornelius and Forest Grove will maintain separate fiscal records relating to this Agreement in accordance with state law and generally accepted public accounting principles. Each agrees that the other and its authorized representatives will have free access to such records and to other books, documents, papers, plans and writings relating to this Agreement to perform examinations and audits, and to make excerpts and transcripts for a period of 3 years.

6. Waiver; No Third Party Beneficiary

The failure of either City to enforce any provision of this Agreement does not constitute a waiver of it or any other provision. Cornelius and Forest Grove are the only parties to this Agreement and as such are the only parties entitled to enforce its terms. Nothing in this Agreement gives or shall be construed to give or provide any benefit (direct, indirect or otherwise) to any third party.

7. Compliance with Laws

Cornelius and Forest Grove will comply with all applicable laws in performing their obligations under this Agreement.

8. Hold Harmless and Indemnification

Cornelius and Forest Grove each agree to defend, indemnify and hold harmless the other, their respective officers, employees, agents against any and all claims arising from any act(s) relating to services described in this Agreement.

9. Dispute Resolution

Cornelius and Forest Grove agree to make good faith efforts to informally resolve any dispute relating to this Agreement. Any dispute or claim that arises out of or that relates to this agreement, or to the interpretation or breach thereof, or to the existence, scope, or validity of this Agreement shall be resolved by arbitration in accordance with the then

effective arbitration rules of (and by filing a claim with) Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

10. Term, Review and Amendment

This Agreement shall be effective as of the last date approved by either city council. It contains all the agreements of Cornelius and Forest Grove on this subject. Either city may at any time request a meeting with the other within 30 days of the request to discuss any provision. This Agreement automatically renews annually on January 1. Any amendment to this Agreement must be in writing and signed by any authorized representative of each city. This Agreement may be terminated prior to expiration by either party upon 30 days notice. Upon such early termination, the compensation provided for in Section 3 shall be prorated.

Performance of the parties under this Agreement will be reviewed according to the following, non-exclusive criteria:

- a) Effect on management staff and communications between Forest Grove and Cornelius;
- b) Consistency in meeting or exceeding response service level standards;
- c) Perceived effectiveness by the respective City Councils as well as the respective Rural Fire District Boards;
- d) Accomplishment of projects identified by the parties including training goals

Signatures:

FOR THE CITY OF FOREST GROVE

FOR THE CITY OF CORNELIUS

Peter B. Truax, Mayor

Jef Dalin, Mayor

Michael J. Sykes, City Manager

ATTESTED:

Anna D. Ruggles, City Recorder

Debby Roth, City Recorder