



Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor

Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

5:30 Parks and Recreation Rates and Fees Part 2

Staff: Anne Lane, Parks & Recreation Director; Jamie Sabbach, President and Principal of 110% Inc

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. Proclamation: National Community Development Month

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

1. Written Public Comment

C. Consent Agenda: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve CCE Meeting Minutes of 01.02.2024
2. Approve Annual Liquor License Renewals
3. Informational: Monthly Building Report for February
4. Approve Tourism Event Sponsorships
5. Assign Corrected Number to Resolution

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

E. Presentations: The Council will hold questions until the end of each presentation. A two-minute reminder will be given to the presenter to conclude remarks.

1. 7:15 **Commissioner Jerry Willey**
Staff: Jerry Willey, Washington County Commissioner
2. 7:30 **Forest Grove Senior Center**
Staff: Sophia Stamatis, FGSCC Executive Director

F. Public Hearings, Ordinances, and Resolutions

1. 7:45 Public Hearing First Reading
ORDINANCE NO. 2024-04 ADDING TO AND AMENDING FOREST GROVE CODE OF ORDINANCES TITLE I (GENERAL PROVISIONS) §10.09; TITLE VII (TRAFFIC CODE) §73.055 (IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES); §74.01 (DEFINITIONS); §74.05 (TOWING AND STORAGE LIENS); §74.06 (PRE-TOWING NOTICE); §74.07 (POST-TOWING NOTICE); §74.09 (CHARGES AND RELEASE OF VEHICLE OR TRAILER); §74.10 (SALE OR DISPOSAL OF VEHICLE OR TRAILER NOT RECLAIMED AND §74.11 (SALE OR DISPOSITION OF VEHICLE OR TRAILER APPRAISED AT \$500 OR LESS)
Staff: Paul Downey, Assistant City Manager/Finance Director
2. 7:55 **RESOLUTION NO. 2024-08 ADOPTING THE 2024 CITY COUNCIL GOALS AND OBJECTIVES**
Staff: Ashley Sonoff, SSW Consulting; Jesse VanderZanden, City Manager
3. 8:05 **RESOLUTION NO. 2024-09 RESOLUTION ADOPTING REVISIONS TO LIGHT**

**AND POWER DEPARTMENT LINE EXTENSION POLICY AND REPEALING
RESOLUTIONS NO. 2019-50, NO. 2022-11, AND NO. 2023-49**

Staff: Keith Hormann, Light & Power Director

G. 8:15 Council Communications:

1. Councilor Reports
 - a. Timothy A. Rippe (EDC, RWPC, TVHSC, FG Chamber of Commerce)
 - b. Donna Gustafson (PAC, JWC)
 - c. Michael Marshall (CFC, P&R, CCESC)
 - d. Karen Martinez (FGRFPD, SCC, WCCCA)
 - e. Elena Uhing (CCE, FGSCC)
 - f. Mariana Valenzuela (LC, CDBGPAD)
2. City Manager's Report
3. Mayor's Report (HLB, WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 8:40 Adjournment

I. CITY COUNCIL WORK SESSION

1. **8:40 City Manager Performance Evaluation Process**
Staff: Brenda Camilli, Human Resources Director

J. 9:00 Adjournment

PROCLAMATION

National Community Development Month April 2024

WHEREAS, the month of April has been designated as National Community Development Month by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and moderate-income people; and

WHEREAS, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF APRIL, 2024 AS

“National Community Development Month”

In Forest Grove, Oregon, Washington County, in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 18th day of March, 2024.

Malynda Wenzl, Mayor, City of Forest Grove

Mariah Woods

From: Chris B. Billman <arthriticoldman@icloud.com>
Sent: Sunday, March 03, 2024 11:07 AM
To: City Councilors
Subject: Diversity, Equity, Inclusion and Accessibility :: League of Oregon Cities

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Citizen volunteers on the city council. For those who remember all of my concerns about comments about the discrimination in the educational training all of the city departments received. Not once were the needs of our community members with mobility disabilities taken seriously or did anyone else consider that DEI on itself should have included people with disabilities.

The police department has a long history of providing zero assistance and protection for people with disabilities who have no choice but to use bicycles for transportation.

Officers Hall made his used his position as code enforcement supervisor to direct his officers to ignore the rights of the lawful road users in the bike lanes. My first complained about traffic control signs blocking access to the bike lanes. Nothing has changed unfortunately the police still have the mindset they only protect automobile drivers rights.

Then our public works department and the wheelchair ramps with turtles! SERIOUSLY.

Their is no benefit for pedestrians and it's doubtful that anyone would ever believe this is not dangerous for visually challenged pedestrians too.

The same thing for the bollards that restrict access for people because of zero understanding about multimodal movement and how people with cognitive disabilities use bicycles and the challenge of making turns between such a narrow opening because of improperly placed bollards. The concept that these bollards are to restrict access by automobiles is only placing obstacles and barriers in front of the legal user and not penalizing drivers who brake the law for improperly use. This is not enforced by our police department because they have the same poor understanding that Officer Hall has about people's rights to use other forms of mobility.

I guess my question is when is the city going to hold more training city wide to include people with disabilities? Many cities have included a training process for their employees to work a week in a wheelchair. I would recommend getting a few wheelchairs and spend a few days in one. Go get coffee at Tevet's in a wheelchair see if you can, not walking but in the chair.

Roll down a sidewalk around dusk where the city has turtles and then ask what were they thinking when public works paid our city workers to create a potential injury. Unfortunately tax payers will be paying for the removal of the bad design after someone gets hurt. It's about accessibility to the community and to make sure that the community is safe and accessible for everyone.

Turtles are the very small triangle between two wheelchair ramps. They restrict oversized wheelchairs and make a trip hazards .

The lack of understanding about different types of mobility disorders and disabilities has led us to develop a community that only focuses on automobile use.

Because of good ol boy mentality commitment to practice guidance on self governance has become a problem because the cities infrastructure is geared towards automotive only options.

The bicycle tool hub provides excellent support that accessible for all is something you need to learn about . Instead of just moving the tool hub to a city owned location like the Chamber of Commerce to support the local economy. The city chose to have it removed and given to another city because it was placed in a public space without ADA acceptable guidelines.

The city officials including city council all decided that having nothing was better than letting people with disabilities have access to simple tools they need and maybe can't afford. I believe the tool hub was to promote and encourage bicycle tourism because of the Tualatin Valley Scenic Bikeway that passes through town that is never promoted.

So when you are asking people to get involved in planning please put into place a position that requires a person in a wheelchair to be on every committee that has to do with infrastructure. The city has shown support for this idea when I had written and had passed, House Bill 2985 that required ODOT to provide a seat for mobility challenged and or a wheelchair users with a mobility disability on all committees that effect's individuals mobility needs.

Take the opportunity to learn more about accessible and complete the course in DEI that finally includes people Accessibility and removing barriers that effects their ability to access the community. The FHWA new guidelines include Accessibility because anything else goes against the concept of inclusion and

equity and without disabilities devirsity doesn't apply. 

Turtle danger photo above, they are so dangerous for kids on bikes , moms with strollers oversized wheelchairs. It's also problematic for visual impaired community members and our long periods of low light conditions during our dark months.

The question is why would you place a trip hazard here and what was the purpose?

Ramp guidelines have other design elements that eliminates this from ever being used, but you have to be aware of the need for people with different abilities to use the infrastructure.

Ask the engineers what transportation choices are available for wheelchair users that don't require a driver's license or depending upon public transportation. How are they incorporating adaptive mobility technology into the transportation transition plan that is years behind other cities our size. Like adults tricycles and other vehicles with pedals and electric assist.

The power and light is offering insensitive to purchasers an e-bike is this for transportation or is this confined to the park and recreational use.

The issue with this city is they removed any inclusion of people with disabilities from transportation and stuck them into a situation where they can only go out on a joyride and never thinking about how they purchase groceries or anything else.

The affordable housing without affordable transportation options like active transportation (bicycle and other mobility options) is an example of how disconnected our cities elected officials are about the needs community members who are financially or mentally challenged.



Thank you, and my contract information is correct any of you are welcome to have a conversation about this issue.

Chris Billman

[REDACTED]

Forest Grove, Oregon

97116-9128

[REDACTED]

ChrisB.Billman@gmail.com

Mariah Woods

From: Chris B. Billman <arthriticoldman@icloud.com>
Sent: Monday, March 04, 2024 10:48 AM
To: City Councilors
Subject: Network Principles - Network Report - Publications - Bicycle and Pedestrian Program - Environment - FHWA

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello citizens elected to represent all community members.

Affordable housing and affordable transportation are two of the most expensive things we have in our budget. The city has went through countless hours of DEI education . During this period the source of the information never included people who disabilities. In fact most of the city officials were focused solely around racism because of officers Teets and I believe it was made clear that the historical racism topic was something the mayor would prefer not to discuss.

The issue evolved from the city code removing the people who use non motorized vehicles for transportation. Mostly Mexican workers in the nursery and agricultural fields around the canneries , berry pickers all road bicycles.

But the other sector is the people who have disabilities of all sorts, and today we have a large amount of people with financial difficulties needing to be included in our community wide transportation network.

Below is a page from the articles link below.

Please read and go outside and explore our community, do something you never did before. Experience the city in a manual wheelchair and a bicycle without the police escort you had before. The fact that the city council would require a police escort says something about the city's impression of their own work for non motorized vehicles.

Accessibility

In a discussion of connected networks, the principle of accessibility refers to the ability of a network to serve all of its users regardless of age or ability. Creating bicycling and walking routes that serve only a subset of the population, and that do not comply with the Americans with Disabilities Act (ADA), ignore the needs of users who may be more reliant on nonmotorized travel on a daily basis. A discontinuous sidewalk like the one shown below might be an inconvenience for some pedestrians, but for an individual in a wheelchair this can be a significant barrier.



Figure 3. Sidewalks that end

abruptly can be significant barriers for individuals with disabilities. Image courtesy of PBIC Image Library (Photographer: Laura Sandt).

An exemplary network recognizes and accommodates a range of user needs, and prioritizes those users who are unable to drive. Focusing on accessibility further reinforces concepts and goals like universal design and complete streets. Designing networks to meet accessibility requirements is not only in a community's best interest - it is also a requirement. These facilities must comply with ADA and Section 504 of the Rehabilitation Act of 1973. The FHWA policy statement, [Accommodating Bicycle and Pedestrian Travel: A Recommended Approach](#), acknowledged that "failure to provide an accessible pedestrian network for people with disabilities often requires the provision of costly paratransit service."⁽⁶⁾ Communities are also encouraged to tie their network planning effort in with their ADA Transition Plan and Self-Evaluation to ensure an integrated approach. Thinking about a transportation network's ability to serve all populations from the earliest point of planning and design can ensure that it will meet the needs of all users.

Network Principles - Network Report -
Publications - Bicycle and Pedestrian
Program - Environment - FHWA
fhwa.dot.gov



https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/network_report/page02.cfm

Chris Billman

Forest Grove, Oregon

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Mariah Woods

From: Chris B. Billman <arthriticoldman@icloud.com>
Sent: Thursday, March 07, 2024 8:53 AM
To: City Councilors; Jesse VanderZanden; Gregory Robertson; Henry Reimann
Subject: Foundations of the ADA/Section 504

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I'm going to continue to educate the city and the volunteers who participate in all city committees. I would gladly do something else with my time when I have confidence that my rights are being taken seriously.

The concept that the city has some sort a way to self regulate and deny me my rights is ridiculous. The idea that all city residents have to deal with an infrastructure that is not inclusive and accessible to everyone. The tool hub is an example of how the city's infrastructure is designed to restrict access to people with disabilities and their choice on mobile devices. The city's response was to remove the tool hub instead of making it accessible.

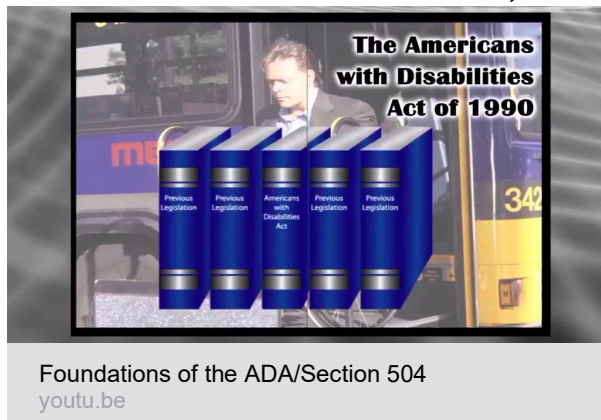
This says allot about how the city's vision of providing access to everyone as long as they drive a car and are healthy.

Here's a simple video to illustrate the benefits and explain how the process works.

Even if the federal funds are not used in the project the citizens have the right to access the community. So far the city has never explained why the trashing of a tool hub was necessary instead of making it accessible to the community.

The people affected are people with disabilities and low income families and people with cognitive disabilities, everyone of those individuals also pay federal income tax and state taxes and city taxes. What are the cities requirements for people with disabilities to be eligible for use of public transportation infrastructure like shared roads and safe turning space on off road transportation routes? But like always I would be amazed if anyone comes up with a reasonable defense for this kind of discrimination.

It's less than 10 minutes check it out, and if this doesn't apply to our city please explain how?



Chris Billman

Forest Grove, Oregon

97116-9128



ChrisB.Billman@gmail.com

Mariah Woods

From: Chris Billman <arthriticoldman@icloud.com>
Sent: Thursday, March 07, 2024 12:17 PM
To: Malynda Wenzl; City Councilors; Jesse VanderZanden; Gregory Robertson
Subject: Re: Foundations of the ADA/Section 504

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I'm hoping that someone will be able to answer my questions. Please understand that my correspondence with the city council is part of public record and all the times that the city failed to include my complaint in the records is a biased practice because you didn't like my opinion.
It a-shame that the council members didn't understand their responsibility to the all community members. You represent the people not the city government.
The people of our community have been cheated out of the right to have access to a transportation system for their families.

Chris B. Billman
[REDACTED]
Forest Grove Oregon 97116
[REDACTED]

> On Mar 7, 2024, at 10:14 AM, Chris Billman <arthriticoldman@icloud.com> wrote:

>
> Do you believe that the city is in compliance ? If so explain why the people who have no choice but to utilize bikes because of financial or disabilities transportation plans are in the park and recreational budget instead of transportation. What is the reason for separating bikes from the public transportation plans and sticking them in the parks infrastructure plan? You do realize this is discrimination don't you?

>
> Chris B. Billman
> [REDACTED]
> Forest Grove Oregon 97116
> [REDACTED]

>> On Mar 7, 2024, at 10:04 AM, Malynda Wenzl <mwenzl@forestgrove-or.gov> wrote:

>>
>> Hi,
>>
>> Thank you for taking the time to share your opinion and write this email. Your public comments will be included in the next City Council packet.

>>
>>
>> Thank you,
>>
>> Mayor Wenzl
>>
>>

>> On Mar 7, 2024, at 8:53 AM, Chris B. Billman <arthriticoldman@icloud.com> wrote:

>>

>>

>>

>> CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

>>

>> I'm going to continue to educate the city and the volunteers who participate in all city committees.

>> I would gladly do something else with my time when I have confidence that my rights are being taken seriously.

>> The concept that the city has some sort a way to self regulate and deny me my rights is ridiculous. The idea that all city residents have to deal with an infrastructure that is not inclusive and accessible to everyone. The tool hub is an example of how the city's infrastructure is designed to restrict access to people with disabilities and their choice on mobile devices. The city's response was to remove the tool hub instead of making it accessible.

>> This says allot about how the city's vision of providing access to everyone as long as they drive a car and are healthy.

>> Here's a simple video to illustrate the benefits and explain how the process works.

>> Even if the federal funds are not used in the project the citizens have the right to access the community.

>> So far the city has never explained why the trashing of a tool hub was necessary instead of making it accessible to the community.

>> The people affected are people with disabilities and low income families and people with cognitive disabilities, everyone of those individuals also pay federal income tax and state taxes and city taxes. What are the cities requirements for people with disabilities to be eligible for use of public transportation infrastructure like shared roads and safe turning space on off road transportation routes?

>> But like always I would be amazed if anyone comes up with a reasonable defense for this kind of discrimination.

>>

>> It's less than 10 minutes check it out, and if this doesn't apply to our city please explain how?

>> <https://youtu.be/bmIL4Wwim0k?si=byP_RzDx82ldp_Ez>

>> <maxresdefault.jpg>

>>

>> Foundations of the ADA/Section 504<https://youtu.be/bmIL4Wwim0k?si=byP_RzDx82ldp_Ez>

>> [youtu.be<https://youtu.be/bmIL4Wwim0k?si=byP_RzDx82ldp_Ez>](https://youtu.be/bmIL4Wwim0k?si=byP_RzDx82ldp_Ez)

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>> Chris Billman

>> [REDACTED]

>> Forest Grove, Oregon

>> 97116-9128

>> [REDACTED]

>> ChrisB.Billman@gmail.com

Mariah Woods

From: Chris B. Billman <arthriticoldman@icloud.com>
Sent: Thursday, March 07, 2024 5:00 PM
To: City Councilors
Subject: Fact check those numbers who don't get it.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello community volunteers that represent our citizens of Forest Grove . The residents of Forest Grove is the community that you represent on city council. The city council is the voice of the people you are in a position you are the voice that gives the direction to the city manager. The mayor is responsible for being the voice to all residents and has the same authority as everyone else on the city council. The city council also is responsible for ensuring that the city manager is accountable for all public services and all compliance matters. My opinion is not an opinion like the mayor has because I have done my diligence and I have read the supporting laws and I can and have given it to all of the council members.



Simple question is this accessibility? The answer is no that's the reason why it's not there anymore. But instead of moving it to a location like the chamber of commerce and support bicycle tourism. The city felt it was better to toss it away and refuse access to everyone.

Mayor is this option or fact?

The city has a long history of not liking people who ride bikes, but I remember the other mayor saying that the scenic bikeway is great because it an opportunity for additional funding. I would love to see how the city promotes bicycle tourism because the tool hub that was there for the local community and travelers. Interesting enough that the city doesn't even give directions to the chamber of commerce that is a block away from the bike route.

Mayor is this fact or another opinion?

The city took the Oregon revised statutes and decided that removing the rights of people who have no ability to drive because of disabilities. The city built the infrastructure without including people with disabilities and supporting active transportation options. Remember Mayor we have it on record and the city has replaced the city code with the same language that is used in every other city in the state.

Mayor is this a fact we can check or is this just another example of my opinion?

The city has for decades refused to provide any level of legal protection or law enforcement to protect people who use bikes in the public bike lanes. The police have refused to encourage cyclists as a form of transportation and like officers Hall made clear people have the right to put their trash cans out, just not in the bike lane. Is this another option or is this supported by over 100 emails to the police department and public works and the bike lanes.

Mayor is this fact or an opinion?



Another thing I had to bring up, is this legal? Ev charge and wheelchair in the same place?

Mayor is this option or fact?

The only two parking spots in public streets were because of me . Is this fact or opinion?

Mayor you're a teacher and you use your opinion to discredit the fact of every issue I have brought to the attention of Forest Grove city council has been addressed with supporting documentation unlike your speculation about option.

Opinion is something that doesn't have any support or anything that can possibly be proven. Please city council and the mayor explain what other documentation do you need to stop telling people that it's an opinion but is based on facts and legal evidence.

Maybe you should consider using different words because it sounds like you always discount my evidence and basically say I am wrong and it's just an opinion.

What proof does it take for you to respond with respect and understanding that maybe the city has made mistakes and needs improvement?

Just like the DEI boondoggle leaving people with disabilities out of the equation? And now the league of cities finally understands that DEI without accessibility is more discrimination. This was another example where you discounted the facts and called it an opinion.

I have this opinion is city council never does their diligence and research instead you have an unsupported opinion not facts.

Big problem for the people who depend upon you and the other council members protecting our rights.

The crazy thing is, think about all the people who in our community that are effected by your actions or inaction.

Chris Billman

Forest Grove, Oregon


ChrisB.Billman@gmail.com

Mariah Woods

From: noreply@civicplus.com
Sent: Thursday, March 14, 2024 10:13 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Contact City Council

First Name	Cherie Savoie
Last Name	Tintary
Address	
City	Forest Grove
State	OR
Zip	97116
Email	kitschycollagist@gmail.com
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	For the last 9 years I have been asking FG City Council to Ban backyard burns permanently. Now I come to you as a lung cancer survivor. I also have SAD seasonal depression. When the sun finally comes out in March I need to be outside to take in the sun. With smoke filled air on days when my neighbors are burning I'm forced to stay inside. We have enough toxic air pollution with trucks and Intel. We need to once and for all ban all backyard burns completely. Please start working on this. At least make it a one month thing not three months. So people get used to it over time. So by 2025 we can have clean air.

Email not displaying correctly? [View it in your browser.](#)



A place where families and businesses thrive.

**Committee for Community Engagement (CCE)
Meeting Minutes**

**January 2, 2024
Zoom Community Auditorium**

***Minutes are unofficial until approved by CCE.
CCE approved the minutes as presented/amended.***

1. Called to Order

The meeting was called to order at 5:39 PM.

Present: Lowell Greathouse, Heather Finnigan, Tom Cook, Madigan Shepherd, Stephanie Fleischer (staff), Councilor Elena Uhing (Liaison), and Guest: Katy Cannon (member elect)

Absent: David Andersen

2. Public Comment: None

3. Consent Agenda: Introduction of all member to Katy Cannon, member elect.
Motion and passed to approve minutes of December meeting.

4. Additions/Deletions: None.

5. Discussion Items

a) Introduction of Council Liaison.

Councilor Uhing introduced herself to the committee. Spoke about her future involvement with CCE.

b) Discuss potential city newsletter topics and make assignments.

Lowell submitted "Why I serve" to consider as a potential article suggested. Discussion around having one person be the one generating the topics, or at least have one point of contact. Tom State he would volunteer as the "point of contact."

c) New Website Review

- Website to be released soon. Lowell discussed how the minutes and agendas of the city could be streamlined. Stephanie previewed the website with CCE. Discussed updates and additions.

d) January 8th Website presentation to City Council and CCE role

- Discussion on how CCE can be supportive of the presentation and support of the website. Idea: e-mail members of the council in support of the website. Lowell will draft an e-mail.

e) 2024 ATM/Next Steps

- Consensus in support of having another “open house” format. Possible date in May.
- Ideas: Invite all departments, but “spotlight” on one. Topics: Crime Prevention, review the Livability Survey. Promo: “Come and discover the results of the survey.”
- Need to “flesh out” the key factors how CCE works with city council.

f) Update on Board and Commission Discussion

- Councilor Uhing updated CCE on some changes: students will not be on boards, discussion on how sub-committees with function.
- Reduced from 13 boards and commission to down to 9.
- Discussion on how CCE’s “mandate” is connected land use and planning

g) Staff Update

- Stephanie referred to previous discussions in meeting.

h) Council Liasson Report

- Annual retreat schedule for 24 February. Councilor Uhing seeking input from CCE as to what should be addressed at that meeting.
- Seeking to have B&Cs meet with each other to share and partnership.

7. Adjournment and Announcement of Next Meeting: The meeting adjourned at 6:55 PM. The next CCE meeting will be held on Tuesday, 6 February 2024 at 5:30 PM.

Respectfully submitted,
Tom Cook, Secretary

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

DATE: *March 18, 2024*

SUBJECT TITLE: *Annual Liquor License Renewals 2024 – Second Round*

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2024. City Code Sections §110.071-110.073 requires any applicant/business requesting endorsement for a new liquor license application or liquor license renewal to submit to a criminal background check and have a valid City business license in accordance with City Code. A first round of renewal application has been received by the City. The Police Chief has reviewed the applicable criminal records check of the licensee and has made recommendation to:

- ***Forward with approval – No legal basis for denial noted.***

The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

STAFF RECOMMENDATION:

Staff recommends City Council authorize endorsement of the attached Annual Liquor License Renewals. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If application is approved, the OLCC will issue the license. If application is denied or restricted, there is a process by OLCC to contest the decision.

ATTACHMENT(s):

OLCC Reasons to Deny or Restrict a License
Annual Liquor License Renewals

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: McMenamins Grand Lodge

BUSINESS LOCATION ADDRESS: 3505 Pacific Ave

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20027

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☒ FULL ON-PREMISES SALES	☐ LIMITED ON-PREMISES SALES
☐ OFF-PREMISES SALES	☐ OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
BREWERY – PUBLIC	
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)



Chief of Police/Designee

3-11-24

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mini Mart

BUSINESS LOCATION ADDRESS: 2705 Pacific Ave

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20070

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee

Date

3.11.24



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: 7 Star Convenience Store 6

BUSINESS LOCATION ADDRESS: 2248 Main St

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 30446

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
	BREWERY – PUBLIC			
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

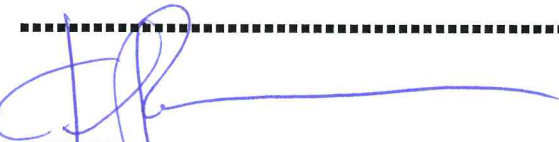
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.11.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Masonic Grand Lodge of Oregon

BUSINESS LOCATION ADDRESS: 2300 Masonic Wy

LIQUOR LICENSE TYPE: F-CLU

CITY BUSINESS LICENSE: 20977

1. TYPE OF LICENSE:			2. LICENSE FEE:	
	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
	F-CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales	\$ 75.00 Change of License
x	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x \$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower	\$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		Distillery	\$ No Charge: Temp Annual Use
x	FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.			Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	
			Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC	
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

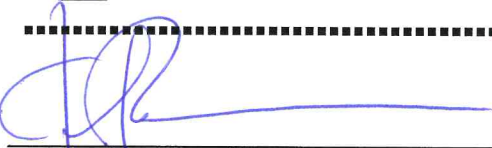
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.11.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Urban Decanter

BUSINESS LOCATION ADDRESS: 2001 Main St

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20000

1.	TYPE OF LICENSE:		2.	LICENSE FEE:
x	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x \$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower	\$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		Distillery	\$ No Charge: Temp Annual Use
x	FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee

Date

3.11.24



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: SAFEWAY STORE #406

BUSINESS LOCATION ADDRESS: 2836 PACIFIC AVE

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20078

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	x \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House		Distillery	\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3-4-24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: SUPER MERCADO LA MONTANA

BUSINESS LOCATION ADDRESS: 1905 MT VIEW LN #100

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20063

1. TYPE OF LICENSE:	2. LICENSE FEE:
F-COM – Full On-Premises Sales	L – Limited On-Premises Sales
F- CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales
F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery
F-PL – Full On-Premises Public Location	SEG – Special Event Grower
TSL – Temporary Sales License	SED – Special Event Distillery
BP – Brewery Public House	Distillery
FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	OFF-PREMISES SALES
	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Cornerstone Pub & Grill

BUSINESS LOCATION ADDRESS: 2307 Pacific Ave

LIQUOR LICENSE TYPE: L & O

CITY BUSINESS LICENSE: 20058

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales	x	L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	x	LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

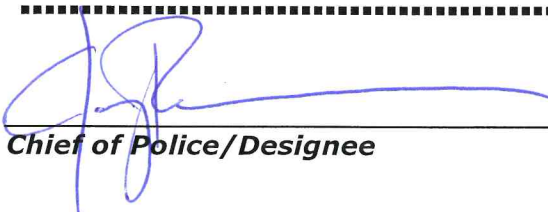
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: 7-Eleven

BUSINESS LOCATION ADDRESS: 2001 Yew St

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20606

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

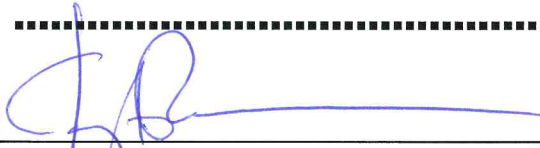
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Hello Market

BUSINESS LOCATION ADDRESS: 1917 19th Ave

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20085

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.			Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC	
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☐ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3-4-24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Elks Lodge

BUSINESS LOCATION ADDRESS: 2810 Pacific Hwy

LIQUOR LICENSE TYPE: F-CLU

CITY BUSINESS LICENSE: 20320

1. TYPE OF LICENSE:	2. LICENSE FEE:
☐ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☒ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☐ FULL ON-PREMISES SALES	☐ LIMITED ON-PREMISES SALES
☐ OFF-PREMISES SALES	☐ BREWERY – PUBLIC
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Plaid Pantry #99

BUSINESS LOCATION ADDRESS: 2901 Thatcher Rd

LIQUOR LICENSE TYPE: ○

CITY BUSINESS LICENSE: 20170

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)



Chief of Police/Designee

3.4.24

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Plaid Pantry #20

BUSINESS LOCATION ADDRESS: 2436 19th Ave

LIQUOR LICENSE TYPE: 0

CITY BUSINESS LICENSE: 20153

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Guidetti's Marketplace

BUSINESS LOCATION ADDRESS: 2004 Main St

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 30285

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales	x	L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	x	LIMITED ON-PREMISES SALES		OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

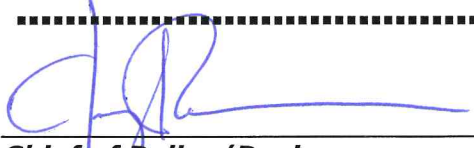
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Diversity Cafe

BUSINESS LOCATION ADDRESS: 2104 Main St

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 21019

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☒ FULL ON-PREMISES SALES	☐ OFF-PREMISES SALES
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	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

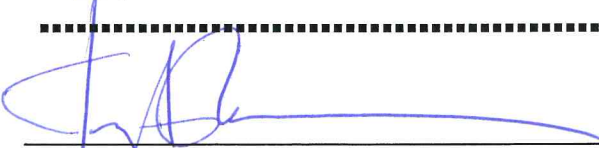
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Smoke 4 Less

BUSINESS LOCATION ADDRESS: 3010 A-C Pacific Ave

LIQUOR LICENSE TYPE: 0

CITY BUSINESS LICENSE: 20745

1. TYPE OF LICENSE:			2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
BP – Brewery Public House		Distillery		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	x	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		
		BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

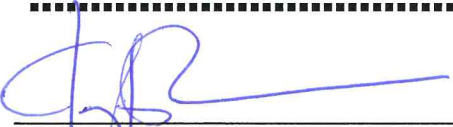
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3-4-24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: The Growler Garage

BUSINESS LOCATION ADDRESS: 1837 Pacific Ave

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 21231

1. TYPE OF LICENSE:	2. LICENSE FEE:
F-COM – Full On-Premises Sales	☒ L – Limited On-Premises Sales
F-CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales
F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery
F-PL – Full On-Premises Public Location	SEG – Special Event Grower
TSL – Temporary Sales License	SED – Special Event Distillery
BP – Brewery Public House	Distillery
FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	OFF-PREMISES SALES
	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

☐

NONE

☒

SUPPORTING DOCUMENTATION ATTACHED

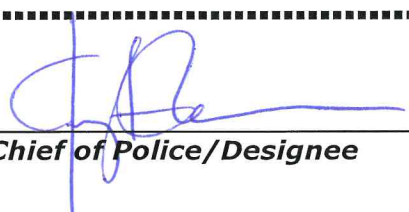
RECOMMENDED ACTION:

☒

FORWARD WITH APPROVAL

☐

REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Pizza Schmizza

BUSINESS LOCATION ADDRESS: 2042 Main St

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 20300

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☒ FULL ON-PREMISES SALES	☒ OFF-PREMISES SALES
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☒ LIMITED ON-PREMISES SALES	☐ BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)



Chief of Police/Designee

3-4-24

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Coaster's Deli & Pub

BUSINESS LOCATION ADDRESS: 1918 Main St

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 21234

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☒ FULL ON-PREMISES SALES	☐ OFF-PREMISES SALES
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	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

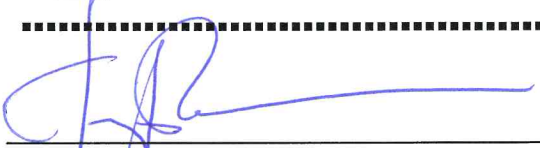
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3-4-24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Godfather's Pizza

BUSINESS LOCATION ADDRESS: 2834 Pacific Ave

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20018

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
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☒ FULL ON-PREMISES SALES	☐ OFF-PREMISES SALES
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	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Sawa's Donburi

BUSINESS LOCATION ADDRESS: 2036 Main St

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 21214

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☒ FULL ON-PREMISES SALES	☐ OFF-PREMISES SALES
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	BREWERY – PUBLIC
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APPLICABLE CRIMINAL RECORDS CHECK:

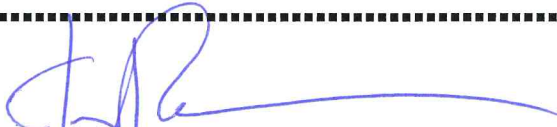
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)



Chief of Police/Designee

3.4.24

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Prime Time Sports Bar & Restaurant

BUSINESS LOCATION ADDRESS: 4450 Pacific Ave

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20112

1. TYPE OF LICENSE:			2. LICENSE FEE:
☒	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F-CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	☒ \$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	SEG – Special Event Grower	\$ 35.00 Annual Renewal
	TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House	Distillery	\$ No Charge: Temp Annual Use
☒	FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

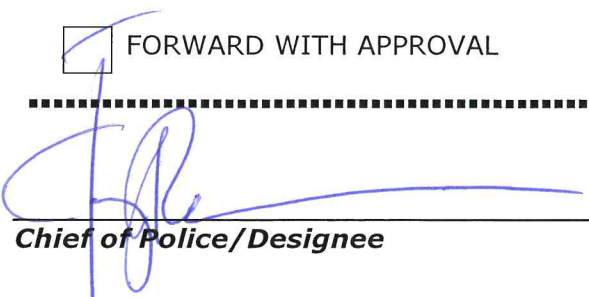
☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)


Chief of Police/Designee

3.4.24
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Taqueria Corona

BUSINESS LOCATION ADDRESS: 2009 Main St

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20391

1.	TYPE OF LICENSE:		2.	LICENSE FEE:	
x	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales		\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	x	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower		\$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery		\$ 20.00 Event License
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		BREWERY – PUBLIC		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☐ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee

Date

3-4-24

Monthly Building Activity Report

February-24

2023-2024

Category	Period: February-23		Period: February-24	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Accessory Dwelling Unit				
Res 1 & 2 Family New	6	\$2,643,223	4	\$2,210,787
SFR Addition & Alt/Repair	5	\$168,694		
Mult. Fam. New			1	\$959,630
Multi Family Alterations/Repair/Additions				
Group Care Facility	1	\$102,032		
Commercial New				
Commerical Addition				
Commercial Alt/Repair	2	\$66,500	3	\$758,740
Industrial New	1	\$60,000		
Industrial Addition				
Industrial Alt/Repair	1	\$520,456		
Gov/Pub/Inst (new/add)	3	\$7,449,138		
Signs	2	\$13,500	1	\$10,000
Grading			1	
Demolitions	2		1	
Total	23	\$11,023,543	11	\$3,939,157

4 units

Fiscal Year-to-Date

2022-2023		2023-2024	
Permits	Value	Permits	Value
173	\$24,927,049	170	\$31,630,572

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator
Bryan Pohl, Community Development Director*

MEETING DATE: *March 18, 2024*

SUBJECT TITLE: *Tourism Event Sponsorship Awards*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☒ X

☐ Motion

☐ Informational

X all that apply

BACKGROUND:

The City Council approved a 2.5% local Transient Lodging Tax (TLT) effective January 1, 2018. The TLT is a tax collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits.

Furthermore, the City Council approved Resolution 2023-52 on November 13, 2023, establishing a Tourism Event Sponsorship Program, funded by TLT. The Event Sponsorship Program was in addition to the Tourism Capital Grants Program and Tourism Installation Art Program.

The Tourism Events Sponsorship Program allows groups to apply for up to \$5,000. In exchange for the funds, the city receives recognition as a sponsor in marketing materials including social media, the website, flyers, announcements and booth space, as applicable. According to the program requirements, sponsorship awards are placed on the Consent Agenda for approval by City Council as the applications come in. The Program is currently funded at \$40,000 for FY 23-24.

The purpose of the Tourism Event Sponsorship Program is to provide financial assistance to events that directly contribute to the growth, development, and promotion of tourism with the objective increasing overnight lodging stays in the City of Forest Grove. The program is open to all businesses and non-profits located in Forest Grove. Event organizers can apply for City sponsorship through the city's website. Staff have reviewed the applications to ensure they meet the goals and criteria of the program, which are:

1. The event must be open to the public.
2. A portion of the expected attendees will likely travel from outside of Forest Grove.

3. A portion of the expected attendees will likely stay overnight in Forest Grove.
4. Application must be received at least 90 days in advance of the event.
5. Marketing materials must have the city logo and the city must be listed as a sponsor at the appropriate level.

Failure to hold the event or meet the obligations as outlined in the acceptance letter will require repayment of the sponsorship funding to the city. The Program has proven to be popular with event organizers. There are five sponsorship requests for the Council's consideration. Staff has scored each application and provided a recommended action for Council's consideration.

At its February 26, 2024, meeting, City Council pulled Agenda Item #C.5 from the Consent Agenda. A motion was made and passed to schedule the item, time certain, for the March 18, 2024, Consent Agenda. Discussion was also held about potentially making changes to the Tourism Event Sponsorship Awards Program. It was the consensus of the Council that the current applications are to be reviewed using the current program criteria out of fairness to the applicants.

SUMMARY:

Event:	Organizer:	Staff Recommendation:	Amount
Junior Bowlers Tour	Junior Bowlers Tour	Approve	\$2,500
Octoberfest	City Club	Approve	\$5,000
Restaurant Month	Chamber of Commerce	Approve	\$5,000
Independence Day	City Club	Approve	\$5,000
Tinsel & Tidings	City Club	Approve	\$5,000
Heritage Convention Reception	City Club	Approve	\$5,000

Junior Bowlers' Tour

The Junior Bowlers' Tour has applied for a sponsorship award for a junior bowling tournament in Forest Grove. The event is scheduled for May 11 and 12, and more than half of the anticipated 100 participants, along with their families, will be traveling two or more hours to attend. The group is requesting \$2,500. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Octoberfest Forest Grove 2024

The City Club of Forest Grove has applied for a sponsorship award for the Fourth Annual Octoberfest Celebration. The event is scheduled for either September 21 or September 28, with an expected attendance of over 3,000. It is anticipated that some of the attendees will be traveling two or more hours to attend. The group is requesting \$5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Forest Grove Restaurant Month

The Forest Grove / Cornelius Chamber of Commerce has applied for a sponsorship award for the inaugural Forest Grove Restaurant Month. The event is scheduled for the month of March. It is anticipated that some of the attendees will be traveling two or more hours to attend. The group is

requesting \$5,000 for marketing support. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Independence Day Forest Grove 2024

The City Club of Forest Grove has applied for a sponsorship award to restart the annual fireworks display. The event is scheduled for July 4, with an expected attendance of over 5,000. It is anticipated that some of the attendees will be traveling two or more hours to attend. The group is requesting \$5,000. To fully fund the event, the City Club is initiating a Kickstarter campaign. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Tinsel & Tidings 2024 – Artisan Holiday Market

The City Club of Forest Grove has applied for a sponsorship award for the annual Tinsel & Tidings event. The event is scheduled for December 7, with an expected attendance of over 2,000. The group is requesting \$5,000. The event will have a market, music, games and other activities. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Heritage Convention Reception

The City Club of Forest Grove has applied for a sponsorship award to host an opening reception for the Oregon Heritage Convention. While the City Club is not hosting the entire convention, it is working with organizers to host the reception. The Convention is expected to draw over 300 attendees, most from outside the Forest Grove area. The reception date will be finalized with the Convention planners. The group is requesting \$5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

STAFF RECOMMENDATION:

Approve the six sponsorship requests.

FISCAL IMPACT:

These grants would use \$27,500 of the \$40,000 of budgeted TLT funds for this purpose.

ATTACHMENT(s):

- Junior Bowlers Tour Sponsorship Application
- Octoberfest Sponsorship Application
- Restaurant Month Sponsorship Application
- Independence Day Sponsorship Application
- Tinsel & Tidings Sponsorship Application
- Heritage Convention Reception Sponsorship Application
- Tourism Sponsorship Program

Tourism Sponsorship Applications: February 22, 2024

Event Name: Junior Bowlers Tour

Event Date(s): 5/11 – 5/12, 2024

Event Website: juniorbowlerstoursouthwest.com

Organization: Junior Bowlers Tour Southwest

Event Social Media: N/A

Event Location: Rainbow Lanes (2748 19th Pl. Forest Grove, OR 97116)

Requested Funding Amount: \$2,500

Event Hours: 8:00 a.m. – 5:00 pm.

Expected Number of Attendees: 100

Describe the Event:

This is a youth bowling event. Youth bowling is one of the few events that encourages participation from all regardless of ability. The event has handicap to help level the playing field between all competitors. The event promotes fun and healthy competition between youth. Many of which go on to participate in bowling at a collegiate level. Our audience is youth bowlers from all over Idaho, Oregon and Washington. The Junior Bowlers Tour is an organization that has been in place for over 20 years, helping youth bowlers all over the west hone their skills, create friendships and promote the sport of bowling. We expect over 100 youth to participate. Over half of the participants are from 2 hours or more away from Forest Grove. So those families will be travelling here to stay Friday and Saturday evenings.

Describe your marketing plan including anticipated reach:

Rainbow Lanes promotes this in conjunction with Junior Bowlers Tour. They have an established and very successful marketing plan and reach. This is why we have chosen to partner with them for the event in May. Any sponsorships or assistance we get will be named as the sponsor of the event in all promotions, social media, website, flyers and announcements.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	No
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	N/A

Tourism Sponsorship Applications: February 22, 2024

Event Name: Oktoberfest Forest Grove
Event Date(s): 9/21/2024
Event Website: OktoberfestFG.com
Organization: City Club of Forest Grove
Event Social Media: Facebook.com/octoberfestfg
Event Location: Main Street & 21st Ave.

Requested Funding Amount: \$5,000
Event Hours: 11:00 a.m. – 7:00 pm.
Expected Number of Attendees: 3,000

Describe the Event:

Planning is underway for the Fourth annual Oktoberfest Celebration in Forest Grove. This event is highly marketed to both residents and visitors from outside of the area. We have seen tourist from Washington and Idaho visit for this event. There was recently a spot-on KOIN news interviewing the director of this popular event. This event also focuses on Non-Profit and School support and fundraising.

Description as requested outlined below.

- * Audience: Residents of Forest Grove and visitors from other cities
- * What: Late morning and evening carnival, music, games and activities.
- * Goal of the event is to stimulate community enrichment and collaboration and draw attention again to Forest Grove as a city to visit with its many offerings of shops, beauty and events.
- * Expected number of attendees based on previous counts is estimated at over 3000

Describe your marketing plan including anticipated reach:

A multi-level, multifaceted approach will be used for marketing as follows.

- * Strategic multi-level, multifaceted ad campaign in the News Times with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- * Strategic ad campaign in social media apps such as Facebook with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- * Communication via City of FG and FG/Cornelius Chamber of Commerce media venues.

The City will be listed as a sponsor and called out as such on most if not all of the digital and hard copy ads where sponsors are listed. The city is also welcome to have a booth at the event free of charge along with their banner at the event

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	Yes
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	N/A

Tourism Sponsorship Applications: February 22, 2024

Event Name: Forest Grove Restaurant Month

Event Date(s): Month of March

Event Website: FGCCchamber.org

Organization: Forest Grove Cornelius Chamber of Commerce

Event Social Media: @fgcchamber

Event Location: Main Street & 21st Ave.

Requested Funding Amount: \$5,000

Event Hours: Open Business Hours

Expected Number of Attendees: 5,000

Describe the Event:

We are launching a restaurant month for the Forest Grove area. The purpose is to drive business to our local eateries. Each establishment will offer either a tasting menu (3 course sampler), or a \$5 item or both. Participation is free to any eatery. Participating restaurants will be listed on the chamber web page for the event. The chamber will market the event. We will market to areas over 50 miles away. Our hope is the locals and out of towners can find something new to try in our area. We expect 1000 people or more to eat out during this month and to order from the special menu items. We hope to collect data on how many people order the special menus items from several establishments to verify the value of having this type of event.

Describe your marketing plan including anticipated reach:

Our marketing plan includes:

- Pamplin media coverage
- WCVA media support
- Listings in many Oregon event calendars including travel Oregon
- Paid social media advertising
- Submission to several newsletters including Travel Oregon
- Posters printed and distributed around town
- Each eatery will post, share on their social media, newsletter, and calendar, etc.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	No
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable: *Presenting: \$10,000 *Platinum: \$5,000 *Gold: \$2,500 *Silver: \$1,000 *Bronze" \$500	

Tourism Sponsorship Applications: February 22, 2024

Event Name: Independence Day
Event Date(s): 7/4/2024
Event Website: In Progress
Organization: City Club of Forest Grove
Event Social Media: In Progress
Event Location: TBD

Requested Funding Amount: \$5,000
Event Hours: 5:00 p.m. – 10:00 p.m.
Expected Number of Attendees: 5,000

Describe the Event:

Planning is underway to restart the annual Fire Works display and Independence Day Celebration in Forest Grove. Due to covid and then cost increases the annual event had been canceled the past few years. The City Club of Forest Grove is launching a Kickstarter campaign and working with the Fire Department, School District and many local residents to bring back this previously popular event. Historically this event has brought thousands of residents and visitors from other cities to the beautiful city of Forest Grove to enjoy the fireworks and small-town charm. Description as requested outlined below.

- Audience: Residents of Forest Grove and visitors from other cities
- What: Late afternoon/early evening carnival, music and activities event followed by a fireworks display.
- Goal of the event is to stimulate community enrichment and collaboration and draw attention again to Forest Grove as a city to visit with its many offerings of shops, beauty and events.
- Expected number of attendees based on previous counts is estimated at over 5000

Describe your marketing plan including anticipated reach:

A multi-level, multifaceted approach will be used for marketing as follows.

- Strategic multi-level, multifaceted ad campaign in the News Times with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Strategic ad campaign in social media apps such as Facebook with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Communication via City of FG and FG/Cornelius Chamber of Commerce media venues.
- The City will be listed as a sponsor and called out as such on most if not all of the digital and hard copy ads where sponsors are listed. The city is also welcome to have a booth at the event free of charge along with their banner at the event.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	No
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable: N/A	

Tourism Sponsorship Applications: February 22, 2024

Event Name: Tinsel & Tidings and Artesian Market
Event Date(s): 12/7/2024
Event Website: CityClubFG.com/Artesian-holiday-market
Organization: City Club of Forest Grove
Event Social Media: In Progress
Event Location: TBD

Requested Funding Amount: \$5,000
Event Hours: 10:00 a.m. – 5:00 p.m.
Expected Number of Attendees: 2,000

Describe the Event:

Planning is underway for our annual Artisan Holiday Market event in Forest Grove. Every year we have seen a draw from both local residents and shoppers who travel from outside cities to visit Forest Grove and participate in the events brought by the Artisans of Forest Grove. Description as requested outlined below.

- Audience: Residents of Forest Grove and visitors from other cities.
- What: Holiday market with local artisans showcasing the artistry and talents of the people of Forest Grove.
- Goal of the event is to stimulate micro and small business commerce and draw attention again to Forest Grove as a city to visit with its many offerings of shops, art and beauty.
- Expected number of attendees based on previous counts is estimated at over 2000.

Describe your marketing plan including anticipated reach:

A multi-level, multifaceted approach will be used for marketing as follows.

- Strategic multi-level, multifaceted ad campaign in the News Times with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Strategic ad campaign in social media apps such as Facebook with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Communication via City of FG and FG/Cornelius Chamber of Commerce media venues.
- The City will be listed as a sponsor and called out as such on most if not all of the digital and hard copy ads where sponsors are listed. The city is also welcome to have a booth at the event free of charge along with their banner at the event.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	No
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable: N/A	

Tourism Sponsorship Applications: February 22, 2024

Event Name: Heritage Convention Opening Reception
Event Date(s): 4/17/2024
Event Website: NA
Organization: City Club of Forest Grove
Event Social Media: NA
Event Location: TBD, but it will be in Forest Grove

Requested Funding Amount: \$5,000
Event Hours: 5:00 p.m. – 10:00 p.m.
Expected Number of Attendees: 150

Describe the Event:

Exact date and time of event is unconfirmed. This event is a reception for the Heritage Conference coming to Forest Grove. We expect 100-150 guests to attend this event which will highlight Forest Grove including local history and businesses.

Describe your marketing plan including anticipated reach:

The City of Forest Grove will be listed as a financial sponsor for the Heritage Conference Reception. We welcome the City of Forest Grove to have a small booth at the event (as space allows) and a banner or signage at the reception. Perhaps a sign welcoming the Heritage Conference from The City of Forest Grove.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	No
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	No
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	No
Sponsorship levels if applicable: N/A	

Tourism Event Sponsorship Program

I. Purpose

The purpose of this program is to provide financial assistance to events that directly contribute to the growth, development and promotion of tourism with the objective of increasing overnight lodging stays within the City of Forest Grove.

The purpose of the guidelines is to provide requirements for the evaluation, administration and acceptance of event sponsorship requests received by the City of Forest Grove.

II. Overview

The City of Forest Grove allocates Transit Lodging Tax (TLT) dollars toward events that support the City's goals, objectives and values; generate additional stays in the city's hotels and motels, and can demonstrate a clear alignment with the tourism program's purpose and objectives.

The City reserves the right to decline any requests for sponsorship if the event does not meet the program criteria and guidelines, conflicts with the city's goals, objectives and values, and/or is not in alignment with the tourism program's purpose and objectives.

III. Review and Approval:

The Economic Development Office will be responsible for administering the Tourism Program. Applicants must complete a Tourism Event Sponsorship Program application. City staff will prepare a memo outlining the applications and making funding recommendations for Council approval on the Consent Agenda.

IV. Eligibility:

The Tourism Event Sponsorship Program is open to all businesses and non-profits located in the City of Forest Grove.

V. Criteria:

1. Event must be open to the general public.
2. A portion of the expected attendees will likely travel from outside Forest Grove.
3. A portion of the expected attendees will likely stay overnight in Forest Grove.
4. Application must be received at least 90 days in advance of the event.

VI. Review Considerations:

1. Audience Demographics
2. Potential Overnight Stays
3. Event History
4. Sponsorship Tiers
5. Benefits and Visibility
6. Customization of sponsorship packages

7. Measurement and analytics
8. Logistics and support
9. Budget
10. Legal Compliance
11. Timing
12. Long-term Relationship Building
13. Post-Event Evaluation

VII. Possible Expectations:

1. Branding and Visibility
 - a. Logo placement on event promotional materials, including event website, banners, flyers, advertisements (digital and print), and signage.
 - b. Recognition during open and closing remarks, if applicable.
2. Booth or Exhibition Space
 - a. City may opt in to utilizing booth or exhibition space (at no cost to the city).
3. Advertising and Promotion
 - a. Advertisements in event programs and materials.
 - b. Social Media mentions and promotions.
 - c. Access to event's attendee/ticket contact information lists.

Scoring Rubric

	100
Overnight Stays – Will attendees likely stay overnight in Forest Grove? Up to 30 points	
Brand Alignment – How does the event's theme and audience align with the City's brand? Up to 20 points	
Audience Reach – What is the estimated reach of the event's attendance? Up to 10 points	
Brand Reach – What is the total marketing budget and how will the City be recognized? Up to 10 points	
Brand Visibility - How prominent is the City's tourism brand on event materials? Up to 10 points	
Experience – Do the organizers have a proven record of producing successful events? Up to 10 points	
Seasonality – Will the event attract visitors during non-peak tourism times? Up to 10 points	
Scoring: 80 - 100 = Sponsorship amounts up to \$5,000 60 - 79 = Sponsorship amounts up to \$3,000 59 or less = No Funding	

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 03.18.2024

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

MEETING DATE: *18 March, 2024*

SUBJECT TITLE: *Assigning Corrected Number to Resolution 2024-03*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
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ISSUE STATEMENT

On February 22nd, 2024, the City Council passed Resolution 2024-03 Appointing City Council Liaison to the Forest Grove Chamber of Commerce and Repealing Resolution No. 2023-58. Due to a clerical oversight, the number assigned to this resolution was a duplicate of one previously assigned. Three resolutions were passed following the resolution in question, so staff has updated the resolution to the next available number: Resolution 2024-07. This report is to enter that correction into the record.

STAFF RECOMMENDATION

As no changes are being made to the content of the resolution, this report is informational only.

ATTACHMENT

- Resolution 2024-07

RESOLUTION NO. 2024-07

**RESOLUTION APPOINTING CITY COUNCIL LIAISON TO THE FOREST GROVE
CHAMBER OF COMMERCE AND REPEALING RESOLUTION NO. 2023-58**

WHEREAS, Chapter III, Section 8 (c) of the City Charter and Section 14.8 of Council Rules provide that Council liaisons may be appointed at the discretion of the Mayor with consent of the Council; and

WHEREAS, the City Council designated a Council Liaison to the Chamber of Commerce in Resolution 2023-58; and

WHEREAS, there is currently no liaison appointed to the Chamber of Commerce following Councilor Gustafson's resignation from the role; and

WHEREAS, Exhibit A lists the updated Council Liaison appointments.

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

Section 1. That Council President Timothy A. Rippe is hereby appointed as the Council Liaison to the Forest Grove Chamber of Commerce, and the list of Council Liaison appointments are updated following Exhibit A.

Section 2. Resolution No. 2023-58 is hereby repealed.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of February, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of February, 2024.

Malynda H. Wenzl, Mayor



Forest Grove Senior & Community Center

Board of Directors

Current Demographic & Programming

- ▶ FGSCC is seen as a senior center by many in the community
- ▶ Lower income patrons / Seniors in their 70s - 90s
- ▶ Example Programs
 - ▶ Exercise Classes
 - ▶ Arts & Crafts
 - ▶ Singing Groups
 - ▶ Guitar Lessons
 - ▶ Church Groups
 - ▶ Clubs/Civic Groups
 - ▶ Lunch – Meals on Wheels (only Tuesday/Thursday)

Annual Operating Budget

▶ Budgeted Income

- ▶ \$198,920
- ▶ Income is mostly made up of fundraising
- ▶ Bingo (\$50K) makes up the majority of fundraising

▶ Expenses

- ▶ \$209,680
- ▶ Majority is Payroll
 - ▶ Director & Limited Staff (\$130K)
 - ▶ No insurance/medical/dental/vision/life/disability/401k benefits
 - ▶ Salaries/hourly wage not adequate for position

Shortfalls

- ▶ Shortfall of \$15K - \$20K based on current wages
- ▶ Competitive Wage Shortfall - \$80K
- ▶ Made up past shortfalls by
 - ▶ Staff & board volunteering at the Moda Center
 - ▶ 1-2 times/month working in concession stands
 - ▶ Bottles/recycling
 - ▶ Staff & Board are worn out
 - ▶ Added fundraisers to make up difference
- ▶ Forced to rely more on volunteer workforce
- ▶ If we were to pay competitive salaries, the endowment would last 4 to 5 years
- ▶ The current trajectory is not sustainable

Potential Demographic & Synergies

- ▶ Make use of “Community Center”
- ▶ Become more inclusive for children/teen/young adult community members
- ▶ Expand cultural outreach
- ▶ Partner with Park & Rec for building use
- ▶ Synergies with Library
- ▶ Synergies with Valley Art
- ▶ Increase programming for senior community members
- ▶ Programs for active senior
- ▶ More active marketing with other groups
- ▶ Make more use of the building after 4PM – Underutilized now

What will it cost to get there?

- ▶ New programs will add to expenses (considering grants)
- ▶ Example – Tai Chi cost of the instructor is approximately \$100 per hour
- ▶ Additional Staff Coordinator
- ▶ Competitive wages for staff
- ▶ Maintenance costs
- ▶ Need for more volunteers
- ▶ Self-sustainability with a \$5M endowment fund

Potential Funding – Wish List

- ▶ Director funded under the city umbrella
- ▶ Line item on the city budget
- ▶ Bond measure to support the center
- ▶ Utilization of the Police/Fire/Park & Rec Levy
- ▶ Operational grants

Council

- ▶ What do you see the Center being used for?
- ▶ What demographic should we cater to?
- ▶ Do you see synergies working between the Center and other groups?
- ▶ Are there other outside groups that we could partner with
- ▶ What other ideas do you have?

Primary Contact

- ▶ Sophia Stamatis
 - ▶ Executive Director
 - ▶ director@fgscc.org
 - ▶ 503-357-2021



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.1
MEETING DATE: 03.18.2024
ORD 2024-04
FINAL ACTION:

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Paul Downey, Assistant City Manager/Finance Director
Sue Hudson Rau, Municipal Court Supervisor

MEETING DATE: March 18, 2024

SUBJECT TITLE: Ordinance Amending City Code, Chapters 10, 73, and 74

ACTION REQUESTED:	X	Ordinance	Order	Resolution	Motion	Informational
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X all that apply

ISSUE STATEMENT:

Staff is proposing to add new code language and revised existing code language to allow service of citations or complaints by certified mail in Chapter 10 and remove redundant language and update other language of the vehicle codes in Chapters 73 and 74 of the Forest Grove Code of Ordinances.

The proposed new code language is at the request of the Police Department and enables the City to serve code violation citations by certified mail when service cannot be made in person. This is common practice at the State, County, and many cities, however, Forest Grove's code has not been updated to reflect this allowance.

It is also proposed to add code to the Abandoned Vehicle definition addressing vehicles parked on public property that appear to be abandoned and no one in the vicinity of the vehicle claims it. Cleanup language is proposed to address when the Police Department can charge a fee set by Council Resolution when processing a City Code vehicle release. The City Attorney's Office has reviewed and modified the proposed ordinance changes prior to being proposed to City Council.

BACKGROUND:

Serving citations to a property owner who lives outside of the area can be difficult. Not being able to serve the citation on the property owner makes enforcement of the potential code violation difficult. To address the difficulty serving citations on property owners who may live out of the area, a new City Code was written enabling the Police Department to serve City Code Citations or Complaint by certified mail. The proposed code change allows for delivering the citation or complaint by personal service or by certified mail, return receipt requested to the person to be served. If served by mail,

staff must provide proof that the person had notice of the citation or complaint either by return receipt confirming delivery or rejection of the citation or complaint.

The Police Department has difficulty taking enforcement against trailers and vehicles that are parked on the street and appear to be abandoned. The change in the ordinance adds language to include “or within 500 feet” of the same location for more than 24 hours and meets one or more of the conditions listed in the ordinance.

For an abandoned vehicle, a condition was added that “the vehicle appears to have been abandoned by its owner and no person residing at a property in the vicinity of the vehicle claims a right of control over it.” That condition already exists for abandoned trailers. This clause enables the Police Department to tag vehicles that clearly look to be abandoned or they determine to be abandoned because no one in the vicinity claims ownership. The other changes are in code sections that address towing that needed cleanup or clarification due to changes in the City fees or clarifying the processes involving the towing of vehicles.

FISCAL IMPACT:

The proposed code amendments have no direct fiscal impact, and no new penalties were added.

STAFF RECOMMENDATION:

Staff recommends the City Council adopt the attached ordinance amending City Code Chapters 10, 73, and 74 as set forth in attached Exhibits A and B.

ATTACHMENT(s):

Ordinance 2024-04
Exhibit A pertaining to City Code Chapter 10
Exhibit B pertaining to City Code Chapters 73 and 74

ORDINANCE NO. 2024-04

**ORDINANCE ADDING TO AND AMENDING FOREST GROVE CODE OF ORDINANCES
TITLE I (GENERAL PROVISIONS) §10.09; TITLE VII (TRAFFIC CODE) §73.055
(IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES); §74.01 (DEFINITIONS); §74.05
(TOWING AND STORAGE LIENS); §74.06 (PRE-TOWING NOTICE); §74.07 (POST-
TOWING NOTICE); §74.09 (CHARGES AND RELEASE OF VEHICLE OR TRAILER); §74.10
(SALE OR DISPOSAL OF VEHICLE OR TRAILER NOT RECLAIMED AND §74.11 (SALE
OR DISPOSITION OF VEHICLE OR TRAILER APPRAISED AT \$500 OR LESS)**

WHEREAS, City Code of Ordinances, Title I, Rules of Construction; General Penalty, authorizes procedures for service of notices for violations of the provisions of the Code; and City Code of Ordinances, Title VII, Traffic Code authorizes enforcement of specified traffic and vehicle regulations within the City; and

WHEREAS, the existing code provisions in Chapter 10 do not provide for serving City Code violation citations or complaints by certified mail when personal service cannot be made, Chapter 73 contains redundant language regarding immobilization of vehicles and outdated language imposing after-hours release fees for those vehicles, Chapter 74 needs clarification on when a vehicle can be considered abandoned and when the vehicle release fee set by council resolution is to be charged; and

WHEREAS, the proposed code amendments consist of adding a new code provision for service of city code violation citations or complaint by certified mail, removing redundant and no longer relevant language, updating the definition of an abandoned vehicle, and clarifying when to charge a vehicle release fee.

WHEREAS, the proposed code amendments have no fiscal impact to the City and no new penalties are proposed;

WHEREAS, the City has provided notice of Public Hearing on March 18, 2024, held public hearing of March 18, 2024, and April 8, 2024, regarding proposed revisions to the Forest Grove Code of Ordinances, afforded all interested parties an opportunity to be heard, and duly considered the subject.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. The City Council hereby amends the Forest Grove Code of Ordinances; TITLE I (GENERAL PROVISIONS) §10.09 as set forth in Exhibit A; and, TITLE VII (TRAFFIC CODE) §73.055 (IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES); §74.01 (DEFINITIONS); §74.05 (TOWING AND STORAGE LIENS); §74.06 (PRE-TOWING NOTICE); §74.07 (POST-TOWING NOTICE); §74.09 (CHARGES AND RELEASE OF VEHICLE OR TRAILER); §74.10 (SALE OR DISPOSAL OF VEHICLE OR TRAILER NOT RECLAIMED AND §74.11 (SALE OR DISPOSITION OF VEHICLE OR TRAILER APPRAISED AT \$500 OR LESS) as set forth in Exhibit B.

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. This ordinance is effective 30 days following the enactment by the City Council.

PRESENTED AND PASSED this 18th day of March, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 8th day of April, 2024

Malynda H. Wenzl, Mayor

EXHIBIT A

§ 10.09 SERVICE AND PROOF OF NOTICE

(A) For notices required by the code:

(1) Except when this code provides a specific procedure for giving notice, whenever oral or written notice is required by this code, the notice may be given either by personal delivery to the person to be notified or by deposit in an official mailbox in a sealed, postage-prepaid envelope, addressed to the last known business or residence address of the person to be notified. The time when the notice is deposited in a mailbox is considered the time when the notice is given.

(2) Proof of giving notice may be made by the certificate of any officer or employee of the city or by affidavit of any person 18 years of age or older.

(Prior Code, § 1.045)

(B) For the service of uniform violation citation or complaint:

(1) Except when this code provides a specific procedure for serving a citation or complaint, service may be made by delivering the citation or complaint by personal service or certified mail, return receipt requested, to the person to be served. The Enforcement Officer shall prepare a declaration as to the method and timing of service. Service shall be considered complete upon such mailing or personal service.

(2) Substitute service may be made by delivering a copy of the citation or complaint to the person's dwelling, usual place of abode or office to any person at such location who can sufficiently prove their age to be 18 years of age or older. If substitute service is used, a true copy of the citation or complaint must be mailed to the person by certified mail, return receipt requested, and a declaration prepared by the Enforcement Officer as to the method and timing of service.

(3) No default shall be entered against any person served by mail without proof the person had notice of the citation or complaint either by return receipt confirming delivery or rejection of the citation or complaint.

§ 10.09 SERVICE AND PROOF OF NOTICE.

(A) For notices required by the code:

(1A) Except when this code provides a specific procedure for giving notice, whenever oral or written notice is required by this code, the notice may be given either by personal delivery to the person to be notified or by deposit in an official mailbox in a sealed, postage-prepaid envelope, addressed to the last known business or residence address of the person to be notified. The time when the notice is deposited in a mailbox is considered the time when the notice is given.

(2B) Proof of giving notice may be made by the certificate of any officer or employee of the city or by affidavit of any person 18 years of age or older.

(Prior Code, § 1.045)

(B) For the service of uniform citation or complaint:

(1) Except when this code provides a specific procedure for serving a citation or complaint, service may be made by delivering the citation or complaint by personal service or certified mail, return receipt requested, to the person to be served. The Enforcement Officer shall prepare a declaration as to the method and timing of service. Service shall be considered complete upon such mailing or personal service.

(2) Substitute service may be made by delivering a copy of the citation or complaint to the person's dwelling, usual place of abode or office to any person at such location who can sufficiently prove their age to be 18 years of age or older. If substitute service is used, a true copy of the citation or complaint must be mailed to the person by certified mail, return receipt requested, and a declaration prepared by the Enforcement Officer as to the method and timing of service.

(3) No default shall be entered against any person served by mail without proof the person had notice of the citation or **complaint** either by return receipt confirming delivery or rejection of the citation or complaint.

EXHIBIT B

IMMOBILIZING AND IMPOUNDING VEHICLES

§ 73.055 IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES.

(A) When an Enforcement Officer observes a vehicle parked on a public street or public property with three or more unpaid parking citations outstanding against the vehicle on which the Forest Grove Municipal Court has issued an Immobilization Order, the Officer may immobilize the vehicle and assess an immobilization fee set by Council resolution. An immobilized vehicle shall not be released until all outstanding parking fines and fees have been paid.

(B) If after immobilization, the parking fines and fees remain unpaid or no contact is made with the city within 24 hours the enforcement officer shall affix a pre-tow notice to the vehicle in accordance with 74.06 after which time the vehicle may be impounded at the owner's expense. An impounded or immobilized vehicle shall not be released until all outstanding fines and fees have been paid.

(C) Impoundment of a vehicle under this section does not preclude issuance of a citation for violation of any provision of this code.

(D) The disposition of a vehicle impounded and stored under authority of this section shall be in accordance with §§ [74.07](#) through [74.12](#).

(Prior Code, § 6.500) (Ord. 2020-01, 1-27-2020)

ABANDONED VEHICLES

§ 74.01 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED TRAILER. A trailer that has remained in or within 500 feet of the same location in excess of 24 hours and one or more of the following conditions exist:

- (1) The trailer is unclaimed or damaged, disabled, or dismantled such that it is inoperable;
- (2) The trailer does not display a current registration plate or trip permit, unless exempt therefrom under law; or
- (3) The trailer is on a public right-of-way and no person residing at a property in the vicinity thereof claims a right of control over it.

ABANDONED VEHICLE. A vehicle that has remained in or within 500 feet of the same location in excess of 24 hours and one or more of the following conditions exist:

- (1) The vehicle appears inoperative or disabled;

- (2) The vehicle appears wrecked, partially dismantled, or junked; or
- (3) The vehicle does not display a current registration plate or trip permit; or
- (4) The vehicle appears to have been abandoned by its owner and no person residing at a property in the vicinity of the vehicle claims a right of control over it.

(Prior Code, § 6.600)

§ 74.02 ABANDONED VEHICLES AND TRAILERS PROHIBITED.

(A) No vehicle or trailer which the Enforcement Officer has reason to believe is abandoned shall be parked or left standing on the right-of-way of a city street or alley or city property for a period in excess of 24 hours.

(B) A vehicle or trailer so parked or left standing may be taken into custody by the Officer and shall be held at the expense of the owner of the vehicle or trailer. The Officer may use city personnel, equipment, and facilities for removal and storage of the vehicle or may hire other personnel, equipment, or facilities for that purpose.

(Prior Code, § 6.605) Penalty, see § [74.99](#)

§ 74.03 VEHICLE LEFT ON PRIVATE PROPERTY.

A person who is the owner or is in lawful possession of private property, on which a vehicle has been abandoned, may have the vehicle towed from the property, providing the owner provides required notice pursuant to O.R.S. 98.830 before towing vehicle from private property.

(Prior Code, § 6.610) (Ord. 2020-01, passed 1-27-2020)

§ 74.04 TOWING WITHOUT NOTICE.

(A) An Enforcement Officer may immediately take custody of and tow a vehicle without prior notice if the vehicle:

- (1) Constitutes a hazard or obstruction to motor vehicle traffic; or
- (2) The vehicle was in possession of a person taken into custody by an Officer and no other reasonable disposition of the vehicle is available and the vehicle constitutes a hazard or obstruction, or is a target for vandalism or theft; or
- (3) The vehicle has been reported stolen; or
- (4) The vehicle bears license plates not issued for the vehicle according to the records of the Department of Transportation; or
- (5) The vehicle is parked in a designated fire lane and prevents access of emergency vehicles.

(B) The owner of the vehicle shall be responsible for the costs of towing and storing the vehicle.

(Prior Code, § 6.615) (Ord. 2020-01, passed 1-27-2020)

§ 74.05 TOWING AND STORAGE LIENS.

(A) A person who, at the request of the Enforcement Officer, takes a vehicle or trailer into custody under provisions of §§ [73.055](#), [74.02](#) and [74.04](#) shall have a lien on the vehicle or trailer and its contents for reasonable towing and storage charges. If the appraised value of the vehicle or trailer is \$500 or less, the vehicle or trailer shall be disposed of in the manner provided in § [74.11](#).

(B) If the vehicle is taken into custody under provisions of § [74.04](#) and held by the city, rather than by a private garage, the vehicle shall be disposed of in the manner provided in §§ [74.10](#) and [74.11](#).

(Prior Code, § 6.620) (Ord. 2020-01, passed 1-27-2020)

§ 74.06 PRE-TOWING NOTICE.

(A) When a vehicle or trailer is found in violation of § [74.02](#), the Enforcement Officer shall affix a pre-tow notice to the vehicle or trailer at least 24 hours prior to taking the vehicle or trailer into custody, excluding holidays, Saturdays, and Sundays.

(B) The pre-tow notice shall state:

(1) The vehicle or trailer is in violation of § [74.02](#);

(2) The vehicle or trailer may be taken into custody and towed if it is not removed before the date set by the city;

(3) The telephone number and address of the Police Department to obtain further information;

(4) If the vehicle or trailer is taken into custody and towed by the city, it will be subject to towing and storage charges and a lien will attach to the vehicle or trailer and its contents;

(5) The vehicle or trailer and its contents may be sold to satisfy the costs of towing and storage if the charges are not paid;

(6) The owner or person having an interest in the vehicle or trailer is entitled to a pre-tow hearing; and

(7) If a pre-towing hearing is requested, the vehicle will not be towed until the Municipal Court makes a determination;

(8) The owner, possessor or person having an interest in the vehicle may also challenge the reasonableness of any towing and storage charges at the hearing;

(9) That a hearing must be requested in writing and delivered to the Municipal Court within 72 hours.

(C) This section does not apply to vehicles towed without notice pursuant to § [74.04](#).

(Prior Code, § 6.625)

§ 74.07 POST-TOWING NOTICE.

(A) After a vehicle or trailer has been towed pursuant to §§ [73.055](#), [74.02](#) and [74.04](#), written notice shall be provided to registered owner(s) and any other person(s) having interest in the vehicle or trailer as shown in the records of the Department of Transportation.

(B) The notice will be mailed by certified mail within 48 hours of the tow, excluding holidays, Saturdays, and Sundays. The post-tow notice shall include the following information:

(1) The vehicle or trailer has been towed by the city pursuant to §§ [73.055](#), [74.02](#) and [74.04](#);

(2) The location of the vehicle or trailer and address and telephone number of the facility that may be contacted for information;

(3) The vehicle or trailer is subject to towing and storage charges and any outstanding parking tickets and administrative fees;

(4) The vehicle or trailer and its contents are subject to a possessory lien for the towing and storage charges;

(5) If the vehicle is not claimed by a specified date, the vehicle or trailer and its contents may be sold by the city or the towing and storage facility where the vehicle or trailer is located, and failure to timely reclaim the vehicle or trailer constitutes a waiver of all interest in the vehicle or trailer;

(6) The vehicle or trailer and its contents may be immediately reclaimed by presentation to the appropriate authority of satisfactory proof of ownership or right to possession and either payment of all towing and storage charges or the deposit of cash security or a bond equal to the charges with the appropriate authority;

(7) The owner, possessor, or person having an interest in the vehicle or trailer is entitled to a prompt hearing contesting the validity of the tow and/or to contest the reasonableness of the towing and storage charges. The request must be submitted in writing to the Municipal Court not more than five days from the mailing date of the notice, excluding holidays, Saturdays, and Sundays.

(C) If no vehicle identification number, registration plates, or other markings on the vehicle or trailer can identify the owner, then no notice need be mailed or provided.

(Prior Code, § 6.630) (Ord. 2020-01, passed 1-27-2020)

§ 74.08 HEARINGS AND DETERMINATION.

(A) If a vehicle or trailer is proposed to be towed pursuant to § [74.02](#), a request for a hearing may be made in writing stating the grounds upon which the person requesting the hearing believes the proposed tow is not justified. The request must be delivered to the Municipal Court after the affixing of the pre-tow notice and prior to the towing of the vehicle or trailer. The Municipal Court shall set a time for the hearing within 72 hours of receipt of the request filed pursuant to this section, excluding holidays, Saturdays, and Sundays.

(B) In the case of a vehicle or trailer towed pursuant to §§ [73.055](#), [74.02](#) or [74.04](#), a written request for a hearing may be made stating the grounds upon which the person requesting the hearing believes the custody and towing of the vehicle or trailer is not justified. The request must be submitted to the Municipal Court not more than five days from the mailing date of the notice, excluding holidays, Saturdays, and Sundays. Upon receipt of a request for a hearing, the Municipal Court shall set a time for the hearing within 72 hours of its receipt of the request and shall provide notice of the hearing to the person requesting the hearing as well any lessors or security interest holders.

(C) If the Municipal Court finds substantial evidence on the record that the custody and towing of the vehicle or trailer was:

(1) Invalid, the Court shall order the immediate release of the vehicle or trailer to the owner or person with right of possession. If the vehicle or trailer is released under this division (C)(1), the person to whom the vehicle or trailer is released is not liable for any towing or storage charges. If the person has already paid the towing and storage charges on the vehicle or trailer, the city shall reimburse the person of the charges. New storage costs on the vehicle will not start to accrue, however, until more than 24 hours after the time the vehicle is officially released to the owner or person under this division (C)(1); or

(2) Valid, the Court shall order the vehicle or trailer to be held in custody until the costs of the hearing, administrative fees, outstanding parking tickets, towing, and storage costs are paid by the owner or person claiming the vehicle. If the vehicle has not yet been towed, the city shall order that the vehicle or trailer be towed if the code violation involving the vehicle or trailer has not been corrected.

(D) A person failing to appear at the hearing is not entitled to another hearing unless the person provides satisfactory reasons to the Municipal Court for the person's failure to appear.

(E) The Court is required only to provide one hearing for each proposed or actual vehicle or trailer custody and/or tow.

(F) A hearing under this section may be used to determine the reasonableness of the charge for towing and storage of the vehicle or trailer. If the vehicle or trailer is towed by city equipment and personnel, the charges shall be fixed by Council resolution. Any private company that tows and stores any vehicle or trailer pursuant to §§ [73.055](#), [74.02](#) or [74.04](#) shall have a lien on the vehicle or trailer, in accordance with O.R.S. 87.152, for the just and reasonable charges for the tow and storage services performed. The tow company may retain possession of that vehicle or trailer until towing and storage charges have been paid.

(G) The determination of a hearings officer at a hearing under this section is final and is not subject to appeal.

(Prior Code, § 6.635) (Ord. 2020-01, passed 1-27-2020)

§ 74.09 CHARGES AND RELEASE OF VEHICLE OR TRAILER.

(A) The vehicle or trailer shall be immediately released to the owner(s) or person(s) entitled to lawful possession thereof upon proof a person with valid driving privileges will be operating the vehicle, proof of valid insurance, proof of payment of any outstanding parking fines and fees and proof all towing and storage charges are paid.

(B) (1) A vehicle or trailer towed pursuant to §§ [73.055](#), [74.02](#) and [74.04](#) may only be released to owner(s) or person(s) entitled to lawful possession or control of the vehicle at the time it was towed, or to a person who purchased the vehicle from the owner and who produces written proof of ownership.

(2) A vehicle or trailer towed pursuant to §§ 73.055 or 74.02 will be subject to a release fee set by council resolution.

(3) In all cases, adequate evidence of the right of possession of the vehicle or trailer, as determined by the Police Department, must be presented prior to issuing the release of the vehicle or trailer.

(Prior Code, § 6.640) (Ord. 2020-01, passed 1-27-2020)

§ 74.10 SALE OR DISPOSAL OF VEHICLE OR TRAILER NOT RECLAIMED.

(A) If a vehicle or trailer taken into custody pursuant to §§ [73.055](#), [74.02](#) and [74.04](#) is not reclaimed within 30 days after being taken into custody, the person or tow company who towed the vehicle or trailer shall either:

(1) Sell the vehicle or trailer and its contents at public auction in the manner provided in O.R.S. 87.192 and O.R.S. 87.196; or

(2) If the vehicle is valued at \$500 or less, dispose of the vehicle or trailer and its contents to a dismantler within 15 days of the date of the notice under § [74.11](#).

(B) Sale or disposal of a vehicle or trailer and its contents, as provided in this section, extinguishes all prior ownership and possessor rights.

(C) The contents of any vehicle or trailer sold under this section are subject to the same conditions of sale as the vehicle or trailer in which they are found.

(Prior Code, § 6.645) (Ord. 2020-01, passed 1-27-2020)

§ 74.11 SALE OR DISPOSITION OF VEHICLE OR TRAILER APPRAISED AT \$500 OR LESS.

(A) If a vehicle or trailer is towed pursuant to §§ [73.055](#), [74.02](#), [74.04](#), or [74.31](#) and is appraised at a value of \$500 or less by a person who holds a certificate issued under O.R.S. 819.480 (2023), the person or tow company who towed the vehicle shall:

(1) Notify the registered owner and secured parties as provided in division (C) below;

(2) Photograph the vehicle or trailer;

(3) Notify the Department of Transportation that the vehicle or trailer will be disposed of; and

(4) Unless the vehicle or trailer is claimed by a person entitled to possession of it within 15 days of the date of notice under division (C) below, dispose of the vehicle and its contents to a person who holds a valid dismantler certificate issued by the Department of Transportation.

(B) The Enforcement Officer shall provide to the person or tow company who tows the vehicle or trailer, at the time of the tow (or as soon as reasonably possible thereafter), a written statement containing the name and address of the registered owner and/or name and addresses of any persons claiming interests in the vehicle or trailer as shown by records of the Department.

(C) Within 48 hours (excluding holidays, Saturdays, and Sundays) after the written statement is provided under division (B) above to the person or tow company towing a vehicle or trailer, the person must give written notice to the persons whose names are furnished in the statement stating that a person entitled to possession of the vehicle or trailer has 15 days from the mailing date of the notice to claim the vehicle or trailer, and that if the vehicle or trailer is not claimed, it will be disposed of as provided in this section.

(D) If an Enforcement Officer requesting towing of an abandoned vehicle or trailer fails to provide the person or Tow Company towing the vehicle or trailer with the written statement within 48 hours after the vehicle is towed, the person may dispose of the vehicle as provided in O.R.S. 819.210.

(E) Disposal of a vehicle or trailer to a dismantler as provided in this section extinguishes all prior ownership and possessor rights.

(Prior Code, § 6.650) (Ord. 2020-01, passed 1-27-2020)

§ 74.12 TOWING AND STORAGE FEES.

The Council may, by resolution, rule, agreement, or contract, set uniform towing and storage charges for abandoned vehicles or trailers that have been towed.

(Prior Code, § 6.655)

IMMOBILIZING AND IMPOUNDING VEHICLES

§ 73.055 IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES.

(A) When an Enforcement Officer observes a vehicle parked on a public street or public property with three or more unpaid parking citations outstanding against the vehicle on which the Forest Grove Municipal Court has issued an Immobilization Order, the Officer may immobilize the vehicle and assess an immobilization fee set by Council resolution. An immobilized vehicle shall not be released until all outstanding parking fines and fees have been paid. ~~A release made after business hours is subject to an After-Hours release fee set by Council resolution.~~

(B) If after immobilization, the parking fines and fees remain unpaid or no contact is made with the city within 24 hours the enforcement officer shall affix a pre-tow notice to the vehicle in accordance with 74.06 after which time the vehicle may be impounded at the owner's expense. An impounded or immobilized vehicle shall not be released until all outstanding fines and fees have been paid.

(C) Impoundment of a vehicle under this section does not preclude issuance of a citation for violation of any provision of this code.

(D) The disposition of a vehicle impounded and stored under authority of this section shall be in accordance with §§ 74.07 through 74.12.

~~(E) When an Enforcement Officer observes a parked vehicle with three or more unpaid violations outstanding against the vehicle, the Officer may impound or immobilize the vehicle. An impounded or immobilized vehicle shall not be released until all outstanding fines and charges have been paid.~~

(Prior Code, § 6.500) (Ord. 2020-01, 1-27-2020)

ABANDONED VEHICLES

§ 74.01 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED TRAILER. A trailer that has remained in or within 500 feet of the same location in excess of 24 hours and one or more of the following conditions exist:

- (1) The trailer is unclaimed or damaged, disabled, or dismantled such that it is inoperable;
- (2) The trailer does not display a current registration plate or trip permit, unless exempt therefrom under law; or
- (3) The trailer is on a public right-of-way and no person residing at a property in the vicinity thereof claims a right of control over it.

ABANDONED VEHICLE. A vehicle that has remained in or within 500 feet of the same location in excess of 24 hours and one or more of the following conditions exist:

- (1) The vehicle appears inoperative or disabled;
- (2) The vehicle appears wrecked, partially dismantled, or junked; or
- (3) The vehicle does not display a current registration plate or trip permit; or-
- (4) The vehicle appears to have been abandoned by its owner and no person residing at a property in the vicinity of the vehicle claims a right of control over it.

(Prior Code, § 6.600)

§ 74.02 ABANDONED VEHICLES AND TRAILERS PROHIBITED.

(A) No vehicle or trailer which the Enforcement Officer has reason to believe is abandoned shall be parked or left standing on the right-of-way of a city street or alley or city property for a period in excess of 24 hours.

(B) A vehicle or trailer so parked or left standing may be taken into custody by the Officer and shall be held at the expense of the owner of the vehicle or trailer. The Officer may use city personnel, equipment, and facilities for removal and storage of the vehicle or may hire other personnel, equipment, or facilities for that purpose.

(Prior Code, § 6.605) Penalty, see § [74.99](#)

§ 74.03 VEHICLE LEFT ON PRIVATE PROPERTY.

A person who is the owner or is in lawful possession of private property, on which a vehicle has been abandoned, may have the vehicle towed from the property, providing the owner provides required notice pursuant to O.R.S. 98.830 before towing vehicle from private property.

(Prior Code, § 6.610) (Ord. 2020-01, passed 1-27-2020)

§ 74.04 TOWING WITHOUT NOTICE.

(A) An Enforcement Officer may immediately take custody of and tow a vehicle without prior notice if the vehicle:

- (1) Constitutes a hazard or obstruction to motor vehicle traffic; or
- (2) The vehicle was in possession of a person taken into custody by an Officer and no other reasonable disposition of the vehicle is available and the vehicle constitutes a hazard or obstruction, or is a target for vandalism or theft; or
- (3) The vehicle has been reported stolen; or
- (4) The vehicle bears license plates not issued for the vehicle according to the records of the Department of Transportation; or
- (5) The vehicle is parked in a designated fire lane and prevents access of emergency vehicles.

(B) The owner of the vehicle shall be responsible for the costs of towing and storing the vehicle.

(Prior Code, § 6.615) (Ord. 2020-01, passed 1-27-2020)

§ 74.05 TOWING AND STORAGE LIENS.

(A) A person who, at the request of the Enforcement Officer, takes a vehicle or trailer into custody under provisions of §§ [73.055](#), [74.02](#) and [74.04](#) shall have a lien on the vehicle or trailer and its contents for reasonable towing and storage charges. If the appraised value of the vehicle or trailer is ~~\$750~~ **\$500** or less, the vehicle or trailer shall be disposed of in the manner provided in § [74.11](#).

(B) If the vehicle is taken into custody under provisions of § [74.04](#) and held by the city, rather than by a private garage, the vehicle shall be disposed of in the manner provided in §§ [74.10](#) and [74.11](#).

(Prior Code, § 6.620) (Ord. 2020-01, passed 1-27-2020)

§ 74.06 PRE-TOWING NOTICE.

(A) When a vehicle or trailer is found in violation of § [74.02](#), the Enforcement Officer shall affix a pre-tow notice to the vehicle or trailer at least 24 hours prior to taking the vehicle or trailer into custody, excluding holidays, Saturdays, and Sundays.

(B) The pre-tow notice shall state:

(1) The vehicle or trailer is in violation of § [74.02](#);

(2) The vehicle or trailer may be taken into custody and towed if it is not removed before the date set by the city;

(3) The telephone number and address of the Police Department to obtain further information;

(4) If the vehicle or trailer is taken into custody and towed by the city, it will be subject to towing and storage charges and a lien will attach to the vehicle or trailer and its contents;

(5) The vehicle or trailer and its contents may be sold to satisfy the costs of towing and storage if the charges are not paid;

(6) The owner or person having an interest in the vehicle or trailer is entitled to a pre-tow hearing; and

(7) If a pre-towing hearing is requested, the vehicle will not be towed until the Municipal Court makes a determination;

(8) The owner, possessor or person having an interest in the vehicle may also challenge the reasonableness of any towing and storage charges at the hearing;

(9) That a hearing must be requested in writing and delivered to the Municipal Court within 72 hours.

(C) This section does not apply to vehicles towed without notice pursuant to § [74.04](#).
(Prior Code, § 6.625)

§ 74.07 POST-TOWING NOTICE.

(A) After a vehicle or trailer has been towed pursuant to §§ [73.055](#), [74.02](#) and [74.04](#), written notice shall be provided to registered owner(s) and any other person(s) having interest in the vehicle or trailer as shown in the records of the Department of Transportation.

(B) The notice will be mailed by certified mail within 48 hours of the tow, excluding holidays, Saturdays, and Sundays. The post-tow notice shall include the following information:

(1) The vehicle or trailer has been towed by the city pursuant to §§ [73.055](#), [74.02](#) and [74.04](#);

(2) The location of the vehicle or trailer and address and telephone number of the facility that may be contacted for information;

(3) The vehicle or trailer is subject to towing and storage charges and any outstanding parking tickets and administrative fees;

(4) The vehicle or trailer and its contents are subject to a possessory lien for the towing and storage charges;

(5) If the vehicle is not claimed by a specified date, the vehicle or trailer and its contents may be sold by the city or the towing and storage facility where the vehicle or trailer is located, and failure to timely reclaim the vehicle or trailer constitutes a waiver of all interest in the vehicle or trailer;

(6) The vehicle or trailer and its contents may be immediately reclaimed by presentation to the appropriate authority of satisfactory proof of ownership or right to possession and either payment of all towing and storage charges or the deposit of cash security or a bond equal to the charges with the appropriate authority;

(7) The owner, possessor, or person having an interest in the vehicle or trailer is entitled to a prompt hearing contesting the validity of the tow and/or to contest the reasonableness of the towing and storage charges. The request must be submitted in writing to the Municipal Court not more than five days from the mailing date of the notice, excluding holidays, Saturdays, and Sundays.

(C) If no vehicle identification number, registration plates, or other markings on the vehicle or trailer can identify the owner, then no notice need be mailed or provided.

(Prior Code, § 6.630) (Ord. 2020-01, passed 1-27-2020)

§ 74.08 HEARINGS AND DETERMINATION.

(A) If a vehicle or trailer is proposed to be towed pursuant to § [74.02](#), a request for a hearing may be made in writing stating the grounds upon which the person requesting the hearing believes the proposed tow is not justified. The request must be delivered to

the Municipal Court after the affixing of the pre-tow notice and prior to the towing of the vehicle or trailer. The Municipal Court shall set a time for the hearing within 72 hours of receipt of the request filed pursuant to this section, excluding holidays, Saturdays, and Sundays.

(B) In the case of a vehicle or trailer towed pursuant to §§ [73.055](#), [74.02](#) or [74.04](#), a written request for a hearing may be made stating the grounds upon which the person requesting the hearing believes the custody and towing of the vehicle or trailer is not justified. The request must be submitted to the Municipal Court not more than five days from the mailing date of the notice, excluding holidays, Saturdays, and Sundays. Upon receipt of a request for a hearing, the Municipal Court shall set a time for the hearing within 72 hours of its receipt of the request and shall provide notice of the hearing to the person requesting the hearing as well any lessors or security interest holders.

(C) If the Municipal Court finds substantial evidence on the record that the custody and towing of the vehicle or trailer was:

(1) Invalid, the Court shall order the immediate release of the vehicle or trailer to the owner or person with right of possession. If the vehicle or trailer is released under this division (C)(1), the person to whom the vehicle or trailer is released is not liable for any towing or storage charges. If the person has already paid the towing and storage charges on the vehicle or trailer, the city shall reimburse the person of the charges. New storage costs on the vehicle will not start to accrue, however, until more than 24 hours after the time the vehicle is officially released to the owner or person under this division (C)(1); or

(2) Valid, the Court shall order the vehicle or trailer to be held in custody until the costs of the hearing, administrative fees, outstanding parking tickets, towing, and storage costs are paid by the owner or person claiming the vehicle. If the vehicle has not yet been towed, the city shall order that the vehicle or trailer be towed if the code violation involving the vehicle or trailer has not been corrected.

(D) A person failing to appear at the hearing is not entitled to another hearing unless the person provides satisfactory reasons to the Municipal Court for the person's failure to appear.

(E) The Court is required only to provide one hearing for each proposed or actual vehicle or trailer custody and/or tow.

(F) A hearing under this section may be used to determine the reasonableness of the charge for towing and storage of the vehicle or trailer. If the vehicle or trailer is towed by city equipment and personnel, the charges shall be fixed by Council resolution. Any private company that tows and stores any vehicle or trailer pursuant to §§ [73.055](#), [74.02](#) or [74.04](#) shall have a lien on the vehicle or trailer, in accordance with O.R.S. 87.152, for the just and reasonable charges for the tow and storage services performed. The tow company may retain possession of that vehicle or trailer until towing and storage charges have been paid.

(G) The determination of a hearings officer at a hearing under this section is final and is not subject to appeal.

(Prior Code, § 6.635) (Ord. 2020-01, passed 1-27-2020)

§ 74.09 CHARGES AND RELEASE OF VEHICLE OR TRAILER.

(A) The vehicle or trailer shall be immediately released to the owner(s) or person(s) entitled to lawful possession thereof upon proof a person with valid driving privileges will be operating the vehicle, proof of valid insurance, proof of payment of any outstanding parking fines and fees and proof all towing and storage charges are paid.

(B) (1) A vehicle or trailer towed pursuant to §§ [73.055](#), [74.02](#) and [74.04](#) may only be released to owner(s) or person(s) entitled to lawful possession or control of the vehicle at the time it was towed, or to a person who purchased the vehicle from the owner and who produces written proof of ownership.

(2) A vehicle or trailer towed pursuant to §§ 73.055 or 74.02 will be subject to a release fee set by council resolution.

(23) In all cases, adequate evidence of the right of possession of the vehicle or trailer, as determined by the Police Department, must be presented prior to issuing the release of the vehicle or trailer.

(Prior Code, § 6.640) (Ord. 2020-01, passed 1-27-2020)

§ 74.10 SALE OR DISPOSAL OF VEHICLE OR TRAILER NOT RECLAIMED.

(A) If a vehicle or trailer taken into custody pursuant to §§ [73.055](#), [74.02](#) and [74.04](#) is not reclaimed within 30 days after being taken into custody, the person or tow company who towed the vehicle or trailer shall either:

(1) Sell the vehicle or trailer and its contents at public auction in the manner provided in O.R.S. 87.192 and O.R.S. 87.196; or

(2) If the vehicle is valued at ~~\$750~~ \$500 or less, dispose of the vehicle or trailer and its contents to a dismantler within 15 days of the date of the notice under § [74.11](#).

(B) Sale or disposal of a vehicle or trailer and its contents, as provided in this section, extinguishes all prior ownership and possessor rights.

(C) The contents of any vehicle or trailer sold under this section are subject to the same conditions of sale as the vehicle or trailer in which they are found.

(Prior Code, § 6.645) (Ord. 2020-01, passed 1-27-2020)

§ 74.11 SALE OR DISPOSITION OF VEHICLE OR TRAILER APPRAISED AT ~~\$750~~ \$500 OR LESS.

(A) If a vehicle or trailer is towed pursuant to §§ [73.055](#), [74.02](#), [74.04](#), or [74.31](#) and is appraised at a value of ~~\$750~~ \$500 or less by a person who holds a certificate issued under O.R.S. 819.480 (~~2013~~2023), the person or tow company who towed the vehicle shall:

(1) Notify the registered owner and secured parties as provided in division (C) below;

(2) Photograph the vehicle or trailer;

(3) Notify the Department of Transportation that the vehicle or trailer will be disposed of; and

(4) Unless the vehicle or trailer is claimed by a person entitled to possession of it within 15 days of the date of notice under division (C) below, dispose of the vehicle and its contents to a person who holds a valid dismantler certificate issued by the Department of Transportation.

(B) The Enforcement Officer shall provide to the person or tow company who tows the vehicle or trailer, at the time of the tow (or as soon as reasonably possible thereafter), a written statement containing the name and address of the registered owner and/or name and addresses of any persons claiming interests in the vehicle or trailer as shown by records of the Department.

(C) Within 48 hours (excluding holidays, Saturdays, and Sundays) after the written statement is provided under division (B) above to the person or tow company towing a vehicle or trailer, the person must give written notice to the persons whose names are furnished in the statement stating that a person entitled to possession of the vehicle or trailer has 15 days from the mailing date of the notice to claim the vehicle or trailer, and that if the vehicle or trailer is not claimed, it will be disposed of as provided in this section.

(D) If an Enforcement Officer requesting towing of an abandoned vehicle or trailer fails to provide the person or Tow Company towing the vehicle or trailer with the written statement within 48 hours after the vehicle is towed, the person may dispose of the vehicle as provided in O.R.S. 819.210.

(E) Disposal of a vehicle or trailer to a dismantler as provided in this section extinguishes all prior ownership and possessor rights.

(Prior Code, § 6.650) (Ord. 2020-01, passed 1-27-2020)

§ 74.12 TOWING AND STORAGE FEES.

The Council may, by resolution, rule, agreement, or contract, set uniform towing and storage charges for abandoned vehicles or trailers that have been towed.

(Prior Code, § 6.655)

MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager
Ashley Sonoff, SSW Consulting

MEETING DATE: March 18, 2024

SUBJECT TITLE: Resolution Adopting 2024 City Council Goals and Objectives

BACKGROUND:

Per Section 16.1 of the Council Rules, the City Council sets short and long-term goals and objectives every year that must be adopted no later than March. The goals and objectives provide critical direction to staff regarding resource allocation for the budget and annual work plans. The process to establish the goals and objectives included individual City Councilor and Director meetings with Ashley Sonoff of SSW Consulting, presentations by Department Directors, an all-day work session Retreat on February 24, and a refinement work session on February 26.

Overall, the number of goals remained at 4 and the number of objectives went from 23 to 19. The City celebrated a number of accomplishments from 2023 including ordinances that address homelessness, drug usage on public property, and drone usage. Other accomplishments included opening a new park, updating Boards and Commissions, initiating a 2040 Vision and Action Plan, lowering barriers to building accessory dwelling units, significant transportation and facility improvements, expanded recreation opportunities, additional incentive programs to promote electric alternate mobility options, and planning efforts to develop a park in a historically underserved area.

The objectives were assigned departments and timelines of one to three years, depending upon their expected completion. Objectives assigned more than one year will be started this year but continue into subsequent years. A work plan will be established for each objective outlining milestones, fiscal impacts, and staff roles and responsibilities. After the goals and objectives are adopted, SSW Consulting will fold them into a larger document that includes their context and roles and responsibilities of Council and Staff. This document will be included in the City Councilor notebooks.

RECOMMENDATION:

Staff recommends City Council approve the attached resolution.

ATTACHMENTS:

1. Resolution approving 2024 City Council Goals and Objectives
2. Exhibit A: 2024 City Council Goals and Objectives

RESOLUTION NO. 2024-08

RESOLUTION ADOPTING THE 2024 CITY COUNCIL GOALS AND OBJECTIVES

WHEREAS, pursuant to City Council Rules of Procedure Section 16.1, the City Council establishes its goals and objectives annually no later than March; and

WHEREAS, the City Council held a work session Retreat on February 24 and a refinement work session on February 26 and reached consensus on the 2024 Goals and Objectives, as shown in Exhibit A; and

WHEREAS, adoption of the Goals and Objectives is a critical component of the budget process by providing staff direction for resource allocations for the FY 24-25 Budget.

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

SECTION 1. The Forest Grove City Council hereby adopts the 2024 City Council Goals and Objectives as shown in Exhibit A.

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

PRESENTED AND PASSED this 18th day of March, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 18th day of March, 2024.

Malynda H. Wenzl, Mayor

Values

Financial Stewardship

We will be responsible stewards of the City's financial resources.

Community Engagement

We will invite members of the community in developing City policies and programs.

Equity, Diversity and Inclusion

We are committed to fair inclusion where diverse members of our community can participate and thrive.

Strategic Planning

We are dedicated to proactive long-term planning that anticipates evolving political, economic, and environmental conditions.



Goals and Objectives 2024

GOAL	#	OBJECTIVES	LEAD	YRS	B+C
ADDRESS LONG-TERM GROWTH AND SUPPORT HOUSING STABILTY Outcomes: - Proactive and strategic planning that meets community needs. - Equitable distribution of state, county, and regional funds.	1	Develop an urban reserve concept plan to evaluate a growth strategy.	CD	2	PC
	2	Lobby the State, County and Metro to develop a small city policy that ensures the equitable distribution of funds and resources.	ADM	1	
	3	Update the Economic Opportunities Analysis.	CD	1	EDC
	4	Update the Economic Development Strategic Plan.	CD	1	EDC
	5	Update the Comprehensive Plan.	CD	3	PC

GOAL	#	OBJECTIVES	DEPT	YRS	B+C
PLAN AN INCLUSIVE AND SUSTAINABLE COMMUNITY	6	Complete the City Charter review process.	CA	1	CRC
Outcomes: - Updated governance policies to meet current community needs. - Robust business community. - Community growth and enhancement that considers the needs of the diverse community. - Environmentally sustainable policies and programs.	7	Develop a 2040 Vision and Action Plan.	CD	2	CCE
	8	Develop a diversity, equity, and inclusion toolkit/lens to evaluate policies and programs.	ADM	1	
	9	Evaluate funding options to clarify and implement the Urban Renewal Plan.	CD	1	EDC
	10	Develop a climate action plan.	ADM	2	
	11	Explore a biennial budget and Council retreat process.	ADM	2	BC
GOAL	#	OBJECTIVES	DEPT	YRS	B+C
IMPROVE COMMUNITY SAFETY	12	Update and approve the Emergency Operations Plan.	FIRE	1	
Outcomes: - Increased public safety. - Plans that support consistent community safety services that align with projected City growth.	13	Make a decision regarding fire district governance.	FIRE	1	
	14	Complete alternatives analysis for a northern fire station and select a preferred alternative.	FIRE	1	PC
GOAL	#	OBJECTIVES	DEPT	YRS	B+C
ENHANCE RECREATION OPPORTUNITIES FOR ALL	15	Complete the Parks and Recreation Fee Study and develop a long-term funding structure for the "fun for all" fund.	P&R	1	PRC
Outcomes: - Increased quality of life for a happy and healthy community. - Fiscal sustainability for maintenance and operations. - Accessible recreation opportunities for all ages and abilities.	16	Complete the concept plan for an Eastside Park.	P&R	1	PRC
	17	Update the Parks, Recreation, and Open Space Master Plan.	P&R	3	PRC
	18	Complete the concept plan for Kyle Park.	P&R	2	PRC
	19	Develop the Forest Grove Loop Trail Master Plan.	P&R	3	PRC

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Keith Hormann, L&P Director*

MEETING DATE: *March 18, 2024*

SUBJECT TITLE: *Line Extension Policy Revision*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☐ Motion

☐ Informational

X all that apply

BACKGROUND

In 2019 Council approved Resolution 2019-50, an update to Light & Power's (L&P) Line Extension Policy. This policy established L&P's billing practices for power installations to new developments. Due to the volatile supply chain market, L&P has incurred a dramatic cost increase in all electrical materials, with some items seeing a 946% increase in cost. Delivery times for this material have also increased. In 2022, Council approved Resolution 2022-11, recognizing the need for a material surcharge due to the rising costs of materials. In 2023, Council approved Resolution 2023-49, extending the material surcharge until December 31, 2024.

In partnership with our consultant, Financial Consulting Services Group (FCSG), staff has compared the City's line extension policy with other comparable utilities. This study identified that most utilities charge the actual cost of all project installations with no subdivision per-lot fee or project crediting. This method allows for accurate costs of material and current labor costs. The proposed policy revision, if approved will eliminate the need for the surcharge resolutions as the project costs will be based on actual costs.

FISCAL IMPACT: Project costs will reflect real-time expenses instead of the lag being incurred by using past values for labor and material so L&P is less likely to absorb some of the costs of the line extension.

STAFF RECOMMENDATION:

Staff recommends City Council approve the revised L&P Line Extension Policy.

ATTACHMENTS

Resolution 2024-09

Exhibit A

CITY OF FOREST GROVE ELECTRICAL LINE EXTENSION POLICY

GENERAL:

The City's electrical line extension policy is consistent with the "cost of service" philosophy upon which electrical rates are based. This policy requires developers to pay for backbone system line extensions, and requires new customers to pay for a portion of the costs associated with a customer primary line extension and/or service line extension. Under this policy, a developer or customer may elect to use a private contractor to construct the substructure of a backbone, customer primary, and/or service line extension in lieu of City provided construction. A customer is an individual, group, or organization ~~which that~~ receives electrical service directly or indirectly from the City of Forest Grove. A developer is an individual, group, or organization that alters the characteristics of real estate property in order to accommodate occupancy by future customers.

ELECTRICAL LINE EXTENSION POLICY:

Backbone System Line Extension: A backbone system line extension is the mainline high voltage electrical circuit that carries electricity to transformers or to customer's sites. The total cost of the backbone line extension to, and into a development, residential, commercial or industrial, shall be the responsibility of the developer. In the case of residential underground subdivisions, the line extension charge is determined on a flat fee per lot basis. Included in the total costs shall be all required electrical lines, transformers, above grade street lighting facilities and other related devices. Trenching, vaults, pads, pedestal & junction boxes, street light bases and conduits shall be provided by the customer.

Customer Primary Line Extension: A customer primary line extension is a high voltage line connecting to a mainline primary circuit and continuing onto a specific customer's premises in order to feed the transformer serving the customer. Where an individual customer's site requires a customer primary line extension, the customer shall be responsible for the full cost of the line extension ~~less the determined allowance~~.

Customer Service Line Extensions: Customer service line extensions include electrical lines that carry electricity from the transformer(s) or terminal pedestals to a customer's meter. The customer shall be responsible for the total cost of a service line extension ~~less the determined allowance~~.

Underground Conversions: Customers requesting conversion to underground service facilities shall pay the City for any unrecovered value in their existing overhead service. The customer shall also pay for the new underground installation, and shall be responsible for all trenching, vaults, pads, and conduits.

~~**Allowances:** An allowance is a reduction in the amount a customer shall pay for a customer primary line extension and/or service line extension. Allowances shall be based on utility costs directly associated with electrical system installations and recovery of those costs through new revenues directly attributable to those installations. The maximum allowance available to any customer shall be an amount equal to the portion of revenue generated by existing rates that can be applied to utility construction and maintenance costs. This allowance shall be equal to a 5-year payback or less to the City based on the customer's anticipated electrical usage and estimated annual revenue. Should the allowance exceed line extension costs, the City will not issue a credit or make a payment.~~

SCHEDULE OF FEES AND ALLOWANCES

Backbone System Line Extensions:

Residential Development:

The Developer will provide all trenches, vaults, pads, ~~pedestal and junction boxes, street light bases, and~~ conduits required for the line extension as approved by the City, and to pay for the costs to install all electrical facilities required for residential subdivisions. The City shall pay for any over-sizing. ~~For residential subdivisions, the developer shall pay the following fee:~~

~~\$2,050 after reduction by the allowance amount per residential lot and any other lot receiving secondary electrical service~~

Commercial and Industrial Developments:

~~The~~ Developer will pay total cost of backbone system line extension as approved by the City to and into the development. The City shall pay for the costs of any over-sizing of the line extension and for any provisions for future system expansion.

Residential, Commercial and Industrial Developments:

Developer has the option to use a qualified contractor to construct the substructure of a backbone system line extension, or a portion thereof, to and into a development. All plans and specifications for construction of the line extension shall be provided by the City at an established fee.

Customer Primary and Service Line Extensions:

The customer or developer shall pay ~~the~~ full cost of customer primary and service line extensions including all required material. All trenching, vaults, pads, and conduits, including service conduits will be installed by the customer. Over-sizing and provisions for future system expansion shall be paid by the City. ~~The total cost will be reduced by the appropriate allowance.~~

The residential service line extension fee shall be ~~\$450 after~~ set by the Council as part of the annual fee resolution.
~~reduction by the allowance amount.~~

Allowances:

~~The allowance for extensions that do not fall under residential subdivision development or residential service line extensions in a subdivision shall be calculated using the following formula:~~

~~Residential Customer Primary and Service Line Extensions:~~

~~Allowance = 5 x 10% of estimated new annual revenue~~

~~Commercial & Industrial Customer Primary and Service Line Extensions:~~

~~Allowance = 5 x 10% of actual new annual revenue~~

~~Actual annual revenue for commercial & industrial credit calculations will be determined by the following method:~~

~~Within 6 months of service energization, customer will notify FGL&P that they are ready to start the allowance annual calculation period. At the end of the 12 month billing period, the actual annual revenue will be used to determine the credit allowance under the above policy~~

~~NOTE: Allowance applies only to revenues attributable to new load served by the line extension.~~

Use of Private Contractor: A developer or customer may elect to use a private contractor to construct the substructure of a backbone, customer primary, or service line extension. If a private contractor is used, fees for that portion of the work completed by the contractor shall be waived. All contractors used by customers or developers for line extension work must be pre-qualified by the City. All engineering and design and all plans and specifications for work to be performed will be provided by the City. Materials used shall be approved by the City prior to construction. All contractor work shall be monitored and inspected by a qualified City Inspector. Any extra ordinary or unforeseen costs to the City resulting from the contracted line extension installation shall be the responsibility of the customer or developer. ~~In no case however, shall the fee charged per lot in a residential subdivision be less than \$500, which is an amount necessary to reimburse the City for design, administrative, and inspection costs.~~

RESOLUTION NO. 2024-09

RESOLUTION ADOPTING REVISIONS TO LIGHT AND POWER DEPARTMENT LINE EXTENSION POLICY AND REPEALING RESOLUTIONS NO. 2019-50, NO. 2022-11, AND NO. 2023-49

WHEREAS, through Council Resolution 2019-50 the City adopted a revised Line Extension Policy (Policy) for the Light and Power Department, recognizing that customers who benefit from an electrical system improvement should share in the cost of that improvement; and

WHEREAS, costs associated with electrical system improvement have risen significantly since 2019 resulting in surcharges being added under Resolutions 2022-11 and 2023-49; and

WHEREAS, L&P and its consultant reviewed the Policy and is recommending changes so the actual cost of the line extensions are charged to developers; and

WHEREAS, updating the policy and associated fees is appropriate at this time.

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

Section 1. The City Council adopts the revised Electrical Line Extension Policy marked Exhibit A.

Section 2. Resolutions No. 2019-50, No. 2022-11, and No. 2023-49 are hereby repealed upon enactment of this resolution.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 18th day of March, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 18th day of March, 2024.

Malynda H. Wenzl, Mayor

CITY OF FOREST GROVE ELECTRICAL LINE EXTENSION POLICY

GENERAL:

The City's electrical line extension policy is consistent with the "cost of service" philosophy upon which electrical rates are based. This policy requires developers to pay for backbone system line extensions and requires new customers to pay for the costs associated with a customer primary line extension and/or service line extension. Under this policy, a developer or customer may elect to use a private contractor to construct the substructure of a backbone, customer primary, and/or service line extension in lieu of city-provided construction. A customer is an individual, group, or organization that receives electrical service directly or indirectly from the City of Forest Grove. A developer is an individual, group, or organization that alters the characteristics of real estate property in order to accommodate occupancy by future customers.

ELECTRICAL LINE EXTENSION POLICY:

Backbone System Line Extension: A backbone system line extension is the mainline high voltage electrical circuit that carries electricity to transformers or to customer's sites. The total cost of the backbone line extension to, and into a development, residential, commercial, or industrial, shall be the responsibility of the developer. In the case of residential underground subdivisions, the line extension charge is determined by the total costs related to all required electrical lines, transformers, above-grade street lighting facilities, and other related devices. Trenching, vaults, pads, pedestal & junction boxes, street light bases, and conduits shall be provided by the customer.

Customer Primary Line Extension: A customer primary line extension is a high voltage line connecting to a mainline primary circuit and continuing onto a specific customer's premises in order to feed the transformer serving the customer. Where an individual customer's site requires a customer primary line extension, the customer shall be responsible for the full cost of the line extension.

Customer Service Line Extensions: Customer service line extensions include electrical lines that carry electricity from the transformer(s) or terminal pedestals to a customer's meter. The customer shall be responsible for the total cost of a service line extension.

Underground Conversions: Customers requesting conversion to underground service facilities shall pay the City for any unrecovered value in their existing overhead service. The customer shall also pay for the new underground installation and shall be responsible for all trenching, vaults, pads, and conduits.

SCHEDULE OF FEES AND ALLOWANCES

Backbone System Line Extensions:

Residential Development:

Developer will provide all trenches, vaults, pads, pedestal and junction boxes, street light bases, conduits required for the line extension as approved by the City, and to pay for the costs to install all electrical facilities required for residential subdivisions. The City shall pay for any oversizing.

Commercial and Industrial Developments:

The Developer will pay the total cost of backbone system line extension as approved by the City to and into the development. The City shall pay for the costs of any oversizing of the line extension and for any provisions for future system expansion.

Residential, Commercial and Industrial Developments:

The Developer has the option to use a qualified contractor to construct the substructure of a backbone system line extension, or a portion thereof, to and into a development. All plans and specifications for construction of the line extension shall be provided by the City at an established fee.

Customer Primary and Service Line Extensions:

The customer or developer shall pay the full cost of customer primary and service line extensions including all required material. All trenching, vaults, pads, and conduits, including service conduits will be installed by the customer. Oversizing and provisions for future system expansion shall be paid by the City.

The residential service line extension fee shall be set by the Council as part of the annual fee resolution.

Use of Private Contractor: A developer or customer may elect to use a private contractor to construct the substructure of a backbone, customer primary, or service line extension. If a private contractor is used, fees for that portion of the work completed by the contractor shall be waived. All contractors used by customers or developers for line extension work must be pre-qualified by the City. All engineering and design and all plans and specifications for work to be performed will be provided by the City. Materials used shall be approved by the City prior to construction. All contractor work shall be monitored and inspected by a qualified City Inspector. Any extra ordinary or unforeseen costs to the City resulting from the contracted line extension installation shall be the responsibility of the customer or developer.

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Brenda Camilli, Human Resources Director*

MEETING DATE: *March 18, 2024*

SUBJECT TITLE: *City Manager Performance Evaluation Process*

ACTION REQUESTED:

Ordinance	Order	Resolution	Motion	X	Informational
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X all that apply

ISSUE: The purpose of the work session is for the Council to review and comment on the evaluation criteria and proposed timeline for the City Manager's annual evaluation. Pursuant to City Manager's Employment Agreement, Section 6, the City Council shall evaluate the City Manager's performance at least once a year and establish criteria for evaluation in accordance with the State's open meetings law. Upon conclusion of the evaluation, the Council may make an adjustment to the annual base salary, as established in Section 5 of the Employment Agreement. Pursuant to ORS public meeting laws:

- The evaluation criteria and policy directives must be adopted in a meeting open to the public in which the public has had the opportunity to comment.
- The Council may hold an executive session "to review and evaluate" the performance of the City Manager.
- The Council may not discuss salary in executive session in connection with the job performance evaluation.
- The Council may not use an executive session "to conduct a general evaluation of goals, objectives, operations or programs."
- The City Manager may request an open hearing for the performance evaluation with advance notice.

The evaluation of the City Manager serves two purposes: to evaluate the performance of the City Manager, and to act as a communication bridge for the Mayor, Councilors and the City Manager.

The proposed performance evaluation process and target dates are as follows:

1. Work Session: (Today)
 - Council reviews and comments on evaluation criteria and process timeline.
2. Council Meeting: (4/08/24):
 1. Council votes on any amendments to the criteria.

2. Council adopts a resolution approving the City Manager performance evaluation forms and criteria.
3. Following weeks: (Due to City Attorney by April 26, 2024)
 1. City Manager fills out self-evaluation and turns it into City Attorney or sends directly to Council.
 2. Councilors each fill out the evaluation forms and turns them into the City Attorney.
 3. Department Directors send comments to the City Attorney.
 4. City Attorney compiles all the comments/scores into one document and distributes it to the Council for review in executive session to be held on May 13, 2024.
4. First Executive Session: (5/13/24)
 1. Council meets in executive session to discuss how the City Manager has performed under the criteria and to review the first draft of the written evaluation. Council may discuss whether any changes to the written evaluation are necessary or warranted.
 2. City Attorney drafts final evaluation and provides it to the City Manager for review.
5. Second Executive Session: (5/28/24)
 1. Council and City Manager meet in executive session together to discuss performance.
6. Council Meeting (5/28/24)
 2. City Council discusses any merit increase in open session.
 1. City Council approves by resolution in open session the City Manager evaluation and compensation, effective July 1, 2024 through June 30, 2025.

ATTACHMENTS:

City Manager Performance Evaluation Form & Self-Evaluation Forms

CITY OF FOREST GROVE

City Manager Performance Evaluation City Council Input

Please complete this form and return to City Attorney by *April 26, 2024*. City Attorney will compile all the comments/scores into one document without names attached to individual comments and distribute it to the Council for review. Council will also consider staff (Director level) input and the City Manager's self-evaluation prior to conducting the review of the City Manager in Executive Session.

Name of person being reviewed:	Date:
Person completing evaluation:	

PERFORMANCE MEASUREMENT CRITERIA

- 1 - Unsatisfactory: The employee's performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- 2 - Improvement Needed: The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- 3 - Meets Job Standards: The employee's work performance consistently meets the standards of the position.
- 4 - Exceeds Job Standards: The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
- 5 - Outstanding: The employee's work performance is consistently excellent when compared to the standards of the job.
- NO – not observed.

CRITERIA	COMMENTS (Attach additional pages if necessary)
Public Service Awareness, foresight, commitment to service of the public. Employee recognizes and respects the value of public service and presents a positive image of the City to the public, including the media. This commitment is demonstrated by the quality of service. Is open and available to the public. Takes their concerns and problems seriously and recognizes citizens right to be informed. Listens openly by asking questions to clarify customer concerns. Takes initiative to resolve problems and accomplish duties.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NO
Leadership Builds collaborative trust amongst staff. Makes sound hiring decisions, mentors and motivates a team, provides direction, monitors and adjusts performances as necessary. Leads by example.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NO

Interpersonal Skills Thinks logically and utilizes independent thought to make sound decisions. Can reach effective and creative solutions to City problems. Consistently open, straightforward and impartial. Is ethical in actions and conforms to state statute regarding ethics and the high standards of the profession.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NO
Budget and Finance Accurately and concisely reports and projects the financial condition. Management practices and policies re designed to achieve and maintain sound long-range financial stability. Uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure. Obtains the best possible result for the money spent including implementing effective programs to limit liability and loss.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NO
Administrative Ability Plans and organizes work so that issues are anticipated, and problems resolved appropriately. Maps effective solutions to problems. In making decisions considers the best available facts, projections and evidence. Demonstrates a solid understanding of all phases of municipal government.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NO
City Goal Achievement Employee has effectively led the City in making substantial and meaningful progress on City goals.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NO

What do you consider this person's greatest accomplishments this past review period?

Any suggestions which you feel will improve this person's job effectiveness?

Additional comments regarding work performance.

CITY OF FOREST GROVE

CITY MANAGER SELF EVALUATION

EMPLOYEE:

REVIEW PERIOD:

to

1. What projects or accomplishments are you most enthusiastic about that were completed or are in process during this review period?
2. Describe any areas in which you like to improve in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.
3. Note the challenges you faced during the review period and how you either overcame them and/or how you think they could have been handled more productively.
4. What additional tools, guidance and/or support could the Mayor and City Council provide that would assist you in performing your work?
5. What projects are you passionate about that you would like to work on in the next year?