

IMPORTANT: Any citizen attending a commission meeting may speak on any item on the agenda. If you wish to speak, please fill out the Speaker Request form located near the entrance to meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.

## CITY OF ASHLAND PARKS AND RECREATION COMMISSION

### Regular Meeting Agenda

**MAY 20, 2013 @ 7:00 PM**

COUNCIL CHAMBERS ♦ 1175 E. MAIN STREET

#### CALL TO ORDER

#### APPROVAL OF MINUTES

Study Session—April 15, 2013

Regular Meeting—April 22, 2013

#### PUBLIC PARTICIPATION

- Open forum

#### ADDITIONS or DELETIONS TO THE AGENDA

#### UNFINISHED BUSINESS

#### NEW BUSINESS

- Senior Center Presentation
- Special Events / Selling in the Park Policy Annual Review
- Discussion and Proposal on Recommendations from Parks Commission to Budget Committee Related to Parks Funding and the Work of the Ad Hoc Committee
- Repeal of the Parks Commission Ending Fund Balance Policy
- Request to Revise Dogs in Parks Policy: Allowing Them Greater Access Within Existing Dog-Friendly Neighborhood Parks
- 2013-2015 RVTV Contract Review and Approval

#### SUBCOMMITTEE and STAFF REPORTS

#### ITEMS FROM COMMISSIONERS

#### UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—June 17, 2013
  - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—June 24, 2013
  - Council Chambers, 1175 E. Main Street—7:00 PM

#### ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28CFR 35.102-35.104 ADA Title I).

City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION MINUTES  
April 15, 2013

**ATTENDANCE**

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; Director Robertson; Superintendents Dials and Dickens

Absent: City Council Liaison Voisin

**CALL TO ORDER**

Seffinger called the study session to order at 7:04 p.m. in the Parks office, 340 S. Pioneer Street.

Robertson provided a brief meeting outline:

- Review staff memo analyzing City Attorney's memo on Parks funding (Robertson)
- Hear draft Parks budget presentation (Dials)
- Hear Ad Hoc Committee meeting highlights (Seffinger and Landt)
- Review housekeeping items (Staff)

**PARKS FUNDING / BUDGET DISCUSSION / AD HOC COMMITTEE HIGHLIGHTS**

Robertson said Landt requested an analysis, for the benefit of the Ad Hoc Committee and Parks Commission, of the City Attorney's April 2 memo on Parks funding. The memo, entitled "Ending Fund Balances and Reserve Funds," asked two basic questions: "What is the Ending Fund Balance and how can it be used?" and "What is a reserve fund, what is a restricted fund, and how are the two alike and different?"

While Parks was considered a segment of the General Fund, a point reinforced by two City Administrators, Parks was the only City department separately audited (CUFR) and the auditors considered it a "component unit" of the City, comparable to a service district. The current City Administrator expressed that Parks only needed \$750,000 in ending fund balance, not \$2.2M. Robertson said if the City considered the use of Parks ending funds as anything other than one-time monies, the City would be compromised at the end of the biennial budget period (FY 13-15) unless another revenue source could be identified to supplement future budget shortfalls. Robertson suggested having the Ad Hoc Committee focus its efforts on identifying stable funding for the entire City, not just Parks.

Seffinger and Landt provided updates on the work of the Ad Hoc Committee. It was noted that Councilor Rosenthal requested a \$500,000 Parks reserve fund for Lithia Park improvements and rehabilitation. Landt recommended passage of a Parks budget resolution. If approved, he said he would request the rescinding of Parks budget approval by the commission, including the ending fund balance portion. He said the commission's April 22 budget approval showed tacit support of the City Administrator's position. Landt reviewed points within his draft budget resolution and commissioners asked clarifying questions.

Public Input

**Cyndi Dion**, 897 Hillview, said she fully supported the draft Parks budget resolution. She recommended changing the wording in a final paragraph from "traditional Parks money" to "Parks special revenue fund" to reflect that the Parks Fund, a special revenue fund, was restricted to Parks' use. She suggested replacing the term "deferred maintenance" with "critical maintenance" for completed projects that improved the safety or infrastructure of the parks system.

**JoAnne Eggers**, 221 Granite, said community members were coming together to talk about protection of Parks funds and looking for solid ground, although it was hard to find.

**Lija Appleberry**, 704 Willow, said Parks managed its pennies over the years and collected sufficient funds for critical projects before beginning their projects. They were now being punished and having funds removed, which seemed wrong. It was noted that the origin and development of the large Parks ending funding balance had not been adequately addressed within the community.

## **BUDGET DISCUSSION, cont'd.**

### Discussion Among Commissioners

It was stated that Ashland citizens passed a meals tax several times, mainly for sewage treatment plant debt management, with a portion of tax revenues (20%) directed to Parks. Without the meals tax, sewage rates would have risen significantly for Ashland residents. The tax never would have passed without the portion set aside for Parks, clearly reflecting the importance of parks to the local community. Landt said the large Parks ending fund balance was the result of conservative budget management and spending, and of never spending more than the budgeted amount, along with higher-than-expected property tax receipts. The additional "Whereas" was drafted to read: "Whereas, the Parks ending fund balance / restricted special fund was a byproduct of prudent fiscal management by Parks and will not likely be replenished anytime soon."

Landt agreed to rewrite the resolution using input received, then to send it back to the commission for a final review. Commissioners agreed to add the resolution to the April 22 regular meeting agenda. Landt said he would make the April 22 motion to rescind approval of the Parks budget if the resolution passed. He thanked the commission for their consideration.

Dials said the Budget Officer presented each department with guidelines for how to make their presentations to the Budget Committee. She reviewed the guidelines with the commission.

In terms of process, Robertson said the current City Administrator chose to include public input at the beginning of each Budget Committee meeting rather than after departmental presentations. The City budget was scheduled for approval by the Budget Committee at the May 22 meeting, with any modifications made before final council approval in June.

Dials said she wanted to highlight positive points and department successes throughout her presentation. Commissioners asked for the presentation to address council's direction to spend money and get projects completed, especially safety-related projects. They suggested "before and after" photos depicting completed projects in FY 12-13 and the identification of any projects expected in the FY 13-15 biennial period.

Dials presented her draft presentation and talked about how commission projects and goals were tied to council goals. Commissioners asked for modifications to certain slides and photos. For uncompleted projects, they asked her to show some of the areas needing repairs or replacements throughout the system.

Robertson said Dials would present the Parks budget on Wednesday, May 1, at 6 PM in Council Chambers.

## **Housekeeping Items**

Robertson said the next meeting was scheduled for Monday, April 22, at 7 PM in Council Chambers, with Dickens leading the meeting in his absence. Topics were said to include the budget presentation, Forestry Division overview, and an IPM policy exemption request for use of synthetic herbicides at the north entryway medians for the sake of staff safety.

Dickens gave a brief overview of the Enders Shelter project. He said restoring it to its original condition would require a cedar shake roof but that violated local fire code. He indicated that the state preservation office might be willing to waive the requirement. The concern now was for public safety and if the variance process took too long and the bid process and construction schedules delayed, the structure would become a safety hazard. The commission discussed posting informational and safety-related signage along with safety fencing.

Dials said the unveiling of the new North Mountain Park Nature Center mosaic recycling center was scheduled for Wednesday, April 17, at 6 PM.

Dials said Senior Center Director Chris Dodson was scheduled to speak with the mayor and Commissioner Seffinger in a "Town Hall" format on Wednesday, April 24, at 6 PM via RVTv.

Seffinger reported that the group "Ashland Loves Dogs" was working on a rewards system for people picking up after their dogs. The program would include the distribution of coupons to responsible dog owners.

**ADJOURNMENT** – With no further business, Seffinger adjourned the meeting at 8:57 p.m.

Respectfully submitted,



Susan Dyssegard  
Ashland Parks and Recreation

City of Ashland  
PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
MINUTES  
April 22, 2013

**ATTENDANCE**

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; City Council Liaison Voisin;  
Superintendents Dials and Dickens  
Absent: Director Robertson

**CALL TO ORDER**

Seffinger called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main Street.

**APPROVAL OF MINUTES**

Study Session – March 18, 2013

**MOTION** Shaw moved to approve the minutes as presented. Gardiner seconded the motion.

The vote was: All yes

Regular Meeting – March 25, 2013

Landt said the motion regarding Calle Guanajuato outdoor dining space between Oberon's Tavern and Salame Restaurant included exact square footage but he did not mention square footage in his motion. He requested having the motion reflect more accurately that "square feet would be equally split between the restaurants, with exact square footage determined by Parks staff."

**MOTION** Landt moved to approve the minutes as amended. Shaw seconded the motion.

The vote was: All yes (Lewis abstained)

**PUBLIC PARTICIPATION**

None

**ADDITIONS OR DELETIONS TO THE AGENDA**

Landt said that, depending on the discussion and the motion / vote regarding the Parks budget resolution, he might want to add a Parks budget discussion to the agenda.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**FORESTRY, TRAILS, NATURAL RESOURCES, AND CONSTRUCTION DIVISION OVERVIEW**

Seffinger said the commission would begin hearing monthly Parks and Recreation divisional overviews, with the first overview provided by the Forestry, Trails, Natural Resources, and Construction Division. She welcomed Jeffrey McFarland, Central Division Manager, and said he was the Parks Department's own Paul Bunyan and recently completed 30 years of service. She praised his excellent work and invited him to proceed.

McFarland showed a slide presentation and talked about the work of his divisional crew: fuels reduction for forest health and fire prevention (partially funded through grants); maintenance of the Bear Creek Greenway from the interchange to the Ashland Dog Park; trails management, maintenance and construction with the help of Parks staff and volunteer crews; preservation of natural areas; restoration projects for protection and enhancement of natural resources and the environment; riparian work and Nature Center projects; installation of trail easements; small carpentry work as well as heavy equipment demolitions; rebuilding of greens at the Oak Knoll Golf Course; rebuilding of bridges throughout the Parks system; the installation of a tile mosaic recycling center at the Nature Center; the Michael Grubbs memorial bench on the Central Bike Path adjacent to Hunter Park; and a new ping pong table with concrete pad at Hunter Park.

Seffinger said a national trend involved providing outdoor equipment for older adults to increase stability and balance. She said the Parks Department would be the first in the state to offer the free, publicly available equipment at Hunter Park, with the equipment conveniently placed adjacent to the playground area.

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## **NEW BUSINESS, cont'd.**

### **PARKS BUDGET RESOLUTION DISCUSSION AND APPROVAL**

Seffinger said Landt would read his proposed Parks budget resolution aloud and then the City Administrator would speak, which would be followed by public input.

Landt read his Parks budget resolution calling for use of special revenue Parks funds for Parks purposes and providing historical perspective on Parks funding.

City Administrator **Dave Kanner**, 20 E. Main Street, said he was reluctant to talk about the proposed City budget as the Budget Committee had not yet seen it.

Commissioners asked Kanner a number of questions about proposed uses of Parks funds by the City. Kanner said the new City proposal, which was based on the Mayor's "white paper," called for a lower Parks ending fund balance (12.5% versus 25%), with the remaining Parks funds transferred into the City's General Fund. He said all Parks operational expenses and critical maintenance projects would be fully funded over the next biennium. Gardiner said the commission and staff viewed the new budget model as a game changer and there hadn't been a public process. Landt said for the past 23 years the City allowed, following passages of measures 47 and 50, a "gentleman's agreement" of \$2.09 per thousand in tax revenues for Parks and the Ashland City Charter also called for separate Parks funding. Kanner said a gentleman's agreement was fine as long as all the players agreed with it but the current ruling body of Ashland did not agree to it. He invited the Parks Commission to weigh in on the budget during the public budget process commencing on May 1. He said any party expecting to achieve success needed to bring forward solutions for the entire City, not just one faction of the City.

Seffinger thanked Kanner for attending the meeting and said the Ad Hoc Committee was dedicated to looking for long-term solutions. Kanner said the Parks Commission and City Council had practical and moral obligations to find a solution for everyone. Quoting Eleanor Roosevelt, he asked the commission to light a candle, not curse the darkness.

#### Public Input

**JoAnne Eggers**, 221 Granite Street, said she valued discussions and a community discussion was appropriate in this situation. She said she appreciated the commission bringing the resolution to the meeting as it was important to the community. She said Parks always kept its spending to the \$2.09 tax allotment and she asked why the other elected entity in Ashland was not able to keep its spending within budget limits. She asked for community involvement on the matter in the near future.

**Suzanne Marshall**, 369 Meadow Drive, said the process with the City should have been much more public and democratic. She indicated her support for parks, trails, golf courses, and all other works of the Parks Department. She said Ashland, 100 years earlier, planned ahead and put in place separate funding for Parks. She expressed full support of the Parks Department and its resolution and said she would continue attending meetings and participating in this major proposed funding change for Parks.

**Lija Appleberry**, 704 Willow Street, agreed with the previous speakers and said the Parks ending fund balance was being lowered to 12.5%, an inadequate figure for Parks expenses in the next budget cycle. She said City of Ashland debt was too high for a city of its size and more debt was not needed for the future. She encouraged the commission to approve the Parks budget resolution.

**MOTION** Landt moved to approve the Parks budget resolution. Shaw seconded the motion.

The vote was: All yes

#### Discussion of Motion

Landt said the commission approved, at their March 25 meeting, the Parks budget contingent on any recommendations from the Ad Hoc Committee but solutions to this complex problem had not yet been found. He indicated that the funding level in the budget was adequate for the next biennium but possibly not for the future. He voiced concern about proposed usage of Parks' ending funds by the City and said he made a mistake in voting his approval of the budget. He proposed rescinding approval of the Park budget. If the motion passed, he said he would make another motion to approve the Parks operations budget but not the proposed usage of Parks' ending fund balance.

## **NEW BUSINESS**

### **PARKS BUDGET RESOLUTION DISCUSSION AND APPROVAL, cont'd.**

**MOTION** Landt moved to rescind the Parks budget approved at the March 25 regular meeting. Gardiner seconded the motion.

#### Discussion of Motion

Shaw asked what that would do, realistically, for staff and how it would impact Parks as related to the City. Landt said the commission was on record as agreeing with the budget and proposed usage of ending fund balance monies. He said it didn't appear Parks had any choice or control over the situation. He expressed a desire to vote on his actual intentions and opinions and he made a mistake in voting "yes" on the Parks budget earlier. This would provide him with an opportunity to correct his vote, which was symbolically important. He would approve the funding level for Parks operations but not for the City's use of Parks ending fund balance monies.

The vote was: All yes (Lewis abstained as he did not attend the March 25 meeting)

**MOTION:** Landt moved to approve the funding level of Parks operations for the FY 13-15 biennium as proposed by staff but not to approve proposed changes in Parks ending fund balance as proposed by the Mayor and City Budget Officer. Gardiner seconded the motion.

The vote was: All yes

### **EXEMPTION REQUEST FOR INTEGRATED PEST MANAGEMENT POLICY: USE OF SYNTHETIC HERBICIDES ON NORTH ENTRYWAY MEDIANS**

Dickens said prior to the realignment of lanes on North Main Street, staff was able to close a lane while manually pulling weeds on the median strip. Now with just one lane open to traffic resulting from the "road diet," staff had to divert traffic onto the bike lane to provide a safe buffer area while working on medians. The use of herbicides on north entryway medians would reduce staff time and create a safer work environment. He indicated this was neither a public use space nor a riparian area.

#### Discussion Among Commissioners

Commissioners expressed support for the exemption, calling it a reasonable request, and said it would provide greater safety for staff and the public.

**MOTION:** Landt moved to approve the integrated pest management policy exemption request as outlined by staff. Shaw seconded the motion.

#### Discussion of Motion

Dickens said that if the motion were approved, spot spray use of herbicides would be implemented twice per year to start (fall and spring), with a possible reduction to one time per year once the weeds were better controlled. He indicated that mulching and overplanting to crowd out weeds would also help. A total of 4-5 years was reported as the likely timeframe for herbicide use in the area.

Landt said the herbicide ban in parks was for safety but, in this case, staff safety on a busy highway was a higher priority than the potential damage caused by herbicides. He suggested keeping exemption requests to a minimum and spoke appreciatively of the limited scope of the request along with strong reasons for its support.

The vote was: All yes

## **SUBCOMMITTEE and STAFF REPORTS**

Dials said the 23rd Annual Bike Swap was scheduled from noon – 2 PM on Saturday, April 27, at The Grove, 1195 E. Main Street, with bikes dropped off on Friday evening or Saturday morning. She said 20% of bicycle and equipment revenues would be directed toward bicycle education classes and bicycle donations were welcome.

## **ITEMS FROM COMMISSIONERS**

Shaw reported attending the unveiling of the Nature Center mosaic recycling center on Wednesday, April 17. He said he also attended a fuels reduction tour in the watershed.

**ITEMS FROM COMMISSIONERS, cont'd.**

Seffinger said a new program would begin in May and run through the summer: the rewarding of responsible dog owners for picking up after their pets, with gift certificates distributed by volunteers.

Seffinger reported that a "Town Hall Meeting" was set for Wednesday, April 24, at 6 p.m. via RVTV with Senior Center Director Chris Dodson, the Mayor, and herself.

**UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS**

- Study session set for May 13 at 7:00 p.m., Parks office, 340 S. Pioneer Street. Topic:
  - Special Event / Selling in the Park Policy Annual Review
- Regular meeting set for May 20 at 7:00 p.m., Council Chambers, 1175 E. Main Street. Topics:
  - Senior Center Presentation
  - 2013-2015 RVTV Contract Review and Approval

**ADJOURNMENT**– By consensus, with no further business, Seffinger adjourned the meeting at 8:57 p.m.

Respectfully submitted,



Susan Dyssegard  
Ashland Parks and Recreation



# ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET

ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Stefani Seffinger  
Vanston Shaw



Don Robertson  
Director

TEL: (541) 488-5340  
FAX: (541) 488-5314

## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Don Robertson, Director

**DATE :** May 15, 2013

**SUBJECT :** Senior Center Presentation

### Action Requested

Information only

### Background

Commissioner Seffinger previously requested staff presentations on the work of various Parks and Recreation divisions.

Senior Center Director Chris Dodson will present an overview of the Ashland Senior Center at Hunter Park.

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## MEMORANDUM

**TO** : Ashland Parks and Recreation Commission

**FROM** : Rachel Dials, Recreation Superintendent (D)

**DATE** : May 14, 2013

**SUBJECT** : Special Events / Selling in the Park Policy Annual Review

### Action Requested

Provide staff direction

### Background

At the May 13 study session, the commission conducted a one-year review of its Special Events / Selling in the Park Policy. Staff discussed the success of the new policy as well as their recommendation about not increasing the amount of booths permitted per event.

Staff made the minor wording adjustments recommended by the commission and is prepared to answer any questions.

### Attachments

Selling in the Park - Final Proposed Policy

## **Special Event / Selling / Booths in Lithia Park Policy**

*Approved by Ashland Parks Commission on 4/23/12*

*Reviewed and updated by the Commission on 5/20/13*

### **Scope:**

This policy applies to all persons and organizations:

1. requesting to hold a special event within a park area and to sell goods or services from booths set up within a designated park area.
2. requesting to hold a special event within a park area and to set up informational booths.

### **Current Policy:**

#### **10.68.060 Penalty for Violation:**

“No one shall sell or offer for sale any article or perform or offer to perform any service for hire in any of the parks without a written permit for such concession properly and regularly granted by the Parks Commission. No one shall hawk or peddle popcorn, ice cream, candy, soda, water, peanuts or similar wares within or on any of the park grounds of the city without first securing a permit to do so from the Parks Commission. Unpermitted commercial activity is a Class I violation.”

The Parks Commission gives authority to staff to approve exceptions if all of the following conditions are met:

1. Booths are in conjunction with an event (1-day events only).
2. Event organizer has a 501(c)(3) non-profit status (per IRS definitions) and can show proof at time of application submittal.
3. Event organizer adheres to all Ashland Parks and Recreation Commission park rules and policies.
4. Maximum number of selling events (3) allowed per month has not been exceeded.
5. Event is approved on a one-time basis only. Repeat events must reapply.

### **Criteria for Approval/Denial of application:**

In issuing an exception for an event that includes selling in the park, staff will consider:

1. Other event(s) scheduled for the same day/weekend. First consideration given to established events.
2. Proposed location is adequate for the size and nature of the event.
3. Event is not likely to cause injury to persons or property.
4. Event will not substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area.
5. All other permit requirements have been met.
6. All required insurance documents are submitted.
7. Previously identified issues have been addressed in the application.

**Events that may be considered:**

1. Recreational and family events and activities
2. Athletic events (running, biking, triathlons)
3. Musical events (concerts)
4. Holiday centered events (4<sup>th</sup> of July, Memorial Day, Thanksgiving, Christmas)
5. Events that promote a healthy lifestyle

**Exemptions to current Policy:**

- 4<sup>th</sup> of July and other significant and/or historical community wide-events
- Shakespeare's Feast of Will event
- Calle Guanajuato-Restaurant and Artisan contracts
- Concession stands at Hunter Park and North Mountain Park

**FEES:**

All applicants pay an administrative fee of \$25 when the application is submitted.

**Any currently established non- profit event fees will not apply when requesting an exception to the "selling in the park" policy.**

Staff will review the proposed event application and determine fees at 100% of costs.

If the exception is approved, the applicant will be charged a

1. \$190 refundable security deposit
2. \$220 fee for use of the bandshell area.
3. \$25 per booth fee (limit of 10 booths per event)
4. \$75 street closure fee (Nutley to the Upper Duck Pond).

**Booth Definition:**

10 x 10 tent, stall, or area at a fair or exhibit, offering some form of entertainment, information or goods for sale.

**When does the booth fee apply?**

The booth fee is required when booth placement is approved. This applies to any booth regardless of money exchanged (i.e., Information booths).

**Street Closure:**

Street closure from Nutley to the Upper Duck Pond is required for events **where attendance is expected to be more than 200 people and where booths will be placed in the bandshell parking area within the designated booth area.**

The Parks Department supports sustainable practices and encourages zero waste events. Event organizers should make efforts to prevent or reduce waste generated by the event.

The time limit of the event and street closure will be mutually agreed upon by staff and the event organizer and will depend on other events occurring in the area at that time.

**Information on the Butler Bandshell:**

- Events involving a performance or amplification may take place only at the bandshell.
- Noise level must not exceed 75 db when monitored from a point directly across from the bandshell on the park side of Granite Street.
- Maximum performance time is 1.5 hours and all performances and activities must conclude by 8pm.

**Application and Deadline:**

An application for conducting a special event in Lithia Park may be obtained from the Parks and Recreation office by calling 541-488-5340. Completed applications should be submitted to the Parks and Recreation Department no later than 90 days in advance of the event date. Applicants will be notified of permit approval at least 60 days following application submittal.



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FAX: (541) 488-5314

## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Don Robertson, Director

**DATE :** May 15, 2013

**SUBJECT :** Discussion and Proposed Recommendation from Commission to Budget Committee Related to Parks Funding and the Work of the Ad Hoc Committee

### Action Requested

Motion from Parks Commission providing feedback and recommendation to the Budget Committee regarding Ad Hoc Committee suggestions

### Background

At the Budget Committee meeting on May 8, the Budget Committee heard a report from Councilor Rosenthal regarding the work of the Ad Hoc Committee. Rosenthal reported that the Ad Hoc Committee moved and approved, at their April 30 meeting, a recommendation to propose to the Citizens' Budget Committee that a new Parks Reserve Fund be created, with the funds being used for repairs, restorations and improvements to Lithia Park. The motion included a statement that the current proposed Ending Fund Balance of \$750,000 was a "zero" balance. The \$750,000 was proposed as the budgeted amount in the 2013-15 City budget for the Parks Reserve Fund.

During the May 8 meeting, staff was asked about the commission's opinion of the Ad Hoc Committee proposal. Staff responded that the commission had not yet discussed it but would do so at its regular meeting on May 20.

During the May 13 study session, the commission reviewed recommendations of the Ad Hoc Committee and also discussed how they thought the process was going. Parks Commissioners expressed support for the Ad Hoc Committee's work on finding a comprehensive, permanent solution as opposed to a short-term fix. Councilor Slattery suggested the commission could request an up-or-down vote on restoring the Parks and Recreation Department's budget back to its former model, otherwise known as the "Gentlemen's Agreement," while the Ad Hoc Committee completed its deliberations and made recommendations.

Comments and concerns include:

- Not having an Ashland City Charter that is consistent with state law;
- Not allowing the Ad Hoc Committee adequate time to develop an alternative strategy to ensure proper funding of the Parks and Recreation Department;
- Lack of clarity about future plans for maintaining adequate funding for Parks and Recreation operations;
- Inconsistency of proposed budget with City Council-adopted ending fund balance policy;
- Lack of public discussion about the changes before preparation of the proposed budget;
- Concern over protecting and authorizing the reserve account for Parks purposes without its being used as budgetary backfill.

**Suggested Motion**

Move to have Budget Committee vote up or down on whether or not to restore the \$2.09 tax rate to the Parks and Recreation Department and continue maintaining the Ending Fund Balance and the "Gentleman's Agreement" through the 2013 – 2015 biennium, thereby allowing the Ad Hoc Committee sufficient time to complete its work in finding a permanent funding mechanism for Parks and Recreation before the commencement of the 2015 - 2017 budget process.

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## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Don Robertson, Director

**DATE :** May 15, 2013

**SUBJECT :** Repeal of the Parks Commission Ending Fund Balance Policy

### Action Requested

Provide staff direction

### Background

In 2011 the commission approved an Ending Fund Balance Policy designed to guide Parks and Recreation staff in preparing upcoming budgets. The policy identified amounts of funds to be held in ending fund balances for use as beginning fund balances (30% of revenues). It also defined what to do with funds in excess of projected balances including sharing resources with the City's General Fund Reserve Fund.

The City has an adopted resolution 2010-05 which sets City policy for ending fund balances including Parks and Recreation. It specifies that the Parks and Recreation Ending fund balance should be 25%.

The proposed budget for the 2013 – 2015 biennium identifies an ending fund balance of 12.5% of revenues for the Parks and Recreation Department. The Ad Hoc Committee is currently studying the funding methods for Parks and Recreation and has recommended no ending fund balance at all.

With all the recent changes in budget process, the previously adopted policy by the City, additional proposals for future funding, and the shift to biennial budget cycles, staff recommends suspending or eliminating the commission's current Ending Fund Balance Policy.



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## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Don Robertson, Director

**DATE :** May 15, 2013

**SUBJECT :** Request to Revise Dogs in Parks Policy: Allowing Them Greater Access Within Existing Dog-Friendly Neighborhood Parks

### Action Requested

Provide staff direction

### Background

At the January commission meeting, the commission created an Ad Hoc committee on dogs. The committee consists of Commissioners Shaw and Seffinger.

The committee met and presented some of its recommendations at the study session on May 13<sup>th</sup>. Based on that report, it was determined that this item would be placed on the agenda for discussion and possible action.

Specifically under consideration is to make the current eight parks listed as dog friendly—Clay Street, Garden Way, Garfield, Hunter, Railroad, Scenic, Sherwood, and Triangle—fully accessible to leashed dogs with the exceptions of ball fields and children's playgrounds.

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Mike Gardiner  
Rick Landt  
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Don Robertson  
Director

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## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Commissioners Seffinger and Shaw  
Members of the Parks Commission Subcommittee on Dogs

**DATE :** May 13, 2013

**SUBJECT :** Dog Policy Recommendations to APRC

The current Ashland Parks Commission policy on dogs allows for one off-leash Dog Park and eight on-leash dog friendly parks within City limits. It also allows for on-leash dogs in outlying Parks-managed trail areas. Current dog friendly parks include Clay Street, Garden Way, Garfield, Hunter, Railroad, Scenic, Sherwood, and Triangle. Dogs are to remain on six-foot leashes within six feet of paved or concrete surfaces.

### Recommendations

After meeting about dogs and hearing public feedback, the Dogs Subcommittee recommends the following changes to the Parks Commission policy on dogs:

1. Allow access for dogs and their owners to all areas of the eight parks identified as "dog friendly" with the exception of children's playgrounds and ball fields.
2. Develop a dog friendly map with more specifics on locations of trails, ADA accessibility, grades of inclines, locations of Mitt Mutt stations / restrooms, and more.
3. Purchase property for a second dog park and plan for its completion by 2015.
4. Add the following parks to the list of dog friendly parks: Kestrel and Glenwood.
5. Include dog friendly areas in all future parks.

## Rationales:

1. Ashland households with dogs have increased in number. This increase has seriously impacted the City's one off-leash park for dogs.
2. While a number of citizens do not want dogs in parks, an equal or greater number of citizens believe they should be able to enjoy an Ashland park with their dogs. Numerous dog owners have contacted Parks Commissioners requesting a change in the Parks Commission policy on dogs, with a specific desire to have access to grassy areas in parks. Citizens believe they should be able to enjoy a picnic with their dog, provide access to water for their dog, and enjoy sitting in a park with their dog. We currently have dog-free parks for citizens who want a dog-free park experience. In fairness to the equal or greater number of citizens who own dogs, we should also have parks that are truly dog friendly to accommodate those tax-paying citizens.
3. Due to a City planning policy, population densities have increased within current growth boundaries rather than extending boundaries. This has created a number of City neighborhoods that include condominiums and single-family homes with no backyards. These communities have an increasing number of household dogs, further adding to the need for access to dog friendly parks and an additional off-leash dog park.
4. There is an overwhelming abundance of research identifying the benefits of dog ownership on human health. People who own dogs walk more each week, benefiting cardiovascular fitness; widows with dogs have more social contact and live an average of six years longer than widows without dogs; men who have heart attacks and own dogs have a better chance of not having a second heart attack; children who have a dog in the household have a lower obesity rate and less chance of developing allergies or asthma. This is a partial list of research findings. Specific additional information is available upon request.
5. Due to Ashland's park policy on dogs and the lack of dog friendly outdoor dining and dog friendly shops, Ashland has developed a reputation on many Internet sites and travel guides as one of the *least* dog friendly cities in the US. One popular travel Website [Dogfriendly.com](http://Dogfriendly.com) advises travelers *not to stop for a visit in Ashland*. Google "dogs in Ashland" and you will find a number of similar articles and blogs.
6. According to the ASPCA, there are 78 million dogs in the United States. There has been a significant increase in travelers bringing dogs on vacations, whether traveling by car or air. According to recent statistics, 18-33% of dogs now travel with their owners.
7. A number of business owners with dog-related services and products are concerned that this image of Ashland is affecting the success of their businesses.
8. The group "Ashland Loves Dogs" recently worked with the Parks Department on a program to encourage responsible dog ownership in Ashland.
9. Ashland Parks and Recreation has researched park policies in other cities and found that Ashland's policies are overly restrictive as compared with other cities. We are three standard deviations below the mean with regard to the acceptance of dogs in Ashland parks.



# ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET

• ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Stefani Seffinger  
Vanston Shaw



Don Robertson  
Director

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## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Don Robertson, Director

**DATE :** May 15, 2013

**SUBJECT :** 2013 – 2015 RVTV Contract Review and Approval

### Action Requested

Provide staff direction

### Background

Every two years the commission reviews its Rogue Valley TV contract for broadcasting of meetings. The proposed contract cost for the two years spanning July 1, 2013, through June 30, 2015, is \$5,150 (same as two previous contracts). Payments of \$2,575 would be made in July 2013 and July 2014.

Additional services offered include:

- The use of RVTV's "Video on Demand" at the rate of \$55 per program for Internet playback, not to exceed \$770;
- Special taping at the Parks Department office at the rate of \$500 for the first two hours, with each additional hour costing \$45.

**Southern Oregon University  
Cablecasting Contract with the  
Ashland Parks Commission**

This contract is entered into by and between The State Board of Higher Education Acting By and Through Southern Oregon University, hereinafter "RVTV", and the Ashland Parks Commission, hereinafter "Parks".

The purpose of this contract is for cable television services provided by Rogue Valley Community Television at Southern Oregon University for the Ashland Parks Commission. The term of this contract is for two years, from July 1, 2013 through June 30, 2015. Both parties agree as follows:

**RVTV Shall:**

1. Televis live on the fourth Monday of each month the regular monthly meeting of Parks from the Ashland Civic Center during the term of this contract.
2. Provide technical support for each meeting; videotape record each meeting for later playback; and publicize each meeting on one of its information channel(s).
3. At the direction of the Parks Director, provide up to two program slots in either the civic center or RVTV studio for additional programming for up to 14 total programs per year.
4. Offer any additional video production services to the Parks at regular government contracted rates.
5. Provide Video on Demand ("VOD") services to include archiving recorded meetings of Parks and Recreation government access programming for a period of one year from date of capture. RVTV provides the city with links to the city website.

**Parks Shall:**

1. Provide a monthly agenda to RVTV for inclusion on information channel(s) bulletin boards.
2. Pay RVTV a total of \$5,150 for services rendered under this Contract. Two equal payments of \$2,575 shall be made by July 15, 2013 and July 15, 2014. Parks will not be charged for months when the meetings are not taped/televised. The adjustment for July 1, 2013 through June 30, 2014 will be applied to the payment due on July 15, 2014. The adjustment for July 1, 2014 through June 30, 2015 will be made in June 2015.
3. Video on Demand will be billed separately at the rate of \$55 per program that has been captured for Internet playback, not to exceed \$770.00.
4. Special taping at the Parks Department office will be billed at \$500 for the first two hours. Each additional hour will be billed at \$45.00 per hour.

Payments should be made payable to Southern Oregon University and mailed to:

SOU Business Services  
Attn: Jayne Atkins  
1250 Siskiyou Blvd.  
Ashland, OR 97520

**Terms and Conditions:**

1. Termination. Either party may terminate this Contract by providing the other party with written notice of Termination to take effect thirty dates after receipt of notice.

2. Assignability. This Contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.
3. Discrimination. The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.
4. Indemnification. The parties shall each be solely responsible for the acts, omissions or negligence of its own officers, employees, or agents. As a state agency, RVTV's indemnification is subject to the limits of ORS 30.260 – 30.300 and the Oregon Constitution Article XI, Section 7.
5. Public Contracts. Both parties agree to comply with all federal, state, county and local laws, ordinances, and regulations applicable to this Contract.
6. Waiver. Waiver of any breach of any provision of this Contract by either party shall not operate as a waiver of any subsequent breach of this same, or any other provision for this Contract.
7. Both parties are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires both parties to provide workers compensation coverage for all of its subject workers.
8. Access to Records. Parks shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of the oral agreement. The Oregon Department of Higher Education, Oregon Secretary of State, Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Parks which are directly pertinent to the agreement for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Parks for three years from the date of the completion of work unless a shorter period is authorized in writing. Parks is responsible for any audit discrepancies involving deviation from the terms of the agreement and for any commitments or expenditures in excess of amounts authorized by RVTV.
9. Any amendment to this Contract shall be in writing and signed by authorized representatives of both parties.

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOTSPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. EACH PARTY, BY THE SIGNATURES BELOW OF ITS AUTHORIZED REPRESENTATIVE ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE AGREEMENT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

City of Ashland

The State Board of Higher Education Acting By and Through  
Southern Oregon University

\_\_\_\_\_  
Don Robertson                      Date  
Ashland Parks Department

\_\_\_\_\_  
Craig Morris                      Date  
Vice President for Finance and Administration

cc: Jayne Atkins, Business Services