



## AGENDA FOR REGULAR MEETING

### ASHLAND PARKS & RECREATION COMMISSION

June 25, 2018

Council Chambers, 1175 E. Main Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OR ACKNOWLEDGEMENT OF MINUTES
  - a. Real Estate Subcommittee Meeting—May 9, 2018
  - b. Study Session—May 14, 2018
  - c. Regular Meeting—May 21, 2018
  - d. Trail Master Plan Update Committee Meetings—June 1, 2018
  - e. S-PAC Committee Meeting—June 4, 2018
  - f. Lithia Park Master Plan—June 13, 2018
- III. PUBLIC PARTICIPATION
  - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
  - a. IPM Policy (Action)
- VI. NEW BUSINESS
  - a. Grove Shower Request from Ashland Community Resource Center (Information / Possible Action)
  - b. Formation of Pool Ad-Hoc Committee (Action)
  - c. COLA Review (Action)
  - d. Q3 Budget Update (Information / Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
  - a. Lithia Park Design Week Update (Information)
  - b. Subcommittee Updates (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
  - a. Trail Master Plan Update Committee—June 29, 2018
    - Siskiyou Room, 51 Winburn Way—10:00 a.m.
  - b. Study Session—July 16, 2018
    - The Grove, Otte-Peterson Room, 1195 E. Main Street—5:30 p.m.
  - c. Regular Meeting—July 23, 2018
    - Council Chambers, 1175 E. Main Street—7:00 p.m.
- X. EXECUTIVE SESSIONS PURSUANT TO ORS 192.660 (2)(e) AND (2)(h)
- XI. ADJOURNMENT

City of Ashland  
PARKS AND RECREATION COMMISSION  
Real Estate Subcommittee Meeting Minutes  
May 9, 2018

**ATTENDEES**

**Present:** Commissioners Landt and Heller; Director Black; Interim Parks Superintendent McFarland; Supervisor for Forestry, Trails and Open Space Minica; Public Works Director Brown; Parks Foundation Board Member Mangin

**Public:** Realtors Eric Poole and Eric Herron, Full Circle Realty

**Absent:** None

**I. CALL TO ORDER**

Commissioner Landt called the meeting to order at 3:00 p.m. at the APRC Administration Office, 340 S. Pioneer.

**II. ADDITIONS OR DELETIONS TO THE AGENDA**

Black asked that Item 2A, **Discuss Gibbs Property**, be postponed and that a Public Works Discussion be added. Landt said he wanted to leave the Gibbs Property Discussion on and it could be talked about later in the meeting.

**III. NEW BUSINESS**

**a. Public Works Projects**

Public Works Director Paula Brown said a piece of property she'd planned to discuss hadn't yet gone to Council so it was premature to discuss it at this meeting. Brown spoke about the Wastewater Treatment Plant and said Public Works was looking at an outfall relocation into Bear Creek. Originally they had talked about going along the bike path across Ashland Creek to the other side of Ashland Pond, then heading into Bear Creek; however, now the idea was an alternate location flowing out the back of the Wastewater Treatment Plant. It had no stream crossing, went along the backside of Ashland Pond and followed within 20 feet of where the original outfall would have been.

**Discussion and Conclusion**

Landt asked if the current easement covered this proposed use or if had a different use. Brown said the existing easement was for a 12' sewer line. Landt said there were some concerns with it because it didn't allow for public access. Brown said along one side was a City property that was not in the current easement. Landt said both alternatives needed to be weighed in terms of creating the fewest disruptions to the environment. When asked by Heller about the timeline for the project, Brown said it was five to seven months. Landt asked if there would be any access to Ashland Pond during this time. Brown responded that there would be access but a different entrance point. Black said it might benefit APRC to explore an alternative entrance point. Brown said Public Works was looking at fish screens so they could probably put something in the upper pond area and make sure they had a fish screen on their pipe. Heller asked if the overlying reason for the project was to be able to dump into a larger flow. Brown said it was to solve the temperature problem at the Wastewater Treatment Plant outfall and this was one option for a solution. Landt said that if water were taken out in late summer, there would be no water in a certain section of the creek. Brown said there would always be some water in Ashland Creek and they could release additional water from Reeder Reservoir to keep cooler flows in late summer. She said they might also talk to DEQ if it was their responsibility to keep warmer water in Ashland Creek or cooler water in Bear Creek. Brown said there were four pieces that fit within the Wastewater Treatment Plant project: outfall relocation, wetlands (12 acres), freshwater releases and the temperature shading credits. She said these were all pieces with DEQ requirements. She said DEQ had not given them a new permit. Landt asked where those 12 acres were located. Brown responded that they couldn't mention the property that was currently under consideration.

Brown said the bike path traversed alongside the Wastewater Treatment Plant and she wanted to go before the Parks Commission to suggest moving the path that Verde Village connected. Landt said the APRC BMX Park was in that location. Black responded that the BMX Park was not tied to the location that was currently under discussion. Brown said there was a road / trail / bike connection off Michelle Street. Black said the details where paths are going to be located had not been discussed. Brown said it didn't make sense to have a bike path running adjacent to the treatment plant; Landt agreed and said the trail should also be much less steep. Brown said it might or might not meet bike path requirements. Black said it should not be next to the treatment plant, nor should it be next to wetlands.

Landt suggested moving this discussion to a Parks Commission study session. Brown said if she could make a presentation at a study session or regular meeting it would allow for more time to pull the pieces together. She said her goal was to have Public Works and APRC work together and continue to share resources toward a successful project conclusion.

Black suggested talking about pedestrian access at Ashland Pond. Landt said if they couldn't get pedestrian access they would build a bridge. Black said that while Public Works was trenching, maybe there was a way to bump it out. McFarland asked how deep the trench would need to be and Brown said it would depend upon grades. Brown said they would do the shading. She said the RFP was out and they helped define the shading requirement. Landt said the four-pronged project included relocation and the TID Ditch. Brown said that it actually included outfall, wetlands, shading / trading and freshwater release. She said TID was not part of this project. Black agreed that a study session would be the right venue for this discussion. Minica said the Forest Lands Commission wanted Brown to come and speak with them, since they felt the pond fell within their purview. Black said it was under the purview of the Parks Commission. Landt suggested inviting the Forest Lands Commission to the upcoming study session; all agreed.

#### **b. Discuss Gibbs Property**

Landt asked if Black had an attorney's report yet; Black said he did not. Black said there were two documents and on the recorded document there was a deed as well as a resolution from the City. The resolution from the City was recorded in 2004 and it stated that the Riverwalk Property was dedicated to Parks for open space. Black said he needed to get more information from the City Attorney. He said the City Charter stated that when properties were dedicated for open space, Ashland Parks and Recreation Commission had a responsibility for them, not as a restriction. He said the recorded deed indicated that the property was dedicated to the City of Ashland with no encumbrances. Black said he asked City Attorney Lohman if it was possible to dispose of the property. Landt said APRC would have to be more careful of obtaining property that might not work for the APRC system.

#### **c. General Property Updates**

Michael asked if Realtor Poole wanted to provide an update on his interaction with Mr. Roy Jorgensen. Poole said as to the Coventry property, Jorgenson felt the offered amount was low. Poole said the amount was in the \$20,000-30,000 range based on a lot selling in the Billings Ranch area for \$165,000. Poole said Jorgensen's tone on the phone indicated that he was not interested in selling his property.

### **IV. SET FUTURE MEETING DATE – not determined**

### **V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Anna Wysocki, Temp Office Assistant  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION  
Minutes  
May 14, 2018

**ATTENDEES**

**Present:** Commissioners Gardiner (5:45), Heller, Landt, Lewis, Director Black; Recreation Superintendent Dials; Interim Parks Superintendent McFarland; Forestry Division Supervisor Minica; Executive Assistant Dyssegard; Minute-taker Manuel

**Absent:** City Council Liaison Mayor Stromberg; Commissioner Miller

**CALL TO ORDER**

Acting Chair Landt called the meeting to order at 5:30 p.m. at The Grove 1195 E. Main.

**PUBLIC INPUT**

There was none.

**BICYCLE SKILLS PARK PROPOSAL (INFORMATION)**

Minica noted that a group of interested citizens had approached APRC with a request to build a bicycle skills park. Initiated by Casey Botts and supported by Bill Roussel, President of the Rogue Valley Mountain Bike Association (RVMBA), would present a proposal for consideration. The plan would be based upon locating the facility on public land – with Ashland Creek Park (ACP) as the preferred location. Staff was asking for input from the Commissioners regarding the plan, primarily because Ashland Creek Park was governed by a Master Plan that would have to be amended.

Black stated that Botts approached APRC because the mountain bike community had identified a need for a bicycle skills park. He explained that APRC had considered a pump-track some years ago but were unable to determine a suitable location. Black indicated that Botts had evaluated several possible locations, of which Ashland Creek Park was one.

Black relayed that further discussion should not focus on specifics, as no decision was needed at this time. The proposal would be developed if the Commissioners had an interest in the project. He pointed out that staff was concerned about the appropriateness of the location, given the phased development of ACP per the Master Plan. Black stated that the addition of a bicycle skills park at Ashland Creek Park would depend upon direction from the Commissioners indicating that the preferred location was appropriate.

Landt called **Casey Botts** of 456 Baker St. Ashland and **Bill Roussel**, President of Rogue Valley Mountain Bike Association (RVMBA) forward.

Landt suggested that the two present their idea without specifics - focusing instead on the benefits to the community.

**Botts** stated that the proposed bike skills park was based upon a need to provide a facility in Ashland for one of the fastest growing sports in the country - mountain biking. He noted that Ashland would benefit by becoming a bike-tourist destination, tapping into mountain bike demographics that had not yet been targeted.

Botts proposed a multi-phased facility that could accommodate a growing number of youthful mountain bikers. He noted that the emphasis would be on bike safety, progression, sustainability and community. Botts indicated that plans would include areas for intermediate and advanced riders as well.

Botts described the bike park as a collection of features consisting of variable terrain surfaces, riding lanes and berms and rollers shaped in such a way as to offer a safe experience for all who chose to ride there. He said circular or connecting features are called pump-tracks. Smaller areas of individual features are called skill areas – like practicing twists and turns. Trails are called flow trails or slopestyle trails.

Botts explained that a bike park was needed in Ashland because it would provide an additional opportunity for children in Ashland to experience a sport promoting active, healthy lifestyles. The facility would create space for beginning riders to become practiced before attempting the watershed trails - trails that are more suited for advanced riders. Beginning bikers would then become the next generation of mountain bikers.

Botts stated that children would be taught good stewardship and mountain bikers in Ashland would host outdoor events, festivals and other activities that would add an element of fun to responsible trail riding and trail stewardship.

The first phase of the plan would be to build an asphalt surfaced pump-track. Phase II would be a skills zone featuring ramps, twists and turns to develop balance and confidence. Phase III would be a flow-trail or slopestyle line to offer short trail experiences more in line with an actual bike trail.

Botts highlighted the proposed location at Ashland Creek Park because of its accessibility to area schools, the existing infrastructure such as benches, restrooms and pathways and the connectivity to the Skate Park and playground. Construction of the mountain bike park would be undertaken by professionals in the field with a projected cost of \$250,000. Project costs would be raised through local sponsorships, grants, private donations and fundraising events.

Botts requested that APRC dedicate public space for the project - preferably within Ashland Creek Park. He described his vision as a community gathering place where beginners and advanced riders could safely and sustainably ride. Botts emphasized the return on investment as the engagement of Ashland's youth in a healthy lifestyle sport.

Roussel thanked the Commissioners for the opportunity to speak. He relayed his experience with the annual CR Mountain Bike Festival – where attendance is approximately 50,000 people with 10,000 bikers participating in mountain bike competitions. He said a significant number of youth also participated.

Roussel noted that Ashland does not have a mountain bike facility. He reviewed various options in Ashland where children learn to bike - noting that most are problematic. He explained that Ashland's trails are too advanced for children who are not skilled and he advocated for support of the proposed mountain bike skills park.

Heller commented that the proposal to build and operate a bicycle skills park was commendable, but that one of the concerns APRC would have was the upkeep and maintenance of the facility once it was in place. Roussel replied that the Rogue Valley Mountain Bike Association had an established record of working with APRC to maintain the trails. He stated that an asphalt pump-track would require very little if any maintenance and the company providing the track would include upkeep.

In response to a question by Heller, Botts indicated that the number of young people learning to ride bikes was growing. Roussel agreed, stating that the number of people riding along the White Rabbit Trail in particular had increased dramatically.

There followed a brief discussion about hardscape in the parks and whether there were alternatives more in keeping with the natural environment. Black noted that the details of the project had yet to be worked out and staff's intent was to determine the level of Commissioner interest for a bike skills facility.

#### Public Comment

**David Young** of 747 Oak St. Ashland was called forward.

Young referred to his background as a member and former Chair of the Bicycle/Pedestrian Commission, noting his support for bicycle sports.

Young noted that Ashland Creek Park had been developed with a Master Plan in place. He indicated that the plan was to be implemented in phases – with an intent to preserve its importance as a riparian area. The Master Plan emphasized that protection of the natural landscape was a priority. Young talked about the unfinished phases for the Park and the community gardens housed there, stating that although a bicycle skills park was a good idea, Ashland Creek Park was not a suitable location.

**Michael Niemann** of 31 W Hersey St. Ashland was called forward.

Niemann talked about the oasis that characterized Ashland Creek Park. He stated that in his opinion, the site was not large enough to include the features planned for the bike park. He cited constraints such as the lack of parking, the removal of green space and the lack of scale. Maintenance issues would be long-term; he noted that even asphalt degrades over time.

Niemann suggested that the BMX Park would be a viable alternative. He stated that a bicycle skills facility was a good idea - it was just the location in Ashland Creek Park that was out of place.

**Jeff Withol** of 589 Oak St. Ashland, was called forward.

Withol described current activities in the park, noting that park users did so because of its quiet and peaceful atmosphere; a place where people could go to enjoy nature and regenerate.

Withol stated that the park was originally envisioned as a natural area with a portion of the property left undeveloped. He noted that ADA access to Ashland Creek could be compromised if the bicycle park was developed in the area. Withol highlighted references to water permeable surfaces – noting the park's location in the flood zone. He stated that in his opinion, the bike park would diminish the uses that were planned for the park.

Withol advocated against amending the Ashland Creek Park Master Plan and suggested that renovating the BMX Park would be more appropriate.

**Marvin Webster** of 603 Oak St. Ashland, was called forward.

Webster reiterated that the park was envisioned as open space. He described multiple uses, including a larger-than-planned community garden. He advocated against paving a portion of the green space to accommodate a bicycle skills park.

**Don Morehouse** of 325 Stoneridge, Ashland was called forward.

Morehouse supported the proposed bike skills area at Ashland Creek Park, noting that the location was in close proximity to the Ashland Skate Park and schools. He said the central location would enhance connectivity.

Black stressed that the proposal was in the initial stages and a decision to approve or deny the proposal was not required at this time. He stated that if the project were approved for the Ashland Creek Park location, an amendment to the Master Plan would be required. Black noted that the specifics had not yet been defined and there were no criteria to consider. He asked for direction for staff regarding working with Botts to further develop a plan.

#### Commissioner Discussion

Landt led discussion with two questions:

- Is a bike facility something that APRC would like to have in the APRC system?
- If affirmative – where would the facility be located?

Landt explained that the question of a pump-track had come up before and had been considered at a goal-setting session. At that time, there were competing goals, and public input supporting the project was lacking. After a lengthy review, the Commissioners decided that a pump-track was not a priority at that time. Landt applauded the enthusiasm for the project stating that the proposal could be a factor in the next goal-setting session. He noted that public support was a great beginning.

Lewis talked about the Trail Master Plan project currently underway. He stated Ashland's trail system was impressive. Lewis commented that 16 years prior, mountain biking was a fledgling sport and now it was a sanctioned activity. He commented that it was a good fit for Ashland and indicative of the outdoor life that enjoyed by Ashlanders.

Lewis reported that Ashland Creek Park was originally planned as a two-acre neighborhood park. As it turned out, it grew to be a six-acre park – supported because of the importance of protection for a valuable riparian area.

Lewis expressed an interest in developing the BMX Park as a suitable place for a bicycle skills park. He noted that APRC would need to conduct further research to determine whether a bicycle skills facility could be viable. He was supportive of the public's interest in pursuing the project.

Heller relayed his support as well, noting that alternative sites should be considered.

Landt noted that the Skate Park near Ashland Creek Park was not appropriate to the location because the land was in a flood plain. As an avid cyclist, he was supportive of the potential for a bike skills facility in an alternative location.

Landt expressed concern about maintenance of the facility, emphasizing short-term maintenance on a bike track made of dirt, and/or long-term maintenance if asphalt were used. He highlighted the high cost of asphalt - citing as one example APRC's project to refurbish tennis courts.

Landt advised that a needs assessment might provide further information regarding the community's interest in the project. Lewis stated that the most heavily used park in APRC's system was the Skate Park. He suggested that if the bike skills park were built it would be well used.

Black called for direction as to how to proceed. He stated that Ashland had a very active outdoor population and a bike skills facility would be appropriate. Black noted that Ashland's trails were "black-diamond" trails due to challenging terrain and that finding an alternative for beginners would be fitting.

Lewis noted the consensus among Commissioners that they would be supportive of the project - with a preference for a location other than ACP. He suggested that staff work with Botts to determine a suitable alternative. Landt agreed, noting that there were other sites with potential. He stated that the group's commitment to raise the money to construct the facility would take time as well.

McFarland shared that people had been proposing a bike skills area for many years. He confirmed that Ashland's trails were too difficult for those learning to ride and that APRC had made fruitless efforts to find a trail that could work for beginners.

It was agreed by consensus that staff would work with Botts to discuss options for a bicycle skills facility. Landt thanked Botts and Roussel for their presentation.

## **PIONEER HALL AND COMMUNITY CENTER DISCUSSION (INFORMATION)**

- ***Pioneer Hall***

Dials reported that on April 16, 2018, the Ashland City Council discussed the future of Pioneer Hall. Public Works Director Paula Brown presented the following options:

1. Retain the Assembly Occupancy Classification for recreational meeting space to code as emergency overnight shelter only (\$325,409)
2. Convert the zoning to R1 "residential occupancy" to allow transient lodging as a regularly scheduled overnight shelter (\$404,195) or
3. Remove the property from the City's inventory and potentially transfer or divest the asset.

After some discussion, Council directed City staff to prepare a Request for Proposal (RFP) to seek bids for use of the facility. The plan was to release the RFP in mid-to-late June. The open application period would be thirty days.

Dials noted that Pioneer Hall had been used as a community recreation hall for many years. APRC leased the property from the City for \$15,000 annually, renting the building for public and private events. She explained that for the past five years, the City has used the Hall as a winter shelter three to five days per week, significantly decreasing rental opportunities.

Dials detailed the direct costs incurred by APRC for lease of the facility:

- \$15,000 annually for the property paid to the City of Ashland for use of the facility;
- \$13,000 to a contracted custodial company, Pathways, for cleaning the facility;
- Various utility costs;
- APRC custodial staff time at approximately \$3,000 annually.

Revenue generated from use of the building in 2016 / 2017 was approximately \$18,000.

Dials recommended retaining the facility for recreational use by the community, depending upon the level of needed repairs and improvements. She stated that there was a donor interested in discussing the Hall with APRC to explore various options for its use. Dials asked the Commissioners for approval of an initial conversation with the potential donor.

In response to a question by Landt, Dials stated that she had reported direct costs only; administrative costs had not been factored in. She noted that there were groups that used the facility free of charge – either currently or in the recent past – including AARP, American Legion, Veterans of Foreign Wars, Boy Scout Troop 112, the Women’s Civic Club and the Ashland Garden Club.

Gardiner asked if APRC had approximately one month to determine a response to the RFP; Black replied affirmatively. He highlighted the restricted use and negative earnings, stating that he would recommend divestiture if APRC continued to pay rent for the building. If the City found another building to house the homeless shelter, then APRC would be able to increase public use, increasing the potential for a profitable outcome.

Lewis suggested using Pioneer Hall without costly upgrades. Black replied that continued use of the non-conforming structure was permitted as long as there was no change in use.

Lewis emphasized the historic nature of the building, noting that there were ways to stabilize and preserve the building without losing the building’s historic integrity. Black agreed, stating that APRC would be supportive of efforts to stabilize the building to ensure public safety.

Landt reviewed the investment potential of the building. He talked about putting money into upgrades and the extended amount of time it would take to achieve a return on the investment. He stated that transferring the building to APRC rather than continuing to pay the City of Ashland \$15,000 annually for use of the facility was preferable. Either way, the building would continue to serve the community. He cautioned against accepting donations to upgrade the building because of the importance of maintaining the historic integrity of the property.

Lewis commented that there were liability issues when attempting to repair or upgrade a historic building. The challenge would be to preserve the structure *as it was* while attempting to meet current safety standards. The building was originally a log cabin – and therefore it was not constructed to current building code.

Lewis noted that using Pioneer Hall for recreational purposes was of value in the community because of the growing demand for recreational services.

Black talked about the safety evaluation that had caused the City to look for other options for a winter shelter. The Fire Marshal had noted that there were no sprinklers in the building and the building had not been retrofitted to withstand potential earthquakes.

Gardiner noted that the City would save money by transferring ownership of the building to APRC. Recreational uses would be day use only - eliminating the need for substantial upgrades. Lewis agreed, stating that there were zoning restrictions as well. He also questioned whether the deed to the property was free and clear - a hurdle that must be addressed if the City intended to sell the building outright.

Landt spoke in support of transferring ownership of the building to APRC. He indicated that APRC could create a more usable space with some cosmetic repairs and cleanup work. Landt advised against continuing to lease the facility.

- ***The Community Center***

Black asked about seeking a transfer for the adjacent Community Center as well. In response to a question by Heller, he stated that the Community Center was also leased at \$15,000 annually. The City set the rates that APRC could charge for activities in the building.

Gardiner stated that the Community Center was also used for recreational purposes. He stated that without renovation, the Center could become a liability for the City. Lewis agreed, stating that much of APRC's business was renting space for public and private use. He commented that transfer of the buildings to APRC would create a healthier balance sheet while benefiting the public by providing space for community gatherings.

Landt suggested that a business plan for the ownership and use of the buildings could provide a snapshot for the City about projected expenses and revenues. He stated that it would also be prudent to help determine whether the buildings could be self-supporting. In his opinion, APRC should not be subsidizing the properties. Lewis commented that if the properties were to break even, rental prices would be more affordable.

Heller asked whether the proposed transfer of the buildings would be in perpetuity. Black replied that APRC's proposal would be that the transfers were held in perpetuity. He stated that the Parks Fund (monies from property taxes) was subsidizing the buildings currently and there was a substantial amount of deferred maintenance. Donor assistance would be helpful.

There followed a discussion focused on the cost-to-benefit ratio. Landt stated that the properties should be profitable and such a goal should be attainable. Gardiner noted that APRC served the citizens of Ashland and represented its residents. Any upgrades for the buildings would benefit the City and its residents.

Lewis stated that the \$800,000 renovation of Garfield Park was a case in point. He noted that in his opinion, there was a balancing act between generating more revenue, as Council had asked, with continuing to provide parks and services to Ashland residents.

Dials reported that there were a limited number of groups using the buildings free of charge. She explained that historically, the waived fees were returned to APRC in the form of thousands of hours of donated time that kept the APRC system beautiful.

Gardiner stated that improving the facilities would yield increased returns. He explained that the properties would become more marketable and people would use the facilities more frequently. Heller remarked that it would also open up evening use, expanding the hours the facilities were available.

Landt described distinctions between APRC's parks (a public trust) and the ownership of buildings (an entrepreneurial opportunity) within the APRC system. He advocated for buildings that would pay for themselves with enough money left over to establish a fund for maintenance of the facilities.

Gardiner directed staff to respond to the RFP with a proposal that included a business plan.

#### **STAFF AND COMMISSIONER UPDATES**

Dials invited the Commissioners to the free Ashland World Music Festival scheduled on Saturday May 19, 2018, from noon – 6:00 p.m. in Lithia Park.

#### **ADJOURNMENT INTO EXECUTIVE SESSION**

By consensus, Gardiner adjourned into executive session at 7:20 p.m.

*Executive Session: Real Estate Discussion and Disposition, ORS 192.660 (2)(e)*

## **ADJOURNMENT OUT OF EXECUTIVE SESSION**

By consensus, Gardiner adjourned out of executive session at 7:45 p.m.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Betsy Manuel, Assistant  
Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular Meetings are digitally recorded and available upon request.

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting  
Minutes  
May 21, 2018

**Present:** Commissioners Heller, Landt, Lewis, Miller; Director Black; Interim Parks Superintendent McFarland; Recreation Superintendent Dials; Executive Assistant Dyssegard; Assistant Manuel

**Absent:** Commissioner Gardiner; City Council Liaison Mayor Stromberg

### CALL TO ORDER

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

### APPROVAL OR ACKNOWLEDGEMENT OF MINUTES

- Bee City USA Subcommittee, March 14, 2018—acknowledged
- Trail Master Plan Update Committee, April 20, 2018—acknowledged
- Trail Master Plan Update Committee, April 27, 2018—acknowledged

#### Regular Meeting April 23, 2018

**Motion:** Lewis moved to approve the Minutes of April 23, 2018 as presented. Heller seconded.  
The vote was all yes.

### PUBLIC PARTICIPATION

- *Open Forum*

**Nancy Nelson** of 149 Clear Creek Dr. Ashland, OR. was called forward.

Nelson noted that she often hiked the trails in and around Lithia Park and there were some areas of concern to report. She expressed distress about the condition of the women's restroom at the playground area in Lithia Park. She stated that it did not look like it had been cleaned for many years. She detailed the condition of the toilets, walls behind the toilets, doors, sinks and floors. Nelson stated that children used the restroom in bare feet and the unsanitary conditions could spread disease. She asked that the APRC custodial staff address the situation. She contrasted the children's restroom with the very clean APRC Administration office restroom.

Nelson also indicated that the brochures and posters in the Administration restroom area alerted hikers to the potential dangers of natural predators on the trails and in the forest. She described a poster that stated there had been a cougar sighting in the area and what to do if one were encountered. Nelson spoke about other brochures depicting bears as a daily occurrence as well as a brochure on urban deer. She requested that more be done to alert the public about these critters, the potential dangers and preventative actions that could be taken if necessary. She asked that all of the materials be distributed more widely to Ashland residents and park visitors, stating that human safety should be a priority.

Landt thanked Nelson for her comments. He noted that staff would look into the restroom conditions.

### ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

## UNFINISHED BUSINESS

### *a. Pioneer Hall RFP Directive (Information/Action)*

Dials reviewed the discussion initiated by the Ashland City Council on April 16, 2018, about the future of Pioneer Hall. At that meeting, Public Works Director Paula Brown presented three options for renovating the building and potentially changing its use. City Council directed City staff to prepare an RFP (Request for Proposal) calling for direction from the Ashland community regarding their preferences for Pioneer Hall and its use.

Dials stated that the Parks Commissioners also discussed the facility at their May 14 Study Session. Because APRC leased the building from the City of Ashland for public use, the focus at the meeting was an analysis of annual revenues and expenses for the building. User fees and the limited number of users for whom rental fees were waived were also discussed.

Dials requested permission to prepare an RFP in response to the City's request. She recommended that Pioneer Hall and the Community Center be retained as recreational assets, dependent upon the transfer of ownership of the buildings from the City of Ashland to APRC.

### Discussion among Commissioners

Miller asked about the repairs needed and the financial responsibility for doing so.

Black explained that there was a long list of repairs with varying degrees of urgency. He highlighted the historic nature of the building and the amount of flexibility available for renovations that were in keeping with its use. Black indicated that some repairs would be beneficial and useful while others such as structural retrofitting for seismic safety might conflict with historical preservation. He stated that there was a potential donor interested in donating funds for aesthetically pleasing repairs.

Heller confirmed that the building would not be condemned if used for recreational purposes as it would be if it were used as a winter shelter for the homeless. Black replied that as long as the recreational use was retained then the historic nature of the building could be preserved. The City Council was considering a change of uses that included operating as an overnight shelter during the winter months - but structural requirements to bring the building up to code would be costly.

Heller asked whether the City of Ashland would transfer ownership to APRC as a donation rather than a property sale. Black replied that he would like direction from the Commissioners regarding that issue. He stated that it was his opinion that the City would like both the Community Center and Pioneer Hall to retain their use as community buildings and that APRC was well positioned to continue utilizing the buildings for that purpose whether money changed hands or not. Heller commented that he had concerns about APRC's tight budget with respect to this matter, particularly if there was work to be done on the buildings.

Lewis asked about the timing for the RFP. Dials stated that the City planned to release the RFP by mid-June or at the latest by month end. Lewis stated that APRC would take on the liabilities associated with the buildings – recommending that ownership should be transferred without an exchange of money.

Landt advocated for a proposal that would include both buildings. Heller agreed, stating that he valued both properties and APRC would be worthy stewards.

Lewis noted that the buildings had been built in the 1920s, emphasizing that APRC would be respectful of the historic integrity.

Landt talked about APRC's current recreational uses of Pioneer Hall. He stated that its function as a winter shelter significantly reduced public use for other purposes. Landt explained that limiting recreational uses in addition to the City's requirement for rental reimbursement (currently \$15,000 annually) resulted in a net loss for APRC each year. He suggested that if ownership of the building were transferred to APRC, the annual fee of \$15,000 could be retained and set aside for long-term maintenance. Landt recommended continued use of the building as a public gathering center and a transfer of building ownership to APRC without a transfer of funds.

**Motion:** Lewis moved to direct staff to submit a proposal for the City's RFP for continued public use of Pioneer Hall with the inclusion of the Ashland Community Center. He further moved to transfer ownership of both buildings to APRC without purchase. Miller seconded.

#### Discussion

Lewis stated that there seemed to be a consensus that the \$15,000 annually per building be retained by APRC and set aside for future maintenance costs. He suggested that public rental fees could be adjusted if necessary to achieve a break-even point.

Heller stated that he was in agreement as long as the \$15,000 per building could be used for renovation projects and maintenance.

**Motion:** Lewis moved to direct staff to submit a proposal for the City's RFP for continued public use of Pioneer Hall with the inclusion of the Ashland Community Center. He further moved to transfer ownership of both buildings to APRC without purchase. Miller seconded.

The vote was all yes.

#### **NEW BUSINESS**

##### ***a. ADP Seasonal Patrol Rollout (Information)***

Black introduced Central Area Patrol (CAP) officers Matt Carpenter and Jason Billings. He noted that they worked closely with APRC and managed the seasonal Park Patrol program.

Carpenter stated that he had worked as a police officer for the Ashland Police Department for approximately 12 years. For the past three and a half years (3 ½) he had been a CAP officer.

Jason Billings noted his service as a police officer for seventeen (17) years. This would be his third season as a CAP officer.

Carpenter stated that the summer season had started – beginning with the hiring and training of seasonal cadets and Park Patrol who would assist in patrolling the downtown area as well as Lithia Park. For the 2018 season there would be six cadets.

Carpenter talked about the training that occurred the last three weekends in May to prepare the cadets for their duties. He commented that going from an ordinary citizen to an enforcement authority required preparation. Carpenter detailed the training specifics in the areas of implicit bias, procedural justice, police legitimacy and in the municipal codes that would be pertinent for their work in Lithia Park. He stated that APRC Chair Mike Gardiner led a tour of Lithia Park for the cadets to familiarize them with the area. Additional training included officer safety, tactical communications and defensive tactics.

Carpenter indicated that there would be 7-day-per-week coverage by mid-June. Hours were typically 10:00 a.m. to 8:00 p.m. with the exception of Thursdays when there were evening concerts at the bandshell that required an additional police presence.

Heller asked whether there was enough flexibility in the schedule to address illegal campers in the parks. Carpenter replied that the Ashland Police Department (APD) planned special details to look for camping violations – particularly in Lithia Park.

Lewis asked about the 7-days-per-week coverage. Carpenter highlighted the weekends during which staff patrolled in pairs. He also stated that there was a golf cart available for periodic bike checks and visits to parks that were further afield, such as Railroad Park.

Carpenter said he wanted to make the Commissioners aware that the Enders Shelter in Lithia Park was a potential trouble-spot. He stated that in the summer there were a number of groups bringing meals to the shelter. Some potential conflicts included unruly or off-leash dogs, smoking, alcohol consumption and other troublesome behaviors. He suggested working with staff on some environmental changes to ameliorate those issues. He said APD had fielded complaints about the meals in Lithia Park, noting social media commentary about dog fights that resulted in people fighting during the events.

Billings highlighted the spirit of cooperation between APRC staff and Park Patrol, which he said they would continue to build upon. He cited a remote camp that included several sites as an example, stating that APRC staff, APD and Park Patrol were able to clean up an extensive area. He was currently working with APRC staff on signage in the watershed and how to properly post the signs. Billings expressed thanks on behalf of APD for APRC's assistance. Carpenter added that Recreation Superintendent Dials had also helped out, finding a solution for a silent disco group. He stated that her work was also greatly appreciated.

Black stated that field staff really appreciated the opportunity to collaborate with the Park Patrol on common issues. He explained the juggling of priorities for custodial staff, noting that their absence [while helping APD] could create stress on the APRC system, leaving maintenance work unfinished. That said, Black indicated that APRC would continue to work with the Park Patrol to eradicate campsites whenever possible.

Billings invited the Commissioners to walk and talk about issues or concerns at any time. He stated that they were happy to work things out.

Landt thanked the officers for their presentation, stating appreciation for their work and looking forward to the end-of-season report.

**b. *MIG Findings from Lithia Park Master Plan Survey (Information)***

Black introduced Lauren Schmitt – a principle with MIG – the consultants for the Lithia Park Master Plan. He stated that Schmitt's presentation would be about the results of the Mapita survey conducted by MIG.

Schmitt stated that in addition to sharing the preliminary results of the Mapita survey, she would present an overview of the Master Plan process for Lithia Park and the proposed schedule for Design Week.

Schmitt divided the Master Plan process into three phases. Phase I was the public outreach as a part of the project's initiation and preparation. This resulted with the creation of a Foundation Report – the first step in collecting data important for the Master Plan. Phase II was the development of a strategic analysis of the park – with Phase III resulting in a look forward into the future. The completion of the three phases would establish a plan for the next 100 years for Lithia Park.

The process began with a strategy for public involvement. This included many elements: a project webpage, stakeholder interviews, Listening Posts and an online questionnaire. Hash tags were developed with the help of

APRC's Dorinda Cottle. There were online interview questions and a focus group / workshop facilitated by stakeholder JoAnne Eggers. MIG also developed a youth engagement toolkit and a facilitator's guide.

A December Listening Post was well attended. People articulated what was important to them about the park and shared ideas about the history of Ashland in an informal setting. One-on-one interviews were also conducted with twenty or more people and, as a result, MIG began to see recurring themes.

The Mapita questionnaire was online from March 30, 2018, to May 14, 2018. APRC staff crafted a publicity blitz that included press releases, social media and direct mail. There were 260 respondents out of 476 visitors to the site. 1639 pins were positioned on the map - a strong response from local residents. The results of the initiative were somewhat atypical: 81.4% of the respondents were identified as local, 16% were from nearby communities and 2.7% were visitors.

Schmitt reported that there was a series of questions about Lithia Park. Patterns were aggregated from responses designed to determine public opinion about the heart of the park. Many respondents felt that the closer one was to town, the closer they were to the heart of the park – most likely because it was the busiest or most used place. Visits were frequent at the playground, the lower duck pond and the lawn that connects to the Calle. In response to another question, it was noted that the majority reported individual interactions with the parts of the park they considered special. For some it was about iconic features, for others it was natural areas such as the ponds or the swimming hole.

One discovery was the multiple points along the corridor where people entered the park. This element would be important in planning Lithia Park's future. In comparison to data collected in other parks, driving to the park was not primary. Of the respondents, 209 residents walked to the park, 43 biked and 190 traveled by vehicle.

A heat map was developed to ascertain where people traversed within the park. The "hottest areas" were various locations throughout the hillside. In response to a question about when people visit throughout the year, answers reflected consistent year-round use, with a small uptick in summer. According to the data, 676 people visited Lithia Park during the summer, 483 people visited in the winter and in spring and fall there were 612 and 602, respectively. Schmitt stated that this was not necessarily typical for similar parks where efforts are focused on enticing people to visit during the "shoulder" seasons.

Schmitt reported that the questionnaire enquired about barriers or hurdles that hinder experiencing the park as desired. 41 answered that places and features were not as well maintained as well as would be liked. 22 answered with accessibility concerns and 22 indicated constraints about dogs and bikes.

Schmitt stated that there was a series of questions related to the character of Lithia Park. Respondents were asked to choose a picture from a series of nine pictures that best represented the park. Another series of questions asked for a similar response to historic pictures of Lithia Park. She indicated that all of the pictures resonated for many people. A pattern emerged that the creek was the primary characteristic and the rustic bridges contributed to the ambience. The forest was also revered. In the historic pictures, creek water and still water remained important.

Respondent numbers were compared to the population of Ashland by percentage. There was a low response from people in Ashland who were under the age of 18 – in keeping with the statistics. The majority of responses came from people in the 35 to 44-year age bracket, a group that is typically difficult to capture. Open-ended comments at the end of the survey were weighted. Words like trails, walk, play and enjoyment were frequent. Dogs also rose to the top – both pro and con. Schmitt stated that there would be further analysis of the written comments in addition to the word search.

Heller said he understood that the word search was neither negative or positive. Schmitt agreed but noted an anomaly for the word “wonderful” – heard more often than in other surveys.

Landt asked about the heat map and the lack of distinction between dissimilar areas such as the playground, the duck pond and the Japanese garden. Schmitt agreed, noting that the map expert was looking into that to determine its accuracy. One reason might be that the areas were targeted accidentally, with pins inadvertently dropped.

Landt also commented that the counts for numbers of people in spring and fall could be misleading. He explained that low sample numbers might be reflecting local people visiting regardless of the season. Landt noted that there was a verifiable decrease in the number of people visiting the park in the off-season. Schmitt agreed but emphasized that there was a strong user base year-round. For planning purposes, this meant downtime for periodic maintenance and repairs would be less prevalent.

Schmitt talked about the focus group that JoAnne Eggers spearheaded in February 2018. She noted that themes emerged that were reiterated in the one-on-one interviews. People were interested in the creek, the ponds, the trails, the plant communities and the forest. People also suggested that a transportation plan for the park was needed, given rapid changes such as autonomous vehicles. Pertinent issues included climate change and energy independence.

Respondents indicated that quiet spaces within the park were as important as social spaces. Solutions for managing wildlife and supporting nature play were discussed. Written comments with suggestions about deer-proof plantings and the eradication of invasive species were collected. Concerns included water quality and the preservation of historic elements.

Schmitt highlighted objective 6.2 – the identification of a theme for the park - as one of the objectives MIG was tasked with. She stated that the recurring themes gathered in all of the data collected to date would shape the vision for how the park evolved over time. Water in all of its forms and Ashland Creek in particular was emerging as a strong theme that people connected with. Nature – the forests, the rocks, the flora and fauna -- provided refuge and respite from the everyday world. There was also a health theme, beginning with the health benefits that mineral waters were purported to provide at the park’s inception to today’s focus on the health of the ecosystem.

Black stated that he appreciated the various themes identified by the data as well as the emphasis on the personal relationship people developed with the park. He stated that 6.2 should probably be restated to say ‘identify *themes*’ rather than *theme*. Schmitt indicated that a change was not necessary as long as there was agreement on the outcome. She commented that the objectives given to MIG were a nicely organized set of challenges that would define the Master Plan project.

Schmitt described the “Design Week” activities spanning June 12 through June 15, 2018.

- Tuesday June 12, 2018—Japanese Garden Coordination meeting and a presentation to the Ashland Historic Commission Meeting. In the evening, a public visioning meeting held to set the vision elements.
- Wednesday, June 13, 2018—All-day work session in the Community Center and a Master Plan Subcommittee meeting. An informal Listening Post would be conducted from 5:00 p.m. to 7:00 p.m. in the park at the Bandshell, weather permitting.
- Thursday June 14, 2018—Sork session and open studio followed by a public workshop to further identify preferences for the future direction of Lithia Park.
- Friday June 15, 2018—Final meeting of the Master Plan Subcommittee, reflecting on the public comments of the night before and developing specifics.

Schmitt summarized the week, beginning with a public visioning session that would begin with an overview of the Master Plan process and end with facilitated small work groups. By the end of the week, ideas would be shared and the public would be able to respond with their preferences. The Subcommittee would then review the data and assist with directives for the park's future.

### Commissioner Discussion

Heller inquired about publicity for Design Week. Schmitt replied that APRC staff had begun an intensive publicity effort beginning with a press release and Facebook promotions. She suggested that the Commissioners provide information about the Master Plan process and Design Week public participation opportunities within their own networks.

Landt asked about the revised Foundation Report. Schmitt said the report was under final review and should be available by the week's end.

Landt called for written guidelines for Parks Commissioners who would like to attend Design Week. He stated that a quorum could attend the public meetings under certain circumstances. Black added that the law was not supposed to prevent the Commissioners from attending public meetings – rather the law was designed to present a quorum from attending *unpublicized* meetings.

Landt encouraged the Commissioners to attend as many opportunities as possible during Design Week. He stated that the week's activities were critical for planning the future of Lithia Park.

Lewis suggested that that Nancy Nelson bring her concerns and insights regarding the park's infrastructure to Design Week as well.

### **SUBCOMMITTEE AND STAFF REPORTS**

- ***Annual IPM Policy Review (Information / Possible Action)***

McFarland announced that he would include a policy update as well as the annual review. He explained that the previous year, the Commissioners had asked that policy revisions and exceptions be incorporated into the body of the policy. McFarland noted that the policy had been re-formatted as well. He thanked Susan Dyssegard for her extensive work on the project.

McFarland explained that the first part of the policy described the Oregon Statutes that define an Integrated Pest Management program. (IPM). He stated that there had been no changes to the statutes or to most of Ashland's existing policy. Differences between synthetic pesticides and non-synthetic pesticides have been refined. Organic pesticides (as approved by the Organic Materials Review Institute) are permitted throughout the nearly 800-acre APRC system.

A general statement regarding Ashland's pesticide-free parks was amended to include percentages as a measurement tool to adequately describe use. Specifically, what was formerly described in the policy as "mostly pesticide free" was now being reported as "APRC lands are 99.25% synthetic -pesticide free."

McFarland indicated that the narrative now included the list of exceptions granted by the Commissioners since inception of the policy in 2010. They were as follows:

- Hornets and wasps in all areas—for safety, as a last resort
- Median strips at the north entry of Ashland—for safety

- For control of Poison Oak along trails—for safety
- For emergency situations—with Commissioner approval, case-by-case
- Throughout the Oak Knoll Golf Course—within IPM guidelines

Posting for synthetic pesticide use must be displayed 48 hours prior to application. Non-synthetic pesticide signage can be posted at the time of application. Oversight, training, reporting and review remains unchanged in the updated policy. Synthetic pesticide use is not permitted from Memorial Day through Labor Day. Organics are acceptable year-round.

#### Commissioner Discussion

Heller asked about the distinction between synthetics and synthetics containing neonicotinoids. McFarland replied that neonicotinoid pesticides were not used.

Landt stated that he would like to work with staff to address additional changes to the policy.

Black suggested further review of emergency situations where the use of synthetic pesticides was approved by the Commissioners. Lewis commented that in his mind an emergency situation would involve wasps or hornets – insects rather than plants. Landt recommended elimination of the exception and postponement of approval of the IPM policy.

Black asked about recording the revisions, noting that all of the revisions were listed at the beginning of page 1 and also at the end of the policy. He advocated for listing the previous revisions and dates only at the end. Landt stated that in his opinion, the historic record of the revisions since policy inception were important but that only the last revision was needed on the opening page of the document.

Lewis commented that the negative effects of glyphosates were becoming more apparent each year and he was grateful that APCR had managed those chemicals early-on.

Landt reported that there had been some significant growth of noxious weeds that would have to be managed differently. He highlighted the North Mountain median strip at North Mountain Park as a case in point. He stated that it provided an example of areas where evergreen trees had moderated the growth of weeds. In areas where vegetation was sparse, the weeds were more difficult to restrain. He noted that there was an opportunity to adopt maintenance and design guidelines that would further alleviate the growth of noxious weeds.

Landt asked that the revised IPM policy return for a vote of the Commissioners at the next regularly scheduled business meeting. He indicated that highlighting the changes and amended verbiage and resubmitting the revised policy prior to the meeting would be sufficient.

Black emphasized that the IPM policy was in the process of reorganization and it was not undergoing a substantive revision. He characterized the process as a reformatting of the existing policy.

**Nancy Nelson** of 149 Clear Creek Dr. Ashland, OR. was called forward.

Nelson spoke about the two categories of poisonous materials often used in pesticides and herbicides. She stated that the World Health Organization had classified glyphosates as a level 4 carcinogen. In California, there are requirements that any herbicide that contains glyphosates must be labeled as a carcinogen. Nelson suggested that signs announcing the chemical sprays include the information that glyphosates are known carcinogens.

Nelson spoke about the chemical's potential effects, stating that it was an endocrine disrupter. She told a story about uses of the parks – such as lying on the grass or playing in the playgrounds – and asked that the parks be poison free [[Nelson public input](#)].

- ***IPM Annual Review***

McFarland noted that no glyphosates were used in Lithia Park, nor on the vegetation bordering APRC trails. He stated that APRC staff removed poison oak by hand even though it was a challenge because of its prolific growth.

McFarland stated that new signage was now displayed in the new pollinator gardens, at Ashland Pond and Ashland Creek Park. Monarch Waystations were established with help from a partnership with Lomakatsi Restoration Project. He highlighted new pesticide-free areas such as the extended Riverwalk Property and at the Briscoe School property. Of the 772.8 acres in the APRC system, there were only 5.71 acres in which synthetic pesticides were permitted.

McFarland noted that noxious weeds at the Oak Knoll Golf Course included difficult-to-control broadleaf weeds and moss. He described the efforts staff took to keep the course in good condition.

McFarland reviewed the records detailing the number of glyphosate ounces used in 2017. He explained that wasp spray was the predominate spray because of the potential for life-threatening situations. Glyphosate use compared favorably to the amount used in 2016.

McFarland also displayed records detailing soil tests periodically conducted. McFarland indicated that soil tests at the North Mountain sports fields were good, with nitrogen being a little low. He noted that the tests were taken just before the scheduled application of fertilizer containing nitrogen.

McFarland extended appreciation for the work of Volunteer Coordinator Lori Ainsworth who recruits and organizes park and trail volunteers. He stated that in 2016, APRC recorded 5929 volunteer hours compared to 7588.25 hours in 2017. He emphasized the successful Adopt-A-Park Program established and coordinated by Ainsworth.

McFarland concluded by noting that APRC uses safe practices wherever possible. APRC staff continues to look for new organic products and new methods of weed control. He talked about the innovative techniques used by officials in Irvine, California, that included a steam machine designed to take the place of synthetic pesticides. McFarland displayed a draft of signage that would educate the public about Ashland's pesticide-free parks.

- ***Annual Bee City USA Report (Information)***

Dials introduced Kristina Lefever – Chair of the Bee City USA Ashland Subcommittee.

Lefever noted that the Bee City USA program started in North Carolina in 2012. It was modeled after the Tree City program, providing protocols for municipal governments to ensure the welfare of pollinators. Ashland was currently the fifth Bee City affiliate out of 67 Bee City USA affiliates across the country.

Lefever thanked the Commissioners for the opportunity to conduct the Bee City Subcommittee quarterly meetings at the North Mountain Nature Center. She also noted her appreciation for Nature Center Manager Libby VanWyhe and Commissioner Heller, who served as staff / commissioner liaisons, for their support.

Lefever stated that there were two major goals for the previous year: to create pollinator-friendly landscapes and To educate the public about pollinator conservation. She highlighted activities that focused on substantiating those goals, with the approved pollinator garden program initiated in 2016 as a crowning achievement. Lefever stated that

thirty-eight (38) gardens had accomplished the criteria for approval. She noted that ten of the gardens belonged to Ashland Garden Club members and seven were non-residential.

Lefever announced that the second annual Pollinator Garden Tour would be held on Sunday, July 15, 2018, from 9:00 a.m. to 1:00 p.m. The tour would be a self-guided visit to sixteen gardens. Tickets were available at the Nature Center or at The Grove Recreation Office and were \$10.00 each. She thanked Carolyn Hunsaker for her assistance with a ticket / booklet that described the gardens and detailed the locations. Lefever presented the Commissioners with tickets to the event.

Lefever thanked the Ashland Parks Foundation for awarding a grant to purchase pollinator plants for APRC's pollinator garden. She thanked APRC staff for their assistance with moving in soil and chips and working on the irrigation.

Heller acknowledged Kristina's work on the Subcommittee, which he described as a good idea but a great deal of work.

Lewis noted that the *Oregonian* dated May 21, 2018, featured an article about the drastic reduction of Monarch butterflies, thereby reminding those present that butterflies were pollinators too.

- ***Ashland World Music Festival***

Dials reported that the annual Festival was exceptional this year. APRC staff ensured that the event was successful by checking in periodically to keep things flowing. Dials noted that it was a great family party with lots of dancing and fun.

Dials reported partnering with Rogue World Music to raise funds for next year's event. She stated that over \$9000 in sponsorships had been raised for the 2018 event.

- ***Lifeguard Training***

Dials indicated that a two-day lifeguard certification training had been completed, with twelve trainees attending. She stated that the Ashland Parks Foundation had sponsored several attendees, granting them partial scholarships that allowed for their involvement.

Dials said most of the season's swim staff were hired and open lap swim would be available starting at noon on June 4, 2018.

## **UPCOMING MEETING DATES**

- Signs, Plaques, and Memorials Subcommittee, May 24, 2018 @ the Parks Office, 340 S. Pioneer - 2:30 p.m.
- Trails Master Plan Update Committee, May 25, 2018 @ 51 Winburn Way -10:00 a.m.
- Study Session, June 18, 2018 @ The Grove 1195 E. Main - 5:30 p.m.
- Regular Meeting, June 25, 2018 @ Council Chambers, 1175 E. Main - 7:00 p.m.

## ADJOURNMENT

There being no further business, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Betsy Manuel, Assistant  
Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular meetings are digitally recorded and available upon request.

City of Ashland  
PARKS AND RECREATION COMMISSION  
TRAIL MASTER PLAN UPDATE COMMITTEE  
MEETING MINUTES  
June 1, 2018

**PRESENT:**       **Parks Commissioner:** Jim Lewis  
                  **Additional Committee Members:** David Chapman, Torsten Heycke, Stephen Jensen, Jim McGinnis  
                  **City and APRC Staff:** Interim Parks Superintendent Jeffrey McFarland, Forestry Supervisor Jason Minica, GIS Analyst Lea Richards  
                  **APRC Minute-taker:** Betsy Manuel

**ABSENT:**       APRC Director Michael Black, Committee member and Parks Commissioner Mike Gardiner, Committee members Luke Brandy and Chris Chambers

**I.       CALL TO ORDER**

Chair Chapman called the meeting to order at 10:00 a.m. at 51 Winburn Way, Ashland OR.

**II.      APPROVAL OF MINUTES**

- *Minutes of May 18, 2018*

**Motion:** Lewis moved to approve the Minutes of May 18, 2018, as presented. McGinnis seconded and the motion carried unanimously.

**III.     PUBLIC PARTICIPATION & GUEST SPEAKERS**

*a. Open Forum*

There was none.

*b. Review Additional Public Input Since Last Meeting*

There were none.

**IV.     ADDITIONS OR DELETIONS TO THE AGENDA**

McGinnis asked for time to update the Committee regarding the Ashland Canal project.

McFarland asked that the Chapter on the Ashland Canal be first under **Agenda Item VI: New Business.**

**UNFINISHED BUSINESS**

*a. Web-app for Location-Based Comments Regarding TMP Project*

Richards stated that she and co-worker Rickey Fite designed and coded a web-app for public input regarding the TMP. She noted that the website contained basic information about the project including an interactive map. She displayed the web-app information, noting that clicking on an area of the map resulted in information about the location where the pin was located as well as the applicable corridor. Richards noted that the comment section allowed sufficient room for input of approximately 100 characters. She stated that she would retrieve the commentaries via computer and the retrieved information would be in a table format.

There followed a brief discussion about capturing the name of the persons making comments. Jensen recommended that the names be required so that any issues could be resolved and/or specifically discussed directly with the concerned party. Chapman agreed, indicating that face-to-face or email discussion could accelerate problem solving.

Jensen inquired about corridor widths. Richards noted that widths had been determined in the original Master Plan document but there were some areas such as the Bear Creek area that had been updated. In response to a question by Jensen, Richards noted that the corridors were established as a way to organize specific areas.

Heycke asked whether the map would remain open to the public indefinitely. There followed discussion about receiving commentary that could affect the Master Plan – particularly when the Update Committee was at a point where the document was almost complete.

Lewis stated that the interactive map was a very useful tool – not only for Master Plan input but also for ongoing public input with regard to trails.

McGinnis talked about the importance of an end date for comments regarding the Master Plan. He stated that without it, people could assume their input would be incorporated into the plan, when it would not. It was agreed that an end-date should be established with regard to the updated Trail Master Plan.

McFarland detailed the process for adoption. Jensen read from the Master Plan document the actual wording regarding the 2018 TMP update process. Lewis noted that the Master Plan would remain a draft until formally approved by APRC and the Ashland City Council. Until then, technically, changes to the Plan could occur. Responses to public concerns were typically addressed by APRC staff. It was stated that the TMP Master Plan Subcommittee Chair Chapman also worked with the public often in partnership with APRC.

#### IV. NEW BUSINESS

##### *a. Review Chapter 6: Ashland Canal*

McGinnis noted that the Chapter was originally referred to as the TID Ditch. He commented that in the past, people assumed they had access to trails along the canal. McGinnis stated that the easement in place was a maintenance easement and therefore not open to the public.

Heycke talked about the first paragraph that framed the Ashland Canal as a significant part of the a “emerald ring” around the City of Ashland. He stated that the concept of an emerald ring or necklace was difficult to visualize and problematic to achieve. Lewis explained the historic precedent set originally in Seattle. He stated that APRC’s take on an emerald ring was that a series of trails would be assembled as a loop around Ashland. He stated that the descriptor *emerald ring* might not be pertinent for Ashland.

Heycke proposed that the sentence *“Aligning with the hydrologically necessary contour, the Ashland Canal is generally flat to gently sloping and has nearly six miles of linear footage most of which are in close proximity to the southern border of the city limits”* be changed to - *The Ashland Canal is generally flat to gently sloping and has nearly six miles of linear footage most of which are in close proximity to the southern border of the city limits.* He suggested that the word *“robust”* be removed from the last sentence of the fifth paragraph on page one.

Heycke suggested changes to **LINKAGE** as follows:

First paragraph: Last sentence – *“The Hald-Strawberry Park, when developed, may serve as a trailhead”* be changed to *The Westwood open space may serve as a trailhead.* Lewis noted that a neighborhood park was needed in the area as well.

Heycke restated the linkages to Granite Street properties as the *“Lithia Trail System, and the APRC-owned properties from Granite Street to Acid Castle”*. He recommended deletion of the paragraph referred to with the heading *“Pinecrest Terrace bypass.”* McGinnis agreed, stating that the potential for trail development should remain viable if circumstances changed.

## CHARACTER

It was agreed that the description "*imposing canopies*" would be deleted.

## EXPECTED USERS

Heycke questioned the term "*foot traffic*" and it was agreed that the terminology would be changed to *pedestrians*. The term *baby strollers* was deleted.

Other changes included deleting the word *paving* from the sentence beginning with "*The underground segments may offer opportunities to add crushed rock or paving.*"

There followed a brief discussion about whether to mention the two-mile portion of the Ashland Canal that the City plans to divert underground and cover. It was agreed that plans to do so were tentative and the impact on the trail system unknown – therefore no mention would be incorporated into the updated Trail Master Plan.

McGinnis talked about issues concerning to property owners along the Ashland Canal, noting that there was potential for a group of residents to come together and work toward potential solutions to conflicts in that area.

**Motion:** Jensen moved to approve Chapter 6: *Ashland Canal* with the edits discussed. McGinnis seconded and the motion carried unanimously.

### ***b. Review Chapter 4: Bear Creek Greenway Trail Corridor***

Heycke proposed that the second sentence under the Bear Creek Greenway Route Description read as follows: "*It is the premier bicycle and pedestrian transportation route that crosses a significant portion of the Rogue Valley.*"

Chapman stated that it was important to associate the Bear Creek Greenway with the Rogue River Greenway because of its additional connectivity. Richards responded that the Bear Creek Greenway crossed a significant portion of the Bear Creek Valley – rather than the Rogue River Valley. After some discussion, it was agreed that the sentence would be revised as follows: "*The Bear Creek Greenway in conjunction with the Rogue Valley Greenway is a premier bicycle and pedestrian transportation route that crosses a significant portion of the Rogue River Valley.*"

Lewis agreed, noting that the two valleys are important to mention in context together because of the linkages from Grants Pass to Ashland.

Jensen question the characterization of the bicycle and pedestrian transportation route as "*the premier*" route. It was further agreed that the sentence would be changed to read "*a premier*" route.

McGinnis suggested that the sentence stating that the route begins near Dean Creek north of Central Point would be more accurately portrayed as near Blackwell Road.

## GOVERNANCE

Heycke suggested that the sentences "A trail guide has also been published." and "This guide has been updated and made available through Jackson County Park" be restated as "The trail guide is available through Jackson County Parks."

Additional changes were outlined as follows:

*"The funding for the maintenance of the Greenway is administered by Jackson County Parks through a Joint Powers Agreement between five municipalities and Jackson County" will be changed to "The maintenance of the Greenway is administered by Jackson County Parks through a Joint Powers Agreement administered by Jackson County Parks."*

*"The Greenway enters the jurisdiction of Ashland on the north end of the Ashland urban growth boundary where approximately two miles of the Greenway lies within the urban growth boundary and the City limits." The sentence will be changed to "The Greenway enters the maintenance jurisdiction of Ashland on the north-west end of the Ashland urban growth boundary."*

*"This portion of the trail runs predominately west to east and extends from Valley View Road and then follows Bear Creek to the current termination point at West Nevada..." The sentence will be changed to "This portion of the trail runs predominately west to east and extends from Valley View Road over Bear Creek and follows Bear Creek to a termination point at West Nevada."*

*"Another three miles of trail is proposed to extend through Ashland to the southeastern edge of the Ashland Municipal Airport" will be changed to "Another three miles of trail is proposed to extend beyond Ashland to the southeastern edge of the Ashland Municipal Airport."*

McGinnis suggested that the paragraph be broken into two paragraphs beginning with *"Another three miles..."*

Jensen asked about the addition of a paragraph that explained that the Greenway is a work-in-progress. The paragraph reads: *"A future trail extension from West Nevada Street to North Mountain Park has become the scope of work for a new trail building project. Currently an Alternate Routes Proposal is being funded by a joint agreement between the Ashland Public Works Department, APCR and The Bear Creek Greenway Foundation Board."*

McFarland noted that the study had been completed and a series of recommendations proposed. Recommendations included an interim proposed route and a long-term proposal for a permanent route. The Mace property was referred to as the extended Riverwalk property and a section of the parcel was the interim route.

Discussion included various properties and bridges. Jensen asked whether the proposals should be included in the Master Plan. Chapman suggested that the paragraph should convey that work is currently underway for an extension of the Greenway to North Mountain Park without further comment. He noted that the map depicts two possible routes.

McGinnis suggested that the Willow Wind property that extends from East Main to the I-5 Highway could be considered a corridor – and could be mapped accordingly. Richards stated that there were a number of factors involved that would require some research. She indicated that she would take the matter under advisement and see what she could do.

It was agreed that the paragraph that begins *"A future trail extension"* would be re-written and condensed.

## **LINKAGES**

Heycke pointed out a typo under linkages.

Richards reported that the sentence that talk about the Greenway connecting to Helman and Oak streets should also include North Laurel – as the street was also a designated bike route.

**Motion:** Jensen moved to approve Chapter 4: *The Bear Creek Greenway*, as edited. Heycke seconded and the motion carried unanimously.

**c. Table of Contents**

Jensen highlighted a proposal to re-order the Table of Contents. He noted that the title page would be developed more simply by APRC, and he committed to completing the Executive Summary prior to the meeting on June 15.

Jensen suggested that several chapters be incorporated into the body of those that already existed, where appropriate. He explained that he would prefer to eliminate the Appendices if possible, given the size of the document. He stated that citations would be documented and reference links would be attached but a Bibliography was not necessarily needed. In response to a question by Chapman, Jensen replied that the goals and objectives would be incorporated into the first Chapter. In addition, Chapter 14 on implementation and phasing would be eliminated.

McFarland reported that in spite of the various iterations of the Master Plan, the document would be similar in length to the original Plan. He summarized other changes, such as the combining of Chapters 1 and 2 and the incorporation of the Cascade Foothills into the chapter on Regional Trails. Flora and Fauna were also combined, and the historical references inserted into the appropriate chapter or chapters. The title page would be simplified and the Executive Summary would be shortened. Jensen added that the acknowledgements and partnerships would also be shortened.

Chapman recapped the agenda Items for the next regularly scheduled meeting, indicating that they would include a final review of the Executive Summary and the Central Bike Path.

There followed a brief discussion about maps, with Richards commenting that the maps would be similar to those displayed at the Open House with the possible addition of the Willow Wind property if appropriate.

McFarland added that photos were still needed. He reminded those present that each photo should contain the name of the member submitting the photo as well as the date the photo was taken. He recommended sending no more than three per chapter.

Chapman stated that in his opinion, the Master Plan should be completed by the end of June – or shortly thereafter.

Jensen proposed a meeting with the format editor who would be compiling the project, ensuring that narratives were in order and that all parties were in agreement.

**V. UPCOMING MEETING DATE**

June 15, 2018 @ The Grove, Otte-Peterson Room—1195 E. Main -10:00 a.m. [later changed to 9:00 a.m.]

**VI. ADJOURNMENT – 11:30 a.m.**

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded; those recordings are available upon request.

City of Ashland  
PARKS AND RECREATION COMMISSION  
SENIOR PROGRAM ADVISORY COMMITTEE (S-PAC)  
MEETING MINUTES  
June 4, 2018

**Committee Members Present:**

- Sandy Theis, Citizen Member (S-PAC Chair)
- Mike Hersh, Citizen Member (Senior Program Stakeholder & Volunteer / S-PAC Vice Chair)
- Rob Casserly, Citizen Member (SOU, OLLI Program Manager)
- Mary Russell-Miller, Citizen Member (SOU Faculty Member)
- Stef Seffinger, Ashland City Councilor
- Mike Gardiner, APRC Commissioner

**Staff Members Present:**

- Rachel Dials, APRC Recreation Superintendent
- Susan Dyssegard, APRC Executive Assistant
- Natalie Mettler, APRC Senior Program Assistant

**Staff Member Absent:**

- Michael Black, APRC Director

**I. Opening (1 minute)**

S-PAC Chair Sandy Theis called the meeting to order at 3:32pm at the Ashland Senior center, 1699 Homes Ave in Ashland.

**II. Approval of Minutes – May 16, 2018 (all, 2 minutes)**

Mike Hersh moved / Rob Casserly seconded approval of the May 16 S-PAC minutes as presented.  
The vote was all yes.

**III. Additions or Deletions to the Agenda (all, 1 minute)**

Superintendent Rachel Dials requested an addition to the agenda: a brief discussion of the City Council study session on senior issues [June 4, 5:30pm]. All were in agreement about the addition.

**IV. Public Input (5 minutes)**

None.

**V. Discuss Rotating Chair / Vice Chair Positions (all, 10 minutes)**

APRC Commissioner Mike Gardiner opened the discussion, stating that he didn't like the idea of a rotating Chair, as that could make the running of meetings cumbersome. A better solution would be to impose term limits on the Chair position; Gardiner suggested a one-year limit. Casserly and Theis concurred, with Theis adding that a rotating Chair could be confusing. Councilor Stef Seffinger clarified that almost all City Commissions voted on their Chairs annually. Theis asked if S-PAC should follow those guidelines. Gardiner recommended doing so, adding that the parameters of the Chair's term would be covered in the S-PAC bylaws, still to be created. Theis

concluded it would be best for S-PAC to wait until the new Senior Services Division [SSD] Superintendent arrived to set Chair term policy, as well as bylaws, pointing out that this would be reflected in the current meeting minutes.

#### **VI. Update on Senior Services Superintendent Division Interviews (Dials, 20 minutes)**

Dials began by stating that she would talk in general terms and not discuss any of the candidates specifically. She invited others who were present at the interviews on June 1 to comment on their experiences. Dials reported that there were clear standouts in the interviews for the SSD Superintendent position. She said APRC was already looking to make a job offer this week or early next week, but would possibly conduct more extensive background checks than were usual for City employees. She predicted the new Superintendent would be on site in 1½ to two months.

Mary Russell-Miller said the interview process went well. She appreciated the opportunity for good discussion after each interview, felt that everything was covered well and felt good about how effectively the process ran. Hersh added his kudos to the hiring committee's quick work and adherence to established rules. He added that he was the volunteer courier who transported, earlier that day, a confidential packet of interview materials and notes to Human Resources in City Hall, so he could personally guarantee that no written leaks had occurred.

Gardiner said there were several good candidates and he felt positive about the forward progress of the hiring process. He expressed confidence about APRC Director Black's intention to offer the position to a qualified candidate in the near future.

#### **VII. Addition to Agenda – Discussion on City Council Study Session on Senior Issues**

Dials said she had recently spoken with Director Black about the upcoming City Council Study Session [June 4] and the agenda items entitled "Senior Issues Ad-Hoc Committee Discussion." She distributed packets, available online on the City of Ashland website, about this session, that included the following materials: APRC Commission Policy 102 [on the formation of S-PAC], Councilors Seffinger and Bachman's May 10, 2018 email to the City Council and APRC [recommending a joint coordinating meeting between the City and APRC], and Discussion Agenda for Council Study Session on Senior Issues Ad-Hoc Committee [see [S-PAC Docs](#)]. She summarized that this meeting would address whether Council should form its own Ad-Hoc Committee on senior issues, and if so, how such a body should align with S-PAC. Another matter was whether Council preferred to defer the formation of their own Ad-Hoc Committee until after S-PAC had the opportunity to hold a series of meetings, so as not to determine the full scope of S-PAC and the beneficial aspects of a Council-formed Ad-Hoc Committee. There would be no formal APRC representation at the Council Study Session that evening because APR staff were not aware of the meeting until June 1.

Gardiner volunteered to attend the Council Study Session and field any questions about APRC's role and involvement.

Seffinger gave some background about the Study Session, explaining that it was a sort of follow-up to a Council session on senior issues four years prior. She pointed out, in the packet Dials distributed, an email she had sent to Council and the Parks Commissioners recommending that they wait to decide about forming a Senior Ad-Hoc Committee until S-PAC was functioning and there was a clearer understanding of its role. She proposed a joint APRC-City Council meeting after the new Superintendent was hired so they could be included. She said the issues of concern to her when she initially brought up the need for a Committee on Senior Issues were matters

such as housing, long-term care, planning decisions, ADA accessibility [including sidewalks] and budget priorities. These types of senior issues didn't fall neatly into either Recreation or Social Services.

Theis asked Seffinger if she thought the decision to form a City Ad-Hoc Committee on Senior Issues would get postponed. Seffinger replied that that was her preference. It would be important to know the role of the SSD Superintendent and what functions weren't being directly addressed so that any Ad-Hoc or Committee would be coordinated together with S-PAC. She cautioned against forming any additional advisory body too soon, even though she has been pushing for this for four years. There were meetings held at that time, but no traction was gained.

Russell-Miller counseled against reinventing any more wheels. Gardiner agreed that they didn't want duplication with two groups working on related issues that could be consolidated. He added that it was great to explore the possibilities for addressing local senior issues, and that this might result in an expansion of the SSD Superintendent's role in the City. Seffinger added that she'd like to have a senior representative on every City Commission. She indicated a lack of traction on relevant issues, such as a universal design in housing planning. She also stated that people had already heard her voice on many of these issues and another voice was needed for broader representation. Hersh agreed but added that the SSD staff needed to be in place before any decision was made about a City Ad-Hoc Committee on Senior Issues. He suggested that the City Council appoint a representative to participate in the process of writing the S-PAC bylaws, to ensure that the Council's goals were also addressed. He asked about where to classify certain gray areas, such as sidewalks and senior mobility issues (using canes, walkers, wheelchairs and so on). Seffinger concurred on this sample issue, saying those were the kinds of issues she was addressing. She said the City Public Works Directory was currently working on ADA accessibility. In relation to transportation, she mentioned the idea of drop-off areas, particularly for Oregon Shakespeare Festival activities and other popular events.

### **VIII. Set Next Meeting Date (Dials, 5 minutes)**

Dials recommended having S-PAC reconvene after July 4, as by then the new Superintendent would either be onsite or S-PAC would have a better idea of next steps. She pointed out that later in the month July could work for the next S-PAC meeting, as more would be known about the start date of the new Superintendent.

After brief discussion from S-PAC members and APRC staff about specific dates and availability, Dials suggested the last week in July for the next S-PAC meeting, and all agreed to July 30, 2018. The meeting would run from 3 – 5pm; longer than the usual hour allocated for S-PAC meetings, to allow ample time to work with the new Superintendent on crucial needs like creating bylaws.

### **IX. Items from S-PAC Members (all, 10 minutes)**

Hersh asked about City rules and formats for bylaws. Dials responded that there was already a standard for bylaws for other City Commissions, and S-PAC would use those standards to draft bylaws with the new Superintendent. Hersh requested that examples of City bylaws be provided to all S-PAC members and the new Superintendent; Dials said she would email them to all. Hersh said the creation of bylaws should be high on the priority list for S-PAC, to which Gardiner agreed. Dials pointed out that the last set of S-PAC meeting minutes reflected this point, as Black had pointed out that bylaws were a top priority.

Theis asked if, at the next S-PAC meeting, S-PAC would actually work on drafting S-PAC bylaws. She cautioned that S-PAC was too big a group to effectively wordsmith bylaws. She hoped to see a smaller group begin the process of bylaw creation.

Dials again suggested sending sample bylaws from other City Commissions to S-PAC so S-PAC could have a general discussion about their bylaws at the next meeting. If the SSD Superintendent was in place by then, S-PAC could put together a working group for bylaws at that time. Theis added that the S-PAC members should look over the sample bylaws before the meeting so they could come prepared with suggestions. Dials added that S-PAC could also address goals and a work plan if the new Superintendent attended the upcoming meeting.

Hersh added that looking at sample bylaws would help S-PAC members decide if they wanted to commit to working on a Bylaws Subcommittee.

Theis asked whether the Bylaws Subcommittee would be open to the public. She clarified that this was not about trying to be secretive, but that an open meeting would make a difference in how the subcommittee could deliberate and operate. Gardiner responded that if the subcommittee was not made up of a quorum, their meeting would not have to be open. Dials referred to the example of the past Ad-Hoc Senior Program Advisory Committee (ASPAC), which had smaller subcommittees that reported back to the main body, which was deemed acceptable.

Seffinger added that it could be helpful to look at bylaws for another city's senior group, perhaps Medford if they had one.

## **X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:56pm.

Respectfully submitted,

Natalie Mettler, Senior Program Assistant  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION  
LITHIA PARK MASTER PLAN SUBCOMMITTEE  
MEETING MINUTES  
June 13, 2018

**PRESENT:**       **Parks Commissioners:** Rick Landt, Matt Miller  
                  **APRC Staff:** Director Michael Black, Interim Parks Superintendent Jeffrey McFarland,  
                  Administrative Analyst Betsy Harshman  
                  **MIG Consultants:** Project Manager Laurie Matthews, ASLA

**ABSENT:**

**I.     CALL TO ORDER**

Project Manager Laurie Matthews called the meeting to order at 11:40 a.m. at the Community Center, 59 Winburn Way in Ashland, OR.

**II.    WELCOME AND INTRODUCTIONS**

*a.   Discuss Meeting Purpose – APCR Director*

This Agenda Item was waived at the suggestion of Commissioner Landt. Orientation had been conducted, along with a review of the Foundation Report by MIG Project Manager Laurie Matthews.

**III.   APPROVAL OF MINUTES**

There were none.

**IV.   PUBLIC PARTICIPATION & GUEST SPEAKERS**

*a.   Open Forum*

**Nancy Nelson** of 149 Clear Creek Dr. Ashland, OR. submitted a written statement for inclusion into the record. She asked that copies of her statement be distributed to APCR Commissioners. ([Nelson input](#))

**V.     UNFINISHED BUSINESS**

There was none.

**VI.   NEW BUSINESS**

*a.   Review Design Week Process to Date – MIG Project Manager*

Matthews reported that the first public meeting held on June 12 had initiated a dialogue with interested citizens regarding a long-term vision for Lithia Park. She stated that the feedback received led to some emerging themes that would be helpful both long term and short term. Commentary was divided into segments, with overlapping ideas consolidated. Ideas that needed additional exploration were identified and a series of guiding principles were extrapolated for further clarity.

Matthews stated that people talked about options for Winburn Way, including circulation throughout the park in terms of parking and other transportation-related issues and ideas. Circulation was combined with a category called Edge Integration that had to do with the intersection of the park with the surrounding neighborhoods and connectivity within the park. Matthews highlighted public descriptions of a strong linear processional movement throughout the park (along the creek) and other elements that connect with that movement – resulting in an integrated sequence of experiences.

Transportation was described in terms of three speeds – slow (walk), medium (bike) and fast (vehicular). It was acknowledged that the modes of transportation would change over time but provisions for the different speeds would remain. Matthews said that the challenge would be about how to provide for those three modes – both now and in the future.

Ashland Creek was discussed in terms of how to restore and maintain the health of the creek. Miller expressed a concern about the elimination of the swimming hole in order to restore salmon habitat. Matthews indicated that removal of the dam was just one idea for creek restoration. Modifications to the dam were also under consideration. Citizens who opposed the removal of the dam did so because of the popularity of the swimming hole – but Matthews indicated that the outcome did not have to be an either/or scenario. She said there were ways to modify or remove the dam while retaining a swimming / wading experience at the end of the park.

Landt talked about flood prevention and the importance of devising solutions that would address potential dangers.

Other themes included:

- How to rehabilitate the landscape
- How to identify and problem-solve fears related to park use
- The differences between cultural resources and natural resources and how to conserve and preserve that heritage
- Preservation of the moods of the park within “garden rooms” that facilitate a place of solitude and reflection as well as gathering places and areas that provide active recreational opportunities.

Landt commented that succession planning for the park had been touched upon but not specifically discussed. Matthews agreed that it was an important factor in sustaining the creek and the creek’s canopy.

There followed a brief discussion about the Listening Post that would be held that evening. People would be able to vote for their preferences by gradation. Matthews described the sequence of events that would complete Design Week and beyond, including direction from the Lithia Park Master Plan Subcommittee.

Landt noted that safety issues had not been included as a part of the Design Week dialogues. He stated that safety was multi-faceted within the park – there were wildlife issues, people-to-people issues and dog issues as well as unsafe infrastructure. Landt reported that vehicular traffic along Winburn Way was also an ongoing concern.

Landt asked about the ambient environment, stating that noise had been a concern throughout the years. Matthews noted that the list (prepared as a synthesis of ideas generated) included:

- Stream environment
- Activation memory
- Circulation/Safety
- Stormwater treatment
- Punctuation (explanation points within the Park)
- Stream Health
- Acupuncture to keep the ramble’s flow

- Legacy
- Preservation
- Restore / modernize
- Moods of the park (ambience)
- Landscape as storyteller
- Routing dogs / better pathways
- Learning from the past to plan for the future
- Safety
- Organizing the visitor experience

Values expressed included:

- Celebrating history and traditions
- Picnics and walking
- Accessibility
- Health of the creek
- Solitude
- Enjoyment of nature
- Maintenance

**VII. UPCOMING MEETING DATE**

June 15, 2018 @ 9:00 a.m., Community Development Building, Siskiyou Room, 51 Winburn Way

**VIII. ADJOURNMENT – 2:30 a.m.**

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker  
Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded and available upon request.

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## MEMORANDUM

**To:** Ashland Parks and Recreation Commissioners

**From:** Jeffrey McFarland, Interim Parks Superintendent

**Date:** June 20, 2018

**Subject:** IPM Policy (Action)

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### SUMMARY

Commissioners heard an annual review of APRC's IPM policy at their regular business meeting on Monday, May 21, 2018. At that time, staff presented some formatting changes and pointed out some areas requiring updates based on current practices. Commissioners provided feedback and agreed to have a second review / discussion at their June 25 business meeting.

Included within your packet is the policy that includes previously discussed edits as well as additional suggestions provided by Commissioner Landt, post-May 21.

### STAFF RECOMMENDATION AND REQUESTED ACTION

Staff recommends approval of the revised IPM policy.

### POTENTIAL MOTION

I move to approve the APRC IPM policy as presented [or with the following amendments].

### ATTACHMENTS

- APRC IPM Policy



*Ashland Parks and  
Recreation Commission*

**COMMISSION  
POLICY**

<b>TITLE:</b> Integrated Pest Management (IPM) Policy of the Ashland Parks and Recreation Commission (APRC)	<b>PAGE 1 of 9</b>	<b>POLICY No.</b> 105
<b>EFFECTIVE DATE:</b> May 24, 2010	<b>REVISED DATE</b> See below	

**Policy Introduction:**

APRC follows an Integrated Pest Management Policy adopted by the Ashland Parks and Recreation Commission in 2010.

According to Oregon Statutes (ORS 262.1), Chapter 943, an IPM is defined as:

“A coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives. The elements of integrated pest management include: (a) preventing pest problems; (b) monitoring for the presence of pests and pest damage; (c) establishing the density of pest population, which may be set at zero, that can be tolerated or corrected with a damage level sufficient to warrant treatment of the problem based on health, public safety, economic or aesthetic threshold; (d) treating pest problems to reduce populations below those levels established by damage thresholds using strategies that may include biological, cultural, mechanical and pesticidal control methods and that shall consider human health, ecological impact, feasibility and cost effectiveness; and (e) evaluating the effects and efficacy of pest treatments.”

*Organic pesticides (OMRI-approved – or Organic Materials Review Institute) are approved for use according to label instructions within the nearly 800-acre APRC system.*

**APRC lands are 99.25% synthetic-pesticide-free but authorization is given to use synthetic pesticides for the following uses and areas:**

- Hornets and wasps in all areas for safety, but as a last resort.
- Median strips at the north entry of Ashland for staff safety.
- North Mountain Park infields for safety.

Susan Dyssegard 5/29/18 11:45 AM  
**Deleted:** Revised on:   
 February 28, 2011   
 June 27, 2011   
 February 27, 2012   
 April 22, 2013   
 April 28, 2014   
 May 22, 2017

Rick Landt User 6/19/18 9:14 PM  
**Formatted:** Indent: Left: 0", Right: 0",  
 Widow/Orphan control, Tabs: 0.75", List  
 tab

Rick Landt User 6/19/18 9:03 PM  
**Deleted:** organic pesticide (OMRI-  
 approved – or Organic Materials Review  
 Institute) according to label instructions  
 within the nearly 800-acre APRC system.   
 The use of

Rick Landt User 6/19/18 9:04 PM  
**Deleted:** is approved for

- Controlling Poison Oak along trails for safety.
- Oak Knoll Golf Course as outlined below:
  - The golf course will occasionally require use of higher toxicity products to keep the quality of the greens and tees playable. If toxicity is higher than table salt (LD 50 = 2,500), the course will be posted at the clubhouse and at the first green or tee that is treated.
  - The Golf Division will follow the same guidelines established for the Parks Division.
  - MSDS sheets will be posted in the golf course clubhouse.
  - Greens #4, 6, 7 and tee boxes #4, 5, 7 will be exempted from the 50-foot setback from water *and care will be taken to keep synthetic spraying as far from water as is feasible.*
  - Golf cart paths as needed for public safety and maintenance.

Susan Dyssegard 5/29/18 11:45 AM  
**Deleted:** <#>Emergency situations as approved by the Park Commission on a case-by-case basis. <#>

### Background

Rick Landt User 6/19/18 9:14 PM  
**Deleted:** .

The IPM process first determines if a pest needs to be managed, and if so, how best to do it. Key elements are information gathering, decision making, management action and monitoring of results. IPM uses effective, low-risk strategies and practices. Management actions include cultural, physical, mechanical, manual, biological and pesticidal practices. Licensed and trained APRC professionals often select a combination of methods (pesticide applications being the method of last resort) to manage specific pest populations on a case-by-case basis, with a goal of reducing reliance on pesticides. Methods employed conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions, and organizations such as the Western Integrated Pest Management Center.

Examples of IPM methods within APRC lands include:

- Mulching of planting beds to reduce establishment of weeds.
- Utilizing non-neonicotinoid plants with natural resistance to pests.
- Volunteer labor that includes hand weeding, trimming, mulching and more.
- Design features that include concrete curbs, mow strips and landscape designs.
- Proper mowing, irrigation and fertilization of park turf to increase vigor and reduce weed populations.
- Application of organic OMRI-approved herbicides to control invasive weeds before seed formation to prevent future weed infestations.
- Release of natural biological controls.

Rick Landt User 6/19/18 8:35 PM  
**Comment:** I deleted the non-native part because some recipients are natives like mosquitoes and yellowjackets

APRC's Integrated Pest Management Policy is based on park planning and design, manual maintenance, ecological controls and, as a last resort, use of chemical pesticides. APRC will work to reduce or eliminate the use of synthetic pesticides and will conduct an annual review of pest management activities, which will include written suggestions to the Parks Commissioners for the further reduction of pesticides and for alternatives to their use.

Rick Landt User 6/19/18 8:34 PM  
**Deleted:** to control non-natives such as plants and insects.

### Pesticide Use

Any *synthetic* pesticide use will be part of an IPM approach *and will only be used where an exemption to the no pesticides in Ashland parks policy has been granted by the Park Commissioners.* Risk will be minimized by careful product selection and application. When developing and updating the IPM program, APRC staff will rely on current peer-reviewed scientific opinion about potential materials and methods, including science-based information from regulatory agencies, state university departments, university extension scientists and other experts.

- The choice to use pesticides will be based on human and ecological health and the values to be gained or preserved. Budgetary and human resource factors will also be considered.
- Only the safest, lowest toxicity products available will be used. Pesticides use will comply with all local, state, and federal regulations. No “restricted use” pesticides will be used.
- For synthetic pesticide use, the area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.
- For non-synthetic (OMRI-approved) use, informational signage will be posted at the time of application only.

### Oversight and Training

- A minimum of one Park Operations or Golf Operations employee will be trained and licensed as an Oregon Licensed Pesticide Applicator and will be designated by the department director to be responsible for overseeing and authorizing all pesticide use by Parks and Golf division staff. No pesticides will be used without a Licensed Pesticide Applicator on staff.
- No employee will use or apply any pesticide without prior training.
- No employee will use or apply any pesticide mechanically or by hand without event-specific authorization.
- All Parks Operations and Golf Division employees who apply pesticides will attend an annual review of policies, procedures, and reduction strategies regarding the use and applications of pesticides.
- All pesticides will be stored in a safe, labeled, secure environment. The Parks Superintendent and Licensed Applicator will have exclusive access to the area.
- Violation of any of these policies or guidelines by Parks Operations or Golf Division staff will be grounds for disciplinary action.

Rick Landt User 6/19/18 9:12 PM  
**Comment:** Says same thing under “pesticide safety.” One mention probably sufficient

### Reporting and Review

The APRC Director or Parks Superintendent will oversee an annual review and will present the results to the commission. The report will include water quality test results and results from any

other testing conducted; comparisons from previous years' spreadsheets showing amounts and locations of pesticide applications; and will recommend specific locations, management activities, cost, and targets for reductions or elimination of pesticides.

- The Parks Commission may consider updating the IPM policy as new peer-reviewed scientific information about pesticides, including inert ingredients, becomes available and as other management choices develop.
- Written record on Form 1A will be filled out after each application (attached).
- MSDS sheets will be made available to the public.
- The elected APRC Commissioners will serve as the overseeing board for this policy.

Rick Landt User 6/19/18 8:25 PM  
**Deleted:** during the fiscal year

### GUIDELINES

#### PESTICIDE SOLUTIONS AND RINSES

Rick Landt User 6/19/18 8:25 PM  
**Deleted:** Ashland Parks and Recreation Commission

Following are elements to consider before beginning an application. These elements will help determine the proper amount of pesticide to mix.

- Weather conditions and predictions. Call National Weather Service at 541-779-5990.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, and so on.
- Type and size of the equipment appropriate to do the job.

When applying a pesticide, use the following procedures to reduce and safely store the rinse solution. These are secondary to label information and State and Federal regulations.

- Mix only enough pesticide solution to do the job that day.
- First add measured amount of water to tank, then put in correct amount of herbicide according to label specifications.
- Use up all pesticide, applying until the tank is empty or no more solution is coming through the nozzle.
- If pesticide mix remains, completely label the tank or sprayer with labels for the products used. Also mark the current concentration for each product, the date, and the name of the applicator.
- When resuming spray applications the next time, either use the leftover material, or add dilution water and circulate the mix thoroughly before adding new concentrate.
- If spray tank rinsate is created, store the rinsate as make-up water for the next day. The next day's pesticide should be compatible or the same. The same labeling requirements pertain to the rinsate mix.

Rick Landt User 6/19/18 8:31 PM  
**Comment:** There should be a note about where to store and what to do with old, unusable pesticide

Rinse the sprayer if the following conditions apply:

- It is necessary to use a pesticide incompatible with that previously used.

Rick Landt User 6/19/18 8:29 PM  
**Comment:** There should be a note as to what to do with residual "rinsate," since there will be some that cannot be re-used

- It is the end of a spraying cycle.

Use the following rinse process:

1. Read the pesticide label. The following should not conflict with label information or State or Federal regulations. Contact your supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label when handling pesticides, pesticide containers, or pesticide equipment.
3. Fill the spray equipment approximately 1/4 full with clean water. Shake or agitate so that all inside surfaces are washed. If possible, use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all labels.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not "pond" or saturate the soil.
5. If the tank is to be stored, repeat step 3 and 4 above until the tank is clean.

### PESTICIDE SAFETY

- For synthetic pesticide use, the area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.
- For non-synthetic pesticide (OMRI-approved) use, information signage will be posted at the time of application only.
- Containers will be triple-rinsed, then punctured to make sure they are not reused.
- There will be no application of synthetic pesticides from Memorial Day to Labor Day.
- OMRI-approved non-synthetic pesticides are exempt from date restrictions and can be applied throughout the year per label instructions.
- Any spills will be cleaned up immediately and reported to a supervisor for proper handling of material.
- Personal protective equipment (PPE) will be worn according to label on product and MSDS sheets (e.g., rubber gloves, goggles, long-sleeved shirts).
- Employee will change clothes before interacting with non-work associates such as family and friends.

Rick Landt User 6/19/18 9:13 PM

**Comment:** Says same thing under "pesticide use" above. One mention probably sufficient

### PESTICIDE REDUCTION OPTIONS

Volunteers will be used for:

- Weeding
- Mulching

- Trimming
  - Mulch – reduce weed growth and labor costs; minimal budget impact
  - Labor – staff and volunteer crew to manually trim edges. Potential large budget impact if staff and volunteers manually edge and use less spray
  - Annuals to Perennials – better ground cover, minimal labor, minimal budget impact
  - Burners – burn weeds using APRC labor; possible safety issues
  - Ground Covers – labor to establish weeding; higher initial costs but less expensive once established
  - Hardscape – curbs, walks would require high initial investment but this would serve as long-term solution to problem spots; initial high budget impact
  - Landscape Design – less formal, non- native; lower initial cost but higher costs to maintain until plants are established
  - Park Branding – As part of the pesticide reduction process, a park logo will be designed to inform the public about pesticide-free areas. Communication will occur through the City of Ashland website and classes will be offered to share information and ideas with the public. This is underway with the APRC Promotions Coordinator.
  - Equipment Use Where Possible – higher cost to purchase; efficient use of labor; able to treat large areas
  - Lawn Height – *Taller lawns* help shade weeds *and encourages stronger growth to help crowd out weeds*
  - Irrigation Changes – initial cost of labor and materials; long-term solution; more maintenance required for smaller heads
  - Goats – problem with containment in terms of what is eaten (both desired and non-desired species consumed)
  - Forestry Areas – 99% spray free since 1992; manually controlled

### PESTICIDE APPLICATIONS BY NON-APRC EMPLOYEES

*In special circumstances, when a certain area needs to be addressed in a specific fashion, pesticide applications by non-APRC staff will be approved:*

- Employees of commercial pesticide operator companies possessing valid state pesticide applicator licenses will be considered for approval to apply pesticides to Parks Department property.
- The licensing variance must be specifically approved by the Parks Department’s Licensed Applicators.
- The work must occur under the direction of a contractor-supplied, fully licensed supervisor.
- Before approval, there must be evidence that all trained and licensed applicators have sufficient previous pesticide application experience and a safety record to satisfy APRC’s

Rick Landt User 6/19/18 8:33 PM  
**Deleted:** <#>Employees of commercial pesticide operator companies .

approval process. Acceptable application experience may vary, but will be of sufficient assurance to APRC of employee competence and knowledge of safe work practices. Three to five months is a likely minimum experience interval for approval. Inexperienced trainee licensed applicators will not be allowed to apply pesticides to park land.

Contractors must satisfy all of the standard applicable city contractual language pertaining to pesticide applications. These subjects may include safety precautions, liability issues, and other responsibilities. These issues are dealt with in the contract language agreed to before the project commences by both city representatives and the contractor.

The performance record of contracting businesses applying pesticides to APRC lands shall also be regularly reviewed by APRC. This review shall include an examination of past work and safety performance.

Employees of the county vector and nuisance control agency:

APRC understands that there may be situations where the county vector and nuisance control agency has the need to apply pesticides to city property as part of their mandate to further public health goals. Communications from this agency stating their need for pesticide use for these purposes on park land will be responded to by the Licensed Applicator in a timely manner. Licensed public health endorsed applicators will be considered for approval to apply pesticides to APRC property. APRC and the county will work together to arrive at mutual agreements for activities that address public health goals and good environmental stewardship.

TITLE : APRC IPM POLICY

Page 8 of 9

POLICY No. 105

City of Ashland  
**ASHLAND PARKS AND RECREATION COMMISSION**  
340 S. Pioneer Street, Ashland, OR 97520

**Pesticide Application Record (PAR)**  
(to be kept for 3 years)

Applicator: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Time of Application: \_\_\_\_\_ Hour(s) Spent Applying Pesticides (X.XX): \_\_\_\_\_

Name of Park or Property: ENTER ONE CODE per Application Record: \_\_\_\_\_

Area Treated: CIRCLE ONE OR MORE below and/or fill in the blank:  
TW- treewells FL-fencelines CR-Cracks BL-bleachers SH-Shrub beds  
P-Ponds DU-Dugouts BF-Baseball fields R-Roses W-Wasps/Hornets  
A-Annuals P-Paths/Trails TC-Tennis Courts SB-Sloped Banks

Other: \_\_\_\_\_

Chemical: ENTER ONE CODE FROM the APPROVED PESTICIDE LIST: \_\_\_\_\_

Other: \_\_\_\_\_

Mixing Ratio: Liquids: \_\_\_\_\_ Tablespoons per gallon OR \_\_\_\_\_ ounces per gallon  
Granular: \_\_\_\_\_ per \_\_\_\_\_ square feet of coverage

Supplier: \_\_\_\_\_ EPA Registration No. \_\_\_\_\_

Target Species (be specific) ENTER CODE(S) FROM SPECIES LIST and/or fill in blank.

CODE(S):: \_\_\_\_\_

Other: \_\_\_\_\_

Equipment Used: CIRCLE ONE (below) or fill in the blank:  
BP-Backpack SQ-Squeeze Bottle HA-Handheld Other: \_\_\_\_\_

Weather Conditions: temperature: \_\_\_\_\_ wind conditions: \_\_\_\_\_

precipitation: \_\_\_\_\_ comments: \_\_\_\_\_

Total amount of product applied (Tbsp. or ounces): \_\_\_\_\_

Comments: \_\_\_\_\_

**Policy Revision**

**Per commission approval on February 28, 2011:**

The commission authorized staff to replace synthetic pesticides in all Ashland parks with organic products, using the application standards outlined in the existing Integrated Pest Management Policy, with the exceptions of Oak Knoll Golf Course and poison oak in summer months.

**Policy Revision**

**Per commission approval on June 27, 2011:**

The commission granted approval for 1) the Integrated Pest Management Policy to be amended to include the following in the Special Situations Restricted Areas policy section: 1) No spraying of synthetic pesticides is permitted in any Ashland park from Memorial Day to Labor Day, with OMRI-approved herbicides exempt from this provision; and 2) at the next scheduled annual review of the IPM Policy, staff to present a revised policy that incorporated changes consistent with the use of OMRI herbicides.

**Policy Revision**

**Per commission approval on February 27, 2012:**

The commission approved allowing for the use of non-synthetic pesticides, per label instructions, in all parks at staff's discretion with the exception of limitations imposed by other regulatory bodies. They further approved changing signage requirements to allow informational signs to be posted at the time of application only and eliminating date restrictions for applications of non-synthetic pesticides to allow for their use throughout the year per label instructions.

The commission approved allowing staff to use synthetic pesticides only as a last resort to create a safe playing environment at the infields of North Mountain Park.

**Policy Revision**

**Per commission approval on April 22, 2013:**

The commission approved modifying the integrated pest management policy to allow for an exemption request outlined by staff: use of synthetic herbicides on north entryway medians for safety purposes.

**Policy Revision**

**Per commission approval on April 28, 2014:**

The commission approved, for the 2014 season only, allowing a Parks IPM policy exemption for staff use of non-organic herbicides in two requested areas: the pitching warm-up area and the warning tracks at North Mountain Park.

**Policy Revision**

**Per commission approval on May 22, 2017:**

The commission approved the use of synthetic wasp spray in parks as a last resort for public safety.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Mike Gardiner, APRC Chair

Approved, as to form: \_\_\_\_\_ Date: \_\_\_\_\_  
Dave Lohman, City Attorney

Rick Landt User 6/19/18 9:19 PM  
**Comment:** This is a problem, as it is in conflict with other exceptions like NMP infields and wasp/yellowjacket use. I BELIEVE THIS SECTION SHOULD BE OVERRIDDEN AS IT IS NOT NECESSARY SINCE WE DO NOT USE HERBICIDES IN OUR PARKS EXCEPT IN MINIMAL INSTANCES AS NOTED

## **IPM Policy Edits/Comments – Additional Information from Staff:**

6-21-2018

**Pages 3 (& 5) - Comment 1:** Says same thing under pesticide safety.

**Note:** Purposefully redundancy to leave these posting requirements in both Pesticide Use and Pesticide Safety thought to be good because of the importance of posting the informational signage to the public before pesticide applications. The posting **requirements are applicable/pertinent in both sections of the policy.**

**Page 4 – Comment 1:** There should be a note about where to store and what to do with old, unusable pesticide.

**Note:** All Parks old, unusable pesticides are to be labeled “old or unusable” and stored locked up at the Lithia Park maintenance shop in the dedicated pesticide storage cage until able to be properly disposed of through the Hazardous Materials Collection process or event. All old, unusable Golf pesticides are to be labeled “old or unusable” and stored locked up at the Golf maintenance shop in the dedicated pesticide storage cage until able to be properly disposed of through the Hazardous Materials Collection process or event.

**Page 4 - Comment 2:** There should be a note as to what to do with residual “rinsate,” since there will be some that cannot be re-used.

**Note:** Any residual rinsate that cannot be re-used will be labeled “unusable” and stored locked up at either the Golf or Lithia Park maintenance shop in the dedicated pesticide storage cage until able to be properly disposed of through the Hazardous Materials Collection process or event.

**Page 9 – Comment 1:** Section on “no spraying of synthetic pesticides in any Ashland Park from Memorial Day” is a problem because it conflicts with other exemptions like NMP infields and wasp/yellow jacket use. “I believe this section should be overridden as it is not necessary since we do not use herbicides in our parks except in minimal instances as noted.”

**Note:** Staff agrees that this should be overridden as it conflicts with performing other exemptions and Parks/Golf is already demonstrating careful performance and compliance with all of the IPM policy guidelines.

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## MEMORANDUM

**To:** Ashland Parks and Recreation Commissioners

**From:** Michael Black, APRC Director

**Date:** June 20, 2018

**Subject:** The Grove Shower Request from Ashland Community Resource Center  
(Information / Possible Action)

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### SUMMARY

In April of 2014, a conditional use permit was approved for a portable shower and laundry trailer to be placed at various locations throughout the City. The goal of the CUP was to support the homeless in Ashland with hygiene services. At the time, The Grove was still a City building and it was approved as one of the locations. Since that time, the City has transferred The Grove to the care and control of APRC.

The CUP for the trailers was approved in 2014; however, The Grove location was never used. Now the recipients of the CIP and the owners of the shower trailer are requesting to start using The Grove as a location for the shower trailer on Saturdays.

I have asked the main proponent, Leigh Madsen of Ashland Community Resource Center, to come to the Business Meeting on June 25 to provide information about the request and the existing CUP and to officially make the request for the placement of the shower trailer.

### BUDGET IMPACT

No budget impact for APRC.

### STAFF RECOMMENDATION AND REQUESTED ACTION

Staff is only requesting that the Commissioners listen to the proposal and input from the Recreation Superintendent before making a decision on the request.

### ATTACHMENTS

- Letter from Leigh Madsen of ACRC
- CUP Approval Documents

June 19, 2018

Michael Black, Ashland Parks Commission

Thanks for your time today. I look forward to working on the possibility of using the Grove site as a possible location for our Laundry shower trailer (LST) for one day a week for up to 3 hours of service.

Ashland Community Resource Center (ACRC) has used the LST in two locations for the past 4 years. It has served at the Ashland Emergency Food Bank (AEFB) and Ashland First United Methodist Church (AFUMC). During these years we have developed a management system that has allowed us to operate in a manner that is respectful to the property where we serve, the neighbors to the location, and to our guests. I have enclosed a copy of our safety policies that is signed by each guest. Also included is the policy on dogs. The LST is attended by at least three trained volunteers. Two folks concentrate on getting people in and out of the showers, moving laundry from washer to dryer to the customer. The third volunteer is tasked with keeping order on site. We have a current volunteer base, each new volunteer is background checked and fully trained before being sent out into the field.

At our two existing locations we serve from 20 to 35 showers each week. About one third of our customers drive to the location, most arrive on foot. We encourage each guest to be on site only long enough to get their shower and laundry completed. At most we can expect about 10 vehicles at or near the site over the three hour operation period.

Each site where we serve has a Memorandum Of Understanding (MOU) that covers our activities and the responsibilities of ACRC and the host. Enclosed is a copy of the most current MOU with AEFB.

Our goal is to serve our guests with the tools necessary to become more self-sufficient. Many of our shower guests have employment, this service is critical to their ability to get ready for work. We have a very active jobs program that helps people find and retain jobs, the services of the LST are critical in supporting this momentum toward employment and self-sufficiency.

In 2013, when we acquired our LST, we had the City of Ashland and the Parks Department identify potential sites for using it with the help of the city administrator and the Parks Director. Two city owned sites were okayed for use. Those sites were the Grove on the west end near the bike racks, and the recycle center. After reaching agreement with the city, parks and Recology we applied for a conditional use permit (CUP) for these locations and the AEFB and AFUMC sites. During the CUP process I , Leigh Madsen, knocked on the door of every home that received the notice. Each home was given the information of what we were going to do and who we would serve and each household got my business card with my personal phone number. We wanted to be sure that we are aware of every potential issue before it becomes a problem.

# **ACRC Safety Policies**

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**Any concern about safety or comfort, should be communicated immediately to the Executive Director, Leigh Madsen or Resource Navigator, Tina Stevens.**

1. **Violence:** NO VIOLENCE WILL BE TOLERATED AT THE ACRC. This includes, but is not limited to, threatening words or behavior, physical violence, and loud, aggressive actions.
2. **Fighting:** Fighting at the ACRC will NOT be tolerated.
3. **Weapons:** To ensure the safety of everyone at the ACRC, no weapons are allowed on ACRC property. Anyone carrying a weapon will be asked to put the weapon in a secure location before they reenter the property or check it in at the front desk.
4. **Drug and Alcohol Use:** While at ACRC no volunteer or guest may use, display, distribute or sell alcohol, marijuana or illegal drugs. Although legal, medical and recreational marijuana is not permitted on the premises.
5. **Disruptive behavior:** No disruptive behavior will be allowed at the ACRC.
6. **Dogs and animals:** All dogs/animals must be leashed or crated and under the control of their owners at all times. Animals can NOT be left or tied up in the parking lot or on the sidewalk. Owners must clean up after their pets. *Please read our ACRC Dog and Animal Policy.*
7. **Noise:** Loud music and noise is not accepted at the ACRC.
8. **Smoking:** Smoking inside the building is prohibited, and all smoking must be at least 10 feet from any entrance/exit of the ACRC or other businesses.
9. **Loitering:** No loitering is allowed on the premises at ANY time.

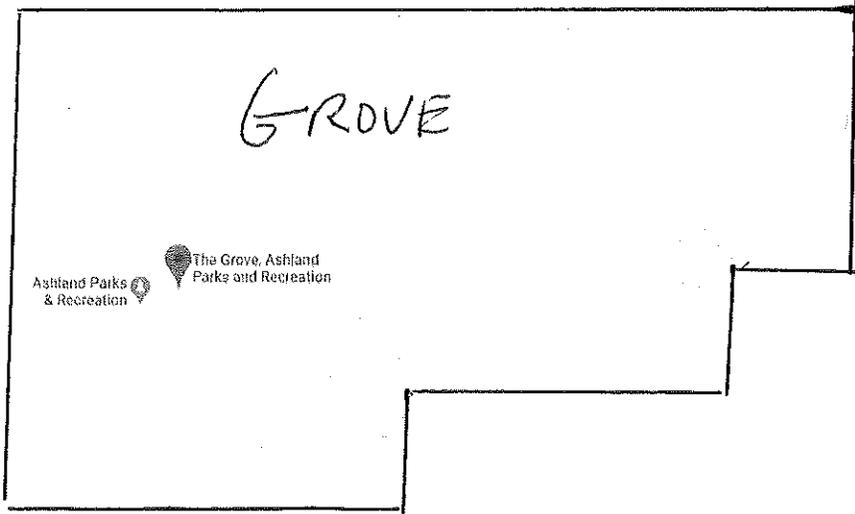
***I agree to follow the policies of the ACRC, and I understand that there will be consequences if I violate any of these policies.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACRC DOG AND ANIMAL POLICY

1. ALL DOGS/ANIMALS MUST BE LEASHED OR CRATED AND UNDER THE CONTROL OF THEIR OWNER AT ALL TIMES.
2. DOGS/ANIMALS CAN NOT BE LEFT OR TIED UP IN THE PARKING LOT OR THE SIDEWALK.
3. THERE IS A LIMIT OF 3 DOGS IN THE ACRC OFFICE – ONE MUST BE LEASHED AND UNDER TOTAL CONTROL AND TWO MUST BE CRATED.
4. IF THIS WILL NOT WORK FOR YOU PLEASE SET UP AN APPOINTMENT FOR SERVICES.

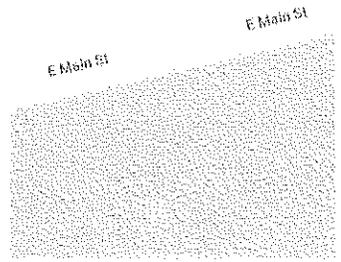
# Google Maps The Grove, Ashland Parks and Recreation



LST  
LOCATION

MAIN STREET  
E Main St  
Google

Map data ©2018 Google 20 ft



## The Grove, Ashland Parks and Recreation

4.5 ★★★★★ 2 reviews

Recreation Center

2271, 1195 E Main St, Ashland, OR 97520

**MEMORANDUM OF AGREEMENT**  
**OPERATIONS OF SHOWER/LAUNDRY TRAILER**

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This Memorandum of Understanding dated May\_\_\_\_, 2018 between the two following parties:

**Ashland Emergency Food Bank (AEFB)**

560 Clover Lane, Ashland, OR 97520

**Options For Homeless Residents of Ashland (OHRA)/Ashland Community  
Resource Center (ACRC)**

611 Siskiyou Blvd., Space #4, Ashland OR 97520

Here unto referred to as AEFB and OHRA/ACRC

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This MOU pertains to the permitted use by OHRA/ACRC of the premises owned by AEFB in the manner specified in the terms and conditions below. The term of this MOU is one year from the date of acceptance, subject to monthly review for any modifications deemed necessary and appropriate. In the event a modification is deemed necessary and appropriate, a new MOU will be drawn up and submitted for approval by both parties listed above. Both parties retain the right to notify in writing and suspend or terminate this agreement immediately in the event of a violation or violations of this agreement. It is the responsibility of the party requesting the suspension or termination to notify the other party's representative in writing of such suspension or termination. A suspension may occur if a party chooses to stop the use while an issue is addressed with the expectation that the issue will be resolved to the satisfaction of both parties, so that the use may continue.

OHRA/ACRC will:

1. Be responsible for any modifications/repairs to the shower trailer necessary for service hook up. This includes the installation of an exterior 220 volt electric box compatible with the shower/laundry unit, to be installed on the AEFB building on the portion of the mural wall northerly of the mural. This 220 installation will be paid for by OHRA/ACRC and will have a lock box. This outlet will be installed in a location that will not penetrate the mural or interfere with the view of the existing mural. AEFB must review and approve the location prior to installation. If this MOU is terminated during the agreed upon timeframe, OHRA/ACRC assumes full responsibility for any repairs or modifications to the building that result from the service hookup; and the 220 volt service and the fixtures installed in the building for the 220 volt service shall become and remain the property of AEFB, but subject to the duty of OHRA/ACRC to maintain and repair it so long as this MOU is in effect.

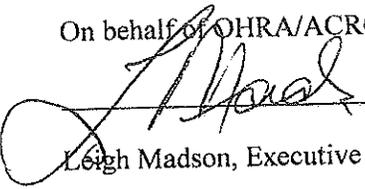
2. Provide liability insurance that insures against all risks, including the use and operation and movement of the service trailer, the action of any animals brought on to the premises by an invitee or licensee, and the actions of any person coming upon the AEFB property to utilize OHRA/ACRC services; and will provide to AEFB, before commencement of the use, a Certificate of Insurance issued by the liability insurer(s) for OHRA/ACRC naming AEFB as an additional insured under such policy(s). Any cost associated with adding AEFB as an additional insured on the organization's policy will be borne by OHRA/ACRC. The Certificate must also provide that AEFB will receive 10 days advance notice from such insurer(s) of any cancellation or non-renewal of such a liability insurance policy, all prior to the start of shower service. OHRA/ACRC agrees to indemnify and hold AEFB harmless from any liability arising out of OHRA/ACRC use or occupation of the premises, which use includes the actions of any licensee or invitee using the services to be provided by OHRA/ACRC, excepting only liability arising out of the negligence or wrongful conduct of AEFB, or its agents.
3. Obtain and maintain any and all required city permits with copies of their approval provided to AEFB
4. Place and remove the trailer from its hook-up to power and sewer connections each day it is used. Provide trained volunteers to assure correct usage of the equipment and the AEFB property. OHRA/ACRC volunteers must have background checks prior to volunteering on-site at AEFB. OHRA/ACRC will provide sufficient staff/volunteers each time the shower/laundry trailer is in operation at AEFB to ensure safety and orderly conduct of patrons.
5. OHRA activities and services will begin no earlier than 1:30 p.m. and conclude by 5:30 PM one day per week (currently, Thursdays), to avoid conflict with AEFB's normal daily operations. OHRA/ACRC activities will not occur while AEFB's facility is open and serving clients; and patronage of those using the shower trailer will not have access to AEFB waiting room or restroom facilities.
6. Patrons using shower/laundry trailer must remain on AEFB property or the public sidewalks on Clover Lane and may not trespass on any property located near AEFB, on both Clover Lane and Oak Knoll Drive.
7. Any dogs present must be leashed and under control of the owner. Any owner of a dog or animal that is behaving in an aggressive manner will be evicted from AEFB property by OHRA/ACRC.
8. Provide and all supplies necessary to maintain the equipment, and be solely responsible for maintaining its trailer and equipment in a safe and working condition.

AEFB will:

1. Provide a designated area at the northeast of the AEFB building to accommodate the shower trailer a maximum of one day per week, and may allow the trailer to be parked upon the premises when not in use, as allowed by the terms of section 3 below..

2. Provide water, electricity and wastewater disposal though exterior hookup. AEFB will pay for monthly water and electricity used by shower/laundry trailer.
3. Storage of the service trailer on AEFB property when it is not in use, including the location of storage on the property, will be reviewed and approved by the Executive Director of AEFB.

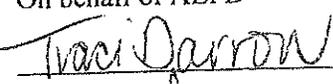
This agreement takes effect upon the date all parties have signed this MOU, and shall remain in effect for one year, unless sooner terminated.

On behalf of OHRA/ACRC  
  
 Leigh Madson, Executive Director

6-19-2018  
 Date

On behalf of ORHA  
  
 John Wieczorek, Board Chair  
 KEN GUAGER

6-19-18  
 Date

On behalf of AEFB  
  
 Traci Darrow, Executive Director

11-May-2018  
 Date

  
 George Kramer, Board Chair

11-May-2018  
 Date

**ASHLAND PLANNING DIVISION**

**FINDINGS & ORDERS**

**PLANNING ACTION:** PA-2014-00330-  
**SUBJECT PROPERTIES:**

1. **The First United Methodist Church at 175 North Main Street:** The trailer would operate here on Tuesdays from 12:00 p.m. to 6:00 p.m. (The property is zoned **R-2**; See Assessor's Map **39 1E 05 DD**, Tax Lot **#9000**)
2. **The Grove Community Center at 1195 East Main Street:** The trailer would operate here one day per week. (The property is zoned **E-1**; See Assessor's Map **39 1E 10**, Tax Lot **#900**)
3. **The Ashland Emergency Food Bank at 560 Clover Lane:** The trailer would operate here on Thursdays from 1:00 p.m. to dusk and would be stored in the rear parking lot of the site when not in use. (The property is zoned **E-1**; See Assessor's Map **39 1E 14AA**, Tax Lot **#6400**)
4. **The Recycle Center at 220 Water Street:** The trailer would operate here on days when the Recycle Center is closed, currently Sundays. (The property is zoned **E-1**; See Assessor's Map **39 1E 04CD**, Tax Lot **#1201**)

**APPLICANTS:** Ashland Community Resource Center  
**DESCRIPTION:** Requests for Conditional Use Permit approvals to allow a portable shower and laundry trailer to operate on four separate sites, as detailed above. The trailer is 27 feet by 8 feet, and contains two showers and two sets of stacked washers/dryers and will be operated by trained, background-checked staff from the Ashland Community Resource Center.  
**COMPREHENSIVE PLAN DESIGNATION:** Low Density Multi-Family Residential & Employment; **ZONING:** R-2 & E-1; **ASSESSOR'S MAP:** *(Noted Above)*; **TAX LOTS:** *(Noted Above)*

**SUBMITTAL DATE:** March 7, 2014  
**DEEMED COMPLETE DATE:** March 11, 2014  
**STAFF APPROVAL DATE:** April 11, 2014  
**DEADLINE TO APPEAL (4:30 p.m.):** April 23, 2014  
**FINAL DECISION DATE:** April 24, 2014  
**APPROVAL EXPIRATION DATE:** April 24, 2015

**DECISION**

The current application involves requests for the approval of Conditional Use Permits to allow a portable shower and laundry trailer to operate on the four following sites:

1. **The First United Methodist Church at 175 North Main Street:** The trailer would operate here on Tuesdays from 12:00 p.m. to 6:00 p.m. (The property is zoned **R-2**; See Assessor's Map **39 1E 05 DD**, Tax Lot **#9000**)
2. **The Grove Community Center at 1195 East Main Street:** The trailer would operate here one

day per week. (The property is zoned E-1; See Assessor's Map 39 1E 10, Tax Lot #900)

3. **The Ashland Emergency Food Bank at 560 Clover Lane:** The trailer would operate here on Thursdays from 1:00 p.m. to dusk and would be stored in the rear parking lot of the site when not in use. (The property is zoned E-1; See Assessor's Map 39 1E 14AA, Tax Lot #6400)
4. **The Recycle Center at 220 Water Street:** The trailer would operate here on days when the Recycle Center is closed, currently Sundays. (The property is zoned E-1; See Assessor's Map 39 1E 04CD, Tax Lot #1201)

The trailer is 27 feet by 8 feet, and contains two showers and two sets of stacked washers/dryers. It is to be operated up to one day per week on each of the sites, as further detailed above, and will be operated by trained, background-checked staff from the Ashland Community Resource Center in partnership with ACCESS.

## Sites

**The First United Methodist Church** is located at 175 North Main Street, at the southwest corner of Laurel Street and North Main Street. The existing church campus is approximately 81,171 square feet in size. This property is located within an R-2 (Low Density, Multi-Family Residential) zoning district, and within one of Ashland's historic districts, and the original sanctuary was constructed in approximately 1887, while the later Fireside Room was added in 1888. The church operates under an existing Site Review and Conditional Use Permit, which allows the Church use as well as associated Montessori and Sunday school classes. On Tuesday's the church hosts:

- The La Clinica Mobile Health Center, a 40-foot clinic on wheels that provides medical, dental, and behavioral health care to patients who have difficulty reaching other health centers. The Mobile Health Center serves the public at other stops around the valley as well, including several schools where it serves students and their siblings. Nurse practitioners or doctors, dentists, nurses, and medical and dental assistants staff the health center, which includes medical exam areas, a full dental suite, an office area, a lab, and a restroom.
- Peace House's Uncle Food's Diner, which has offered free weekly community meals in Ashland for the homeless and economically disadvantaged since 1982. Each Tuesday, a team of volunteers including kids, elders, and everyone in-between join to cook a nutritious meal with vegan options for up to 90 community members. The meal provides a friendly space for guests and volunteers to interface with the aim of creating a more deeply connected community.

The proposed shower and laundry trailer would be operated in the church's parking lot, near the La Clinica Mobile Health Center, on Tuesdays from 12:00 p.m. to 6:00 p.m. and would likely serve many of the same clientele already on site for other services.

**The Grove Community Center** at 1195 East Main Street, and is part of a larger, irregularly-shaped 8.48 acre parcel located just east of the intersection of East Main Street and North Mountain Avenue and owned by the City of Ashland. The property currently contains a Public Works warehouse and associated offices for several of the city's utility departments at 90 North Mountain Avenue, the Ashland Police Department at 1155 East Main Street, the Ashland City Council Chambers and Municipal Court building at 1175 East Main Street, and The Grove, a community center building at 1195 East Main Street. The site is generally flat and largely paved, and includes outdoor parking areas and associated site landscaping, and indoor and outdoor material storage areas for the various city departments housed on site, including electric, water, wastewater, fiber network, streets, fleet, facilities, purchasing and warehousing. The site is located in the E-1 (Employment) zoning district, and is designated for "Public Schools & Facilities" in the Comprehensive Plan. It was purchased in the 1970's for the purpose of

relocating city facilities from other locations around the city into a consolidated location as well as to provide sufficient area for the storage for materials. The Grove operates as primarily a recreational facility that offers community education programs and social activities through the Ashland Parks Department. The proposed shower and laundry trailer would be placed adjacent to the building, on its east side, and would operate on the site one day per week. The day is not specified and would be dependent on the availability of the facility given the range of other activities regularly occurring on the site.

**The Ashland Emergency Food Bank** is located at 560 Clover Lane, on the east side of the freeway and near the south terminus of Clover Lane. The property is located within an E-1 (Employment) zoning district. The site contains a building, formerly a fast food restaurant, and its associated parking and circulation areas as well as a fenced garden area at the rear of the property. The Ashland Emergency Food Bank is an alliance between local faith groups and the community at large seeking to provide emergency food supplies, at no charge, to individuals and families in the Ashland/Talent area who would otherwise go hungry. The Food Bank also seeks to increase awareness about the problem of hunger. The Food Bank is a 501(c)(3) non-profit organization that relies solely on donations and grants. The Ashland Community Resource Center, partners in the current application with ACCESS, is located on the adjacent property to the south at 580 Clover Lane and provides a variety of services to the homeless at their site.

The mobile shower and laundry trailer is proposed to operate on the site on Thursdays from 1:00 p.m. to dusk. The trailer would operate along the south side of the building, and when not in use on the site or the other proposed sites, would be stored in the parking lot at the rear of the property.

**The Ashland Recycle Center** is located at 220 Water Street, on city property just south of the Skateboard Park. This property is located within an E-1 (Employment) zoning district, and is currently operated as a recycling center by the city's local solid waste disposal franchisee, Recology Ashland Sanitary Service. The site currently offers a number of free recycling services for residents, with an on-site attendant, in addition to offering classes in composting, a shoe and clothing exchange, a Food Bank donation drop off and pet adoptions.

The mobile shower and laundry trailer is proposed to operate on the Recycle Center property, within the pavement inside the existing fenced area, on a day when the Recycle Center is closed, which is currently Sunday. The Recycle Center property is located within floodplain of Ashland Creek, however as proposed the trailer would be operated within existing fencing and on existing paved areas of the site and as such would require no modifications or further development of the site.

### **Proposal**

As explained above, the proposal requests the approval of Conditional Use Permits for each of the four sites above to operate a shower and laundry trailer one day per week. A Conditional Use Permit is necessary because the use would be by definition considered "temporary", which is defined to include not only temporary activities, but also intermittent or seasonal uses, and all require Conditional Use Permit approval.

The proposed mobile shower and laundry trailer is 27 feet long by eight feet wide, and contains two showers and two sets of stacked washers/dryers. The trailer was originally designed and used to provide mobile support to wildland firefighters. It is to be operated by trained, background-checked staff from the Ashland Community Resource Center in partnership with ACCESS.

The application further explains that the trailer can serve six to eight people per hour, or up to 40 people in five hours. The laundry can serve six loads in five hours of operation. The maximum number of people served in five hours of operation would be 46.

According to the materials provided, the trailer uses propane to heat water, dry clothes and heat the interior spaces. The space heaters are catalytic and exhaust only water vapor and carbon dioxide, and are odorless. The propane dryers use very little fuel and are considered odorless, and the water heater is an on-demand tankless unit that is very efficient. All exhaust gases exit the unit from a vent above the trailer, and in previous operations there has been no detectable odor. The applicants propose to use a commercial laundry product and shower gel, and expect to use soaps and cleaning supplies similar to those in use at the Ashland Family YMCA. The application emphasizes that the unit and its clientele will not cause dust, odors or other environmental pollutants, and further notes that all water faucets and showerheads will be equipped with low flow fixtures to minimize water usage.

The application also notes that the trailer has no exterior lighting in place and will not require any. The only items in the unit that generate sound are the exhaust fan from the shower stalls and the washer/dryer units, and these will not be heard beyond the immediate area of the trailer. Any noise is likely to be limited to conversation by guests and staff near the trailer, and comparable to what might be expected with the target use of the site, or the current conditional uses already in place.

### **Impacts**

The proposed mobile shower and laundry trailer is considered a “*temporary use*” which by definition includes short-term, intermittent or seasonal uses. Temporary uses are subject to the Conditional Use Permit review process for each of property considered which allows for consideration of the “adverse material impacts” of the proposal in comparison to those of the “target use of the impact area”. For the three E-1 properties under consideration, the target use in each case would be development of the properties for general office use. For the R-2 Methodist Church property, the target use would be development of the property for residential use at 13.5 dwelling units per acre, or approximately 25 residences for the nearly two-acre site.

Each proposal’s impacts are considered in comparison to the site’s target use in terms of likely generation of traffic, noise, etc. to gauge compatibility and adverse impacts to the neighborhood. The City may impose conditions to mitigate the impacts identified, and Conditional Use Permit review looks at a wide range of factors, ranging from architectural compatibility, noise and glare generation, odors, and traffic to those “*other factors*” found to be appropriate for consideration by the reviewing authority.

### **First United Methodist Church**

The application materials provided note that the proposal would use a small portion of the church parking lot above Wesley Hall, on the corner of Laurel and High Streets. The trailer would be placed here on Tuesdays, and the application emphasizes that there would be no alterations, improvements or other changes to the site and that all necessary utilities are already in place and adequate to support the use of the trailer. The application explains that the trailer clearly fits into the current accepted uses of the church property serving the citizens of Ashland as it has since 1863, and points out that the services to be provided here will complement those already provided on site on Tuesday’s by Uncle Foods Diner, La Clinica Mobile Health Center and the Red Cross Blood Mobile. The application notes that the trailer is similar to other full-sized trucks and commercial trailers, including the Mobile Health Center and Blood Mobile, which currently utilize the site.

The application points out that most of the people likely to be served on site by the shower and laundry trailer are the same one’s already on site and being served on Tuesday’s by Uncle Foods Diner and the

Mobile Health Center, noting that the diner serves from 65 to 155 individuals each week, while the Health Center serves about 25, and the shower trailer can serve as many as 46. The application notes that this compares with 125 people who attend Sunday services at the church, 100 people who attend Rotary meetings on Thursdays, and up to 250 who sometimes turn out for special events. The application goes on to explain that the bulk of those who rely on the Tuesday services are without automobiles, and that despite the attendance a typical Tuesday would likely involve 12 vehicles in the parking lot. The application indicates that the addition of the shower trailer is expected to add very few vehicles trip, and will have virtually no additional impact on traffic or parking at the site, and because those using the shower and laundry trailer are already likely to be on site for other services there should be no noticeable increase in pedestrian, bicycle or transit trips beginning or ending at the site.

The application also points out that the trailer's placement will utilize four parking spaces on the northeast corner of the site, including one accessible parking space. In discussions with the Building Division, it has been determined that other accessible parking spaces are in place, available on site and adequate to serve the uses in place on Tuesdays. The vehicle is to be placed about eight feet from the curb at the north end and five feet from the east end of the lot with the length of the unit to run parallel to the eastern edge of the lot. This placement will leave the ramp to the upper level of Wesley Hall unobstructed, and with the entry door open and steps in place, the trailer will fit within the depth of a standard parking space and leave the driving lane of the parking lot clear. Cones will be placed to separate people areas from automobile traffic, and hoses and electrical cords to the trailer will be secured and marked to prevent tripping hazards.

The application goes on to explain that those awaiting service will queue in the courtyard between Wesley Hall and the Sanctuary, and that two trained and background-checked staff will attend to the unit at all times to insure proper use of the trailers facilities and of the property. These staff members will clean the area and clear the property of users at the end of each service day.

Subsequent to the Notice of Complete Application for the request, written comments were received from several neighbors of the church. These comments included:

- *A neighbor who resides on Laurel Street provided objections in principle to the use of taxpayer money to serve the homeless, and instead urged using these funds to clean sidewalks, wash storefront windows, pick up trash and provide planter boxes to beautify the downtown.*
- *Longtime neighbors of the church at 63 Bush Street noted that while they admire the spirit of service behind the church's participation in such projects, their experience with previous projects on the property including both the Mobile Health Center and Uncle Food's Diner give them pause. They explain that the church is staffed during regular business hours, with no supervision of the area for roughly 16 hours of each day. Members of the transient population utilizing services on site are often left on site with no one to monitor them once the service providers leave, and those who share boundaries with the church are then left to deal with those who remain "partying and camping just feet from our back doors." The comments note that dogs are left unattended, and that there is evidence of drug use and intrusion onto neighboring properties, and suggest that these neighbors could not support the request without around the clock oversight of the church property.*
- *The owners and a tenant at 93 Bush Street also noted problems with trespass, littering, and loitering, which they attribute to the lack of a fence along their boundary with the church. They note that Condition #21 of the Conditional Use Permit approval for the church under PA #2006-456 required that the church close any gaps on their boundary with a six-foot fence to ensure that there is no way to move from the church property to the adjacent properties (i.e. Bush Street*

*properties). They note that this fence has not been constructed along their property line bordering the parking lot, and believe the church should construct it now as a good neighbor. They conclude that given this history they cannot support the request.*

With regard to the 93 Bush Street neighbors' concerns that fencing required under Planning Action #2006-00456 has not been provided, staff has reviewed the record of that application. The fencing requirement was detailed in the staff report, and was added during the public hearing where concerns were raised that the demolition of a cottage midway between North Main Street and High Street along the east property line would leave a gap in existing fencing that would create new access points into some adjacent properties. In the minutes of the May 9, 2006 hearing, in response to comments about the creation of gaps with removal of the cottage, staff recommended the addition of a condition to *"have a solid wood fence installed where the cottage is going to be removed."* The Commission adopted this recommendation as Condition #21, which was to be addressed prior to the occupancy permit for the classroom space, clarifying that their intent was that *"wherever gaps are created by the applicant's actions that a six-foot fence be placed where the gaps are located."* The fencing requirement was only to apply where the applicant's actions created gaps where none had been before, and did not require the applicants install a complete perimeter fence around the full campus. This condition was satisfactorily addressed prior to occupancy approval for the classrooms.

In considering the neighbors' comments, it seems that the primary impact of concern is that users of the shower trailer will loiter on site and on adjacent properties after the trailer leaves. Staff would note that the applicants here propose to provide two trained attendants on site during their operations who will be responsible for cleaning the site prior to their departure, and for clearing the property of trailer users and ensuring that they have left the site and are not congregating on adjacent properties at the end of each service day. Staff believes that this will address the neighbors' concerns with providing oversight of the property to the degree that can be attributed to the impacts of the shower trailer, and the requirements that there be two attendants and that they clear the site each day has been included as a condition of the approval. In addition, staff has included a condition below to provide for review of the proposal after 24 months of operation to assess any complaints received, seek neighbors' input on how impacts are being managed, and determine whether it is appropriate that the use continue beyond that point.

In staff's assessment, the portable shower and laundry trailer can be seen as a reasonable extension of the church's mission and the services any church might be expected to offer on site. The church use and placement of the trailer seem in keeping with the development of the site according to its target use, which would allow 25 residential units and generate close to 250 vehicle trips in a typical day. Placement of the trailer appears to be well thought out to minimize impacts, as it does not adversely impact parking necessary for the use of the site on Tuesdays or alter the functionality of the site circulation, required landscaping, or other elements of the existing approvals. The primary impact seems to be the potential for people to remain on site following the departure of the trailer, and the applicants have proposed to provide two trained attendants who will verify that clientele have left the site and are not congregating on adjacent properties to address this concern.

**The Grove** – The proposed placement of the shower and laundry trailer would be at the east end of the building, roughly across from the Garfield Street intersection. As with the church site, the proposed use would require no alterations, improvements or other changes to the existing site and all utilities necessary to serve the proposed use are in place and adequate to serve the proposed trailer.

The application notes that the Grove currently serves Ashland citizens as a recreational center and meeting facility, and was originally designed to serve as a youth center with a focus on serving the poor. The application indicates that the proposed use will increase use of the grounds while not inhibiting any

activity currently in place. The application explains that the trailer is similar to commercial vehicles from the various city departments that already use the site daily, and that the maximum number of users will be 46 during the five hours of operation. The applicants anticipate that the majority of users will be on foot, but note that the large parking area west of the Grove is sized to accommodate any who drive to use the trailer in addition to serving any other event that might be occurring inside the building at the same time.

The Grove is unique among the four properties here in that it is the only one that did not generate comments from neighbors about the proposed use.

In considering the proposed placement, the Fire Department asked that a minimum of ten feet of clearance be provided between the east building wall and the trailer to accommodate required clearances and egress, and that the trailer not be placed under the building's eaves to comply with fire codes. In addition, the Fire Department emphasized that fire extinguishers need to be provided in the trailer, and they need to be serviced annually as required by code. They asked that the placement of the trailer be marked on the site (and each of the others) with tape corners for verification that these requirements are satisfactorily addressed, and to provide for consistent placement of the trailer over time. Conditions to this effect have been included below.

The Grove, and the placement of the trailer proposed, seem well-suited for the use as the trailer is buffered from other uses on the site by the building while still being easily accessed from the parking lot, and the site has a variety of municipal uses as well as public streets and railroad tracks which provide some buffer from nearby residential uses. With the addition of the conditions noted above to address Fire Department issues, and the requirement that trained attendants be on site during the operation of the trailer and to clean and clear the site afterwards, staff believes that the impacts of the proposal at the Grove are adequately addressed and merit approval of the requested Conditional Use Permit.

**The Ashland Emergency Food Bank** - The mobile shower and laundry trailer is proposed to operate on the site on Thursdays from 1:00 p.m. to dusk. The trailer would operate along the south side of the building, and when not in use on the site or any of the other proposed sites, would be stored in the parking lot at the rear of the property. The application emphasizes that the use involves no alterations to the site, and that all utilities necessary to serve the proposed use are in place and adequate to operate the trailer.

The application explains that the Ashland Emergency Food Bank is a permitted use on the site, and that the proposed mobile shower and laundry trailer is consistent with and an extension of the Food Bank's service to poor and homeless citizens of Ashland. It notes that the Ashland Community Resource Center, one of the partners in the application, also serves the same clientele and is located on the adjacent property immediately to the south.

The application goes on to explain that a maximum of 46 people might use the trailer facilities during its five hours of operation on the site, and notes that these people are to be the same as those currently relying on the Ashland Emergency Food Bank, which serves about 36 people per day. It also points out that on Saturday when donated food is delivered, as many as 125 vehicles may use the lot. The materials provided go on to explain that, as with the other site's, users of the Food Bank and of the trailer on its property are largely without automobiles and on a typical day no more than eight cars use the parking lot. The application suggests that with the addition of the trailer once a week, there will be virtually no increase in vehicular traffic or parking and because most of those using the trailer will already be on site to use the Food Bank there should be little noticeable increase in traffic by foot,

bicycle or transit. One driveway is to be closed to prevent conflicts between drivers and users of the trailer. Those waiting to use the trailer will queue up next to the building, and the application emphasizes that those waiting will be no more than are currently on the site for Saturdays when food deliveries occur.

Subsequent to the mailing of a Notice of Complete Application to surrounding property owners, comments were received from two neighbors. One Spring Creek Drive neighbor simply expressed support for the project and indicated they believed it was a worthy endeavor. Another neighbor who resides on the Sutton Place cul-de-sac noted that they were supportive of the proposal provided that more permanent fencing were provided and use of the rear of the Food Bank property restricted. They also asked that fencing be installed along the full rear boundary of the property to the south, where the Ashland Community Resource Center operates, to discourage foot traffic.

Currently, there is a ten-foot wide public pedestrian easement that extends from the end of the cul-de-sac on Clover Lane east along the south boundary of 570 Clover Lane where the Ashland Community Resource Center is located and then south along the east boundary of the vacant property at 580 Clover Lane. This easement is presently improved with a paved path that provides a pedestrian connection between the Clover Lane and Spring Creek Drive cul-de-sac. A 15-foot pedestrian easement runs north along the west boundary of the Greensprings Subdivision, Extension Number 3. While currently unimproved, this easement provides a public pedestrian connection from the Spring Creek Drive cul-de-sac north to the improved public pedestrian pathway that runs through the open space of the Oaks of Ashland subdivision and provides a public pedestrian connection out along Sutton Place to Ashland Street.

These easements were provided as requirements of development of the adjacent properties to provide for adequate pedestrian connectivity given that the streets themselves are cul-de-sacs and do not provide the typical interconnected grid sought in city standards. In staff's view, requiring fencing of the adjacent property to the south to limit food traffic would run counter to the original intent of providing for pedestrian connectivity and would have limited effect, given that the pedestrian easements cannot be obstructed and would have to be accessible at the south end of the Ashland Community Resource Center property. The Food Bank property currently has a fence on roughly the rear third of the site, separating the garden area from the parking lot, and the Oaks of Ashland Subdivision has a fence that runs the full length of the property's eastern boundary, along the pedestrian easement. Given the existing fencing in place, that the placement of the shower trailer while in use will be by the building more than 100 feet away, that queuing for the trailer is to be by the building as well, and that the garden area is fenced and not proposed to be used in conjunction with the shower trailer, staff does not believe that the impacts of the limited duration of the shower trailer operating on site can be found to necessitate additional fencing.

As with the church property, staff believes that the portable shower and laundry trailer can be seen as a reasonable extension of the Food Bank's mission and the services it could reasonably be expected to offer on site. The anticipated impacts seem largely in line with what could be expected from the target use of the site, or from the existing Food Bank use, and are further limited by only occurring for roughly five hours a week. Placement of the trailer, and queuing of clients, near the building appears to minimize impacts, as it does not adversely impact parking necessary for the use of the site on Thursdays or the functionality of the site circulation, required landscaping, or other elements of the existing approvals and keeps those impacts as far as possible from the established residential neighborhood which abuts the rear of the property. As with the church, the primary adverse impact seems to be the potential for people to congregate on and around the site following the departure of the trailer. The applicants have proposed to provide two trained attendants who will verify that clientele have left the site and are not congregating on adjacent properties to address this concern. Staff believes this is an

appropriate measure to address the concern, but has also added a condition to require that the approval be revisited after 24 months to assess its functioning on site and determine whether it is appropriate for the use to continue.

**The Ashland Recycle Center** – As proposed, the trailer would be placed on the existing paved area inside the fence at the Recycle Center on a day when the center was closed and not otherwise in use, and the gate would be closed to allow only foot traffic to the site. This placement would necessitate no alterations to the site or its established uses, and would not alter the property as it relates to flood plain regulations.

Subsequent to mailing of the Notice of Complete Application, written comments were received regarding the Water Street location from two neighbors. Both expressed concerns with the use of Water Street between Hersey Street and Central Avenue, and occasionally spilling onto Van Ness Avenue and Hersey Street itself, for camping and R.V. parking by out-of-town transients. Both of those providing comments noted that with the addition of shower and laundry facilities, this area would only become more attractive for transient camping, and that this could adversely impact the neighborhood, as well as the Recycle Center, Skateboard Park and the proposed Ashland Creek Park to the north on Hersey Street.

In assessing the proposal, staff believes that the shower trailer would complement the variety of uses in place and given the limited duration of its operation on site, during hours when the primary use is closed, the impacts seem well within those that could be anticipated from the target use of the site. Given that the placement will be within the existing fenced, paved area when the Recycle Center itself is not in operation, that this placement will not require alterations to the site as it relates to flood plain regulations, and that trained attendants will monitor the operation and clean and clear the site afterward, staff believes that the proposal can be found to fully address the applicable criteria and merits approval.

**The criteria for Conditional Use Permit approval are described in AMC Chapter 18.104.050, as follows:**

- A. *That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.*
- B. *That adequate capacity of City facilities for water, sewer, paved access to and through the development, electricity, urban storm drainage, and adequate transportation can and will be provided to and through the subject property.*
- C. *That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone:*
  1. *Similarity in scale, bulk, and coverage.*
  2. *Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.*
  3. *Architectural compatibility with the impact area.*
  4. *Air quality, including the generation of dust, odors, or other environmental pollutants.*
  5. *Generation of noise, light, and glare.*
  6. *The development of adjacent properties as envisioned in the Comprehensive*

- Plan.*
7. *Other factors found to be relevant by the Hearing Authority for review of the proposed use.*

In considering the requested Conditional Use Permits for each of the four sites, utilities are in place to serve the trailer, alterations to the sites are not necessary, and placement of the trailer seems well thought out to minimize impacts to the sites and their existing uses. It seems that the primary impact of concern is that users of the shower trailer will loiter on site and on adjacent properties after the trailer leaves. To address this concern, the applicants propose to provide two trained attendants on site during their operations who will be responsible for cleaning the site prior to departure of the trailer, and for ensuring that trailer users have left the site and are not congregating on adjacent properties at the end of each service day. In staff's view, this seems a reasonable means to address the concerns a degree proportional to the impacts of the shower trailer, which will be in each location for only part of one day each week. Having the attendants clear each site at the end of the service day has been included below as a condition of the approval. In addition, staff has included a condition below to provide for review of the proposal after 24 months of operation to assess any complaints received, seek neighbors' input on how impacts are being managed, and determine whether it is appropriate that the use continue in each location beyond that point.

The application with the attached conditions complies with all applicable City ordinances. Planning Action #2014-00330 is approved granting Conditional Use Permits to each of the four properties, with the following conditions attached. Further, if any one or more of the following conditions are found to be invalid for any reason whatsoever, then Planning Action #2014-00330 is denied. The following are the conditions and they are attached to the approval:

1. That all proposals of the applicant shall be conditions of approval unless otherwise modified herein, including but not limited to the applicants' stipulations that two trained, background-checked attendants be on site at all times while the trailer is in operation and that these attendants shall clean each of the properties and ensure that trailer users have cleared the property, and are not congregating on site or on adjacent properties, before departing the site.
2. That all requirements of any previous land use approvals for each of the four sites shall remain in effect unless otherwise specifically modified herein.
3. That the applicants shall provide the Staff Advisor with contact information for the on-site attendants so that any concerns which may arise with operation of the trailer on a particular day at any of the four sites can be promptly addressed.
4. That after 24 months of operation (*no later than June 1, 2016*), the applicants and City planning staff shall conduct a meeting with interested neighbors. The purpose of this meeting will be to debrief on the weekly functioning of the mobile shower and laundry trailer on each of the four sites, assess any complaints received and identify and address any on-going issues related to the trailer's operations on the site before the Conditional Use Permit is finalized for continued operations.
5. That the garden area at the rear of the Ashland Emergency Food Bank shall not be used for queuing or assembly of those on site to use the trailer's facilities.
6. That the requirements of the Fire Department shall be conditions of the Conditional Use Permit approvals, including that:
  - a. The trailer is not permitted to obstruct or block fire apparatus access, designated fire parking or designated turn-arounds (OFC503);
  - b. That dumpsters exceeding 1.5 cubic yards are not permitted to be placed within five feet of combustible structures or the openings of any structure (OFC 304);

- c. That the trailer is not permitted to be placed under the eaves of a fire-sprinklered building (OFC 901.6);
- d. That placement of the trailer at the Recycle Center shall be marked on site with tape corners for verification that adequate distance is provided to any combustibles on site;
- e. That at the Grove, a minimum of ten feet of clearance be provided between the East building wall and trailer to accommodate required clearances and egress, that the trailer not be placed under the building's eaves, that fire extinguishers (2A10BC) be provided and that they be serviced annually as required by code, and that the placement of the trailer be marked on site with tape corners for verification that these requirements are satisfactorily addressed.
- f. That prior to operation of the shower trailer in any of the four locations, it's placement on site shall be marked with tape at the corners to allow on-site verification that the placement satisfies these requirements and to ensure consistent placement of the trailer.



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Bill Molnar, *Director*  
Department of Community Development

4/11/2014

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Date

April 11, 2014

**Notice of Final Decision**

On April 11, 2014, the Community Development Director approved the request for the following:

**Planning Action:** 2014-00330

**Subject Properties:** 175 N Main Street, First United Methodist Church  
1195 E Main Street, Grove Community Center  
560 Clover Lane, Ashland Emergency Food Bank  
220 Water Street, Recycle Center

**Applicant:** Ashland Community Resource Center

**Description:** A request for Conditional Use Permit approval to allow a portable shower and laundry trailer to operate on the sites/days detailed above. The trailer is 27 feet by 8 feet, and contains two showers and two sets of stacked washers/dryers and will be operated by trained, background-checked staff from the Ashland Community Resource Center.

The Community Development Director's decision becomes final and is effective on the 13<sup>th</sup> day after the Notice of Final Decision is mailed. Approval is valid for a period of one year and all conditions of approval identified on the attached Findings are required to be met prior to project completion.

The application, all associated documents and evidence submitted, and the applicable criteria are available for review at the Ashland Community Development Department, located at 51 Winburn Way. Copies of file documents can be requested and are charged based on the City of Ashland copy fee schedule.

Prior to the final decision date, anyone who was mailed this Notice of Final Decision may request a reconsideration of the action as set forth in the Ashland Land Use Ordinance (ALUO) 18.108.070(B)(2)(b) and/or file an appeal to the Ashland Planning Commission as provided in ALUO 18.108.070(B)(2)(c). The ALUO sections covering reconsideration and appeal procedures are attached. The appeal may not be made directly to the Oregon Land Use Board of Appeals.

If you have any questions regarding this decision, please contact Derek Severson in the Community Development Department at (541) 488-5305.

cc: Parties of record and property owners within 200 ft



## **SECTION 18.108.070(B)2 Effective Date of Decision and Appeals.**

### **B. Actions subject to appeal:**

#### **2. Type I Planning Actions.**

- a. Effective Date of Decision. The final decision of the City for planning actions resulting from the Type I Planning Procedure shall be the Staff Advisor decision, effective on the 13<sup>th</sup> day after notice of the decision is mailed unless reconsideration of the action is approved by the Staff Advisor or appealed to the Commission as provided in section 18.108.070(B)(2)(c).
- b. Reconsideration. The Staff Advisor may reconsider Type I planning actions as set forth below.
  - i. Any party entitled to notice of the planning action, or any City Agency may request reconsideration of the action after the decision has been made by providing evidence to the Staff Advisor that a factual error occurred through no fault of the party asking for reconsideration, which in the opinion of the staff advisor, might affect the decision. Reconsideration requests are limited to factual errors and not the failure of an issue to be raised by letter or evidence during the opportunity to provide public input on the application sufficient to afford the Staff Advisor an opportunity to respond to the issue prior to making a decision.
  - ii. Reconsideration requests shall be received within five (5) days of mailing. The Staff Advisor shall decide within three (3) days whether to reconsider the matter.
  - iii. If the Planning Staff Advisor is satisfied that an error occurred crucial to the decision, the Staff Advisor shall withdraw the decision for purposes of reconsideration. The Staff Advisor shall decide within ten (10) days to affirm, modify, or reverse the original decision. The Staff Advisor shall send notice of the reconsideration decision to affirm, modify, or reverse to any party entitled to notice of the planning action.
  - iv. If the Staff Advisor is not satisfied that an error occurred crucial to the decision, the Staff Advisor shall deny the reconsideration request. Notice of denial shall be sent to those parties that requested reconsideration.
- c. Appeal.
  - i. Within twelve (12) days of the date of the mailing of the Staff Advisor's final decision, including any approved reconsideration request, the decision may be appealed to the Planning Commission by any party entitled to receive notice of the planning action. The appeal shall be submitted to the Planning Commission Secretary on a form approved by the City Administrator, be accompanied by a fee established pursuant to City Council action, and be received by the city no later than 4:30 p.m. on the 12<sup>th</sup> day after the notice of decision is mailed.
  - ii. If an appellant prevails at the hearing or upon subsequent appeal, the fee for the initial hearing shall be refunded. The fee required in this section shall not apply to appeals made by neighborhood or community organizations recognized by the city and whose boundaries include the site.
  - iii. The appeal shall be considered at the next regular Planning Commission or Hearings Board meeting. The appeal shall be a de novo hearing and shall be considered the initial evidentiary hearing required under ALUO 18.108.050 and ORS 197.763 as the basis for an appeal to the Land Use Board of Appeals. The Planning Commission or Hearings Board decision on appeal shall be effective 13 days after the findings adopted by the Commission or Board are signed by the Chair of the Commission or Board and mailed to the parties.
  - iv. The appeal requirements of this section must be fully met or the appeal will be considered by the city as a jurisdictional defect and will not be heard or considered.



# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## MEMORANDUM

**To:** Ashland Parks and Recreation Commissioners

**From:** Michael Black, APCR Director

**Date:** June 20, 2018

**Subject:** Formation of Daniel Meyer Pool Ad-hoc Committee (Action)

---

### SUMMARY

Ashland Parks and Recreation Commission (APRC) has a desire to help facilitate in the establishment of a new competitive swimming pool in Ashland to address the current lack in facilities for our citizens. Since the closure of the pool at Southern Oregon University, which was the primary competition swimming pool in Ashland, the Ashland School District swim teams (the "Teams") as well as recreational swimmers, including Rogue Valley Masters (RVM), have struggled to find a suitable location in Ashland to train and exercise.

In an effort to address the gap in pool availability to date, APCR has offered extended pool hours at Daniel Meyer Pool (the "Pool") for the Teams and RVM during the normal pool season and even a rental agreement with the Teams and RVM to allow training and exercise November-February in the off season. These measures are temporary, however, and a long-term solution is still being worked on.

Since early 2015 when the matter of the SOU pool closure was prioritized by the City and APCR, many different options have been considered to close the gap. APCR has considered adding a "bubble" to cover the pool; an attempt was made to convince SOU and the Oregon State Legislature to prioritize this matter and fund the replacement of the SOU pool and neither option was found to be financially attainable. Other options, including working with the YMCA on a joint project, did not result in a solution either.

**Only one option for the future of Daniel Meyer Pool so far has held up to the analysis and is still being evaluated. *That option is to rebuild the pool in place and include a seasonal enclosure to allow for year-round use.***

This memo is for the purpose of appointing an Ad-hoc Committee to move the evaluation and planning of the new pool forward.

## **BACKGROUND AND POLICY IMPLICATIONS**

### Purpose of a Pool Ad-hoc Committee

The Daniel Meyer Pool (the “DMP”) is ageing, in need of constant repair and will soon require replacement. Additionally, the pool does not completely address the needs of the public with regard to recreational and sport swimming activities. The DMP Ad-hoc Committee (the “Committee”) will assist staff in creating a plan to address the aforementioned detrimental conditions of the current DMP.

### Duties of the Committee

The Committee shall have preliminary oversight responsibility for the review and evaluation of the feasibility, planning and funding of the Daniel Meyer Pool rebuild. The Committee will make a recommendation to the Commissioners on the final plan for the future of the DMP.

### Appointment and Term

The Committee shall be appointed by the Chair of the Ashland Parks and Recreation Commission and shall serve for the term of the feasibility analysis and funding review of the DMP rebuild, or until a final plan and funding is approved for the future of DMP, unless extended by the Commission Chair.

### Composition/Makeup of the Committee

1. APRC Commission Chair: Mike Gardiner
2. APRC Commissioner: Matt Miller
3. Member of Public: Up to eight (8) members appointed by the APRC Chair
4. APRC Director: Michael Black
5. Finance Director: Mark Welch
6. APRC Recreation: Rachel Dials and/or Lonny Flora

**BUDGET IMPACT**

At this point, the formation of an Ad-hoc Committee will not have any budget implications other than staff time and materials for packets, etc.

**STAFF RECOMMENDATION AND REQUESTED ACTION**

Staff recommends approval of the formation of the DMP Ad-hoc Committee.

**POTENTIAL MOTION**

I move to approve the Director's proposal to create a Daniel Meyer Pool Ad-hoc Committee as detailed in the staff report.

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## MEMORANDUM

**To:** Ashland Parks and Recreation Commissioners  
**From:** Michael Black, APRC Director  
**Date:** June 20, 2018  
**Subject:** COLA Review (Action)

---

### SUMMARY

I am requesting a cost-of-living pay adjustment in accordance with the attached policy and the CPI-W 12-month average which is 2.8% through March of 2018. In 2014, the Commission adopted the Benefit Adjustment Policy that dictates the parameters for the consideration of pay adjustments for the term of the policy. Specifically, the policy states:

*Rather than adjusting all salaries by a specific percentage, parties recommend a range of 1-5% based upon the Consumer Price Index (CPI-W) 12-month average from March of the prior year to March of the current year.*

Last year the Commission granted a COLA of 3.1%, which was in line with the 2017 CPI.<sup>i</sup> According to the policy adopted in 2014, I am requesting that the Commission consider a 2.8% increase for 2018, which is consistent with the attached CPI – Western Region.

### BACKGROUND AND POLICY IMPLICATIONS

The current budget includes 2% cost-of-living adjustments for non-represented employees in each year of the current budget cycle. Due to fluctuations in CPI, it is very difficult to forecast an accurate placeholder in the budget for a COLA; however, with realized savings in the personnel line item across the organization, I believe we can absorb the higher-than-average CPI in the 2019 fiscal year.

## **BUDGET IMPACT**

Funds for a 2% pay adjustment in FY 2019 for employees are included in the BN 2017-19 budget and staff is confident that with proper management of the personnel budget, and with savings realized in the 2018 budget year, we will be able to absorb the higher-than-usual COLA within the approved budget.

I am also recommending that the Commissioners and the Director convene to discuss the attached APRC Benefit Adjustment Policy going forward.

## **STAFF RECOMMENDATION AND REQUESTED ACTION**

Staff recommends approval of this pay adjustment for all employees of the Ashland Parks and Recreation Commission.

## **POTENTIAL MOTION**

I move to approve the Director's proposal to provide a 2.8% cost-of-living pay adjustment to all APRC employees in fiscal year 2019.

## **ATTACHMENTS**

- APRC Benefit Adjustment Policy
- CPI-W Review Worksheet

---

<sup>i</sup> Since 2017, HR has asked APRC to link our CPI data with the data that they are using for their cost of living reviews. Beginning in 2018, APRC will be using the Local Government Personnel Institute publication outlining the CPI information for CPI West, Size Class B/C for the purpose of being in line with the City's data.

# Consumer Price Index

Base period: 1982-84 = 100, not seasonally adjusted

## CPI-U

	U.S. City Average			West – Size Class B/C		
	2018	2017	2016	2018	2017	2016
Jan.	2.1%	2.5%	1.4%	2.8%	1.8%	1.3%
Feb.	2.2%	2.7%	1.0%	2.5%	2.3%	0.8%
March	2.4%	2.4%	0.9%	2.6%	2.5%	0.3%
April		2.2%	1.1%		2.3%	0.5%
May		1.9%	1.0%		2.0%	0.4%
June		1.6%	1.0%		2.0%	0.5%
July		1.7%	0.8%		1.9%	0.6%
Aug.		1.9%	1.1%		2.3%	0.7%
Sept.		2.2%	1.5%		2.6%	1.1%
Oct.		2.0%	1.6%		2.7%	1.3%
Nov.		2.2%	1.7%		2.7%	1.7%
Dec.		2.1%	2.1%		2.7%	1.8%

## CPI-W

	U.S. City Average			West – Size Class B/C		
	2018	2017	2016	2018	2017	2016
Jan.	2.1%	2.5%	1.2%	3.0%	1.9%	1.3%
Feb.	2.3%	2.8%	0.7%	2.8%	2.5%	0.7%
March	2.4%	2.3%	0.5%	2.8%	2.6%	0.1%
April		2.1%	0.8%		2.4%	0.5%
May		1.8%	0.7%		2.0%	0.3%
June		1.5%	0.6%		2.0%	0.4%
July		1.6%	0.4%		2.0%	0.6%
Aug.		1.9%	0.7%		2.4%	0.6%
Sept.		2.3%	1.2%		2.8%	1.1%
Oct.		2.1%	1.4%		2.8%	1.5%
Nov.		2.3%	1.5%		2.9%	1.9%
Dec.		2.2%	2.0%		2.9%	1.8%

## Pacific—CA,OR,WA,AK & HI

	CPI-U Pacific Size Class B/C			CPI-W Pacific Size Class B/C		
	2018			2018		
January*	0.5%			0.6%		
February*	1.1%			1.1%		
March*	1.5%			1.5%		

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** June 20, 2018

**SUBJECT:** Quarterly Budget Update (Information/Action)

---

Every quarter the Finance Department prepares a report of finances for the Council to review. The report being presented at this time is for the third quarter of the fiscal year (ending March 31). In addition to the City Finance Director's report, our staff has used year-to-date financial reporting to prepare an unofficial up-to-date (ending May 31) report of APRC's operational expenditures and revenues. As a practice, APRC administrative staff reviews this information on a monthly basis.

### Expenditures

Attached to this report you will find the current year-to-date report as of 5/31/2018 as prepared by staff which shows the current expenditures for APRC broken down by division. At the bottom of the page you will see the grand total of expenditures which is 82.83% of the total budget. At the end of May, when this report was run, the target percentage of expenditures was 91.63%.

As you can see by the numbers, we are significantly under budget for this point in the year. There are a few reasons for this:

1. Staff has been frugal in their expenditures due to the tightness of the budget
2. We are not fully staffed at this point
3. Some expenses will increase in the following month and the next fiscal year, which will level out the expenditures by the end of the biennium budget.

**Revenues**

We are closer to target on the YTD revenues at 88.08%. This means that we are earning revenue on target with the budget.

Of course our goal is to be at, or higher than, expected percentage with revenue and at, or less than, projected percentage for expenditures. In other words, the budget is in good shape based on this snapshot in time. We have no reason to believe that future analysis will not be equally positive.

**Recommendation**

Review the attached information and approve/acknowledge it during the official business meeting of June 25, 2018.

**Possible Motion**

I move to approve the reported quarterly financial report from the Director of APRC and the City Finance Director, as presented.

**Attachments:**

- YTD APRC financial report
- City of Ashland Quarterly Financial Report

## PARKS BUDGET STATUS

As of 5/31/2018

General Fund		Adjusted Approp FY18	YTD Expended	Encumbrances	Balance	Percent Used
<b>Administration</b>	Personnel	\$ 431,042.00	\$ 379,887.58		\$ 51,154.42	
	M & S	\$ 655,891.00	\$ 561,979.06	\$ 7,959.39	\$ 85,952.55	86.65%
<b>Administration Totals</b>		<b>\$ 1,086,933.00</b>	<b>\$ 941,866.64</b>	<b>\$ 6,904.86</b>	<b>\$ 138,161.50</b>	<b>87.30%</b>
<b>Operations</b>	Personnel	\$ 2,029,437.00	\$ 1,729,687.24		\$ 299,749.76	
	M & S	\$ 1,121,738.00	\$ 896,982.39	\$ 19,893.20	\$ 204,862.41	
	Capital (park improvements)	\$ 10,000.00	\$ 4,831.21	\$ -	\$ 5,168.79	83.24%
<b>Operations Totals</b>		<b>\$ 3,161,175.00</b>	<b>\$ 2,631,500.84</b>	<b>\$ 19,893.20</b>	<b>\$ 509,780.96</b>	<b>83.90%</b>
				YTD + Encumbered		84.12%
<b>TOTAL OPS/ADMIN</b>		<b>\$ 4,248,108.00</b>	<b>\$ 3,573,367.48</b>	<b>\$ 26,798.06</b>	<b>\$ 647,942.46</b>	<b>84.75%</b>
<b>Rec Admin</b>	Personnel	\$ 313,066.00	\$ 275,592.51		\$ 37,473.49	
	M & S	\$ 112,020.00	\$ 101,083.28	\$ 3,400.00	\$ 7,536.72	88.61%
<b>Recreation Administration Totals</b>		<b>\$ 425,086.00</b>	<b>\$ 376,675.79</b>	<b>\$ 3,400.00</b>	<b>\$ 45,010.21</b>	<b>89.40%</b>
<b>Rec Programs</b>	Personnel	\$ 441,504.00	\$ 256,774.58		\$ 184,729.42	
	M & S	\$ 157,882.00	\$ 145,632.62	\$ 495.00	\$ 11,754.38	67.14%
<b>Recreation Programs Totals</b>		<b>\$ 599,386.00</b>	<b>\$ 402,407.20</b>	<b>\$ 495.00</b>	<b>\$ 196,483.80</b>	<b>67.20%</b>
						99.78%
<b>Community Center Totals</b>		<b>\$ 30,500.00</b>	<b>\$ 30,431.49</b>		<b>\$ 68.51</b>	<b>99.80%</b>
<b>Nature Center</b>	Personnel	\$ 296,879.00	\$ 262,634.85	\$ -	\$ 34,244.15	
	M & S	\$ 50,300.00	\$ 40,728.50	\$ 735.98	\$ 8,835.52	87.38%
<b>Nature Center Totals</b>		<b>\$ 347,179.00</b>	<b>\$ 303,363.35</b>	<b>\$ 735.98</b>	<b>\$ 43,079.67</b>	<b>87.60%</b>
<b>Senior Center</b>	Personnel	\$ 143,728.00	\$ 84,411.84		\$ 59,316.16	
	M & S	\$ 31,606.00	\$ 40,399.15	\$ 921.79	\$ (9,714.94)	71.18%
<b>Senior Center Totals</b>		<b>\$ 175,334.00</b>	<b>\$ 124,810.99</b>	<b>\$ 921.79</b>	<b>\$ 49,601.22</b>	<b>71.70%</b>
						78.46%
<b>TOTAL RECREATION</b>		<b>\$ 1,577,485.00</b>	<b>\$ 1,237,688.82</b>	<b>\$ 5,552.77</b>	<b>\$ 334,243.41</b>	<b>78.80%</b>
<b>Golf Course</b>	Personnel	\$ 418,934.00	\$ 334,771.06		\$ 84,162.94	
	M & S	\$ 155,613.00	\$ 119,137.70	\$ 3,945.05	\$ 32,530.25	79.00%
<b>TOTAL GOLF</b>		<b>\$ 574,547.00</b>	<b>\$ 453,908.76</b>	<b>\$ 3,945.05</b>	<b>\$ 116,693.19</b>	<b>79.70%</b>
						82.26%
<b>GRAND TOTAL</b>		<b>\$ 6,400,140.00</b>	<b>\$ 5,264,965.06</b>	<b>\$ 36,295.88</b>	<b>\$ 1,098,879.06</b>	<b>82.83%</b>
Period #	11	<b>Target Percent</b>	<b>91.63%</b>	YTD + Encumb:	\$ 5,301,260.94	
General Fund Revenue		Estimated Rev	YTD Earned	Remaining	% Collected	
		\$6,404,200.00	\$5,641,080.67	\$763,119.33	88.08%	

# Council Business Meeting

June 5, 2018

**Title:** 3<sup>rd</sup> Quarter Financial Report of the 2017/19 Biennium  
**From:** Mark Welch Administrative Services Director  
Mark.Welch@ashland.or.us

## **Summary:**

The Council are supplied with quarterly financial reports to ensure budget compliance and for informational and comparative purposes throughout the year.

## **Actions, Options, or Potential Motions:**

I move to accept the third quarter financial report as presented.

## **Staff Recommendation:**

That Council review and accept the 3<sup>rd</sup> quarter financial report.

## **Resource Requirements:**

N/A

## **Policies, Plans and Goals Supported:**

Provide high quality and effective delivery of the full spectrum of city services and governance in a transparent, accessible and fiscally responsible manner.

## **Background and Additional Information:**

The attached financial statements cover 9 months of activity for the period July 1, 2017 through March 31, 2018, and equate to 37.50% of the biennial budget.

Financial statements provide a mechanism to review the City's financial transactions on a quarterly basis. The Financial Report includes all funds and department.

The city-wide revenues at the 9-month mark is trending right on track at 37.7% of the biennium budget. Total expenditures are just slightly below the 3<sup>rd</sup> quarter percent at 35%. Capital Construction is at 3.4%, this is due two to major factors; projects not starting yet, and or major projects still to be presented to council for approval.

Pages 3-5 provide appropriation level compliance. The City is trending as expected at the 3<sup>rd</sup> quarter mark of the biennium.

The individual fund statements are presented from pages 6-26. These statements recap Resources, Requirements and changes in fund balance. All funds are trending as expected, with the exception of the Health Benefits fund, please note page 23. This fund is struggling to meet the requirement of a positive ending fund balance. Staff is anticipating needing an interfund loan to meet a positive ending fund balance at June 30<sup>th</sup>, 2018.

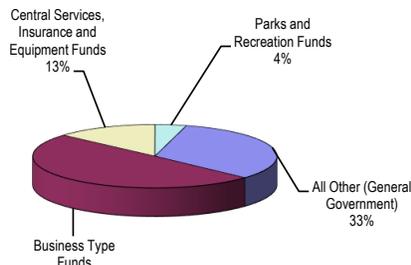
**Attachments:**

3rd Quarter Financial Report

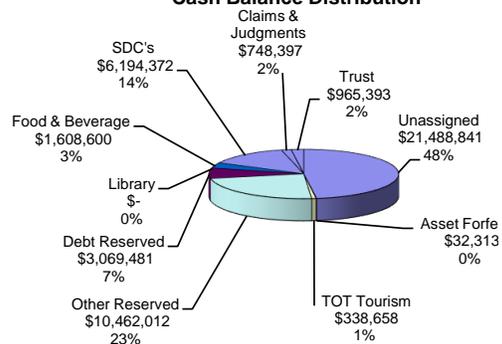
**City of Ashland**  
**Summary of Cash and Investments**  
 March 31, 2018

Fund	Balance March 31, 2018	Balance March 31, 2017	Change From FY 2017
General Fund	\$ 5,949,762	\$ 6,363,666	\$ (413,904)
Parks General Fund	778,738	185,146	593,592
Housing Fund	255,978	-	255,978
Community Block Grant Fund	11,657	12,016	(360)
Reserve Fund	36,408	25,460	10,948
Street Fund	4,379,585	5,452,509	(1,072,925)
Airport Fund	57,535	151,868	(94,333)
Capital Improvements Fund	1,878,839	2,785,914	(907,075)
Parks Capital Improvements Fund	910,793	866,716	44,077
Debt Service Fund	1,152,802	1,221,809	(69,007)
Water Fund	8,829,132	6,894,329	1,934,804
Wastewater Fund	9,072,107	7,808,526	1,263,581
Storm Drain Fund	1,729,825	-	1,729,825
Electric Fund	2,165,010	1,206,181	958,828
Telecommunications Fund	506,147	299,472	206,675
Central Services Fund	1,105,538	591,226	514,312
Insurance Services Fund	941,917	1,165,149	(223,232)
Health Benefits Fund	339,125	707,322	(368,197)
Equipment Fund	3,674,785	3,300,666	374,118
Parks Equipment Fund	167,520	176,308	(8,788)
Cemetery Trust Fund	964,863	952,286	12,577
	<u>\$ 44,908,067</u>	<u>\$ 40,166,571</u>	<u>\$ 4,741,496</u>
<b>Total Cash Distribution</b>	<u>\$ 44,908,067</u>	<u>\$ 40,166,571</u>	<u>\$ 4,741,496</u>
<b>Manner of Investment</b>			
General Banking Accounts	\$ 1,393,767	\$ (294,611)	\$ 1,688,378
Local Government Inv. Pool	43,514,300	39,461,182	4,053,118
City Investments	-	1,000,000	(1,000,000)
	<u>\$ 44,908,067</u>	<u>\$ 40,166,571</u>	<u>\$ 4,741,496</u>

**Dollar Distribution**



**Cash Balance Distribution**



**City of Ashland**  
**Statement of Revenues and Expenditures - City Wide**  
**As of 3/31/18 (37.50% of biennium)**

Resource Summary	Biennial		Percent Collected Expended	Balance	Biennial	
	To Date Actuals (9 Months)	Budget 2017-2019			Biennium to Date	End of Biennium
<b>Revenues</b>						
Taxes	\$ 19,922,325	\$ 50,223,505	39.7%	\$ (30,301,180)	\$ 18,212,443	\$ 46,433,031
Licenses and Permits	571,891	1,660,300	34.4%	(1,088,409)	636,375	2,141,624
Intergovernmental Revenues	2,222,395	9,899,404	22.4%	(7,677,009)	2,085,947	6,226,279
Charges for Services - Rate & Internal	43,925,745	119,079,676	36.9%	(75,153,931)	42,017,906	109,762,842
Charges for Services - Misc. Service fees	1,292,979	3,244,733	39.8%	(1,951,754)	1,185,567	3,782,285
System Development Charges	471,877	731,500	64.5%	(259,623)	469,533	1,265,774
Fines and Forfeitures	392,985	857,900	45.8%	(464,915)	133,553	546,003
Assessment Payments	7,386	60,000	12.3%	(52,614)	27,849	133,837
Interest on Investments	481,298	457,850	105.1%	23,448	291,097	634,042
Miscellaneous Revenues	1,369,328	1,305,564	104.9%	63,764	267,603	1,384,481
<b>Total Revenues</b>	<b>70,658,208</b>	<b>187,520,432</b>	<b>37.7%</b>	<b>(116,862,223)</b>	<b>65,327,873</b>	<b>172,310,198</b>
<b>Budgetary Resources:</b>						
Other Financing Sources	425,491	56,086,312	0.8%	(55,660,821)	-	1,831,438
Interfund Loans	-	2,100,000	0.0%	(2,100,000)	490,544	840,544
Transfers In	1,590,772	2,997,791	53.1%	(1,407,019)	1,093,178	1,477,867
Total Budgetary Resources	2,016,263	61,184,103	3.3%	(59,167,840)	1,583,722	4,149,849
<b>Total Resources</b>	<b>72,674,471</b>	<b>248,704,535</b>	<b>29.2%</b>	<b>(176,030,063)</b>	<b>66,911,595</b>	<b>176,460,047</b>
<b>Requirements by Classification</b>						
Personal Services	23,329,759	67,376,674	34.6%	44,046,915	19,139,845	59,132,807
Materials and Services	36,488,115	100,407,057	36.3%	63,918,942	29,809,853	87,413,909
Debt Service	2,478,063	10,244,803	24.2%	7,766,740	2,231,979	8,686,005
<b>Total Operating Expenditures</b>	<b>62,295,937</b>	<b>178,028,534</b>	<b>35.0%</b>	<b>115,732,597</b>	<b>51,181,677</b>	<b>155,232,721</b>
Capital Construction						
Capital Outlay	2,361,786	70,163,409	3.4%	67,801,623	3,132,975	12,371,298
Interfund Loans	-	2,100,000	0.0%	2,100,000	490,544	840,544
Transfers Out	1,590,772	2,997,791	53.1%	1,407,019	1,093,178	1,477,867
Contingencies (Original Budget \$3,085,000)	-	3,342,185	0.0%	3,342,185	-	-
Total Budgetary Requirements	1,590,772	8,439,976	18.8%	6,849,204	1,583,722	2,318,411
<b>Total Requirements</b>	<b>66,248,495</b>	<b>256,631,919</b>	<b>25.8%</b>	<b>190,383,424</b>	<b>55,898,374</b>	<b>169,922,430</b>
Excess (Deficiency) of Resources over Requirements	6,425,976	(7,927,384)	181.1%	14,353,360	11,013,221	6,537,617
Working Capital Carryover	39,472,221	38,079,778	103.7%	1,392,443	32,934,606	32,934,606
<b>Unappropriated Ending Fund Balance</b>	<b>\$ 45,898,197</b>	<b>\$ 30,152,394</b>	<b>152.2%</b>	<b>\$ 15,745,803</b>	<b>\$ 43,947,827</b>	<b>\$ 39,472,221</b>

**City of Ashland**  
**Schedule of Budgetary Compliance Per Resolution 2017-17**  
**Amended for Resolution 2017-29**  
As of 3/31/18 (37.50% of biennium)

	Biennial to Date Actuals (9 Months)	Biennial Budget 2017-2019	Percent Used	Balance
<b>General Fund</b>				
Administration	\$ 974,903	\$ 3,006,150	32.4%	\$ 2,031,247
Administration - Municipal Court	373,396	944,095	39.6%	570,699
Administrative Services - Miscellaneous	14,230	38,000	37.4%	23,770
Administrative Services - Band	42,119	131,540	32.0%	89,421
Administrative Services - Parks	3,907,125	10,601,400	36.9%	6,694,275
Police Department	5,431,273	15,258,125	35.6%	9,826,852
Fire and Rescue Department	6,483,445	17,505,290	37.0%	11,021,845
Public Works - Cemetery Division	266,809	851,778	31.3%	584,969
Community Development - Planning Division	1,278,866	3,291,729	38.9%	2,012,863
Community Development - Building Division	488,655	1,479,935	33.0%	991,280
Community Development - Social Services Grants	-	267,940	0.0%	267,940
Transfers	271,851	377,351	72.0%	105,500
Contingency	-	790,000	0.0%	790,000
<b>Total General Fund</b>	<b>19,532,672</b>	<b>54,543,333</b>	<b>35.8%</b>	<b>35,010,661</b>
<b>Parks and Recreation General Fund</b>				
Parks Division	2,809,946	8,633,533	32.5%	5,823,587
Recreation Division	1,027,289	3,199,553	32.1%	2,172,264
Golf Division	369,184	1,163,100	31.7%	793,916
Contingency	-	195,000	0.0%	195,000
<b>Total Parks and Recreation Fund</b>	<b>4,206,420</b>	<b>13,191,186</b>	<b>31.9%</b>	<b>8,984,766</b>
<b>Housing Trust Fund</b>				
Materials and Services	-	366,351	0.0%	366,351
<b>Total Housing Trust Fund</b>	<b>-</b>	<b>366,351</b>	<b>0.0%</b>	<b>366,351</b>
<b>Community Development Block Grant Fund</b>				
Personal Services	23,311	62,880	37.1%	39,569
Materials and Services	75,455	390,905	19.3%	315,450
<b>Total Community Development Grant Fund</b>	<b>98,766</b>	<b>453,785</b>	<b>21.8%</b>	<b>355,019</b>
<b>Reserve Fund</b>				
Interfund Loan	-	1,050,000	0.0%	1,050,000
<b>Total Reserve Fund</b>	<b>-</b>	<b>1,050,000</b>	<b>0.0%</b>	<b>1,050,000</b>
<b>Street Fund</b>				
Public Works - Ground Maintenance	192,626	501,900	38.4%	309,274
Public Works - Street Operations	1,741,224	19,188,971	9.1%	17,447,747
Public Works - Transportation SDC's	327	2,198,720	0.0%	2,198,393
Contingency	-	43,685	0.0%	43,685
<b>Total Street Fund</b>	<b>2,294,379</b>	<b>21,933,276</b>	<b>10.5%</b>	<b>19,638,897</b>
<b>Airport Fund</b>				
Materials and Services	160,804	425,380	37.8%	264,576
Capital Outlay	27,609	312,000	8.8%	284,391
Debt Service	19,268	77,075	25.0%	57,807
Contingency	-	10,000	0.0%	10,000
<b>Total Airport Fund</b>	<b>207,681</b>	<b>824,455</b>	<b>25.2%</b>	<b>616,774</b>

**Schedule of Budgetary Compliance Per Resolution 2017-17**  
**Amended for Resolution 2017-29**  
As of 3/31/18 (37.50% of biennium)

	Biennial to Date Actuals (9 Months)	Biennial Budget 2017-2019	Percent Used	Balance
<b>Capital Improvements Fund</b>				
Public Works - Facilities	843,751	2,458,100	34.3%	1,614,349
Administrative Services - SDC (Parks)	-	394,640	0.0%	394,640
Administrative Services - Open Space (Parks)	7,871	1,500,000	0.5%	1,492,129
Transfers	900,000	1,667,000	54.0%	767,000
Contingency	-	60,000	0.0%	60,000
<b>Total Capital Improvements Fund</b>	<b>1,751,621</b>	<b>6,079,740</b>	<b>28.8%</b>	<b>4,328,119</b>
<b>Parks Capital Improvement Fund</b>				
Materials and Services	18,364	150,000	12.2%	131,636
Capital Outlay	152,119	4,945,000	3.1%	4,792,881
Transfers	220,395	440,440	50.0%	220,045
<b>Total Parks Capital Improvement Fund</b>	<b>390,878</b>	<b>5,535,440</b>	<b>7.1%</b>	<b>4,924,517</b>
<b>Debt Service Fund</b>				
Debt Service	1,398,763	3,740,387	37.4%	2,341,624
<b>Total Debt Service Fund</b>	<b>1,398,763</b>	<b>3,740,387</b>	<b>37.4%</b>	<b>2,341,624</b>
<b>Water Fund</b>				
Public Works - Conservation	200,447	738,888	27.1%	538,441
Public Works - Water Supply	532,006	2,751,150	19.3%	2,219,144
Public Works - Water Supply Debt	9,035	636,758	1.4%	627,723
Public Works - Water Distribution	2,347,367	10,807,452	21.7%	8,460,085
Public Works - Water Distribution Debt	227,901	592,101	38.5%	364,200
Public Works - Water Treatment	1,237,137	24,383,636	5.1%	23,146,499
Public Works - Water Treatment Debt	103,645	282,177	36.7%	178,532
Public Works - Improvement SDC's	92,118	4,181,350	2.2%	4,089,232
Public Works - Debt SDC's	130,667	430,369	30.4%	299,702
Transfer	187,500	500,000	37.5%	312,500
Contingency	-	685,000	0.0%	685,000
<b>Total Water Fund</b>	<b>5,067,823</b>	<b>45,988,881</b>	<b>11.0%</b>	<b>40,921,058</b>
<b>Wastewater Fund</b>				
Public Works - Wastewater Collection	1,742,757	6,088,930	28.6%	4,346,173
Public Works - Wastewater Collection Debt	54,014	144,656	37.3%	90,642
Public Works - Wastewater Treatment	2,069,512	10,279,543	20.1%	8,210,031
Public Works - Wastewater Treatment Debt	141,752	3,732,624	3.8%	3,590,872
Public Works - Improvements SDC's	-	4,060,025	0.0%	4,060,025
Contingency	-	325,000	0.0%	325,000
<b>Total Wastewater Fund</b>	<b>4,008,035</b>	<b>24,630,778</b>	<b>16.3%</b>	<b>20,622,743</b>
<b>Stormwater Fund</b>				
Public Works - Storm Water Operations	440,973	1,459,713	30.2%	1,018,740
Public Works - Storm Water Operations Debt	11,225	24,500	45.8%	13,275
Public Works - Improvements SDC's	38,508	250,000	15.4%	211,492
Contingency	-	30,000	0.0%	30,000
<b>Total Stormwater Fund</b>	<b>490,706</b>	<b>1,764,213</b>	<b>27.8%</b>	<b>1,273,507</b>
<b>Electric Fund</b>				
Administration - Conservation	683,056	1,486,890	45.9%	803,834
Electric - Supply	5,638,217	14,981,925	37.6%	9,343,708
Electric - Distribution	5,205,209	13,390,730	38.9%	8,185,521
Electric - Transmission	703,891	2,531,435	27.8%	1,827,544
Debt Service	22,393	1,128,202	2.0%	1,105,809
Contingency	-	225,000	0.0%	225,000
<b>Total Electric Fund</b>	<b>12,252,766</b>	<b>33,744,182</b>	<b>36.3%</b>	<b>21,491,416</b>

**Schedule of Budgetary Compliance Per Resolution 2017-17**  
**Amended for Resolution 2017-29**  
As of 3/31/18 (37.50% of biennium)

	Biennial to Date Actuals (9 Months)	Biennial Budget 2017-2019	Percent Used	Balance
<b>Telecommunications Fund</b>				
IT - Personal Services	474,434	1,448,575	32.8%	974,141
IT - Materials & Services	698,134	1,899,520	36.8%	1,201,386
IT - Capital Outlay	13,476	150,000	9.0%	136,524
Debt - To Debt Service Fund **	306,750	818,000	37.5%	511,250
Contingency	-	105,000	0.0%	105,000
<b>Total - Telecommunications Fund</b>	<u>1,492,794</u>	<u>4,421,095</u>	33.8%	<u>2,928,301</u>
<i>** Note: In M &amp; S appropriation</i>				
<b>Central Services Fund</b>				
Administration Department	1,295,055	3,775,160	34.3%	2,480,105
Information Technology - Info Services Division	934,127	2,811,275	33.2%	1,877,148
Administrative Services Department	1,903,007	5,212,449	36.5%	3,309,442
City Recorder	154,540	384,450	40.2%	229,910
Public Works - Administration and Engineering	1,274,425	3,644,262	35.0%	2,369,837
Contingency	-	235,000	0.0%	235,000
<b>Total Central Services Fund</b>	<u>5,561,154</u>	<u>16,062,596</u>	34.6%	<u>10,501,442</u>
<b>Insurance Services Fund</b>				
Personal Services	84,556	233,160	36.3%	148,604
Materials and Services	755,350	1,854,790	40.7%	1,099,440
Capital	575	480,000	0.1%	479,425
Contingency	-	38,500	0.0%	38,500
<b>Total Insurance Services Fund</b>	<u>840,481</u>	<u>2,606,450</u>	32.2%	<u>1,765,969</u>
<b>Health Benefits Fund</b>				
Materials and Services	5,060,994	11,557,301	43.8%	6,496,307
Interfund Loan	-	1,050,000	0.0%	1,050,000
Contingency	-	500,000	0.0%	500,000
<b>Total Health Benefits Fund</b>	<u>5,060,994</u>	<u>13,107,301</u>	38.6%	<u>8,046,307</u>
<b>Equipment Fund</b>				
Public Works - Maintenance	1,038,095	3,176,472	32.7%	2,138,377
Public Works - Purchasing and Acquisition	335,895	2,849,000	11.8%	2,513,105
Contingency	-	100,000	0.0%	100,000
<b>Total Equipment Fund</b>	<u>1,373,990</u>	<u>6,125,472</u>	22.4%	<u>4,751,482</u>
<b>Parks Equipment Fund</b>				
Capital Outlay	207,545	450,000	46.1%	242,455
<b>Total Parks Equipment Fund</b>	<u>207,545</u>	<u>450,000</u>	46.1%	<u>242,455</u>
<b>Cemetery Trust Fund</b>				
Transfers	11,026	13,000	84.8%	1,974
<b>Total Cemetery Trust Fund</b>	<u>11,026</u>	<u>13,000</u>	84.8%	<u>1,974</u>
<b>Total Appropriations</b>	<u>\$ 66,248,495</u>	<u>\$ 256,631,921</u>	25.8%	<u>\$ 190,383,426</u>

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>110 General Fund</b>							
Taxes	\$ 17,590,920	\$ 42,958,500	40.9%	\$ (25,367,580)	\$ 16,118,727	\$ 39,315,229	41.0%
Licenses and Permits	571,891	1,660,300	34.4%	(1,088,409)	636,375	2,141,624	29.7%
Intergovernmental	1,044,288	2,246,874	46.5%	(1,202,586)	603,862	2,057,077	29.4%
Charges for Services	1,245,114	3,327,000	37.4%	(2,081,886)	1,232,403	3,330,630	37.0%
Fines	392,985	857,900	45.8%	(464,915)	133,553	546,003	24.5%
Interest on Investments	65,180	75,000	86.9%	(9,820)	20,398	86,199	23.7%
Miscellaneous	55,413	395,200	14.0%	(339,787)	56,470	219,974	25.7%
Transfer in (Water Fund)	187,500	500,000	37.5%	(312,500)	187,500	500,000	37.5%
Transfer In (Cemetery Fund)	11,026	13,000	84.8%	(1,974)	4,117	15,938	25.8%
Total Revenues and Other Sources	<u>21,164,317</u>	<u>52,033,774</u>	40.7%	<u>(30,869,457)</u>	<u>18,993,404</u>	<u>48,212,675</u>	39.4%
Administration	974,903	3,006,150	32.4%	2,031,247	855,906	2,098,880	40.8%
Administration - Municipal Court	373,396	944,095	39.6%	570,699	357,611	951,831	37.6%
Administrative Services - Miscellaneous	14,230	38,000	37.4%	23,770	54,582	109,460	49.9%
Administrative Services - Band	42,119	131,540	32.0%	89,421	43,398	127,186	34.1%
Administrative Services - Parks	3,907,125	10,601,400	36.9%	6,694,275	3,510,000	9,560,000	36.7%
Police Department	5,431,273	15,258,125	35.6%	9,826,852	4,900,799	13,487,220	36.3%
Fire and Rescue Department	6,483,445	17,505,290	37.0%	11,021,845	5,508,884	15,713,581	35.1%
Public Works - Cemetery Division	266,809	851,778	31.3%	584,969	260,108	675,452	38.5%
Community Development - Planning Division	1,278,866	3,291,729	38.9%	2,012,863	989,881	2,705,513	36.6%
Community Development - Building Division	488,655	1,479,935	33.0%	991,280	531,260	1,353,877	39.2%
Community Development - Social Services Grants	-	267,940	0.0%	267,940	130,885	265,254	49.3%
Transfers Out (Debt Service, Cemetery & Housing Trust)	271,851	377,351	72.0%	105,500	293,080	97,010	302.1%
Contingency	-	790,000	0.0%	790,000	-	-	-
Total Expenditures and Other Uses	<u>19,532,672</u>	<u>54,543,333</u>	35.8%	<u>35,010,661</u>	<u>17,436,395</u>	<u>47,145,264</u>	37.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	1,631,645	(2,509,559)	165.0%	4,141,204	1,557,009	1,067,411	145.9%
Fund Balance, Jul 1, 2017	<u>4,687,674</u>	<u>4,412,535</u>	106.2%	<u>275,139</u>	<u>3,620,263</u>	<u>3,620,263</u>	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 6,319,318</u>	<u>\$ 1,902,976</u>	332.1%	<u>\$ 4,416,342</u>	<u>\$ 5,177,272</u>	<u>\$ 4,687,674</u>	110.4%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>862,615</u>						
Unassigned Fund Balance	<u>\$ 5,456,703</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>211 Parks and Recreation General Fund</b>							
Intergovernmental	\$ -	\$ 30,000	0.0%	\$ -	\$ -	\$ -	
Charges for Services - Internal	3,907,125	10,601,400	36.9%	(6,694,275)	3,510,000	9,560,000	36.7%
Charges for Services - Misc. Service Fees	598,210	2,181,200	27.4%	(1,582,990)	688,001	1,830,527	37.6%
Interest on Investments	5,551	14,000	39.6%	(8,449)	2,324	5,968	38.9%
Miscellaneous	17,186	60,000	28.6%	(42,814)	6,093	28,543	21.3%
Transfers In (Parks CIP)	85,000	170,000	50.0%	(85,000)	52,500	52,500	100.0%
Total Revenues and Other Sources	4,613,071	13,056,600	35.3%	(8,413,529)	4,258,918	11,477,537	37.1%
Parks Division	2,809,946	8,633,533	32.5%	5,823,587	2,902,619	7,813,195	37.2%
Recreation Division	1,027,289	3,199,553	32.1%	2,172,264	1,032,151	2,821,724	36.6%
Golf Division	369,184	1,163,100	31.7%	793,916	406,722	1,056,914	38.5%
Other Financing Uses - Transfers	-	-	N/A	-	-	80,000	0.0%
Contingency	-	195,000	0.0%	195,000	-	-	
Total Expenditures and Other Uses	4,206,420	13,191,186	31.9%	8,984,766	4,341,492	11,771,832	36.9%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	406,652	(134,586)	402.2%	541,238	(82,574)	(294,295)	28.1%
Fund Balance, Jul 1, 2017	209,333	140,165	149.3%	69,168	503,628	503,628	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 615,985</u>	<u>\$ 5,579</u>	11041.1%	<u>\$ 610,406</u>	<u>\$ 421,054</u>	<u>\$ 209,333</u>	201.1%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	-						
Unassigned Fund Balance	<u>\$ 615,985</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Balance	Biennial 2015-2017		Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019			Biennium to Date	End of Biennium	
<b>240 Housing Fund</b>							
Taxes	\$ 88,668	\$ 200,000	44.3%	\$ (111,332)	\$ -	\$ -	
Interest on Investments	960	-	N/A	960	-	-	
Transfer In	166,351	166,351	100.0%	-	-	-	
Total Revenues and Other Sources	<u>255,978</u>	<u>366,351</u>	69.9%	<u>(110,373)</u>	<u>-</u>	<u>-</u>	N/A
Personal Services	-	-	N/A	-	-	-	
Materials and Services	-	366,351	0.0%	366,351	-	-	
Total Expenditures and Other Uses	<u>-</u>	<u>366,351</u>	0.0%	<u>366,351</u>	<u>-</u>	<u>-</u>	
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	255,978	-	N/A	255,978	-	-	
Fund Balance, Jul 1, 2017	-	-	N/A	-	-	-	
Fund Balance, Mar 31, 2018	<u>\$ 255,978</u>	<u>\$ -</u>	N/A	<u>\$ 255,978</u>	<u>\$ -</u>	<u>\$ -</u>	N/A
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	255,978						
Unassigned Fund Balance	<u>\$ -</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>250 Community Development Block Fund</b>							
Intergovernmental	\$ 75,428	\$ 453,785	16.6%	\$ (378,357)	\$ 127,408	\$ 291,526	43.7%
Personal Services	23,311	62,880	37.1%	39,569	18,469	64,255	28.7%
Materials and Services	75,455	390,905	19.3%	315,450	127,571	227,268	56.1%
Total Expenditures and Other Uses	<u>98,767</u>	<u>453,785</u>	21.8%	<u>355,018</u>	<u>146,040</u>	<u>291,523</u>	50.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(23,339)	-	N/A	(23,339)	(18,632)	4	-523370.2%
Fund Balance, Jul 1, 2017	<u>33,801</u>	<u>1</u>	3380056.0%	<u>33,800</u>	<u>33,797</u>	<u>33,797</u>	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 10,462</u>	<u>\$ 1</u>	1046191.0%	<u>\$ 10,461</u>	<u>\$ 15,165</u>	<u>\$ 33,801</u>	44.9%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>10,462</u>						
Unassigned Fund Balance	<u>\$ (0)</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>255 Reserve Fund</b>							
Interest on Investments	\$ 8,241	\$ 700	1177.4%	\$ 7,541	\$ 8,539	\$ 22,433	38.1%
Interfund Loan	-	1,050,000	0.0%	(1,050,000)	325,000	325,000	100.0%
Transfers In	-	-	N/A	-	-	-	
Total Revenues and Other Sources	<u>8,241</u>	<u>1,050,700</u>	0.8%	<u>7,541</u>	<u>333,539</u>	<u>347,433</u>	96.0%
Interfund Loan (Health Benefits Fund)	-	1,050,000	0.0%	1,050,000	165,544	515,544	32.1%
Total Expenditures and Other Uses	<u>-</u>	<u>1,050,000</u>	0.0%	<u>1,050,000</u>	<u>165,544</u>	<u>515,544</u>	32.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	8,241	700	1177.4%	7,541	167,995	(168,111)	-99.9%
Fund Balance, Jul 1, 2017	<u>28,168</u>	<u>24,735</u>	113.9%	<u>3,433</u>	<u>196,279</u>	<u>196,279</u>	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 36,410</u>	<u>\$ 25,435</u>	143.1%	<u>\$ 10,975</u>	<u>\$ 364,274</u>	<u>\$ 28,168</u>	1293.2%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>36,409</u>						
Unassigned Fund Balance	<u>\$ 0</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Balance	Biennial 2015-2017		Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019			Biennium to Date	End of Biennium	
<b>260 Street Fund</b>							
Taxes	\$ 322,695	\$ 1,236,800	26.1%	\$ (914,105)	\$ 29,157	\$ 372,710	7.8%
Intergovernmental	957,427	5,311,945	18.0%	(4,354,518)	1,005,023	2,536,631	39.6%
Charges for Services - Rates	1,141,086	3,195,895	35.7%	(2,054,809)	1,594,065	4,323,090	36.9%
Charges for Services - Misc. Service Fees	12,803	-	N/A	12,803	17,803	50,768	35.1%
System Development Charges	104,732	150,000	69.8%	(45,268)	106,350	348,760	30.5%
Assessments	7,386	60,000	12.3%	(52,614)	27,849	133,837	20.8%
Interest on Investments	50,967	60,000	84.9%	(9,033)	22,869	90,528	25.3%
Miscellaneous	227,380	353,304	64.4%	(125,924)	70,046	225,754	31.0%
Other Financing Sources	-	11,687,162	0.0%	(11,687,162)	-	-	-
<b>Total Revenues and Other Sources</b>	<b>2,824,477</b>	<b>22,055,106</b>	<b>12.8%</b>	<b>(19,230,629)</b>	<b>2,873,161</b>	<b>8,082,079</b>	<b>35.5%</b>
Public Works - Ground Maintenance	192,626	501,900	38.4%	309,274	190,239	474,636	40.1%
Public Works - Street Operations	2,101,425	19,188,971	11.0%	17,087,546	2,198,429	5,552,282	39.6%
Public Works - Street Operations Debt	-	-	N/A	-	-	122,753	0.0%
Public Works - Storm Water Operations	-	-	N/A	-	-	1,166,823	N/A
Public Works - Storm Water Operations Debt	-	-	N/A	-	-	25,300	N/A
Public Works - Transportation SDC's	327	2,198,720	0.0%	2,198,393	-	355,078	0.0%
Contingency	-	43,685	0.0%	43,685	-	-	-
<b>Total Expenditures and Other Uses</b>	<b>2,294,378</b>	<b>21,933,276</b>	<b>10.5%</b>	<b>19,638,898</b>	<b>2,388,668</b>	<b>7,696,872</b>	<b>31.0%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	530,098	121,830		408,268	484,493	385,207	125.8%
Fund Balance, Jul 1, 2017	3,955,854	3,977,740	99.4%	(21,886)	5,278,231	5,278,231	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 4,485,953</u>	<u>\$ 4,099,570</u>	109.4%	<u>\$ 386,383</u>	<u>\$ 5,762,724</u>	<u>\$ 5,663,438</u>	101.8%
<b>Reconciliation of Fund Balance:</b>					Moved to Stormwater Fund	\$ (1,707,584)	
Restricted and Committed Funds	4,485,953					<u>\$ 3,955,854</u>	
Unassigned Fund Balance	<u>\$ (0)</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>280 Airport Fund</b>							
Intergovernmental	\$ -	\$ 536,800	0.0%	\$ (536,800)	\$ -	\$ -	N/A
Charges for Services - Rates	102,198	270,000	37.9%	(167,802)	87,912	271,528	32.4%
Interest on Investments	1,977	1,000	197.7%	977	559	2,386	23.4%
Total Revenues and Other Sources	104,175	807,800	12.9%	(703,625)	88,471	273,915	32.3%
Materials and Services	160,804	425,380	37.8%	264,576	46,162	87,020	53.0%
Capital Outlay	27,609	312,000	8.8%	284,391	1,382	54,113	2.6%
Debt Service	19,268	77,075	25.0%	57,807	19,268	77,072	25.0%
Contingency	-	10,000	0.0%	10,000	-	-	
Total Expenditures and Other Uses	207,681	824,455	25.2%	616,774	66,811	218,205	30.6%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(103,506)	(16,655)	-521.5%	(86,851)	21,660	55,710	38.9%
Fund Balance, Jul 1, 2017	173,224	118,677	146.0%	54,547	117,514	117,514	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 69,719</u>	<u>\$ 102,022</u>	68.3%	<u>\$ (32,303)</u>	<u>\$ 139,174</u>	<u>\$ 173,224</u>	80.3%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	69,718						
Unassigned Fund Balance	<u>\$ 0</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>410 Capital Improvements Fund</b>							
Taxes	\$ -	\$ -	N/A	\$ -	\$ 306,389	\$ 1,273,537	24.1%
Intergovernmental	-	-	N/A	-	2,732	2,732	100.0%
Charges for Services - Internal	754,628	2,074,940	36.4%	(1,320,313)	709,628	1,930,074	36.8%
Charges for Services - Misc. Service Fees	3,000	-	N/A	3,000	3,000	8,000	37.5%
System Development Charges	35,396	101,500	34.9%	(66,104)	40,900	116,163	35.2%
Interest on Investments	28,142	26,000	108.2%	2,142	10,371	44,464	23.3%
Miscellaneous	477,871	20,000	2389.4%	457,871	-	4,438	0.0%
Other Financing Sources	-	1,500,000	0.0%	(1,500,000)	870,000	870,000	100.0%
Transfer In (Insurance Fund)	-	-	N/A	-	100,000	100,000	100.0%
<b>Total Revenues and Other Sources</b>	<b>1,299,037</b>	<b>3,722,440</b>	<b>34.9%</b>	<b>(2,423,403)</b>	<b>2,043,019</b>	<b>4,349,407</b>	<b>47.0%</b>
Public Works - Facilities	843,751	2,458,100	34.3%	1,614,349	646,692	1,921,671	33.7%
Administrative Services - SDC (Parks)	-	394,640	0.0%	394,640	-	358,529	0.0%
Administrative Services - Open Space (Parks)	7,871	1,500,000	0.5%	1,492,129	1,411,849	2,288,041	61.7%
Transfers Out	900,000	1,667,000	54.0%	767,000	38,981	215,419	18.1%
Interfund Loan (Equipment Fund)	-	-	N/A	-	-	-	N/A
Contingency	-	60,000	0.0%	60,000	-	-	N/A
<b>Total Expenditures and Other Uses</b>	<b>1,751,622</b>	<b>6,079,740</b>	<b>28.8%</b>	<b>4,268,118</b>	<b>2,097,522</b>	<b>4,783,660</b>	<b>43.8%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(452,585)	(2,357,300)	80.8%	1,904,715	(54,503)	(434,253)	12.6%
Fund Balance, Jul 1, 2017	2,315,233	2,522,222	91.8%	(206,989)	2,749,486	2,749,486	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 1,862,648</u>	<u>\$ 164,922</u>	1129.4%	<u>\$ 1,697,726</u>	<u>\$ 2,694,983</u>	<u>\$ 2,315,233</u>	116.4%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	1,862,648						
Unassigned Fund Balance	<u>\$ (0)</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
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	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>411 Parks Capital Improvement Fund</b>							
Taxes	\$ 407,298	1,484,690	27.4%	(1,077,392)	\$ -	\$ -	N/A
Intergovernmental	-	900,000	0.0%	(900,000)	-	801,770	0.0%
Charges for Services	-	-	N/A	-	13,137	13,137	100.0%
Charges for Services - Internal	-	-	N/A	-	1,408,349	1,477,771	95.3%
Interest on Investments	8,893	20,000	44.5%	(11,107)	-	16,460	0.0%
Miscellaneous	-	-	N/A	-	3,146	16,555	19.0%
Other Financing Sources	-	3,250,000	0.0%	(3,250,000)	-	-	N/A
Total Revenues and Other Sources	416,190	5,654,690	7.4%	(5,238,500)	1,424,632	2,325,693	61.3%
Personal Services	-	-	N/A	-	-	162,235	0.0%
Materials and Services	18,364	150,000	12.2%	131,636	14,995	64,069	23.4%
Capital Outlay	152,119	4,945,000	3.1%	4,792,881	189,683	1,456,284	13.0%
Transfer Out	220,395	440,440	50.0%	220,045	-	-	
Total Expenditures and Other Uses	170,483	5,535,440	3.1%	5,144,562	204,678	1,682,589	12.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	245,707	119,250	206.0%	126,457	1,219,954	643,104	189.7%
Fund Balance, Jul 1, 2017	852,406	341,235	249.8%	511,171	209,302	209,302	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 1,098,113</u>	<u>\$ 460,485</u>	238.5%	<u>\$ 637,628</u>	<u>\$ 1,429,256</u>	<u>\$ 852,406</u>	167.7%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	877,718						
Unassigned Fund Balance	<u>220,395</u>						

**City of Ashland**  
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	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>530 Debt Services</b>							
Taxes	\$ 469,047	\$ 973,540	48.2%	\$ (504,493)	\$ 479,023	\$ 1,015,919	47.2%
Charges for Services - Internal	865,725	2,308,600	37.5%	(1,442,875)	767,975	2,308,600	33.3%
Charges for Services - Misc. Service Fees	-	-	N/A	-	80,283	140,365	57.2%
Interest on Investments	5,459	8,000	68.2%	(2,541)	2,474	12,792	19.3%
Transfer In (General Fund & CIP)	240,395	480,440	50.0%	(240,045)	331,561	311,429	106.5%
Other Financing Sources	-	-	N/A	-	-	-	N/A
Total Revenues and Other Sources	<u>1,580,626</u>	<u>3,770,580</u>	41.9%	<u>(2,189,954)</u>	<u>1,661,315</u>	<u>3,789,105</u>	43.8%
Materials and Services	800	-	N/A	-	-	1,600	0.0%
Debt Service	1,397,963	3,740,387	37.4%	2,342,424	1,355,089	3,672,977	36.9%
Interfund Loan (Central Service Fund)	-	-	N/A	-	-	-	-
Total Expenditures and Other Uses	<u>1,398,763</u>	<u>3,740,387</u>	37.4%	<u>2,342,424</u>	<u>1,355,089</u>	<u>3,674,577</u>	36.9%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	181,863	30,193	602.3%	151,670	306,226	114,529	267.4%
Fund Balance, Jul 1, 2017	<u>976,089</u>	<u>1,193,610</u>	81.8%	<u>(217,521)</u>	<u>861,560</u>	<u>861,560</u>	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 1,157,952</u>	<u>\$ 1,223,803</u>	94.6%	<u>\$ (65,852)</u>	<u>\$ 1,167,786</u>	<u>\$ 976,089</u>	119.6%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>1,157,952</u>						
Unassigned Fund Balance	<u>\$ -</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
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	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>670 Water Fund</b>							
Taxes	\$ -	\$ -	N/A	\$ -	\$ 2	\$ 10	20.7%
Intergovernmental	-	-	N/A	-	14,897	14,897	100.0%
Charges for Services - Rates	6,001,795	15,874,482	37.8%	(9,872,687)	5,182,734	14,055,539	36.9%
Charges for Services - Misc. Service Fees	62,583	-	N/A	62,583	80,133	211,347	37.9%
System Development Charges	177,951	200,000	89.0%	(22,049)	223,121	587,637	38.0%
Interest on Investments	93,005	64,000	145.3%	29,005	22,595	101,814	22.2%
Miscellaneous	37,418	50,000	74.8%	(12,582)	11,192	74,484	15.0%
Other Financing Sources	425,491	29,749,150	1.4%	(29,323,659)	-	890,072	0.0%
<b>Total Revenues and Other Sources</b>	<b>6,798,243</b>	<b>45,937,632</b>	<b>14.8%</b>	<b>(39,139,389)</b>	<b>5,534,674</b>	<b>15,935,799</b>	<b>34.7%</b>
Public Works - Conservation	200,447	738,888	27.1%	538,441	179,228	534,788	33.5%
Public Works - Water Supply	532,006	2,751,150	19.3%	2,219,144	1,049,527	2,390,999	43.9%
Public Works - Water Supply Debt	9,035	636,758	1.4%	627,723	8,950	18,970	47.2%
Public Works - Water Distribution	2,347,367	10,807,452	21.7%	8,460,085	2,131,408	5,815,636	36.6%
Public Works - Water Distribution Debt	227,901	592,101	38.5%	364,200	225,466	502,128	44.9%
Public Works - Water Treatment	1,237,137	24,383,636	5.1%	23,146,499	853,058	2,602,448	32.8%
Public Works - Water Treatment Debt	103,645	282,177	36.7%	178,532	102,975	281,690	36.6%
Public Works - Improvement SDC's	190,259	4,181,350	4.6%	3,991,091	109,767	453,197	24.2%
Public Works - Debt SDC's	32,526	430,369	7.6%	397,843	32,220	215,123	15.0%
Debt Service	-	-	N/A	-	-	33,849	0.0%
Transfers (General Fund)	187,500	500,000	37.5%	312,500	187,500	500,000	37.5%
Contingency	-	685,000	0.0%	685,000	-	-	N/A
<b>Total Expenditures and Other Uses</b>	<b>5,067,822</b>	<b>45,988,881</b>	<b>11.0%</b>	<b>40,921,059</b>	<b>4,880,098</b>	<b>13,348,827</b>	<b>36.6%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	1,730,420	(51,249)	3476.5%	1,781,669	654,575	2,586,972	25.3%
Fund Balance, Jul 1, 2017	7,795,565	8,697,716	89.6%	(902,151)	5,208,593	5,208,593	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 9,525,985</u>	<u>\$ 8,646,467</u>	<b>110.2%</b>	<u>\$ 879,518</u>	<u>\$ 5,863,168</u>	<u>\$ 7,795,565</u>	<b>75.2%</b>
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	4,341,844						
Unassigned Fund Balance	<u>\$ 5,184,140</u>						

**City of Ashland**  
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	Biennial		Percent Collected Expended	Balance	Biennial 2015-2017		Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019			Biennium to Date	End of Biennium	
<b>675 Wastewater Fund</b>							
Taxes	\$ 1,011,113	\$ 3,209,200	31.5%	\$ (2,198,087)	\$ 1,225,554	\$ 4,265,334	28.7%
Charges for Services - Rates	4,348,895	11,852,000	36.7%	(7,503,105)	3,812,854	10,568,020	36.1%
Charges for Services - Misc. Service Fees	13,250	-	N/A	13,250	13,250	26,500	50.0%
System Development Charges	133,222	200,000	66.6%	(66,778)	77,675	213,214	36.4%
Interest on Investments	94,538	50,000	189.1%	44,538	23,876	107,419	22.2%
Miscellaneous	-	2,000	0.0%	(2,000)	931	1,620	57.5%
Other Financing Sources	-	9,900,000	0.0%	(9,900,000)	-	71,366	0.0%
Total Revenues and Other Sources	<u>5,601,019</u>	<u>25,213,200</u>	22.2%	<u>(19,612,181)</u>	<u>5,154,141</u>	<u>15,253,471</u>	33.8%
Public Works - Wastewater Collection	1,742,757	6,088,930	28.6%	4,346,173	1,453,800	4,079,963	35.6%
Public Works - Wastewater Collection Debt	54,014	144,656	37.3%	90,642	54,714	147,454	37.1%
Public Works - Wastewater Treatment	2,069,512	10,279,543	20.1%	8,210,031	1,839,660	5,028,690	36.6%
Public Works - Wastewater Treatment Debt	141,752	3,732,624	3.8%	3,590,872	186,148	3,237,073	5.8%
Public Works - Reimbursements SDC's	-	-	N/A	-	5,010	13,039	38.4%
Public Works - Improvements SDC's	-	4,060,025	0.0%	4,060,025	1,888	377	500.7%
Contingency	-	325,000	0.0%	325,000	-	-	N/A
Total Expenditures and Other Uses	<u>4,008,035</u>	<u>24,630,778</u>	16.3%	<u>20,622,743</u>	<u>3,541,219</u>	<u>12,506,596</u>	28.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	1,592,984	582,422	273.5%	1,010,562	1,612,922	2,746,875	58.7%
Fund Balance, Jul 1, 2017	<u>7,842,218</u>	<u>6,751,916</u>	116.1%	<u>1,090,302</u>	<u>5,095,343</u>	<u>5,095,343</u>	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 9,435,201</u>	<u>\$ 7,334,338</u>	128.6%	<u>\$ 2,100,863</u>	<u>\$ 6,708,265</u>	<u>\$ 7,842,218</u>	85.5%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	3,227,425						
Unassigned Fund Balance	<u>\$ 6,207,776</u>						

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	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>680 Stormwater Fund</b>							
Charges for Services - Rates	\$ 522,497	\$ 1,390,000	37.6%	\$ (867,503)	\$ 494,286	\$ -	-
Charges for Services - Misc. Service Fees	600	-	N/A	600	-	-	-
System Development Charges	20,575	80,000	25.7%	(59,425)	21,487	-	-
Interest on Investments	15,657	19,000	82.4%	(3,343)	-	-	-
Miscellaneous	-	-	N/A	-	-	-	-
Other Financing Sources	-	-	N/A	-	-	-	-
Total Revenues and Other Sources	<u>559,330</u>	<u>1,489,000</u>	37.6%	<u>(929,670)</u>	<u>515,773</u>	<u>-</u>	<u>-</u>
Public Works - Storm Water Operations	440,973	1,459,713	30.2%	1,018,740	413,989	-	-
Public Works - Storm Water Operations Debt	11,225	24,500	45.8%	13,275	11,425	-	-
Public Works - Storm Water SDC's	38,508	250,000	15.4%	211,492	-	-	-
Contingency	-	30,000	0.0%	30,000	-	-	-
Total Expenditures and Other Uses	<u>490,706</u>	<u>1,764,213</u>	27.8%	<u>1,273,507</u>	<u>425,414</u>	<u>-</u>	<u>-</u>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	68,624	(275,213)	124.9%	343,837	90,359	-	-
Fund Balance, Jul 1, 2017	<u>1,707,584</u>	<u>1,697,095</u>	100.6%	<u>10,489</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Mar 31, 2018	<u>\$ 1,776,208</u>	<u>\$ 1,421,882</u>	124.9%	<u>\$ 354,326</u>	<u>\$ 90,359</u>	<u>\$ -</u>	<u>-</u>
<b>Reconciliation of Fund Balance:</b>					Moved from Street Fund	<u>\$ 1,707,584</u>	
Restricted and Committed Funds	<u>34,835</u>						
Unassigned Fund Balance	<u>\$ 1,741,373</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>690 Electric Fund</b>							
Intergovernmental	\$ 145,252	\$ 420,000	34.6%	\$ (274,748)	\$ 332,026	\$ 521,646	63.6%
Charges for Services - Rates	12,033,305	32,014,707	37.6%	(19,981,402)	11,138,908	29,017,217	38.4%
Charges for Services - Misc. Service Fees	279,086	487,533	57.2%	(208,447)	-	497,417	0.0%
Interest on Investments	17,424	22,100	78.8%	(4,676)	143,937	21,526	668.7%
Miscellaneous	65,245	195,060	33.4%	(129,815)	5,598	230,897	2.4%
<b>Total Revenues and Other Sources</b>	<b>12,540,312</b>	<b>33,139,400</b>	<b>37.8%</b>	<b>(20,599,088)</b>	<b>11,687,257</b>	<b>30,288,703</b>	<b>38.6%</b>
Administration - Conservation	683,056	1,486,890	45.9%	803,834	574,548	1,397,555	41.1%
Electric - Supply	5,638,217	14,981,925	37.6%	9,343,708	5,128,210	13,869,063	37.0%
Electric - Distribution	5,205,209	13,390,730	38.9%	8,185,521	4,778,760	12,961,713	36.9%
Electric - Transmission	703,891	2,531,435	27.8%	1,827,544	722,063	1,742,187	41.4%
Debt Service	22,393	1,128,202	2.0%	1,105,809	22,664	46,686	48.5%
Contingency	-	225,000	0.0%	225,000	-	-	N/A
<b>Total Expenditures and Other Uses</b>	<b>12,252,766</b>	<b>33,744,182</b>	<b>36.3%</b>	<b>21,491,416</b>	<b>11,226,245</b>	<b>30,017,203</b>	<b>37.4%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	287,546	(604,782)	147.5%	892,328	461,012	271,500	169.8%
Fund Balance, Jul 1, 2017	2,026,663	1,533,657	132.1%	493,006	1,755,163	1,755,163	100.0%
Fund Balance, Mar 31, 2018	<b>\$ 2,314,209</b>	<b>\$ 928,875</b>	<b>249.1%</b>	<b>\$ 1,385,334</b>	<b>\$ 2,216,175</b>	<b>\$ 2,026,663</b>	<b>109.4%</b>
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	-						
Unassigned Fund Balance	<b>\$ 2,314,209</b>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>695 Telecommunications Fund</b>							
Charges for Services - Rates	\$ 1,653,442	\$ 4,335,155	38.1%	\$ (2,681,713)	\$ 1,500,994	\$ 4,105,254	36.6%
Charges for Services - Misc. Service Fees	10,038	-	N/A	10,038	-	-	N/A
Interest on Investments	5,117	4,000	127.9%	1,117	782	4,310	18.1%
Miscellaneous	945	-	N/A	945	467	696	67.1%
Interfund Loan	-	-	N/A	-	165,544	315,544	52.5%
<b>Total Revenues and Other Sources</b>	<b>1,669,542</b>	<b>4,339,155</b>	<b>38.5%</b>	<b>(2,669,613)</b>	<b>1,667,787</b>	<b>4,425,804</b>	<b>37.7%</b>
Personal Services	474,434	1,448,575	32.8%	974,141	490,236	1,269,970	38.6%
Materials & Services	698,134	1,899,520	36.8%	1,201,386	676,240	1,795,285	37.7%
Capital Outlay	13,476	150,000	9.0%	136,524	177,523	248,189	71.5%
Debt - Transfer to Debt Service Fund	306,750	818,000	37.5%	511,250	209,000	818,000	25.6%
Contingency	-	105,000	0.0%	105,000	-	-	N/A
<b>Total Expenditures and Other Uses</b>	<b>1,492,794</b>	<b>4,421,095</b>	<b>33.8%</b>	<b>2,928,301</b>	<b>1,552,999</b>	<b>4,131,444</b>	<b>37.6%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	176,748	(81,940)	-215.7%	258,688	114,789	294,359	39.0%
Fund Balance, Jul 1, 2017	599,417	309,449	193.7%	289,968	305,058	305,058	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 776,165</u>	<u>\$ 227,509</u>	<u>341.2%</u>	<u>\$ 548,656</u>	<u>\$ 419,847</u>	<u>\$ 599,417</u>	<u>70.0%</u>
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	511,250						
Unassigned Fund Balance	<u>\$ 264,915</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
 March 31, 2018

	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>710 Central Service Fund</b>							
Taxes	\$ 32,584	\$ 160,775	20.3%	\$ (128,191)	\$ 53,592	\$ 190,292	28.2%
Charges for Services - Internal	5,088,841	13,659,500	37.3%	(8,570,659)	4,763,387	12,949,788	36.8%
Charges for Services - Misc. Service Fees	153,408	576,000	26.6%	(422,592)	175,091	671,504	26.1%
Interest on Investments	8,634	17,600	49.1%	(8,966)	6,238	16,939	36.8%
Miscellaneous	3,584	-	N/A	3,584	95,141	338,676	28.1%
Transfer in (CIP Fund)	900,000	1,667,000	54.0%	767,000	417,000	417,000	100.0%
<b>Total Revenues and Other Sources</b>	<b>6,187,050</b>	<b>16,080,875</b>	<b>38.5%</b>	<b>(8,359,825)</b>	<b>5,510,450</b>	<b>14,584,199</b>	<b>37.8%</b>
Administration Department	1,295,054	3,775,160	34.3%	2,480,106	1,209,051	3,443,253	35.1%
Information Technology - Info Services Division	934,127	2,811,275	33.2%	1,877,148	929,429	2,743,451	33.9%
Administrative Services Department	1,903,007	5,212,449	36.5%	3,309,442	1,791,434	4,690,220	38.2%
City Recorder Division	154,540	384,450	40.2%	229,910	377,484	984,526	38.3%
Public Works - Administration and Engineering	1,274,425	3,644,262	35.0%	2,369,837	1,235,622	3,341,783	37.0%
Contingency	-	235,000	0.0%	235,000	-	-	N/A
<b>Total Expenditures and Other Uses</b>	<b>5,561,153</b>	<b>16,062,596</b>	<b>34.6%</b>	<b>10,501,443</b>	<b>5,543,020</b>	<b>15,203,233</b>	<b>36.5%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	625,896	18,279	3424.1%	607,617	(32,571)	(619,034)	5.3%
Fund Balance, Jul 1, 2017	281,574	242,081	116.3%	39,493	900,608	900,608	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 907,470</u>	<u>\$ 260,360</u>	<u>348.5%</u>	<u>\$ 647,110</u>	<u>\$ 868,037</u>	<u>\$ 281,574</u>	<u>308.3%</u>
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	175,000						
Unassigned Fund Balance	<u>\$ 732,470</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
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	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>720 Insurance Service Fund</b>							
Charges for Services - Internal	\$ 519,162	\$ 1,560,000	33.3%	\$ (1,040,838)	\$ 548,115	\$ 1,486,002	36.9%
Interest on Investments	10,242	14,000	73.2%	(3,758)	5,436	19,376	28.1%
Miscellaneous	5,652	80,000	7.1%	(74,348)	11,819	78,233	15.1%
Total Revenues and Other Sources	535,056	1,654,000	32.3%	(1,118,944)	565,370	1,583,610	35.7%
Personal Services	84,556	233,160	36.3%	148,604	73,524	202,900	36.2%
Materials and Services	755,350	1,854,790	40.7%	1,099,440	685,077	1,523,670	45.0%
Capital Outlay	575	480,000	0.1%	479,425	-	-	N/A
Transfer Out (Multiple 4 funds)	-	-	N/A	-	569,500	569,500	100.0%
Contingency	-	38,500	0.0%	38,500	-	-	N/A
Total Expenditures and Other Uses	840,481	2,606,450	32.2%	1,765,969	1,328,101	2,296,070	57.8%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(305,425)	(952,450)	67.9%	647,025	(762,731)	(712,460)	107.1%
Fund Balance, Jul 1, 2017	1,053,823	1,117,444	94.3%	(63,621)	1,766,283	1,766,283	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 748,398</u>	<u>\$ 164,994</u>	453.6%	<u>\$ 583,404</u>	<u>\$ 1,003,552</u>	<u>\$ 1,053,823</u>	95.2%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	748,398						
Unassigned Fund Balance	<u>\$ (0)</u>						

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
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	Biennial		Percent Collected Expended	Biennial 2015-2017			Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>725 Health Benefits Fund</b>							
Charges for Services - Internal	\$ 4,226,523	\$ 11,852,537	35.7%	\$ (7,626,014)	\$ 3,598,829	\$ 9,970,841	36.1%
Interest on Investments	5,958	13,000	45.8%	(7,042)	3,004	9,374	32.0%
Miscellaneous (Stop Loss Reimbursements)	393,498	-	N/A	393,498	-	88,738	0.0%
Interfund Loan (Reserve Fund)	-	1,050,000	0.0%	(1,050,000)	-	200,000	0.0%
Total Revenues and Other Sources	<u>4,625,978</u>	<u>12,915,537</u>	35.8%	<u>(8,289,559)</u>	<u>3,601,833</u>	<u>10,268,953</u>	35.1%
Materials and Services	5,060,994	11,557,301	43.8%	6,496,307	3,653,912	10,021,261	36.5%
Interfund Loan	-	1,050,000	0.0%	1,050,000	325,000	325,000	100.0%
Contingency	-	500,000	0.0%	500,000	-	-	N/A
Total Expenditures and Other Uses	<u>5,060,994</u>	<u>13,107,301</u>	38.6%	<u>8,046,307</u>	<u>3,978,912</u>	<u>10,346,261</u>	38.5%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(435,016)	(191,764)	226.8%	(243,252)	(377,079)	(77,308)	487.8%
Fund Balance, Jul 1, 2017	396,418	521,456	76.0%	(125,038)	473,726	473,726	100.0%
Fund Balance, Mar 31, 2018	** \$ <u>(38,598)</u>	\$ <u>329,692</u>	-11.7%	\$ <u>(368,290)</u>	\$ <u>96,647</u>	\$ <u>396,418</u>	24.4%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	-						
Unassigned Fund Balance	<u>\$ (38,598)</u>						

\*\*This balance includes \$472,616 for accrued claims

**City of Ashland**  
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	Biennial		Percent Collected Expended	Balance	Biennial 2015-2017		Percent Collected Expended
	To Date Actuals (9 Months)	Budget 2017-2019			Biennium to Date	End of Biennium	
<b>730 Equipment Fund</b>							
Charges for Services - Internal	\$ 1,335,250	\$ 4,288,460	31.1%	\$ (2,953,210)	\$ 1,465,747	\$ 3,908,660	37.5%
Charges for Services - Misc. Service Fees	160,002	-	N/A	160,002	128,006	345,857	37.0%
Interest on Investments	41,869	35,000	119.6%	6,869	13,443	54,051	24.9%
Miscellaneous	60,008	150,000	40.0%	(89,992)	6,699	75,875	8.8%
Total Revenues and Other Sources	<u>1,597,128</u>	<u>4,473,460</u>	35.7%	<u>(2,876,332)</u>	<u>1,613,896</u>	<u>4,384,443</u>	36.8%
Public Works - Maintenance	1,038,095	3,176,472	32.7%	2,138,377	981,836	2,762,798	35.5%
Public Works - Purchasing and Acquisition	335,895	2,849,000	11.8%	2,513,105	550,760	1,153,785	47.7%
Contingency	-	100,000	0.0%	100,000	-	-	N/A
Total Expenditures and Other Uses	<u>1,373,990</u>	<u>6,125,472</u>	22.4%	<u>4,751,482</u>	<u>1,532,596</u>	<u>3,916,583</u>	39.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	223,138	(1,652,012)	113.5%	1,875,150	81,299	467,861	17.4%
Fund Balance, Jul 1, 2017	<u>3,404,967</u>	<u>3,343,135</u>	101.8%	<u>61,832</u>	<u>2,937,106</u>	<u>2,937,106</u>	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 3,628,105</u>	<u>\$ 1,691,123</u>	214.5%	<u>\$ 1,936,982</u>	<u>\$ 3,018,405</u>	<u>\$ 3,404,967</u>	88.6%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>3,628,105</u>						
Unassigned Fund Balance	<u>\$ 0</u>						

**City of Ashland**  
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	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>731 Parks Equipment Fund</b>							
Charges for Services - Internal	\$ 170,625	\$ 425,000	40.1%	\$ (254,375)	\$ 170,625	\$ 455,000	37.5%
Interest on Investments	2,457	1,450	169.5%	1,007	136	2,064	6.6%
Miscellaneous	25,129	-	N/A	25,129	-	-	N/A
Transfer In (Park Fund)	-	-	N/A	-	-	80,000	0.0%
Total Revenues and Other Sources	<u>198,211</u>	<u>426,450</u>	46.5%	<u>(228,239)</u>	<u>170,761</u>	<u>537,064</u>	31.8%
Capital Outlay	207,545	450,000	46.1%	242,455	121,382	360,210	33.7%
Total Expenditures and Other Uses	<u>207,545</u>	<u>450,000</u>	46.1%	<u>242,455</u>	<u>121,382</u>	<u>360,210</u>	33.7%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(9,333)	(23,550)	39.6%	14,217	49,379	176,854	27.9%
Fund Balance, Jul 1, 2017	<u>176,854</u>	<u>176,139</u>	100.4%	<u>715</u>	<u>-</u>	<u>-</u>	
Fund Balance, Mar 31, 2018	<u>\$ 167,520</u>	<u>\$ 152,589</u>	109.8%	<u>\$ 14,931</u>	<u>\$ 49,379</u>	<u>\$ 176,854</u>	27.9%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>167,520</u>						
Unassigned Fund Balance	<u>\$ -</u>						

**City of Ashland**  
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	To Date Actuals (9 Months)	Budget 2017-2019		Balance	Biennium to Date	End of Biennium	
<b>810 Cemetery Fund</b>							
Charges for Services - Rates	\$ 9,535	\$ 50,000	19.1%	\$ (40,465)	\$ 17,957	\$ 31,690	56.7%
Interest on Investments	11,026	13,000	84.8%	(1,974)	4,117	15,938	25.8%
Transfer In (General Fund)	500	1,000	50.0%	(500)	500	1,000	50.0%
Total Revenues and Other Sources	<u>21,061</u>	<u>64,000</u>	32.9%	<u>(42,939)</u>	<u>22,574</u>	<u>48,628</u>	46.4%
Transfers	11,026	13,000	84.8%	1,974	4,117	15,938	25.8%
Total Expenditures and Other Uses	<u>11,026</u>	<u>13,000</u>	84.8%	<u>1,974</u>	<u>4,117</u>	<u>15,938</u>	25.8%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	10,035	51,000	19.7%	(40,965)	18,457	32,691	56.5%
Fund Balance, Jul 1, 2017	955,357	958,770	99.6%	(3,413)	922,666	922,666	100.0%
Fund Balance, Mar 31, 2018	<u>\$ 965,391</u>	<u>\$ 1,009,770</u>	95.6%	<u>\$ (44,379)</u>	<u>\$ 941,123</u>	<u>\$ 955,357</u>	98.5%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds	<u>965,392</u>						
Unassigned Fund Balance	<u>\$ (0)</u>						