

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



AGENDA FOR REGULAR MEETING

ASHLAND PARKS & RECREATION COMMISSION

December 14, 2015

Parks Office, 340 S. Pioneer Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 1. Study Session—November 16, 2015
 2. Regular Meeting— November 23, 2015
- III. PUBLIC PARTICIPATION
 1. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 1. Presentation and Approval of CAFR Ending June 30, 2015 (Action)
 2. Approval of Proposed 2016 Meeting Calendar (Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
 1. Goals Review and Work Plan Update (Information)
 2. Budget Review, 1st Quarter (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
 1. Study Session—January 11, 2016 (to be confirmed)
The Grove, 1195 E. Main Street—7:00 p.m.
 2. Regular Meeting—January 25, 2016 (to be confirmed)
Council Chambers, 1175 E. Street—7:00 p.m.
- X. ADJOURNMENT

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
MINUTES
November 16, 2015

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dials and Dickens; Administrative Supervisor Dyssegard, Assistant Manuel

Absent: City Council Liaison, Mayor Stromberg

CALL TO ORDER

Gardiner called the Study Session to order at 7:00 p.m. at The Grove, 1195 E. Main Street.

UNFUNDED PROJECTS PRIORITIZATION AND REVIEW

Black introduced a list of *Unfunded Projects*, compiled at the request of the Commission. The list would aid staff in tracking unanticipated but worthy projects for possible funding or future action. Repairs at the **Oak Knoll Golf Course Clubhouse** were listed as the top priority by staff, primarily because of the critical nature of structural damages to roof supports above the deck. The estimated cost of repairs was set at \$40,000, with the actual figure being determined following completion of a contracted structural engineering evaluation.

Funding for clubhouse repairs was identified within the Golf Course budget. An original cart path budget of \$120,000 had been reduced to \$60,000, leaving \$60,000 for other uses. With the cart path currently over 30% complete and all project materials purchased, the budget surplus could be earmarked for the clubhouse.

Black said clubhouse repairs could be categorized as a capital project or an operational maintenance expense. If repairs resulted in an enhancement or expansion of the clubhouse building, the funds would be a capital investment. If no enhancements were necessary or approved, repairs would be funded from operations.

Helman Elementary School tennis courts were the second item noted on the *Unfunded Projects* list. The resurfacing project was currently in negotiations between Ashland School District (ASD) and the Ashland Parks and Recreation Commission (APRC). Black shared a letter written to ASD Superintendent Jay Hummel committing Parks funds to the restoration of the courts as long as the courts remained dedicated for tennis. He noted that resurfacing the courts would result in protection of an asset the public considered important. Black recommended prompt action due to the sensitivity of the partnership.

Ashland Creek Park additions were next on the list, including both the installation of a swing set and the creation of a creek overlook at the newly developed Ashland Creek Park, for a total cost of \$8,000. Improvements would include a decomposed granite trail leading to a shaded area in which a bench would be placed for comfort and enjoyment of the riparian area. Black said the estimated budget assumed that materials and labor would be supplied in-house.

Winburn Way sidewalk calculations were estimated at \$6.00 per square foot multiplied by the sidewalk length and width. \$100,000 was projected for the project, including design and contingencies. Actual costs would depend upon the design as well as engineering calculations.

\$250,000 was budgeted for a **second Dog Park**, planned for the lower Clay Street area and adjacent to the YMCA Park. Black stated that budget numbers included funds transferred from the Winburn Way sidewalk project. Approximately \$110,000 was budgeted for the second Dog Park.

To complete the list of projects, **Butler-Perozzi Fountain repairs** were listed as necessary and somewhat urgent. Black explained that the fountain's deterioration was extensive and the structure would soon become too expensive to repair. Approximately \$70,000 was budgeted for the project, far short of the estimated \$500,000 needed. In addition, the \$70,000 balance would not become available until 2017.

Black commented that aside from the \$500,000+ needed for the Butler-Perozzi Fountain, approximately \$200,000 was needed to complete the listed projects. Funding for the fountain would require special consideration, but funding for remaining projects was potentially feasible.

Two projects were listed in the *Parking Lot* category. Both projects would require further vetting and discussion prior to possible inclusion in the *Unfunded Projects* list. Black recommended discussing the projects in separate study sessions. As capital projects, they would be subject to a rigorous approval process that included approval by the Commission, a review by the Citizen's Budget Committee and final adoption by Ashland City Council.

Discussion among Commissioners

In reply to a question by Lewis, Landt reviewed the rationale for building a bridge for public access to Ashland Pond. He explained that currently there was no legal access to Ashland Pond because a section of the road to the Pond was owned privately and an existing access road was a utility road and not available to the public. At one time a temporary bridge had provided a detour via a crossing over Ashland Creek. The temporary bridge had increased traffic in the area, causing complaints from adjacent property owners. The bridge was subsequently removed.

Landt outlined efforts to obtain easements toward a more permanent solution, not only to provide access to the pond but also as a way to facilitate a walking trail. Negotiations between APRC and the three affected property owners were challenging. Landt detailed the constraints for each property, suggesting that a possible workaround would be a second bridge bypassing the properties. He described the possibilities for easements, proposing the workaround as an alternative option only if negotiations failed.

Black noted that negotiating the easements could include a property line adjustment, the sale of City property to one property owner and a purchase of land from another property owner. Funds for the purchase of land could come from SDCs or monies set aside for land purchases. There followed a brief discussion of the value of easements, the amount of square footage in the associated properties and the possibility that the property exchanges might be equitable enough that no additional funds would be needed.

Gardiner recommended moving the project from the *Parking Lot* to *Unfunded Projects* and assigning a low priority while the matter was sorted out. Shaw recommended a focused study session to allow for further discussion. Lewis advocated for replacing the original bridge to provide greater connectivity. Landt recommended new negotiations in the near future, with the bypass bridge listed as a back-up plan only. Black agreed to provide a presentation with aerial views and a narrative describing the plans as two projects.

Lewis suggested moving the two largest projects from the *Unfunded Projects* category to the *Parking Lot*. Doing so would facilitate completion of smaller projects such as the bridge, shade structure, swing set and overlook for Ashland Creek Park as well as the Helman tennis court resurfacing. He stated that potentially all of the smaller projects could be funded with currently available monies. He indicated his preference for further discussion about funding sources for the second Dog Park.

Gardiner noted that providing a shaded area in Ashland Creek Park was proposed as an additional project after receiving feedback from citizens about the lack of shade at the new park. He said trees would provide enough shade over time but not while the park was in its infancy. Currently, people were reluctant to frequent the park or the park's play area because there were no provisions for getting out of the sun.

Black clarified that the tentative budget for a shade feature was subject to change depending upon the solution. He stated that \$20,000 had been budgeted for a shade structure for Garfield Park. Using a shade cloth sail instead might alter that figure. Dickens highlighted the popularity of shade sails but noted that installation required some engineering.

There followed debate about providing shade for Ashland Creek Park and in Ashland parks generally. The possibility of setting a precedent was reviewed. Gardiner stated that his interest was to provide a shade structure either over or around the playground area to encourage utilization of the park's amenities. Shaw highlighted the structure at Railroad Park as a way to provide shade where parents could rest while watching children at play. Lewis indicated support for a small covered shelter with a picnic table where people could gather. Further discussion focused on directional shade and the best location for a shade structure at Ashland Creek Park. There was consensus about the project and its validity for placement into the *Unfunded Projects* list.

- **Prioritization**

Black reviewed criteria for categorizing projects as "necessary" or "desirable." "Necessary" projects were characterized as projects implemented to continue providing a service. A project could be labeled "necessary" because of structural damage or safety issues, such as the Golf Course Clubhouse, or due to a partnership, as in the case of the Helman Elementary School tennis courts. The Butler-Perozzi Fountain was considered "necessary" due to the extent of its structural deterioration. Black suggested postponing further action on the fountain for the time being, pending determination of a funding source. A final characterization of the "necessary" projects category included protection of an asset. Projects labeled "desirable" were described as expanding or enhancing an APRC offering or service.

Black noted that "desirable" projects could be prioritized according to preference. He explained that the second Dog Park was listed within APRC's goals while the Winburn Way sidewalks, once a matter of priority, were subsequently de-prioritized because those funds were needed elsewhere.

Discussion among Commissioners

Shaw spoke in favor of labeling the second Dog Park as a "necessary" project, mainly due to safety. He stated that the currently overcrowded Dog Park posed a safety concern. Landt noted that the \$250,000 price tag seemed excessive for the project's development. Black replied that the \$250,000 was a placeholder and not indicative of actual costs. There followed conversation regarding the location and size of the proposed second Dog Park and the identification of features deemed important for the Dog Park. Black referred to the many unknowns that could delay resolution but commented that such uncertainty should not preclude planning for the future.

Lewis suggested moving the Winburn Way and Butler-Perozzi Fountain projects to the *Parking Lot* because of special considerations. Gardiner described the *Parking Lot* as similar to a staging area for possible projects that needed vetting or further discussion. He stated that in his opinion, both large and small projects could be listed on the Unfunded List without prejudice. Landt noted that the Winburn Way project and the Butler-Perozzi Fountain project could become part of the Lithia Park Master Plan, thereby reducing the urgency for immediate attention.

Funding options for all identified projects were reviewed and a discussion followed about the clubhouse. Lewis referred to the proposed clubhouse repairs as a redevelopment issue, given that repairing the failed glulams would not fix a faulty design. Black acknowledged that staff continually discussed enhancing existing assets when looking for solutions to structural issues. Enhancing the clubhouse could naturally evolve from plans to repair the damaged structure. It was suggested that if the clubhouse deck could be enclosed to prevent further damage of the structural elements, the project would be considered a capital improvement. The space would be transformed from an outside deck to an additional room within the building. If the fix were simply to repair the damage and refurbish the supports without adding or enclosing the space, the repair would be considered a maintenance project that would be funded through the operations budget.

Gardiner noted that structural repairs at the clubhouse could include fixing the causative problem, thereby eliminating part of the problem and enhancing usability of the facility. He stated that the compromise would most likely be a repair designed to stop the damage from occurring again, with the justification for enhancing the space presented at another time.

Gardiner noted that the Winburn Way sidewalks were, in his opinion, a proposed solution to a safety concern. When it appeared that funding was not available for sidewalks, an interim solution was discussed in which a "sharrow" would be striped along Winburn Way, utilized by both bikers and pedestrians. Black noted that after researching the issue, he realized such striping would not work and the option was dropped. Instead, Black noted that Winburn Way was a public right-of-way, suggesting that a partnership with Public Works might be an appropriate avenue for pursuing a more permanent solution. In addition, Public Works might have access to possible funding from a community development block grant.

Lewis proposed placing the items on the Unfunded Projects list according to dollar amounts, moving from the least expensive projects as the top priorities to the most expensive projects as the lowest priorities. Because clubhouse repairs would be funded by reserves, that project could be listed separately.

Landt called for a process to complete the prioritization list. After a brief discussion it was agreed that each Commissioner would submit his list of priorities to Director Black by email. Black would collate the preferences and present them at the business meeting scheduled for Monday, November 23, 2015. The focus for the meeting would be to reach agreement or consensus on project prioritization.

Gardiner noted that there was approximately \$180,000 in potential funding for the projects on the list. Additional sources of funding would be sought and applied in priority order whenever possible. There were some concerns about long-term outcomes for the more expensive projects such as the Butler-Perozzi Fountain. A fund balance of \$70,000 for Butler-Perozzi would become available in 2017 and discussion focused on whether to apply the money to other projects or keep the funds as seed money toward the approximately \$500,000 fountain repair project. Lewis proposed a focused study session to identify sources of funding and to strategize ways to leverage available funds with donations for the project, given its size and scope.

STAFF AND COMMISSIONER COMMENTS

- *Miscellaneous*

Shaw commented on the new signs for recycling in parks, stating that the updated signs were well done, attractive and neat. He also expressed appreciation for the flowers at the entrance to Lithia Park. He asked that Dickens convey Shaw's thanks to Parks staff for the attractive plantings.

Shaw also reported highlights from attending the Oregon Recreation and Park Association conference, noting that APRC had cause to be grateful for the manageable number of homeless issues in the City of Ashland as opposed

to Eugene's extensive homeless situations. He contrasted the two cities, noting that removing camps from the Ashland Pond area did not compare with the broader efforts Eugene was required to undertake. He spoke about large associated costs outlined by City of Eugene staff for keeping riverfronts and park areas clean.

Finally Shaw expressed appreciation for the partnership Director Black was cultivating with the Ashland School District.

- ***Lithia Park Ice Rink***

Dials said the soft opening of the Ashland Rotary Centennial Ice Rink in Lithia Park was slated for Wednesday, November 18. The official opening celebration would be held on Saturday, November 21, from 6:00 to 10:00 p.m. Dials invited those present to attend, stating that the event would highlight interesting uses for the rink such as hockey and ice dancing. All attendees would have the opportunity to skate.

Shaw reminded the Commission that the Japanese-style Garden gateway opening celebration and tea ceremony would also be held on November 18th beginning at 2:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Betsy Manuel

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

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
November 23, 2015

ATTENDANCE

Commissioners Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw

Staff Present: Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard and Assistant Manuel; Lori Ainsworth – Volunteer Coordinator; Pete Baughman – Park Technician III and Certified Arborist; Laura Harvey – Park Tech III and Golf Course Superintendent; Bill Miller, Park Technician III and Irrigation Supervisor

Absent: City Council Liaison, Mayor Stromberg

CALL TO ORDER

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

APPROVAL OF MINUTES

Study Session – October 19, 2015

MOTION: Miller moved to approve the Minutes for October 19, 2015 as presented. Landt seconded.
The vote was all yes

Regular Meeting – October 26, 2015

Motion: Landt moved to approve the Minutes for October 26, 2015 as amended. Lewis seconded.

Discussion:

Shaw asked for a correction to the Minutes for October 26, 2015 as follows:

Page 5 under *Miscellaneous*: "Shaw complimented staff on the lighting of the tennis courts at Hunter Park and Lithia Park. He stated that the *early morning lights* were appreciated."

Should be:

"Shaw complimented staff on the lighting of the tennis courts at Hunter Park and Lithia Park. He stated that the *early evening lights* were appreciated."

Amended Motion: Landt moved to approve the Minutes for October 26, 2015 as amended. Lewis seconded.

The vote was all yes

PUBLIC PARTICIPATION

There was none.

ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

- ***Review Request for Easement Adjustment on Granite Street Trail (Action)***

Black stated that APRC received a request from Kerry Ken Cairn Landscape Architecture on behalf of the property owner to adjust the easement for 255 Granite Street. The Granite Street easement provides a passageway to access an APRC hiking trail via the property owner's driveway. The easement, originally recorded in 1999, enables walkers, joggers or hikers to use the driveway and adjacent wooden steps to access the remainder of the trail.

Black explained that changes to the easement would allow for better development of the property and improvements to the walking trail. The homeowners offered to finance associated trail system changes on their property. The proposed location and path alignment would maintain a similar rise in elevation and the new stairway would be upgraded with better materials for longevity.

Black recommended approval of the amended easement with the following conditions:

- ***Access Easement for Maintenance***

That APRC be granted permission to use a portion of the driveway as a staging area for materials used in trail maintenance with the understanding that no materials would be stored on site. This will allow Parks staff to ferry the materials by wheelbarrow to the upper trail, bypassing the stairs.

- ***Concrete Pattern to Continue on Driveway for Wayfinding***

That a concrete pattern would delineate the pedestrian area and continue to define the stairway.

- ***Stairway Placement***

That the stairs would be aligned to provide visibility at the furthest distance from the driveway, allowing people walking the path to see from the furthest point down.

- ***Wayfinding Signage***

That APRC would provide (temporary) signage to provide notification about access point changes.

- ***Stair Standards for Construction to be Approved by APRC***

That APRC would approve the stair risings and runs for ease of use.

Once approved by the Commission, Ashland City Council would need to review the terms and then adopt and record the easement for the City of Ashland.

Discussion among Commissioners

Landt expressed appreciation for the thoughtful proposal and the equitable balance between the property owners' needs and the needs of the community. He applauded the homeowners for their plan and stated that, in his opinion, both parties would benefit from the proposed changes. Landt noted that the new easement would remain in perpetuity.

Motion: Landt move to approve the easement change as presented by staff. Shaw seconded.

The vote was all yes

- ***Annual Presentation on the Parks Integrated Pest Management Policy (Information)***

Parks Superintendent Bruce Dickens presented a synopsis of the APRC Integrated Pest Management Program while noting that Ashland's entire IPM was available on the City of Ashland Website.

According to Oregon statutes, Integrated Pest Management was defined as a coordinated decision-making and action process using the most appropriate pest control methods and strategies in an environmentally sound manner to meet pest management objectives.

Dickens noted that herbicides, pesticides and insecticides would never be eradicated and it might not be prudent to do so. Managing pests and their damage, however, was appropriate. Dickens pointed with pride to the approach used by APRC that eliminated 99% of artificial pesticides while keeping Ashland's parklands and cityscapes in good order. He noted that Parks staff was committed to being good stewards of the properties they manage while accepting the reality that weeds and pests would always be present no matter how hard volunteers and staff worked.

Dickens highlighted two successful areas in Lithia Park, the Upper Duck Pond and the Japanese-style garden. He noted that a large number of volunteers worked at keeping the grounds in top condition primarily by hand-weeding sensitive areas.

Dickens detailed the myriad number of pesticide-free parks and cityscapes. Weed abatement vegetation management methods in Ashland, in order of use, were outlined as:

1. Mowing & irrigation
2. Fertilization, aeration, top dressing, reseeding
3. Mechanical control
4. Mulching
5. Geo-textile and barrier fabrics
6. Labor
7. Minimal herbicides

Dickens explained the rationale for each of the uses. He noted that careful landscape planning and design resulted in an increase of desired vegetation and a subsequent reduction in weeds. Any new or refurbished landscapes were designed with weed abatement in mind. All areas were managed with the goal of preventing weeds from going to seed, thereby compounding the amount of effort needed to keep the landscapes neat and clean.

Dickens reported on the number of 2015 volunteer hours to date: 4,800, a number that was consistent with 2014. The number of 2015 work parties had increased over 2014, as approximately 39 were conducted in 2014 while 50 had been held in 2015 to date.

Volunteer Coordinator Lori Ainsworth commented that APRC was grateful that so many groups donated their time to Ashland's parks – including school groups, service organizations and businesses. She noted the success of the Adopt-A-Park program and the community support received from SOU and the summer Youth Conservation Corps program.

There followed a discussion about the recruitment of volunteers, educational components that enhanced the work of volunteers and other efforts to teach children and adults an appreciation of the natural world.

Dickens reviewed exemptions to the pesticide-free areas, explaining that all three were too problematic to control with manual weeding or posed safety concerns: North entrance medians on Hwy 99, North Mountain Park baseball fields and the Oak Knoll Golf Course. He said broadleaf weeds at the golf course were handpicked whenever possible but the tightness of the grass made manual eradication difficult. A small amount of highly diluted herbicide was therefore used in that area as a preventative measure.

North entrance medians on Hwy 99 were also discussed. Dickens explained that the narrow medians separating single lanes of traffic on both sides, around which traffic flowed at 45 to 50 miles per hour, proved too dangerous to allow for manual weeding.

The baseball fields at North Mountain Park were also discussed in terms of their exempt status in order to provide a safe playing surface. Weeds in the area tended to develop an underground root mass, creating a situation where they spread exponentially if disturbed.

Dickens highlighted the ongoing testing of organics for weed abatement. He shared results of some tests conducted, stating that none of the products was completely effective and some resulted in unsatisfactory side effects.

Dickens was appreciative of the dedicated volunteers who assisted with the work of keeping cityscapes and parks neat and orderly. He noted that parks staff alone could not sustain the level of care needed to maintain parklands and cityscapes in Ashland.

In conclusion, Dicken summarized successful approaches for weed abatement in Ashland:

- Continue to test alternative methods for weed control and pest reduction.
- Continue to use volunteers and staff to manually control weeds by hand weeding, mulching and using ground covers.
- Design parks facilities to allow for the application of strategies for weed abatement.
- Prevent the spread of invasive species through controls such as the washing of equipment between uses.

Black expressed appreciation for Ashland's IPM program. He noted with pride that volunteer efforts are a key component of the Parks system, stating that Ashland's parks are managed primarily by manual weeding, with few exceptions.

Black noted that APRC was always looking for alternative ways to reduce weeds and they worked collaboratively with groups such as the Bee City USA Subcommittee and others throughout the Valley. He highlighted collaboration with Pollinator Project of the Rogue Valley in seeking a grant to continue testing alternative methods for weed abatement.

At the Oregon Recreation and Parks Association Conference in early November, staff laid the groundwork for connecting with the Northwest Center for Alternatives for Pesticides (NWCAP) based in Eugene. Black stated that in his opinion, APRC could harvest new ideas that would complement the largely pesticide-free strategies used by APRC. Black also suggested working with NOAH and NWCAP, organizations that were noteworthy for their expertise in environmentally safe practices. He stated that a biologist from NWCAP would be willing to conduct a peer review of Ashland's IPM plan to ensure that APRC had the best and most up-to-date information.

Discussion among Commissioners

Shaw commented that a letter was received from Jackson County regarding a concern about the need for controlling noxious weeds like leafy spurge and Japanese knotweed, both located in cooperative weed management areas. He asked whether the letter was just a warning about certain invasive species or whether there was an infestation.

Dickens noted that the Bear Creek Greenway was heavily infested with the weeds, which are difficult to control because of underground segmented rhizomes. In reply to a question by Shaw, Dickens stated that volunteers attempted to manually weed out infested areas but the results were less than exemplary.

Shaw noted that Jackson County recommended the use of herbicides for controlling noxious weeds.

Public Comments

Kristina LeFever of 2359 Blue Sky Lane in Ashland was called forward.

LeFever thanked Superintendent Dickens for his presentation, noting that not all Ashlanders are aware of APRC's safe practices and the rationale behind APRC's use of diluted herbicides and pesticides. She said disseminating the information could encourage residents to cut down on their use of dangerous products.

LeFever explained her involvement with Bee City USA and the Rogue Valley Pollinator Project, reiterating that the International Agency for the Research of Cancer recently stated that glyphosates are a probable human carcinogen. In addition she said glyphosates affect the navigational abilities of pollinators, affect the soil and create amenable areas where bad bacteria can grow. LeFever stated that although APRC uses very little of the harmful chemical, it still poses a concern.

LeFever suggested alternatives such as planting more desirable vegetation and using ground cover, among other strategies. She provided information regarding best practices; for example, some golf courses plant irises in their ponds because the plants clean the water as it runs off. LeFever asked about replacing one weed with other, more desirable vegetation options such as ground cover in tree wells.

Jim Thompson, PO Box 388 in Talent, was called forward.

Thompson highlighted Ashland's environmental leadership and asked for permission to borrow APRC's IPM materials toward the creation of a similar program in Talent.

Thompson noted a concern about commercial over-spray, stating that it created issues for a number of neighborhoods in Talent. He said regulatory factors were actively overlooked and he asked whether Ashland could provide ideas for managing the situation.

Gardiner encouraged Thompson to seek further input from Director Black or Parks Superintendent Dickens. Black said Ashland's IPM materials would be provided to Talent for their IPM program development.

Thompson expressed appreciation for the statement in APRC's IPM policy: "...only the safest, lowest toxicity products available will be used."

Kindler Stout of 130 Orange Street in Ashland was called forward.

Stout referred to the background that led to the City's policies regarding pesticide and herbicide use, noting that APRC had made considerable progress in limiting glyphosate. He expressed a concern about the use of poisons on areas of the Central Area Bike Path through Ashland.

- ***Unfunded Projects Prioritization***

Black reviewed the rationale and progress made toward prioritizing a number of unfunded or underfunded projects. He stated that most of the ten projects had not been through the budget process, while others were not assigned enough money for completion. After much discussion at the November 16 study

session, each Commissioner had ranked the projects in order of importance, sending in their list of priorities for compilation. The resulting compiled ranking was as follows:

1. Helman Elementary School tennis courts
2. Ashland Creek Park overlook
3. Ashland Creek Park swing set
4. Oak Knoll Golf Course Clubhouse
5. Second Dog Park
6. Shade Solution
7. Bridge B at Ashland Pond (the pedestrian easement alternative)
8. Bridge A at Ashland Pond (spanning Ashland Creek)
9. Butler-Perozzi Fountain Repairs
10. Winburn Way Sidewalk

Black noted that the first eight projects could be fully funded for \$260,500 while current funding totaled \$240,000. Black recommended approval of the ranking and voiced appreciation for the Commission's direction about use of the available funding.

Discussion among Commissioners

Shaw noted that the estimate for building a second Dog Park off lower Clay Street was originally \$250,000. After some discussion, funding was decreased to \$110,000 to aid the Winburn Way sidewalk project. The actual cost of the Dog Park project was unknown; therefore, the outcome was uncertain. He indicated that prior to committing to a project budget of \$110,000, further discussion was needed.

Landt said the Winburn Way sidewalk project went through the budget process and was formerly considered a top priority; however, the project was currently last on the list of Commission priorities. The assignment's revised ranking was reasonable given the Commission's intention to begin the Lithia Park Master Plan soon. Winburn Way sidewalks would be a logical component of the Lithia Park Master Plan.

Landt also noted that the second Dog Park – also once a top priority - was now ranked lower. He said the change was reasonable given the number of unknowns in the area that could possibly affect the Dog Park. In his opinion, he said money spent on the Dog Park should be minimal until development plans for the surrounding properties was known.

Repairs for the Butler-Perozzi Fountain were also a high priority at one time, stated Landt, yet its ranking was currently low. He explained that the \$70,000 budgeted for the fountain was little more than seed money given the high cost of repairs. He cautioned against depleting the balance and advocated for retaining the dedicated funds as a sign of APRC's commitment to restoring the fountain, which served as an important symbol of Ashland's heritage.

Gardiner responded, noting that the lowered ranking for the second Dog Park was primarily due to the urgent need for repairs at the Clubhouse and tennis courts. Had those two projects not needed immediate attention, the Dog Park would have been listed as a top three priority project.

Gardiner also noted agreement in prior discussions for completion of several projects based on available funding during the current biennium. Gardiner noted that the shade solution at Ashland Creek Park was a late-to-the-game addition considered at his request. He explained that his goal was to get the most community utilization of the new park. Gardiner compared the project to recent refurbishments of the

Daniel Meyer pool bathhouse, improvements that allowed for expanded programs and services. The newly created Ashland Creek Park provided an amenity to be enjoyed, yet it was partially avoided because there were no provisions for shade in the area.

Lewis observed that the prioritization exercise had been a valuable process that could yield beneficial results. He agreed that while it was unclear whether the \$110,000 assigned to create the second Dog Park would be enough, it created a potential for building the facility.

Lewis agreed that incorporating the Butler-Perozzi Fountain repairs and the Winburn Way sidewalks into a Master Plan for Lithia Park was a sensible plan. He was less sure of the value of setting aside seed money for the fountain but noted that there was a potential for future funding from a land sale that might assist with the funding shortfall. Lewis was appreciative of a second chance to fund a number of projects that would add value to the parks system. He expressed the hope that a separate process could be instituted to begin to raise funds toward restoration of the Butler-Perozzi Fountain.

Shaw advocated for beginning the planning process for the Dog Park. He reminded the Commission that a second Dog Park had been promised to the community some time ago. Money had been budgeted and approved for the project and it was time to move forward. He said the existing Dog Park was overcrowded, creating safety concerns.

There followed general discussion regarding planning for the new Dog Park, the identification of sources of funding for Winburn Way sidewalks, what the source and amount of funds would be for the Butler-Perozzi Fountain and whether both bridges at Ashland Pond should remain on the unfunded list. Black reported on efforts to seek funding for the Winburn Way sidewalks through transportation sources due to the designation of Winburn Way as a public thoroughfare.

Landt spoke in favor of moving \$35,000 of available funding to the Fountain project as seed money, thereby leaving one bridge unfunded. Sources of funding for the projected shortfall were also debated.

Motion: Landt moved to approve the funding as proposed by staff with the exception that only one bridge would be funded and the identified \$35,000 for that bridge be moved into the Butler-Perozzi Fountain repair fund.

The motion died for lack of a second.

Gardiner commented that although there was a shortfall of \$20,000 in potential funding sources, the timing of the projects was such that lower priority projects such as Bridge B could be funded at a future date. As money became available, the Commission could continue to debate where to apply the funds. He suggested that the projects could remain on the unfunded list with the understanding that the lower priority items might or might not happen anytime soon. Gardiner proposed retaining the same prioritization order while adjusting known funding accordingly.

Lewis agreed, noting that the list would include unfunded items. Developing sources of funding was a discussion point, but with only limited funds available, the direction would be to proceed according to ranking. He stated that exploring each Commissioner's take on the issues had been a valuable exercise. Lewis commented that while the rankings differed somewhat from his personal vote, he was willing to accept the list as presented.

Motion: Lewis moved to accept the prioritized list as presented. Landt seconded.

Discussion of Motion

Shaw clarified that all the revenue sources would be combined and distributed in order of priority. Gardiner agreed but stated that the first motion was to approve the unfunded list of priorities and a second motion would be needed to provide direction to staff regarding the allocation of funds.

Motion: Lewis moved to approve the ranking of the unfunded projects list as presented. Landt seconded. The vote was all yes.

Black called for further direction about the \$70,000 currently allocated as seed money for the Butler-Perozzi Fountain. He stated that if money was allocated in priority order without taking into consideration circumstances such as the urgency of repairs for the Golf Course Clubhouse, desirable but non-urgent projects would be funded first. He also cited the second Dog Park as an example of a project that was assigned a lower priority but had funding that was allocated in the budgetary process for 2015 and approved for the current biennium.

Lewis highlighted the difficulty of attaching precise funding for items that had not been vetted with an accurate accounting of the costs involved. Lewis's comments led to further discussion focused on ways to account for the unknowns, to balance and allocate available funding, and to designate priorities that would remain unfunded.

Motion: Miller moved to use the funding source from the Oak Knoll Clubhouse project, projected to have a \$20,000 surplus, to complete priorities one, two, and three, with \$20,000 moved from the Butler-Perozzi Fountain category to complete priority number six, with the additional funding allocated accordingly. Lewis seconded.

Discussion of Motion

Black reviewed each line item as follows:

1. Helman Elementary School tennis courts	\$ 12,500
2. Ashland Creek Park overlook	\$ 2,500
3. Ashland Creek Park swing set	\$ 5,500
4. Clubhouse repairs	\$ 40,000
5. Lower Clay Street Dog Park	\$110,000
6. Ashland Creek Park Shade Solution	\$ 20,000
7. Ashland Pond - Bridge B	\$ 0
8. Ashland Pond - Bridge A	\$ 0
9. Butler-Perozzi Fountain	\$ 49,500
10. Winburn Way Sidewalks	\$ 0

Reiterated Motion: Miller moved to use the funding source from the Oak Knoll Clubhouse project, projected to have a \$20,000 surplus, to complete priorities one, two, and three, with \$20,000 moved from the Butler-Perozzi Fountain category to complete priority number six, with the additional funding allocated accordingly. Lewis seconded.

The vote was all yes.

SUBCOMMITTEE AND STAFF REPORTS

- *Annual Irrigation Presentation by Bill Miller*

Bill Miller began his presentation by noting concerns at the beginning of summer as to whether there would be sufficient water available for adequately maintaining Ashland parks and cityscapes. He stated that no

valuable vegetation was lost and only trees in outlying areas where there was no irrigation displayed signs of stress.

Miller detailed the lessons learned from the previous year that assisted staff in managing the 2015 summer season. He stated that the summer was memorable because sensitive areas were more intensively monitored. Areas where less watering would be tolerated were identified and developed. He noted that some of the older areas in Lithia Park where the trees were used to irrigation needed extra attention. Staff arborist Pete Baughman regularly checked the trees in Lithia Park for signs of stress.

Miller reported that irrigation for 2015 began earlier in the spring due to a dryer spring and higher temperatures. Volunteers at various community gardens were asking for water in March. Crews were dispatched with a special cart holding water and a list of trees were monitored daily. Weekly hand watering ensured that water was available for plants as needed.

Miller reviewed areas where irrigation was antiquated, further threatening old growth trees that needed specific amounts of water. In other areas, antiquated drip systems were prone to leaks, prompting the development of a call system for faster response – particularly on weekends. Miller was most appreciative of the City of Ashland's Water Department staff, noting the high level of cooperation. Daily updates of water usage, locations where water was diverted, the condition of the Reeder Reservoir and other pertinent details helped Parks staff make good decisions regarding water use.

Miller praised the citizens of Ashland for their conservation efforts, noting the vigilance with which the public participated in voluntary curtailment. He presented a graph depicting domestic water use for irrigation. Miller highlighted increased usage over the prior year, noting that several factors contributed to the uptick. An antiquated irrigation system with pump issues at North Mountain Park resulted in three and a half weeks of domestic water use rather than utilizing water from the Bear Creek. A graph illustrated the number of gallons used per million for the years 2013, 2014, and 2015. Highlighting the benchmark of 15 million gallons used in 2014, Miller expressed confidence that keeping the goal at that level was reasonable once the miles of faulty drip irrigation were replaced with more modern technology. Another plan that would help decrease water use was converting a portion of cityscape from lawn to native vegetation. In addition, APRC would cede approximately 100 zones of irrigation servicing the City cemetery to the City of Ashland, decreasing water usage in that area.

Miller commented that even an updated drip system was unnecessary in areas of parkland where constant watering was not always necessary. He explained that areas of Ashland Creek Park and Scenic Park were using low volume rotors and bubblers in the tree wells rather than drip irrigation, which worked well.

Miller highlighted winter activities such as maintenance of the ice rink, equipment repair and others. Superintendent Dickens outlined additional responsibilities handled by Miller and expressed appreciation for those efforts, including management of the Community Service program, irrigation systems design, pesticide-free parks program, oversight the Parks maintenance staff, building maintenance and collaboration with other City departments.

There followed a question and answer session. Lewis asked about TID irrigation water and whether there were transition issues because of the limited availability of TID water. Miller replied that TID set target dates for water use, giving Parks staff ample time to switch water sources. Shaw asked about the condition of the Reeder Reservoir. Miller noted that the reservoir was approximately 75% full by summer's end.

- **Financing for Garfield Park**

Black reported that Ashland City Council approved a bond measure for upgrades to Garfield Park in the amount of \$850,000. He stated that APRC had authorized a project budget of \$820,000, explaining that the difference was due to an increase in the contingency fund. The contingency amount was originally at 10% to 12 % and was subsequently increased to 17% to create a more comfortable margin. Black noted that APRC could change the bond amount to the originally agreed upon \$820,000 if necessary.

There followed discussion about the timelines to access funding and begin construction. Black noted that preparations for the project could begin immediately. Actual funding would be available by mid-January. It was agreed by consensus that \$850,000 was a suitable bonding amount with the understanding that the increased contingency would not affect the scope of the project.

ITEMS FROM COMMISSIONERS

- **Nature Center Program**

Dials displayed thankyou's received from elementary school children and teachers participating in the Nature Center programs. She encouraged those present to visit the Center and observe the program in action. Black commented that the program was impressive and staff provided exceptional guidance.

- **Ice Rink Opening Celebration**

Dials expressed appreciation for Parks staff's coordination of the Ice Rink opening event and their assistance with setting up. She thanked Dorinda Cottle for promotions and Lori Ainsworth for organizing the many volunteers who helped create a successful event. She reported that approximately 275 people attended the opening ceremony.

Dials emphasized Lonny Flora's leadership as Ice Rink Manager, noting that he was responsible for managing the rink and training the volunteers. She stated that Flora received a leadership award for the rink's line-up of programs. She read her award application aloud:

"Lonny has taken the Rotary Centennial Ice Rink from a good program to an exemplary one. Lonny is an inspiring leader to the staff he hires and trains to run operations programs and customer service at the Ice Rink. He has created a culture that inspires staff to remain positive even under the most stressful circumstances and to be prepared and safe at the same time. Examples of the environment includes programs where employee successes are celebrated. The staff is professional and well trained and they have a voice. They feel empowered to make decisions and are also held accountable for those decisions. The rink programs include a comprehensive youth hockey program as well as a skating education program that encourages beginners."

- **Miscellaneous**

Shaw complimented Parks staff on the opening ceremony for the Japanese-style garden gateway and renovated teahouse. He said the event was positively reported upon in an Ashland Daily Tidings article.

UPCOMING MEETING DATES

Gardiner announced that there would be no Study Session for the month of December.

Regular Meeting: December 14, 2015 @ the Parks Office 3:40 S. Pioneer Street, 7:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

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

ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Matt Miller
Vanston Shaw



Michael A. Black, AICP
Director

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parksinfo@ashland.or.us

PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commission

FROM: Rachel Dials, Recreation Superintendent

DATE: December 7, 2015

SUBJECT: Presentation and Approval of CAFR Ending June 30, 2015 (Action)

Action Requested

Approve CAFR

Background

State law requires that all general-purpose governments publish a complete set of financial statements presented in conformity with generally accepted accounting principles. These statements are then audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

The CAFR of the Ashland Parks and Recreation Commission was distributed by email on Monday December 7th. Please forward any questions regarding the CUFR by Friday December 11th. Lee Tuneberg, Finance Director for the City of Ashland, will be at the December 12 Regular Meeting to provide an overview of the report and answer any questions you may have.

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PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commission
FROM: Susan Dyssegard, Administrative Supervisor
DATE: December 9, 2015
SUBJECT: Approval of Proposed 2016 Meeting Calendar (Action)

Action Requested

Approve the proposed 2016 Meeting Calendar

Background

Each year the Commission reviews its calendar of annual meeting dates. You are normally scheduled to meet on the 3rd Monday of each month for a Study Session and the 4th Monday for a Regular Business Meeting. In a few instances on the draft schedule, Study Sessions are proposed for one week earlier to accommodate City-recognized national holidays.

In addition, the Commission may choose to have just one meeting in December 2016, as in 2015, or to hold both a Study Session and a Regular Meeting.

2016 Meetings
Ashland Parks and Recreation Commission
Dates and Locations to be confirmed

January 11 – Study session – The Grove
January 25 – Regular meeting – Council Chambers

February 8 – Study session – The Grove
February 22 – Regular meeting – Council Chambers

March 21 – Study session – The Grove
March 28 – Regular meeting – Council Chambers

April 18 – Study session – The Grove
April 25 – Regular meeting – Council Chambers

May 16 – Study session – The Grove
May 23 – Regular meeting - Council Chambers

June 20 – Study session – The Grove
June 27 – Regular meeting – Council Chambers

July 18 – Study session – The Grove
July 25 – Regular meeting – Council Chambers

August 15 – Study session – The Grove
August 22 – Regular meeting – Council Chambers

September 19 – Study session – The Grove
September 26 – Regular meeting – Council Chambers

October 17 – Study session – The Grove
October 24 – Regular meeting – Council Chambers

November 21 – Study session – The Grove
November 28 – Regular meeting – Council Chambers

December 12 – Study session – The Grove
December 19 – Regular meeting – Council Chambers

ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET

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PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commission
FROM: Michael Black
DATE: December 9, 2015
SUBJECT: Update on Goals and Work Plan

BACKGROUND

The goals and objectives for FY15/16 and FY 16/17 were reviewed by the Commission and approved early in 2015. These goals helped staff to create a budget proposal that would assist in meeting the Commission's goals.

The goals are outlined in the following categories:

1. Trails, Open Space and Land Conservation
2. Volunteers
3. Facilities and Programming
4. Planning and Development
5. Organization
6. Parks and Recreation Governance

The top five rated goals are as follows (in order):

1. Facilitate a partnership between Parks and Recreation and a community partner, such as the YMCA, SOU and Ashland School District to build new competition-style year-round indoor swimming pool for the community.
2. Work with the City to facilitate the full transfer of The Grove into the long-term care and control of APRC.
3. Move forward with sidewalks on Winburn Way and Clay Street Dog Park.
4. Update Trails and Open Space Comp Plan
5. Move forward with the process of selection for a consultant for the Lithia Park Master Plan and begin planning process.

In addition to providing a framework for the budget process, the goals also gave guidance to staff through objectives that would need to be accomplished to meet the goals. These objectives were approved by the Commission at the same time and together, the goals and objectives provide the guiding document for the staff work plan.

The Work Plan

The document attached to this staff report is the work plan and it contains the actions that administrative staff feels will need to be accomplished in order to meet the goals and objectives of the Commission.

The work plan is an internal document, or a tool, to track our progress toward each goal. It helps me to track our progress and to also relay to the Commission how work is progressing toward its goals and objectives. We have spent many hours on the action items and we feel they are representative of the overarching actions needed to accomplish each objective; however, they are not representative of our daily work plan, only significant benchmarks.

Reading the work plan:

The work plan is laid out in tables to provide comprehensive and consistent information from table to table. The following is an example of the form of the tables.

Reference Number	Description of Action	Person/People Assigned	Resources Needed to Accomplish the Action	Status									
Objective 5: Work in conjunction with Community Development during the development application process to ensure compliance with APRC planning and goals.													
Specific Action	Measurement	Assignment	Resource	Time/Quarter									
1	Get CD to place APRC planning and development staff on distribution list for pre-apps.	Michael	Staff Time	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </table>	1	2	3	4	5	6	7	8	Complete
1	2	3	4										
5	6	7	8										
2	Review all pre-apps and provide feedback when applications affect parks properties or plans.	Bruce, Jeff, Jason	Staff time	<table border="1"> <tr> <td>X</td> <td>X</td> <td>O</td> <td>O</td> </tr> <tr> <td>O</td> <td>O</td> <td>O</td> <td>O</td> </tr> </table>	X	X	O	O	O	O	O	O	1. Staff continues to review pre-apps and has provided feedback on various applications. 2. Ongoing
X	X	O	O										
O	O	O	O										
3	Ensure that APRC is invited to the table regarding large PW projects or master plans that affect, or have the potential to affect properties, facilities and APRC's ability to meet mission and goals.	Michael	Staff time	<table border="1"> <tr> <td>X</td> <td>X</td> <td>O</td> <td>O</td> </tr> <tr> <td>O</td> <td>O</td> <td>O</td> <td>O</td> </tr> </table>	X	X	O	O	O	O	O	O	1. Staff is involved with development processes and monitors agendas as well as attends meetings when appropriate. 2. Staff is involved in the Normal Neighborhood Plan, Downtown Parking Plan, Downtown Rehabilitation, etc.
X	X	O	O										
O	O	O	O										

Quarter When Work will be Performed
 Key
 1: Q1 FY16
 5: Q1 FY17
 X: In Progress
 O: Planned

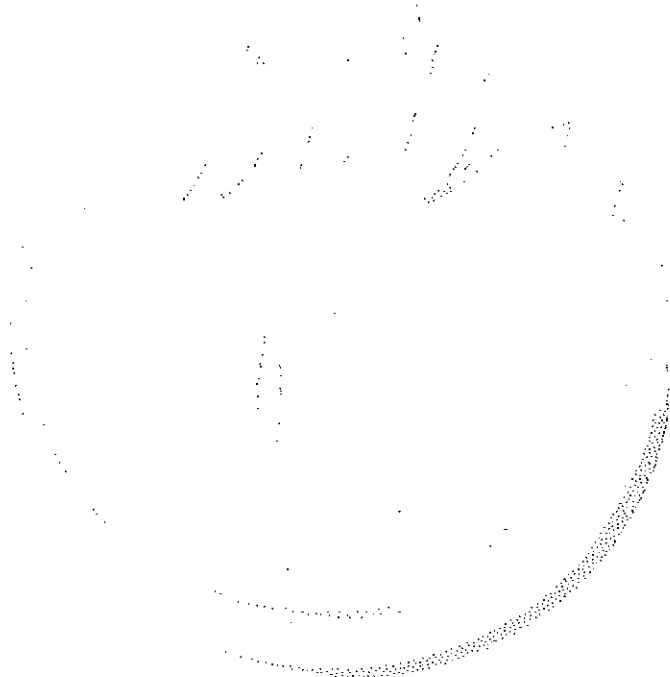
Update on Work Performed or Completed

Staff is providing the document to the Commission as an update on the progress of goal attainment. Please review the document to determine the current status for each of the goals and objectives that were adopted by the Commission. I will also provide a presentation at the meeting under staff report/information to provide further clarification of the document.

The work plan is fluid and will consistently be updated with new information as we proceed through the biennium.

Recommendation

This is informational document to update the Commission on the current progress on its adopted goals. No action is recommended with this report.



ADOPTED
Ashland Parks and Recreation Commission
2015-17 Goals

January 26, 2015

Trails, Open Space and Land Conservation

1. *In partnership with the City of Ashland and other stakeholders, review, update and implement the trails and open Space master plan.*
 - 1.1 Update Trails and Open Space Comp Plan. (6)●●▲
 - 1.2 Expand Bear Creek Greenway to its originally planned beginning/ending point at Emigrant Lake. (3)●▲
 - 1.3 In partnership with stakeholder groups, acquire the land on open space plan with emphasis on Grizzly Peak viewscape. (3)●▶
 - 1.4 Continue to expand the trail system in the watershed while addressing the need for user-specific and environmentally/eco-friendly trails. (2)▼

Volunteers

1. *Enhance and expand the Volunteer in Parks (VIP) program.*
 - 1.1 Enhance visibility to community of volunteer opportunities, such as the adopt-a-park program and trail maintenance and construction. (4)▼
 - 1.2 Develop a volunteer recognition program for individual recognition. (2)▼

Facilities and Programming

1. *Evaluate parks and recreation facilities and programs to ensure the quality of relevant programming and the highest and best use of facilities.*
 - 1.1 Work with the City to facilitate the full transfer of The Grove into the long-term care and control of APRC. (7)●●▶
 - 1.2 Look at possibility of outdoor fitness equipment for all ages. (3)▼
 - 1.3 Evaluate expanded and alternative use of the Senior Center to meet community needs.(3)▼
 - 1.4 Consider the addition of a “pump track” and bicycle skills park to an APRC facility.(1)▼
 - 1.5 Continue to enhance and expand events. (1)▼
 - 1.6 Add new recreation programs as needs are demonstrated by public support and best practices. (1)▼

2. *Enhance Oak Knoll Golf Course program and facilities.*
 - 2.1 Install playground at OKGC. (2)▶
 - 2.2 Evaluate the OKGC clubhouse for expanded use and improvements to facility and surrounding hardscape. (2)▶
 - 2.3 Work towards achieving a higher cost recovery percentage. (2)▶
 - 2.4 Evaluate the installation of a foot golf course within existing golf course. (1)▼
 - 2.5 Evaluate dog policy at OKGC. (1)▼

3. *Evaluate current capital projects for feasibility, relevancy and implementation planning.*
 - 3.1 Move forward with sidewalks on Winburn Way and Clay Street Dog Park. (7)●●▲
 - 3.2 Evaluate all other current capital projects for potential inclusion or exclusion from the 15/17 budget. (3)▶

Planning & Development

1. *Continue to build a relevant and functional parks and rec. infrastructure through master planning and implementation strategies.*
 - 1.1 Move forward with the process of selection for a consultant for the Lithia Park Master Plan and begin planning process. (5)●●▲
 - 1.2 Evaluate all APRC facilities and structures for seismic and flood safety. (4)●▲
 - 1.3 Ensure all approved capital projects are sufficiently planned and implemented on their own individual time lines. (3)▶
 - 1.4 Ensure walking-distance park access for Ashland residents (.25 mile) while balancing the retention of natural green spaces. (2)▼
 - 1.5 Work in conjunction with Community Development during the development application process to ensure compliance with APRC planning and goals. (2)▶
 - 1.6 Develop a simple framework of projects to be completed each year projected out for the next two - four years with appropriate timelines, estimated costs and who has the responsibility to accomplish it. (1)▶
 - 1.7 Ensure that all developed park spaces are accessible to the public and do not end up underutilized. (1)▼
 - 1.8 Evaluate all parks for dog friendly options. (1)▼
 - 1.9 Develop parks development standards and guidelines. (added after voting)▶

2. *Partner with community stakeholders with similar missions to leverage assets and provide better public services.*
 - 2.1 Facilitate a partnership between Parks and Recreation and a community partner, such as the YMCA, SOU and Ashland School District to build new competition-style year-round indoor swimming pool for the community. (8)●●●▲
 - 2.1 Explore options for cooperation between community partners, such as Ashland School District and APRC to share services and facilities. (3)▶

Organization

1. *Promote Ashland Parks and Recreation as an exemplary organization.*
 - 1.1 Seek local and national recognition for the high level of achievement within the programs and facilities of APRC such as the NRPA Gold Medal Award. (3)▲
 - 1.2 Continue APRC social networking strategies and invest in additional training of promotions employees to advance APRC's ability to effectively communicate through social media. (3)▶
 - 1.3 Continue to educate public and council regarding the wide scope of park responsibilities and benefits. (2)▼
2. *Promote professional development amongst staff.*
 - 2.1 Ensure that staff is provided with the opportunity for professional development for the succession of the employee and to ensure relevancy with parks and recreation current best practices. (3)▼
3. *Continue to evaluate and implement financial programs and strategies for higher cost recovery and financial resiliency.*
 - 3.1 Work with the finance department to develop a simple budget report that a lay person can understand that explains our projected income and how our money is to be allocated towards staffing, capital projects, and other costs. (4)●▶
 - 3.2 Evaluate and present a cost recovery implementation strategy for Commission approval. (2)▶
 - 3.3 Seek opportunities to increase revenues across recreation programs. (1)▶
4. *Maintain a capable and efficient organizational structure.*
 - 4.1 Implement a performance based non-cumulative bonus program for employees. (3)▶
 - 4.2 Evaluate current organizational structure for strengths, weaknesses, opportunities and threats. (2)▶

Parks and Recreation Governance

1. *Review the policies of the APRC and amend existing policies as well as develop and implement new policies as needed.*
 - 1.1 Complete the Style and Communication Guide per the adopted MOU. (3)●▲
 - 1.2 Change language and culture in APRC communications so that directions and design flows to what is allowable i.e. minimize the "no," maximize the "yes." (2)▶
 - 1.3 Rebrand Ashland Parks and Recreation "Department" as Ashland Parks and Recreation Commission. (2)▶

Parking Lot Items (This section is incomplete and constantly under review and amendment, and will not be considered part of the adopted goals)

1. Work on maintaining and improving relationships with City Council
2. Maximize transparency.
3. Serve as a role model for the community on environmental and sustainable best practices in park and structure design, construction and maintenance.

TRAILS, OPEN SPACE AND LAND CONSERVATION

GOAL: *In Partnership With the City of Ashland and other Stakeholders, Review, Update and Implement the Trails and Open Space Master Plan.*

LEADERSHIP OBJECTIVES:

1. Update Trails and Open Space Comp Plan.
2. Expand Bear Creek Greenway to its originally planned beginning/ending point at Emigrant Lake.
3. In partnership with stakeholder groups, acquire the land on open space plan with emphasis on Grizzly Peak viewscape.
4. Continue to expand the trail system in the watershed while addressing the need for user-specific and environmentally/eco-friendly trails.

LEADERSHIP ACTIONS:

Objective 1: Update Trails and Open Space Comp Plan.

- Action 1: Identify scope of plan and work with volunteer groups to identify areas of collaboration.
- Action 2: Establish task force, including volunteer help, to review and update master plan.
- Action 3: Take updated draft master plan through a public process for adoption
- Action 4: Prepare new maps to advertise and provide detail on new and existing trail system.
- Action 5: Adopt list of capital projects for inclusion in the CIP.

Objective 1: Update Trails and Open Space Comp Plan.									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Identify scope of plan and work with volunteer groups to identify areas of collaboration.	Jeff M.	Staff Time	5	6	7	8	1. Have met with local groups to talk about potential collaboration. Work still in progress in identifying areas of collaboration.	
				-	X	0			

2	Establish task force, including volunteer help, to review and update master plan.	Bruce, Jeff	Staff time	o	o	o	o
3	Take updated draft master plan through a public process for adoption	Bruce, Jeff	Staff time		o	o	
4	Prepare new maps to advertise and provide detail on new and existing trail system.	Jeff, GIS					
3	Adopt list of capital projects for inclusion in the CIP.	Michael, Bruce					

Objective 2: Expand Bear Creek Greenway to its originally planned beginning/ending point at Emigrant Lake.

- Action 1: Attend a BCGF meeting to discuss plans for improvement and options to move forward toward Emigrant Lake.
- Action 2: Evaluate alignment alternatives and explore options for purchase of easements or property for trail.
- Action 3: Review development plans as they are submitted or during planning for any public/private improvements in the corridor between the Dog Park and North Mountain Park with planning and public works.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Attend a BCGF meeting to discuss plans for improvement and options to move forward toward Emigrant Lake.	Michael	Staff time							X				1. Met with BCGF, they agreed to focus on E. Lake Section.
2	Evaluate alignment alternatives and explore options for purchase of easements or property for trail.	Michael	Staff Time, Real Estate Consultant											
3	Review development plans as they are submitted or during planning for any public/private improvements in the corridor between the Dog Park and North Mountain Park with planning and public works.	Michael, Bruce, Jason	Staff Time							X				1. On-going

Objective 3: In partnership with stakeholder groups, acquire the land on open space plan with emphasis on Grizzly Peak viewscape. (MANAGEMENT GROUP EXERCISE)

Action 1: ...
 Action 2: ...

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
				5	6	7	8	
1								
2								

Objective 3: In partnership with stakeholder groups, acquire the land on open space plan with emphasis on Grizzly Peak viewscape.

Objective 4: Continue to expand the trail system in the watershed while addressing the need for user-specific and environmentally/eco-friendly trails.

- Action 1: Work with the City Administrator to expand the scope of the MOU with PW to include the watershed trails.
- Action 2: Continue our relationship with the A WTA and other trail groups, including the Ashland Fire Department.
- Action 3: Continue to plan and execute volunteer work parties to address major trail issues and expansion.
- Action 4: Spend more time on trails as staff/users conducting interviews and testing trails.

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	

Objective 4: Continue to expand the trail system in the watershed while addressing the need for user-specific and environmentally/eco-friendly trails.

				5	6	7	8	
1	Work with the City Administrator to expand the scope of the MOU with PW to include the watershed trails.	Michael, Jeff	Staff time	X	X			1. Meeting has taken place, CA is requesting more information before implementing
2	Continue our relationship with the AWTA and other trail groups, including the Ashland Fire Department.	Jeff	Staff time	X	X	O	O	1. On-going
3	Continue to plan and execute volunteer work parties to address major trail issues and expansion.	Jeff	Staff time, budget, volunteer time	X	-	-	O	1. Planned and executed several volunteer days on trails during 1 st quarter 15
4	Spend more time on trails as staff/users conducting interviews and testing trails.	Jeff	Staff time, budget	X	X	O	O	1. Budget approved to purchase Parks bikes

VOLUNTEERS

GOAL: Enhance and Expand the Volunteer in Parks (VIP) Program.

LEADERSHIP OBJECTIVES:

- 1.1 Enhance visibility to community of volunteer opportunities, such as the adopt-a-park program and trail maintenance and construction.
- 1.2 Develop a volunteer recognition program for individual recognition.

LEADERSHIP ACTIONS:

Objective 1: Enhance visibility to community of volunteer opportunities, such as the adopt-a-park program and trail maintenance and construction.

- Action 1: Evaluate current community outreach of volunteer opportunities
- Action 2: Evaluate gaps in outreach and marketing and propose resolution
- Action 3: Research other agencies and marketing efforts related to volunteers
- Action 4: Evaluate volunteer and marketing budgets
- Action 5: Develop and recommend an enhanced volunteer strategy

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Evaluate current community outreach of volunteer opportunities	Lori, Dorinda	Staff time			0		
2	Evaluate gaps in outreach and marketing and propose resolution	Lori, Dorinda	Staff time			0		
3	Research other agencies and marketing efforts related to volunteers	Lori, Dorinda	Staff time			0		

FACILITIES AND PROGRAMMING

GOAL 1 of 3: Evaluate parks and recreation facilities and programs to ensure the quality of relevant programming and the highest and best use of facilities.

LEADERSHIP OBJECTIVES:

1. *Work with the City to facilitate the full transfer of The Grove into the long-term care and control of APRC.*
2. *Look at possibility of outdoor fitness equipment for all ages.*
3. *Evaluate expanded and alternative use of the Senior Center to meet community needs.*
4. *Consider the addition of a "pump track" and bicycle skills park to an APRC facility.*
5. *Continue to enhance and expand events.*
6. *Add new recreation programs as needs are demonstrated by public support and best practices.*

LEADERSHIP ACTIONS:

Objective 1: Work with the City to facilitate the full transfer of The Grove into the long-term care and control of APRC.

- Action 1: Obtain Council approval for the transfer of the Grove into APRC control.
- Action 2: Through the budget process obtain funding for the maintenance of the Grove.
- Action 3: Work with community groups using the Grove currently to communicate and facilitate change in use of the building.
- Action 4: Design and bid the remodel of the Grove.
- Action 5: Award bid for build out and complete construction to facilitate the move of Recreation to the building.
- Action 6: Hold a public open house to familiarize the public with the new facility and its offerings.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status
				1	2	3	4	5	6	7	8	
Objective 1: Work with the City to facilitate the full transfer of The Grove into the long-term care and control of APRC.												

1	Obtain Council approval for the transfer of the Grove into APRC control.	Michael	Staff Time	X	X				COMPLETE
2	Through the budget process obtain funding for the maintenance of the Grove.	Michael, Rachel	Staff Time	X	X				COMPLETE
3	Work with community groups using the Grove currently to communicate and facilitate change in use of the building.	Rachel	Staff time	X	X				COMPLETE
4	Design and bid the remodel of the Grove.	Rachel, Bruce, Jason	Staff time, capital budget	X	X				COMPLETE
5	Award bid for build out and complete construction to facilitate the move of Recreation to the building.	Rachel, Jason	Staff time Budget	X	X	0			1. In progress, bid closing December 8, 2015
6	Hold a public open house to familiarize the public with the new facility and its offerings.	Rachel	Staff time, budget	0					

Objective 2: Look at possibility of outdoor fitness equipment for all ages.

- Action 1: Perform public survey to determine wants/needs and potential locations for all-age fitness equipment.
 Action 2: Determine range of age groups and ability levels of potential users.
 Action 3: Perform inventory of existing equipment and programs to avoid duplication.
 Action 4: Implement marketing and public education program for all-age fitness equipment.
 Action 5: Purchase, install, follow-up on equipment popularity and use.

Objective 1: Look at possibility of outdoor fitness equipment for all ages.															
Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status			
				1	2	3	4	5	6	7	8				
1	Perform public survey to determine wants/needs and potential locations for all-age fitness equipment.	Bruce, Dorinda	Time, Survey												

2	Determine range of age groups and ability levels of potential users.	Bruce	Time, Survey	o				
3	Perform inventory of existing equipment and programs to avoid duplication.	Wes, Joe	Staff time		o			
4	Implement marketing and public education program for all-age fitness equipment.	Bruce, Dorinda	Staff time, Ad. budget	o				
5	Purchase and install equipment	Bruce, Jason	Staff time, CIP		o			
5	Follow up on popularity and use of equipment	Bruce	Staff time					o

Objective 3: Evaluate expanded and alternative use of the Senior Center to meet community needs.

- Action 1: Interview current staff to determine what is/isn't working.
- Action 2: Publish community survey on wants/needs for Senior Center programs.
- Action 3: Evaluate activities at site during on and off hours.
- Action 4: Evaluate current trends and best practices for multigenerational and intergenerational activities with a focus group.
- Action 5: Implement a program to address findings of above items.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Interview current staff to determine what is/isn't working.	Rachel	Staff time											(will begin with the performance audit)
2	Publish community survey on wants/needs for Senior Center programs.	Rachel, Christine	Survey											(will begin with the performance audit)
3	Evaluate activities at site during on and off hours.	Rachel, Chris, Lonny	Staff time	o										(will begin with the performance audit)
4	Evaluate current trends and best practices for multigenerational and intergenerational activities with a focus group.	Michael, Rachel, Chris	Staff time											(will begin with the performance audit)

5	Implement a program to address findings of above items.	Rachel, Chris	TBD			0	0
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Objective 4: Consider the addition of a "pump track" and bicycle skills park to an APRC facility. (MANAGEMENT GROUP EXERCISE)

Action 1: Determine level of interest in community by meeting with bike clubs.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1	Determine level of interest in community by meeting with bike clubs.	Bruce	Staff time	X									1. Staff has been in contact with local groups who are interested in improving part, or all, of the current bike park.
2													
3													
4													

Objective 5: Continue to enhance and expand events. (MANAGEMENT GROUP EXERCISE)

- Action 1: Plan and implement a "Siskiyou de Mayo" event.
- Action 2: Continue to meet with community groups to expand partnerships and see where APRC can be involved in ongoing or new events.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Plan and implement a "Siskiyou de Mayo" event.	Lonny	Budget											
2	Continue to meet with community groups to expand partnerships and see where APRC can be involved in ongoing or new events	Rachel	Staff time	X	X	O	O	O	O					1. Staff is currently working to plan the event for May 14, 2016 in Lithia Park. 1. Staff is currently meeting with Jackson County and the Ashland Chamber to hold an event to highlight the CSSB (bike route) in 2016
3														
4														

Objective 6: Add new recreation programs as needs are demonstrated by public support and best practices. (MANAGEMENT GROUP EXERCISE)

- Action 1: Evaluate current facilities to determine if they can be used for other more non-traditional recreational uses.
- Action 2: Meet with community groups and users (Bike Polo, Foot Golf, Pickleball, etc.) and determine whether new programs are working.
- Action 3: Evaluate recreational trends and best practices.
- Action 4: Implement as needs arise and budget allows.

Specific	Measurement	Assignment	Resources	Time/Quarter	Status
Objective 6: Add new recreation programs as needs are demonstrated by public support and best practices.					

Action		Staff time	1	2	3	4	
			5	6	7	8	
1	Evaluate current facilities to determine if they can be used for other more non-traditional recreational uses.	Rachel	X	X			1. Bike polo, foot golf and others uses have been implemented and others are being considered. 2. Further evaluation will be done with the performance audit.
2	Meet with community groups and users (Bike Polo, Foot Golf, Pickleball, etc.) and determine whether new programs are working.	Rachel	X	O	O	O	On-going (contact is constant with user groups)
3	Evaluate recreational trends and best practices.	Rachel	O	O	O	O	(will begin with the performance audit)
4	Implement as needs arise and budget allows.	Rachel					

GOAL 2 of 3: Enhance Oak Knoll Golf Course program and facilities.

LEADERSHIP OBJECTIVES:

1. Install playground at OKGC.
2. Evaluate the OKGC clubhouse for expanded use and improvements to facility and surrounding hardscape.
3. Work towards achieving a higher cost recovery percentage.
4. Evaluate the installation of a foot golf course within existing golf course.
5. Evaluate dog policy at OKGC.

LEADERSHIP ACTIONS:

Objective 1: Install playground at OKGC.

- Action 1: Post notice at area being considered and hold a public open-house to determine needs/desires of the neighborhood.
 Action 2: Process site plan and hold hearing with the Commission to approve site plan.
 Action 3: Evaluate and seek options for alt. funding and VIP sponsorship.
 Action 4: Procure appropriate playground and develop the site.

Objective 1: Install playground at OKGC.											
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status			
				1	2	3	4				
1	Post notice at area being considered and hold a public open-house to determine needs/desires of the neighborhood.	Jason	Staff time	5	6	7	8				
2	Process site plan and hold hearing with the Commission to approve site plan.	Jason	Staff time	0							
3	Evaluate and seek options for alt. funding and VIP sponsorship.	Lori, Rachel	Staff time	0	0	0	0	1. On-going			
4	Procure appropriate playground and develop the site.	Jason	Staff time, CIP	0							

Objective 2: Evaluate the OKGC clubhouse for expanded use and improvements to facility and surrounding hardscape.

- Action 1: Conduct a needs assessment at the clubhouse and its current and potential uses.
- Action 2: Evaluate the expansion of the clubhouse to allow for more indoor event space.
- Action 3: Develop a plan for addressing the "dry-rot" and pest issues with the clubhouse and hold a public hearing on the plan.

Objective 2: Evaluate the OKGC clubhouse for expanded use and improvements to facility and surrounding hardscape.											
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status			
				1	2	3	4				
1	Conduct a needs assessment at the clubhouse for its current and potential uses.	Tom	Staff time, survey	5	6	7	8	(will begin with the performance audit)			

2	Evaluate the expansion of the clubhouse to allow for more indoor event space and expansion of uses.	Tom	Staff time	X	O	1. Golf course sub-committee has reviewed potential options for expansion and options are being considered.
3	Develop a plan for addressing the "dry-rot" and pest issues with the clubhouse and hold a public hearing on the plan.	Bruce, Jason	Staff time, budget	X	O	1. Engineering review has been completed and cost estimates are being generated based on the various options for repair.

Objective 3: Work towards achieving a higher cost recovery percentage.

- Action 1: Evaluate potential ancillary uses at the course to increase revenue (ie: putting course, food trucks, events).
- Action 2: Evaluate the staffing model for the clubhouse and operations.
- Action 3: Break down the golf course budget into categories (a. clubhouse, b. operations).
- Action 4: Install cart path along all nine holes.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1	Evaluate potential ancillary uses at the course to increase revenue (ie: putting course, food trucks, events).	Rachel, Tom	Staff time	X	X	O							1. Staff has met to discuss and has implemented new programs such as archery and golf lessons and further review and implantation of other activities are in process.
2	Evaluate the staffing model for the clubhouse and operations.	Michael, Tom	Staff time, Audit			O							(will begin with the performance audit)
3	Break down the golf course budget into categories (a. clubhouse, b. operations).	Bruce, Laura, Tom, Michael	Staff time		X								1. Both groups have met and work is underway to separate temp. employees budget by division.
4	Install cart path along all nine holes.	Jeff	Budget	X	X	O							1. Work has begun and cart path has been installed along holes 1-3 and between 5 and 6 so far.

Objective 4: Evaluate the installation of a foot golf course within existing golf course.

- Action 1: Evaluate Foot Golf concept by installing four holes for a trial period.
- Action 2: Hold a special event.
- Action 3: Collect feedback from Golfers and Foot Golf participants.
- Action 4: Hold a public hearing with the Commission and determine feasibility of full 18 hole Foot Golf course installation.
- Action 5: Procure the use of "Foot Golf" and install sanctioned holes, markers, etc. for 18 holes.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1	Evaluate Foot Golf concept by installing four holes for a trial period.	Laura, Tom	Staff time, budget	X									Complete
2	Hold a special event.	Rachel	Staff time, ad. Budget	X									Complete
3	Collect feedback from Golfers and Foot Golf participants.	Tom, Susan	Staff time	X									Complete
4	Hold a public hearing with the Commission and determine feasibility of full 18 hole Foot Golf course installation.	Tom, Susan, Rachel	Staff time	X									Complete
5	Procure the use of "Foot Golf" and install sanctioned holes, markers, etc. for 18 holes.	Laura	Budget	X	X								Complete

Objective 5: Update the dog policy at OKGC.

- Action 1: Post notice and hold a public hearing regarding updating the dog policy at the golf course.
- Action 2: Hold public hearing and update the dog policy at Oak Knoll.
- Action 2: Install signs to inform of updated dog policy.

Objective 5: Update the dog policy at OKGC.									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Post notice and hold a public hearing regarding updating the dog policy at the golf course.	Susan	Staff time		X				Complete
2	Hold public hearing and update the dog policy at Oak Knoll.	Tom, Laura							Complete
3	Install signs to inform of updated dog policy.	Tom			X				1. Staff is reviewing the wording for the signs and an order for multiple signs will happen in Q2 of FY16.

GOAL 3 of 3: Evaluate current capital projects for feasibility, relevancy and implementation planning.

LEADERSHIP OBJECTIVES:

1. Move forward with sidewalks on Winburn Way and Clay Street Dog Park.
2. Evaluate all other current capital projects for potential inclusion or exclusion from the 15/17 budget.

LEADERSHIP ACTIONS:

- Objective 1: Move forward with sidewalks on Winburn Way and Clay Street Dog Park.

- Action 1: Obtain funding through the budget process or seek alternative funding sources for design and construction of the sidewalk.
- Action 2: Determine the appropriate layout for the sidewalk and hold a hearing on the proposed improvement.
- Action 3: Design and build sidewalks.

Objective 1: Move forward with sidewalks on Winburn Way and Clay Street Dog Park.														
Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Obtain funding through the budget process or seek alternative funding sources for design and construction of the sidewalk.	Michael	Staff time		X									1. Staff has proposed a budget with funding for sidewalks that was not approved. 2. Alternative sources are being evaluated for funding of sidewalks, including local and federal grants.
2	Determine the appropriate layout for the sidewalk and hold a hearing on the proposed improvement.	Jason	Staff time, consultant											
3	Design and build sidewalks.	Jason	Staff time, consultant, CIP											(TBD, based on funding)

Objective 2: Evaluate all other current capital projects for potential inclusion or exclusion from the 15/17 budget.

- Action 1: Evaluate all current projects and propose those for continuation to the Commission and budget committee.
- Action 2: Prepare and keep a list of "unfunded" projects for the Commission to prioritize available funding toward.
- Action 3: Continue to plan and implement projects on budget, or under and apply savings to unfunded project list.

Objective 2: Evaluate all other current capital projects for potential inclusion or exclusion from the 15/17 budget.														
Specific	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			

PLANNING & DEVELOPMENT

GOAL 1 of 2: *Continue to build a relevant and functional parks and rec. infrastructure through master planning and implementation strategies.*

LEADERSHIP OBJECTIVES:

1. *Move forward with the process of selection for a consultant for the Lithia Park Master Plan and begin planning process.*
2. *Evaluate all APRC facilities and structures for seismic and flood safety.*
3. *Ensure all approved capital projects are sufficiently planned and implemented on their own individual time lines.*
4. *Ensure walking-distance park access for Ashland residents (.25 mile) while balancing the retention of natural green spaces.*
5. *Work in conjunction with Community Development during the development application process to ensure compliance with APRC planning and goals.*
6. *Develop a simple framework of projects to be completed each year projected out for the next two - four years with appropriate timelines, estimated costs and who has the responsibility to accomplish it.*
7. *Ensure that all developed park spaces are accessible to the public and do not end up underutilized.*
8. *Evaluate all parks for dog friendly options.*
9. *Develop parks development standards and guidelines.*

LEADERSHIP ACTIONS:

Objective 1: Move forward with the process of selection for a consultant for the Lithia Park Master Plan and begin planning process.

- Action 1: Work with the Commission and staff to identify the scope of the master plan for the RFP.
- Action 2: Prepare RFP for consultant services, advertise and select a consultant or consultant group.
- Action 3: Hold public scoping meetings for the Master Plan process and prepare and present findings to the Commission and other public bodies (historic, tree, etc.)
- Action 4: With the assistance of a consultant team and the public process, prepare a master plan for adoption addressing the areas of scope as identified through Action 3.
- Action 5: Adopt and implement the master plan as approved by the Commission.
- Action 6: Seek alternative funding for implementation of the master plan.

Objective 1: Move forward with the process of selection for a consultant for the Lithia Park Master Plan and begin planning process.											
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status			
				1	2	3	4				
1	Work with the Commission and staff to identify the scope of the master plan for the RFP.	Michael	Staff time	5		X					
2	Prepare RFP for consultant services, advertise and select a consultant or consultant group.	Michael	Staff time			X	X				
3	Hold public scoping meetings for the Master Plan process and prepare and present findings to the Commission and other public bodies (historic, tree, etc.)	Michael, Consultant	CIP	X	X	X	X				
4	With the assistance of a consultant team and the public process, prepare a master plan for adoption addressing the areas of scope as identified through Action 3.	Michael, Consultant	CIP	X	X	X	X				
5	Adopt and implement the master plan as approved by the Commission.	Michael	CIP								
6	Seek alternative funding for implementation of the master plan.	Michael	Staff time	X	X	X	X				1. On-going

Objective 2: Evaluate all APRC facilities and structures for seismic and flood safety. (MANAGEMENT GROUP EXERCISE)

Action 1:

Objective 2: Evaluate all APRC facilities and structures for seismic and flood safety.											
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status			
				1	2	3	4				

	5	6	7	8
1				
2				

Objective 3: Ensure all approved capital projects are sufficiently planned and implemented on their own individual time lines.

- Action 1: Prepare budget with estimates of project costs and assign funding based on availability of funds.
- Action 2: Obtain funding for, and hire a full-time project manager to plan and implement CIP.
- Action 3: Establish two-year time line for projects in form of Gantt Chart.
- Action 4: Continue to evaluate and oversee CIP budget and limit overages of project budgets without Commission approval.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status			
				1	2	3	4	5	6	7	8				
1	Prepare budget with estimates of project costs and assign funding based on availability of funds.	Michael, Bruce	Staff time											Complete, on-going	
2	Obtain funding for, and hire a full-time project manager to plan and implement CIP.	Michael, Bruce	Budget												
3	Establish two-year time line for projects in form of Gantt Chart.	Jason	Staff time												1. Complete, Jason Minica hired as FT tech 3 over planning and development
4	Continue to evaluate and oversee CIP budget and limit overages of project budgets without Commission approval.	Michael, Bruce, Jason	Staff time												1. Project have been outlined and timelines are currently being planned
													On-going		

Objective 4: Ensure walking-distance park access for Ashland residents (.25 mile) while balancing the retention of natural green spaces. (MANAGEMENT GROUP EXERCISE)

Action 1:

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1				5				
2								

Objective 5: Work in conjunction with Community Development during the development application process to ensure compliance with APRC planning and goals.

Action 1:

Get CD to place APRC planning and development staff on distribution list for pre-apps.

Action 2:

Review all pre-apps and provide feedback when applications affect parks properties or plans.

Action 3:

Ensure that APRC is invited to the table regarding large PW projects or master plans that affect, or have the potential to affect properties, facilities and APRC's ability to meet mission and goals.

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Get CD to place APRC planning and development staff on distribution list for pre-apps.	Michael	Staff Time	X				Complete
2	Review all pre-apps and provide feedback when applications affect parks properties or plans.	Bruce, Jeff, Jason	Staff time	X	X	O	O	

1. Staff continues to review pre-apps and has provided feedback on various applications.

3	Ensure that APRC is invited to the table regarding large PW projects or master plans that affect, or have the potential to affect properties, facilities and APRC's ability to meet mission and goals.	Michael	Staff time	X	X	O	O	O	O	2. On-going
				O	O	O	O	O	1. Staff stays involved with development processes and monitors agendas as well as attends meetings when appropriate. 2. Staff is involved in the Normal Neighborhood Plan, Downtown Parking Plan, Downtown Beautification, etc.	

Objective 6: Develop a simple framework of projects to be completed each year projected out for the next two - four years with appropriate timelines, estimated costs and who has the responsibility to accomplish it.

- Action 1: Create and share CIP GANTT chart with the Commission for completion of projects for four years.
- Action 2: Create "unfunded" project list for inclusion in GANTT CIP planning for four years.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Create and share CIP GANTT chart with the Commission for completion of projects for four years.	Michael, Bruce, Jason												
2	Create "unfunded" project list for inclusion in GANTT CIP planning for four years.	Michael, Bruce, Jason												

Objective 6: Develop a simple framework of projects to be completed each year projected out for the next two - four years with appropriate timelines, estimated costs and who has the responsibility to accomplish it.

Objective 7: Ensure that all developed park spaces are accessible to the public and do not end up underutilized. (MANAGEMENT GROUP EXERCISE)

- Action 1:
- Action 2:

Objective 7: Ensure that all developed park spaces are accessible to the public and do not end up underutilized.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1													
2													

Objective 8: Evaluate all parks for dog friendly options.

Action 1: During the process of planning any park, evaluate all dog friendly options.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	During the process of planning any park, evaluate all dog friendly options	Bruce, Jason	Staff time							X				1. Evaluation of options for OKGC, Garfield Park and ACP has been completed and the Commission has adopted options for each park. 2. On-going

Objective 9: Develop parks development standards and guidelines.

- Action 1: Establish a sub-committee for the development and review of guidelines.
- Action 2: Review materials from other agencies and determine best practices for park development guidelines.
- Action 3: Meet with the sub-committee to determine the scope of guidelines.
- Action 4: Prepare guidelines and adopt through commission action.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status			
				1	2	3	4	5	6	7	8				
1	Establish a sub-committee for the development and review of guidelines.	Michael	Staff time							X					Complete, the commission has created a subcommittee
2	Review materials from other agencies and determine best practices for park development guidelines.	Michael	Staff time												
3	Meet with the sub-committee to determine the scope of guidelines.	Michael	Staff time												
4	Prepare guidelines and adopt through commission action.	Michael	Staff time							X					

GOAL 2 of 2: Partner with community stakeholders with similar missions to leverage assets and provide better public services.

LEADERSHIP OBJECTIVES:

1. *Facilitate a partnership between Parks and Recreation and a community partner, such as the YMCA, SOU and Ashland School District to build new competition-style year-round indoor swimming pool for the community.*
2. *Explore options for cooperation between community partners, such as Ashland School District and APRC to share services and facilities.*

LEADERSHIP ACTIONS:

Objective 1: Facilitate a partnership between Parks and Recreation and a community partner, such as the YMCA, SOU and Ashland School District to build new competition-style year-round indoor swimming pool for the community.

- Action 1: Establish and maintain a relationship with partner organizations.
- Action 2: Establish a joint City/Parks task force to work with partners to explore options for collaboration on a competition style pool.
- Action 3: Consider all alternatives to building a new pool.
- Action 4: Evaluate all potential funding alternatives for a new year-round pool.
- Action 5: Develop a plan with partners and task force and present to Council/Commission for approval.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1	Establish and maintain a relationship with partner organizations.	Michael	Staff time	X	X	O	O	O	O	O	O	O	1. On-going
2	Establish a joint City/Parks task force to work with partners to explore options for collaboration on a competition style pool.	Michael	Staff time	O	O	O	O	O	O	O	O	O	1. Group has been established and meets regularly. Talks are on-going regarding options.
3	Consider all alternatives to building a new pool.	Michael,	Staff time	X	X								1. Staff has evaluated all of the current, and past, options for a new pool and the task force continues to evaluate all options.

		Rachel, Bruce						
4	Evaluate all potential funding alternatives for a new year-round pool.	Michael	Staff time					1. The task force is discussing options for funding that could be presented to the Commission, Council and partners. 2. On-going
5	Develop a plan with partners and task force and present to Council/Commission for approval.	Michael	Staff time					TBD based on success of options being considered.

Objective 2: Explore options for cooperation between community partners, such as Ashland School District and APRC to share services and facilities.

- Action 1: Continue to meet with community partners such as ASD, SOU, YMCA to find mutually beneficial opportunities.
- Action 2: Continue to find and create opportunities for cross-promotion such as ads in program guide and other materials.
- Action 3: Work toward an IGA or MOU for agreements on shared indoor and outdoor facilities.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Continue to meet with community partners such as ASD, SOU, YMCA to find mutually beneficial opportunities.	Michael, Rachel	Staff time, budget											1. APRC and ASD have partnered on maintaining soccer fields which has opened more opportunity for soccer clubs to use fields. 2. APRC, ASD, Phoenix-Talent SD and Master Swimmers have collaborated for the improvement of Daniel Meyer Pool for winter use – users are in and using pool now. 3. ASD and APRC have collaborated on Helman Tennis Courts and ASD has agreed to let APRC use facilities.
2	Continue to find and create opportunities for cross-promotion such as ads in program guide and other materials.	Rachel	Staff time											1. YMCA, SOU and APRC are working together for cross-promotional options in guides and other publications.
3	Work toward an IGA or MOU for agreements on shared indoor and outdoor facilities.	Michael, Rachel	Staff time											1. APRC and ASD, et al. have successfully entered into an agreement for the use of DMP.

ORGANIZATION

GOAL 1 of 4: Promote Ashland Parks and Recreation as an exemplary organization.

LEADERSHIP OBJECTIVES:

1. Seek local and national recognition for the high level of achievement within the programs and facilities of APRC such as the NRPA Gold Medal Award.
2. Continue APRC social networking strategies and invest in additional training of promotions employees to advance APRC's ability to effectively communicate through social media.
3. Continue to educate public and council regarding the wide scope of park responsibilities and benefits.

LEADERSHIP ACTIONS:

Objective 1: Seek local and national recognition for the high level of achievement within the programs and facilities of APRC such as the NRPA Gold Medal Award.

- Action 1: Conduct a performance audit to determine level of performance at APRC and determine areas of improvement.
 Action 2: Evaluate the cost and process of Gold Medal Organization through NRPA.
 Action 3: Evaluate CAPRA certification by reaching out to certified agencies in OR.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1	Conduct a performance audit to determine level of performance at APRC and determine areas of improvement.	Michael	Budget	X	X								1. Performance audit advisory group has met and recommended an RFP for approval to the Commission 2. RFP was issued and closed. 3. Consultant selected, contract under review. Commission to review contract in January 2016.
2	Evaluate the cost and process of Gold Medal Organization through	Rachel	Staff time										

NRPA								
3	Evaluate CAPRA certification by reaching out to certified agencies in OR	Michael, Rachel	Staff time					o

Objective 2: Continue APRC social networking strategies and invest in additional training of promotions employees to advance APRC's ability to effectively communicate through social media.

- Action 1: Train all staff to promote the organization and effectively communicate through social media
- Action 2: Explore ways to promote familiarity with functions of our organization that are not so well known (trail maintenance, work on the medians, golf course).
- Action 3: Continue professional development through LERN, ORPA and NRPA memberships and training opportunities.
- Action 4: Explore other social media platforms such as twitter, instagram, tumblr.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Train all staff to promote the organization and effectively communicate through social media.	Dorinda	Staff time											1. Staff continually trains and updates on newest uses of social media. 2. Rec. staff is working with the City to help build their social media presence. 3. On-going.
2	Explore ways to promote familiarity with functions of our organization that are not so well known (trail maintenance, work on the medians, golf course).	Dorinda	Staff time											
3	Continue professional development through LERN, ORPA and NRPA memberships and training opportunities.	Michael, Rachel	Budget											1. Staff has recently attended the ORPA conference in November where different social media training sessions were attended. 2. On-going.
4	Explore other social media platforms such as twitter, instagram, tumblr.	Dorinda	Staff time											

Objective 3: Continue to educate public and council regarding the wide scope of park responsibilities and benefits. **(MANAGEMENT GROUP EXERCISE)**

- Action 1: Involve Council member and budget committee member in Performance Audit.
- Action 2: Continue to hold presentation at Commission business meeting to inform public of services performed by APRC.

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Involve Council member and budget committee member in Performance Audit.	Michael	Staff time	X	X	X	X	1. Performance Audit sub-committee has been established with Mike Morris and Mary Cody from the Council and Budget.
2	Continue to hold presentation at Commission business meeting to inform public of services performed by APRC.	Michael	Staff time	X	X	0	0	1. APRC division present monthly or quarterly on a rotating schedule at APRC business meetings.

GOAL 2 of 4: Promote professional development amongst staff.

LEADERSHIP OBJECTIVES:

- 1. Ensure that staff is provided with the opportunity for professional development for the succession of the employee and to ensure relevancy with parks and recreation current best practices.

LEADERSHIP ACTIONS:

Objective 1: Ensure that staff is provided with the opportunity for professional development for the succession of the employee and to ensure relevancy with parks and recreation current best practices. **(MANAGEMENT GROUP EXERCISE)**

Action 1:

Objective 1: Ensure that staff is provided with the opportunity for professional development for the succession of the employee and to ensure relevancy with parks and recreation current best practices.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1	2	3	4	5	6	7	8		
1													
2													

GOAL 3 of 4: Continue to evaluate and implement financial programs and strategies for higher cost recovery and financial resiliency.

LEADERSHIP OBJECTIVES:

1. *Work with the finance department to develop a simple budget report that a lay person can understand that explains our projected income and how our money is to be allocated towards staffing, capital projects, and other costs.*
2. *Evaluate and present a cost recovery implementation strategy for Commission approval.*
3. *Seek opportunities to increase revenues across recreation programs.*

LEADERSHIP ACTIONS:

Objective 1: Work with the finance department to develop a simple budget report that a lay person can understand that explains our projected income and how our money is to be allocated towards staffing, capital projects, and other costs.

Action 1: Prepare quarterly reports for review by the Commission at a business meeting.

Objective 1: Work with the finance department to develop a simple budget report that a lay person can understand that explains our projected income and how our money is to be allocated towards staffing, capital projects, and other costs.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Prepare quarterly reports for review by the Commission at a business meeting.	Michael	Staff time							X	O	O		1. First quarter update to be provided on December 14, 2015.

Objective 2: Evaluate and present a cost recovery implementation strategy for Commission approval.

- Action 1: Evaluate cost recovery yearly with the Commission and determine areas to adjust to meet goals.
- Action 2: Inform public of meeting and ask for input regarding fees and charges.
- Action 3: Continue to explore options to increase and expand cost recovery for APRC.

Objective 2: Evaluate and present a cost recovery implementation strategy for Commission approval.

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status		
				1	2	3	4	5	6	7	8			
1	Evaluate cost recovery yearly with the Commission and determine areas to adjust to meet goals.	Rachel	Staff time							X	O	O		1. 2014 review scheduled for March 2016. 2. On-going
2	Inform public of meeting and ask for input regarding fees and charges.	Rachel	Staff time							X	O	O		1. 2014 review scheduled for March 2016. 2. On-going
3	Continue to explore options to increase and expand cost recovery for APRC.	Rachel	Staff time							X	X	O	O	1. On-going 2. Will also continue with performance audit.

Objective 3: Seek opportunities to increase revenues across recreation programs.

- Action 1: Implement Sponsorship and Advertising Policy to increase revenue and decrease expenditures where feasible.
- Action 2: Review revenues and programming with resident's needs/wants.
- Action 3: Continue to evaluate costs of programs (instructor payments, supplies etc).

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status			
				1	2	3	4	5	6	7	8				
1	Implement Sponsorship and Advertising Policy to increase revenue and decrease expenditures where feasible.	Rachel	Staff time							X				Completed	
2	Review revenues and programming with resident's needs/wants.	Rachel	Staff time												(will begin with the performance audit)
3	Continue to evaluate costs of programs (instructor payments, supplies etc).	Rachel	Staff time												

GOAL 4 of 4: Maintain a capable and efficient organizational structure.

LEADERSHIP OBJECTIVES:

- 1. Implement a performance based non-cumulative bonus program for employees.
- 2. Evaluate current organizational structure for strengths, weaknesses, opportunities and threats.

LEADERSHIP ACTIONS:

- Objective 1: Implement a performance based non-cumulative bonus program for employees.

Action 1: Meet as an administrative team to discuss options for recognition and implementation strategies.

Objective 1: Implement a performance based non-cumulative bonus program for employees.									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Meet as an administrative team to discuss options for recognition and implementation strategies.	Michael	Staff time	5	6	7	8		
				0					

Objective 2: Evaluate current organizational structure for strengths, weaknesses, opportunities and threats.

Action 1: Prepare and execute an RFP for performance audit services.
 Action 2: Through the performance audit process, evaluate full APRC organizational structure.

Objective 1: Evaluate current organizational structure for strengths, weaknesses, opportunities and threats.									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Prepare and execute an RFP for performance audit services.	Michael	Staff time, sub-committee						
2	Through the performance audit process, evaluate full APRC organizational structure.	Michael	Budget, time					(will begin with the performance audit)	

PARKS AND RECREATION GOVERNANCE

GOAL 1 of 1: *Review the policies of the APRC and amend existing policies as well as develop and implement new policies as needed.*

LEADERSHIP OBJECTIVES:

1. *Complete the Style and Communication Guide per the adopted MOU.*
2. *Change language and culture in APRC communications so that directions and design flows to what is allowable i.e. minimize the "no," maximize the "yes."*
3. *Rebrand Ashland Parks and Recreation "Department" as Ashland Parks and Recreation Commission.*

LEADERSHIP ACTIONS:

Objective 1: Complete the Style and Communication Guide per the adopted MOU.

- Action 1: Research agencies with current communication guides, determine best practices.
- Action 2: Prepare draft for staff review.
- Action 3: Present draft to Commission for adoption.

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Research agencies with current communication guides, determine best practices.	Susan, Dorinda	Staff time	X	X	0	0	1. Staff has begun the process of review of best practices and will begin work on APRC draft soon.
2	Prepare draft for staff review.	Susan, Dorinda	Staff time	0	0			

3	Present draft to Commission for adoption.								
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Objective 2: *Change language and culture in APRC communications so that directions and design flows to what is allowable i.e. minimize the "no," maximize the "yes."*
(MANAGEMENT GROUP EXERCISE)

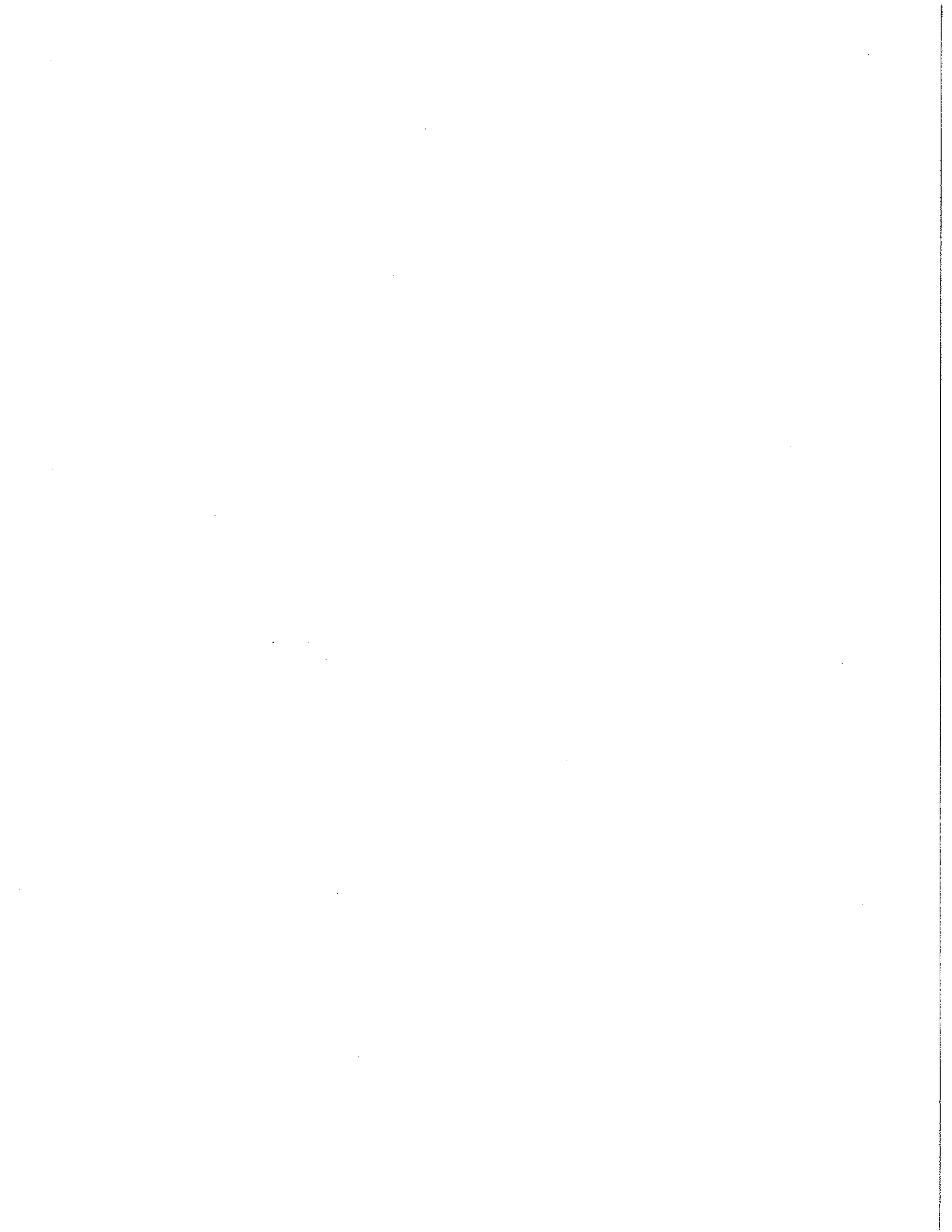
Action 1:

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1		2		3		4			
				5	6	7	8	5	6	7	8		
1													
2													

Objective 3: *Rebrand Ashland Parks and Recreation "Department" as Ashland Parks and Recreation Commission.* **(MANAGEMENT GROUP EXERCISE)**

Action 1:

Specific Action	Measurement	Assignment	Resources	Time/Quarter								Status	
				1		2		3		4			
				5	6	7	8	5	6	7	8		
1													
2													



ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Matt Miller
Vanston Shaw



Michael A. Black, AICP
Director

TEL: 541.488.5340
FAX: 541.488.5314
parksinfo@ashland.or.us

PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commission
FROM: Michael Black
DATE: December 9, 2015
SUBJECT: Financial Update Q1

BACKGROUND

Each quarter the Finance Director at the City prepares a financial report for the City Council that also includes financial data for the Ashland Parks and Recreation Commission. The attached document was prepared by the Finance Director and is the Q1 report. I have provided the document for your review and I will go over the information at the meeting on the 14th.

If you have any questions on the report, please direct those to me in advance of the meeting so that I can be prepared to answer those for the benefit of the whole Commission

Recommendation

This is informational document to update the Commission on the Q1 Finance Report. No action is required with this report. The City Council has already adopted the report in their meeting in November.

Council Communication

November 3, 2015, Business Meeting

Biennium 2015-2017 First Quarterly Financial Report

FROM:

Lee Tuneberg, Administrative Services/Finance Director, tuneberl@ashland.or.us

SUMMARY:

The Administrative Services Department submits reports to Council on a quarterly basis to provide assurance of budget compliance and for informational and comparative purposes throughout the year.

This report is for the “first quarter” covering July through September 2015 of the two-year budget with comparisons to budget, between years and to other periods. Even though we have tried to simplify our comparisons they can be complex, thus confusing, and we apologize for this in advance.

BACKGROUND AND POLICY IMPLICATIONS:

Financial reports are intended to present information in formats consistent with the department, fund and business activity presentations included in the adopted biennium budget document and the manner in which they will be shown in the end of year report.

Quarterly reports are prepared by staff to keep Mayor and Council current on the financial conditions of the city. Presenting financial reports on a regular basis allows Council and top management to ask questions and for staff to highlight trends and anomalies and to make recommendations on necessary changes in a timely fashion.

Unaudited, detailed balance sheets, revenues and expenditure reports are available for your review in the Administrative Service Department office should Council require any additional information.

COUNCIL GOALS SUPPORTED:

ORGANIZATION AND GOVERNANCE GOAL (2015-17)

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

FISCAL IMPLICATIONS:

This report reflects operations to date on the biennial budget. This being the first quarter of the first year there is not a lot to discuss. Revenues and expenditures are close to projections and variances are reasonable. This report will also be shared with the Citizen Budget Committee and may be the basis of discussion at the November 19, 2015, meeting.

Additional information can be made available if so desired by Council.



STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends that Council accept the quarterly report.

SUGGESTED MOTION:

I move to accept the first quarterly financial report for BN 2015-2017.

ATTACHMENTS:

Management Discussion and Analysis
Financial Statements



Management Discussion and Analysis

September 30, 2015 Financial Report

This is the first quarter of a new biennium budget period. This report references first quarter comparisons of the current fiscal year (FY 2015-16) to the prior fiscal year (FY 2014-15), and in some cases budget comparisons between the 2017-19 and 2015-17 biennia.

- A. Note the charts and table on page one reflect an increase of cash between years of \$2.4 million. The largest increases were in the Water and Wastewater Funds. The approximate \$1.0 million increases in both the Water and Wastewater Funds were the result of additional revenue from rates outpacing changes in operating and capital expenditures. Part of the Water cash increase is due to reimbursement in the current year for project expenditures in the prior year. The Health Benefits Fund's increase in cash between first quarters was primarily from a \$500,000 transfer from the Insurance Fund late in FY 2014-15. The Electric Fund's cash decrease of \$800,000 can be traced to increased purchases of inventory at the same time that outstanding commitments were reduced through payments (think of money outflow by buying inventory and paying off outstanding bills).
- B. Seventy-five percent of all cash was restricted in some fashion leaving \$7.1 million for operations.
- C. There are no budget violations at this point; however, some departments have made their routine upfront payments on contracts or debt service thus expending more than the 12.5% proration of budget.
- D. First quarter Revenues city-wide are consistent with prior years.

Notable city-wide revenue points:

Development fees and charges (system development charges) are less than half of what they were for the first quarter of last year indicating a slowing down relating to reduced construction activity. The prior year numbers include an increased level of new construction.

Charges for services (rates) have increased 4.5% from the first quarter last biennium. They are up 7.5% at the end of this quarter over the same quarter, prior year. Sales of electricity in dollars are up 5%, with the kilowatts of electricity sold at 1% over the amount sold in the first quarter of the previous year. Sales for water and wastewater were both up 11%. The quantity of water sold in the first quarter was relatively flat with the amount sold in the first quarter of the previous year. The revenue increases are consistent with the rate changes made in July 2015.

Parks' Charges for Services revenue from the City's General Fund budget in this biennium are \$4,680,000 for the first year and \$4,880,000 for the second year. The City is on track with payments to Parks' of \$1,170,000 (25% of the first year of this biennium budget).

More detail can be found in the fund statements that follow.

Notable city-wide expense points:

As of this quarter, City-wide operating expenditures were 12.1% of the biennium budget (under 12.5% prorate share of the biennium). Capital expenditures were \$499,519, about 1% of budget. As should be expected, the timing of capital expenditures follows project schedules rather than a prorated calculation.

In the General Fund, Police Department Operations' materials and services expenditures increased 61% over the prior year's first quarter. Additional costs were for technical supplies and equipment such as tasers and cameras. Also, the *You Have Options Program* and the corresponding \$40,000 of funding were transferred to the Jackson County Sheriff's Department for operational management contributing to the increased percentage.

Street Fund, Street operations' personal services and materials and services were up approximately 27% over the prior year. Additional temporary employees were used to cover the additional infrastructure projects.

No interfund loans or repayments have been made this year. \$869,238 of transfers was done the first quarter to cover debt service payments and other uses approved within the biennium budget. Of the total \$2,456,240 budgeted this period the \$500,000 from the Insurance Fund to the Health Benefits Fund will not be done since it was accomplished via a supplemental budget at the end of June 2015 as good measure to ensure adequate ending fund balance and cash on hand to finish the fiscal year.

Ending Fund Balances/Working Capital Carryover

As is the norm, actual carryovers varied from projected amounts in every fund. They always do. However, the larger variances relate almost exclusively to changes in the last quarter of the fiscal year (and biennium) for capital projects and equipment purchases. Estimates for financing subsequently not needed and capital expenditures that could not happen because of timing, weather or changes in project priorities caused significant deviations from those projected in late March. As usual, the Street, Capital Improvements, Water, Wastewater, Electric, Equipment and Parks CIP funds all experienced understandable variations for the above reasons. Also, the supplemental budget transfer from the Insurance Fund to the Health Benefits Fund did cause a change in dollars and a variation in each funds' projections but ultimately had no impact city-wide only, a shift in where the dollars were counted.

Additional information can be viewed in the attached reports or provided as desired.

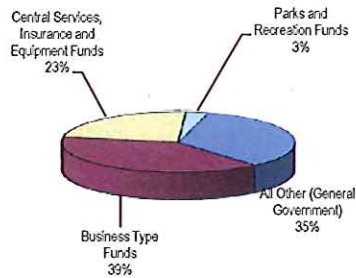
The attached reports include:

1. Summary of Cash & Investments (year to year comparison) – page 1.
2. Statement of Revenues and Expenditures-City Wide (biennium basis) – page 2.
3. Schedule of Budgetary Compliance per Resolution(s) (biennium basis) – pages 3-6.
4. Statements of Resources, Requirements and changes in Fund Balance (fund financial statements) – pages 7-25.

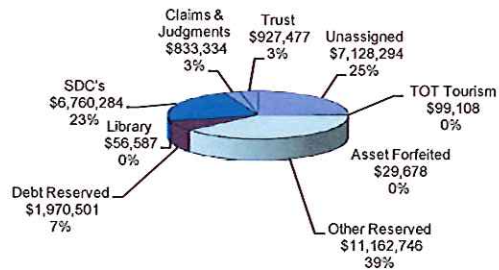
City of Ashland
Summary of Cash and Investments
September 30, 2015

Fund	Balance September 30, 2015	Balance September 30, 2014	Change From FY 2015
General Fund	\$ 856,485	\$ 1,211,756	\$ (355,271)
Community Block Grant Fund	29,203	24,667	4,536
Reserve Fund	199,782	63,829	135,953
Street Fund	5,273,868	4,874,905	398,963
Airport Fund	121,882	80,441	41,441
Capital Improvements Fund	2,440,606	2,042,839	397,767
Debt Service Fund	122,794	165,934	(43,140)
Water Fund	4,915,116	3,916,107	999,009
Wastewater Fund	5,053,261	4,127,404	925,857
Electric Fund	1,157,630	1,959,655	(802,025)
Telecommunications Fund	194,351	213,393	(19,042)
Central Services Fund	1,598,240	1,421,847	176,393
Insurance Services Fund	1,119,863	1,678,744	(558,881)
Health Benefits Fund	1,043,344	338,303	705,041
Equipment Fund	3,003,761	2,741,025	262,736
Cemetery Trust Fund	927,429	906,077	21,352
	<u>\$ 28,057,617</u>	<u>\$ 25,766,926</u>	<u>\$ 2,290,691</u>
 Parks & Recreation Agency Fund	 910,393	 761,309	 149,084
	<u>910,393</u>	<u>761,309</u>	<u>149,084</u>
 Total Cash Distribution	 <u>\$ 28,968,010</u>	 <u>\$ 26,528,234</u>	 <u>\$ 2,439,776</u>
 <u>Manner of Investment</u>			
General Banking Accounts	\$ 1,607,065	\$ 822,235	\$ 784,830
Local Government Inv. Pool	26,360,945	24,705,999	1,654,946
City Investments	1,000,000	1,000,000	-
	<u>\$ 28,968,010</u>	<u>\$ 26,528,234</u>	<u>\$ 2,439,776</u>

Dollar Distribution



Cash Balance Distribution



City of Ashland
Statement of Revenues and Expenditures - City Wide

As of September 30, 2015 (12.5% of biennium)

Resource Summary	Biennial		Percent Collected	Balance	Biennial	
	To Date Actuals (3 Months)	Budget 2015-2017			Expended	Biennium to Date
Revenues						
Taxes	\$ 2,066,946	\$ 45,305,576	4.6%	\$ (43,238,630)	\$ 1,934,374	\$ 42,178,084
Licenses and Permits	232,942	1,910,425	12.2%	(1,677,483)	511,331	1,872,797
Intergovernmental Revenues	639,624	13,095,981	4.9%	(12,456,357)	406,633	6,078,233
Charges for Services - Rate & Internal	13,908,419	109,265,598	12.7%	(95,357,179)	13,305,924	97,941,318
Charges for Services - Misc. Service fees	451,823	2,980,052	15.2%	(2,528,229)	395,932	2,922,427
System Development Charges	123,098	592,416	20.8%	(469,318)	259,351	1,134,394
Fines and Forfeitures	51,048	410,000	12.5%	(358,952)	44,780	362,187
Assessment Payments	22,808	520,000	4.4%	(497,192)	53,193	126,991
Interest on Investments	41,849	369,358	11.3%	(327,509)	41,175	356,651
Miscellaneous Revenues	165,732	1,200,878	13.8%	(1,034,946)	422,595	3,141,882
Total Revenues	17,704,290	175,650,084	10.1%	(157,945,795)	17,375,287	156,114,964
Budgetary Resources:						
Other Financing Sources	-	26,935,724	0.0%	(26,935,724)	674,370	1,838,589
Interfund Loans	-	2,171,200	0.0%	(2,171,200)	889,795	1,684,795
Transfers In	869,238	2,456,240	35.4%	(1,587,002)	433,046	1,897,442
Total Budgetary Resources	869,238	31,563,164	2.8%	(30,693,926)	1,997,211	5,420,826
Total Resources	18,573,528	207,213,248	9.0%	(188,639,721)	19,372,498	161,535,790
Requirements by Classification						
Personal Services	7,302,224	61,160,136	11.9%	53,857,912	7,299,174	55,146,073
Materials and Services	11,377,238	91,899,901	12.4%	80,522,663	10,903,185	80,154,005
Debt Service	1,135,205	10,632,044	10.7%	9,496,839	1,220,874	9,220,534
Total Operating Expenditures	19,814,667	163,692,081	12.1%	143,877,414	19,423,233	144,520,612
Capital Construction						
Capital Outlay	499,519	52,653,451	0.9%	52,153,932	2,808,975	14,464,960
Interfund Loans						
Interfund Loans	-	2,171,200	0.0%	2,171,200	889,795	1,684,795
Transfers Out	869,238	2,456,240	35.4%	1,587,002	633,046	1,897,442
Contingencies (Original Budget \$3,085,000)	-	3,085,000	0.0%	3,085,000	-	-
Total Budgetary Requirements	869,238	7,712,440	11.3%	6,843,202	1,522,841	3,582,237
Total Requirements	21,183,424	224,057,972	9.5%	202,874,548	23,755,049	162,567,809
Excess (Deficiency) of Resources over Requirements						
Requirements	(2,609,896)	(16,844,724)	84.5%	14,234,828	(4,382,551)	(1,032,019)
Working Capital Carryover	32,934,606	30,057,011	109.6%	2,877,595	33,966,626	33,966,626
Unappropriated Ending Fund Balance	\$ 30,324,710	\$ 13,212,287	229.5%	\$ 17,112,423	\$ 29,584,075	\$ 32,934,606

City of Ashland
Schedule of Budgetary Compliance Per Resolution #2015-19

As of September 30, 2015 (12.5% of biennium)

	Biennial to date actuals (3 Months)	Biennial Budget 2015-2017	Percent Used	Balance
General Fund				
Administration	\$ 74,643	\$ 645,639	11.6%	\$ 570,996
Administration - Library	-	47,657	0.0%	47,657
Administration - Tourism	7,997	315,901	2.5%	307,904
Administration - Municipal Court	117,495	1,056,830	11.1%	939,335
Administrative Services - Social Services Grants	129,160	267,933	48.2%	138,773
Administrative Services - Economic & Cultural Grants	373,886	1,695,033	22.1%	1,321,147
Administrative Services - Miscellaneous	10,526	269,000	3.9%	258,474
Administrative Services - Band	37,738	130,550	28.9%	92,812
Administrative Services - Parks	1,170,000	9,560,000	12.2%	8,390,000
Police Department	1,731,500	13,544,844	12.8%	11,813,344
Fire and Rescue Department	1,765,776	15,780,502	11.2%	14,014,726
Public Works - Cemetery Division	99,675	755,365	13.2%	655,690
Community Development - Planning Division	333,537	2,886,423	11.6%	2,552,886
Community Development - Building Division	175,339	1,459,230	12.0%	1,283,891
Interfund Loan	-	66,000	0.0%	66,000
Transfers	197,070	518,570	38.0%	321,500
Contingency	-	697,000	0.0%	697,000
Total General Fund	6,224,342	49,696,477	12.5%	43,472,135
Community Development Block Grant Fund				
Personal Services	7,921	65,420	12.1%	57,499
Materials and Services	17,904	374,378	4.8%	356,474
Total Community Development Grant Fund	25,825	439,798	5.9%	413,973
Reserve Fund				
Interfund Loan	-	850,000	0.0%	850,000
Total Reserve Fund	-	850,000	0.0%	850,000
Street Fund				
Public Works - Ground Maintenance	65,839	494,400	13.3%	428,561
Public Works - Street Operations	620,158	12,991,770	4.8%	12,371,612
Public Works - Street Operations Debt	-	246,710	0.0%	246,710
Public Works - Storm Water Operations	151,549	1,312,700	11.5%	1,161,151
Public Works - Storm Water Operations Debt	-	25,300	0.0%	25,300
Public Works - Transportation SDC's	-	2,956,854	0.0%	2,956,854
Contingency	-	99,000	0.0%	99,000
Total Street Fund	837,546	18,126,734	4.6%	17,289,188
Airport Fund				
Materials and Services	14,572	460,943	3.2%	446,371
Capital Outlay	-	40,000	0.0%	40,000
Debt Service	-	77,072	0.0%	77,072
Contingency	-	13,000	0.0%	13,000
Total Airport Fund	14,572	591,015	2.5%	576,443

Schedule of Budgetary Compliance Per Resolution #2015-19

As of September 30, 2015 (12.5% of biennium)

	Biennial to date actuals (3 Months)	Biennial Budget 2015-2017	Percent Used	Balance
Capital Improvements Fund				
Public Works - Facilities	176,264	2,820,650	6.2%	2,644,386
Administrative Services - Open Space (Parks)	-	3,707,182	0.0%	3,707,182
Transfers	38,981	277,370	14.1%	238,389
Contingency	-	200,000	0.0%	200,000
Total Capital Improvements Fund	215,245	7,005,202	3.1%	6,789,957
Debt Service Fund				
Debt Service	1,135,205	4,270,200	26.6%	3,134,995
Total Debt Service Fund	1,135,205	4,270,200	26.6%	3,134,995
Water Fund				
Public Works - Conservation	53,939	696,025	7.7%	642,086
Public Works - Water Supply	289,275	2,557,935	11.3%	2,268,660
Public Works - Water Supply Debt	-	18,971	0.0%	18,971
Public Works - Water Distribution	786,515	9,595,707	8.2%	8,809,192
Public Works - Water Distribution Debt	-	502,133	0.0%	502,133
Public Works - Water Treatment	309,312	13,941,884	2.2%	13,632,572
Public Works - Water Treatment Debt	-	281,543	0.0%	281,543
Public Works - Improvement SDC's	-	3,170,335	0.0%	3,170,335
Public Works - Debt SDC's	-	361,658	0.0%	361,658
Transfer	62,500	500,000	12.5%	437,500
Contingency	-	170,000	0.0%	170,000
Total Water Fund	1,501,541	33,213,203	4.5%	31,711,662
WasteWater Fund				
Public Works - Wastewater Collection	493,025	5,349,514	9.2%	4,856,489
Public Works - Wastewater Collection Debt	-	147,457	0.0%	147,457
Public Works - Wastewater Treatment	588,969	10,183,710	5.8%	9,594,741
Public Works - Wastewater Treatment Debt	-	3,237,300	0.0%	3,237,300
Public Works - Reimbursements SDC's	1,382	3,691,644	0.0%	3,690,262
Contingency	-	192,000	0.0%	192,000
Total Wastewater Fund	1,083,376	22,801,625	4.8%	21,718,249
Electric Fund				
Administration - Conservation	246,177	1,420,030	17.3%	1,173,853
Electric - Supply	1,635,064	13,751,887	11.9%	12,116,823
Electric - Distribution	1,524,022	14,041,211	10.9%	12,517,189
Electric - Transmission	252,019	2,225,945	11.3%	1,973,926
Debt Service	-	46,688	0.0%	46,688
Contingency	-	279,000	0.0%	279,000
Total Electric Fund	3,657,282	31,764,761	11.5%	28,107,479

Schedule of Budgetary Compliance Per Resolution #2015-19

As of September 30, 2015 (12.5% of biennium)

	Biennial to date actuals (3 Months)	Biennial Budget 2015-2017	Percent Used	Balance
Telecommunications Fund				
IT - Personal Services	164,292	1,343,230	12.2%	1,178,938
IT - Materials & Services	233,261	2,028,504	11.5%	1,795,243
IT - Capital Outlay	89,888	250,000	36.0%	160,112
Debt - To Debt Service Fund **	-	818,000	0.0%	818,000
Contingency	-	250,000	0.0%	250,000
Total - Telecommunications Fund	487,441	4,689,734	10.4%	4,202,293
<i>** Note: In M & S appropriation</i>				
Central Services Fund				
Administration Department	386,044	3,314,520	11.6%	2,928,476
Information Technology - Info Services Division	300,339	2,907,638	10.3%	2,607,299
Administrative Services Department	547,831	4,292,097	12.8%	3,744,266
City Recorder	126,465	912,590	13.9%	786,125
Public Works - Administration and Engineering	429,379	3,621,822	11.9%	3,192,443
Contingency	-	125,000	0.0%	125,000
Total Central Services Fund	1,790,058	15,173,667	11.8%	13,383,609
Insurance Services Fund				
Personal Services	24,806	204,960	12.1%	180,154
Materials and Services	522,988	1,814,790	28.8%	1,291,802
Transfers	569,500	1,069,500	53.2%	500,000
Contingency	-	390,000	0.0%	390,000
Total Insurance Services Fund	1,117,294	3,479,250	32.1%	2,361,956
Health Benefits Fund				
Materials and Services	1,020,917	9,580,000	10.7%	8,559,083
Interfund Loan	-	650,000	0.0%	650,000
Contingency	-	500,000	0.0%	500,000
Total Health Benefits Fund	1,020,917	10,730,000	9.5%	9,709,083
Equipment Fund				
Public Works - Maintenance	368,277	2,521,860	14.6%	2,153,583
Public Works - Purchasing and Acquisition	159,171	1,330,500	12.0%	1,171,329
Contingency	-	70,000	0.0%	70,000
Total Equipment Fund	527,448	4,487,560	11.8%	3,960,112
Cemetery Trust Fund				
Transfers	1,187	10,800	11.0%	9,613
Total Cemetery Trust Fund	1,187	10,800	11.0%	9,613

Schedule of Budgetary Compliance Per Resolution #2015-19

As of September 30, 2015 (12.5% of biennium)

	Biennial to date actuals (3 Months)	Biennial Budget 2015-2017	Percent Used	Balance
Parks and Recreation Fund				
Parks Division	1,001,624	8,127,847	12.3%	7,126,223
Recreation Division	361,577	2,828,630	12.8%	2,467,053
Golf Division	164,328	1,104,650	14.9%	940,322
Transfers	-	80,000	0.0%	80,000
Contingency	-	100,000	0.0%	100,000
Total Parks and Recreation Fund	<u>1,527,530</u>	<u>12,241,127</u>	12.5%	<u>10,713,597</u>
Parks Capital Improvement Fund				
Personal Services	-	189,930	0.0%	189,930
Capital Outlay	16,616	3,817,889	0.4%	3,801,273
Total Parks Capital Improvement Fund	<u>16,616</u>	<u>4,007,819</u>	0.4%	<u>3,991,203</u>
Parks Equipment Fund				
Capital Outlay	-	439,000	0.0%	439,000
Interfund Loan	-	40,000	0.0%	40,000
Total Parks Equipment Fund	<u>-</u>	<u>479,000</u>	0.0%	<u>479,000</u>
Total Appropriations	<u>\$ 21,183,424</u>	<u>\$ 224,057,972</u>	9.5%	<u>\$ 202,874,548</u>

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
110 General Fund						
Taxes	\$ 1,962,358	\$ 38,746,990	5.1%	\$ (36,784,633)	\$ 1,822,167	\$ 35,933,208
Licenses and Permits	232,942	1,910,425	12.2%	(1,677,483)	511,331	1,872,797
Intergovernmental	122,136	1,379,795	8.9%	(1,257,659)	121,364	1,373,375
Charges for Services	387,108	3,331,350	11.6%	(2,944,242)	455,307	3,148,841
Fines	51,048	410,000	12.5%	(358,952)	44,780	362,187
Interest on Investments	3,769	60,000	6.3%	(56,231)	3,425	47,932
Miscellaneous	30,937	73,000	42.4%	(42,063)	27,326	157,037
Interfund Loan (Equipment Fund)	-	126,200	0.0%	(126,200)	-	-
Transfer in (Water Fund)	62,500	500,000	12.5%	(437,500)	-	100,000
Transfer In (Cemetery Fund)	1,187	10,800	11.0%	(9,613)	1,141	9,139
Total Revenues and Other Sources	2,853,985	46,548,560	6.1%	(43,694,575)	2,986,841	43,004,516
Administration	74,643	645,639	11.6%	570,996	30,659	357,888
Administration - Library	-	47,657	0.0%	47,657	99,926	487,988
Administration - Tourism	7,997	315,901	2.5%	307,905	3,850	47,467
Administration - Municipal Court	117,495	1,056,830	11.1%	939,335	137,625	964,692
Administrative Services - Social Services Grants	129,160	267,933	48.2%	138,773	126,812	254,205
Administrative Services - Economic & Cultural Grants	373,886	1,695,033	22.1%	1,321,147	339,090	1,304,744
Administrative Services - Miscellaneous	10,526	269,000	3.9%	258,474	23,194	185,715
Administrative Services - Band	37,738	130,550	28.9%	92,812	36,911	114,017
Administrative Services - Parks	1,170,000	9,560,000	12.2%	8,390,000	1,172,182	8,856,000
Police Department	1,731,500	13,544,844	12.8%	11,813,344	1,589,005	12,316,387
Fire and Rescue Department	1,765,776	15,780,502	11.2%	14,014,726	1,692,230	13,149,854
Public Works - Cemetery Division	99,675	755,365	13.2%	655,690	84,569	663,518
Community Development - Planning Division	333,537	2,886,423	11.6%	2,552,886	320,562	2,547,191
Community Development - Building Division	175,339	1,459,230	12.0%	1,283,891	160,632	1,327,542
Interfund Loan	-	66,000	0.0%	66,000	-	-
Transfers Out (Debt Service & Cemetery)	197,070	518,570	38.0%	321,500	192,324	192,824
Contingency	-	697,000	0.0%	697,000	-	-
Total Expenditures and Other Uses	6,224,341	49,696,477	12.5%	43,472,136	6,009,471	42,769,932
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(3,370,356)	(3,147,917)	-7.1%	(222,439)	(3,022,630)	234,584
Fund Balance, Jul 1, 2015	3,620,263	3,400,277	106.5%	219,986	3,385,679	3,385,679
Fund Balance, Sep 30, 2015	\$ 249,907	\$ 252,360	99.0%	\$ (2,453)	\$ 363,050	\$ 3,620,263
Reconciliation of Fund Balance:						
Restricted and Committed Funds	794,575					
Unassigned Fund Balance	\$ (544,668)					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
250 Community Development Block Fund						
Intergovernmental	\$ 17,786	\$ 439,798	4.0%	\$ (422,012)	\$ 6,185	\$ 335,060
Total Revenues and Other Sources	17,786	439,798	4.0%	(422,012)	6,185	335,060
Personal Services	7,921	65,420	12.1%	57,499	11,623	67,560
Materials and Services	17,904	374,378	4.8%	356,474	6,206	267,504
Total Expenditures and Other Uses	25,826	439,798	5.9%	413,972	17,829	335,064
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(8,040)	-	N/A	(8,040)	(11,644)	(4)
Fund Balance, Jul 1, 2015	33,797	1	3379700.0%	33,796	33,801	33,801
Fund Balance, Sep 30, 2015	\$ 25,757	\$ 1	N/A	\$ 25,756	\$ 22,157	\$ 33,797
Reconciliation of Fund Balance:						
Restricted and Committed Funds	25,757					
Unassigned Fund Balance	\$ -					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
255 Reserve Fund						
Interest on Investments	\$ 3,504	\$ 34,000	10.3%	\$ (30,496)	\$ 2,662	\$ 16,699
Interfund Loan	-	650,000	0.0%	(650,000)	125,000	250,000
Transfers In	-	-	N/A	-	-	-
Total Revenues and Other Sources	<u>3,504</u>	<u>684,000</u>	0.5%	<u>(30,496)</u>	<u>2,662</u>	<u>266,699</u>
Interfund Loan (Health Benefits Fund)	-	850,000	0.0%	850,000	400,000	900,000
Transfer out	-	-	N/A	-	-	190,000
Total Expenditures and Other Uses	<u>-</u>	<u>850,000</u>	0.0%	<u>850,000</u>	<u>400,000</u>	<u>1,090,000</u>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	3,504	(166,000)	102.1%	169,504	(397,338)	(823,301)
Fund Balance, Jul 1, 2015	<u>196,279</u>	<u>204,580</u>	95.9%	<u>(8,301)</u>	<u>1,019,580</u>	<u>1,019,580</u>
Fund Balance, Sep 30, 2015	<u>\$ 199,783</u>	<u>\$ 38,580</u>	517.8%	<u>\$ 161,203</u>	<u>\$ 622,242</u>	<u>\$ 196,279</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	199,783					
Unassigned Fund Balance	<u>\$ (0)</u>					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
260 Street Fund						
Taxes	\$ -	\$ 96,700	0.0%	\$ (96,700)	\$ -	\$ 115,161
Intergovernmental	310,367	7,422,136	4.2%	(7,111,769)	279,084	2,347,988
Charges for Services - Rates	527,425	4,219,700	12.5%	(3,692,275)	501,424	4,038,568
Charges for Services - Misc. Service Fees	6,312	-	N/A	6,312	6,875	57,612
System Development Charges	29,289	133,000	22.0%	(103,711)	71,441	245,652
Assessments	22,808	120,000	19.0%	(97,192)	53,193	126,991
Interest on Investments	6,741	48,000	14.0%	(41,259)	6,038	48,418
Miscellaneous	70,087	100,000	70.1%	(29,913)	74,038	356,423
Other Financing Sources	-	3,306,854	N/A	(3,306,854)	-	-
Total Revenues and Other Sources	973,029	15,446,390	6.3%	(14,473,361)	992,093	7,336,713
Public Works - Ground Maintenance	65,839	494,400	13.3%	428,561	-	-
Public Works - Street Operations	620,158	12,991,770	4.8%	12,371,612	547,172	5,036,308
Public Works - Street Operations Debt	-	246,710	0.0%	246,710	-	237,823
Public Works - Storm Water Operations	151,549	1,312,700	11.5%	1,161,151	147,410	1,079,458
Public Works - Storm Water Operations Debt	-	25,300	0.0%	25,300	-	26,317
Public Works - Transportation SDC's	-	2,956,854	0.0%	2,956,854	-	91,028
Public Works - Storm Water SDC's	-	-	N/A	-	-	4,670
Public Works - Local Improvement Districts	-	-	N/A	-	-	-
Contingency	-	99,000	0.0%	99,000	-	-
Total Expenditures and Other Uses	837,545	18,126,734	4.6%	17,269,189	694,582	6,475,604
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	135,483	(2,680,344)	105.1%	2,815,827	297,511	861,109
Fund Balance, Jul 1, 2015	5,278,231	4,702,624	112.2%	575,607	4,417,122	4,417,122
Fund Balance, Sep 30, 2015	\$ 5,413,714	\$ 2,022,280	267.7%	\$ 3,391,434	\$ 4,714,634	\$ 5,278,231
Reconciliation of Fund Balance:						
Restricted and Committed Funds	5,413,716					
Unassigned Fund Balance	\$ 0					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
280 Airport Fund						
Charges for Services - Rates	\$ 32,286	\$ 276,000	11.7%	\$ (243,714)	\$ 35,951	\$ 274,192
Interest on Investments	145	500	29.0%	(355)	109	953
Other Financing Sources	-	270,000	0.0%	(270,000)	-	-
Interfund Loan	-	-	N/A	-	-	-
Total Revenues and Other Sources	32,431	546,500	5.9%	(514,069)	36,060	275,145
Materials and Services	14,572	460,943	3.2%	446,371	20,137	133,293
Capital Outlay	-	40,000	0.0%	40,000	-	44,962
Debt Service	-	77,072	0.0%	77,072	-	77,072
Interfund Loan	-	-	N/A	-	-	19,000
Contingency	-	13,000	0.0%	13,000	-	-
Total Expenditures and Other Uses	14,572	591,015	2.5%	576,443	20,137	274,327
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	17,859	(44,515)	140.1%	62,374	15,924	818
Fund Balance, Jul 1, 2015	117,514	114,751	102.4%	2,763	116,696	116,696
Fund Balance, Sep 30, 2015	<u>\$ 135,373</u>	<u>\$ 70,236</u>	<u>192.7%</u>	<u>\$ 65,137</u>	<u>\$ 132,619</u>	<u>\$ 117,514</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	135,373					
Unassigned Fund Balance	<u>\$ 0</u>					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
410 Capital Improvements Fund						
Taxes	\$ 17,520	\$ 1,093,400	1.6%	\$ (1,075,880)	\$ 20,002	\$ 993,068
Intergovernmental	-	-	N/A	-	-	520,240
Charges for Services - Internal	236,543	2,205,600	10.7%	(1,969,057)	232,157	1,857,254
Charges for Services - Misc. Service Fees	30,784	-	N/A	30,784	30,019	127,416
System Development Charges	11,999	129,416	9.3%	(117,417)	22,041	97,839
Interest on Investments	2,966	22,600	13.1%	(19,634)	2,466	21,667
Miscellaneous	-	22,100	0.0%	(22,100)	1,503	47,712
Other Financing Sources	-	3,050,045	0.0%	(3,050,045)	-	-
Transfer In (Insurance Fund)	100,000	100,000	100.0%	-	-	-
Total Revenues and Other Sources	399,811	6,623,161	6.0%	(6,223,350)	308,188	3,665,195
Public Works - Facilities	176,264	2,820,650	6.2%	2,644,386	181,800	2,109,209
Administrative Services - SDC (Parks)	-	-	N/A	-	-	-
Administrative Services - Open Space (Parks)	-	3,707,182	0.0%	3,707,182	-	816,727
Transfers Out (Debt Service Fund)	38,981	277,370	14.1%	238,389	39,581	83,479
Interfund Loan (Equipment Fund)	-	-	N/A	-	-	1,000
Contingency	-	200,000	0.0%	200,000	-	-
Total Expenditures and Other Uses	215,245	7,005,202	3.1%	6,569,957	221,381	3,010,415
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	184,567	(382,041)	148.3%	566,608	86,807	654,780
Fund Balance, Jul 1, 2015	2,749,486	1,918,994	143.3%	830,492	2,094,706	2,094,706
Fund Balance, Sep 30, 2015	\$ 2,934,053	\$ 1,536,953	190.9%	\$ 1,397,100	\$ 2,181,513	\$ 2,749,486
Reconciliation of Fund Balance:						
Restricted and Committed Funds	2,934,053					
Unassigned Fund Balance	<u>\$ (0)</u>					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
530 Debt Services						
Taxes	\$ 5,234	\$ 955,426	0.5%	\$ (950,192)	\$ 5,652	\$ 1,019,824
Charges for Services - Internal	186,325	2,308,600	8.1%	(2,122,275)	386,325	2,308,600
Charges for Services - Misc. Service Fees	9,579	149,036	6.4%	(139,457)	9,579	132,076
Assessments	-	400,000	0.0%	(400,000)	-	-
Interest on Investments	405	20,000	2.0%	(19,595)	768	8,161
Miscellaneous	-	58,604	0.0%	(58,604)	5	6
Interfund Loan	-	-	N/A	-	-	-
Transfer In (General Fund & CIP)	235,551	473,940	49.7%	(238,389)	231,405	275,303
Other Financing Sources	-	-	N/A	-	-	-
Total Revenues and Other Sources	437,095	4,365,606	10.0%	(3,928,511)	633,735	3,743,970
Materials and Services	-	-	N/A	-	-	6,294
Debt Service	1,135,205	4,270,200	26.6%	3,134,995	1,220,874	3,661,939
Interfund Loan (Central Service Fund)	-	-	N/A	-	364,795	364,795
Total Expenditures and Other Uses	1,135,205	4,270,200	26.6%	3,134,995	1,585,669	4,033,028
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(698,110)	95,406	-731.7%	(793,516)	(951,934)	(289,058)
Fund Balance, Jul 1, 2015	861,560	753,948	114.3%	107,612	1,150,618	1,150,618
Fund Balance, Sep 30, 2015	\$ 163,450	\$ 849,354	19.2%	\$ (685,904)	\$ 198,684	\$ 861,560
Reconciliation of Fund Balance:						
Restricted and Committed Funds	163,450					
Unassigned Fund Balance	\$ -					

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
September 30, 2015

	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
670 Water Fund						
Taxes	\$ 2	\$ -	N/A	\$ 2	\$ 2	\$ 80
Intergovernmental	(1)	14,000	N/A	(14,001)	-	160,220
Charges for Services - Rates	2,384,551	13,954,600	17.1%	(11,570,049)	2,150,870	11,913,085
Charges for Services - Misc. Service Fees	20,489	-	N/A	20,489	36,639	164,472
System Development Charges	61,635	200,000	30.8%	(138,365)	124,843	597,443
Interest on Investments	6,074	40,800	14.9%	(34,726)	6,853	56,607
Miscellaneous	4,284	24,000	17.8%	(19,716)	7	34,573
Other Financing Sources	-	14,990,125	0.0%	(14,990,125)	674,370	1,724,546
Total Revenues and Other Sources	2,477,034	29,223,525	8.5%	(26,746,491)	2,993,584	14,651,026
Public Works - Conservation	53,939	696,025	7.7%	642,086	61,032	442,021
Fire - Forest Lands	-	-	-	-	75,661	889,478
Public Works - Water Supply	289,275	2,557,935	11.3%	2,268,660	2,036,755	4,819,863
Public Works - Water Supply Debt	-	18,971	0.0%	18,971	-	44,787
Public Works - Water Distribution	786,515	9,595,707	8.2%	8,809,192	440,426	2,289,201
Public Works - Water Distribution Debt	-	502,133	0.0%	502,133	-	467,434
Public Works - Water Treatment	309,312	13,941,884	2.2%	13,632,572	786,623	5,384,675
Public Works - Water Treatment Debt	-	281,543	0.0%	281,543	-	662,801
Public Works - Reimbursement SDC's	-	-	N/A	-	-	-
Public Works - Improvement SDC's	-	3,170,335	0.0%	3,170,335	16,694	507,905
Public Works - Debt SDC's	-	361,658	0.0%	361,658	-	241,845
Debt Service	-	1,417,012	N/A	1,417,012	-	-
Interfund Loan	-	-	N/A	-	-	150,000
Transfers (General Fund)	62,500	500,000	12.5%	437,500	-	-
Contingency	-	170,000	0.0%	170,000	-	-
Total Expenditures and Other Uses	1,501,541	33,213,203	4.5%	31,711,662	3,417,191	15,880,009
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	975,493	(3,989,678)	124.5%	4,965,171	(423,607)	(1,228,983)
Fund Balance, Jul 1, 2015	5,208,593	6,061,702	85.9%	(853,109)	6,437,575	6,437,575
Fund Balance, Sep 30, 2015	\$ 6,184,086	\$ 2,072,024	288.5%	\$ 4,112,062	\$ 6,013,971	\$ 5,208,593
Reconciliation of Fund Balance:						
Restricted and Committed Funds	3,733,376					
Unassigned Fund Balance	\$ 2,450,710					

City of Ashland
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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
675 Wastewater Fund						
Taxes	\$ 70,080	\$ 4,264,260	1.6%	\$ (4,194,180)	\$ 80,008	\$ 3,972,266
Charges for Services - Rates	1,319,853	10,787,000	12.2%	(9,467,147)	1,194,744	8,796,565
Charges for Services - Misc. Service Fees	-	-	N/A	-	-	26,500
System Development Charges	20,176	130,000	15.5%	(109,824)	41,026	193,560
Interest on Investments	5,980	30,000	19.9%	(24,020)	4,990	42,965
Miscellaneous	576	-	N/A	576	1,532	6,037
Other Financing Sources	-	5,318,700	0.0%	(5,318,700)	-	114,043
Total Revenues and Other Sources	1,416,665	20,529,960	6.9%	(19,113,295)	1,322,300	13,151,936
Public Works - Wastewater Collection	493,025	5,349,514	9.2%	4,856,489	506,390	3,854,489
Public Works - Wastewater Collection Debt	-	147,457	0.0%	147,457	-	151,071
Public Works - Wastewater Treatment	588,969	10,183,710	5.8%	9,594,741	657,488	4,980,940
Public Works - Wastewater Treatment Debt	-	3,237,300	0.0%	3,237,300	-	3,253,029
Public Works - Reimbursements SDC's	1,382	3,691,644	0.0%	3,690,262	7,392	20,331
Public Works - Improvements SDC's	-	-	N/A	-	7,827	87,507
Debt Service	-	-	N/A	-	-	-
Contingency	-	192,000	0.0%	192,000	-	-
Total Expenditures and Other Uses	1,083,376	22,801,625	4.8%	21,718,249	1,179,097	12,347,367
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	333,289	(2,271,665)	114.7%	2,604,954	143,203	804,569
Fund Balance, Jul 1, 2015	5,095,343	4,464,697	114.1%	630,646	4,290,774	4,290,774
Fund Balance, Sep 30, 2015	\$ 5,428,632	\$ 2,193,032	247.5%	\$ 3,235,600	\$ 4,433,978	\$ 5,095,343
Reconciliation of Fund Balance:						
Restricted and Committed Funds	2,655,192					
Unassigned Fund Balance	\$ 2,773,440					

City of Ashland
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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
690 Electric Fund						
Intergovernmental	\$ 189,337	\$ 323,000	59.6%	\$ (133,663)	\$ -	\$ 335,700
Charges for Services - Rates	3,675,207	29,539,358	12.4%	(25,864,151)	3,493,445	27,210,985
Charges for Services - Misc. Service Fees	36,709	453,686	8.1%	(416,977)	30,795	278,280
Interest on Investments	1,450	14,715	9.9%	(13,265)	1,584	15,714
Miscellaneous	25,404	322,974	7.9%	(297,570)	72,389	288,885
Total Revenues and Other Sources	3,928,106	30,653,733	12.8%	(26,725,627)	3,598,213	28,129,564
Administration - Conservation	246,177	1,420,030	17.3%	1,173,853	178,810	1,387,220
Electric - Supply	1,635,064	13,751,887	11.9%	12,116,823	1,573,527	12,831,515
Electric - Distribution	1,524,022	14,041,211	10.9%	12,517,189	1,513,211	12,558,899
Electric - Transmission	252,019	2,225,945	11.3%	1,973,926	252,644	1,876,536
Debt Service	-	46,688	0.0%	46,688	-	47,771
Contingency	-	279,000	0.0%	279,000	-	-
Total Expenditures and Other Uses	3,657,282	31,764,761	11.5%	28,107,479	3,518,192	28,701,941
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	270,825	(1,111,028)	124.4%	1,381,853	60,021	(572,377)
Fund Balance, Jul 1, 2015	1,755,163	1,479,265	118.7%	275,898	2,327,540	2,327,540
Fund Balance, Sep 30, 2015	\$ 2,025,988	\$ 368,237	550.2%	\$ 1,657,751	\$ 2,407,561	\$ 1,765,163
Reconciliation of Fund Balance:						
Restricted and Committed Funds	-	-				
Unassigned Fund Balance	\$ 2,025,988					

City of Ashland
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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
691 Telecommunications Fund						
Charges for Services - Rates	\$ 498,681	\$ 4,363,565	11.4%	\$ (3,864,884)	\$ 489,974	\$ 3,889,563
Interest on Investments	263	1,943	13.5%	(1,680)	336	2,257
Miscellaneous	429	-	N/A	429	458	4,750
Interfund Loan	-	400,000	0.0%	(400,000)	-	-
Total Revenues and Other Sources	499,374	4,765,508	10.5%	(4,266,134)	490,768	3,896,570
Personal Services	164,292	1,343,230	12.2%	1,178,938	164,804	1,299,335
Materials & Services	233,261	2,028,504	11.5%	1,795,243	223,862	1,764,465
Capital Outlay	89,888	250,000	36.0%	160,112	13,688	297,337
Debt - Transfer to Debt Service Fund	-	818,000	0.0%	818,000	200,000	818,000
Contingency	-	250,000	0.0%	250,000	-	-
Total Expenditures and Other Uses	487,441	4,689,734	10.4%	4,202,293	602,354	4,179,137
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	11,933	75,774	15.7%	(63,841)	(111,586)	(282,567)
Fund Balance, Jul 1, 2015	305,058	251,528	121.3%	53,530	587,625	587,625
Fund Balance, Sep 30, 2015	<u>\$ 316,991</u>	<u>\$ 327,302</u>	<u>96.8%</u>	<u>\$ (10,311)</u>	<u>\$ 476,039</u>	<u>\$ 305,058</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	409,000					
Unassigned Fund Balance	<u>\$ (92,009)</u>					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
710 Central Service Fund						
Taxes	\$ 11,752	\$ 148,800	7.9%	\$ (137,048)	\$ 6,543	\$ 144,476
Intergovernmental	-	-	N/A	-	-	-
Charges for Services - Internal	1,587,796	13,068,435	12.1%	(11,480,639)	1,517,820	12,037,871
Charges for Services - Misc. Service Fees	60,008	572,330	10.5%	(512,322)	73,060	385,186
Interest on Investments	1,832	10,000	18.3%	(8,168)	3,147	21,344
Miscellaneous	29,290	250,000	11.7%	(220,710)	28,377	219,539
Interfund Loan (Debt Service)	-	-	N/A	-	364,795	364,795
Transfer in (Insurance Fund)	417,000	417,000	100.0%	-	-	90,000
Total Revenues and Other Sources	<u>2,107,678</u>	<u>14,468,565</u>	14.6%	<u>(12,358,887)</u>	<u>1,993,742</u>	<u>13,243,212</u>
Administration Department	386,044	3,314,520	11.6%	2,928,476	377,887	2,797,218
Information Technology - Info Services Division	300,339	2,907,638	10.3%	2,607,299	343,911	2,396,771
Administrative Services Department	547,831	4,292,097	12.8%	3,744,266	499,968	3,866,706
City Recorder Division	126,465	912,590	13.9%	786,125	114,260	868,755
Public Works - Administration and Engineering	429,379	3,621,822	11.9%	3,192,443	436,452	3,266,434
Interfund Loan	-	-	N/A	-	-	-
Contingency	-	125,000	0.0%	125,000	-	-
Total Expenditures and Other Uses	<u>1,790,057</u>	<u>15,173,667</u>	11.8%	<u>13,383,610</u>	<u>1,772,578</u>	<u>13,195,884</u>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	317,620	(707,102)	144.9%	1,024,722	221,164	47,327
Fund Balance, Jul 1, 2015	900,608	723,651	124.5%	176,957	853,281	853,281
Fund Balance, Sep 30, 2015	<u>\$ 1,218,228</u>	<u>\$ 16,549</u>	7361.3%	<u>\$ 1,201,679</u>	<u>\$ 1,074,445</u>	<u>\$ 900,608</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	-	-				
Unassigned Fund Balance	<u>\$ 1,218,228</u>					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
720 Insurance Service Fund						
Charges for Services - Internal	\$ 178,943	\$ 1,560,000	11.5%	\$ (1,381,057)	\$ 184,608	\$ 1,480,865
Interest on Investments	1,760	13,000	13.5%	(11,240)	2,059	16,485
Miscellaneous	3,642	80,000	4.6%	(76,358)	185,106	1,574,390
Total Revenues and Other Sources	184,346	1,653,000	11.2%	(1,468,654)	371,773	3,071,740
Personal Services	24,806	204,960	12.1%	180,154	22,959	179,228
Materials and Services	522,988	1,814,790	28.8%	1,291,802	449,178	1,475,087
Transfer Out (Multiple 4 funds)	569,500	1,069,500	53.2%	500,000	-	500,000
Contingency	-	390,000	0.0%	390,000	-	-
Total Expenditures and Other Uses	1,117,294	3,479,250	32.1%	2,361,956	472,137	2,154,315
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(932,949)	(1,826,250)	48.9%	893,301	(100,364)	917,425
Fund Balance, Jul 1, 2015	1,766,283	1,962,888	90.0%	(196,605)	848,858	848,858
Fund Balance, Sep 30, 2015	\$ 833,334	\$ 136,638	609.9%	\$ 696,696	\$ 748,494	\$ 1,766,283
Reconciliation of Fund Balance:						
Restricted and Committed Funds	833,335					
Unassigned Fund Balance	\$ 0					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
725 Health Benefits Fund						
Charges for Services - Internal	\$ 1,173,932	\$ 9,730,000	12.1%	\$ (8,556,068)	\$ 1,023,669	\$ 8,158,032
Interest on Investments	1,097	10,000	11.0%	(8,903)	444	3,614
Miscellaneous	-	-	N/A	-	-	211,795
Interfund Loan (Reserve Fund)	-	450,000	0.0%	(450,000)	400,000	900,000
Transfer In (Insurance Fund)	-	500,000	0.0%	(500,000)	-	500,000
Total Revenues and Other Sources	<u>1,175,029</u>	<u>10,690,000</u>	11.0%	<u>(9,514,971)</u>	<u>1,424,113</u>	<u>9,773,441</u>
Personal Services	-	-	N/A	-	-	-
Materials and Services	1,020,917	9,580,000	10.7%	8,559,083	1,087,464	9,049,715
Interfund Loan	-	650,000	0.0%	650,000	125,000	250,000
Contingency	-	500,000	0.0%	500,000	-	-
Total Expenditures and Other Uses	<u>1,020,917</u>	<u>10,730,000</u>	9.5%	<u>9,709,083</u>	<u>1,212,464</u>	<u>9,299,715</u>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	154,112	(40,000)	-385.3%	194,112	211,649	473,726
Fund Balance, Jul 1, 2015	473,726	73,370	645.7%	400,356	-	-
Fund Balance, Sep 30, 2015	<u>\$ 627,838</u>	<u>\$ 33,370</u>	1881.4%	<u>\$ 594,468</u>	<u>\$ 211,649</u>	<u>\$ 473,726</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	627,838					
Unassigned Fund Balance	<u>\$ (0)</u>					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
730 Equipment Fund						
Intergovernmental	\$ -	\$ -	N/A	\$ -	\$ -	\$ -
Charges for Services - Internal	488,582	4,098,460	11.9%	(3,609,878)	451,098	3,606,929
Charges for Services - Misc. Service Fees	46,014	-	N/A	46,014	(23,523)	44,919
Interest on Investments	3,825	35,000	10.9%	(31,175)	3,517	31,805
Miscellaneous	788	170,000	0.5%	(169,212)	27,619	170,028
Interfund Loan (Airport & Water Fund)	-	106,000	0.0%	(106,000)	-	170,000
Total Revenues and Other Sources	539,210	4,409,460	12.2%	(3,870,250)	458,712	4,023,679
Public Works - Maintenance	368,279	2,521,860	14.6%	2,153,581	273,123	2,084,345
Public Works - Purchasing and Acquisition	159,171	1,330,500	12.0%	1,171,329	35,939	2,359,891
Interfund Loan	-	565,200	0.0%	565,200	-	-
Contingency	-	70,000	0.0%	70,000	-	-
Total Expenditures and Other Uses	527,450	4,487,560	11.8%	3,960,110	309,062	4,444,238
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	11,760	(78,100)	115.1%	89,860	149,650	(420,557)
Fund Balance, Jul 1, 2015	2,937,106	2,046,794	143.5%	890,312	3,357,663	3,357,663
Fund Balance, Sep 30, 2015	<u>\$ 2,948,866</u>	<u>\$ 1,968,694</u>	<u>149.8%</u>	<u>\$ 980,172</u>	<u>\$ 3,507,312</u>	<u>\$ 2,937,106</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	2,948,866					
Unassigned Fund Balance	<u>\$ 0</u>					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
810 Cemetery Fund						
Charges for Services - Rates	\$ 4,310	\$ 50,000	8.6%	\$ (45,690)	\$ 12,125	\$ 47,767
Interest on Investments	1,187	10,800	11.0%	(9,613)	1,141	9,139
Miscellaneous	-	-	N/A	-	-	(145)
Transfer In (General Fund)	500	1,000	50.0%	(500)	500	1,000
Total Revenues and Other Sources	5,997	61,800	9.7%	(55,803)	13,765	57,761
Transfers	1,187	10,800	11.0%	9,613	1,141	9,139
Total Expenditures and Other Uses	1,187	10,800	11.0%	9,613	1,141	9,139
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	4,810	51,000	9.4%	(46,190)	12,624	48,622
Fund Balance, Jul 1, 2015	922,666	923,046	100.0%	(380)	874,044	874,044
Fund Balance, Sep 30, 2015	<u>\$ 927,476</u>	<u>\$ 974,046</u>	95.2%	<u>\$ (46,570)</u>	<u>\$ 886,670</u>	<u>\$ 922,666</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	927,476					
Unassigned Fund Balance	<u>\$ 0</u>					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
211 Parks and Recreation Fund						
Intergovernmental	\$ -	\$ -	N/A	\$ -	\$ -	\$ 10,589
Charges for Services - Internal	1,170,000	9,560,000	12.2%	(8,390,000)	1,172,182	8,856,000
Charges for Services - Misc. Service Fees	241,929	1,805,000	13.4%	(1,563,071)	232,468	1,725,968
Interest on Investments	550	14,000	3.9%	(13,450)	1,140	9,535
Miscellaneous	295	100,000	0.3%	(99,705)	4,235	47,413
Transfers In (General & Insurance Fund)	52,500	373,500	14.1%	(321,000)	-	-
Total Revenues and Other Sources	1,465,274	11,852,500	12.4%	(10,387,226)	1,410,045	10,649,503
Parks Division	1,001,624	8,127,847	12.3%	7,126,223	1,004,026	7,473,109
Recreation Division	361,577	2,828,630	12.8%	2,467,053	339,758	2,507,775
Golf Division	164,328	1,104,650	14.9%	940,322	151,971	1,026,426
Other Financing Uses - Transfers	-	80,000	0.0%	80,000	200,000	922,000
Contingency	-	100,000	0.0%	100,000	-	-
Total Expenditures and Other Uses	1,527,530	12,241,127	12.5%	10,713,597	1,695,755	11,929,310
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(62,256)	(388,627)	84.0%	326,371	(285,710)	(1,279,807)
Fund Balance, Jul 1, 2015	503,628	392,641	128.3%	110,987	1,783,435	1,783,435
Fund Balance, Sep 30, 2015	<u>\$ 441,372</u>	<u>\$ 4,014</u>	10995.8%	<u>\$ 437,358</u>	<u>\$ 1,497,725</u>	<u>\$ 503,628</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	-	-				
Unassigned Fund Balance	<u>\$ 441,372</u>					

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	Biennial		Percent Collected Expended	Biennial 2013-2015		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
411 Parks Capital Improvement Fund						
Charges for Services	\$ -	\$ 212,930	0.0%	\$ (212,930)	\$ 4,225	\$ 316,201
Intergovernmental	-	3,517,252	0.0%	(3,517,252)	-	995,061
Interest on Investments	276	4,000	6.9%	(3,724)	496	3,356
Miscellaneous	-	-	N/A	-	-	23,441
Transfer In (Park Fund)	-	-	N/A	-	200,000	922,000
Total Revenues and Other Sources	276	3,734,182	0.0%	(3,733,906)	204,721	2,260,059
Personal Services	-	189,930	0.0%	189,930	-	-
Materials and Services	-	-	N/A	-	-	1,331
Capital Outlay	16,616	3,817,889	0.4%	3,801,273	426,009	2,437,058
Total Expenditures and Other Uses	16,616	4,007,819	0.4%	3,991,203	426,009	2,438,389
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(16,340)	(273,637)	6.0%	257,297	(221,268)	(178,330)
Fund Balance, Jul 1, 2015	209,302	582,254	35.9%	(372,952)	387,632	387,632
Fund Balance, Sep 30, 2015	<u>\$ 192,962</u>	<u>\$ 308,617</u>	<u>62.5%</u>	<u>\$ (115,655)</u>	<u>\$ 166,344</u>	<u>\$ 209,302</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds						
Unassigned Fund Balance	<u>\$ 192,962</u>					

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	Biennial		Percent Collected Expended	Biennial		
	To Date Actuals (3 Months)	Budget 2015-2017		Balance	Biennium to Date	End of Biennium
731 Parks Equipment Fund						
Charges for Services - Internal	\$ 56,875	\$ -	N/A	\$ 56,875	\$ -	\$ -
Intergovernmental	-	-	N/A	-	-	-
Interest on Investments	24	-	N/A	24	-	-
Interfund Loan	-	439,000	0.0%	-	-	-
Transfer In (Park Fund)	-	80,000	0.0%	(80,000)	-	-
Total Revenues and Other Sources	<u>56,899</u>	<u>519,000</u>	11.0%	<u>(23,101)</u>	-	-
Capital Outlay	-	439,000	0.0%	439,000	-	-
Interfund Loan	-	40,000		-	-	-
Total Expenditures and Other Uses	<u>-</u>	<u>439,000</u>	0.0%	<u>439,000</u>	-	-
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	56,899	80,000	71.1%	(23,101)	-	-
Total Revenues and Other Sources	-	-	0.0%	-	-	-
0	<u>\$ 56,899</u>	<u>\$ 80,000</u>	71.1%	<u>\$ (23,101)</u>	<u>\$ -</u>	<u>\$ -</u>
Reconciliation of Fund Balance:						
Restricted and Committed Funds	37,925					
Unassigned Fund Balance	<u>\$ 18,974</u>					