

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 the meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.

CITY OF ASHLAND
PARKS AND RECREATION COMMISSION

Study Session and Special Meeting

OCTOBER 20, 2014 @ 7:00 PM

PARKS OFFICE ♦ 340 S. PIONEER STREET

- Call to Order
- Ashland Creek Park Discussion
- Consideration and Action on Proposed Budget Incentive Program
- Bee City USA – Involvement by Parks
- Dogs Subcommittee Report
- 2015 Subcommittee Assignments
- Parks Audit Report Findings Review
- Commission Meeting Schedule Discussion
 - Options for November and December Meetings
 - Date for Proposed Strategic Planning Session
 - Council / Commission Joint Meeting Request
- Staff and Commissioner Comments
- Adjournment

ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Seffinger
Vanston Shaw



Michael Black
Director

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parksinfo@ashland.or.us

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Michael A. Black, Director

DATE : October 17, 2014

SUBJECT : October 20 Study Session Agenda

This month's study session will be held on Monday, October 20th, 2014 in the Parks Office at 7:00 PM. The following is a preview of the items that will be discussed at the meeting. Please see attachments for any pertinent information related to the items (note: all items do not have associated attachments).

1. Ashland Creek Park Discussion

Staff will update the Commission on the progress of the park construction, as well as provide information on the following:

- a. Construction options for Community Gardens
 - i. Raised vs. not raised beds
 - ii. Gopher proofing options

2. Bee City USA (attachments: Bee City USA Application; Bee City USA draft resolution; Presidential Memorandum – Creating a Federal Strategy to Promote the Health of Honey Bees and Other Pollinators)

Parks has been asked to bring forward a recommendation to the City Council on becoming a Bee City USA. I have met with the community members who are proposing this action. The process is fairly straightforward and designed to not only support bees, but all pollinator species. I will present the process and ask the Commission to provide general direction on whether or not this process would be supported.

3. Dogs Subcommittee Report

Vanston Shaw and Stefani Seffinger will provide the yearly report on the Dogs Subcommittee.

4. Parks Audit Report Findings (attachments: 2013 Pauly Rogers and Co. Audit Letter; 2014 Pauly Rogers and Co. Audit Letter)

Each year, Ashland Parks and Recreation performs an audit on all finance aspects of the department. At the conclusion of each audit, the auditors provide a post-audit letter that describes their findings of deficiency and recommendations for corrective action. The list of items requiring correction is taken care of and these items are followed up throughout the year by the Audit Committee. In 2013 the post-audit letter was augmented by an additional letter that provided this counsel from the auditor:

"As we've noted in previous audits, the relationship between the City of Ashland and the Ashland Parks and Recreation Commission is ambiguous. We have noted that financial functions are split between the City staff and the Parks staff which can lead to unintentional misunderstandings over who is responsible for what specific duties. During the course of the FY2012-13, an academic and legal conversation started in regards to the Parks' legal status. Although this is not an auditing issue, because we rely on attorneys for legal issues, it does raise the issue of what is the exact relationship between the City and Parks. We recommend that the City and Parks consult with the City attorney, as well as outside attorneys, to develop a clear understanding of the Parks' legal status. We also recommend that the City and Parks do an exhaustive review of every part to clearly define it; whether it be human resources, accounting, rights and duties of the Parks Board, and many other areas. This relationship, whether it be legal or managerial, needs to be clearly defined in order to prevent misunderstandings between the entities as well as errors."

(emphasis added)

And in 2014, the same auditor added the following to the Exit Issues Letter of FY2013-14. This letter was addressed to Dave Kanner regarding both Parks and City issues:

"The City and Parks need to work through all of their issues regarding if it's a department or separate entity, as well as fully define their inter-relationship."

As the auditor has pointed out, this is not an auditing issue, yet they are consistently bringing the item to light in official audit letters. This matter requires discussion by the Commission and a potential plan of action regarding the determination. I will also fill the Commission in on a discussion regarding this matter with the City Administrator.

5. Commission Meeting Schedule Discussion

Staff needs to discuss the following calendaring items with the Commission:

- a. Options for November and December Meetings – seeing that two City holidays are also scheduled for the week of the regular meetings both months, would the Commission like to combine those meetings into the study sessions for each month?
- b. Strategic Planning Session – The Parks Commission should hold an annual strategic planning session prior to the beginning of the budget cycle. We will be discussing the Commission’s availability in December for the meeting.
- c. Council/Commission Joint Meeting – The Council would like to meet after the Parks planning session and before the budget process starts to discuss upcoming budget priorities. We will be discussing the potential for that meeting.

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Michael A. Black, Director

DATE : October 17, 2014

SUBJECT : October 20 Special Meeting Agenda

Item

Parks Revenue Incentive Program

Background

The Parks and Recreation Commission will hold a special meeting to discuss a proposed "Parks Revenue Incentive Program." The discussion will focus on both the necessity of the program and the desirability of the program which was proposed by the City Administrator. The history of the program starts with the Ad hoc Parks and Council committee that requested a method by which Parks might be able to keep their ending budget fund balance.

Discussion on the matter will include a description of the proposed program by Staff, Commission Chair Seffinger and Councilor Pam Marsh, who have all attended at least one meeting with City Administration where this program was revealed to them.

Recommendation

Staff recommends having the Commission review the Parks Revenue Incentive Program and making a recommendation to the City Council and Budget Committee that the program not be implemented at this time.

Attachment: Draft Parks Revenue Incentive Program

PARKS REVENUE INCENTIVE PROGRAM

1. Close out the existing Parks Fund and move all programs/functions currently in the Parks Fund to the General Fund, *except for* the pool, the ice rink, the golf course, community education classes and rental facilities. Those five functions, including the personnel associated with them, would go into a new fund: The Recreation Fund.

Rationale: The Parks Fund is not an enterprise fund and its resources are not dedicated or restricted. The objective is to segregate -- via the use of a separate fund -- those Parks functions that generate revenue from those that do not, while not increasing the overall number of funds in the budget. Ashland has historically sought to limit the number of funds in its budget because Oregon budget law advises against having too many funds or unnecessary funds. Activities without a dedicated revenue stream are best handled as programs or projects within another fund; in this case, the General Fund.

2. The Recreation Fund would be treated as an enterprise fund, but with the understanding that a General Fund subsidy is required in order for the fund to balance.

Rationale: A Recreation Fund consisting of the Department's revenue-producing programs would clearly be an enterprise fund, albeit an enterprise fund that still requires a General Fund subsidy. A separate Recreation Fund with its own cash balance makes it easier to track whether Parks is achieving the goal of increasing revenues. As revenues increase, they stay in the fund, where they are easily tracked and segregated.

3. The level of General Fund subsidy would be determined as part of the budget adoption process and would not change during the budget cycle.

Rationale: There simply is no way to legally circumvent the budget review and approval process. Under this proposal, the General Fund subsidy to the Recreation Fund would be a fixed dollar amount.

4. The Parks Department goal would be to reduce the ^{use of the} agreed-upon General Fund subsidy, either by increasing revenues or decreasing expenditures. Any offset of General Fund subsidy would, by policy (subject to Budget Committee approval), roll into the Parks CIP Fund. Any overage in General Fund subsidy would have to be offset by cuts elsewhere in the Parks Department (General Fund) or in the Recreation Fund.

Rationale: The incentive to either increase revenues *or* reduce expenditures is that any unspent portion of the General Fund subsidy (net of contingency) would, by City policy, roll into the Parks Capital Improvement Fund in the next budget cycle. The amount would be based on actual fund balance after the start of the budget year. This could be a *substantial* amount of money, depending on Parks' level of entrepreneurship. However, it also requires the Parks Commission to share in the risk of entrepreneurial programs that

fail by requiring cuts in either the Parks Fund or the Recreation Fund in order to maintain the General Fund subsidy at its budgeted level. In other words, while Parks would keep any unspent subsidy, it would also, through cuts, have to make up any shortfall in Recreation Fund revenues, just like any other enterprise fund.

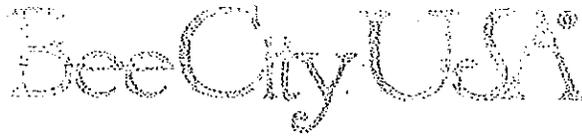
5. Any new, revenue-generating enterprise would be budgeted in the Recreation Fund. New enterprises would have to be approved and included in the budget as part of the normal budget adoption process.

Rationale: This ensures that new, entrepreneurial programs are thoroughly vetted by budget-makers and not implemented by staff without proper oversight and approval from the appropriate policy bodies. This ensures that projected start-up costs have been reviewed and approved by Parks and Budget Committee.

6. If there are start-up costs associated with a new enterprise, no revenues from that enterprise would be counted toward the General Fund offset until such time as net revenues have "re-paid" the start-up costs.

Rationale: This is a risk-sharing measure to ensure that new, entrepreneurial programs are in fact at least breaking even before Parks is rewarded by being allowed to keep unspent General Fund subsidy dollars.

The bottom line: Under this proposal, the Parks Department is rewarded for successful, revenue-enhancing entrepreneurial activity, but it shares in the risk for entrepreneurial activities that fail.



INITIAL APPLICATION

Please email this completed application with requested attachments to beecityusa@gmail.com with APPLICATION in the subject line.

As _____ (Title—Mayor or other city official) of _____ (City/town and State), I herewith make application for this community’s designation as *Bee City USA* having met the *Bee City USA* standards noted below, and recognizing that this application must be renewed annually to maintain *Bee City USA* designation.

STANDARD 1: Establish a *Bee City USA* Commission, Board, Subcommittee, or Responsible City Department and their Representative (i.e. Liaison to *Bee City USA*)

- Name of responsible entity: _____
- Name of representative, phone, and email: _____
- Date of establishment of board or subcommittee: _____
- List or attach member names: _____
- List scheduled meeting dates: _____

STANDARD 2: Develop *Bee City USA* Resolution Following Template Provided by *Bee City USA*
Please attach resolution to be adopted and provide date resolution is scheduled for consideration by municipality’s governing body: _____ [Date to be considered]

STANDARD 3: Agree to Publicly Acknowledge Your *Bee City USA* Designation as Outlined in the *Bee City USA* Resolution, Within One Year of the Date Entered Below.

STANDARD 4: Agree to Publicly Celebrate Your *Bee City USA* Designation Annually as Outlined in the *Bee City USA* Resolution, Within One Year of the Date Entered Below.

STANDARD 5: Agree to Re-apply for *Bee City USA* Designation and Summarize Annual Activities to Raise Awareness Of and Sustain Pollinators as Outlined in the *Bee City USA* Resolution, Within One Year of the Date Entered Below.

Mayor or equivalent:

Name: _____
 Title: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Email: _____
 Signature/Date: _____

(Liaison) Person Completing This Form:

Name: _____
 Title: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Email: _____
 Signature/Date: _____

Please send this document in PDF format to beecityusa@gmail.com. Upon a favorable review of your application and after receipt of an electronic copy of your adopted *Bee City USA* resolution (template provided), we will promptly add your municipality to the list of designated communities on our website, and send you a *Bee City USA* community certificate and artwork for you to produce your *Bee City USA* street sign(s).

Certification (To be completed by *Bee City USA*)

Congratulations! *Bee City USA* is pleased to advise you that we received your application and have concluded that you have met the standards for designation as a *Bee City USA* community through the _____ calendar year. With your help, we are making the world safer for pollinators, one city at a time. If we take care of the pollinators, they will take care of us.

RESOLUTION NO. _____
RESOLUTION DESIGNATING ASHLAND, OREGON A BEE CITY USA

WHEREAS, the goal of BEE CITY USA is to promote healthy, sustainable habitats and communities for bees and other pollinators; and

WHEREAS, thanks to the tremendous diversity of wild native bees, along with honey bees that were brought here from Europe in the 1600's, we have very diverse dietary choices rich in fruits, nuts and vegetables:
"One in every three bites of food we eat is courtesy of insect pollination. Even our meat and milk trace back to insects that pollinate the alfalfa and other feed for beef cattle and cows" (Mace Vaughan, Pollinator Program Director for the Xerces Society for Invertebrate Conservation); and

WHEREAS, bees and other pollinators around the globe have experienced dramatic declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases with grave implications for the future health of flora and fauna; and

WHEREAS, cities and their residents have the opportunity to support bees and other pollinators on both public and private land; and

WHEREAS, supporting pollinators fosters environmental awareness and sustainability and increases interactions among community stewards such as commercial and backyard beekeepers, farmers, children, educators, Master Naturalists, Master Gardeners, plant nurseries, municipalities, neighborhoods, and garden suppliers and clubs; and

WHEREAS, the economic benefits of (native and honey) bee-friendliness are:

- Healthy ecosystems—insect pollinators are required for pollination and reproduction of about 85% of flowering plants globally, plants that 1) are vital for clean air and water; 2) provide food, fiber and shelter for people and wildlife; and 3) support the very insects that pollinate our crops and form the basis of food webs.

- Increased vegetable and fruit crop yields due to bee pollination.

- Increased habitat for natural enemies of crop pests and therefore reduced need for and costs associated with pesticides.

- Increased demand for pollinator-friendly plant materials from local nurseries and growers

- Income earned by beekeepers and others through the sale of bee products, beekeeping equipment and supplies, and hive rentals for pollination; and heightened prestige and premium asking prices for place-based honey, which enhances the visibility and reputation of its community of origin; and

WHEREAS, designating Ashland, Oregon as a BEE CITY USA would:

- Honor and emphasize Ashland's rich agricultural history and present;
- Benefit local businesses that depend on pollinators;
- Celebrate our cultural identity as a community that values sustainable practices;
- Contribute to tourism in the region;
- Improve food security and health by supporting local food sources; and,
- Encourage local collaboration on projects that promote environmental education and sustainable practices.

WHEREAS, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession.
- Provides clean water for drinking, nest-building, cooling, diluting stored honey, and butterfly puddling.
- Is pesticide-free or has pesticide use carried out with least ill effects on pollinators.
- Is comprised of mostly, if not all, native species of annual and perennial wildflowers, shrubs, trees, and

- grasses because many native pollinators prefer or depend on the native plants with which they co-evolved.
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness.
- Provides for safe and humane removal of bees when required.
- Provides undisturbed spaces (leaf and brush piles, unmowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for native pollinators; and

WHEREAS, in order to enhance understanding among municipal staff and the public about the vital role that pollinators play and what each of us can do to sustain them, the City of Ashland agrees to meet the following standards required of all BEE CITY USA designees:

- 1) Establish/maintain a subcommittee of an appropriate municipal body or department, comprised of citizens and staffed by employees, charged with assembling and disseminating information on topics of pollinator-friendly habitat and policies to municipal departments, residents, businesses, and developers. For example, it might be a subcommittee of the Sustainability, Natural Resources, or Tree Commission.
- 2) Pass this BEE CITY USA resolution (which articulates these standards).
- 3) Publicly acknowledge the community's commitment by agreeing to a) install/maintain at least one authorized BEE CITY USA street sign in a prominent location, and b) create/maintain links on appropriate pages of the municipal website which includes the municipality's BEE CITY USA liaison(s), links to a PDF of this signed Resolution and the BEE CITY USA website, and summaries of the pollinator-friendly activities the municipality has undertaken or accomplished in the previous year(s).
- 4) Commit to annually celebrate National Pollinator Week (third full week of June) or some other appropriate occasion through events, proclamations, and promotions that showcase the municipality's commitment to being a BEE CITY USA affiliate.
- 5) Commit to annually apply for renewal of the municipality's commitment to being a BEE CITY USA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT:

The City Council accepts the designation and commits to the standards of BEE CITY USA.

Read, approved, and adopted this ____ day _____, 20__.

City Clerk

Mayor

Approved as to form:

City Attorney

The White House
Office of the Press Secretary

For Immediate Release
June 20, 2014

Presidential Memorandum -- Creating a Federal Strategy to Promote the Health of Honey Bees and Other Pollinators

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
SUBJECT: Creating a Federal Strategy to Promote the Health of Honey Bees and Other Pollinators

Pollinators contribute substantially to the economy of the United States and are vital to keeping fruits, nuts, and vegetables in our diets. Honey bee pollination alone adds more than \$15 billion in value to agricultural crops each year in the United States. Over the past few decades, there has been a significant loss of pollinators, including honey bees, native bees, birds, bats, and butterflies, from the environment. The problem is serious and requires immediate attention to ensure the sustainability of our food production systems, avoid additional economic impact on the agricultural sector, and protect the health of the environment.

Pollinator losses have been severe. The number of migrating Monarch butterflies sank to the lowest recorded population level in 2013-14, and there is an imminent risk of failed migration. The continued loss of commercial honey bee colonies poses a threat to the economic stability of commercial beekeeping and pollination operations in the United States, which could have profound implications for agriculture and food. Severe yearly declines create concern that bee colony losses could reach a point from which the commercial pollination industry would not be able to adequately recover. The loss of native bees, which also play a key role in pollination of crops, is much less studied, but many native bee species are believed to be in decline. Scientists believe that bee losses are likely caused by a combination of stressors, including poor bee nutrition, loss of forage lands, parasites, pathogens, lack of genetic diversity, and exposure to pesticides.

Given the breadth, severity, and persistence of pollinator losses, it is critical to expand Federal efforts and take new steps to reverse pollinator losses and help restore populations to healthy levels. These steps should include the development of new public-private partnerships and increased citizen engagement. Therefore, by the authority vested in me as President by the Constitution and the laws of the United States of America, I hereby direct the following:

Section 1. Establishing the Pollinator Health Task Force. There is hereby established the Pollinator Health Task Force (Task Force), to be co-chaired by the Secretary of Agriculture and

the Administrator of the Environmental Protection Agency. In addition to the Co-Chairs, the Task Force shall also include the heads, or their designated representatives, from:

- (a) the Department of State;
- (b) the Department of Defense;
- (c) the Department of the Interior;
- (d) the Department of Housing and Urban Development;
- (e) the Department of Transportation;
- (f) the Department of Energy;
- (g) the Department of Education;
- (h) the Council on Environmental Quality;
- (i) the Domestic Policy Council;
- (j) the General Services Administration;
- (k) the National Science Foundation;
- (l) the National Security Council Staff;
- (m) the Office of Management and Budget;
- (n) the Office of Science and Technology Policy; and
- (o) such executive departments, agencies, and offices as the Co-Chairs may designate.

Sec. 2. Mission and Function of the Task Force. Within 180 days of the date of this memorandum, the Task Force shall develop a National Pollinator Health Strategy (Strategy), which shall include explicit goals, milestones, and metrics to measure progress. The Strategy shall include the following components:

(a) Pollinator Research Action Plan. The Strategy shall include an Action Plan (Plan) to focus Federal efforts on understanding, preventing, and recovering from pollinator losses. The Plan shall be informed by research on relevant topics and include:

(i) studies of the health of managed honey bees and native bees, including longitudinal studies, to determine the relative contributions of, and mitigation strategies for, different stressors leading to species declines and colony collapse disorder, including exposure to pesticides, poor nutrition, parasites and other pests, toxins, loss of habitat and reduced natural forage, pathogens, and unsustainable management practices;

(ii) plans for expanded collection and sharing of data related to pollinator losses, technologies for continuous monitoring of honey bee hive health, and use of public-private partnerships, as appropriate, to provide information on the status and trends of managed hive losses;

(iii) assessments of the status of native pollinators, including the Monarch butterfly and bees, and modeling of native pollinator populations and habitats;

(iv) strategies for developing affordable seed mixes, including native pollinator-friendly plants, for maintenance of honey bees and other pollinators, and guidelines for and evaluations of the effectiveness of using pollinator-friendly seed mixes for restoration and reclamation projects;

(v) identification of existing and new methods and best practices to reduce pollinator exposure to pesticides, and new cost-effective ways to control bee pests and diseases; and

(vi) strategies for targeting resources toward areas of high risk and restoration potential and prioritizing plans for restoration of pollinator habitat, based on those areas that will yield the greatest expected net benefits.

(b) Public Education Plan. The Strategy shall include plans for expanding and coordinating public education programs outlining steps individuals and businesses can take to help address the loss of pollinators. It shall also include recommendations for a coordinated public education campaign aimed at individuals, corporations, small businesses, schools, libraries, and museums to significantly increase public awareness of the importance of pollinators and the steps that can be taken to protect them.

(c) Public-Private Partnerships. The Strategy shall include recommendations for developing public-private partnerships to build on Federal efforts to encourage the protection of pollinators and increase the quality and amount of habitat and forage for pollinators. In developing this part of the Strategy, the Task Force shall consult with external stakeholders, including State, tribal, and local governments, farmers, corporations, and nongovernmental organizations.

(d) Task Force member agencies shall report regularly to the Task Force on their efforts to implement section 3 of this memorandum.

Sec. 3. Increasing and Improving Pollinator Habitat. Unless otherwise specified, within 180 days of the date of this memorandum:

(a) Task Force member agencies shall develop and provide to the Task Force plans to enhance pollinator habitat, and subsequently implement, as appropriate, such plans on their managed lands and facilities, consistent with their missions and public safety. These plans may include: facility landscaping, including easements; land management; policies with respect to road and other rights-of-way; educational gardens; use of integrated vegetation and pest management; increased native vegetation; and application of pollinator-friendly best management practices and seed mixes. Task Force member agencies shall also review any new or renewing land management contracts and grants for the opportunity to include requirements for enhancing pollinator habitat.

(b) Task Force member agencies shall evaluate permit and management practices on power line, pipeline, utility, and other rights-of-way and easements, and, consistent with applicable law, make any necessary and appropriate changes to enhance pollinator habitat on Federal lands through the use of integrated vegetation and pest management and pollinator-friendly best management practices, and by supplementing existing agreements and memoranda of understanding with rights-of-way holders, where appropriate, to establish and improve pollinator habitat.

(c) Task Force member agencies shall incorporate pollinator health as a component of all future restoration and reclamation projects, as appropriate, including all annual restoration plans.

(d) The Council on Environmental Quality and the General Services Administration shall, within 90 days of the date of this memorandum, revise their respective guidance documents for designed landscapes and public buildings to incorporate, as appropriate, pollinator-friendly practices into site landscape performance requirements to create and maintain high quality habitats for pollinators. Future landscaping projects at all Federal facilities shall, to the maximum extent appropriate, use plants beneficial to pollinators.

(e) The Departments of Agriculture and the Interior shall, within 90 days of the date of this memorandum, develop best management practices for executive departments and agencies to enhance pollinator habitat on Federal lands.

(f) The Departments of Agriculture and the Interior shall establish a reserve of native seed mixes, including pollinator-friendly plants, for use on post-fire rehabilitation projects and other restoration activities.

(g) The Department of Agriculture shall, as appropriate and consistent with applicable law, substantially increase both the acreage and forage value of pollinator habitat in the Department's conservation programs, including the Conservation Reserve Program, and provide technical assistance, through collaboration with the land-grant university-based cooperative extension services, to executive departments and agencies, State, local, and tribal governments, and other entities and individuals, including farmers and ranchers, in planting the most suitable pollinator-friendly habitats.

(h) The Department of the Interior shall assist States and State wildlife organizations, as appropriate, in identifying and implementing projects to conserve pollinators at risk of endangerment and further pollinator conservation through the revision and implementation of individual State Wildlife Action Plans. The Department of the Interior shall, upon request, provide technical support for these efforts, and keep the Task Force apprised of such collaborations.

(i) The Department of Transportation shall evaluate its current guidance for grantees and informational resources to identify opportunities to increase pollinator habitat along roadways and implement improvements, as appropriate. The Department of Transportation shall work with State Departments of Transportation and transportation associations to promote pollinator-friendly practices and corridors. The Department of Transportation shall evaluate opportunities to make railways, pipelines, and transportation facilities that are privately owned and operated aware of the need to increase pollinator habitat.

(j) The Department of Defense shall, consistent with law and the availability of appropriations, support habitat restoration projects for pollinators, and shall direct military service installations to use, when possible, pollinator-friendly native landscaping and minimize use of pesticides harmful to pollinators through integrated vegetation and pest management practices.

(k) The Army Corps of Engineers shall incorporate conservation practices for pollinator habitat improvement on the 12 million acres of lands and waters at resource development projects across the country, as appropriate.

(l) The Environmental Protection Agency shall assess the effect of pesticides, including neonicotinoids, on bee and other pollinator health and take action, as appropriate, to protect pollinators; engage State and tribal environmental, agricultural, and wildlife agencies in the development of State and tribal pollinator protection plans; encourage the incorporation of pollinator protection and habitat planting activities into green infrastructure and Superfund projects; and expedite review of registration applications for new products targeting pests harmful to pollinators.

(m) Executive departments and agencies shall, as appropriate, take immediate measures to support pollinators during the 2014 growing season and thereafter. These measures may include planting pollinator-friendly vegetation and increasing flower diversity in plantings, limiting mowing practices, and avoiding the use of pesticides in

sensitive pollinator habitats through integrated vegetation and pest management practices.

Sec. 4. General Provisions.

(a) This memorandum shall be implemented consistent with applicable law and subject to the availability of appropriations.

(b) Nothing in this memorandum shall be construed to impair or otherwise affect:

(i) the authority granted by law to any agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(c) Nothing in this memorandum shall be construed to require the disclosure of confidential business information or trade secrets, classified information, law enforcement sensitive information, or other information that must be protected in the interest of national security or public safety.

(d) This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(e) The Secretary of Agriculture is hereby authorized and directed to publish this memorandum in the Federal Register.

BARACK OBAMA



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(503) 620-2632 (503) 684-7523 FAX
www.paulyrogersandcpcpas.com

October 24, 2013

Ashland Parks and Recreation Commission
Ashland, Oregon

In planning and performing our audit of the financial statements of the governmental activities, and each major fund, of Ashland Parks and Recreation Commission as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we do not express an opinion on the effectiveness of the internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in internal control to be significant deficiencies:

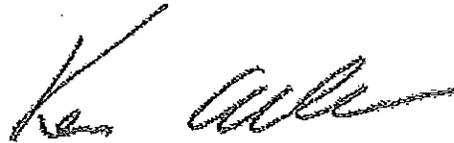
- As we've noted in previous audits the relationship between the City of Ashland and the Ashland Parks and Recreation Commission is ambiguous. We have noted that financial functions are split between the City staff and the Parks staff which can lead to unintentional misunderstandings over who is responsible for what specific duties. During the course of the FY2012-13, an academic and legal conversation started in regards to the Parks' legal status. Although this is not an auditing issue, because we rely on attorneys for legal issues, it does raise the issue of what is the exact relationship between the City and Parks. We recommend that the City and Parks consult with the City attorney, as well as outside attorneys, to develop a clear understanding of the Parks' legal status. We also recommend that the City and Parks do an exhaustive review of every part to clearly define it; whether it be human resources, accounting, rights and duties of the Parks Board, and many other areas. This relationship, whether it be legal or managerial, needs to be clearly defined in order to prevent misunderstandings between the entities as well as errors.

Response:

The Parks & Recreation and City are continuing with their discussions regarding all of these areas and expect a solution sometime during this fiscal year or during the biennium. A clear understanding by both is a key element of this work and any agreement created. Since this is not an audit issue but a management and legal one, appropriate input from outside experts will be sought as deemed necessary.

Pauly, Rogers and Co., P.C.
October 24, 2013

This communication is intended solely for the information and use of management and the Parks Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Ken Allen". The signature is written in a cursive style with a large, sweeping initial "K".

Kenneth Allen, CPA
PAULY, ROGERS AND CO



PAULY, ROGERS AND CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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 - (503) 620-2632 • FAX (503) 684-7523

August 28, 2014

Dave Kanner
City of Ashland

Re: City and Parks exit issues

Below is a listing of issues noted during our interim audit testing. Feel free to contact with me if you have any questions on the items below.

CITY AUDIT ISSUES

Administration:

- Court staff can manually adjust accounts. On a monthly basis they should run a report that shows all "non-cash" transactions and have it formally reviewed by two separate courts employees. Also, a supervisor who does not work directly in the Courts system should review this report for reasonableness.
- There is no formal review of the dismissed citations or dismissal report by a supervisor who does not work directly in the courts system.
- All Courts clerks have full access to the courts system. This should be reviewed and restrictions be put in place to limit their individual access.
- The City should document on their personnel action form whether or not the employee is hourly or salaried.
- The City/ Parks should consider adding seasonal/temp employees to salary schedule
- Whenever the City outsources sensitive data (Pacific Source), they need to make sure that they are insured, either thru a City policy or additional insured on Pacific Source policy, for identity theft.

IT:

- The City should have independent IT audits done on a periodic basis, which would cover any of the City's homegrown systems and access level controls.

Finance:

- The City should consider adding some miscellaneous fees for hotels and restaurants who don't respond to our audit requests. For example maybe if we contact them three times with no response a fine. Or a fine for a cancellation of our scheduled audit within 48 hours. I think without any teeth to what we are trying to do we will continue to have issues scheduling and contacting these businesses.

- The detailed spreadsheet for the Affordable Housing Notes Receivable in Fund 410 does not document the exact date that the payback requirement expires on each loan. The spreadsheet should document that information along with the county lien number after it is confirmed that the county does in fact have liens on file for all of these items.
- The Affordable Housing Loan to Jane Slater has expired and should be removed from the list. The amount is trivial so that can be done in 14-15.
- Every year the County produces a county-wide schedule that shows all the property tax revenue, receivables, adjustments, discounts, etc. Every year this schedule cannot be reconciled to the City's GL.
- The City should try to obtain an AU 324 (service auditors report) from Pacific Source. This report gives the City the confidence in knowing that Pacific Source is processing the transactions properly. The City should also try to obtain similar report from Bluefin, and Health Futures. The County and Springfield have told the City in the past that an AU 324 is too costly for them to perform.
- The City charged employees whose salaries were reimbursed by federal grants, the budgeted PERS rate which was 4% higher than the actual rate. OMB requires that you charge actual costs to federal grants. However, this is a very small amount, about \$2k City wide, so there won't be a federal finding, but the City should discontinue the practice of charging the feds the budgeted rate.
- The City nets its fuel revenue and fuel purchases in the equipment fund. Theoretically these costs should be posted to the GL in their gross amounts.

City Recorder:

- Every few years the City should get a listing of liens from the County and cross check their information with the City's liens.

Public Works:

- The fuel station usage reports sent to each department head are not formally reviewed/signed off on. These reports should be reviewed by each department head for reasonableness, signed/dated and then sent back to the public works department.
- The surveillance camera at the fuel pump does not keep recordings for more than 48 hours. The city should look into getting a surveillance system that expands the amount of time recordings are kept.

Community Development:

- All Community Development employees have the same level of access to the permits system. Access should be limited based on logical need.

ITEMS STILL OUTSTANDING

- We need a copy of the estimated claims liability for the City's self-insurance fund.
- We need a copy of the bank statement that shows how much of the \$240K originally given to Pacific Source is still on hand.
- The Oregon Short Term Fund has yet to release their FY14 audit report which shows the share value of a LGIP pool share, once we get this information we can decide if an adjustment needs to be done.

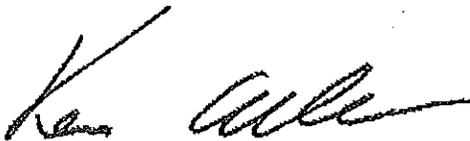
- Once the JE's are done for the above items, please send us a new trial balance and revenue and expenditure reports.

PARKS ISSUES

- The Parks have many various sources of revenue where they take in cash, and don't have enough employees or revenues to segregate duties when cash gets brought in
- As a best practice, the Parks should centralize all of their "internal control" procedures into one document. Should include expenditure approval process, payroll approval, GL review, various revenue controls and any and all inter-relationship with internal control with City.
- The Parks should consider adding seasonal workers to their salary schedule
- The City and Parks need to work thru all of their issues regarding if it's a department or separate entity, as well as fully define their inter-relationship.
- We noted with one staff member that they could get potentially get paid at three different rates. But their timesheet just showed total hours. The timesheet should be done by each different pay code.
- We noted that a car allowance on payroll wasn't on the personnel action form (PAF). Any extra payroll payments should be noted on PAF.

Thanks for all the assistance during the audit.

Sincerely,



Kenny Allen, CPA
Pauly, Rogers and Co. P.C.