

Ashland City Council Look Ahead

Note: This is a DRAFT schedule of future agenda items and is subject to frequent changes.

AGENDA ITEM:	MEETING	RESPONSIBLE DEPARTMENT	LEAD STAFF	FORMAT
1 Fourth Quarter 2020 and First Quarter 2021 Financial Review - The Finance Director will report the financial review for the Fourth Quarter of 2020 and the First Quarter of 2021.	November 16 - Study Session	Finance	Melanie Purcell melanie.purcell@ashland.or.us	Study Session
2 Financial and Reserve Fund Policy Update Discussion	November 16 - Study Session	Finance	Melanie Purcell melanie.purcell@ashland.or.us	Study Session
3 Proclamation for Small Business Saturday - Proclamation recognizing Small Business Saturday on November 28, 2020 in the City of Ashland.	November 17 - Regular Business Meeting	Administration	Mayor Stromberg john@council.ashland.or.us	Presentation
4 Annual Presentation by the Housing and Human Services Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years.	November 17 - Regular Business Meeting	Community Development	Linda Reid linda.reid@ashland.or.us	Presentation
5 Annual Presentation by the Public Arts Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years.	November 17 - Regular Business Meeting	Community Development	Aaron Anderson aaron.anderson@ashland.or.us	Presentation
6 COVID-19 & Wildfire Emergency Declaration - Review and potential extension of COVID-19 and Alameda Fire emergency declaration for another month.	November 17 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Presentation
7 Approval of a Contract for Utility Printing and Mailing Services - Approval is being requested to enter into a public contract for Utility Billing Printing and Mailing Services. The City's intent is to award the public contract to the highest ranked proposer, Moonlight BPO (Moonlight Business Process Outsourcing, LLC), for a term of five years.	November 17 - Regular Business Meeting	Finance	Bryn Morrison bryn.morrison@ashland.or.us	Consent
8 Resolution No. 2020-21 Amending the Miscellaneous Fees and Charges Schedule and Repealing Resolution No. 2020-02 - Council will be asked to approve the Winter Golf Rates previously approved by the Ashland Parks and Recreation Commission and update the miscellaneous fees booklet.	November 17 - Regular Business Meeting	Parks & Recreation	Rachel Dials rachel.dials@ashland.or.us	Consent
9 Liquor License Approval of Restaurant Republic, LLC - Per AMC 6.32 Liquor License Review, the City Council makes recommendations to the OLCC liquor license applications applied for within the city limits.	November 17 - Regular Business Meeting	Recorder	Melissa Huhtala melissa.huhtala@ashland.or.us	Consent
10 Ambulance Financial Analysis Contract Approval - Approval is being requested to enter into a public contract for an Ambulance Transporting Services Cost and Service Analysis. The City's intent is to award the public contract to the highest ranked proposer, Public Consulting Group.	November 17 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Consent
11 Approval of Intergovernmental Agreement (IGA) for Fire Chief Professional Services – The City of Ashland and Jackson County Fire District #3 have developed an IGA for District #3 to provide Fire Chief staffing for exclusive use for the City of Ashland. This IGA is for a three year term and is consistent with the plan and structure presented to Council at the November 2, 2020 Study Session.	November 17 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Consent



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12	Public Hearing and First Reading Amending the Land Use Ordinance Relating to Affordable Housing Standards - Revisions to the City's affordable housing resolution, resale restriction agreements, and the Ashland Land Use Ordinance relating to requirements for affordable housing.	November 17 - Regular Business Meeting	Community Development	Brandon Goldman brandon.goldman@ashland.or.us Linda Reid linda.reid@ashland.or.us	Public Hearing and First Reading
13	Public Hearing and First Reading for Grand Terrace Annexation - A request for Annexation of a 16.87-acre parcel and Zone Change from County RR-5 Rural Residential) to City R-2 (Low Density, Multi-Family Residential) for the properties located at 1511 Highway 99 North. The annexation is to include adjacent railroad property and state highway right-of-way, and would remove the properties from Jackson County Fire District 5 as well. The application includes conceptual details for the future phased development of 196 apartments in 14 two-story buildings, however Outline Plan subdivision and Site Design Review development approvals are not requested here, and would be applied for subsequent to annexation.	November 17 - Regular Business Meeting	Community Development	Bill Molnar bill.molnar@ashland.or.us Derek Severson derek.severson@ashland.or.us	Public Hearing and First Reading
14	Resolution No. 2020-22 Transition to City Manager Clarification - The transition from a City Administrator to a City Manager will occur on January 1, 2021 and allows for an Interim transition into the City Manager role.	November 17 - Regular Business Meeting	Legal	David Lohman david.lohman@ashland.or.us	Consent
15	Second Reading of Open Space Ordinance Amendment - This the second reading regarding a series of ordinance amendments to the Ashland Municipal Code (AMC) Title 18 Land Use to update and clarify the open space requirements for multifamily and single-family housing developments.	November 17 - Regular Business Meeting	Community Development	Maria Harris maria.harris@ashland.or.us Bill Molnar bill.molnar@ashland.or.us	Ordinances, Resolutions, and Contracts
16	Second Reading of an Ordinance Amending Ashland Municipal Code for City Manager Charter Change - Legal will present an Ordinance that will update the Ashland Municipal Code to change City Administrator to City Manager to match up with the Charter change effective January 1, 2021.	November 17 - Regular Business Meeting	Legal	Katrina Brown katrina.brown@ashland.or.us	Ordinances, Resolutions, and Contracts
17	Almeda Fire After Action Review Preliminary Report - A report compiled by the Ashland Emergency Operations Center will be presented on the after action review of the Almeda Fire.	November 30 - Study Session	Admin/HR	Adam Hanks adam.hanks@ashland.or.us Tina Gray tina.gray@ashland.or.us	Study Session
18	Department Head 2020-2021 Work Plan - A work plan based on each Department's work needing Council approval will be presented for the end of 2020 and 2021.	November 30 - Study Session	Admin	Adam Hanks adam.hanks@ashland.or.us	Study Session
19	Annual Presentation by the Planning Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years.	December 1 - Regular Business Meeting	Community Development	Bill Molnar bill.molnar@ashland.or.us	Presentation
20	Lord Property Donation - Donation of 6.02 acres at the corner of North Mountain Avenue and Nepenthe Road to the Parks and Recreation Department. This donation is continuous with North Mountain Park.	December 1 - Regular Business Meeting	Parks & Recreation	Michael Black michael.black@ashland.or.us	Consent
21	Approval of a Sewer Service Connection within the Urban Growth Boundary at 1104 Paradise Lane - A request before Council to approve a sewer service connection per the Ashland Municipal Code for a property located within the Urban Growth Boundary.	December 1 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	Consent



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22	Approval of Riparian Land Lease Agreement - Water Quality Temperature Trading Partnership	December 1 - Regular Business Meeting	Public Works	Kaylea Kathol kaylea.kathol@ashland.or.us	Consent
23	Resolution No. 2020-15 Social Equity and Racial Justice Council Discussion and Action Identification - Councilor Graham requested this item have a reoccurring place on the agenda for to discuss and identify Council actions. The resolution was approved on July 7, 2020 and establishes a formal commitment by the Council, with support from Mayor Stromberg, to recognize and take action to “move forward with purpose in order to provide immediate support for advocacy efforts while putting in place the elements necessary for long-term systemic change”.	December 1 - Regular Business Meeting	Administration	Councilor Graham tonya@council.ashland.or.us	Unfinished Business
24	Ashland Community Smoke Response Plan Approval - The Community Response Plan (CRP) is a requirement of Oregon DEQ and ODF under the State’s 2019 Smoke Management Plan. The Ashland Forest Resiliency Project, City, and Parks forestland controlled burn projects have lagged due in part to smoke management regulations that prohibit certain levels of smoke in the community for even one hour. To accomplish critical burning for community and watershed protection and forest health, an exemption to the 1-hour rule can be granted to communities who gain approval of a CRP that outlines community communication and smoke mitigation strategies. Ashland received a \$25,000 grant from DEQ to complete our plan, which needs Council approval and Jackson County concurrence to be forwarded on to the State.	December 1 - Regular Business Meeting	Fire	Chris Chambers chris.chambers@ashland.or.us	New Business
25	Second Reading and Findings Adoption of Grand Terrace Annexation - A request for Annexation of a 16.87-acre parcel and Zone Change from County RR-5 Rural Residential) to City R-2 (Low Density, Multi-Family Residential) for the properties located at 1511 Highway 99 North. The annexation is to include adjacent railroad property and state highway right-of-way, and would remove the properties from Jackson County Fire District 5 as well. The application includes conceptual details for the future phased development of 196 apartments in 14 two-story buildings, however Outline Plan subdivision and Site Design Review development approvals are not requested here, and would be applied for subsequent to annexation.	December 1 - Regular Business Meeting	Community Development	Bill Molnar bill.molnar@ashland.or.us	Ordinances, Resolutions, and Contracts
26		December 14 - Study Session			
27	Annual Presentation by the Conservation and Climate Outreach Commission - Presentation covering the Commission’s accomplishments, work in progress, and planned activities for the previous and upcoming years.	December 15 - Regular Business Meeting	Conservation	Stu Green stu.green@ashland.or.us	Presentation
28	COVID-19 Emergency Declaration - Extending the COVID-19 emergency declaration for another month.	December 15 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Presentation



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29	Award of a Professional Services Contract to Galardi Rothstein Group for Water and Storm Drain System Development Charge Updates - The Council will be asked to award a professional services contract with Galardi Rothstein Group, who were selected through a request for proposal process to update the City's water and storm drain system development charges.	December 15 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	Consent
30	Acceptance of Fiscal Year 2020 (2019/2020) Comprehensive Annual Financial Report (CAFR) and Component Unit Financial Report (CUFR) - The CAFR for the City and the CUFR for Parks and Recreation is prepared each year as part of the state-required audit by an independent, certified and municipally licensed auditor. Council must review and accept both reports annually.	December 15 - Regular Business Meeting	Finance	Melanie Purcell melanie.purcell@ashland.or.us	New Business
31	Second Reading Amending the Land Use Ordinance Relating to Affordable Housing Standards - Revisions to the City's affordable housing resolution, resale restriction agreements, and the Ashland Land Use Ordinance relating to requirements for affordable housing.	December 15 - Regular Business Meeting	Community Development	Bill Molnar bill.molnar@ashland.or.us	Ordinances, Resolutions, and Contracts
32	Council Onboarding Presentations & Ceremonial Swearing In - The Council will be given a presentation on Public Records, Public Meetings, and Ethics Laws. The City Recorder will perform a ceremonial swear in for those newly elected.	January 4 - Study Session	Legal/ Recorder	David Lohman david.lohman@ashland.or.us Melissa Huhtala melissa.huhtala@ashland.or.us	Study Session
33	Discussion on Budget Committee Appointment Process - As new members of the City Council were active citizen members on the Citizens' Budget Committee, the Council will need to decide on a process and timeline for filling those vacant positions. The new members to Council will still serve on the Committee as Councilors.	January 5 - Regular Business Meeting	Admin/Legal	Adam Hanks adam.hanks@ashland.or.us David Lohman david.lohman@ashland.or.us	New Business
34	Budget Calendar and Assumptions - The Finance Director will present the calendar for the Budget meetings and any assumptions for the budget process.	January 5 - Regular Business Meeting	Finance	Melanie Purcell melanie.purcell@ashland.or.us	New Business
35	Juneteenth Celebration Discussion - Council will discuss planning and implementing a celebration for Juneteenth.	January 5 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	New Business
36	No 1/18 Study Session - City Closed in Observance of Martin Luther King Jr. Day				
37	State of the City Address - The address will include a year in review, the Mayor's State of the City speech, and the Ragland and Bates Awards.	January 19 - Regular Business Meeting	Administration	Mayor Akins julie@council.ashland.or.us	Presentation
38	COVID-19 Emergency Declaration - Extending the COVID-19 emergency declaration for another month.	January 19 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Presentation



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39	Approval of a Professional Services Contract for Improvements to the Community Center and Pioneer Hall - The Council will be asked to award a professional services contract for architectural and engineering services to develop plans, specification and estimates for improvements for both facilities to bring them up to full operational use.	January 19 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	Consent
40	Council Liaison Appointments - The Mayor appoints Council members to be liaisons to attend City Advisory Body and regional meetings.	January 19- Regular Business Meeting	Administration	Mayor Akins julie@council.ashland.or.us	New Business
41	City Manager Recruitment Process and Job Description Discussion - In the May Special Election, the Citizens of Ashland passed a Charter amendment dictating a change in the City's leadership model from a strong Mayor/Council to one lead by a City Manager. The change to City Manager is effective January 1, 2021. Based on Citizen input, the Council directed staff to create a job description for City Manager, and outline a competitive recruitment and selection process for Council consideration.	January 19 - Regular Business Meeting	Human Resources	Tina Gray tina.gray@ashland.or.us	Unfinished Business
42	Wastewater Treatment Plant National Pollution Discharge Elimination System Permit (NPDES) Presentation - A presentation to the Council on the status of the City's wastewater treatment plant NPDES permit update. The new regulatory permit developed by the Department of Environmental Quality has compliance activities that will need to be completed as part of the City's capital improvement program, including continued work on the shading program, relocation of the existing outfall from Ashland Creek to Bear Creek and construction of treatment wetlands.	February 1 - Study Session	Public Works	Scott Fleury scott.fleury@ashland.or.us	Presentation
43	Annual Presentation by the Transportation Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years.	February 2 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	Presentation
44	No 2/15 Study Session - City Closed in Observance of Presidents' Day				
45	COVID-19 Emergency Declaration - Extending the COVID-19 emergency declaration for another month.	February 16 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Presentation
46	Presentation on the Storm Drain Master Plan - A presentation to Council on the outcomes of the newly developed Storm Drain Master Plan. The plan includes recommendations on code language revisions to be consistent with the City's new MS4 regulatory permit, capital project recommendations and associated financial plan.	March 1 - Study Session	Public Works	Scott Fleury scott.fleury@ashland.or.us	Presentation
47	Citizens' Budget Committee Appointments - Two members of the Citizens' Budget Committee were elected to Council allowing for two citizen vacancies on the Committee. The two new Council members will still serve on the Committee as Councilors.	March 2 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	New Business



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48	Adoption of the Capital Improvement Program - A request for approval of the 20-Year Capital Improvements Program (CIP) for years 2021-2041. The CIP is based upon each enterprise fund's master plans or system plans, and operational requirements. The CIP provides a full context representation of a 20-year plan along with a focused and detailed 6-year project window.	March 2 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	New Business
49	Citizens' Budget Committee Onboarding - The Citizen's Budget Committee members will be invited to join the City Council for a presentation on the City's financial structure as well as the expectations and rules of the Citizens' Budget Committee.	March 15 - Study Session	Finance	Melanie Purcell melanie.purcell@ashland.or.us	Study Session
50	Proclamation for Arbor Week - Proclamation recognizing Arbor Week in the City of Ashland	March 16 - Regular Business Meeting	Administration	Mayor Akins julie@council.ashland.or.us	Presentation
51	Annual Presentation by the Tree Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years.	March 16 - Regular Business Meeting	Community Development	Aaron Anderson aaron.anderson@ashland.or.us	Presentation
52	COVID-19 Emergency Declaration - Extending the COVID-19 emergency declaration for another month.	March 16 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Presentation
53	Adoption of the TAP Master Plan - A request of the Council to adopt the Talent Ashland Phoenix Intertie (TAP) Master Plan as the associated planning document for the TAP intertie system.	March 16 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	New Business
54	Review of Ordinance 3176 - Council had requested to have this review on now expired Ordinance 3176 when there was discussion of renewing the Ordinance in 2020.	April 5 - Study Session	Police	Tighe O'Meara tighe.omeara@ashland.or.us	Study Session
55	Proclamation for Independent Media Week - Proclamation establishing Independent Media Week for the City of Ashland in 2021.	April 6 - Regular Business Meeting	Administration	Mayor Akins julie@council.ashland.or.us	Presentation
56	Adoption of the Storm Drain Master Plan - A request of the Council to adopt the Storm Drain Master Plan as the new associated planning document for the storm drain system.	April 6 - Regular Business Meeting	Public Works	Scott Fleury scott.fleury@ashland.or.us	New Business
57		April 19 - Study Session			
58	Annual Presentation by the Historic Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years.	April 20 - Regular Business Meeting	Community Development	Maria Harris maria.harris@ashland.or.us	Presentation
59	COVID-19 Emergency Declaration - Extending the COVID-19 emergency declaration for another month.	April 20 - Regular Business Meeting	Administration	Adam Hanks adam.hanks@ashland.or.us	Presentation



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60	Annual Commission Reappointments - Per AMC 2.10, Council reappoints members or appoints new members to the Commissions whose terms expire on April 30, 2021 every year.	April 20 - Regular Business Meeting	Recorder	Melissa Huhtala melissa.huhtala@ashland.or.us	Consent
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