

**IMPORTANT:** Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



## **AGENDA FOR REGULAR BUSINESS MEETING**

### **ASHLAND PARKS & RECREATION COMMISSION**

**December 9, 2019**

**The Grove, 1195 E. Main Street**

**7:00 p.m.**

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES**
  1. APRC Special Business Meeting – November 18, 2019
- III. **PUBLIC FORUM**
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**
- V. **UNFINISHED BUSINESS**
  1. Silent Disco/Movies in the Park Report (Information)
  2. Trails Master Plan Approval (Action)
  3. 2020 Meeting Schedule (Action)
  4. Community Center Letter (Action)
- VI. **NEW BUSINESS**
  1. Fiscal Year 2019 Budget/Q1 FY 20 Review (Action)
- VII. **ITEMS FROM COMMISSIONERS/STAFF**
- VIII. **UPCOMING MEETING DATES**
  1. Current Parks, Conservation, and Maintenance Subcommittee – December 10, 2019
    - Lithia Cabin, 340 S. Pioneer St.—2:00 p.m.
  2. Bee City USA – January 8, 2020
    - Nature Center, 620 N. Mountain Ave.—3:00p.m.
  3. Ashland Senior Advisory Committee—January 13, 2020
    - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.
- IX. **ADJOURNMENT**

**MINUTES FOR SPECIAL BUSINESS MEETING  
ASHLAND PARKS & RECREATION COMMISSION  
November 18, 2019  
The Grove, 1195 E. Main Street**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell (joined the meeting at 5:52 p.m.), Heller, Lewis; Director Black, Senior Services Superintendent Glatt; Parks Superintendent Oxendine; Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

**CALL TO ORDER**

The meeting was called to order at 5:31 p.m.

**PUBLIC FORUM**

None

**ADDITIONS OR DELETIONS TO THE AGENDA**

None

**UNFINISHED BUSINESS**

**Revenue Bond – Additional Project Funding (Action)**

Director Black presented on the staff report included in the [meeting packet](#) and gave a PowerPoint presentation on the item (see [Attachment I](#)). The presentation included the following items:

- The proposal is to add \$300,000 to the \$2.6 million revenue bond approved by Commissioners in October, making the total of the revenue bond \$2.9 million
- The additional \$300,000 would go toward resurfacing the tennis courts at Hunter Park (\$150,000) and to build dedicated pickleball courts (\$150,000) at Oak Knoll Golf Course
  - The pickleball courts are a Capital Improvement Project (CIP); resurfacing the tennis courts would be a maintenance activity
- Resurfacing the courts would include doing some reinforcement work to the existing cracks to lessen the likelihood that these cracks would impact the new surface
- The projects proposed are consistent with the uses allowed for the Food & Beverage (F&B) Tax and APRC has the capacity to take on additional encumbrances
- Black provided a Funding Proposal in the PowerPoint:
  - Pool - \$2,600,000 (BOND)
  - Pickle Ball - \$325,000 (175k CIP and 150k BOND)
  - Tennis Courts - \$150,000 (BOND)
  - Total Project Cost: \$3,075,000
  - Total BOND: \$2,900,000
  - Total CIP: \$175,000
  
- Resurfacing the tennis courts at Lithia Park because Black was not confident both Hunter and Lithia Park could be completed with \$150K; Black stated that there is potential to secure \$25,000 from the Ashland Parks Foundation to resurface the courts at Lithia Park if there are not enough funds remaining once the courts at Hunter Park are resurfaced.
- Costs savings are likely if all courts were resurfaced at the same time
- Landt inquired why relocating the pickleball courts from the parking lot to the driving range would nearly double the cost of construction
  - Black stated that the original estimate of \$175,000 was low

- Gardiner stated that when the \$175,000 was originally dedicated for pickleball it was not intended to cover the full project cost
- Black stated he is confident the pickleball project can be completed for \$325,000
- Lewis stated the new site mitigates potential noise conflicts with neighbors. The design is more dynamic and necessary to alter the driving range to accommodate the courts
- Black stated the F&B Tax Revenue is estimated at \$775,000; When budgeting and forecasting staff is using \$750,000 as a baseline so the funds are not overburdened
- Black identified F&B backed revenue bonds issued to complete projects as identified on the Projects Funding slide
  - Projects include Calle Guanajuato, Briscoe Park and Garfield Park
- If the revenue bond were issued at \$2.9 million, ~65% of annual F&B funds would be encumbered until 2025 when Garfield Park debt is retired
- Black is proposing a bundle of projects as outlined in the Capital Improvement Plan slide in the presentation (pickleball increase should state \$150,000 on the Capital Improvement Plan slide)
- Black displayed a conceptual design of the pickleball courts, but will bring a more detailed design to the public and to the Commission at a later date for final approval
  - The driving range would be moved 85 feet to accommodate the construction of the pickleball courts and surrounding area. Some netting would need to be removed and some netting would need to be extended to keep the driving distance at its current length
  - Black clarified that narrowing the driving range is not an issue for the Golf Course Manager
  - Black stated there are still issues to be worked out on the site plan, but funding is being sought now to take advantage of the revenue bond and pay the debt over a 10-year period before the F&B ax expires in 2030
  - Lighting may be an aspect of the project that would need to be completed at a later date if costs exceed available funds
- Heller asked for clarification on the cost of resurfacing the Hunter tennis courts:
  - Black stated the it is likely that the full \$150,000 will be spent on the Hunter Park courts
  - There will be additional costs to stabilize the structure of the courts
  - Black would like a cushion to allow for additional improvement to be made such as additional fencing, additional lines for multi-use courts and take this opportunity to address as many issues as possible at Hunter Park
- Heller stated resurfacing the courts at Lithia Park should be on the same level of importance with resurfacing the Hunter Park courts
  - Black is making this recommendation to address the concerns of the tennis community who have more issues with Hunter Park. Black also stated that if the Commissioners would like to move forward with resurfacing the Lithia Park courts, the Ashland Parks Foundation can be approached to secure funding to accomplish this
- Landt requested information on the condition of the courts at Lithia Park & Hunter Park
  - Black stated the condition of all the courts is similar and in need of resurfacing. The focus is on Hunter Park because there are eight tennis courts there and only two at Lithia Park
- Heller advocated for the new location for the pickleball courts at Oak Knoll. Noise and lighting would be less of an impact for the surrounding neighbors
- Bell inquired if these projects proposed for the revenue bond are the most shovel ready and also inquired if the E Main property is close to construction
  - Black stated in the affirmative on the proposed projects and stated that there is still design work to be done on the E Main property as well as annexing the adjacent 1-acre parcel that APRC would like to include in the park design
- Black clarified that funds for these projects could be drawn upon in 2020, but payments would not start until 2021

## Public Participation

**Ken Crocker of Ashland** spoke in favor of moving forward with the funding of dedicated pickleball courts and was confident that six courts will be used, but raised a concern that six courts would not be enough due to the popularity of the sport. Crocker also stated that these courts have the potential to bring visitors into the community. Crocker advocated for the Lithia Park courts to be resurfaced.

**Jack Methot of Ashland** representing Ashland and President of Southern Oregon Pickleball Association (SOPA) spoke in favor proposed location at Oak Knoll. Methot offered to organize the pickleball community to assist with construction to reduce costs. Methot concurs with the projected costs of constructing the pickleball courts. Methot stated SOPA now represents just over 600 members

### **Commission Discussion**

**Motion:** Heller moved to approve the addition of \$300,000 for the Oak Knoll Pickle Ball Courts and resurfacing of the Hunter Park Courts be added to the approved pool revenue bond for a new total of \$2,900,000. Seconded by Lewis.

**Discussion:** Heller stated that establishing dedicated pickleball courts has been a personal goal and would like to see this project move forward. Heller added that the sport is growing and advocated for lighting and stated that SOPA would be willing to do some fundraising to install lighting.

Lewis supports the motion because the pool and pickleball courts are high on the goals list. The tennis courts are facilities that APRC is responsible for maintaining them in an acceptable manner. Using the F&B funds shows that the tax comes back to the community. APRC has been discussing these projects for some time and to bring the projects to fruition is important to the community.

Landt inquired why an additional \$25,000 is not included in the revenue bond, which could result in the courts not being resurfaced.

- Gardiner stated that Black presented an option to cover resurfacing Lithia Park if the full \$150,000 is used at Hunter Park. Since another funding source has been identified for the Lithia Park courts, Gardiner does not see an urgency of increasing the revenue bond. Gardiner is in favor of the \$2.9 million bond and cited the three different user groups that will benefit from these projects

Bell stated the work done on these projects is phenomenal and has pool heating questions for Black at a later date.

Landt provided the following points:

- A revenue source will be required in the near future to start implementing recommendations in the Lithia Park Master
- Decomposed granite that may be used in the surrounding area of the pickleball courts will result in more herbicide use
  - Black stated that using decomposed granite would be a temporary cost saving measure if the project was to go over budget
- In the past, when user groups wanted lighting installed those user groups played a large role in funding the installation of lights
  - Black stated that it is difficult to utilize volunteer labor with construction projects due to the bidding process and that fundraising to help pay for lighting would be a great focus for SOPA

**Vote:** All votes yes

Black commented that the emphasis will be on the Hunter Park courts and that the Lithia Park courts will not be forgotten. Black would like to finish the Hunter Park courts before moving forward with Lithia Park courts. Black stated he will be working to get both sites resurfaced.

### **Memorials Policy Discussion (Informational)**

Assistant Sullivan presented on the staff report included in the [meeting packet](#). The presentation and discussion included the following items:

- Sullivan reached out to other jurisdictions, including Bend, Lake Oswego, Portland, Walla Walla & Estes Valley Parks & Recreation District, to review memorial policies in place elsewhere and found the following
  - The proposed donations to establish a memorial are similar to other jurisdictions contacted
  - Most jurisdictions have standards that guide the types of memorials installed

- Jurisdictions that primarily install wood amenities set the lifespan of the memorial to 5-10 years; jurisdictions that primarily install steel benches set the lifespan to 20+ or the life of the amenity
- Recently, requests for memorials come in at 1-2 per month
- As proposed, at the end of a ten-year period after installation the donor would be provided the opportunity to re-dedicate the memorial at the existing memorial donation price point. If the original donor does not re-dedicate, the memorial becomes available for dedication by another donor. The cost for a new wood bench would be \$1,000; the cost of an existing wood bench would be \$700. Donors will be made aware of the ten-year time span prior to establishing a new memorial
  - Oxendine added that a ten-year time frame will allow for new memorial to be dedicated in a park such as Lithia, which is running out of items that can contain a memorial
- Landt requested that language be added to item II.E. to allow for the consideration of naming rights of a park if a donation is made to develop a property, which can sometimes be as expensive as acquiring of the property itself
  - Black clarified what major portion means in this instance: more than half
- Landt requested cleanup of a typo on item V.B – there should not be a period between stone and May. These two sentences should be joined
- Black requested input on Item IV.B. establishing a guideline that donors should wait one year after the death of the person being memorialized
  - Discussion on this item ended with direction to staff to remove any mention of a waiting period to establish a memorial
- Lewis commented that this policy will now result in a memorial program that financially supports APRC operations costs

#### **Trails Master Plan Discussion (Informational)**

Director Black presented on the staff report included in the [meeting packet](#) which included the following items:

- The Trails Master Plan is an existing document. The amendments presented in the document reflect the current status of the trails system, including updated maps
- Black recommends bringing this back to the Commissioners in December prior to the plan going to the City Council in January
- Black requested feedback on the plan from the Commissioners

#### **Discussion**

- Black clarified that APRC will have the design files and will be able to make modifications to the formatting of the document if necessary
- Landt provided the following feedback:
  - There are dates in the document that need to be addressed such as the name of plan which currently lists 2018 as the completion date
    - Black stated the name of the plan could be changed to 2020 to easily identify the last date of amendment/adoption
  - Recommendations on how to accomplish the vision of the plan should be included in the plan
    - Black stated there are some areas where specific recommendations could be given, such as acquiring easements and properties. Black further stated that identifying various tools used to implement the plan could be stated, but he did not envision including action items or recommendations for every chapter
  - A section in the plan related to the Ashland Canal Trail identifies the section that is owned by the city and the section where the city holds easements but does not provide any information on the sections that are not currently accessible. Landt would like the document to state that a portion of the trail is on private property without public easement and then break these sections of the trails into two categories: 1) sections of the trail where public access has been blocked; 2) sections of the trail where public access has been provided without an easement
    - Black stated that he does not want to call out individual property owners, but supports making a statement about different categories of access
  - In regard to coordination when development is occurring in the vicinity of trail segments, the Planning Commission isn't necessarily thinking about trails when making decisions. Anything that can be included in the document to encourage coordination with the Planning Commission would be valuable. In the document there is a statement about coordination where the word "shall" was changed to "should." Landt provided an example of a lack of coordination is when the Planning Commission approved a proposal on a property on Ashland Creek against planning staff recommendation and

without the knowledge of APRC staff, which resulted in the decreased potential for trail connectivity along Ashland Creek.

- Lewis responded that APRC is now part of the pre-application process allowing APRC staff to raise issues and be fully involved in the process. This was not the case in the past
- Black did not think that even if “shall” were to be added back into the plan. It would still be necessary for APRC staff to review planning actions and submit comments when necessary. Oxendine and Black receive all planning actions and review them for issues related to APRC planning concerns
- Lewis commented on the process to initially create the Trails Master Plan. It was a community process spearheaded by volunteers dedicated to the trails system in Ashland. The document produced provided great benefit and the process to update that original document was similar in nature and required a significant amount of volunteer hours

## **NEW BUSINESS**

### **Age Friendly Communities Application (Action)**

This item was listed after the IPM exemption item on the agenda. Gardiner moved this item up to accommodate the presenters.

Superintendent Glatt and Sandy Theis, Chair of the Ashland Senior Advisory Committee (ASAC), presented on the staff report included in the [meeting packet](#) which included the following items:

- Theis stated ASAC is seeking approval from the Commissioners to have Chari Gardiner sign and send the application for designation as an Age Friendly Community. The program is managed by AARP.
- ASAC will also approach the City of Ashland Mayor for a signature on the application to show a commitment from both organizations
- The Mayor has submitted a letter of intent and was subsequently invited to send an application to AARP
- Designation as an Age Friendly Community would provide benefits
  - Access to a global network of participating communities, as well as aging and civil society experts
  - Access to key information about the program, such as the latest news and information about best practices, events, results, challenges and new initiatives
  - Opportunities for partnerships with other cities, both domestic and international
  - Mentoring and peer-review evaluation by member cities
  - Public recognition of the community’s commitment to become more age-friendly
  - Special consideration when there are AARP funding and training opportunities
  - Speaking engagements at conferences and events hosted by AARP and promotion through AARP’s media channels
- The Age Friendly Community program is building on the larger concept of livability with an emphasis on seniors
- This program advocates for the consideration of the needs of different age groups when planning for and improving infrastructure in the community
- Gardiner mentioned that the Mayor and City Administrator recently attended an ASAC meeting and communicated city administration is directing the committees and commissions under the authority of the city to recognize and consider senior issues when conducting regular business
- There is no direct cost to the Senior Service Division budget aside from the time Glatt has and will put into participating in the Age Friendly Community network. Glatt stated that volunteer members of ASAC will be the primary drivers of activities associated with the network
- Heller advocated for sustainability to be included as a key component of the Age Friendly Community network
  - Theis will be attending a gathering of people working on making Oregon an Age Friendly Community and may push that idea at the state level to then leverage with AARP at the state level

**Motion:** Landt moved to support staff’s recommendation for becoming a part of AARP’s network of Age Friendly Communities. Seconded by Heller.

**Vote:** The vote was all yes.

### **IPM Exemption Request – Burrow Fumigation (Action)**

Superintendent Oxendine presented on the staff report included in the [meeting packet](#) which included the following items:

- There have been rodent issues in parks in recent years including at Lithia Park, Oak Knoll Golf Course, North Mountain Park and Ashland Creek Park
- Contractors have been used in the past at Oak Knoll Golf Course and Lithia Park to deal with rodents
- Oxendine has looked into various types of traps
  - Live traps
    - Necessary to deal with the rodent after capture
    - Staff has contact with rodents which is a safety concern
    - Does not discriminate kill wildlife trapped
  - Environmentally friendly poisons
    - Not available for use in the United States
  - Kill Traps
    - Set at Ashland Creek Park for 3 weeks with no kills. Oxendine stated this is likely due to the ground squirrels hibernating
  - Burrow Fumigation
    - Place device in burrow, light and fill in opening with dirt
    - Heavy gases sit in the bottom of the burrows
    - Lessens potential health impacts on APRC staff since it is not necessary to handle any of the rodents
    - Colder months are the best time of year to use fumigation to knock down large populations of burrowing rodents
    - Ground squirrels are causing negative impacts at Oak Knoll including damage to trees, fairways and mowing equipment
    - Oxendine noted the following downsides to using this method
      - The treatment is staff intensive as it is necessary to find burrows, place all devices at the same time and fill in burrow entrances if gas is seen to be escaping
      - There is a possibility of killing animals living in the burrows that are not considered pests

Staff is asking the Commissioners to approve the use of burrow fumigation to knock down the ground squirrel infestations at Ashland Creek Park and Oak Knoll Golf Course. Staff also requests the ability to use this method to target specific outbreaks of gophers and moles throughout the park system.

#### **Discussion:**

- Landt expressed reluctance to allow the use pest control that results in indiscriminate killing of animals. Using live traps allows land managers to determine if the animal caught is a pest or should be released. Landt has witnessed desirable predators within Ashland Creek Park
- Oxendine stated the largest infestation is at the golf course
- The most complaints about rodents from the public have come from community gardeners at Ashland Creek Park where ground squirrels are having a negative impact on garden plots
- There are issues with moles and gophers in Lithia Park near the bandshell and volleyball court
- There are issues with burrowing rodents at the sports fields in North Mountain Park
- Landt stated that it is easier to justify using this method at the golf course since synthetic herbicides are used there and because it provides less wildlife habitat when compared to other park properties
  - Bell stated that there is an effort to get Audubon Society certification and install pollinator gardens at Oak Knoll
- Lewis advocated for not restricting staff too much and allow them to use their best judgement when dealing with rodent issues and reporting back on the results
- Landt suggested that any exceptions to the IPM outside of Oak Knoll should be discussed at a regular meeting that is streamed by RVTV
- Gardiner stated a concern about damage done to the heritage trees at Oak Knoll

**Motion:** Gardiner moved to approve a pilot project to use burrow fumigation techniques at the Oak Knoll Golf Course. Seconded by Landt.

**Vote:** The vote was all yes

Oxendine will report back to the Commissioners on the pilot project and evaluate feasibility of using this technique at other park properties.

### **2020 APRC Meeting Schedule Discussion (Informational)**

Director Black presented on the staff report included in the [meeting packet](#) which included the following items:

- This is timely because City Council has amended their start time for Regular Meetings to 6:00 p.m., which will likely become the norm for public meetings in Ashland
- Staff is proposing the start time of business meetings and study sessions at 6:00 p.m.
- Staff reviewed availability of the Council Chambers, which would require a move to Wednesdays if Commissioners would like to hold all meetings in Council Chambers
- There was discussion about transitioning to the new start time and day in the spring to allow time for the public to become aware of the change
- Holding meetings on the first and third Wednesday could provide more time for staff to prepare packets for the regular meeting
- The fourth Wednesday of the month does not work for multiple Commissioners
- Gardiner brought up the possibility of increased meeting absences due to travel if meetings are not held in back-to-back weeks
- If the meeting day is moved to Wednesday, the packet would be sent out the Thursday before the meeting
- Black suggested adopting a maximum time length of three hours for meetings
- Commissioners and staff will think on holding the meetings on the first and third Wednesday of the month and will continue the discussion at the December Regular Meeting
- Deciding on meeting times and dates at the December meeting is ideal so staff can secure the meeting space and also set the schedule for advertising in the Mail Tribune and booking RVTV to record regular meetings

### **ITEMS FROM COMMISSIONERS/STAFF**

Heller commented that Ashland residents have approached him regarding the status of the Community Center. The item will be placed on the November 25, 2019 regular meeting agenda. Black will present on the status of the community center and provide information about how the City of Ashland owns the property and is responsible to maintain it and that Parks managed renting the space for community events.

### **UPCOMING MEETING DATES**

- APRC Regular Meeting—November 25, 2019
  - Council Chambers, 1175 E. Main St., Ashland—7:00 p.m.
- Ashland Senior Advisory Committee—December 9, 2019
  - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 8:20am

Respectfully Submitted

Sean Sullivan

Office Assistant II



# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Julian Bell



Michael A. Black, AICP  
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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Rachel Dials, Recreation Superintendent  
**DATE:** December 4, 2019  
**SUBJECT:** Silent Disco/Movies in the Park Review (Information)

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### SITUATION

At the March 25, 2019 Regular Meeting, the Parks Commission approved by motion the Silent Disco and Movies in the Park program as presented by staff on a one-year trial basis with flexible dates due to weather or smoke related cancellations with any feedback received from the community presented in a report after the program concludes in October of 2019.

### BACKGROUND

Below are the events held in Lithia Park by Silent Movement International from May 3, 2019 through October 2, 2019. The two highlighted events were cancelled for inclement weather and smoke related issues. The events were held in Lithia Park with the Silent Discos being held in the front of the park and the Movies in the Butler Bandshell. A survey was conducted during the month of May on Facebook to determine which movies would be shown.

Event	Movie Title	Date
Silent Disco		5/3/2019
Silent Disco		6/7/2019
Movie in the Park	How to train your dragon	6/14/2019
Movie in the Park	The Goonies	6/28/2019
Silent Disco		7/5/2019
Movie in the Park	Coco	7/12/2019
Movie in the Park	Mary Poppins Returns	7/26/2019
Silent Disco		8/2/2019
Movie in the Park	Willie Wonka & the Choc	8/9/2019
Movie in the Park	Spiderman-Into the Spiderverse	8/23/2019
Silent Disco		9/6/2019
Movie in the Park	ET	9/13/2019
Movie in the Park	Willie Wonka & the Choc	9/27/2019
Silent Disco		10/2/2019

There were over 3,000 people that attended the events with the highest attendance recorded at the Silent Discos throughout the summer. A portion of the proceeds, \$1,398, was raised for the Ashland Parks Foundation (APF) with a check to be delivered to APF before the end of 2019.

## **ANALYSIS**

These programs are an affordable, multigenerational activity for our community that utilized two public spaces within Lithia Park. A few of the ways the community benefitted from these programs include:

- **Inclusiveness:** vibrating bass vests called Subpacs were available at the silent discos and a subtitle app that was able to sync up with the movie on the customers phone for the deaf and hard of hearing.
- **Partnerships:** with local organizations including AIFF and the Britt. Other activities like live painters, a silent disco yoga and a channel where kids could be hands-on with electronic instruments making music in live collaboration with other kids.

The feedback received from the community was positive with the only negative feedback occurring during the Movie events related to the \$5 payment to rent the headphones. This was alleviated by “scholarships” that were tracked by Silent Movement and reimbursed by APRC at the conclusion of the events.

For next year APRC and Silent Movement will be looking at some potential changes that include:

- More frequent discos,
- potential for a shorter season,
- solutions for parking a vehicle and trailer, and
- potential backup venues in case of smoke.

Silent Movement has proven a valuable partner to APRC and we look forward to offering programs in the Summer of 2020.

# ASHLAND PARKS & RECREATION COMMISSION

340 SPIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

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**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Michael Black  
**DATE:** December 4, 2019  
**SUBJECT:** Trails Master Plan Update

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## INTRODUCTION

The Ashland Parks and Recreation Commission adopted the following goal related to the Trails Master Plan in 2015 and again in 2017:

***Update Trails and Open Space Comp Plans and continue to purchase land according the plans.***

Since the adoption of the goal, staff has worked to obtain, build and align as many of the identified trails on the adopted plan as possible. Several properties have been purchased to extend trails; easements have also been used as a tool for acquisition. In 2017, the Trails Master Plan Update Committee (the “Committee”) was formed and a group of citizens, as well as staff members, joined together to begin evaluating and updating the existing Trails Master Plan (the “TMP”). Over the course of many meetings, the TMP was evaluated and updates were made to all of the trail sections and the accompanying narrative. Additionally, some new recreation trails were added to the plan on the Imperatrice property as well as several areas future expansions of existing trails.

A lot of community work has taken place on this plan document and maps over nearly two years. The plan is ready to begin the presentation process through the City and Parks and we are bringing the document to the Parks Commissioners after first receiving a favorable recommendation from the Transportation Commission in January of this year and the Planning Commission in May of 2019. The Committee has asked that the Parks Commission review the plan and recommend its approval to the City Council as a legislative amendment to the Comprehensive Plan.

The document has many sections and some of those are specifically related to the recreational aspect of the Ashland trail system; however, there are many trails in the same system that are used for daily transportation purposes. Some may even serve as the primary transportation routes for commuters who walk and ride to work – such as the Central Bike Path and the Bear Creek Greenway.

Most trails in the plan, either proposed or in use today, are not within the ROW of City, County or State roadways. In other words, most of the trails in the plan are “separated” from the right of way. The document does not count sidewalks as trails, except in the rare circumstances when no other separated routes are available. One example of this is the Bear Creek Greenway extension where the greenway may use the Nevada Street ROW for a short distance. In most situations, however, the main interaction between the public ROW and the TMP will be the locations where trails intersect with public streets – in the document these intersections are called “Street Crossings.”

Street crossings are necessary for any comprehensive trail system. The Committee has proposed a TMP that we believe is comprehensive with accommodations for many types of users and multiple types of trails.

### **BACKGROUND** (from executive summary)

With the acquisition of Lithia Park in 1908, Ashland citizens initiated a vision to protect scenic landscapes and give residents and visitors access to many of the area’s natural features. In recent years, citizens aspired to improve upon the area trails. Aware of development pressures and other challenges to the existing trails, a group of citizens formed the Ashland Woodlands & Trails Association (AWTA) in 2001.

In 2006, the AWTA and the Ashland Parks and Recreation Commission (APRC) formed a sub-committee and authored a Trails Master Plan (TMP) as an essential component to the city’s Open Space Plan. (The use of the term “master plan” for purposes of this document implies a long-range, over-arching plan that is not project or cost specific). They envisioned a trail system built around a trio of west to east main trails with longitudinal connections to key civic areas and upland forestlands.

Building on public input from community workshops and neighborhood forums, the 2006 TMP Committee had identified four themes of interest which were used to generate a framework of goals. The TMP was approved by the APRC and the City Council in the spring of 2006 and became part of the City of Ashland Comprehensive Plan.

### **Project Goals**

The following goals were used as a guide for the TMP review and update:

- Develop and maintain a system of trails for pedestrians and non-motorized vehicles;
- Increase trail connectivity between neighborhoods, civic features and surrounding natural areas;
- Enhance the quality of life through improved trail opportunities in support of our health, wellness, and environmental enjoyment; and,
- Continue use of accepted trail standards based on approved uses, site opportunities, and historical and safety constraints.

### **Public Works Review**

Public Works has reviewed the document and has made several suggested changes, which have been incorporated into the plan. When reading the plan, you will see some paragraphs that are highlighted in red. These paragraphs signify locations where changes were requested by Public Works.

### **Transportation Commissioner Review**

The amended Trails Master Plan document was presented to the Ashland Transportation Commission in January of 2019. The Commission voted to support the amendment and recommended its approval.

### **Planning Commission Review**

The amended Trails Master Plan document was presented to the Ashland Planning Commission in May of 2019. The Commission voted to support the amendment and recommended its approval.

### **Parks Commission Review**

The Parks Commissioners reviewed the document in their November 2019 special meeting and all amendments from that review have been incorporated in the new document.

### **CONCLUSION**

It is the intent of APRC to continue to acquire land and build trails consistent with the Trails Master Plan so long as it is sustainable. At this point in time, there are more than 45 miles of trails that APRC either directly, or indirectly, oversees maintenance for. The Trails Master Plan anticipates many more trails; however, one area of focus for APRC will be providing the linkages needed for existing trails – in some cases, our City trails cross private property where there are no easements in place. Owners of the land have the choice to either allow the traffic on their property or not. APRC will focus on securing easements, and/or title to these properties to ensure that the existing public trails continue through town.

As the private property scenario has played out multiple times over the last few years, with varying outcomes, APRC will have a focus on this issue. Additionally, the Trails Master Plan will be useful in identifying areas of the City that are not accessible at this time by any trails and the plan will guide APRC in actions that will help secure those properties as well.

### **RECOMENDATION**

Staff recommends that the Parks Commissioners approve the amendments to the Trails Master Plan

Possible Motion: I move to approve the amended Trails Master Plan as presented in the December 4, 2019 staff report.

Attachments: [Draft Trails Master Plan](#)

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Julian Bell



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Michael Black, APRC Director  
**DATE:** December 4, 2019  
**SUBJECT:** 2020 Business/Study Session Meeting Dates

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### SITUATION

The dates for the Ashland Parks and Recreation Commission public meetings to be held in 2020 need to be finalized and approved at the Regular Business Meeting on December 9, 2019 so the date can be publicly posted, meeting locations can be reserved, and the services of RVTV to stream and record Regular Business Meetings can be secured.

### BACKGROUND

The Commission currently begins Regular Business Meetings at 7:00 p.m. and Study Sessions at 5:30 p.m. The Ashland City Council recently adjusted the start time of their Regular Business Meetings from 7:00 p.m. to 6:00 p.m. The Commission typically holds Business Meetings on the 4<sup>th</sup> Monday of the month and Study Sessions on the 3<sup>rd</sup> Monday of the month. These dates are altered when a meeting date falls on a holiday. The Commission holds Business Meetings in Council Chambers and Study Sessions at The Grove. The Grove is used because Council Chambers is booked on days that Study Sessions are typically held. Staff has brought this issue to the Commissioners to Special and Regular Meeting held in November.

### ASSESSMENT

Staff researched availability of Council Chambers and found that all Monday and Tuesday evenings are booked by other public bodies, excluding the 4<sup>th</sup> Monday which is still available for APRC Business Meetings. Council Chambers are available Wednesday evenings beginning in March. Commissioners have expressed willingness to move both meetings to Wednesdays, hold them in Council Chambers and hold begin both meetings at 6:00 p.m. However, staff was recently informed that the municipal court holds jury trials on Wednesdays until 6:00 p.m. Commissioners have discussed delaying the transition to the new schedule until the Spring to allow for public notification and to accommodate activities scheduled based on the current meeting schedule. It would be possible to make the transition to the new schedule in March. Staff has also verified that RVTV can accommodate a switch to Wednesdays.

### RECOMENDATION

Staff recommends holding the Study Session on the 1<sup>st</sup> Wednesday of the month and the Regular Business Meeting on the 2<sup>nd</sup> Wednesday of the month. Staff also recommends holding both meetings in Council Chambers with a start time of 6:30 p.m. Commissioners may want to discuss putting a 3-hour time limit on meetings and identify when the transition to the new schedule should start.

**Possible Motion:** I move to hold Study Sessions on the 1<sup>st</sup> Wednesday of the month and the Regular Business Meetings on the 2<sup>nd</sup> Monday of the month. Both meetings are to be held in Council Chambers with a start time of 6:30 p.m. The transition to the new schedule with start in the month of \_\_\_\_\_.

**Possible Motion:** I move to hold Study Sessions on the 1<sup>st</sup> Wednesday of the month and the Regular Business Meetings on the 2<sup>nd</sup> Monday of the month. Both meetings are to be held in Council Chambers with a start time of 6:30 p.m. and will adjourn no later than 9:30 p.m. without consent. The transition to the new schedule with start in the month of \_\_\_\_\_.

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Joel Heller  
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Michael A. Black, AICP  
Director

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parksinfo@ashland.or.us

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Michael Black, Director  
**DATE:** December 4, 2019  
**SUBJECT:** Community Center Update

---

## Situation

At the November 2019 business meeting, the Commissioners asked staff to assist with a letter to the City Council expressing the importance of the renovation and eventual reopening of the Community Center.

## Background

The Ashland Community Center is a wooden structure constructed across from Lithia Park by a civic organization in 1922 and donated to the City of Ashland some years later. In the Spring of 2019, the City of Ashland contracted with Marquess Engineering to conduct an inspection of the facility. A draft report prepared by the engineer found the northern wall of the structure was bowing outward and concluded the current condition of the structure is “unacceptable.” As a precaution, upon recommendation by the City Building Official, the building will not be available for occupancy by the public until the structure has been deemed safe.

The Ashland Community Center is owned and maintained by the City of Ashland. The APRC Recreation Division managed rental of the facility on an hourly basis to 20 or so groups each week. APRC has since made every effort to accommodate the groups elsewhere.

The engineer’s draft report says structural renovation is needed within the roofing system and may require complete removal and repair of the existing roof and ceiling structure over the main hall of the building. The City will be seeking further engineering analysis to determine the cost and duration of full restoration and repair and to determine the feasibility of temporary measures to alleviate safety concerns.

Currently, the City is working on a plan to address the aforementioned structural issues with the building; however, at this time there are no plans for construction nor timeline to report to the Commissioners on the project. As staff receives information from the City, regarding the renovation of the Community Center, we will pass that information along to the Commissioners.

## Assessment



With the assistance of Commissioner Landt, the following letter has been drafted for review by the Commissioners:

*December \_\_, 2019*

*Ashland Mayor and City Council  
20 E. Main Street  
Ashland, OR 97520*

*Dear Mayor and City Councilors,*

*Since the Community Center closed, due to unacceptable structural issues, Ashland Parks and Recreation Commissioners have heard from several residents who are concerned about the future of the facility. Since APRC managed the activities at the center for so many years, residents have reached out to the Commissioners to express their support for re-opening the facility at some point.*

*The Community Center has provided a local gathering spot for generations of Ashland residents close to Lithia Park and downtown. The importance of the building is clearly established through its popularity for local events from birthday parties to stage plays. The ability for residents to reserve a low-cost community building close to downtown and Lithia Park is one of the quality-of-life amenities that sets Ashland apart as a great place to live.*

*We are aware that the City has been considering options for the renovation of the center, and that the staff and Council are acutely aware of the importance that this structure holds within the community. With this in mind, we encourage the City to continue to explore options for not only structural rehabilitation, but functional renovation as well. The Community Center is overdue for a make-over and we feel that it would be beneficial, both fiscally and functionally, to bundle a practical remodel with the structural repairs.*

*The Ashland Parks and Recreation Commissioners ask you continue to support the Community Center as an amenity and as you move forward with plans for the Community Center, our staff will be available to work with you to find a solution for this valuable community asset.*

*Sincerely,*

*Mike Gardiner, Chair  
Ashland Parks and Recreation Commission*

## **Recommendation**

Staff recommends that the Commissioners review the proposed letter and provide feedback and direction at the meeting.

# ASHLAND PARKS & RECREATION COMMISSION

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Tara Kiewel, Admin Analyst

**DATE:** December 4, 2019

**SUBJECT:** FY19 Budget Review and Quarterly Budget Update (Information/Action)

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**Situation:**

Staff prepares budget summary reports for the Commission to review each quarter and at the end of each fiscal year. The reports being presented at this time are the end of biennium update and the first quarter (July 1, 2019 through September 30, 2019) budget summary. The City financial reports for June 30, 2019 and September 30, 2019 are also included for review.

**Background:**

The 2017-2019 biennium ended on June 30, 2019. A financial audit was performed by Moss Adam and presented to the Audit Committee on December 3, 2019. The auditors issued an opinion that was unmodified on the financial statement (clean) with no reportable findings. The Parks Comprehensive Annual Financial Report was accepted by the Audit Commission on December 3, 2019.

APRC property tax revenue was held flat for the current biennium which represents a \$262,260 reduction to the budget. With increases to PERS, Healthcare and Internal Services costs it was critical that we had a budget surplus (ending fund balance) from BN17/19 to supplement the BN19/21 budget.

The budget summary reports detail expenditures broken down by division and department and the targeted expenditure percent. APRC administrative staff reviews this information on a monthly basis.

**Assessment:**

**BN17/19 Update**

The ending general fund balance for BN17/19 is \$842,877. This was the result of staff watching expenditures closely and leaving vacant positions unfilled to realize savings.

<b>APRC General Fund</b>	<b>FY18</b>		<b>FY19</b>
Total Revenue	\$ 6,193,388	Total Revenue	\$ 6,440,334
Total Expenses	\$ 5,741,266	Total Expenses	\$ 6,258,910
<b>Ending Fund Balance</b>	<b>\$ 452,122</b>	<b>Ending Fund Balance</b>	<b>\$ 181,424</b>

Revenue for FY19 increased \$246,946 (3.99%) over FY18 which was largely due to less wildfire smoke and optimal weather for outdoor activities.

- \$24,503 (10.97%) increase in Golf Course Revenue
- \$3,779 (2.63%) increase in Daniel Meyer Pool Revenue
- \$8,639 (5.64%) increase in Ice Rink Revenue
- Increases to City and Maintenance Agreements

**FY20 Quarter 1 Update**

Attached to this report you will find the current year-to date report as of 10/31/2019. New for this biennium Forestry is now a department separate from Parks Operations. This change allows for better reporting of true costs of Parks maintenance.

The target percent of expenditures for October is 33.33%. We are trending a little over budget at 36.30% for expenditures year to date. This can be attributed to seasonal expenses including temporary employees, irrigation, and park patrol.

Revenues for general fund are currently 32.5% of budget. There was a slight loss in revenue for the Daniel Meyer Pool due to closure in September for surface repairs.

Staff is monitoring expenditures and revenue closely to ensure we are meeting monthly budget targets.

**Recommendation**

Review the attached information and approve/acknowledge it during the official business meeting of December 9, 2019.

**Possible Motion**

I move to approve the reported year- end and quarterly financial report as presented.

**Attachments:**

- FY19 EOY APRC Budget Summary
- FY 20 Oct YTD APRC Budget Summary
- City of Ashland Financial Report for June 30, 2019
- City of Ashland Quarterly Financial Report for September 30, 2019

**City of Ashland**  
**Summary of Fund Balances**  
as of June 30, 2019

Fund	Balance June 30, 2019	Balance June 30, 2018	Change From FY 2018
General Fund	\$ 4,963,179	\$ 4,792,508	\$ 170,670
Parks General Fund	842,877	661,453	181,424
Housing Fund	69,986	263,903	(193,917)
Community Block Grant Fund	36,617	33,801	2,816
Reserve Fund	38,440	37,524	916
Street Fund	4,815,937	4,835,108	(19,170)
Airport Fund	235,658	202,016	33,642
Capital Improvements Fund	860,718	1,139,949	(279,231)
Parks Capital Improvements Fund	1,428,985	981,825	447,160
Debt Service Fund	1,035,855	1,027,296	8,559
Water Fund	10,495,073	9,432,724	1,062,350
Wastewater Fund	8,826,690	7,636,846	1,189,844
Storm Drain Fund	1,866,537	1,768,991	97,546
Electric Fund	2,249,387	2,468,855	(219,468)
Telecommunications Fund	1,135,308	834,108	301,200
Central Services Fund	839,734	1,092,452	(252,718)
Insurance Services Fund	44,383	586,216	(541,833)
Health Benefits Reserve Fund	932,374	4,695	927,680
Equipment Fund	3,328,444	3,579,502	(251,058)
Parks Equipment Fund	264,491	126,854	137,637
Cemetery Trust Fund	984,915	970,305	14,610
	<u>\$ 45,295,588</u>	<u>\$ 42,476,929</u>	<u>\$ 2,818,659</u>
<b>Total Fund Balances</b>	<u>\$ 45,295,588</u>	<u>\$ 42,476,929</u>	<u>\$ 2,818,659</u>
<u>Restricted and Committed Funds</u>			
Restricted	\$ 11,220,148	\$ 10,736,474	\$ 483,674
Committed	12,925,255	12,322,811	602,444
Unassigned	21,150,186	19,417,645	1,732,541
	<u>\$ 45,295,588</u>	<u>\$ 42,476,929</u>	<u>\$ 2,818,659</u>
<b>Total Fund Balances</b>	<u>\$ 45,295,588</u>	<u>\$ 42,476,929</u>	<u>\$ 2,818,659</u>

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
as of 06/30/2019 (100.00% of Budget)

	Fiscal Year 2018 Year-To-Date Actuals	Fiscal Year 2018 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2019 2nd Year Reveues/Expenses	Fiscal Year 2019 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year over year change
211 Parks and Recreation General Fund							
Intergovernmental	\$ 750.00	\$ 750.00	100.0%	\$ 500.00	\$ 29,250	1.7%	66.7%
Charges for Services - Internal	5,209,500	5,209,500	100.0%	5,391,900	5,391,900	100.0%	103.5%
Charges for Services - Misc. Service Fees	868,563	868,563	100.0%	916,636	1,312,637	69.8%	105.5%
Interest on Investments	9,692	9,692	100.0%	20,599	4,308	478.1%	212.5%
Miscellaneous	19,883	19,883	100.0%	25,700	40,117	64.1%	129.3%
Transfer In	85,000	85,000	100.0%	85,000	85,000	100.0%	100.0%
Total Revenues and Other Sources	<u>6,193,388</u>	<u>6,193,388</u>	100.0%	<u>6,440,335</u>	<u>6,863,212</u>	93.8%	104.0%
Parks Division	3,890,304	3,890,304	100.0%	4,151,758	4,877,911	85.1%	106.7%
Recreation Division	1,348,844	1,348,844	100.0%	1,552,403	1,850,709	83.9%	115.1%
Golf Division	502,118	502,118	100.0%	554,750	660,982	83.9%	110.5%
Contingency	-	-	0.0%	-	195,000	0.0%	0.0%
Total Expenditures and Other Uses	<u>5,741,266</u>	<u>5,741,266</u>	100.0%	<u>6,258,910</u>	<u>7,584,602</u>	82.5%	109.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	452,122	452,122	100.0%	181,424	(721,390)	125.1%	40.1%
Beginning Fund Balance	<u>209,331</u>	<u>209,331</u>	100.0%	<u>661,453</u>	<u>(24,876)</u>	2759.0%	316.0%
Ending Fund Balance	<u>\$ 661,453</u>	<u>\$ 661,453</u>	100.0%	<u>\$ 842,877</u>	<u>\$ (746,266)</u>	212.9%	127.4%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds				-			
Unassigned Fund Balance				<u>\$ 842,877</u>			

\*\*Collected more revenue in year 1 than budgeted\*\*

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
as of 06/30/2019 (100.00% of Budget)

	Fiscal Year 2018 Year-To-Date Actuals	Fiscal Year 2018 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2019 2nd Year Reveues/Expenses	Fiscal Year 2019 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year over year change
<b>411 Parks Capital Improvement Fund</b>							
Taxes	\$ 758,101	758,101	100.0%	\$ 803,844	\$ 726,589	110.6%	106.0%
Intergovernmental	4,695	4,695	100.0%	19,857	895,305	2.2%	0.0%
Interest on Investments	13,978	13,978	100.0%	24,077	6,022	399.9%	172.2%
Other Financing Sources	-	-	0.0%	-	3,250,000	0.0%	0.0%
Total Revenues and Other Sources	<u>776,774</u>	<u>776,774</u>	100.0%	<u>847,779</u>	<u>4,877,916</u>	17.4%	109.1%
Personnel Services	-	-					
Materials and Services	57,754	57,754	100.0%	30,999	184,492	16.8%	53.7%
Capital Outlay	261,363	261,363	100.0%	124,575	4,550,794	2.7%	47.7%
Transfer Out	328,238	328,238	100.0%	245,045	245,045	100.0%	74.7%
Total Expenditures and Other Uses	<u>647,355</u>	<u>647,355</u>	100.0%	<u>400,619</u>	<u>4,980,331</u>	8.0%	61.9%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	129,419	129,419	100.0%	447,160	(102,415)	536.6%	345.5%
Beginning Fund Balance	852,406	852,406	100.0%	981,825	(743,870)	232.0%	115.2%
Ending Fund Balance	<u>\$ 981,825</u>	<u>\$ 981,825</u>	100.0%	<u>\$ 1,428,985</u>	<u>\$ (846,285)</u>	268.9%	145.5%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds				1,428,985			
Unassigned Fund Balance				<u>\$ 0</u>			

\*\*Collected more revenue in year 1 than budgeted\*\*

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
as of 06/30/2019 (100.00% of Budget)

	Fiscal Year 2018 Year-To-Date Actuals	Fiscal Year 2018 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2019 2nd Year Reveues/Expenses	Fiscal Year 2019 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year over year change
<b>731 Parks Equipment Fund</b>							
Charges for Services - Internal	\$ 227,500	\$ 227,500	100.0%	\$ 227,500	\$ 197,500	115.2%	100.0%
Interest on Investments	3,081	3,081	100.0%	4,898	(1,631) **	N/A	159.0%
Miscellaneous	25,129	25,129	100.0%	46,331	(25,129) **	N/A	184.4%
Total Revenues and Other Sources	255,710	255,710	100.0%	278,729	170,740	163.2%	109.0%
Materials and Services	-	-		\$ -	(80,710)	0.0%	0.0%
Capital Outlay	305,710	305,710	100.0%	141,092	225,000	62.7%	46.2%
Total Expenditures and Other Uses	305,710	305,710	100.0%	141,092	144,290	97.8%	46.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(49,999)	(49,999)	100.0%	137,637	26,449	520.4%	-275.3%
Beginning Fund Balance	176,854	176,854	100.0%	126,854	164,364	77.2%	71.7%
Ending Fund Balance	\$ 126,854	\$ 126,854	100.0%	\$ 264,491	\$ 190,813	138.6%	208.5%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds				264,491			
Unassigned Fund Balance				\$ -			

\*\*Collected more revenue in year 1 than budgeted\*\*

**City of Ashland**  
**Schedule of Budgetary Compliance Per Resolution 2017-17**  
**Amended for Resolution 2017-29, 2018-08, 2018-16, 2018-25, 2019-04 and 2019-21**  
as of 06/30/2019 (100.00% of Biennium)

	Biennial to Date Actuals (24 Months)	Biennial Budget 2017-2019	Percent Used	Balance
<b>General Fund</b>				
Administration	\$ 2,554,893	\$ 3,006,150	85.0%	\$ 451,257
Administration - Municipal Court	1,005,735	1,039,095	96.8%	33,360
Administrative Services - Miscellaneous	18,555	38,000	48.8%	19,445
Administrative Services - Band	124,646	131,540	94.8%	6,894
Administrative Services - Parks	10,601,400	10,601,400	100.0%	-
Police Department	14,702,139	15,588,125	94.3%	885,986
Fire and Rescue Department	19,350,307	20,020,170	96.7%	669,863
Public Works - Cemetery Division	795,214	851,778	93.4%	56,564
Community Development - Planning Division	3,098,918	3,291,729	94.1%	192,811
Community Development - Building Division	1,423,279	1,479,935	96.2%	56,656
Community Development - Social Services Grants	268,000	268,001	100.0%	1
Transfers	377,351	377,351	100.0%	-
Contingency	-	694,939	0.0%	694,939
<b>Total General Fund</b>	<b>54,320,437</b>	<b>57,388,213</b>	<b>94.7%</b>	<b>3,067,776</b>
<b>Parks and Recreation General Fund</b>				
Parks Division	8,042,062	8,498,851	94.6%	456,789
Recreation Division	2,901,247	3,334,235	87.0%	432,988
Golf Division	1,056,867	1,163,100	90.9%	106,233
Contingency	-	195,000	0.0%	195,000
<b>Total Parks and Recreation Fund</b>	<b>12,000,176</b>	<b>13,191,186</b>	<b>91.0%</b>	<b>1,191,010</b>
<b>Housing Trust Fund</b>				
Materials and Services	300,000	366,351	81.9%	66,351
<b>Total Housing Trust Fund</b>	<b>300,000</b>	<b>366,351</b>	<b>81.9%</b>	<b>66,351</b>
<b>Community Development Block Grant Fund</b>				
Personnel Services	62,880	62,880	100.0%	-
Materials and Services	189,836	390,905	48.6%	201,069
<b>Total Community Development Grant Fund</b>	<b>252,716</b>	<b>453,785</b>	<b>55.7%</b>	<b>201,069</b>
<b>Reserve Fund</b>				
Interfund Loan	-	525,000	0.0%	525,000
Transfers	-	525,000	0.0%	525,000
<b>Total Reserve Fund</b>	<b>-</b>	<b>1,050,000</b>	<b>0.0%</b>	<b>1,050,000</b>
<b>Street Fund</b>				
Public Works - Ground Maintenance	490,091	501,900	97.6%	11,809
Public Works - Street Operations	6,421,775	19,188,971	33.5%	12,767,196
Public Works - Transportation SDC's	91,480	2,198,720	4.2%	2,107,240
Contingency	-	43,685	0.0%	43,685
<b>Total Street Fund</b>	<b>7,450,782</b>	<b>21,933,276</b>	<b>34.0%</b>	<b>14,482,494</b>
<b>Airport Fund</b>				
Materials and Services	363,533	425,380	85.5%	61,847
Capital Outlay	98,684	312,000	31.6%	213,316
Debt Service	77,072	77,075	100.0%	3
Contingency	-	10,000	0.0%	10,000
<b>Total Airport Fund</b>	<b>539,289</b>	<b>824,455</b>	<b>65.4%</b>	<b>285,166</b>



**Schedule of Budgetary Compliance Per Resolution 2017-17**  
**Amended for Resolution 2017-29, 2018-08, 2018-16, 2018-25, 2019-04 and 2019-21**  
as of 06/30/2019 (100.00% of Biennium)

	Biennial to Date Actuals (24 Months)	Biennial Budget 2017-2019	Percent Used	Balance
<b>Capital Improvements Fund</b>				
Public Works - Facilities	2,527,767	2,569,100	98.4%	41,333
Administrative Services - SDC (Parks)	350,000	394,640	88.7%	44,640
Administrative Services - Open Space (Parks)	1,099,342	1,500,000	73.3%	400,658
Transfers	1,777,000	1,777,000	100.0%	(0)
Contingency	-	60,000	0.0%	60,000
<b>Total Capital Improvements Fund</b>	<b>5,754,109</b>	<b>6,300,740</b>	<b>91.3%</b>	<b>546,631</b>
<b>Parks Capital Improvement Fund</b>				
Materials and Services	88,753	150,000	59.2%	61,247
Capital Outlay	385,938	4,812,157	8.0%	4,426,219
Transfers	573,283	573,283	100.0%	-
<b>Total Parks Capital Improvement Fund</b>	<b>1,047,974</b>	<b>5,535,440</b>	<b>18.9%</b>	<b>4,487,466</b>
<b>Debt Service Fund</b>				
Debt Service	3,901,969	3,902,387	100.0%	418
<b>Total Debt Service Fund</b>	<b>3,901,969</b>	<b>3,902,387</b>	<b>100.0%</b>	<b>418</b>
<b>Water Fund</b>				
Public Works - Conservation	482,115	738,888	65.2%	256,773
Public Works - Water Supply	2,289,383	2,751,150	83.2%	461,767
Public Works - Water Supply Debt	19,047	636,758	3.0%	617,711
Public Works - Water Distribution	9,044,538	9,807,452	92.2%	762,914
Public Works - Water Distribution Debt	500,276	592,101	84.5%	91,825
Public Works - Water Treatment	3,908,961	24,383,636	16.0%	20,474,675
Public Works - Water Treatment Debt	282,173	282,177	100.0%	4
Public Works - Improvement SDC's	453,088	4,181,350	10.8%	3,728,262
Public Works - Debt SDC's	430,365	430,369	100.0%	4
Transfer	500,000	500,000	100.0%	0
Interfund Loan	-	1,000,000	0.0%	1,000,000
Contingency	-	685,000	0.0%	685,000
<b>Total Water Fund</b>	<b>17,909,946</b>	<b>45,988,881</b>	<b>38.9%</b>	<b>28,078,935</b>
<b>Wastewater Fund</b>				
Public Works - Wastewater Collection	5,008,058	6,088,930	82.2%	1,080,872
Public Works - Wastewater Collection Debt	144,650	144,656	100.0%	6
Public Works - Wastewater Treatment	7,160,871	10,279,543	69.7%	3,118,672
Public Works - Wastewater Treatment Debt	3,361,226	3,732,624	90.0%	371,398
Public Works - Improvements SDC's	98,911	4,060,025	2.4%	3,961,114
Contingency	-	325,000	0.0%	325,000
<b>Total Wastewater Fund</b>	<b>15,773,716</b>	<b>24,630,778</b>	<b>64.0%</b>	<b>8,857,062</b>
<b>Stormwater Fund</b>				
Public Works - Storm Water Operations	1,241,062	1,459,713	85.0%	218,651
Public Works - Storm Water Operations Debt	24,499	24,500	100.0%	1
Public Works - Improvements SDC's	115,766	250,000	46.3%	134,234
Contingency	-	30,000	0.0%	30,000
<b>Total Stormwater Fund</b>	<b>1,381,327</b>	<b>1,764,213</b>	<b>78.3%</b>	<b>382,886</b>
<b>Electric Fund</b>				
Administration - Conservation	1,518,626	1,586,890	95.7%	68,264
Electric - Supply	14,475,306	14,981,925	96.6%	506,619
Electric - Distribution	14,664,393	15,573,330	94.2%	908,937
Electric - Transmission	1,818,680	2,431,435	74.8%	612,755
Debt Service	45,600	45,602	100.0%	2
Contingency	-	-	N/A	-
<b>Total Electric Fund</b>	<b>32,522,605</b>	<b>34,619,182</b>	<b>93.9%</b>	<b>2,096,577</b>

**Schedule of Budgetary Compliance Per Resolution 2017-17**  
**Amended for Resolution 2017-29, 2018-08, 2018-16, 2018-25, 2019-04 and 2019-21**  
as of 06/30/2019 (100.00% of Biennium)

	Biennial to Date Actuals (24 Months)	Biennial Budget 2017-2019	Percent Used	Balance
<b>Telecommunications Fund</b>				
IT - Personnel Services	1,329,298	1,448,575	91.8%	119,277
IT - Materials & Services	1,939,956	2,009,520	96.5%	69,564
IT - Capital Outlay	34,118	40,000	85.3%	5,883
Debt - To Debt Service Fund **	818,000	818,000	100.0%	0
Contingency	-	105,000	0.0%	105,000
<b>Total - Telecommunications Fund</b>	<b>4,121,371</b>	<b>4,421,095</b>	<b>93.2%</b>	<b>299,724</b>
<i>** Note: In M &amp; S appropriation</i>				
<b>Central Services Fund</b>				
Administration Department	3,348,515	3,775,160	88.7%	426,646
Information Technology - Info Services Division	2,606,053	2,811,275	92.7%	205,222
Administrative Services Department	5,244,776	5,377,449	97.5%	132,673
City Recorder	378,903	409,032	92.6%	30,129
Public Works - Administration and Engineering	3,746,486	3,747,762	100.0%	1,276
Contingency	-	35,418	0.0%	35,418
<b>Total Central Services Fund</b>	<b>15,324,733</b>	<b>16,156,096</b>	<b>94.9%</b>	<b>831,363</b>
<b>Insurance Services Fund</b>				
Personnel Services	276,238	293,160	94.2%	16,922
Materials and Services	1,854,395	1,854,790	100.0%	395
Capital	356,694	420,000	84.9%	63,306
Contingency	-	38,500	0.0%	38,500
<b>Total Insurance Services Fund</b>	<b>2,487,327</b>	<b>2,606,450</b>	<b>95.4%</b>	<b>119,123</b>
<b>Health Benefits Reserve Fund</b>				
Materials and Services	12,045,270	12,607,301	95.5%	562,031
Interfund Loan	-	-	N/A	-
Contingency	-	500,000	0.0%	500,000
<b>Total Health Benefits Reserve Fund</b>	<b>12,045,270</b>	<b>13,107,301</b>	<b>91.9%</b>	<b>1,062,031</b>
<b>Equipment Fund</b>				
Public Works - Maintenance	3,167,834	3,176,472	99.7%	8,638
Public Works - Purchasing and Acquisition	2,757,047	2,849,000	96.8%	91,953
Contingency	-	100,000	0.0%	100,000
<b>Total Equipment Fund</b>	<b>5,924,881</b>	<b>6,125,472</b>	<b>96.7%</b>	<b>200,591</b>
<b>Parks Equipment Fund</b>				
Capital Outlay	446,802	450,000	99.3%	3,198
<b>Total Parks Equipment Fund</b>	<b>446,802</b>	<b>450,000</b>	<b>99.3%</b>	<b>3,198</b>
<b>Cemetery Trust Fund</b>				
Transfers	39,701	63,000	63.0%	23,299
<b>Total Cemetery Trust Fund</b>	<b>39,701</b>	<b>63,000</b>	<b>63.0%</b>	<b>23,299</b>
<b>Total Appropriations</b>	<b>\$ 193,545,129</b>	<b>\$ 260,878,301</b>	<b>74.2%</b>	<b>\$ 67,333,172</b>

**APRC Budget Status Report  
As of 10/31/19**

General Fund		Adopted Budget	YTD Expended	MTD Expended	ENCUMBRANCES	Balance	Percent Used
Administration	Personnel	\$ 520,360	\$ 171,296	\$ 44,420	\$ -	\$ 349,064	32.92%
	M&S	\$ 768,838	\$ 289,421	\$ 66,936	\$ (8,150)	\$ 487,568	36.58%
<b>Administration Totals</b>		<b>\$ 1,289,198</b>	<b>\$ 460,717</b>	<b>\$ 111,357</b>	<b>\$ (8,150)</b>	<b>\$ 836,632</b>	<b>35.10%</b>
Forestry	Personnel	\$ 401,350	\$ 143,932	\$ 37,818	\$ -	\$ 257,418	35.86%
	M&S	\$ 86,675	\$ 18,476	\$ 4,472	\$ 17,016	\$ 51,183	40.95%
<b>Forestry Totals</b>		<b>\$ 488,025</b>	<b>\$ 162,408</b>	<b>\$ 42,290</b>	<b>\$ 17,016</b>	<b>\$ 308,601</b>	<b>36.80%</b>
Operations	Personnel	\$ 1,814,093	\$ 609,499	\$ 153,709	\$ -	\$ 1,204,594	33.60%
	M&S	\$ 914,660	\$ 409,930	\$ 96,742	\$ 11,342	\$ 493,388	46.06%
Capital (Park Improvements)		\$ 50,000	\$ 8,932	\$ -	\$ -	\$ 41,068	17.86%
<b>Operations Totals</b>		<b>\$ 2,778,753</b>	<b>\$ 1,028,361</b>	<b>\$ 250,452</b>	<b>\$ 11,342</b>	<b>\$ 1,739,050</b>	<b>37.40%</b>
<b>TOTAL PARKS DIVISION</b>		<b>\$ 4,555,976</b>	<b>\$ 1,651,487</b>	<b>\$ 404,099</b>	<b>\$ 20,207</b>	<b>\$ 2,884,283</b>	<b>36.25%</b>
Rec Admin	Personnel	\$ 332,041	\$ 111,335	\$ 28,015	\$ -	\$ 220,706	33.53%
	M&S	\$ 110,580	\$ 29,373	\$ 7,411	\$ 16,113	\$ 65,094	41.13%
<b>Recreation Admin Totals</b>		<b>\$ 442,621</b>	<b>\$ 140,708</b>	<b>\$ 35,426</b>	<b>\$ 16,113</b>	<b>\$ 285,800</b>	<b>35.40%</b>
Rec Programs	Personnel	\$ 434,388	\$ 161,371	\$ 22,996	\$ -	\$ 273,017	37.15%
	M&S	\$ 185,520	\$ 41,936	\$ 17,993	\$ 10,581	\$ 133,003	28.31%
<b>Recreation Programs Totals</b>		<b>\$ 619,908</b>	<b>\$ 203,308</b>	<b>\$ 40,989</b>	<b>\$ 10,581</b>	<b>\$ 406,019</b>	<b>34.50%</b>
<b>Community Center Totals</b>		<b>\$ 31,200</b>	<b>\$ 4,958</b>	<b>\$ 1,658</b>	<b>\$ 14,164</b>	<b>\$ 12,077</b>	<b>61.30%</b>
Nature Ctr	Personnel	\$ 323,174	\$ 110,869	\$ 29,928	\$ -	\$ 212,305	34.31%
	M&S	\$ 46,350	\$ 21,028	\$ 2,733	\$ 4,170	\$ 21,152	54.36%
<b>Nature Center Totals</b>		<b>\$ 369,524</b>	<b>\$ 131,897</b>	<b>\$ 32,661</b>	<b>\$ 4,170</b>	<b>\$ 233,457</b>	<b>36.80%</b>
<b>TOTAL RECREATION DIVISION</b>		<b>\$ 1,463,253</b>	<b>\$ 480,870</b>	<b>\$ 110,734</b>	<b>\$ 45,028</b>	<b>\$ 937,354</b>	<b>35.94%</b>
Senior Services	Personnel	\$ 303,805	\$ 89,739	\$ 25,977	\$ -	\$ 214,066	29.54%
	M&S	\$ 41,695	\$ 10,942	\$ 2,774	\$ 15,307	\$ 15,446	62.95%
<b>TOTAL SENIOR SERVICES DIVISION</b>		<b>\$ 345,500</b>	<b>\$ 100,681</b>	<b>\$ 28,751</b>	<b>\$ 15,307</b>	<b>\$ 229,512</b>	<b>33.60%</b>
Golf Course	Personnel	\$ 464,498	\$ 147,585	\$ 38,248	\$ -	\$ 316,914	31.77%
	M&S	\$ 135,050	\$ 57,416	\$ 15,291	\$ 10,418	\$ 67,215	50.23%
<b>TOTAL GOLF</b>		<b>\$ 599,548</b>	<b>\$ 205,001</b>	<b>\$ 53,539</b>	<b>\$ 10,418</b>	<b>\$ 384,129</b>	<b>35.90%</b>
<b>GRAND TOTAL</b>		<b>\$ 6,964,277</b>	<b>\$ 2,438,039</b>	<b>\$ 597,122</b>	<b>\$ 90,960</b>	<b>\$ 4,435,277</b>	<b>36.30%</b>
Period #	4	Target Percent	33.33%				
Revenue		Estimated Rev	YTD Earned	Remaining			
General		\$ 7,116,848	\$ 2,312,732	\$ 4,804,116			
CIP		\$ 2,473,900	\$ 221,559	\$ 2,252,341			
Equipment		\$ 253,272	\$ 51,440	\$ 201,832			
<b>Grand Total Revenue</b>		<b>\$ 9,844,020</b>	<b>\$ 2,585,731</b>	<b>\$ 7,258,289</b>			

**APRC Budget Status Report  
As of 6/30/19**

General Fund		Revised Budget FY19	YTD Expended	MTD Expended	Encumbrances	Balance	Percent Used
Administration	Personnel	\$ 457,788	\$ 460,413	\$ 36,363	\$ -	\$ (2,625)	100.57%
	M&S	\$ 701,453	\$ 611,554	\$ 52,636	\$ 21,576	\$ 68,323	90.26%
<b>Administration Totals</b>		<b>\$ 1,159,240</b>	<b>\$ 1,071,966</b>	<b>\$ 88,999</b>	<b>\$ 21,576</b>	<b>\$ 65,698</b>	<b>94.30%</b>
Operations	Personnel	\$ 2,252,926	\$ 2,028,639	\$ 168,632	\$ -	\$ 224,288	90.04%
	M&S	\$ 1,251,211	\$ 1,046,063	\$ 99,375	\$ 22,041	\$ 183,108	85.37%
Capital (Park Improvements)		\$ 15,169	\$ 5,090	\$ -	\$ -	\$ 10,079	33.56%
<b>Operations Totals</b>		<b>\$ 3,519,307</b>	<b>\$ 3,079,791</b>	<b>\$ 268,008</b>	<b>\$ 22,041</b>	<b>\$ 417,474</b>	<b>88.10%</b>
<b>TOTAL OPS/ADMIN</b>		<b>\$ 4,678,547</b>	<b>\$ 4,151,758</b>	<b>\$ 357,006</b>	<b>\$ 43,617</b>	<b>\$ 483,172</b>	<b>88.74%</b>
Rec Admin	Personnel	\$ 343,233	\$ 307,555	\$ 24,878	\$ -	\$ 35,678	89.61%
	M&S	\$ 115,733	\$ 90,626	\$ 10,015	\$ 9,125	\$ 15,983	86.19%
<b>Recreation Admin Totals</b>		<b>\$ 458,966</b>	<b>\$ 398,180</b>	<b>\$ 34,893</b>	<b>\$ 9,125</b>	<b>\$ 51,660</b>	<b>88.70%</b>
Rec Programs	Personnel	\$ 544,725	\$ 330,981	\$ 47,444	\$ -	\$ 213,745	60.76%
	M&S	\$ 160,713	\$ 167,068	\$ 18,165	\$ 2,690	\$ (9,045)	105.63%
<b>Recreation Programs Totals</b>		<b>\$ 705,438</b>	<b>\$ 498,049</b>	<b>\$ 65,609</b>	<b>\$ 2,690</b>	<b>\$ 204,700</b>	<b>71.00%</b>
<b>Community Center Totals</b>		<b>\$ 28,183</b>	<b>\$ 34,126</b>	<b>\$ 2,360</b>	<b>\$ 371</b>	<b>\$ (6,314)</b>	<b>122.40%</b>
Nature Ctr	Personnel	\$ 324,675	\$ 310,756	\$ 24,150	\$ -	\$ 13,920	95.71%
	M&S	\$ 51,475	\$ 44,333	\$ 7,133	\$ 6,267	\$ 874	98.30%
<b>Nature Center Totals</b>		<b>\$ 376,150</b>	<b>\$ 355,088</b>	<b>\$ 31,283</b>	<b>\$ 6,267</b>	<b>\$ 14,794</b>	<b>96.10%</b>
<b>TOTAL RECREATION</b>		<b>\$ 1,568,737</b>	<b>\$ 1,285,444</b>	<b>\$ 134,145</b>	<b>\$ 18,453</b>	<b>\$ 264,840</b>	<b>83.12%</b>
Senior Services	Personnel	\$ 318,584	\$ 202,124	\$ 20,716	\$ -	\$ 116,460	63.44%
	M&S	\$ 28,071	\$ 64,835	\$ 7,702	\$ 1,109	\$ (37,873)	234.92%
<b>TOTAL SENIOR SERVICES</b>		<b>\$ 346,655</b>	<b>\$ 266,959</b>	<b>\$ 28,418</b>	<b>\$ 1,109</b>	<b>\$ 78,587</b>	<b>77.30%</b>
Golf Course	Personnel	\$ 483,067	\$ 391,922	\$ 30,609	\$ -	\$ 91,146	81.13%
	M&S	\$ 177,912	\$ 162,828	\$ 20,610	\$ 8,611	\$ 6,473	96.36%
<b>TOTAL GOLF</b>		<b>\$ 660,979</b>	<b>\$ 554,750</b>	<b>\$ 51,219</b>	<b>\$ 8,611</b>	<b>\$ 97,618</b>	<b>85.20%</b>
<b>GRAND TOTAL</b>		<b>\$ 7,254,919</b>	<b>\$ 6,258,910</b>	<b>\$ 570,788</b>	<b>\$ 71,790</b>	<b>\$ 924,218</b>	<b>87.30%</b>

Period #	12	Target Percent	100.00%				
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Revenue		Estimated Rev	YTD Earned	Remaining		
General		\$ 7,003,377	\$ 6,440,334	\$ 563,043		
CIP		\$ 5,219,151	\$ 847,788	\$ 4,371,363		
Equipment		\$ 346,879	\$ 278,728	\$ 68,151		
<b>Grand Total Revenue</b>		<b>\$ 12,569,407</b>	<b>\$ 7,566,850</b>	<b>\$ 5,002,557</b>		

**City of Ashland**  
**Summary of Fund Balances**  
as of September 30, 2019

Fund	Balance September 30, 2019	Balance September 30, 2018	Change From FY 2019
General Fund	\$ 1,645,328	\$ 1,479,877	\$ 165,451
Parks General Fund	633,447	670,815	(37,368)
Housing Fund	93,764	(4,047)	97,811
Community Block Grant Fund	26,159	23,081	3,078
Reserve Fund	38,657	37,727	930
Street Fund	2,998,131	5,028,052	(2,029,921)
Airport Fund	247,996	200,860	47,135
Capital Improvements Fund	935,792	1,119,180	(183,389)
Parks Capital Improvements Fund	1,446,070	887,659	558,411
Debt Service Fund	146,785	147,137	(353)
Water Fund	11,891,741	11,132,080	759,661
Wastewater Fund	9,013,044	7,992,969	1,020,075
Storm Drain Fund	1,840,134	1,795,584	44,551
Electric Fund	2,100,318	2,623,436	(523,118)
Telecommunications Fund	1,249,454	804,667	444,787
Central Services Fund	1,107,844	1,092,281	15,562
Insurance Services Fund	31,980	135,540	(103,559)
Health Benefits Reserve Fund	939,810	211,759	728,051
Equipment Fund	4,095,289	3,711,457	383,831
Parks Equipment Fund	302,919	156,715	146,204
Cemetery Trust Fund	941,143	975,492	(34,349)
	<u>\$ 41,725,803</u>	<u>\$ 40,222,321</u>	<u>\$ 1,503,483</u>
<b>Total Fund Balances</b>	<u><u>\$ 41,725,803</u></u>	<u><u>\$ 40,222,321</u></u>	<u><u>\$ 1,503,483</u></u>
<u>Restricted and Committed Funds</u>			
Restricted	\$ 10,745,231	\$ 10,640,170	\$ 105,060
Committed	14,617,120	12,788,535	1,828,585
Unassigned	16,363,453	16,793,616	(430,163)
	<u>\$ 41,725,803</u>	<u>\$ 40,222,321</u>	<u>\$ 1,503,483</u>
<b>Total Fund Balances</b>	<u><u>\$ 41,725,803</u></u>	<u><u>\$ 40,222,321</u></u>	<u><u>\$ 1,503,483</u></u>

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
as of 09/30/2019 (25% of Fiscal Year)

	Fiscal Year 2019		Actual Percent Collected / Expended	Fiscal Year 2020		Budget to Actual	
	Fiscal Year 2019 To-Date Actuals	Year- End-of-Year Actuals		Fiscal Year 2020 1st Year Expenses	1st Year of Biennial Budget	Percent Collected / Expended	Actual to Actual Year-over-Year Change
<b>211 Parks and Recreation General Fund</b>							
Intergovernmental	\$ -	\$ 500.00	0.0%	\$ 7,094	\$ 15,000	47.3%	N/A
Charges for Services - Internal	1,347,975	5,391,900	25.0%	1,347,975	5,391,900	25.0%	100.0%
Charges for Services - Misc. Service Fees	175,941	916,636	19.2%	262,333	1,165,100	22.5%	149.1%
Interest on Investments	4,227	20,599	20.5%	5,240	23,310	22.5%	124.0%
Miscellaneous	10,828	25,700	42.1%	8,845	31,000	28.5%	81.7%
Transfer In	85,000	85,000	100.0%	-	185,000	0.0%	N/A
<b>Total Revenues and Other Sources</b>	<b>1,623,971</b>	<b>6,440,335</b>	<b>25.2%</b>	<b>1,631,487</b>	<b>6,811,310</b>	<b>24.0%</b>	<b>100.5%</b>
Parks Division	1,116,504	4,151,758	26.9%	1,127,270	4,067,952	27.7%	101.0%
Recreation Division	352,877	1,552,403	22.7%	370,137	1,463,252	25.3%	104.9%
Golf Division	145,228	554,750	26.2%	151,462	599,548	25.3%	104.3%
Senior Services Division	-	-	N/A	71,931	345,500	20.8%	N/A
Parks Forestry Division	-	-	N/A	120,118	488,025	N/A	N/A
Contingency	-	-	N/A	-	75,000	0.0%	N/A
<b>Total Expenditures and Other Uses</b>	<b>1,614,609</b>	<b>6,258,911</b>	<b>25.8%</b>	<b>1,840,917</b>	<b>7,039,277</b>	<b>26.2%</b>	<b>114.0%</b>
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	9,363	181,424	5.2%	(209,431)	(227,967)	8.1%	-2236.9%
Beginning Fund Balance	661,453	661,453	100.0%	<b>842,877</b>	305,538	275.9%	127.4%
Ending Fund Balance	<b>\$ 670,815</b>	<b>\$ 842,877</b>	<b>79.6%</b>	<b>\$ 633,447</b>	<b>\$ 77,571</b>	<b>816.6%</b>	<b>94.4%</b>
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds				-			
Unassigned Fund Balance				<b>\$ 633,447</b>			

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
as of 09/30/2019 (25% of Fiscal Year)

	Fiscal Year 2019		Actual Percent Collected / Expended	Fiscal Year 2020		Budget to Actual		Actual to Actual Year-over-Year Change
	Fiscal Year 2019 To-Date Actuals	Year- End-of-Year Actuals		Fiscal Year 2020 1st Year Expenses	1st Year of Biennial Budget	Percent Collected / Expended		
<b>411 Parks Capital Improvement Fund</b>								
Taxes	\$ 22,330	\$ 803,844	2.8%	\$ 20,890	\$ 756,900	2.8%	93.6%	
Intergovernmental	-	19,857	0.0%	5,000	915,000	0.5%	N/A	
Interest on Investments	5,163	24,077	21.4%	7,042	20,000	35.2%	136.4%	
Miscellaneous	-	-	N/A	-	250,000	N/A	N/A	
Other Financing Sources	-	-	N/A	-	-	N/A	N/A	
<b>Total Revenues and Other Sources</b>	<b>27,492</b>	<b>847,779</b>	<b>3.2%</b>	<b>32,932</b>	<b>1,941,900</b>	<b>1.7%</b>	<b>119.8%</b>	
Personnel Services	-	-	N/A	-	-	N/A	N/A	
Materials and Services	12,014	30,999	38.8%	-	-	N/A	N/A	
Capital Outlay	24,643	124,575	19.8%	15,847	1,930,000	0.8%	64.3%	
Transfer Out	85,000	245,045	34.7%	-	444,656	0.0%	N/A	
<b>Total Expenditures and Other Uses</b>	<b>121,658</b>	<b>400,619</b>	<b>30.4%</b>	<b>15,847</b>	<b>2,374,656</b>	<b>0.7%</b>	<b>13.0%</b>	
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(94,166)	447,160	-21.1%	17,085	(432,756)	-3.9%	-18.1%	
Beginning Fund Balance	981,825	981,825	100.0%	<b>1,428,985</b>	532,000	268.6%	145.5%	
Ending Fund Balance	<b>\$ 887,659</b>	<b>\$ 1,428,985</b>	<b>62.1%</b>	<b>\$ 1,446,070</b>	<b>\$ 99,244</b>	<b>1457.1%</b>	<b>162.9%</b>	
<b>Reconciliation of Fund Balance:</b>								
Restricted and Committed Funds				1,446,070				
Unassigned Fund Balance				<u>\$ (0)</u>				

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
as of 09/30/2019 (25% of Fiscal Year)

	Fiscal Year 2019	Fiscal Year 2019	Actual Percent	Fiscal Year 2020	Fiscal Year 2020	Budget to Actual	Actual to Actual
	To-Date Actuals	End-of-Year Actuals	Collected / Expended	1st Year Expenses	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change
<b>731 Parks Equipment Fund</b>							
Charges for Services - Internal	\$ 56,875	\$ 227,500	25.0%	\$ 36,875	\$ 147,500	25.0%	64.8%
Interest on Investments	768	4,898	15.7%	1,553	725	214.3%	202.2%
Miscellaneous	3,000	46,331	6.5%	-	-	N/A	N/A
Total Revenues and Other Sources	60,643	278,729	21.8%	38,428	148,225	25.9%	63.4%
Capital Outlay	30,783	141,092	21.8%	-	150,000	0.0%	0.0%
Total Expenditures and Other Uses	30,783	141,092	21.8%	-	150,000	0.0%	0.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	29,861	137,637	21.7%	38,428	(1,775)	-2165.0%	128.7%
Beginning Fund Balance	126,854	126,854	100.0%	264,491	105,047	251.8%	208.5%
Ending Fund Balance	\$ 156,715	\$ 264,491	59.3%	\$ 302,919	\$ 103,272	293.3%	193.3%
<b>Reconciliation of Fund Balance:</b>							
Restricted and Committed Funds				302,919			
Unassigned Fund Balance				\$ -			



**City of Ashland**  
**Schedule of Budgetary Compliance Per Resolution 2019-12**

as of 09/30/2019 (12.50% of Biennium)

	Biennial to Date		Percent Used	Balance
	Actuals Months)	(3 Biennial Budget 2019-2021		
<b>General Fund</b>				
Administration	\$ 467,820	\$ 2,559,724	18.3%	\$ 2,091,904
Administration - Municipal Court	151,726	1,406,654	10.8%	1,254,928
Administrative Services - Miscellaneous	-	38,000	0.0%	38,000
Administrative Services - Band	36,208	132,733	27.3%	96,525
Administrative Services - Parks	1,347,975	10,783,800	12.5%	9,435,825
Police Department	2,061,564	16,719,886	12.3%	14,658,322
Fire and Rescue Department	2,048,982	19,255,049	10.6%	17,206,068
Public Works - Cemetery Division	142,203	1,075,095	13.2%	932,892
Community Development - Planning Division	428,330	3,463,963	12.4%	3,035,633
Community Development - Building Division	195,845	1,677,657	11.7%	1,481,812
Community Development - Social Services Grants	132,000	268,000	49.3%	136,000
Transfers	500	211,000	0.2%	210,500
Contingency	-	800,000	0.0%	800,000
<b>Total General Fund</b>	<b>7,013,153</b>	<b>58,391,562</b>	<b>12.0%</b>	<b>51,378,409</b>
<b>Parks and Recreation General Fund</b>				
Parks Division	1,127,270	8,209,415	13.7%	7,082,145
Recreation Division	370,137	2,957,983	12.5%	2,587,846
Golf Division	151,462	1,195,851	12.7%	1,044,389
Senior Services Division	71,931	700,180	10.3%	628,249
Parks Forestry Division	120,118	985,619	12.2%	865,501
Contingency	-	150,000	0.0%	150,000
<b>Total Parks and Recreation Fund</b>	<b>1,840,917</b>	<b>14,199,047</b>	<b>13.0%</b>	<b>12,358,130</b>
<b>Housing Trust Fund</b>				
Materials and Services	5,118	247,000	2.1%	241,882
<b>Total Housing Trust Fund</b>	<b>5,118</b>	<b>247,000</b>	<b>2.1%</b>	<b>241,882</b>
<b>Community Development Block Grant Fund</b>				
Personnel Services	10,458	70,528	14.8%	60,070
Materials and Services	6,946	456,199	1.5%	449,253
<b>Total Community Development Grant Fund</b>	<b>17,404</b>	<b>526,727</b>	<b>3.3%</b>	<b>509,323</b>
<b>Reserve Fund</b>				
Interfund Loan	-	-	N/A	-
<b>Total Reserve Fund</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>
<b>Street Fund</b>				
Public Works - Ground Maintenance	69,814	536,150	13.0%	466,336
Public Works - Street Operations	2,474,988	19,828,324	12.5%	17,353,336
Public Works - Street Operations Debt	-	251,460	0.0%	251,460
Public Works - Transportation SDC's	147,701	930,213	15.9%	782,512
Contingency	-	43,700	0.0%	43,700
<b>Total Street Fund</b>	<b>2,692,503</b>	<b>21,589,847</b>	<b>12.5%</b>	<b>18,897,344</b>
<b>Airport Fund</b>				
Materials and Services	40,831	266,088	15.3%	225,257
Capital Outlay	1,058	340,000	0.3%	338,942
Contingency	-	-	0.0%	-
<b>Total Airport Fund</b>	<b>41,889</b>	<b>606,088</b>	<b>6.9%</b>	<b>564,199</b>

## Schedule of Budgetary Compliance Per Resolution 2019-12

as of 09/30/2019 (12.50% of Biennium)

	Biennial to Date Actuals (3 Months)	Biennial Budget 2019-2021	Percent Used	Balance
<b>Capital Improvements Fund</b>				
Public Works - Facilities	240,236	2,968,878	8.1%	2,728,642
Administrative Services - SDC (Parks)	-	50,000	0.0%	50,000
Administrative Services - Open Space (Parks)	-	100,000	0.0%	100,000
Transfers	-	220,000	0.0%	220,000
Contingency	-	60,000	0.0%	60,000
<b>Total Capital Improvements Fund</b>	<b>240,236</b>	<b>3,398,878</b>	<b>7.1%</b>	<b>3,158,642</b>
<b>Parks Capital Improvement Fund</b>				
Materials and Services	-	-	N/A	-
Capital Outlay	15,847	5,020,000	0.3%	5,004,153
Transfers	-	793,828	0.0%	793,828
<b>Total Parks Capital Improvement Fund</b>	<b>15,847</b>	<b>5,813,828</b>	<b>0.3%</b>	<b>5,004,153</b>
<b>Debt Service Fund</b>				
Debt Service	1,183,353	3,790,874	31.2%	2,607,521
<b>Total Debt Service Fund</b>	<b>1,183,353</b>	<b>3,790,874</b>	<b>31.2%</b>	<b>2,607,521</b>
<b>Water Fund</b>				
Public Works - Conservation	61,151	578,660	10.6%	517,509
Public Works - Water Supply	214,351	4,382,522	4.9%	4,168,171
Public Works - Water Supply Debt	-	19,090	0.0%	19,090
Public Works - Water Distribution	1,137,106	9,219,893	12.3%	8,082,787
Public Works - Water Distribution Debt	-	502,563	0.0%	502,563
Public Works - Water Treatment	396,050	18,225,395	2.2%	17,829,345
Public Works - Water Treatment Debt	-	298,883	0.0%	298,883
Public Works - Improvement SDC's	16,375	4,153,000	0.4%	4,136,625
Public Works - Debt SDC's	-	430,600	0.0%	430,600
Transfer	62,500	500,000	12.5%	437,500
Contingency	-	685,000	0.0%	685,000
<b>Total Water Fund</b>	<b>1,887,533</b>	<b>38,995,606</b>	<b>4.8%</b>	<b>37,108,073</b>
<b>Wastewater Fund</b>				
Public Works - Wastewater Collection	869,661	5,741,660	15.1%	4,871,999
Public Works - Wastewater Collection Debt	-	151,658	0.0%	151,658
Public Works - Wastewater Treatment	627,415	8,319,440	7.5%	7,692,025
Public Works - Wastewater Treatment Debt	61,088	3,434,209	1.8%	3,373,121
Public Works - Improvements SDC's	50,500	1,109,750	4.6%	1,059,250
Contingency	-	325,000	0.0%	325,000
<b>Total Wastewater Fund</b>	<b>1,608,664</b>	<b>19,081,717</b>	<b>8.4%</b>	<b>17,473,052</b>
<b>Stormwater Fund</b>				
Public Works - Storm Water Operations	208,688	1,888,482	11.1%	1,679,794
Public Works - Storm Water Operations Debt	-	23,700	0.0%	23,700
Public Works - Improvements SDC's	14,471	316,000	4.6%	301,529
Contingency	-	30,000	0.0%	30,000
<b>Total Stormwater Fund</b>	<b>223,159</b>	<b>2,258,182</b>	<b>9.9%</b>	<b>2,035,023</b>
<b>Electric Fund</b>				
Administration - Conservation	194,363	1,853,148	10.5%	1,658,785
Electric - Supply	1,906,874	16,114,835	11.8%	14,207,961
Electric - Distribution	2,026,722	16,896,919	12.0%	14,870,198
Electric - Transmission	233,756	2,665,970	8.8%	2,432,214
Debt Service	-	22,123	0.0%	22,123
Contingency	-	225,000	0.0%	225,000
<b>Total Electric Fund</b>	<b>4,361,715</b>	<b>37,777,995</b>	<b>11.5%</b>	<b>33,416,281</b>

## Schedule of Budgetary Compliance Per Resolution 2019-12

as of 09/30/2019 (12.50% of Biennium)

	Biennial to Date Actuals (3 Months)	Biennial Budget 2019-2021	Percent Used	Balance
<b>Telecommunications Fund</b>				
IT - Personnel Services	159,003	1,619,782	9.8%	1,460,779
IT - Materials & Services	237,579	2,392,123	9.9%	2,154,543
IT - Capital Outlay	6,651	130,000	5.1%	123,349
Debt - To Debt Service Fund **	102,250	409,000	25.0%	306,750
Contingency	-	105,000	0.0%	105,000
<b>Total - Telecommunications Fund</b>	<b>505,483</b>	<b>4,655,905</b>	<b>10.9%</b>	<b>4,150,422</b>
<i>** Note: In M &amp; S appropriation</i>				
<b>Central Services Fund</b>				
Administration Department	395,244	3,578,160	11.0%	3,182,916
Information Technology - Info Services Division	300,211	2,996,167	10.0%	2,695,956
Administrative Services Department	531,764	5,877,867	9.0%	5,346,103
City Recorder	53,403	375,849	14.2%	322,446
Public Works - Administration and Engineering	558,006	5,008,021	11.1%	4,450,015
Contingency	-	210,418	0.0%	210,418
<b>Total Central Services Fund</b>	<b>1,838,628</b>	<b>18,046,482</b>	<b>10.2%</b>	<b>16,207,854</b>
<b>Insurance Services Fund</b>				
Materials and Services	730,116	2,082,012	35.1%	1,351,897
Capital	43,126	30,000	143.8%	(13,126)
<b>Total Insurance Services Fund</b>	<b>773,242</b>	<b>2,112,012</b>	<b>36.6%</b>	<b>1,338,770</b>
<b>Health Benefits Reserve Fund</b>				
Materials and Services	1,370,654	12,732,303	10.8%	11,361,649
Interfund Loan	100,000	200,000	50.0%	100,000
Contingency	-	100,000	0.0%	100,000
<b>Total Health Benefits Reserve Fund</b>	<b>1,470,654</b>	<b>13,032,303</b>	<b>11.3%</b>	<b>11,561,649</b>
<b>Equipment Fund</b>				
Public Works - Maintenance	387,467	3,261,207	11.9%	2,873,741
Public Works - Purchasing and Acquisition	11,316	4,331,591	0.3%	4,320,276
Contingency	-	100,000	0.0%	100,000
<b>Total Equipment Fund</b>	<b>398,782</b>	<b>7,692,799</b>	<b>5.2%</b>	<b>7,294,016</b>
<b>Parks Equipment Fund</b>				
Capital Outlay	-	300,000	0.0%	300,000
<b>Total Parks Equipment Fund</b>	<b>-</b>	<b>300,000</b>	<b>0.0%</b>	<b>300,000</b>
<b>Cemetery Trust Fund</b>				
Transfers	55,465	150,000	37.0%	94,535
<b>Total Cemetery Trust Fund</b>	<b>55,465</b>	<b>150,000</b>	<b>37.0%</b>	<b>94,535</b>
<b>Total Appropriations</b>	<b>\$ 26,173,743</b>	<b>\$ 252,666,851</b>	<b>10.4%</b>	<b>\$ 226,493,109</b>