



**AGENDA FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION**

July 13, 2022

Electronic Meeting – 6 p.m.

To view or listen to the meeting or to provide public input, see public participation instructions on page 2

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a) APRC Study Session – June 1, 2022
 - b) APRC Regular Business Meeting – June 8, 2022
 - c) APRC Regular Business Meeting – July 23, 2022
- III. ADDITIONS OR DELETIONS TO THE AGENDA
- IV. PUBLIC FORUM
- V. CONSENT AGENDA
- VI. DIRECTORS REPORT
- VII. BUSINESS
 - a) *Crystalizing Our Call* – Say Their Names Collective Public Art Location, Ashland Creek Park (Action)
 - b) Bluebird Park Seating and Permission to Serve Alcohol (Information)
 - c) APRC Budget Reductions - City of Ashland Strategic Choices (Action)
- VIII. ITEMS FROM COMMISSIONERS/STAFF
- IX. UPCOMING MEETING DATES
 - a) APRC Study Session—August 3, 2022
 - Canceled
 - b) APRC Regular Business Meeting—Aug 10, 2022
 - Electronic Meeting—6 p.m.
- X. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at www.ashland.or.us.

Public Participation Instructions

This meeting will be held electronically. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via rvtv.sou.edu - select RVTV Prime.

Written testimony will be accepted via email sent to sean.sullivan@ashland.or.us. Please include "**Public Testimony**" in the subject line. Written testimony submitted the Tuesday before the meeting by 11:00 am will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to sean.sullivan@ashland.or.us the Tuesday before the meeting by 11:00 am. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email "**Speaker Request**", 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

**MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION (APRC)
June 1, 2022
Electronic Meeting – 6 P.M.**

Present: Commissioners Landt (Chair), Lewis (Vice-Chair), Bachman, Bell, Eldridge; Director Black, Deputy Director Dials, Senior Services Superintendent Glatt, Supervisors Miller and Casale; Analyst Kiewel; Manager Sullivan

Absent: None

This meeting was recorded and uploaded to the APRC YouTube Channel: <https://youtu.be/X93uF14nNlo>

I. CALL TO ORDER

Landt called the meeting to order at 6 p.m.

II. PUBLIC FORUM

None

III. LIVABLE ASHLAND ALLIANCE - PROGRESS REPORT ON AARP AGE-FRIENDLY COMMUNITIES

Glatt introduced Sandy Theis and Anne Bellegia, Co-Chairs of the Livable Ashland Alliance, who presented the progress to date for the AARP Age-Friendly Communities process, now broadened to work to make Ashland more "all-age-friendly" and livable. Livable Ashland Alliance is a partnership of many community representatives working collaboratively on this goal. Theis and Bellegia presented on the [Livable Ashland Alliance Progress Report](#), which included the following points:

- At the outset, the Livable Ashland Alliance Steering Committee agreed that its roles included the following:
 - Assessing and identifying livability issues
 - Convening meetings of representatives of stakeholder organizations
 - Encouraging collaboration among stakeholder organizations
 - Monitoring collaborative Livable Ashland initiatives
 - Publicizing collaborative projects
 - Advocating for support of Livable Ashland initiatives
- The Alliance is analyzing livability issues within the following categories
 - Outdoor and Building Spaces
 - Transportation
 - Housing
 - Social Participation
 - Respect and Social Inclusion
 - Civic Participation and Employment
 - Communication and Information
 - Community and Health Services

The Alliance meets monthly to discuss opportunities for collaboration among member groups, which includes APRC. The presentation concluded at 25.21. The entire presentation and Q&A session can be viewed on the [APRC YouTube Channel](#).

IV. CITY OF ASHLAND STRATEGIC CHOICES UPDATE (BUDGET IMPLICATIONS)

Black referenced the background in the [staff report](#) and then gave a presentation on this item can be viewed on the [APRC YouTube channel](#), which begins at 25:25. A summary of the presentation included the following:

- Black referenced the City Manager's presentation given on May 22 and 23 that was included as a hyperlink in the [staff report](#)
- The City Managers has presented that there is a \$3 million dollar deficit
 - \$1,000,000 comes from a motion passed by the City Council directing staff to cut expenses or identify a revenue source

- \$2,000,000 comes from the allocation of and additional 73% of Food and Beverage Tax (F&B) revenue to APRC to cover operational expenses
 - The City Manager has asserted that he believes the City Council inappropriately allocated the additional 73% of F&B revenue to APRC for the next fiscal year budget
 - Black stated that he disagrees with this position and noted that the City Manager also publicly disagreed with this position at the May 22 meeting. Black noted that it is not common for a City Attorney to disagree with a policy direction being undertaken by a City Manager in a public meeting setting
- Black reviewed the history of the F&B ordinance referencing past ordinances as well as the [existing ordinance](#)
- Landt stated that this is a manufactured deficit since there is no legal support behind taking the F&B funds away from APRC and the City's ending fund balance from the previous fiscal year exceeds the \$1,000,000 City Council directed be cut or identified as additional revenue. Landt added that although there may be a structural deficit that needs to be addressed in the long-term, the cuts being proposed are not necessary in the short-term
- Black clarified that the City Manager's plan takes the \$2 million out of the operational budget and puts it in the CIP budget, which is problematic because operational activities are needed to maintain any project built with CIP funds
 - The City Manager has stated that the \$2 million taken out of APRC operations will be backfilled out of other funds, which is where the City Managers deficit is coming from
- Black noted that the City Manager's presentation included a departmental structure that included top priorities, but did not include the #1 Commissioner goal of identifying a dedicated funding source
- Black referenced a slide in the City Manager's presentation that referenced 30-40 APRC and Streets Division temporary employees
 - Sullivan later clarified that APRC currently has 5.5 FTE temporary employees down from 8.2 FTE in previous years
 - Black could not say for certain, but does not think that Streets brings on enough temps to equal 30-40 FTEs
- Black referenced the APRC organizational chart included in the City Managers presentation and noted that APRC has a significant number of positions that have been cut. These cuts began during COVID when recreation fees were greatly reduced due to restrictions. Additionally, APRC is being funded at a lower rate than has been funded in the past and the central service fee paid to the City of Ashland was significantly increased in the current budget
 - APRC currently has 34.75 FTEs (not including temp workers)
- Black displayed the proposed budget cuts being proposed by the City Manager

General Fund Budget Status

- **Expenditure Reductions**

<u>Departments</u>	<u>Reductions</u>	<u>Vacancy</u>
○ City Council	24,000	
○ Municipal Court	59,000	
○ Administration	28,600	
○ City Attorney		
○ City Recorder		
○ Innovation & Technology		30,000
○ Human Resources	27,000	
○ Finance	156,200	60,000
○ Police		200,000
○ Fire		220,000
○ Community Development	20,000	50,000
○ Public Works	62,200	80,000
○ Parks & Recreation	350,000*	140,000
Subtotal	727,000	780,000
Reductions Total		1,507,000

* Includes Marketing/Comm. Officer Transition of 70,000 from TLT (Parks & Rec. reduction offset)

- Black noted that if APRC decides not to share the Marketing/Communication position with City Admin, the cut will likely be \$420,000 (\$70K greater than the noted \$350,000)
- Black displayed the slide from the City Manager's presentation detailing his budget proposal

General Fund Budget – Strategic Choices

- **Operating Expenditure Reductions**

○ Est. Budget Deficit	-3,000,000
○ Expenditure Reductions	
Vacancy Savings	+780,000
Reductions	+727,000*
Subtotal	+1,507,000

• One-time	+2,600,000
(>budget GF balance)	
• Emergency Reserve	-2,000,000
(one time exp.)	

○ Recurring Revenue	
▪ > Budget Revenue	+1,350,000
(unrestricted TLT & Property Tax)	

NET TOTAL **0**

○ Expense Adjustments	
▪ EOC Officer	-140,000
▪ DEI Assessment	-40,000
▪ Innovation & Tech. Officer	-40,000
▪ Immediate Emergency Response	-237,000
Subtotal	-457,000

* Includes Marketing/Comm. Officer Transition of 70,000 from TLT (Parks & Rec. reduction offset)

- Black clarified that the previous City Administration actively sought the allocation of F&B to APRC as a method to address shortfalls in the General Fund
 - Bachman noted that the previous City Attorney was aware of this allocation and did not raise any legal concerns
 - Landt added that the F&B allocation does not result in more funds for APRC. The allocation of F&B is offset by what would typically be allocated to APRC from the General Fund dollar for dollar
- Black stated that the City is reviewing their advisory Commissions and that APRC staff will also be discussing APRC subcommittees with Commissioners at a future meeting
- The full recommendations from the City Manager are unknown at this point and the budget allocation to APRC for the next fiscal year, which starts July 1, is still unknown. This information should be discussed and determined at a future City Council meeting

V. ITEMS FROM COMMISSIONERS/STAFF

Isleen reported that a small grant has been awarded by AARP to fund improvements in the lawn area next to the deck of the Senior Center to have an outdoor venue for Senior Services programs.

VI. ADJOURNMENT

The meeting adjourned at 7:48 p.m.

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Respectfully submitted

Sean Sullivan, Business Operations Manager

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
June 8, 2022
Electronic Meeting – 6 p.m.**

Present: Commissioners Landt (Chair), Lewis (Vice-Chair), Bachman, Bell, Eldridge, Director Black, Deputy Director Dials, Senior Services Superintendent Glatt, Analyst Kiewel, Manager Sullivan

Absent: None

This meeting was recorded by Rogue Valley Television (RVTV). Links to recorded meetings can be found on the [City of Ashland website](#).

I. CALL TO ORDER

Landt called the meeting to order at 6 p.m.

II. APPROVAL OF MINUTES

APRC Study Session – May 4, 2022

Motion: Bachman moved to approve the minutes from May 4, 2022. Seconded by Lewis.

Vote: The vote was all yes

APRC Regular Business Meeting – May 11, 2022

Motion: Lewis moved to approve the minutes from May 4, 2022. Seconded by Eldridge.

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

None

V. CONSENT AGENDA

- a) Subcommittee Minutes Acknowledgment
 - [Current Parks, Conservation, and Maintenance Subcommittee – December 7, 2021](#)
 - [Ashland Senior Advisory Committee – March 14, 2022](#)
 - [Trails Master Plan Review Committee – April 14, 2022](#)
 - [Trails Master Plan Review Committee – May 2, 2022](#)
- b) Ashland Senior Advisory Committee Member Appointment

Motion: Eldridge moved to approve the consent agenda. Seconded by Lewis.

Vote: The vote was all yes

VI. DIRECTORS REPORT

Black reported on the following items:

- The Senior Services Division's collaboration with the Britt Festival returns this year with a Britt Fellows Concert at the Senior Center on June 14 at 7:00pm and a fieldtrip to the Britt Festival on June 17, with bus transportation leaving from the Senior Center
- The Daniel Meyer Memorial Pool will open for the season next Tuesday June 14
- Registration is open for the 46th Annual 4th of July Run. Two routes will be offered, a 10K and a 2-mile fun run. This event benefits in part the Ashland and Phoenix High School Cross Country Teams
- The Lithia Park Guided Walks will start for the season on Thu, Jun 9 and continue each Thursday and Saturday morning through the end of September. The walks are led by volunteers and offered at no charge

VII. UNFINISHED BUSINESS

a) Oak Knoll Irrigation – Use of Culinary Water (Possible Action)

Dials referenced the [staff report included in the meeting packet](#) which included the following points:

- At the May 11th, 2022, Regular Business Meeting, Commissioners unanimously voted in favor of suspending the watering of Oak Knoll Golf Course with culinary water
- The board of the Talent Irrigation District is scheduled to make a decision on the amount of water that will be made available on June 13
- There is an existing pollinator garden that was recently established outside of the club house that is being maintained by volunteers. This area is currently being hand watered. Staff would like to install a drip irrigation system
- Staff is seeking permission to use culinary water to maintain the landscape surrounding the club house, including the pollinator garden
- This area would be irrigated using the clubhouse meter and would not require using the golf course irrigation system
- Staff stated that it may be necessary to irrigate the golf course to mitigate the threat of wildfire under certain conditions and would like permission to use culinary water for this purpose

Landt read a suggested motion that differs from the potential motion included in the staff report for Commissioners to consider making:

Move to approve the use of culinary water to maintain current conditions around the Oak Knoll Golf Course clubhouse including the pollinator garden. Use of culinary water is also approved for an extreme fire event as determined by staff. Commissioners will be notified as soon as possible after an event is declared.

PUBLIC COMMENT

Jim Hatton of Ashland read a [prepared statement](#) that was also submitted for the record.

Motion: Bachman moved to approve the use of culinary water to maintain current conditions around the Oak Knoll golf club house, for weekly use of a drip irrigation line for Oak Knoll golf club house pollinator garden and in the event of an extreme fire event as determined by staff with the Commission to be notified of the use of water as soon as practical. Seconded by Bell.

Discussion: Bachman stated that when the motion was previously passed to suspend watering Black stated there could be unintended consequences and Bachman was not thinking of the area around the club house and that clearly in the event of a fire emergency it would be prudent to use culinary water.

Bell stated that the clubhouse should meet Firewise conditions and water should be available to fire fighters when needed. Black clarified that in a fire event, the irrigation system could be turned on to help slow or stop a fire that could move through the golf course and that city water is always available to fire fighters.

Bachman stated a willingness to amend the motion to read verbatim to what Landt read earlier.

Lewis stated that there are trees on the property that would likely die if they were not to be watered and would like to see watering newly planted trees as an approved use culinary water. Dials stated that the APRC arborist continues to check trees on the golf course, and some are currently being watered with water bags. Black reiterated that trees are being watered and sees the intent of the motion as direction to not use culinary water to keep the golf course playable because the expense is too high.

Landt suggested making a separate motion to direct staff to use their discretion to water trees throughout the whole park system. Black noted that there are no standing orders for a specific park aside from using culinary water for golf course lawns and suggested that there is not a need for a motion for the rest of the park system. Landt stated that trees at the golf course should be treated like any other tree in the park system. Bell stated that since the main purpose of the property is for golf, if culinary water is going to be used, it should be used to maintain the greens and other areas to make the course playable.

Bachman and Bell agreed to withdraw the motion on the table.

Landt stated the following: Oak Knoll is more than a golf course. It is a walking area and is used like a park in many ways other than golf. There is a need to protect trees at the golf course similar to any other park. They provide a carbon sequestering service and should be kept alive.

Eldridge stated the reason there is a standing order for this property and no others is because of overwatering that occurred and caused concern among Commissioners and that the intent of the motion passed in May was to avoid the level of watering that occurred last season.

New Motion: Landt moved to approve the use of culinary water to maintain current conditions around the Oak Knoll Golf Course clubhouse including the pollinator garden. Use of culinary water is also approved for extreme fire event as determined by staff. Commissioners will be notified as soon as possible after an event is declared. As with the rest of the parks in our system, staff is directed to use their discretion to water trees and Oak Knoll Golf Course as well. Seconded by Eldridge

Discussion: Lewis stated that he would like to have a future discussion on how to respond to proposals from golfers to keep greens and tee boxes alive.

Vote: The vote was all yes

Black stated that TID should be available soon and the golf course will be immediately irrigated once TID is made available. Black clarified that the loss of water in the pond was not due to negligence. It is an old system and pipes do break and are then repaired by staff.

VIII. NEW BUSINESS

a) Review of Committees and Subcommittees of APRC (Possible Action)

Black referenced the [staff report included in the meeting packet](#) and made the following points:

- Black clarified that staff was not looking for action at the meeting
- The staff report lists the existing nine subcommittees that APRC supports and provides expertise for
- It is becoming more apparent that the lack of staff is affecting what can be accomplished and time is becoming more of a valuable resource, and something has to give
- The Intent is to look at which committees can be reorganized which could include freezing, consolidating, or moving to an as needed meeting schedule
- Discussion on APRC committee structures occurred and it was determined that this item will be further reviewed and brought back to Commissioners at a future meeting

Landt announced the membership of the Parks, Trails and Open Space Map Update Subcommittee and also made the following points

- This will not a long-term process
- Landt stated that recommendations should be able to be brought back to Commissioners in August
- Names of appointees: Katie Larson, Eric Hansen, Joanne Eggers, Commissioner Eldridge and Commissioner Landt

IX. ITEMS FROM COMMISSIONERS/STAFF

Bachman reminded Commissioners that City Council is meeting on June 14 to wrap up the City Manager's budget recommendations. Landt noted that he will be out of town on this date and encouraged other Commissioners to attend.

X. UPCOMING MEETING DATES

- a) APRC Study Session—July 6, 2022
 - Electronic Meeting—6 p.m.
- b) APRC Regular Business Meeting—July 13, 2022
 - TBD—6 p.m.
- c) Bee City USA Subcommittee—June 30, 2022
 - Electronic Meeting—9:00 a.m.
- d) Recreation Division Advisory Committee—June 16, 2022

- Electronic Meeting—4:00 p.m.

XI. ADJOURNMENT

The meeting adjourned at 6:54 p.m.

Respectfully Submitted
Sean Sullivan, Business Operations Manager

DRAFT

**MINUTES FOR SPECIAL BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
June 23, 2022
Electronic Meeting – 6 p.m.**

Present: Commissioners Landt (Chair), Lewis (Vice-Chair), Bachman, Bell, Eldridge, Director Black, Senior Services Superintendent Glatt, Analyst Kiewel, Manager Sullivan

Absent: Deputy Director Dials

This meeting will be held electronically This meeting was recorded and uploaded to the APRC YouTube Channel: <https://youtu.be/8hlJ8b4GvJA>

I. CALL TO ORDER

Landt called the meeting to order at 6:00 p.m.

II. ADDITIONS OR DELETIONS TO THE AGENDA

None

III. PUBLIC FORUM

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- a) Recommendation to Mayor and Council to place PET-01 (*Allocating 100% of Food and Beverage Revenue to APRC*) on the November ballot (Action)

Black referenced the [staff memo included in the meeting packet](#) and made the following points:

- The ballot initiative PET-01 was filed by a group of citizens and is not an APRC initiative
- Black displayed a slide that outlines the content of the initiative



Parks, Trails and Open Space Related Expenses and Revenues

	Total Budget	Rec Revenue	Contracts	F&B	Property Tax (City)	Grants	Other	Carry Forward
Parks Ops	\$ 2,600,216.00		\$ 238,131.00	\$ 2,322,085.00	\$ -	\$ 40,000.00		
Oak Knoll	\$ 620,618.00	\$ 408,300.00			\$ 212,318.00			
Open Space/Trails	\$ 668,963.00				\$ 274,870.00			\$ 394,093.00
	<u>\$ 3,889,797.00</u>	<u>\$ 408,300.00</u>	<u>\$ 238,131.00</u>	<u>\$ 2,322,085.00</u>	<u>\$ 487,188.00</u>	<u>\$ 40,000.00</u>	<u>\$ -</u>	<u>\$ 394,093.00</u>
							\$686,431	
								<u>\$3,203,366</u>

- Black displayed a slide that identifies expenses (circled in orange) that could be covered by the Food and Beverage Tax revenue (F&B) if the initiative were to be approved

Proposed Ballot Initiative and Effect

- **Caption:** Proposed Amendment to Ashland’s Food and Beverage Tax Ordinance
- **Question:** Shall the Ordinance be Amended to Dedicate Most Revenues Received For Parks And Open Space and Extend The Sunset Date?

1. Twenty-five percent (25%) shall be paid into the Ashland Park Commission CIP:
 - Parks, trails and open space related acquisition, planning, development, repair, maintenance and rehabilitation of Park, and Open Space lands, facilities and amenities consistent with adopted plans of the Ashland Parks Commission.
2. Seventy-three percent (73%) shall be paid into the Ashland Park Commission General Fund:
 - Parks, trails and open space related day-to-day operating expenses consistent with the adopted operating budget of the Ashland Park Commission.
3. The City may retain up to two percent (2%) of the tax collected for costs of administration and collection.
4. Extends the Sunset Date (expiration) of the Ordinance from 2030-2040

- **Effect of Successful Initiative:** Funds would be Dedicated to Parks Capital and Operating Expenses

- Black displayed a slide illustrating the importance of a dedicated funding source, which included past F&B revenue actually collected.



Importance of a Dedicated Funding Source

- **Total Revenue Needed to Fund All Parks Operations:**

- \$3,889,797
- Minus:
 - Rec Revenue (golf course): \$408,300
 - Contracts (ASD; boulevards): \$238,131
 - Grants (APF): \$40,000

- **Total: \$3,203,366**

- **Food and Beverage 2016-2021**

- | | |
|---------------------|---------------------|
| • 2016: \$2,883,000 | • 2019: \$3,115,000 |
| • 2017: \$3,030,000 | • 2020: \$2,658,000 |
| • 2018: \$3,135,000 | • 2021: \$2,487,000 |

- If parks operations is funded with F&B it reduces pressure on the City General Fund (property taxes) that would typically be allocated to APRC
- Black projected that F&B is likely to come in high enough to cover parks operations expenses (\$3,203,366)
 - Black clarified that 25% of the income would go to CIP, but it could be used for operational purposes at the discretion of Commissioners if needed based on the ordinance
- Landt stated that the number 1 goal of APRC is to secure dedicated funding and this initiative supports that goal. Landt noted that he is a member of the Friends group that filed the initiative
- Black displayed a motion that was emailed to him by Commissioner Landt prior to the meeting

Motion: Eldridge moved APRC board of commissioners fully supports Friends of Ashland Parks, Trails, and Open Space Ballot initiative and as the other Ashland elected body, we urge City Council at their July 5th meeting to place this citizen initiative on the November ballot. Seconded by Lewis.

Discussion: Eldridge stated the initiative makes sense, as tourism dollars go up and down so should the activities of APRC and APRC has more flexibility to alter operations more so than other public services funded through the General Fund. Eldridge added that this initiative seems like it would be a benefit City Council and departments dependent on the General Fund and that APRC would no longer need to spend energy and time defending the need for funding. Lewis stated agreement with Eldridge and Landt that this issue has been discussed in length and the initiative is a move in their right direction.

Vote: The vote was all yes

VI. ITEMS FROM COMMISSIONERS/STAFF

Black stated that the City Attorney, who is charged with representing the City Council and Ashland Parks and Recreation Commission, has submitted a letter of resignation. Landt stated Commissioners may want to direct staff to seek legal services and asked for input from Commissioners. Concerns were raised about additional expenses, the scope of the decision, and possible unintended consequences. It was agreed upon to bring it up for full discussion and possible action at the next meeting.

VII. ADJOURNMENT

The meeting adjourned at 6:39 p.m.

Respectfully submitted
Sean Sullivan, Business Operations Manager

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Leslie Eldridge
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

Date: July 7, 2022
To: Ashland Parks and Recreation Commissioners
From: Michael Black
Subject: *Crystalizing Our Cause* – Say Their Names Collective Public Art Location

Situation

The Say Their Names Collective is seeking final approval to place a permanent sculpture in Ashland Creek Park

Background

In June of 2020, local artists created a temporary art installation on the bike path fence at Railroad Park known as the Say Their Names Memorial. A short time later, the installation was destroyed by unknown person(s). A grassroots community effort then manifested, and a larger installation was created. A local group made up of representatives from [BASE](#), [SoEquity](#) and [SOBLACC](#), known as the Say Their Names Collective, has been leading the effort to create a permanent art installation.

The Say Their Names Collective, put out a call to black artists in the Spring of 2021 to submit proposals. Four proposals were selected and put to a community vote. Two proposals were selected as finalists and those artists presented their conceptual designs to the Commissioners at the [October 13, 2021 Regular Business Meeting](#). At that meeting, both artists stated Ashland Creek Park as their preferred location.

Ashland Creek Park Proposed Location (see attachment for full map)



The Parks Commission acknowledged Ashland Creek Park as the location for the permanent art installation proposed by the Say Their Names Collective at the [November 10, 2021 Regular Business Meeting](#).

The Say Their Names Collective convened a panel who selected *Crystalizing Our Cause* (see artist renderings below). The artist, Micah Blacklight, and the Say Their Names Collective has completed the Public Arts Commission (PAC) process. The PAC made a unanimous recommendation to the City at [their June 17, 2022 public meeting](#) that the Council endorse the Crystallizing Our Call sculpture and that they allocate some amount of funding to this sculpture and its installation.

The final step before going to City Council is a request to Commissioners for final approval to locate the sculpture in Ashland Creek Park as identified in the attached location map.

Assessment

APRC Staff has met with the artist and will be directly involved throughout the installation process if approved. The proposed location includes an intake location for the drainage system that will be taken in consideration during installation to ensure continued functionality. Staff also plans to work with the artist on proposed lighting to stay in compliance with the outdoor lighting policy (attached). Staff will plan on providing in-kind labor for site preparation and installation where appropriate, as has been the case for other public art installations on parks properties.

Commissioners first supported this effort when voting to approve the location for the HUB sculpture located in Railroad Park at the [April 14, 2021 Business Meeting](#).

Landt moved to recommend approval of the art (HUB Sculpture) and its location as outlined in the staff report, but we believe it is imperative that the Council dedicate at least similar resources as this current art installation received (HUB Sculpture) for the Say Their Names art installation and that is our recommendation.

The possible motion below considers previous support for financial assistance from the City of Ashland.

Recommendation

Staff recommends approval to locate *Crystalizing Our Cause* at Ashland Creek Park as identified in the location map.

Possible Motion: I move to grant approval to locate the sculpture, Crystalizing Our Cause, at Ashland Creek Park as identified in the location map and support the artist's request for financial support from the City of Ashland for engineering, site preparation, and installation.

Hello!

My name is Micah BlackLight. I am a local artist, teacher, and community member and this is my proposal for a permanent Say Their Names installation in Ashland Creek Park entitled:

'Ancestor's Future: Crystallizing Our Call'

I am grateful for this opportunity to present my concept to you. My hope is that you resonate with it the same way I do and that you aid me with this vision by choosing to see this piece grace Ashland Creek Park as a permanent reminder not only of what has transpired in the past, but what is possible in our collective future as well.



Say Their Names
Installation Locations:
Ashland Creek Park

Inside:
765 sq ft

Outside:
2330 Sq Ft

Inside
Length: 40 ft
Width: 30 ft

Outside
Length: 67 ft
Width: 46 ft

*measured at greatest dimensions

East Hersey Street



0 15 30 60 Feet

Map data © OpenS

ASHLAND PARKS AND RECREATION COMMISSION
ADOPTED POLICY

OUTDOOR LIGHTING POLICY

When installing new lighting systems or replacing existing fixtures within the parks and recreation system, the goal is to select lighting systems and lights that:

- 1) Utilize lighting technologies that reduce light pollution by directing lights in such a manner that light is not wasted into the night sky.
- 2) Minimize lighting in natural areas other than lights needed for safety.
- 3) Properly directs light to its intended target within parks and recreation system boundaries.
- 4) Utilize systems and fixtures which are energy and maintenance efficient.

Exemptions: Lighting associated with historical features within the system including the Atkinson Bridge, the Perozzi Fountain, and other historical lighting so designated by the Parks and Recreation Commission.

Approved: March 27, 2000 by motion

The Commission agreed to adhere to its *Outdoor Lighting Policy* on the Calle project with the exception that light be allowed to trespass off the site only against the commercial buildings.

Approved: December 18, 2000 by motion

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Jim Bachman
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



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parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Deputy Director

DATE: July 7, 2022

SUBJECT: Bluebird Park Seating and Alcohol - Calle Guanajuato Extension (Information)

Situation

The owner of Local 31 Pub, Sean Mark Nipper is requesting the Commission consider an extension of activities allowed on Calle Guanajuato to a portion of Bluebird Park for outdoor restaurant seating and alcohol sales/consumption. (See pictures below Area #1 and Area #2).

Background

This request was brought to APRC staff within the past year. Staff met with business owner, Sean Mark Nipper, and then looked at the feasibility of modifying the area to accommodate seating. This establishment is in the only building that has an entrance directly adjacent to the park.

Assessment

Modification of Area #1 and #2 in Bluebird Park: To modify the area, APRC staff would remove vegetation this fall/winter and prep the area for restaurant seating. All vegetation could be replanted in other park areas. *The area in Bluebird Park under consideration will be marked by Monday morning 7/11/22 so that Commissioners can view the areas.* Staff has determined that seating can be accomplished without impacting the walkway through the park.

Amending the Calle Guanajuato Policy: The Commission would need to amend the Calle Guanajuato Policy to include a portion of Bluebird Park to grant the ability to lease an area within the park. All rules and fees included in the Calle Guanajuato Policy would be applicable to the proposed area.

Alcohol Ordinance: Ashland Municipal Code [10.68.090](#) prohibits “intoxicating liquor or beverages” into public parks with exceptions including the following:

C. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Calle Guanajuato only when such is served with prepared meals and with the express approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.

The Commission would need to make a motion to recommend the City Council amend the ordinance 10.68.090 Section C to include a portion of Bluebird Park.

Recommendation

Staff would like the Parks Commission to give direction on the request.



Area 1: Approximately 350 square feet 1



Area 2: Approximately 100 square feet 1

Attachments:

Calle Guanajuato Commercial Use Policy #101



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	PAGE 1 of 7	POLICY No. 101
EFFECTIVE DATE May 1990	REVISED DATE February 25, 2019	

APPROVED BY COMMISSIONER ACTION

*December 19, 2016; Agenda Item: VI.(a.) Calle Guanajuato Amended Policy Approval
February 25, 2019; Agenda Item: VI.(a.) Calle Guanajuato Commercial Use Policy Approval*

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the “*power to formulate and adopt rules and regulations for their government.*” This authority allows Commissioners to adopt rules and policies through a public process in order to provide organization, aide in decision making and to provide consistent regulation for park and facility uses in order to achieve the goals of the Ashland Parks and Recreation Commission (“APRC”) and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

PURPOSE

The Calle Guanajuato is an asset of the APRC that provides, among other public benefits, space for restaurant seating and concessions adjacent to Ashland Creek and within proximity to local restaurants, Ashland Shakespeare Festival, Downtown Ashland and Lithia Park. Permitted commercial activity on the Calle Guanajuato shall be limited to the uses specifically designated in this policy.

Permits may only be issued for concessions by the Lithia Artisans Market and for adjacent restaurants. Permitted sites on the Calle Guanajuato are restricted by the physical limitation of the space, and the potential that the demand for space may be greater than the space available. The APRC has created the Calle Guanajuato Commercial Use Policy (the “*Policy*”) to regulate the allocation of physical space to qualifying permittees, as described herein. Permits may be awarded on an annual basis as described herein.

CALLE GUANAJUATO COMMERCIAL USE POLICY OBJECTIVES

The purpose of the Policy is to assist the APRC in the pursuit of the following equally-important objectives:

- I. To provide a process for the review and approval of applications for

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 2 of 7	POLICY No. 101
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concessionaires of the Lithia Artisans Market and restaurateurs of adjacent businesses;

- II. To ensure that adequate access is achieved through the Calle Guanajuato for pedestrians and emergency vehicles;
- III. To attempt to achieve cost recovery for APRC; and,
- IV. Maintain an appealing extension of Lithia Park into downtown

GENERAL PROVISIONS

Application Process

- I. Any Calle Restaurant or Landlord/Owner desiring a designated site on the Calle Guanajuato must file annually a non-refundable application with APRC staff prior to the stated deadline.
- II. The application process and criteria for submittal shall be as follows:
 - a. Prior to the beginning of the application review process, each applicant seeking a designated site on the Calle must file an application with APRC staff. The application must be submitted prior to the 2nd Friday of January of each calendar year, stating the intent of the applicant to:
 - i. Seek a permit for the same designated site as the previous year; and/or,
 - ii. Seek a permit for a designated site location that differs from the applicant's site for the previous year.
- III. The application material shall include the following:
 - a. A clear identification of the requested designated site as delineated in the official boundary map;
 - b. A simple site plan showing how restaurant equipment and/or concession stands will be organized within the boundary of the designated site;
 - c. A statement detailing how each of the specific approval criteria of the Policy will be met; and,
 - d. An application fee as adopted in the "Fees and Charges Schedule" of APRC.
- IV. Application review requirements:
 - a. Absent a timely-submitted application, APRC will not hold a previously permitted site and seniority shall be forfeited for that site.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 3 of 7	POLICY No. 101
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- b. Notwithstanding the Cancellation section of this ordinance, no late applications will be accepted.
- c. Incomplete applications, or those that do not substantially meet the criteria, will be returned to the applicant without processing.
- d. Permit approvals for each season will be issued no later than February 28th of each year.
- e. The official boundary map of the Calle Guanajuato will delineate the designated site for all concession and restaurant space.
- f. A permit for a restaurant or concession shall be nontransferable between restaurateurs and shall be valid exclusively for one season in a single calendar year. A Landlord/Owner may take over the already issued license if another restaurant will be occupying the space within a 3-month period (during the season). The Landlord/Owner must also pay any outstanding fees for the designated site.
- g. No qualifying Calle Restaurant may hold or be issued more than one permit.

CONDITIONAL USE REVIEW CRITERIA

In considering applications, staff shall review the applicant’s compliance with applicable City ordinances and regulations as well as the following criteria:

- I. Restaurant proximity shall constitute a major determining factor for a designated site on the Calle Guanajuato. Applicants that meet the adjacency standard for a designated site shall have preference during review over those who do not.
- II. When two or more applicants make requests for the same site or overlapping designated sites, restaurant seniority, as defined in the definitions of this policy, shall take precedence in determining which applicant receives priority consideration.
- III. Designated sites shall be used for their permitted use only (either restaurant or concession space). In the event that a site designated for restaurant use remains unused after permit issuance, the site may be made available to the Lithia Artisans Market.
- IV. The applicant must be in good standing with APRC and the City, with no active enforcement actions.
- V. The applicant must demonstrate through a simple site plan that they have the ability to carry out the requested operations without violating the public walkway or open space through the Calle Guanajuato.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 4 of 7	POLICY No. 101
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VI. A Calle restaurant and/or Landlord/Owner with singular access onto the Calle Guanajuato will have the first right of refusal for any seating immediately adjacent to their building as long as it does not interfere with the already established concessionaire areas.

VII. Accessory Regulations:

- a. **FIRE AND LIFE SAFETY.** Concessionaire shall comply with any and all fire and life safety guidelines, recommendations and requirements issued by the City of Ashland Fire Marshal, including, but not limited to the following:
 - i. Maintain all required fire and emergency access areas;
 - ii. Ensure that permitted restaurant equipment does not encroach upon or obstruct public walkways or open space areas while maintaining a clear eight (8) foot pathway for emergency vehicles as approved by the City of Ashland Fire Marshal;
 - iii. Maintain a clear, unobstructed space around any fire hydrant as required for fire safety;
 - iv. Have available and maintain such fire extinguishers as determined by the Fire Marshal;
 - v. Strict adherence to the APRC prohibition on smoking. Smoking is not permitted on the Calle Guanajuato under any circumstances; and
 - vi. No use of any bottled gas, electrical devices, or hazardous materials or hazardous substances without prior approval by the Ashland Fire Marshal. [For purposes of this License "Hazardous Substance" or "Hazardous Material" means any hazardous, toxic, infectious, or radioactive substance, waste, or material as defined or listed by any local, state or federal environmental law.]

PERMIT/CONTRACT AWARD PROCESS

- I. A permittee who meets all of the approval criteria for a conditional commercial use permit will be required to enter into a contract with APRC for the use of the permitted site and will be required to provide the information required for the execution of the contract, as provided by APRC staff:
- II. Contract will be awarded by the Commissioners by the 28th of February each year.

RESTAURANT AND CONCESSION FEE SCHEDULE

- I. The Commissioners shall review and may adjust the seasonal square foot rental rate on the Calle prior to February 28th each year.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 5 of 7	POLICY No. 101
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- II. Payment for approved permits must be made in full by the second Friday of May each season, unless otherwise stated by the Commissioners during fee schedule and operating season review.
 - a. If fees are not received as described above, the permit shall be revoked.

OPERATING SEASON

Due to various considerations, the season of operation for the Calle Guanajuato may vary from year to year. If the Commissioners do not approve a particular period of operation prior to February 28th, the default season of operation shall be from Memorial Day to Labor Day.

RESTAURANT CANCELLATION/REVOCAION.

- I. A permit issued for restaurant use may be canceled at the request of the restaurant owner. In such a case, if the season has not begun, the site permit fee will be refunded if already paid. If the season has already begun, the fee will be pro-rated for the time used.
- II. Should a restaurant abandon, or cancel, a permitted site, the site shall become available immediately, and a time frame for new applications will be delineated by APRC staff. The designated site shall then be awarded consistent with the criteria of the competitive process under Application Review contained in the Policy.
- III. APRC reserves the right to revoke any restaurant's permit for a designated site at any time if that individual restaurant does not conform to applicable law, including but not limited to the rules and regulations established by the Ashland Parks and Recreation Commission, the City of Ashland, Jackson County Health Department and the Oregon Liquor Control Commission.
 - a. If an application is revoked prior to the start of the season, permit fees shall be refunded.

SITE SHARING

- I. Restaurant applicants who receive a permit for a designated site have the ability to share their space with another restaurant that meets the criteria of this policy.
- II. A restaurateur who shares space may do so without forfeiting seniority.
- III. Site location sharing may take place at any point during the year; however, only one applicant may hold a permit for a particular designated site and that applicant shall be sole beneficiary of any seniority for the season.
- IV. Applicants must note on their applications if they are planning to share the site with another restaurateur.
 - a. Applicant or permittee shall not sub-lease a designated site without APRC staff approval.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 6 of 7	POLICY No. 101
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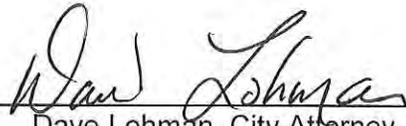
DEFINITIONS

- I. **Adjacency:** is contiguous ground floor access onto the Calle Guanajuato from a Calle restaurant with direct access the Calle Guanajuato.
- II. **Applicant:** a person or entity seeking license from APRC for a concession or restaurant permit.
- III. **Boundary Map:** is the most current map that delineates areas for both restaurant seating and concession operations.
- IV. **Business License:** a certificate issued by the city authorizing the holder to conduct specified business activity within the City of Ashland.
- V. **Calle Guanajuato:** the improved surface area directly behind the plaza businesses and adjacent to Ashland Creek being bounded by the flood wall on the west side, the back of the Calle businesses to the east, Winburn Way to the south and North Main Street to the north.
- VI. **Calle Restaurant:** a restaurant business operated all, or in part, out of a building abutting the Calle Guanajuato.
- VII. **Concession:** any licensed retail sales operation on the Calle Guanajuato conducting sales using a temporary table, stand, cart, or similar equipment.
- VIII. **Concessionaire:** a licensed retail operation on the Calle Guanajuato.
- IX. **Designated Site:** is the useable space or area on Calle Guanajuato which has been allocated for individual concession or restaurant use by the Ashland Parks and Recreation Commission.
- X. **Employee:** all persons, including proprietors, working on the premises of a Calle business.
- XI. **Landlord/Owner:** a person who rents a building to a tenant on the Calle Guanajuato.
- XII. **Owner of Record:** the person, or entity, in which legal or equitable title rests for private properties directly adjacent to the Calle Guanajuato.
- XIII. **Public Walkway:** the 8-foot meandering brick walkway through the Calle Guanajuato.
- XIV. **Restaurant Equipment:** includes but is not limited to any materials, merchandise, tools, carts, tables, chairs, podiums, or other items owned by, in possession of or associated with a restaurant.
- XV. **Restaurant:** a commercial establishment where food and beverages are prepared, served, and consumed primarily within a principal building which abuts the Calle Guanajuato.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 7 of 7	POLICY No. 101
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- XVI. **Restaurateur:** a licensed restaurant operation on the Calle Guanajuato.
- XVII. **Season:** is the term of use for concession and restaurant operation at the Calle Guanajuato each year. Exact operating dates for each season will approved annually during the review period of permits.
- XVIII. **Restaurant Seniority:** shall be established for application review when a restaurateur and/or Landlord/Owner has been granted a permit to a specific designated site for the calendar year immediately before the current calendar year. Seniority shall be forfeited when occupancy of the site has been abandoned by the applicant or Landlord/Owner for any reason for any period of more than 3 months. For a restaurant with singular access onto the Calle, first right of refusal for any seating immediately adjacent to their building will apply as long as it does not interfere with an already established concession area.
- XIX. **Singular Access:** Calle Restaurant has no access from the plaza side. Primary access is on the Calle Guanajuato side. Address may also reflect a Calle Guanajuato street address.

Approved:  Date: 3/1/19
Mike Gardiner, APRC Chair

Approved, as to form:  Date: 2/26/19
Dave Lohman, City Attorney

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 8 of 7	POLICY No. 101
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ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt
Jim Bachman
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director

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AshlandParksandRec.org
parksinfo@ashland.or.us

MEMORANDUM

TO: APRC Commissioners
FROM: Michael A. Black
DATE: July 7, 2022
SUBJECT: Budget Amendment

The City Council recently adopted Resolution 2022-17 which is titled: A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE 2021/23 BIENNIAL BUDGET. The adopted resolution takes several actions, some of which affect APRC and its budget. The resolution has the following effect for APRC:

PARKS GENERAL FUND	DEBIT	CREDIT
Food & Bev. Tax	\$ 2,005,000	
Transfer from the Parks CIP Fund	\$ 385,000	
Transfer to the Reserve Fund	\$ 300,000	
Reduce Department budget		\$ 350,000
Reduce Department personnel for vacancy savings		\$ 140,000
Transfer from the General Fund		\$ 1,900,000
Recognize and appropriate a greater than budgeted beginning Parks General Fund balance		\$ 300,000
	<u>\$ 2,690,000</u>	<u>\$ 2,690,000</u>

APRC is required to cut \$350,000 in one-time cuts and another \$140,000 in FTE vacancy savings, due to a reduction in the planned general fund revenue transferred from the City of Ashland.

BUDGET CUT PROPOSAL

The cuts below represent two areas of the total APRC budget – Materials and Services and Personnel. Due to the amount of the total required cuts (\$350,000), we must propose a solution that includes reductions in personnel. APRC is cutting the equivalent of 1.75 FTEs. We are also proposing to eliminate a Tech III position, which will be backfilled with a lower position and the Parks Director will reduce their salary by \$11,000 via furlough.

The chart below shows the line items to be cut.

Reduction - Materials and Services

Equipment Replacement	\$ 50,000.00
Pioneer Hall	\$ 18,500.00
Recreation Materials & Services	\$ 25,000.00
Parks Materials & Services	\$ 57,500.00
SUB-TOTAL	\$ 151,000.00

Reductions - Personnel

Unfund Office Assistant (.75 FTE)	\$ 59,000.00
Parks Temps/Seasonals (1.0 FTE)	\$ 82,500.00
Backfill Parks Tech III with Tech I	\$ 46,500.00
Salary Reduction Via Furlough	\$ 11,000.00
SUB-TOTAL	\$ 199,000.00

GRAND-TOTAL	\$ 350,000.00
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RECOMENDATION

The budget for APRC has already been amended by the City Council and \$350,000 of general fund revenue has been removed from APRC's 2022-23 fiscal year budget. The budget cuts above provide an answer to the loss in revenue and staff recommends that the Parks Commisisoners approve the line item detail of the cuts to address the loss in revenue.

MOTION

I move to approve the total reduction in APRC expenses of \$350,000 as presented in the line item detail in the staff report to address the reduction in general fund revenue for the 2022-23 fiscal year.

Attachments: Resolution 2022-17 and Background

Council Business Meeting

Date: June 14, 2022

Agenda Item	Supplemental Budget and Resolution	
From	Alison Chan	Interim Finance Director
Contact	alison.chan@ashland.or.us 541-552-2003	

SUMMARY

Issues being addressed in this Council Communication:

1. Reversal of the April 5th supplemental budget which dealt with the PERs UAL and how it is recognized.
2. Change how Marijuana tax is recorded.
3. Recognition of greater than budgeted TLT revenue restricted to tourism related expenditures.
4. Reduce Expenditures and recognized greater than budgeted revenue in the 2021-2023 Biennium.
5. Recognize and appropriate a greater than budgeted beginning General Fund balance.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance goal:

“To ensure on-going fiscal ability to provide desired and required services at an acceptable level”

PREVIOUS COUNCIL ACTION

None

BACKGROUND AND ADDITIONAL INFORMATION

Item 1 – The resolution will reverse the supplemental budget that was approved on April 5, 2022. The supplemental budget only impacted two (2) funds. The Community Development Block Grant Fund and the Telecommunications Funds. The reversing entries are on the attached detail sheet. This will have any payments towards the PERs UAL as a personnel service expenditure.

Item 2 – The resolution will change how Marijuana is recorded in the fiscal year 2022-2023. The Marijuana tax the City of Ashland receives is unrestricted. It should be recorded in the General Fund and spent as directed by Council. Currently the Marijuana tax is being recorded in the Housing Fund. This supplemental budget will move the revenue to the General Fund and then add a transfer to the Housing Fund. There is no change to the appropriations.

Item 3- The resolution will recognize and appropriate \$100,000 of greater than budgeted revenue for the restricted portions of the TLT revenue. The corresponding recommended appropriations are as follows:

- \$70,000 - funding for a portion of a Communications Program
- \$20,000 – funding for a portion of a Diversity, Equity and Inclusion Program (D,E & I)
- \$10,000 – funding for a portion of the maintenance of watershed trails

Item 4 – The resolution will reduce Expenditures in the 2021-2023 Biennium. The 2021-2023 had expenditures exceeding revenues by \$1 million. The Budget Committee directed City staff to reduce the budget during the biennium to reconcile the difference. This resolution will do that. The details are as follows:

Ongoing Expenditure Adjustments	
Budgeted General Fund deficit in the 2021-2023 biennial budget	(1,000,000)
General Fund revenue needed to replace Food & Beverage tax removed from the Parks General Fund	(2,390,000)
Revised General Fund deficit	(3,390,000)
Proposed Departmental cuts	715,000
Budgeted vacancy savings in year 2 of biennium - all departments	780,000
Reductions proposed for the 2021-2023 biennial budget	1,495,000
Estimated greater than budgeted revenues	1,350,000
Revised General Fund deficit	\$ (545,000)

Item 5 - Recognize and appropriate a greater than budgeted beginning fund balance for the General Fund and the Parks General Fund. This resolution will recognize and appropriate as follows:

One Time Funding	
Recognize and appropriate a greater than budgeted beginning General Fund & Parks General Fund balance	2,600,000
Amount needed to balance the General Fund deficit	(545,000)
Funding for an Emergency Operations position	(140,000)
Funding for D,E & I Assessment	(40,000)
Funding for Innovation & Technology position	(40,000)
Funding for Planning & Development Facilitation	(120,000)
Transfer to Reserve Fund	(1,715,000)
Remaining	\$ -

FISCAL IMPACTS

An increase in appropriations of \$100,000 in the Tourism Fund.

A reduction in appropriations of \$1,495,000 in the General Fund and Parks General Fund.

Recognize \$1.35 million of greater than budgeted General Fund revenue

Recognized and appropriated \$2.6 million of greater than budgeted beginning General Fund balance and Parks General Fund.

STAFF RECOMMENDATION

Staff recommends approval of reversing the Supplemental budget from April 5th, 2022.

Staff recommends changing how Marijuana tax is recorded.

Staff recommends approval of recognizing and appropriating greater than budgeted revenue in the Tourism Fund.

Staff recommends changes the General Fund and Parks General Fund as presented.



ACTIONS, OPTIONS & POTENTIAL MOTIONS

N/A

REFERENCES & ATTACHMENT

Resolution 2022-17

1 **RESOLUTION NO. 2022-17**

2 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE
3 2021/23 BIENNIAL BUDGET

4 **RECITALS:**

5 ORS 294.471 permits the governing body of a municipality to make a supplemental budget for
6 one or more of the following reasons:

- 7 a. An occurrence or condition which had not been ascertained at the time of the preparation
8 of a budget for the current year which requires a change in financial planning.
- 9 b. A pressing necessity which was not foreseen at the time of the preparation of the budget
10 for the current year which requires prompt action.
- 11 c. Funds were made available by another unit of federal, state or local government and the
12 availability of such funds could not have been ascertained at the time of the preparation of the
13 budget for the current year.

14 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,**
15 **RESOLVES AS FOLLOWS:**

16 SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the
17 City of Ashland determine that it is necessary to adopt a supplemental budget, establishing the
18 following amendments:

	<u>Debt</u>	<u>Credit</u>
<u>Tourism Fund</u>		
Personnel Services	80,000	
Materials and Services	20,000	
Taxes		100,000
	\$ 100,000	\$ 100,000
<u>Community Development Block Grant Fund</u>		
Personnel Services	5,394	
Materials and Services		5,394
	\$ 5,394	\$ 5,394
<u>Telecommunication Fund</u>		
Personnel Services	145,729	
Materials and Services		145,729
	\$ 145,729	\$ 145,729

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		Debt	Credit
General Fund			
Transfer to the Housing Fund		200,000	
Taxes			200,000
		\$ 200,000	\$ 200,000
Housing Fund			
Taxes		200,000	
Transfer from the General Fund			200,000
		\$ 200,000	\$ 200,000
Tourism Fund			
Personnel Services		80,000	
Materials and Services		20,000	
Taxes			100,000
		\$ 100,000	\$ 100,000
General Fund			
Transfer to the Reserve		1,415,000	
Transfer to Parks General Fund		1,900,000	
Funding for EOC position	Administration Department	140,000	
Funding for DEI Assessment	Administration Department	40,000	
Funding for IT position	IT - Computer Services Div.	40,000	
Funding for Planning & Development Facilitator	Comm Dev Department	120,000	
Fund balance		1,000,000	
Reduce Departments budget			* 1 365,000
Reduce Departments personnel for vacancy savings			* 2 640,000
Recognize greater than budgeted revenue			* 3 1,350,000
Recognize and appropriate a greater than budgeted beginning General Fund balance			2,300,000
		\$ 4,655,000	\$ 4,655,000
Parks General Fund			
Food & Beverage Taxes		2,005,000	
Transfer from the Parks CIP Fund		385,000	
Transfer to the Reserve Fund		300,000	
Reduce Department budget			* 1 350,000
Reduce Department personnel for vacancy savings			* 2 140,000
Transfer from the General Fund			1,900,000
Recognize and appropriate a greater than budgeted beginning Parks General Fund balance			300,000
		\$ 2,690,000	\$ 2,690,000
Parks CIP Fund			
Transfer to Parks General Fund			385,000
Fund balance		385,000	
		\$ 385,000	\$ 385,000
Reserve Fund			
Fund Balance		2,015,000	
transfer from the Parks General Fund			300,000
transfer from the General Fund			1,715,000
		\$ 2,015,000	\$ 2,015,000
* 1 - Reduce Departmental budgets			
Community Development			8,000
Administration Department			138,600
Finance Department			156,200
Parks & Recreation Division			350,000
Public Works Department			62,200
Total Department reductions			715,000
* 2 - Estimated Vacancy Savings			
Innovation and Technology Department			30,000
Finance Department			60,000
Police Department			200,000
Fire Department			220,000
Public Works Department			80,000
Community Development Department			50,000
Parks & Recreation Department			140,000
Total Estimated Vacany Savings			780,000
*3 - Greater than Budgeted Revenue			
Property Taxes			500,000
Transient Lodging Tax (TLT)			850,000
Total Revenue Greater than Budgeted			1,350,000

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SECTION 2. All other provisions of the adopted 2021-2023 BIENNIUM BUDGET not specifically amended or revised in this Supplemental Budget remain in full force and effect as stated therein.

SECTION 3. This resolution is effective upon adoption.

ADOPTED by the City Council this _____ day of _____, 20__.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 20__.

Julie Akins, Mayor

Reviewed as to form:

Katrina Brown, City Attorney