



AGENDA FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

September 14, 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 Special Business Meeting – July 6, 2022
- b) APRC Regular Business Meeting – July 13, 2022

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

- a) Bee City USA Subcommittee Member Appointment

VI. DIRECTORS REPORT

VII. BUSINESS

- a) Oak Knoll Golf Course Irrigation/Management Options (Possible Action)
- b) City of Ashland Management Resolution / COLA (Action)
- c) Commissioner Position on Ballot Measures (*Food and Beverage Allocation / City Charter Amendment pertaining to APRC employees reporting to the City Manager*) (Action)
- d) Parks Irrigation Report (Information)

VIII. ITEMS FROM COMMISSIONERS/STAFF

IX. UPCOMING MEETING DATES

- a) Ashland Senior Advisory Committee—September 12, 2022
 - Electronic Meeting—3:30 p.m.
- b) Bee City USA Subcommittee—September 20, 2022
 - Electronic Meeting—3 p.m.
- c) APRC Study Session—October 5, 2022
 - Electronic Meeting—6 p.m.
- d) APRC Regular Business Meeting—October 12, 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 SPECIAL BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

July 6, 2022

Electronic Meeting – 6 P.M.

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

Absent: Commissioner Bell

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

I. CALL TO ORDER

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

II. ADDITIONS OR DELETIONS TO THE AGENDA

None

III. PUBLIC INPUT

None

IV. USE OF RECLAIMED WATER FOR ASHLAND POND RIPARIAN RESTORATION PROJECTS (Action)

Black referenced the [memo included in the meeting packet](#) and introduced Eugene Wier from The Freshwater Trust (TFT) who is partnering with APRC and the City of Ashland on riparian restoration work along Bear Creek. Black stated TFT is requesting permission to use reclaimed wastewater to irrigate riparian restoration on APRC managed land and that APRC staff is in support of the request.

Wier made the following statements

- The wastewater treatment plant currently holds a permit to use reclaimed water to irrigate areas the wastewater treatment plant grounds
- TFT and Wastewater Department Staff will apply for a permit to use reclaimed water on APRC lands if Commissioners approve the use of reclaimed water for this purpose. TFT is currently using potable water to irrigate these areas
- TFT would plan on using reclaimed water for 3-4 years to get plants established. The water could then potentially be made available for other uses

Questions/Discussion

- Wier clarified that the flow coming out of the treatment plant into Bear Creek makes up a very small portion of the total flow of the creek
- Wier clarified that the quality of the water that would be used for irrigation is treated at the same level that is currently being released into Bear Creek and noted that the quality of the treated water is very clean
- Black clarified that if the Commissioners voted in favor of using reclaimed water for the requested purpose, TFT and the Wastewater Department would then apply for a permit from OR Department of Environmental Quality. Use of the water would not commence until DEQ approves the permit
- Wier stated that approval of the permit would likely happen over the summer, and he hopes to be able to irrigate in April/May of 2023
- Black emphasized that this action could open doors for the future use of reclaimed water for irrigation purposes on other APRC properties
- Landt stated that reclaimed water has been authorized by DEQ to be released into the creek which is eventually used for drinking water downstream and is a relatively clean product
- Landt stated there has been discussion of using reclaimed water at the golf course, but that would require a multi-million-dollar infrastructure plan. The riparian restoration project areas are in close proximity to the treatment plant, making the use of reclaimed water on these properties much easier and less costly

Motion: Eldridge moved to approve the use of reclaimed water for riparian restoration purposes on the Ashland Pond property upon approval of the plan by DEQ. Seconded by Lewis.

Discussion: Eldridge agrees with Landt's previous comments, and stated this is a no-brainer. Lewis stated this is a good starting point of using reclaimed water and thanked TFT.

Vote: The vote was all yes

Wier stated he will work with APRC staff to identify other properties that could be included in the permit.

V. POOL ENERGY ANALYSIS REPORT (Information)

The full presentation on this item begins at [11:22 of the meeting recording](#).

Representatives from Robertson Sherwood, (Carl Sherwood ([slides presented](#)) and Joe Iaccarino ([slides presented](#))) pool planning consultants, referenced the [report included in the meeting packet](#) on the pool energy analysis, which included the following points

- The previous analysis provided three options for heating
 - Option 1: Natural Gas
 - Option 2: Electric
 - Option 3: Electric Heat Pump Chiller
 - Option 3a: Natural Gas Back-up
 - Electric Back-up
- In order to address the green energy technology state mandate (1.5% of the total budget), solar energy needs to be used at least at a minimum level. The contribution could be increased and would require further detailed study as the project progresses to determine the optimal size, cost and type of solar thermal heating or power generation
- The initial analysis determined that Option 1 was the most affordable in terms of dollars spent as displayed on a comparison chart (it was noticed that the costs below are subject to change due to market fluctuations)

POOL WATER HEATING SYSTEM COMPARISON CHART			
All systems are to are assumed to have a peak capacity of 3,000,000 BTU per hour, and will meet pool water heating load requirements of 8,640,000,000 BTU over the course of one year			
OPTION 1	OPTION 2	OPTION 3A	OPTION 3B
TOTAL Annual Power/Fuel Costs			
\$80,329	\$274,188	\$100,440	\$138,205
Added Capital Costs and Project Costs			
\$0.00	\$101,844	\$534,441	\$599,748
Equipment priced in Base Estimate and Project Budget	Equipment cost differential and electrical service	Equipment cost differential and electrical service	Equipment cost differential and electrical service
Simple Payback			
Lowest Cost	240% Energy Cost Increase	25% Energy Cost Increase	74% Energy Cost Increase
No Payback	No Payback	2.7yr Payback over Option 2	4.4yr Payback over Option 2
Gas Only Heating	All-Electric Heating	Elec./Gas Back-up Heating	Elec./Elec. Back-up Heating

Solar configurations and estimated costs were displayed

Solar Array Structure Options



- Min. GET Solar Array/Structure
● 1,650sf = \$75,000/\$122,793
- Tennis Court Cover Array/Struct.
● 20,000sf = \$977,000/\$2,562,000
- Parking Lot Cover Array/Struct.
● 9,000sf = \$421,000/\$823,500
- Pool Deck Array/Structure
● 2,200sf = \$145,000/\$163,724

- Historic Annual Heating Consumptions = 20K Therms of Natural Gas / 117 tons of Co2 emissions (22.9 gasoline powers passenger vehicles driven for one year)
- Options reviewed were Solar Thermal System; Ground (GSHP, Direct Use Geothermal); Electric Boiler (electricity from Ashland grid has fewer emissions when compared to statewide average); Air-to-water heat pump
- Ground and Electricity are the only stand-alone systems. The other two require back-up systems/supplemental sources to meet load requirements
- The recommendation is to use an air to water heat pump and use an electric heat pump as a back-up, which would reduce CO2 emissions to 14 tons, compared to 117 tons generated from the existing natural gas boiler
 - The 14 tons of emissions is attributed to the City of Ashland's electricity source which is not 100% renewable
- In summary
 - Reduce 88% of existing GHG emissions by installing Air-to-Water HP with Electric boiler backup
 - Install minimum PV array size to abide by green energy technology requirement (~23 kW) at Pool Deck or Parking Lot Cover
 - Consider purchasing carbon offsets to mitigate 14 tons of CO2

Questions:

- Iaccarino clarified that the 23KW array would be able to fit within the pool deck section. The panels would act as a shade structure (~1,600 sq.ft.)

- Sherwood clarified that going to an indoor pool does not significantly reduce energy requirements. Although there would be savings from reducing requirements to heat the water, it would be necessary to heat the air
- laccarino clarified that the air to water heat pump is functional down to 20 degrees Fahrenheit
- laccarino clarified that the supplemental back-up system is the same size as what would be used if electric heaters were the main heating mechanism in order to meet demand when in use
- Landt inquired if a water-to-water heat exchange has been considered using municipal water (e.g., using a large water main in a closed loop system) and stated that some municipalities are using this type of system
 - laccarino stated that using a municipal water source, which is approximately 50 degrees Fahrenheit, would likely not be an efficient way to extract heat, but this option was not studied as part of the analysis

Black stated the following regarding next steps

- All deliverables have been received from the consultant. From here on out, staff will work on a final report with information that will include costs of covering the pool
- Staff will work with Sherwood Robertson to prepare an order of magnitude to establish the budget and contingency fund

VI. BUDGET REDUCTION PLAN DISCUSSION (Information/Possible Action)

Black reported on the July 5, 2022, City Council meeting which included the following statements

- The Council is considering two Food and Beverage ballot measures to refer to the ballot in November. City staff was directed to bring these two items back to the Council for consideration at a future meeting
 - City Managers Proposal: Maintain 25% of Food and Beverage Tax (F&B) revenue to Parks CIP Fund and 73% could be used for any general fund purpose at the discretion of the Council
 - Citizen's Initiative: The Friends of Ashland Parks and Open Space proposal would maintain the 25% to Parks CIP and allow the remaining 73% to be used for parks operations
 - Both proposals allocate 2% to the City of Ashland for administrative fees
- The Council voted to refer a Charter Amendment to the November 2022 ballot proposed by the City Manager that would remove supervisory responsibility of Parks and Recreation employees from Parks Commissioners and give that authority to the City Manager. APRC employees would essentially become a department of the City of Ashland
 - This amendment would allow the City Manager to appoint, remove and directly supervise the APRC Director which is currently done by the Commissioners
 - This amendment calls into question how the Commissioners would continue to be able to effectively have control and management authority over park and open space lands if employees are supervised by the City Manager

Black reported on budget reductions

- APRC is required to cut the budget for the current fiscal year (July 2022-June 2023) by \$350K. Additionally, the City of Ashland is requiring the following budgetary actions
 - \$140K – personnel reductions (vacancy savings)
 - In many years Directors will leave positions open as a way to roll funds over or ensure there is a healthy ending fund balance. However, if there are no vacancies within a department, it is not necessary to turn those vacancy savings over.
 - \$300K – last biennium ending fund balance that was larger than what was anticipating, the city is taking these funds and put into the City reserve fund. This is happening with General Fund Departments within the city as well.
- Black displayed a slide displaying the proposed plan to meet the cuts (see below). Black noted that this is only a proposal and that other options can be explored at the direction of the Commissioners.

350,000 Budget Reduction Proposal

Reductions – Materials and Services

- Equipment Replacement: 50,000 (50%)
- Pioneer Hall: 18,500 (100%)
- Recreation Materials and Services: 25,000 (multiple line items)
- Parks Materials and Services: 57,500 (multiple line items)

Reductions - Personnel

- Office Assistant Reduction: 59,000 (.5 Senior Service; .25 Recreation)
- Parks Temps/Seasonals: 82,500 (52%)
- Parks FTE Tech III backfilled as Tech I: 46,500 (Golf Course)
- Management Reduction in Pay via Furlough: 11,000 (Director)

- Black made the following points regarding individual cuts
 - Equipment Replacement: Most of the equipment and fleet are in decent shape so this is not an issue in the short term, but it will push out replacement of vehicles/equipment that should have been replacement earlier which will increase maintenance costs and purchase costs and require larger annual expenditures. This is not a long-term sustainable solution to manage budget reductions
 - Pioneer Hall: APRC would 100% divest from operating Pioneer Hall
 - Parks M & S: This will create deferred maintenance by cutting parks improvement, irrigation maintenance, and general maintenance. These cuts will result in a decreased level of maintenance that will likely be noticeable and cost more in the long run to get them back to pre-reduction levels.
 - Office Assistant Reduction: Recreation and Senior Services previous had a total of 2.75 FTEs for office support. This cut will require the divisions to share 1 FTE
 - Parks Temps/Seasonals: This is a large cut to seasonal maintenance and will result in visible impacts. The other option would be to reduce a full time FTE
 - Tech III backfill with a Tech I: The specialized, currently vacant, Tech III position would be replaced with a Tech I. This would result in some loss to expertise, but would retain labor
 - Management Reduction in Pay via Furlough: This is only applicable to Black (Director). No other APRC staff would be furloughed

Discussion/Questions

- Black stated that action should be taken next business meeting if possible. Action could be taken in August if more time is needed
- Lewis stated comfort with the proposal and that losing temps will have an impact to the way parks looks which is likely to result in an increase in complaints about parks maintenance
- Bachman stated support for recommendations while allowing time for public input and consideration of other options by Commissioners
- Eldridge stated agreement with statements made by Commissioners and welcomed Black to present additional options if there are any available for consideration

- Black reiterated that there will be impacts to services provided and levels of park maintenance as a result of these budget cuts
- Landt stated an understanding with the rationale of this proposal but stated concern with losing the equivalent of an FTE in parks maintenance (seasonal workers) which has already been reduced recently. Landt stated that next spring parks are not going to look the way that the community expects them to look and pondered if there are other approaches that do not cut into parks maintenance/seasonal employees
- Landt stated that during the presentation to City Council in May, Manager Lessard stated there would be no personnel cuts, which is true on the city side, but there is no way to achieve the cuts on the parks side without cuts to personnel

VII. WILDLIFE SANCTUARY MANAGEMENT AREAS (Information)

Black stated that Commissioner Landt requested this item be placed on the agenda for discussion. Landt clarified that the intent behind this item being placed on the agenda is to establish Wildlife Sanctuary Management Areas where educational materials are made available to users to explain why certain rules are in place and how certain activities can have a negative impacts on wildlife. Additional discussion on this item included the following points:

- The Nature Center, Lithia Park and Riverwalk areas are loosely managed to protect wildlife
- Educational materials may give pause to users to engage in activities such as off leash dogs that may impact wildlife
- Black stated that this kind of designation could be used as an overlay that would come with specific rules
- Eldridge stated agreement with the overlay concept such as Wilderness areas on National Forest Lands and also supports the educational component and would like to see a thorough scientific/ ecological spatial analysis completed to have justification for such a designation
- Lewis raised concerns about people who disregard ordinances or rules and normalize unwanted activities
- Landt clarified that he is not proposing any new rules, he simply would like to institute an educational campaign for certain areas that warrant a designation such as Lithia Park, Ashland Pond, parts of North Mountain Park, Siskiyou Mountain Park and Riverwalk
- Bachman stated that an educational approach is better than setting up unenforceable regulatory approaches and inquired what the next steps would be
- Black stated that he is hearing that there are no new rules proposed and all that is needed to move forward is direction from Commissioners or Black can work with staff to provide a map that outlines specific areas to include and will schedule it for an upcoming meeting
 - Landt stated boundaries should be logical and easily signable
- Landt mentioned that the why dogs are not allowed signs in Lithia Park is an example of the type of educational signage envisioned

VIII. ITEMS FROM COMMISSIONERS/STAFF

Lewis stated he may be absent at the next meeting dependent on internet access while traveling

Landt stated the August 3 Study Session will be canceled

IX. ADJOURNMENT

The meeting adjourned at 7:56 p.m.

Respectfully Submitted,
Sean Sullivan, Business Operations Manager

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
July 13, 2022
Electronic Meeting – 6 p.m.**

Present: Commissioners Landt (Chair), Bachman, Eldridge (present entire meeting – camera off at times due to connection), Director Black, Deputy Director Dials, Senior Services Superintendent Glatt, Analyst Kiewel, Manager Sullivan

Absent: Commissioners Bell, Lewis

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 – June 1, 2022

Motion: Bachman moved to approve the minutes from June 1, 2022. Seconded by Eldridge.

Vote: The vote was all yes

APRC Regular Business Meeting – June 8, 2022

Motion: Bachman moved to approve the minutes from June 8, 2022. Seconded by Eldridge.

Vote: The vote was all yes

APRC Special Business Meeting – June 23, 2022

Motion: Eldridge moved to approve the minutes from June 23, 2022. Seconded by Bachman.

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

Gabe Howe of Ashland spoke regarding Ashland and raised concerns regarding the swim reservoir in Lithia Park. Howe stated the reservoir needs to be dredged and would like to see the area improved to better facilitate swimming.

Landt noted that he has witnessed an increase in algae which is likely due to a decrease in water flow and stated someone would be in touch with Howe regarding his concerns.

V. CONSENT AGENDA

None

VI. DIRECTORS REPORT

Black reported on the following items:

Japanese Garden

Black will be giving a presentation to City Council at their request to review a request for an increase in the project scope/contract amendment. The original bid did not include the deck because the engineering was not ready at the time. The expenses to cover the construction of the deck will be covered by private donations through the Ashland Parks Foundation.

TID Update

TID water has been released into canals. The golf course is currently being irrigated with TID water. The upper duck pond in Lithia Park is filling. Black noted that two new aerators have been installed at the upper duck pond to improve water quality.

Senior Services

There was an ice cream social held at the Senior Center that day with about 100 people in attendance.

VII. BUSINESS

a) *Crystalizing Our Call – Say Their Names Collective Public Art Location, Ashland Creek Park (Action)*

Black stated staff is looking for approval of the site location from Commissioners and stated that staff will work the artist on lighting and that APRC staff will be providing in-kind labor where possible. Black stated Commissioners previously expressed support for the City of Ashland to provide financial support as noted in the [staff report included in the meeting packet](#). The staff report also included a map identifying the location where the sculpture would be placed.

Tía Laída Fé from the Say Their Names Collective and Micah Blacklight, the artist, spoke about the community process that has led to this point. Blacklight noted that he will be working closely with APRC staff to coordinate installation and lighting (which would comply with lighting policies) if the project secures final approval from City Council. Blacklight stated that he will be seeking financial support from the City of Ashland and acknowledged that support from APRC will come in the form on in-kind labor regarding some site preparation work.

Motion: Eldridge moved to grant approval to locate the sculpture, Crystalizing Our Call, at Ashland Creek Park as identified in the location map. Seconded by Bachman.

Vote: The vote was all yes.

Motion: Eldridge moved to support the artist's request for financial support from the City of Ashland for engineering and installation. Seconded by Bachman.

Vote: The vote was all yes

b) *Bluebird Park Seating and Permission to Serve Alcohol (Information)*

Dials referenced the information included in the [staff report](#) and stated that Sean Mark Nipper, the owner of Local Pub 31, has requested access to a portion of Bluebird Park to provide food and beverage/alcohol services similar to what is allowed on Calle Guanajuato. Dials displayed images of the park and identified the areas where seating could be accommodated. Dials added the following statements during the presentation:

- This is the only building that has an entrance adjacent to Bluebird Park
- The request could be feasibly accommodated
- If approved, staff would remove some vegetation and prep the areas identified for seating. The established plants could be transplanted to other park areas
- The walkway through Bluebird Park would not be impacted
- It would be necessary to amend the current Calle Guanajuato policy to include portions of Bluebird Park and that all fees would apply to this extension
- It would be necessary to amend the alcohol ordinance to include a portion of Bluebird Park
- The entire area of Blue Bird Park is roughly 5,662 square feet. The area that could be impacted by seating is roughly 450 square feet. Dials later clarified that some of the area could not be used due to slope, and that the final rentable area would be determined by where seating can be feasibly placed.

Sean Mark Nipper of Ashland stated that this extension would benefit his business and stated that this extension could also bring attention to other business that are located around the corner from Bluebird Park

Discussion:

- Dials clarified that APRC would continue to be responsible for the vegetation and irrigation within the rented area, as is the case with Calle Guanajuato. Black reiterated that the lessee is responsible for maintaining tables and APRC is responsible for vegetation, irrigation, and other infrastructure within the park

- Bachman inquired about operating hours since the establishment is listed as being open until 2 a.m. (later corrected that it is open until 1 a.m.)
 - Dials clarified that her recollection is that Calle Guanajuato is available for use by lessees through 10 p.m. or 11 p.m. but would need to report back
 - Black clarified that because park hours are listed in municipal code and the code has yet to be amended, Lithia Park is the only park that is officially closed at night
- Bachman stated support for continued and increased outdoor seating
- Black noted that this item is for information only and additional details can be worked out
- Black stated the door to this business opens directly into the park and is currently being used as a right of way into the businesses, which can be considered when determining if any rules need to be different from what is allowed on Calle Guanajuato or consider altering the hours or other rules on the Calle
- It was noted by various individuals that this business is not located adjacent to a residential area
- Landt stated the following:
 - Whenever it is possible to say yes to business partners it should be done as has been done on the Calle when the season was proposed to be extended (later denied by the City Council), but he would like to look at this differently
 - If the seating was taken out of the Calle it would be a paved hardscape. Bluebird Park is different. When he visited today there were people using the park in a quiet manner as an oasis and is not sure if this would be the right spot for this kind of activity
 - Almost half of the park is comprised of the creek bed or land on the other side of the creek, which is not useable. This leaves approximately 2,500 square feet of usable space. The 450 square feet of space under consideration comprises 15-20% of this area
 - The Calle has a much wider walking path with pavers to the side of that to facilitate tables and Bluebird Park is much smaller and is much more vegetated
 - He would like to be cautious and not move too fast on this issue to avoid public backlash after the fact
- Eldridge stated preliminary support for the concept of using this area for outdoor seating and would like to continue the conversation and take Landt's concerns into consideration

Dials stated more information will be brought to Commissioners at a future meeting

c) APRC Budget Reductions - City of Ashland Strategic Choices (Action)

Black reviewed the budget cuts that are being required by the City Council

- \$350K from the operating budget
- \$140K from Personnel Reductions (vacancy savings)
- \$300K ending fund balance transferred to the City of Ashland
 - The Commission is being asked to act on the cuts needed to meet the \$350K reduction to the operating budget

Blacks proposed reductions are listed below. Black noted the differences from the proposal given at the July Study Session include a smaller reduction in Parks Temps/Seasonals (\$82.5K to \$12.5K) which was replaced by \$70K that was budgeted to cover half of the cost (\$140K total) of the Executive Analyst position which is now being shared 50/50 with the City of Ashland administration who will be covering half of the expense (\$70K from the Transient Occupancy Tax (TOT)). This was not presented at the last meeting because the details of sharing the position was unclear at the time. Sharing this position is a pilot project that will be revisited at the end of the year. Black noted that the loss of half of this position will result in securing contract services and transferring work to other employees.

Reductions – Materials and Services

- Equipment Replacement: \$50K (50% of annual budget)
- Pioneer Hall: \$18.5K (100% of budget – APRC would no longer manage this facility. It has always been operated at a loss)
- Recreation Materials and Services: \$25K (multiple lines – Recreation Supervisor to determine)
- Parks Materials and Services: \$57.5K (multiple line items – Director to determine)

Reductions – Personnel

- Office Assistant Reduction: \$59K (Senior Services and Recreation Position.)
- Temps/Seasonals: \$12.5K (Open Space Temps)
- Admin .5 FTE: \$70K (Executive Analyst position to be split with City Admin)
- Parks Tech III being backfilled with a Tech I: \$46.5K (golf course)
- Management Reduction in Pay via Furlough: \$11K (the Director is the only position that will be taking furlough days)

Black noted that the total FTE count for regular APRC employees would be at 33.5 FTE if approved

- This accounts for the .75 from Recreation and Senior Services and the .5 that is being shared with the City of Ashland are accounted for

Motion: Bachman moved 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 2022/2023 fiscal year. Seconded by Eldridge

Landt noted that what was presented in the staff report is not what Director Black presented in the meeting. Bachman amended the motion as follows with agreement from Eldridge.

Amended Motion: Bachman moved to approve the total reduction in APRC expenses of \$350,000 as presented by Director Black this evening to address the reduction in general fund revenue for the 2022/2023 fiscal year. Seconded by Eldridge

Discussion: Bachman stated that since the Director is responsible for implementing these cuts and he does not see a problem with the proposed cuts, this is an appropriate way to reduce expenses. Eldridge stated support for the reduction in cuts assuming that the staff person who is being split with the City Administration does not have any concerns. Black confirmed that the employee is willing to accept this change. Landt stated that he is glad to see that temporary staff is being reduced less because this is the most efficient and cost-effective way to deal with the seasonal nature of landscape maintenance work, but also noted that there is still a loss of 1.75 FTE and cuts to materials and services that will have an impact on operations. Landt noted that Black is voluntarily taking a reduction in pay and praised his leadership in this action.

Vote: the vote was all yes

VIII. ITEMS FROM COMMISSIONERS/STAFF

None

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

The meeting adjourned at 7:16 p.m.

Respectfully Submitted
Sean Sullivan, Business Operations Manager

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Deputy Director

DATE: August 3, 2022

SUBJECT: Bee City USA-Member Appointment (Action)

There is currently a vacancy on the Ashland Bee City USA committee left by a recent resignation of Nancy Appling. One of the duties of the APRC Chair is to appoint members to APRC established committees.

Carolyn Reed submitted her application, and the committee has recommended her. From her application you can see she has an interest in gardening, has established a pollinator garden and wants to learn more about pollinators.

A motion to approve the Consent Agenda would adopt the following motion for this item:
I move to acknowledge the appointment of Carolyn Reed by the Chair of APRC to the Ashland Bee City USA committee as of the Bee City meeting in September.

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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MEMORANDUM

TO: APRC Commissioners
FROM: Michael A. Black
DATE: September 8, 2022
SUBJECT: Irrigation at Oak Knoll

SITUATION

The Oak Knoll Golf Course (the “Course”) is degrading due to the lack of an adequate water supply and budget resources. The impacts to the Course are compounded by the extreme heat that is now a normal part of our environment. Playability of the Course has suffered greatly and revenues are decreasing at a very significant rate.

Staff is seeking direction from the Parks Commissioners for future operations of the Course.

BACKGROUND

The irrigation season for Talent Irrigation District (TID) is officially over. It was very short in duration and the limited water resource has affected APRC and its properties. One property that is particularly vulnerable to changes in water supply is the Oak Knoll Golf Course. In addition to the short TID irrigation season, the Commissioners have also instructed me to not use any alternative watering sources, such as City water at the golf course.

The Course did not see any water, other than rain and storm water run-off, until July 5, 2022, when TID officially started flowing. Even after the start of TID, the course continued to suffer from the ill-effects of the late-spring and early-summer without consistent water. The most concerning impacts are to the greens. All of the greens experienced a level of degradation prior to the start of TID, but some were so far gone that they did not respond even to normal watering.

ANALYSIS

The impacts to the greens are undeniably negative to the playability of the Course. The current revenue earnings at the Course are nearly half of what we projected for this year, and half of what we have

earned at this point in previous years. At the current rate, with the Course earning half of what is required to meet budget, the Parks Commissioners have several options to consider:

1. Should the Commissioners consider adding funds to the Course budget to buy City water to water the course? The estimate to water the course for one-month is between \$15,000 and \$20,000. Watering the course for another month would only maintain the status-quo. It cannot be seen as an improvement.
2. Should the Commissioners consider entering into an agreement with an outside party to manage the Course? Some parties have expressed interest, and it could be an option for keeping the course open using a public/private partnership.
3. Should the course remain open if the earnings are drastically lower than budgeted? Closing the course could save on personnel and operations costs at the clubhouse and allow the grounds staff to begin the rehabilitation processes for greens when the weather changes.

The Commissioners requested that this item be added to the agenda for 9/14/22. Staff is still gathering information on the options above and will present the scenarios above with up-to-date information at the upcoming meeting.

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

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

MEMORANDUM

TO: APRC Commissioners
FROM: Michael A. Black
DATE: September 8, 2022
SUBJECT: Management Resolution

SITUATION

The City Council recently approved Resolution 2022-26, known as the “Management Resolution” with changes that affect non-represented management employees at the City and APRC. APRC follows personnel policies and procedures developed by the City. Regarding this resolution, APRC management team members were consulted on the creation and contents. Staff is bringing the Management Resolution to the Parks Commissioners for their approval to ensure the control and management of Parks employees is acknowledged and respected as a City Charter designated responsibility of the Parks Commissioners.

BACKGROUND

The Management Resolution addresses many aspects of management; however, the key factors being considered for approval by the Parks Commissioners are:

1. COLA increases for all employees in bargaining units and non-represented/management/confidential positions:
 - a. Year 1: effective July 1, 2022: 4% increase
 - b. Year 2: effective July 1, 2023: 4% increase
 - c. Year 3: effective July 1, 2024: 3% increase
2. HRA Veba Increase:
 - a. Increase in City/APRC contribution from 2% of salary to 3% of salary.
3. Longevity Pay Program:
 - a. 5 years of service \$1000 annual bonus
 - b. 10 years of service \$1250 annual bonus
 - c. 15 years of service \$1500 annual bonus

4. Healthcare Adjustment:

- a. 1500/4500 deductible with an option to buy-up to a 500/1500 deductible plan.

ANALYSIS

The Management Resolution is a fair and timely proposal from the City to normalize benefits across many different units. The increases being proposed will benefit our employees and provide more incentive for longevity.

The financial impact to APRC for 2022 will be about \$82,000. This increase in expenses will be covered by vacancy savings from open positions.

RECOMMENDATION

The Management Resolution has been approved by the City Council and is in effect for management/confidential employees at the City already. APRC will benefit from the Management Resolution in accordance with the changes that are being proposed, but also through leveling the field for benefits. Coordinating APRC employee benefits with the City is important.

I recommend that the Commissioners approve the attached resolution.

Possible Motion: I move to approve Resolution 2022-26, known as the "Management Resolution" for APRC employees effective immediately.

Attachments: Parks HRA Veba Memo from Sabrina Cotta; Management Resolution with Background

Memo

TO: APRC
Michael Black, Director of Parks & Recreation
Rachel Dias, Deputy Director of Parks & Recreation

FROM: Sabrina Cotta, Deputy City Manager/ Acting HR Director

DATE: August 3rd, 2022

RE: Parks and Recreation Staff HRA VEBA

As the Management, Confidential and Unrepresented has been updated to incorporate Parks and Recreation staff it is prudent to ensure the difference in the HRA VEBA retirement is called out and preserved as previously negotiated in 2014. Per the Benefits Adjustments 2014-2016 memo:

*An employee can accrue up to 900 hours into their HRA VEBA account upon termination if they are in good standing. Between 100 and 1,000 hours of accrued sick leave to be paid into an employee's HRA VEBA account when the employee leaves the department **in good standing**. The cash-out of sick leave hours into the HRA VEBA would apply to all employees leaving the department in good standing (normal resignation, termination, or retirement. Employees terminated **for cause**, or resigning in lieu of being terminated **for cause**, would be ineligible for this benefit.*

“For cause” is defined as conduct brining discredit upon the department or being a direct hindrance to the effective performance of Parks functions. A benefit determination would only be made after the employee was granted due process.

The intent of the City HR Department is to preserve that negotiated benefit at this time for Parks & Recreation staff only moving forward if agreeable with the APRC. This memo will serve as a record of that previous agreement moving forward in hand with the updated Management, Confidential and Unrepresented Resolution to be presented to City Council on August 16th, 2022 for a vote to update pay and benefits.



Council Business Meeting

August 16, 2022

Agenda Item	Resolution No. 2022- 26 Clarifying Certain Employment Conditions for Management, Confidential and Non-represented Employees for the Fiscal Years 2022- 2025	
From	Sabrina Cotta	Deputy City Manager/ Acting Human Resources Director
Contact	Sabrina.cotta@ashland.or.us 541-552-2106	

SUMMARY

The City outlines certain employment conditions for non-represented employees in a Resolution adopted by the City Council. The Resolution is updated periodically to reflect changes and convey details about compensation and benefits for employees not otherwise covered by a labor agreement. The current Resolution expired as of June 30, 2022.

PREVIOUS COUNCIL ACTION

The last adjustments made to the Management Resolution occurred in 2021 which included a two percent cost of living (COLA) adjustment. There was no adjustment made in 2020. In 2019 a two percent COLA adjustment was made to the Management Resolution with approval of City Council.

BACKGROUND AND ADDITIONAL INFORMATION

Adjustments to pay and benefits is an essential tool for the retention and recruitment of talented staff. The City has had 25 resignations since January 1, 2022 and continues to struggle to fill essential positions. Ensuring pay and benefits are attractive will keep the City a competitive employer in the region.

The City negotiates collective bargaining agreements with five bargaining groups. Unrepresented employees of the City are not an organized group who can pursue collective bargaining agreements. Therefore, the City Manager's Office makes recommendations to the City Council for wage and benefit adjustments to conditions of employment adopted by Resolution.

This group is composed of approximately 95 employees made up of 76 job titles.

Group	Number of Job Titles
Executive Management	13
Exempt Supervisors	20
Non-exempt Supervisors	17
Non-Represented Non-Supervisory	20
Confidential	6

This resolution includes positions such as clerical support, administrative analysts, office assistants, parks and recreation employees, and directors (see Appendix A of the Management Resolution for Employees included in this group).

Proposed compensation changes include:

- Year 1: Effective July 1, 2022, a four percent increase for all positions in the bargaining unit will have an estimated impact of \$433,000 for wages and a \$4330 HRA VEBA increase city-wide.

- Year 2: Effective July 1, 2023, a four percent increase for all positions in the bargaining unit will have an estimated impact of \$450,000 for wages and a \$4500 HRA VEBA increase city-wide.
- Year 3: Effective July 1, 2024, a three percent increase for all positions in the bargaining unit with an estimated impact of \$468,000 for wages and 4660 for HRA VEBA increase city-wide.
- Longevity Pay program with annual bonus distributed on the 1st paycheck in December
 - 5 years of service \$1000 annual bonus
 - 10 years of service \$1250 annual bonus
 - 15 years of service \$1500 annual bonus

The longevity pay program will serve as a retention tool by providing an incentive to remain with the City long-term. The longevity pay program for this bargaining unit will cost the city \$48,250 annually.
- Healthcare adjustment
 - 1500/4500 deductible with an option to buy-up to a 500/1500 deductible plan. The healthcare adjustment has been made to ensure the cost of healthcare remains reasonable for both the City and employee and provides a net savings of \$300,000.

FISCAL IMPACTS

Non-represented			
Fiscal Year	2023	2024	2025
General Fund			
General Fund Impact	\$374,158	\$389,205	\$466,127
Utilities			
Electric Fund Impact	\$19,700	\$20,488	\$21,103
Street Fund	\$3,100	\$3,224	\$3,321
Water Fund	\$10,000	\$10,400	\$10,712
Equipment Fund	\$2,000	\$2,080	\$2,142
Wastewater Fund	\$9,000	\$9,360	\$9,641
Telecommunication Fund	\$13,000	\$13,520	\$13,926
Stromwater Fund	\$2,000	\$2,080	\$2,142

STAFF RECOMMENDATION

Staff recommends City Council adopt a resolution clarifying certain conditions of employment for management, confidential and non-represented employees and repeal and replace Resolution 2021-18 of the same title.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

For appropriate motion, see Summary Council Communication regarding labor agreements.

REFERENCES & ATTACHMENTS

- Attachment 1: Management Resolution
- Attachment 2: Proposed salary schedule

RESOLUTION NO. 2022-26

A RESOLUTION OF THE CITY OF ASHLAND CLARIFYING CERTAIN CONDITIONS OF EMPLOYMENT FOR MANAGEMENT, CONFIDENTIAL AND NON-REPRESENTED EMPLOYEES AND REPEALING RESOLUTION 2021-18.

Recitals:

- A. The City of Ashland has negotiated collective bargaining agreements with all employees who are members of labor unions;
- B. The management, confidential and non-represented employees of the City are not members of a labor organization established for the purpose of collectively negotiating the terms and conditions of their employment; and
- C. It is in the best interest of the City and efficient and effective government to clearly set forth the City's expectations for the performance of its management, confidential and non-represented employees;

The mayor and council resolve as follows:

1. **Scope of Resolution.** This 2022 resolution shall apply to all management, confidential and non-represented employees of the City of Ashland as set forth in Appendix "A", dated July 2022. This resolution does not apply to any employee who is a member of any collective bargaining unit.
2. **Definitions.**
 - 2.1. **Confidential employee.** As defined in ORS 243.650(6), a confidential employee is one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining. Confidential employees are paid hourly for work performed and they are subject to payment for overtime according to the Fair Labor Standards Act. Confidential employee includes those classifications in Appendix "A" under "Confidential."
 - 2.2. **Department head.** A person directly responsible to the City Manager for the administration of a department. Department heads are exempt from overtime payment. Department heads include those Management classifications in Appendix "A" under "Department heads."
 - 2.3. **Exempt Supervisor.** A person directly responsible to a department head or the

City Manager for the operational functions of a city department or division. Exempt supervisors do not qualify for payment of overtime on the basis of job duties, salary, or other exemptions under the Fair Labor Standards Act (FLSA). Division supervisors include those Management classifications in Appendix "A" under "division supervisors."

- 2.4 Non-Exempt Supervisor. A person reporting to a division supervisor or department head who may receive overtime payment for work outside their normal scope and duties. Non-Exempt supervisory positions require autonomy, independent decision making, planning, and may provide supervision to other personnel.
 - 2.5 Employee. A person in any of the classifications listed in Appendix "A" who works for the City full-time or part-time in a regular or temporary position and who is not performing work as a principal, employee, or agent of an independent contractor.
 - 2.6 Management or Manager. Those classifications included in Appendix "A" under the title "Executive Management" including Department Heads and some Exempt Supervisors.
 - 2.7 Probationary Employee. A person appointed to a regular position but who has not completed a probationary period during which the employee is required to demonstrate fitness for the position by actual performance of the duties of the position.
 - 2.8 Regular Position/Regular Employee. A regular position is one with an ongoing defined or recurring work schedule and is not a temporary position. A regular employee is a person with hired by the City to fill a regular position.
 - 2.9 Supervisor. Any person responsible to a higher divisional or departmental level authority who directs the work of others and who is not in a collective bargaining unit.
3. **Purpose**. The purpose of this resolution is set forth generally in the preamble. More specifically, the resolution has three fundamental purposes:
- 3.1. To clearly establish which classifications in the City service are management or confidential.
 - 3.2. To clearly set forth the functions of management and to establish criteria for the evaluation of managerial performance.
 - 3.3. To establish the personnel policies governing the conditions of employment of management, confidential and non-represented employees.

4. Managerial Performance.

4.1. Goal Setting. Overall goals for the City of Ashland are set by the Mayor and City Council. Operational goals and short- range objectives are set by the City Manager working with department heads. Resources for achieving all goals and objectives are provided via the annual budget.

4.2. Managerial Responsibilities. Each of the City's managers at a minimum have the following responsibilities:

4.2.1. Complete tasks and assigned work properly and on time,

4.2.2. Maintain a safe and healthy work environment,

4.2.3. Encourage teamwork, and foster cooperation, collaboration and communication among employees and departments,

4.2.4. Develop employee skills; both technical and interpersonal,

4.2.5. Keep accurate records and reports, and

4.2.6. Actively promote equity, diversity and inclusion at all levels of the organization.

4.3. General Expectations Regarding Management Employees. In addition to the managerial responsibilities mentioned above, there are also general City expectations of its managers.

4.3.1. Job Commitment. All management employees are expected to have a high degree of commitment to the City of Ashland and to their jobs. When a new manager is hired, the City expects a commitment of continued service of at least three years unless unforeseen circumstances warrant earlier resignation or termination.

Management employees are expected to devote whatever hours are necessary for the accomplishment of their duties as part of their normal work week. Overtime will only be paid as set forth in section 14.3. Consistent with administrative policy, exempt management employees may flex their schedules as long as their absence does not unreasonably interfere with the City's operations.

In the event of voluntary termination, management employees are expected to give a minimum of 30 calendar days' notice in order to give the City adequate time to recruit a qualified replacement.

4.3.2. Professionalism. Management employees are expected to maintain the standards of their individual profession. This includes remaining current with new developments, maintaining memberships in professional societies, and attending meetings with professionals in their field. Where

professionals have codes of ethics or standards of performance, these should also be followed in the managers work for the City of Ashland.

4.3.3. Termination. If at any time an exempt, or supervisory employee's performance is deemed unacceptable, the City Manager or appropriate department head may ask for the employee's resignation. In most cases, reasonable time will be given to the employee to find other suitable employment. Depending on overall circumstances, the City, in its sole discretion, may or may not provide severance pay in the event of resignation or involuntary termination.

4.3.4. Residency. Residency within the Urban Growth Boundary is strongly encouraged for the City Manager and for department heads. Existing City employees promoted into the position of department head will not be required to move as a result of a promotion but are strongly encouraged to move within the Urban Growth Boundary once appointed as a department head.

Management employees within the following job classifications shall establish their residences to enable them to report for emergency duty within 40 minutes of notification, including "get ready" and travel time:

Deputy Public Works Director of Operations
Street Supervisor
Wastewater and Water Reuse Supervisor
Water Quality and Distribution Supervisor
Water Treatment Plant Supervisor
Electric Operations Superintendent
Fire Division Chief (Forestry, Fire and Life Safety) Divisions
Deputy Police Chief
Police Lieutenant
Police Sergeant
Computer Services Manager
AFN Operations Manager
Network Administrator
Senior Information Systems Analyst
Maintenance and Safety Supervisor

Residence shall be established by new employees in these classifications within these boundaries or limitations within a period of twelve months of hire or promotion. Department heads may identify other positions which require emergency response within 40 minutes to meet operational requirements.

4.4. Essential Management Functions. The following are the essential functions of all City management positions and the expected standards for their performance:

- 4.4.1. Planning. Anticipates future needs and makes plans for meeting them; recognizes potential problems and develops strategies for averting or resolving them; makes long- and short-range plans to accomplish City and departmental goals.
- 4.4.2. Organizing. Efficiently and economically organizes and carries out assigned operations; carries out responsibilities in a sound and logical manner; operates the unit smoothly and in a well-organized manner; effectively delegates authority and establishes appropriate work rules.
- 4.4.3. Coordinating. Coordinates all activities related to work objectives; maintains coordination and cooperation with other departments and divisions; maintains good communication with employees and empowers employees to make significant contributions to the accomplishment of objectives.
- 4.4.4. Leadership Motivation. Creates a climate providing challenge and motivation to employees.
- 4.4.5. Decision Making/Problem Solving. Analyzes situations and problems, weighs the pros and cons of alternative solutions, exercises logical thinking and good judgment, is creative, and can make timely decisions.
- 4.4.6. Employee Relations. Equitably adjusts grievances among subordinate employees, properly administers union agreements, and administers discipline in a fair, equitable and progressive manner; trains and develops subordinate employees.
- 4.4.7. Public Relations. Maintains a high level of contact with the public, maintains a sensitivity to the public's needs, and meets the needs of the public within available resources. Develops proactive communication strategies and actions.
- 4.4.8. Budgeting. Prepares operational and capital budgets to meet the goals of the City Council and expends funds within adopted budgeted limits.
- 4.4.9. Safety. Maintains a safe, clean, effective work environment, and supports the City's overall safety program.
- 4.4.10. Self-Development. Stays current with new ideas, technology and procedures in the manager's field of responsibility.
- 4.4.11. Affirmative Action. Actively supports and implements Affirmative Action within the manager's area of responsibility, including the hiring and promotion of women, minorities, and the disabled. Is sensitive to sexual

harassment in the workplace and understands and enforces the City's Harassment and Non-discrimination policy within area of responsibility.

4.4.12. Adherence to City Policies. Ensures that work activities are performed in conformance with requirements of the Ashland Municipal Code and adopted administrative policies.

5. **Holidays.** Recognized holidays are set forth in AMC §3.08.080. For convenience they are listed here:

New Year's Day (January 1)
Martin Luther King Day (3rd Monday in January)
President's Day (3rd Monday in February)
Memorial Day (last Monday in May)
Juneteenth National Independence Day (3rd Monday in June)
Independence Day (July 4)
Labor Day (1st Monday in September)
Veteran's Day (November 11)
Thanksgiving Day (4th Thursday in November)
Day after Thanksgiving (in lieu of Lincoln's birthday)
Christmas Day (December 25)

5.1. Police Sergeants shall receive paid compensation in addition to regular salary for each of the holidays listed above, in lieu of time off consistent with what is afforded other law enforcement officers of the City of Ashland. This shall be paid on the first payday in December of each year. Newly hired Police Sergeants shall receive this paid compensation pro-rated from the date of hire. In the event that a Sergeant terminates employment for any reason, he or she will receive pay only for the holidays which have elapsed that calendar year. If more holidays have been taken as time off than have actually occurred at the time of termination, those hours overpaid will be deducted from the employee's final paycheck unless other arrangements are made to repay the City.

5.2. If an employee is on authorized vacation or other leave with pay when a holiday occurs, such holiday shall not be charged against such leave.

5.3 Employees working an alternate work schedule will receive compensation for 8 hours. Employees working four 10-hour days will receive (8) hours compensation for any holiday that falls in their regular workday. Employees may use accrued vacation or compensatory time (if applicable) to make up the extra two hours, or they may be permitted to flex their schedule during a week which contains a holiday to ensure they receive full pay. In no event shall an exempt employee receive pay for more than 40 hours/week due to a holiday or alternate work schedule arrangement.

- 5.4 Employees covered by this Resolution shall be paid no more than 88 hours/year for recognized city holidays. If an employee works on a designated City Holiday, he or she may take the equivalent holiday off on another date.

6. Vacations for Management and Confidential Employees.

- 6.1. Eligibility. Management employees shall be eligible for vacation with pay in accordance with the following sections:

6.1.1. Employees with less than four full years of continuous service shall accrue 10 hours of vacation for each calendar month of service worked.

6.1.2. Employees with more than four but less than nine full years of continuous service shall accrue 12 hours of vacation credit for each calendar month of service.

6.1.3. Employees with more than nine but less than 14 full years of continuous service shall accrue 14 hours of vacation credit for each calendar month of service.

6.1.4. Employees with more than 14 but less than 19 full years of continuous service shall accrue 16 hours of vacation credit for each calendar month of service.

6.1.5. Employees with more than 19 full years of continuous service shall accrue 20 hours of vacation credit for each calendar month of service

(NOTE: The above schedule includes one day of leave which was previously designated as "birthday holiday".

- 6.2. Utilization. Vacation leave shall not be taken in excess of that actually accrued. However, the City Manager has the discretion to authorize any management employee to take vacation in advance of accrual when warranted by special circumstances.

- 6.3. Continuous Service. Continuous service, for the purpose of accumulating vacation leave credit, shall be based on the regular paid hours worked by the employee. Time spent by the employee on City-authorized, City-paid absences shall be included as continuous service. Time spent on unpaid absences shall not be counted as service, provided that employees returning from such absences shall be entitled to credit for service prior to the leave.

- 6.4. Accrual Limitation. Management and Confidential employees are encouraged to take at least 75% of their annual vacation accrual as time off each year. All Management and Confidential employees may elect to receive up to 40 hours as cash on the first paycheck in April each year. The balance not elected for cash

payment will be added to their cumulative vacation accrual. In no event shall the employee's total vacation accrual exceed twice the amount of the employee's annual accrual without written approval from the employee's department head.

- 6.5. Scheduling. Vacation times shall be scheduled based on the City Manager's or department head's judgment as to the needs of efficient operations.
- 6.6. Payment on Termination. An employee terminated after six-months employment shall be entitled to prorated payment for accrued vacation leave at the rate as of the date of termination. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee is paid.
- 6.7. Administrative Leave. Exempt management employees may be granted up to one week of Administrative Leave each July at the discretion of their department head or the City Manager. The purpose of Administrative Leave is to recognize the extra hours required of exempt managers for which no overtime compensation is afforded. No cash payment will be made for Administrative Leave, and it can only be taken as time off during the year in which it is granted. Administrative Leave must be used by June 30th each year or it will be forfeited. In the event of termination or retirement, no cash payment will be made for Administrative Leave. In the event of a termination, the City may require prorated repayment of Administrative leave at the rate of 3.3333 hours for each calendar month remaining in the year after the date of termination.

7. Hours of Work for Confidential Employees.

- 7.1. Workweek. The workweek, to the extent consistent with operating requirements, shall normally consist of five consecutive days as scheduled by the department heads or other responsible authority.
- 7.2. Hours. The regular hours of an employee shall be 8 1/2 consecutive hours, including 1/2 hour for a meal period, which shall not be paid.
- 7.3. Work Schedules. All employees, to the extent consistent with operating requirements, shall be scheduled to work on a regular work shift, and each shift shall have regular starting and quitting times. It shall be the responsibility of the department head to notify employees of their scheduled shifts, workdays, and hours.
- 7.4. Rest Periods. A rest period of 15 minutes shall be permitted for all employees during each half shift, which shall be scheduled by the City in accordance with its determination as to operating requirements and each employee's duties.
- 7.5. Meal Periods. To the extent consistent with operating requirements of the respective department, meal periods shall be scheduled in the middle of the work shift.

8. Sick Leave.

- 8.1. Purpose. Sick leave is provided for the sole purpose of providing financial security to employees and their families. Under no circumstances shall the City grant an employee sick leave with pay for time off from City employment caused by sickness or injury resulting from employment other than with the City of Ashland.
- 8.2. Accumulation. For the purpose stated above, sick leave shall be earned by each employee at the rate of eight hours for each full calendar month of service. As condition precedent to any sick leave payment, sick leave may be taken only for the purposes specified in sections 8.1 and 8.3. The maximum accrual cannot exceed 960 hours. Sick leave shall continue to accrue only during leaves of absence with pay.
- 8.3. Utilization. Employees may utilize their allowance for sick leave when unable to perform their work duties by reason of illness or injury. In such event, the employee shall notify the department head or City Administrator of absence due to illness or injury, the nature and expected length of the absence, as soon as possible prior to the beginning of the next scheduled regular work shift, unless unable to do so because of the serious nature of injury or illness. For absences longer than 24 hours, employees must notify their department head on a daily basis. At the option of the department head or City Administrator, a doctor's certificate of illness may be required as a pre-requisite for the payment of sick leave.

Non-exempt employees may be granted sick leave for doctor or dental appointments at the discretion of the department head. Such time off shall be charged against sick leave time on an hourly basis. All employees covered by this resolution may be granted the use of sick leave for the illness or injury of a family member in accordance with Oregon Family & Medical Leave Act (OFMLA), and/or the Federal Family & Medical Leave Act (FMLA), and/or anyone residing at their place of residence. Use of sick leave to care for ill and injured family members is subject to department head review and applicable City policy. The City may request medical documentation before granting paid sick leave for this purpose.

- 8.4. Integration with Worker's compensation. When injury occurs in the course of employment, the City's obligation to pay is limited to the difference between any payment received under workers' compensation laws and the employee's regular pay. In such instances, pro-rata charges will be made against accrued sick leave until sick leave is exhausted. Thereafter, the only compensation will be workers' compensation benefits, if any.
- 8.5. Sick Leave - Without Pay. Sick leave is provided by the city in the nature of insurance against loss of income due to the illness or injury. No compensation for

accrued sick leave shall be provided for any employee upon death or termination of employment, except that upon retirement accumulated sick leave will be applied as provided in ORS 238.350. Sick leave shall not accrue during any leave of absence without pay.

- 8.6. Pay for Unused Sick Leave. All Management and Confidential employees may elect to receive 1/3 of their unused annual sick leave accrual (maximum of 32 hours) as cash on their first paycheck in December. If cash payment is not elected, the unused portion of sick leave will be added to cumulative sick leave balance or converted to accrued vacation at the option of the employee.

Employees who use 40 hours of sick leave or less in a calendar year shall be entitled to the full cash out as stated in 8.6 above in compliance with Senate Bill 454 which requires all employers to allow employees up to 40 hours of protected sick leave each year.

Examples of how the payment for unused sick leave is calculated:

Annual Accrual:	96	96	96	96
Sick leave hours used by employee during the year:	100	30	10	152
All employees are entitled to use up to 40 hours without impacting their sick leave incentive.	40	40	40	40
Hours used up to 40/year are added back for the purpose of calculating the sick leave incentive:	$96-100 = -4 + 40 = 36 / 3 = 12$	$96-30 = 66 + 30 = 96 / 3 = 32$	$96-10 = 86 + 10 = 96 / 3 = 32$	$96-152 = -56 + 40 = -16 / 3 = -5.33$
Balance that can be cashed out (Max 32):	12	32	32	0

9. Bereavement Leave. An employee may be granted five calendar days' bereavement leave with regular pay in the event of death in the immediate family of the employee. An employee's immediate family shall include spouse, parent, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law or other relatives living in the same household. Leave with pay, for up to four hours may be granted when an employee serves as a pallbearer.

10. Other Leaves of Absence

- 10.1. Criteria and Procedure. Leaves of absence without pay not to exceed 90 calendar days may be granted upon establishment of reasonable justification in instances where the work of the department will not be seriously handicapped by temporary absence of the employee. Requests for such leaves must be in writing. Normally, such leave will not be approved for an employee for the purpose of accepting employment outside the service of the City.

- 10.2. Jury Duty. Employees shall be granted leave with pay for service upon a jury. Employees may keep any payment for mileage, but all other stipends for service must be paid to the City. Upon being excused from jury service for any day an employee shall immediately contact the supervisor for assignment for the remainder of their regular workday.
- 10.3. Appearances. Leave with pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority; provided, however, that the regular pay of such employee shall be reduced by an amount equal to any compensation received as witness fees.
- 10.4. Required Court Appearances. Leaves of absence with pay shall be granted for attendance in court in connection with an employee's officially assigned duties, including the time required for travel to the court and return to the employee's headquarters.
- 10.5. Family Medical Leave. Leave in accordance with the Federal Family and Medical Leave Act and the Oregon Family Medical Leave Act shall be granted to employees eligible under those acts and for the purposes described in those acts. Leave may be unpaid or paid as provided in these acts.
- 10.6. Military Leave. Military leave shall be granted in accordance with ORS 408.290.
- 10.7. Failure to Return from Leave. Any employee who is granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned their position with the City, and the position shall be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of not being able to work by reason of sickness, physical disability or other legitimate reason beyond the employee's control.

11. **Discipline and Discharge**. The following section applies only to those employees subject to this resolution who do not have a written individual employment agreement with the City.

- 11.1. Discipline. The City shall abide by the legal requirements of due process prior to taking disciplinary action. Disciplinary action may include the following:
 - (a) Oral reprimand
 - (b) Written reprimand
 - (c) Demotion
 - (d) Suspension
 - (e) Discharge

Disciplinary action may be imposed upon any employee for failing to fulfill

responsibilities as an employee. Conduct reflecting discredit upon the City or department, or which is a direct hindrance to the effective performance of city functions, shall be considered good cause for disciplinary action. Such cause may also include misconduct, inefficiency, incompetence, insubordination, misfeasance, the willful giving of false or confidential information, the withholding of information with intent to deceive when making application for employment, willful violation of departmental rules or this management resolution, commission of any matter listed in AMC §3.08.030.B or for political activities forbidden by state law.

11.2. Discharge. An employee having less than twelve months of continuous service shall serve at the pleasure of the city. An employee having continuous service in excess of twelve months may be discharged only for cause.

11.3. Due Process. Due process procedures shall be followed before a suspension without pay, demotion or discharge is imposed upon an employee.

Employees, other than those appointed by the Mayor and confirmed by City Council, may appeal a suspension without pay, demotion or discharge to the City Manager. The City Manager's decision shall be final.

12. Probationary Period.

12.1. New Employee Probationary Period. The probationary period is an integral part of the employee selection process and provides the City with the opportunity to upgrade and improve the departments by observing a new employee's work and training, by aiding new employees in adjusting to their positions, and by providing an opportunity to reject any employee whose work performance fails to meet required work standards. Every new employee shall serve a minimum probationary period of 12 months after which, upon recommendation of the department head, the employee shall be considered a regular employee. The probationary period may be extended upon request of the department head if an adequate determination cannot be made at the end of the probationary period.

12.2. Promotional Probationary Period. An employee promoted into a management or confidential position will be required to serve a six-month promotional probationary period. The City may at any time demote an employee on promotional probationary status to the employee's previous position with or without cause.

13. General Provisions.

13.1. Non-Discrimination. The provisions of this resolution shall be applied equally to all employees without discrimination as to race, color, religion, marital status, age, national origin, sex, sexual orientation or disability.

13.2. Other/Outside Employment. Outside employment shall be permitted only with

the express prior written approval of the department head or City Manager. Such written approval shall be documented in the employee's Personnel File. The general principles to be followed by the City in permitting or restricting such outside employment shall be:

1. The need for mentally and physically alert City employees;
2. Insulating employees from potential conflict of interest situations;
3. Maintaining efficiency unimpaired by other employment, particularly for those City positions requiring employees to be available for duty 24 hours a day. In the event the above principles are violated, the department head or City Manager may revoke previously granted permission to hold outside employment.

13.3. Worker's compensation. All employees will be insured under the provisions of the Oregon State Workers' Compensation Act for injuries received while at work for the City. Compensation paid by the City for a period of sick leave also covered by workers' compensation shall be equal to the difference between the Workers' compensation pay for lost time and the employee's regular pay rate.

13.4. Liability Insurance. The City shall purchase liability insurance in the maximum amounts set forth in ORS 30.270 for the protection of employees against claims against them incurred in or arising out of the performance of their official duties.

14. Compensation

14.1. Pay Periods. Employees shall be paid on a bi-weekly basis, on every other Friday. In the event a regularly scheduled pay date falls on a holiday, the preceding workday shall be the pay date.

14.2. Compensation - Pay Schedule. When any position not listed on the pay schedule is established, the City Manager shall designate a job classification and pay rate for the position in accordance with sections 3.08.050 and 3.08.070 of the Ashland Municipal Code.

14.3. Overtime. Exempt management employees are expected to devote whatever time is necessary to accomplish their jobs. For all non-exempt employees, the City has the right to assign overtime work as required in a manner most advantageous to the City and consistent with the requirements of municipal service and the public interest.

14.4. Form of Compensation. The City Manager, City Attorney, department heads and exempt supervisors are not eligible for paid overtime but are allowed compensatory time off at their own discretion depending on the operating requirements of the City. Non-Exempt supervisors and confidential personnel

shall be compensated in the form of pay at the rate of time and one-half the regular rate for overtime work or given equivalent time off at the option of the City. No employee shall have more than 40 hours of compensatory time on the records at any time.

14.5. Administration of Pay Plan. Employees shall be entitled to pay in accordance with the current salary resolution. In the event of a vacancy, the City Manager may appoint a new employee at any appropriate step within the pay range.

14.6 Cost of Living Adjustment (COLA). The salary schedule for all positions covered by this Resolution shall be adjusted annually as follows:

- July 1, 2022 4%
- July 1, 2023 4%
- July 1, 2024 3%

14.7 Longevity Pay: Employees shall be entitled to an annual bonus to be paid on the first pay date in December as outlined below in recognition of their service to the City.

- Upon 5 year anniversary annual bonus of \$1000
- Upon 10 year anniversary annual bonus of \$1250
- Upon 15 years anniversary annual bonus of \$1500

14.8 Executive Recruitment

The City Manager may negotiate Executive Level recruitments and terminations within budgeted amounts for the purposes of:

- Staying competitive
- Internal equity
- Diversification of workforce
- Organizational continuity
- The transition to an at-will workforce under a City Manager form of government

15. Health, Welfare and Retirement.

The City agrees to provide health, welfare, and retirement benefits in accordance with Appendix "B" for employees subject to this resolution.

16. Compliance with FLSA.

This resolution shall be interpreted in a manner to preserve the exempt status of the City's bona fide administrative, executive, and professional employees, as those terms are used in the Federal Fair Labor Standards Act (FLSA). Such exempt employees shall not have their pay docked or reduced in any manner that would be inconsistent with the salary test set forth in the FLSA, and they are not subject to disciplinary suspensions of less than a week except for major

safety violations.

17. **Effective Date.** This resolution shall be effective from **July 01, 2022** to **June 30, 2025.**

This resolution was read by title only in accordance with Ashland Municipal Code §2.04.090
duly PASSED and ADOPTED this _____day of August, 2022.

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of August, 2022.

Julie Akins, Mayor

Reviewed as to form:

Doug McGear, Interim City Attorney

APPENDIX "A" Classifications in the Management and Confidential Employee Groups and Non-represented

EXECUTIVE MANAGEMENT		
	TITLE	JOB CLASS
1	City Manager	Exempt 501
2	Deputy City Manager	Exempt 502
3	City Attorney	Exempt 502
4	Director Finance	Exempt 504
5	Director Comm. Dev	Exempt 504
6	Director PW	Exempt 504
7	Director Parks and Recreation	Exempt 504
8	Fire Chief	Exempt 504
9	Director Human Resources	Exempt 504
10	Police Chief	Exempt 504
11	Director Electric	Exempt 504
12	Director of Innovation & Technology	Exempt 504
13	Assistant to the City Manager	Exempt 506
SUPERVISORY		
	TITLE	JOB CLASS
EXEMPT SUPERVISORS		
1	Deputy Fire Chief/ Fire Marshal	Exempt 511
2	Deputy Police Chief	Exempt 511
3	Deputy Public Works Director	Exempt 503
4	Emergency Management Coordinator/ Fire Division Chief	Exempt 503
5	Patrol Lieutenant	Exempt 503
6	Building Official	Exempt 525
7	Planning Manager	Exempt 525
8	Computer Services Mgr.	Exempt 515
9	AFN Ops Manager	Exempt 515
10	Management Analyst	Exempt 521
11	Administrative Services Manager	Exempt 521
12	Senior Planner	Exempt 526
13	WW & Water Re-Use Supervisor	Exempt Grandfathered rate 552
14	Water Treatment Plant Supervisor	Exempt Grandfathered rate 552
15	Water Quality Dist. Supervisor	Exempt 552
16	Municipal Court Supervisor	Exempt 529
17	Deputy Parks Director	Exempt 103
18	Parks Superintendent	Exempt 102
19	Recreation Superintendent	Exempt 102
20	Senior Services Superintendent	Exempt 102
NON-EXEMPT SUPERVISORS		
1	Police Sergeant (5)	Non-Exempt 520
2	GIS Manager	Non-Exempt 512
3	Maintenance/Safety Supervisor	Non-Exempt 528
4	Street Supervisor	Non-Exempt 528

5	WW Collections Supervisor	Non-Exempt 528
6	Customer Service Supervisor	Non-Exempt 528
7	Development Services Coordinator	Non-Exempt 528
8	Volunteer Coordinator	Non-exempt 205
9	Nature Center Coordinator	Non-exempt 205
10	Senior and Adult Services Coordinator	Non-exempt 205
11	Recreation Manager	Non-exempt 206
12	Nature Center Manager	Non-exempt 206
13	Golf Course Manager	Non-exempt 206
14	Business Operations Manager	Non-exempt 206
15	Open Space & Outer Parks Supervisor	Non-exempt 207
16	Irrigation Supervisor	Non-exempt 207
17	Parks Maintenance/ Sports Field Supervisor	Non-exempt 207

Non-Represented Non-Supervisory		
	TITLE	JOB CLASS
1	Network Admin.	Exempt 549
2	Senior IS Analyst (2)	Exempt 549
3	Asset Management/ Staking Technician	Exempt 549
4	User Support Coord.	Exempt 542
5	Fire Adapted Communities Coord.	522
6	Communities Preparedness Coord.	522
7	Receptionist	301
8	Clerical Support	301
9	Senior Center Specialist	306
10	Golf Club Assistant	306
11	Office Assistant I	310
12	Office Assistant II	308
13	Custodian	401
14	Park Worker	403
15	Golf Worker	403
16	Parks Technician I	403
17	Golf Technician I	403
18	Park Technician II	405
19	Park Technician III	406
20	Oak Knoll Golf Course Green Superintendent	406
Confidential		
	TITLE	JOB CLASS
1	Senior Accounting Analyst	531
2	Senior HR Analyst	531
3	Senior Administrative Analyst	531
4	Financial Analyst	541
5	Accounting Analyst	541
6	Administrative Analyst	541/305
7	Executive Analyst	541/305
8	Paralegal	530

9	Admin. Supervisor	530
10	Exec. Assistant	534
11	Admin Assistant	535

Note: ORS 242.650 Chapter 302 defines a **Confidential Employee** as “one who assists in or acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining.”

APPENDIX "B"
Health, Welfare, and Retirement Benefits

The city agrees to provide health, welfare and retirement benefits in accordance with this appendix for employees subject to this resolution.

1. Health Insurance.

A.

Effective July 1 2021, the City will pay 90% of the total monthly health premium (Medical, dental and vision) for the base plan CIS Copay H, with the employee paying the remaining 10% on a pre-tax basis. The employee will have the option to buy-up to a lower deductible plan, CIS Copay F. The City will contribute an amount equal to 3% of salary for each employee covered by this resolution to HRA VEBA.

The City reserves the right to make funding decisions regarding our health benefit program. We will strive to retain equivalent benefit offerings wherever feasible.

B. Reimbursement for preventative/wellness medical costs as provided in the City's Wellness Program.

2. Life Insurance. Premiums for life insurance for each employee at one times annual salary (Up to a maximum \$100,000).
3. Dependent's Life Insurance. Premiums for \$1,000 life insurance policy for each qualified dependent of an employee.
4. Retirement. As required by law, the City will contribute to the Oregon State Public Employees Retirement System for each employee. Enrollment will commence six months from the date of employment for new employees, unless that person was in PERS immediately before coming to work for the City. Upon retirement, one-half of unused sick leave earned will be applied to retirement as provided in statute. The City will also assume or pay the employees' contributions for employees at a uniform rate of six percent.
5. Social Security. Contributions to Social Security as required by law.
6. Medical Insurance for Retirees. All employees retiring from City employment and their eligible dependents will have the option of continued participation in the City's medical insurance program at the same monthly group premium as active employees. The retiree must be actively covered under the City's group plan at the time of retirement to be eligible for continued retiree coverage. Retirees must make their health insurance payment to the City or designated Third Party Administrator as agreed upon each month to continue health

coverage. The right to participate and medical coverage ceases when the retiree or his or her eligible dependent(s) become Medicare-eligible at age 65.

Any employee retiring in a position covered by this resolution with 15 or more years of consecutive service shall be provided with a payment equivalent to the Blue Cross Preferred Choice 65/ Plan C when he or she reaches age 60. Payments will be made directly to the employee on a quarterly basis. Qualifying employees may elect direct deposit of this payment. No payment will be made after the qualifying employee's death.

Any employee hired on or after July 1, 2008, or hired into management on or after July 1, 2008 will not be eligible to receive retiree benefits under this provision. Employees hired on or before June 30, 2008 will continue to be eligible as long as the criteria for benefit eligibility are met.

7. Deferred Compensation. Deferred compensation in the amount of \$50.00 per month in matching funds per employee enrolled in a City deferred compensation program. This program is at the option of the employee and contingent upon a minimum \$15.00 per month contribution paid by the employee.

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
 Updated as 7/11/2022

Effective 7/1/2021 - 2.0% COLA				
EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 1010		Hourly	Monthly	Annual
Grade = 501 EXE MGMT 1	Step 0 - First 6 Months	\$67.8931	\$11,768.12	\$141,217
Positions in this grade:	Step 1 - Next 12 Months	\$71.2877	\$12,356.51	\$148,278
City Manager	Step 2 - Next 12 Months	\$74.8520	\$12,974.32	\$155,692
	Step 3 - Next 12 Months	\$78.5947	\$13,623.05	\$163,477
	Step 4 - Thereafter	\$82.5245	\$14,304.22	\$171,651
Grade = 502 EXE MGMT 2	Step 0 - First 6 Months	\$55.8558	\$9,681.66	\$116,180
Positions in this grade:	Step 1 - Next 12 Months	\$58.6486	\$10,165.74	\$121,989
City Attorney	Step 2 - Next 12 Months	\$61.5810	\$10,674.02	\$128,088
Deputy City Manager	Step 3 - Next 12 Months	\$64.6601	\$11,207.72	\$134,493
	Step 4 - Next 12 Months	\$67.8931	\$11,768.12	\$141,217
	Step 5 - Next 12 Months	\$69.5905	\$12,062.33	\$144,748
	Step 6 - Next 12 Months	\$71.3301	\$12,363.86	\$148,366
	Step 7 - Next 12 Months	\$73.1134	\$12,672.97	\$152,076
	Step 8 - Thereafter	\$74.9413	\$12,989.80	\$155,878
Grade = 504 EXE MGMT 3	Step 0 - First 6 Months	\$50.6628	\$8,781.53	\$105,378
Positions in this grade:	Step 1 - Next 12 Months	\$53.1960	\$9,220.63	\$110,648
Fire Chief	Step 2 - Next 12 Months	\$55.8558	\$9,681.66	\$116,180
Police Chief	Step 3 - Next 12 Months	\$58.6486	\$10,165.74	\$121,989
Director of Public Works	Step 4 - Next 12 Months	\$61.5810	\$10,674.02	\$128,088
Director of IT & Electric	Step 5 - Next 12 Months	\$63.1206	\$10,940.88	\$131,291
Director of Community Dev.	Step 6 - Next 12 Months	\$64.6986	\$11,214.41	\$134,573
Director of Admin Services	Step 7 - Next 12 Months	\$66.3160	\$11,494.74	\$137,937
Director of HR	Step 8 - Thereafter	\$67.9739	\$11,782.12	\$141,385
Grade = 506 EXE MGMT 4	Step 0 - First 6 Months	\$50.6628	\$8,781.53	\$105,378
Positions in this grade:	Step 1 - Next 12 Months	\$53.1960	\$9,220.63	\$110,648
Assistant to City Manager	Step 2 - Next 12 Months	\$55.8558	\$9,681.66	\$116,180
	Step 3 - Next 12 Months	\$58.6486	\$10,165.74	\$121,989
	Step 4 - Next 12 Months	\$61.5810	\$10,674.02	\$128,088
	Step 5 - Next 12 Months	\$63.1206	\$10,940.88	\$131,291
	Step 6 - Next 12 Months	\$64.6986	\$11,214.41	\$134,573
	Step 7 - Next 12 Months	\$66.3160	\$11,494.74	\$137,937
	Step 8 - Thereafter	\$67.9739	\$11,782.12	\$141,385

Effective 7/1/2022 - 4.0% COLA				
EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 1010		Hourly	Monthly	Annual
Grade = 501 EXE MGMT 1	Step 0 - First 6 Months	\$70.6089	\$12,238.84	\$146,866
Positions in this grade:	Step 1 - Next 12 Months	\$74.1392	\$12,850.77	\$154,209
City Manager	Step 2 - Next 12 Months	\$77.8461	\$13,493.30	\$161,920
	Step 3 - Next 12 Months	\$81.7384	\$14,167.97	\$170,016
	Step 4 - Next 12 Months	\$85.8255	\$14,876.39	\$178,517
	Step 5 - Performance Based	\$88.4002	\$15,322.68	\$183,872
	Step 6 - Performance Based	\$91.0522	\$15,782.36	\$189,388
Grade = 502 EXE MGMT 2	Step 0 - First 6 Months	\$58.0901	\$10,068.93	\$120,827
Positions in this grade:	Step 1 - Next 12 Months	\$60.9945	\$10,572.37	\$126,868
City Attorney	Step 2 - Next 12 Months	\$64.0443	\$11,100.98	\$133,212
Deputy City Manager	Step 3 - Next 12 Months	\$67.2465	\$11,656.03	\$139,872
	Step 4 - Next 12 Months	\$70.6089	\$12,238.84	\$146,866
	Step 5 - Next 12 Months	\$72.3741	\$12,544.82	\$150,538
	Step 6 - Next 12 Months	\$74.1833	\$12,858.42	\$154,301
	Step 7 - Next 12 Months	\$76.0380	\$13,179.89	\$158,159
	Step 8 - Next 12 Months	\$77.9389	\$13,509.39	\$162,113
	Step 9 - Performance Based	\$80.2771	\$13,914.67	\$166,876
	Step 10 - Performance Based	\$82.6854	\$14,332.11	\$171,985
Grade = 504 EXE MGMT 3	Step 0 - First 6 Months	\$52.6893	\$9,132.80	\$109,594
Positions in this grade:	Step 1 - Next 12 Months	\$55.3239	\$9,589.45	\$115,073
Fire Chief	Step 2 - Next 12 Months	\$58.0901	\$10,068.93	\$120,827
Police Chief	Step 3 - Next 12 Months	\$60.9945	\$10,572.37	\$126,868
Director of Public Works	Step 4 - Next 12 Months	\$64.0443	\$11,100.98	\$133,212
Director of IT & Electric	Step 5 - Next 12 Months	\$65.6454	\$11,378.52	\$136,542
Director of Community Dev.	Step 6 - Next 12 Months	\$67.2866	\$11,662.98	\$139,956
Director of Admin Services	Step 7 - Next 12 Months	\$68.9686	\$11,954.53	\$143,454
Director of HR	Step 8 - Next 12 Months	\$70.6928	\$12,253.40	\$147,041
	Step 9 - Performance Based	\$72.8136	\$12,621.00	\$151,452
	Step 10 - Performance Based	\$74.9980	\$12,999.63	\$155,996
Grade = 506 EXE MGMT 4	Step 0 - First 6 Months	\$52.6893	\$9,132.80	\$109,594
Positions in this grade:	Step 1 - Next 12 Months	\$55.3239	\$9,589.45	\$115,073
Assistant to City Manager	Step 2 - Next 12 Months	\$58.0901	\$10,068.93	\$120,827
	Step 3 - Next 12 Months	\$60.9945	\$10,572.37	\$126,868
	Step 4 - Next 12 Months	\$64.0443	\$11,100.98	\$133,212
	Step 5 - Next 12 Months	\$65.6454	\$11,378.52	\$136,542
	Step 6 - Next 12 Months	\$67.2866	\$11,662.98	\$139,956
	Step 7 - Next 12 Months	\$68.9686	\$11,954.53	\$143,454
	Step 8 - Next 12 Months	\$70.6928	\$12,253.40	\$147,041
	Step 9 - Performance Based	\$72.8136	\$12,621.00	\$151,452
	Step 10 - Performance Based	\$74.9980	\$12,999.63	\$155,996

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
 Updated as 7/11/2022

Effective 7/1/2021 - 2.0% COLA				
EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 1020		Hourly	Monthly	Annual
Grade = 511 EXP SUP 2	Step 0 - First 6 Months	\$45,966.0	\$7,967.43	\$95,609
Positions in this grade:	Step 1 - Next 12 Months	\$48,265.2	\$8,365.95	\$100,391
Electric Operations Superintendent	Step 2 - Next 12 Months	\$50,677.6	\$8,784.10	\$105,409
Deputy Police Chief	Step 3 - Next 12 Months	\$53,211.4	\$9,223.29	\$110,679
Deputy Fire Chief	Step 4 - Thereafter	\$55,871.9	\$9,684.45	\$116,213
Deputy Public Works Director				
Assistant City Attorney				
Accounting and Audit Manager				
Budget Manager				
Grade = 503 EXP SUP 3	Step 0 - First 6 Months	\$43,777.2	\$7,588.03	\$91,056
Positions in this grade:	Step 1 - Next 12 Months	\$45,966.0	\$7,967.43	\$95,609
EMS Division Chief	Step 2 - Next 12 Months	\$48,265.2	\$8,365.95	\$100,391
Fire & Life Safety Division Chief	Step 3 - Next 12 Months	\$50,677.6	\$8,784.10	\$105,409
A/R Division Chief	Step 4 - Thereafter	\$53,211.4	\$9,223.29	\$110,679
Public Works Superintendent				
Lieutenant				
Grade = 525 EXP SUP 4	Step 0 - First 6 Months	\$41,692.5	\$7,226.68	\$86,720
Positions in this grade:	Step 1 - Next 12 Months	\$43,777.1	\$7,588.02	\$91,056
Building Official	Step 2 - Next 12 Months	\$45,966.0	\$7,967.43	\$95,609
Planning Manager	Step 3 - Next 12 Months	\$48,265.2	\$8,365.95	\$100,391
IT Manager	Step 4 - Thereafter	\$50,677.6	\$8,784.10	\$105,409
Grade = 515 EXP SUP 5	Step 0 - First 6 Months	\$39,707.8	\$6,882.67	\$82,592
Positions in this grade:	Step 1 - Next 12 Months	\$41,692.5	\$7,226.68	\$86,720
	Step 2 - Next 12 Months	\$43,777.1	\$7,588.02	\$91,056
	Step 3 - Next 12 Months	\$45,966.0	\$7,967.43	\$95,609
	Step 4 - Thereafter	\$48,265.2	\$8,365.95	\$100,391
Grade = 521 EXP SUP 6	Step 0 - First 6 Months	\$36,016.3	\$6,242.82	\$74,914
Positions in this grade:	Step 1 - Next 12 Months	\$37,817.0	\$6,554.93	\$78,659
Management Analyst	Step 2 - Next 12 Months	\$39,707.8	\$6,882.67	\$82,592
Financial System Manager	Step 3 - Next 12 Months	\$41,692.5	\$7,226.68	\$86,720
	Step 4 - Thereafter	\$43,777.1	\$7,588.02	\$91,056
Grade = 526 EXP SUP 7	Step 0 - First 6 Months	\$34,301.2	\$5,945.53	\$71,346
Positions in this grade:	Step 1 - Next 12 Months	\$36,016.3	\$6,242.82	\$74,914
Senior Planner	Step 2 - Next 12 Months	\$37,817.0	\$6,554.93	\$78,659
	Step 3 - Next 12 Months	\$39,707.8	\$6,882.67	\$82,592
	Step 4 - Thereafter	\$41,692.5	\$7,226.68	\$86,720
Grade = 552 EXP SUP 8 (GRANDFATHERED)	Step 0 - First 6 Months	\$35,448.0	\$6,144.21	\$73,730
Positions in this grade:	Step 1 - Next 12 Months	\$37,313.8	\$6,467.61	\$77,611
WW & Water reuse supervisor	Step 2 - Next 12 Months	\$39,282.6	\$6,808.86	\$81,706
WTP Supervisor	Step 3 - Next 12 Months	\$41,345.5	\$7,166.42	\$85,997
Water Quality Supervisor	Step 4 - Thereafter	\$43,529.1	\$7,544.92	\$90,539
Grade = 529 EXP SUP 9	Step 0 - First 6 Months	\$28,219.7	\$4,891.41	\$58,697
Positions in this grade:	Step 1 - Next 12 Months	\$29,830.6	\$5,135.96	\$61,632
Municipal Court Supervisor	Step 2 - Next 12 Months	\$31,121.1	\$5,392.75	\$64,713
	Step 3 - Next 12 Months	\$32,667.6	\$5,662.38	\$67,949
	Step 4 - Thereafter	\$34,301.2	\$5,945.53	\$71,346

Effective 7/1/2022 - 4.0% COLA				
EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 1020		Hourly	Monthly	Annual
Grade = 511 EXP SUP 2	Step 0 - First 6 Months	\$47,804.7	\$8,286.12	\$99,433
Positions in this grade:	Step 1 - Next 12 Months	\$50,195.8	\$8,700.59	\$104,407
Electric Operations Superintendent	Step 2 - Next 12 Months	\$52,704.7	\$9,135.47	\$109,626
Deputy Police Chief	Step 3 - Next 12 Months	\$55,339.8	\$9,592.22	\$115,107
Deputy Fire Chief	Step 4 - Thereafter	\$58,106.8	\$10,071.83	\$120,862
Deputy Public Works Director				
Assistant City Attorney				
Accounting and Audit Manager				
Budget Manager				
Grade = 503 EXP SUP 3	Step 0 - First 6 Months	\$45,528.3	\$7,891.56	\$94,699
Positions in this grade:	Step 1 - Next 12 Months	\$47,804.7	\$8,286.12	\$99,433
EMS Division Chief	Step 2 - Next 12 Months	\$50,195.8	\$8,700.59	\$104,407
Fire & Life Safety Division Chief	Step 3 - Next 12 Months	\$52,704.7	\$9,135.47	\$109,626
A/R Division Chief	Step 4 - Thereafter	\$55,339.8	\$9,592.22	\$115,107
Public Works Superintendent				
Lieutenant				
Grade = 525 EXP SUP 4	Step 0 - First 6 Months	\$43,360.2	\$7,515.75	\$90,189
Positions in this grade:	Step 1 - Next 12 Months	\$45,528.2	\$7,891.54	\$94,699
Building Official	Step 2 - Next 12 Months	\$47,804.7	\$8,286.12	\$99,433
Planning Manager	Step 3 - Next 12 Months	\$50,195.8	\$8,700.59	\$104,407
IT Manager	Step 4 - Thereafter	\$52,704.7	\$9,135.47	\$109,626
Grade = 515 EXP SUP 5	Step 0 - First 6 Months	\$41,296.1	\$7,157.98	\$85,896
Positions in this grade:	Step 1 - Next 12 Months	\$43,360.2	\$7,515.75	\$90,189
	Step 2 - Next 12 Months	\$45,528.2	\$7,891.54	\$94,699
	Step 3 - Next 12 Months	\$47,804.7	\$8,286.12	\$99,433
	Step 4 - Thereafter	\$50,195.8	\$8,700.59	\$104,407
Grade = 521 EXP SUP 6	Step 0 - First 6 Months	\$37,457.0	\$6,492.53	\$77,910
Positions in this grade:	Step 1 - Next 12 Months	\$39,329.7	\$6,817.13	\$81,806
Management Analyst	Step 2 - Next 12 Months	\$41,296.1	\$7,157.98	\$85,896
Financial System Manager	Step 3 - Next 12 Months	\$43,360.2	\$7,515.75	\$90,189
	Step 4 - Thereafter	\$45,528.2	\$7,891.54	\$94,699
Grade = 526 EXP SUP 7	Step 0 - First 6 Months	\$35,673.2	\$6,183.35	\$74,200
Positions in this grade:	Step 1 - Next 12 Months	\$37,457.0	\$6,492.53	\$77,910
Senior Planner	Step 2 - Next 12 Months	\$39,329.7	\$6,817.13	\$81,806
	Step 3 - Next 12 Months	\$41,296.1	\$7,157.98	\$85,896
	Step 4 - Thereafter	\$43,360.2	\$7,515.75	\$90,189
Grade = 552 EXP SUP 8 (GRANDFATHERED)	Step 0 - First 6 Months	\$36,865.9	\$6,389.97	\$76,680
Positions in this grade:	Step 1 - Next 12 Months	\$38,806.4	\$6,726.30	\$80,716
WW & Water reuse supervisor	Step 2 - Next 12 Months	\$40,853.9	\$7,081.21	\$84,974
WTP Supervisor	Step 3 - Next 12 Months	\$42,999.3	\$7,453.07	\$89,437
Water Quality Supervisor	Step 4 - Thereafter	\$45,270.3	\$7,846.69	\$94,160
Grade = 529 EXP SUP 9	Step 0 - First 6 Months	\$29,348.5	\$5,087.07	\$61,045
Positions in this grade:	Step 1 - Next 12 Months	\$30,815.8	\$5,341.40	\$64,097
Municipal Court Supervisor	Step 2 - Next 12 Months	\$32,356.6	\$5,608.46	\$67,302
	Step 3 - Next 12 Months	\$33,974.3	\$5,888.88	\$70,667
	Step 4 - Thereafter	\$35,673.2	\$6,183.35	\$74,200

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
 Updated as 7/11/2022

Effective 7/1/2021 - 2.0% COLA			
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT			
Group/BU Code 1060			
		Hourly	Monthly
Grade = 520 NonEXP SUP 1	Step 0 - First 6 Months	\$37.4426	\$6,490.04
Positions in this grade:	Step 1 - Next 12 Months	\$39.3148	\$6,814.55
Police Sergeants	Step 2 - Next 12 Months	\$41.2804	\$7,155.26
	Step 3 - Next 12 Months	\$43.3436	\$7,512.88
	Step 4 - Thereafter	\$45.5108	\$7,888.52
			\$94,662

Effective 7/1/2021 - 2.0% COLA			
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT			
Group/BU Code 1030			
		Hourly	Monthly
Grade = 527 NonEXP SUP 2	Step 0 - First 6 Months	\$34.3012	\$5,945.53
Positions in this grade:	Step 1 - Next 12 Months	\$36.0163	\$6,242.82
GIS Manger	Step 2 - Next 12 Months	\$37.8170	\$6,554.93
HR Manager	Step 3 - Next 12 Months	\$39.7078	\$6,882.67
	Step 4 - Thereafter	\$41.6925	\$7,226.68
			\$86,720
Grade = 527 NonEXP SUP 3	Step 0 - First 6 Months	\$32.6677	\$5,662.40
Positions in this grade:	Step 1 - Next 12 Months	\$34.3011	\$5,945.51
Distribution Supervisor	Step 2 - Next 12 Months	\$36.0163	\$6,242.82
	Step 3 - Next 12 Months	\$37.8171	\$6,554.95
	Step 4 - Thereafter	\$39.7078	\$6,882.67
			\$82,592
Grade = 528 NonEXP SUP 4	Step 0 - First 6 Months	\$31.1121	\$5,392.75
Positions in this grade:	Step 1 - Next 12 Months	\$32.6677	\$5,662.40
Maintenance & Safety Supervisor	Step 2 - Next 12 Months	\$34.3011	\$5,945.51
Street Supervisor	Step 3 - Next 12 Months	\$36.0163	\$6,242.82
WW Collections Supervisor	Step 4 - Thereafter	\$37.8171	\$6,554.95
Customer Service Supervisor			\$78,659
Development Services Coord.			

Effective 7/1/2022 - 4.0% COLA			
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT			
Group/BU Code 1060			
		Hourly	Monthly
Grade = 520 NonEXP SUP 1	Step 0 - First 6 Months	\$38.9403	\$6,749.64
Positions in this grade:	Step 1 - Next 12 Months	\$40.8874	\$7,087.13
Police Sergeants	Step 2 - Next 12 Months	\$42.9316	\$7,441.47
	Step 3 - Next 12 Months	\$45.0773	\$7,813.39
	Step 4 - Thereafter	\$47.3312	\$8,204.06
			\$90,996

Effective 7/1/2022 - 4.0% COLA			
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT			
Group/BU Code 1030			
		Hourly	Monthly
Grade = 512 NonEXP SUP 2	Step 0 - First 6 Months	\$35.6732	\$6,183.35
Positions in this grade:	Step 1 - Next 12 Months	\$37.4570	\$6,492.53
GIS Manger	Step 2 - Next 12 Months	\$39.3297	\$6,817.13
HR Manager	Step 3 - Next 12 Months	\$41.2961	\$7,157.98
	Step 4 - Thereafter	\$43.3602	\$7,515.75
			\$90,189
Grade = 527 NonEXP SUP 3	Step 0 - First 6 Months	\$33.9745	\$5,888.89
Positions in this grade:	Step 1 - Next 12 Months	\$35.6731	\$6,183.33
Distribution Supervisor	Step 2 - Next 12 Months	\$37.4570	\$6,492.53
WW Collections Supervisor	Step 3 - Next 12 Months	\$39.3298	\$6,817.15
	Step 4 - Thereafter	\$41.2961	\$7,157.98
			\$85,896
Grade = 528 NonEXP SUP 4	Step 0 - First 6 Months	\$32.3566	\$5,608.46
Positions in this grade:	Step 1 - Next 12 Months	\$33.9745	\$5,888.89
Maintenance & Safety Supervisor	Step 2 - Next 12 Months	\$35.6731	\$6,183.33
Street Supervisor	Step 3 - Next 12 Months	\$37.4570	\$6,492.53
Customer Service Supervisor	Step 4 - Thereafter	\$39.3298	\$6,817.15
Development Services Coord			\$70,667

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
 Updated as 7/11/2022

Effective 7/1/2021 - 2.0% COLA				
Non-Represented Non Supervisory - All Job Classes are mixed				
Group/BU Code 1040		Hourly	Monthly	Annual
Grade = 543 NonSup 1 (exempt) Positions in this grade: Senior Engineer	Step 0 - First 6 Months	\$36,194.7	\$6,273.73	\$75,285
	Step 1 - Next 12 Months	\$38,004.3	\$6,587.40	\$79,049
	Step 2 - Next 12 Months	\$39,904.4	\$6,916.75	\$83,001
	Step 3 - Next 12 Months	\$41,898.9	\$7,262.45	\$87,149
	Step 4 - Thereafter	\$43,993.8	\$7,625.58	\$91,507
Grade = 549 NonSup 2 (exempt) Positions in this grade: Network Administrator Senior Information Systems Analyst Asset Management/Staking Technician	Step 0 - First 6 Months	\$34,470.9	\$5,974.94	\$71,699
	Step 1 - Next 12 Months	\$36,194.7	\$6,273.73	\$75,285
	Step 2 - Next 12 Months	\$38,004.3	\$6,587.40	\$79,049
	Step 3 - Next 12 Months	\$39,904.4	\$6,916.75	\$83,001
	Step 4 - Thereafter	\$41,898.9	\$7,262.45	\$87,149
Grade = 542 NonSup 3 (exempt) Positions in this grade: IS Analyst/Programmer User Support Coordinator Telecommunication Technician	Step 0 - First 6 Months	\$28,359.3	\$4,915.60	\$58,987
	Step 1 - Next 12 Months	\$29,777.3	\$5,161.39	\$61,937
	Step 2 - Next 12 Months	\$31,266.1	\$5,419.46	\$65,033
	Step 3 - Next 12 Months	\$32,829.5	\$5,690.43	\$68,285
	Step 4 - Thereafter	\$34,470.9	\$5,974.94	\$71,699
Grade = 522 NonSup 4 (not exempt) Positions in this grade: Fire Adapted Communities Coordinator	Step 0 - First 6 Months	\$28,359.3	\$4,915.60	\$58,987
	Step 1 - Next 12 Months	\$29,777.3	\$5,161.39	\$61,937
	Step 2 - Next 12 Months	\$31,266.1	\$5,419.46	\$65,033
	Step 3 - Next 12 Months	\$32,829.5	\$5,690.43	\$68,285
	Step 4 - Thereafter	\$34,470.9	\$5,974.94	\$71,699
Grade = 535 NonSup 5 (non exempt) Positions in this grade:	Step 0 - First 6 Months	\$22,220.0	\$3,851.46	\$46,217
	Step 1 - Next 12 Months	\$23,331.3	\$4,044.08	\$48,529
	Step 2 - Next 12 Months	\$24,497.9	\$4,246.29	\$50,955
	Step 3 - Next 12 Months	\$25,722.7	\$4,458.59	\$53,503
	Step 4 - Thereafter	\$27,009.1	\$4,681.58	\$56,179

Effective 7/1/2022 - 4.0% COLA				
Non-Represented Non Supervisory - All Job Classes are mixed				
Group/BU Code 1040		Hourly	Monthly	Annual
Grade = 543 NonSup 1 (exempt) Positions in this grade: Senior Engineer	Step 0 - First 6 Months	\$37,642.4	\$6,524.68	\$78,296
	Step 1 - Next 12 Months	\$39,524.5	\$6,850.89	\$82,211
	Step 2 - Next 12 Months	\$41,500.6	\$7,193.42	\$86,321
	Step 3 - Next 12 Months	\$43,574.8	\$7,552.95	\$90,635
	Step 4 - Thereafter	\$45,753.6	\$7,930.60	\$95,167
Grade = 549 NonSup 2 (exempt) Positions in this grade: Network Administrator Senior Information Systems Analyst Asset Management/Staking Technician	Step 0 - First 6 Months	\$35,849.7	\$6,213.94	\$74,567
	Step 1 - Next 12 Months	\$37,642.4	\$6,524.68	\$78,296
	Step 2 - Next 12 Months	\$39,524.5	\$6,850.89	\$82,211
	Step 3 - Next 12 Months	\$41,500.6	\$7,193.42	\$86,321
	Step 4 - Thereafter	\$43,574.8	\$7,552.95	\$90,635
Grade = 542 NonSup 3 (exempt) Positions in this grade: IS Analyst/Programmer User Support Coordinator Telecommunication Technician	Step 0 - First 6 Months	\$29,493.7	\$5,112.22	\$61,347
	Step 1 - Next 12 Months	\$30,968.4	\$5,367.84	\$64,414
	Step 2 - Next 12 Months	\$32,516.8	\$5,636.23	\$67,635
	Step 3 - Next 12 Months	\$34,142.6	\$5,918.05	\$71,017
	Step 4 - Thereafter	\$35,849.7	\$6,213.94	\$74,567
Grade = 522 NonSup 4 (not exempt) Positions in this grade: Fire Adapted Communities Coordinator Fire Life Safety Specialist	Step 0 - First 6 Months	\$29,493.7	\$5,112.22	\$61,347
	Step 1 - Next 12 Months	\$30,968.4	\$5,367.84	\$64,414
	Step 2 - Next 12 Months	\$32,516.8	\$5,636.23	\$67,635
	Step 3 - Next 12 Months	\$34,142.6	\$5,918.05	\$71,017
	Step 4 - Thereafter	\$35,849.7	\$6,213.94	\$74,567
Grade = 535 NonSup 5 (non exempt) Positions in this grade:	Step 0 - First 6 Months	\$23,108.8	\$4,005.52	\$48,066
	Step 1 - Next 12 Months	\$24,264.5	\$4,205.84	\$50,470
	Step 2 - Next 12 Months	\$25,477.8	\$4,416.14	\$52,994
	Step 3 - Next 12 Months	\$26,751.6	\$4,636.94	\$55,643
	Step 4 - Thereafter	\$28,089.5	\$4,868.84	\$58,426

Effective 7/1/2021 - 2.0% COLA				
Non-Represented Confidential - All Job Classes are non exempt				
Group/BU Code 1050		Hourly	Monthly	Annual
Grade = 531 Conf 5 Positions in this grade: Senior Accounting Analyst Senior HR Analyst	Step 0 - First 6 Months	\$32,667.7	\$5,662.40	\$67,949
	Step 1 - Next 12 Months	\$34,301.1	\$5,945.51	\$71,346
	Step 2 - Next 12 Months	\$36,016.3	\$6,242.82	\$74,914
	Step 3 - Next 12 Months	\$37,817.1	\$6,554.95	\$78,659
	Step 4 - Thereafter	\$39,707.8	\$6,882.67	\$82,592
Grade = 541 Conf 1 Positions in this grade: Accounting Analyst Human Resources Analyst Administrative Analyst Executive Analyst	Step 0 - First 6 Months	\$28,359.3	\$4,915.60	\$58,987
	Step 1 - Next 12 Months	\$29,777.3	\$5,161.39	\$61,937
	Step 2 - Next 12 Months	\$31,266.1	\$5,419.46	\$65,033
	Step 3 - Next 12 Months	\$32,829.5	\$5,690.43	\$68,285
	Step 4 - Thereafter	\$34,470.9	\$5,974.94	\$71,699
Grade = 530 Conf 2 Positions in this grade: Administrative Supervisor Fiscal Services Specialist Paralegal	Step 0 - First 6 Months	\$24,497.9	\$4,246.29	\$50,955
	Step 1 - Next 12 Months	\$25,722.7	\$4,458.59	\$53,503
	Step 2 - Next 12 Months	\$27,009.0	\$4,681.58	\$56,179
	Step 3 - Next 12 Months	\$28,359.3	\$4,915.60	\$58,987
	Step 4 - Thereafter	\$29,777.3	\$5,161.39	\$61,937
Grade = 534 Conf 3 Positions in this grade: Executive Assistant	Step 0 - First 6 Months	\$23,331.3	\$4,044.08	\$48,529
	Step 1 - Next 12 Months	\$24,497.9	\$4,246.29	\$50,955
	Step 2 - Next 12 Months	\$25,722.7	\$4,458.59	\$53,503
	Step 3 - Next 12 Months	\$27,009.0	\$4,681.58	\$56,179
	Step 4 - Thereafter	\$28,359.3	\$4,915.62	\$58,987
Grade = 535 Conf 4 Positions in this grade: Administrative Assistant CERT Coordinator	Step 0 - First 6 Months	\$22,220.0	\$3,851.46	\$46,217
	Step 1 - Next 12 Months	\$23,331.3	\$4,044.08	\$48,529
	Step 2 - Next 12 Months	\$24,497.9	\$4,246.29	\$50,955
	Step 3 - Next 12 Months	\$25,722.7	\$4,458.59	\$53,503
	Step 4 - Thereafter	\$27,009.1	\$4,681.58	\$56,179

Effective 7/1/2022 - 4.0% COLA				
Non-Represented Confidential - All Job Classes are non exempt				
Group/BU Code 1050		Hourly	Monthly	Annual
Grade = 531 Conf 5 Positions in this grade: Senior Accounting Analyst Senior HR Analyst Senior Administrative Analyst	Step 0 - First 6 Months	\$33,974.5	\$5,888.89	\$70,667
	Step 1 - Next 12 Months	\$35,673.1	\$6,183.33	\$74,200
	Step 2 - Next 12 Months	\$37,457.0	\$6,492.53	\$77,910
	Step 3 - Next 12 Months	\$39,329.8	\$6,817.15	\$81,806
	Step 4 - Thereafter	\$41,296.1	\$7,157.98	\$85,896
Grade = 541 Conf 1 Positions in this grade: Accounting Analyst Human Resources Analyst Administrative Analyst Executive Analyst	Step 0 - First 6 Months	\$29,493.7	\$5,112.22	\$61,347
	Step 1 - Next 12 Months	\$30,968.4	\$5,367.84	\$64,414
	Step 2 - Next 12 Months	\$32,516.8	\$5,636.23	\$67,635
	Step 3 - Next 12 Months	\$34,142.6	\$5,918.05	\$71,017
	Step 4 - Thereafter	\$35,849.7	\$6,213.94	\$74,567
Grade = 530 Conf 2 Positions in this grade: Administrative Supervisor Fiscal Services Specialist Paralegal	Step 0 - First 6 Months	\$25,477.8	\$4,416.14	\$52,994
	Step 1 - Next 12 Months	\$26,751.6	\$4,636.94	\$55,643
	Step 2 - Next 12 Months	\$28,089.4	\$4,868.82	\$58,426
	Step 3 - Next 12 Months	\$29,493.7	\$5,112.22	\$61,347
	Step 4 - Thereafter	\$30,968.4	\$5,367.84	\$64,414
Grade = 534 Conf 3 Positions in this grade: Executive Assistant	Step 0 - First 6 Months	\$24,264.5	\$4,205.84	\$50,470
	Step 1 - Next 12 Months	\$25,477.8	\$4,416.14	\$52,994
	Step 2 - Next 12 Months	\$26,751.6	\$4,636.94	\$55,643
	Step 3 - Next 12 Months	\$28,089.4	\$4,868.82	\$58,426
	Step 4 - Thereafter	\$29,493.8	\$5,112.24	\$61,347
Grade = 535 Conf 4 Positions in this grade: Administrative Assistant CERT Coordinator	Step 0 - First 6 Months	\$23,108.8	\$4,005.52	\$48,066
	Step 1 - Next 12 Months	\$24,264.5	\$4,205.84	\$50,470
	Step 2 - Next 12 Months	\$25,477.8	\$4,416.14	\$52,994
	Step 3 - Next 12 Months	\$26,751.6	\$4,636.94	\$55,643
	Step 4 - Thereafter	\$28,089.5	\$4,868.84	\$58,426

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
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ELECTED OFFICIALS - FLSA EXEMPT			
Group/BU Code 1070			
xxx% increase calculated per City Charter	Hourly	Monthly	Annual
City Recorder	\$46,2393	\$8,015	\$96,176
Municipal Judge	\$31,6617	\$5,488	\$65,855

ELECTED OFFICIALS - FLSA EXEMPT			
Group/BU Code 1070			
xxx% increase calculated per City Charter	Hourly	Monthly	Annual
City Recorder	\$48,0888	\$8,335	\$100,023
Municipal Judge	\$32,9262	\$5,707	\$68,468

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
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Effective 7/1/2023 - 4.0% COLA				
EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 1010		Hourly	Monthly	Annual
Grade = 501 EXE MGMT 1	Step 0 - First 6 Months	\$73.4332	\$12,728.40	\$152,741
Positions in this grade:	Step 1 - Next 12 Months	\$77.1048	\$13,364.81	\$160,378
City Manager	Step 2 - Next 12 Months	\$80.9599	\$14,033.03	\$168,396
	Step 3 - Next 12 Months	\$85.0080	\$14,734.69	\$176,816
	Step 4 - Next 12 Months	\$89.2585	\$15,471.44	\$185,657
	Step 5 - Performance Based	\$91.9362	\$15,935.58	\$191,227
	Step 6 - Performance Based	\$94.6943	\$16,413.65	\$196,964
Grade = 502 EXE MGMT 2	Step 0 - First 6 Months	\$60.4137	\$10,471.68	\$125,660
Positions in this grade:	Step 1 - Next 12 Months	\$63.4343	\$10,995.26	\$131,943
City Attorney	Step 2 - Next 12 Months	\$66.6060	\$11,545.02	\$138,540
Deputy City Manager	Step 3 - Next 12 Months	\$69.9363	\$12,122.27	\$145,467
	Step 4 - Next 12 Months	\$73.4332	\$12,728.40	\$152,741
	Step 5 - Next 12 Months	\$75.2691	\$13,046.61	\$156,559
	Step 6 - Next 12 Months	\$77.1507	\$13,372.75	\$160,473
	Step 7 - Next 12 Months	\$79.0795	\$13,707.09	\$164,485
	Step 8 - Next 12 Months	\$81.0565	\$14,049.77	\$168,597
	Step 9 - Performance Based	\$83.4882	\$14,471.26	\$173,655
	Step 10 - Performance Based	\$85.9928	\$14,905.40	\$178,865
Grade = 504 EXE MGMT 3	Step 0 - First 6 Months	\$54.7969	\$9,498.11	\$113,977
Positions in this grade:	Step 1 - Next 12 Months	\$57.5368	\$9,973.03	\$119,676
Fire Chief	Step 2 - Next 12 Months	\$60.4137	\$10,471.68	\$125,660
Police Chief	Step 3 - Next 12 Months	\$63.4343	\$10,995.26	\$131,943
Director of Public Works	Step 4 - Next 12 Months	\$66.6060	\$11,545.02	\$138,540
Director of IT & Electric	Step 5 - Next 12 Months	\$68.2712	\$11,833.66	\$142,004
Director of Community Dev.	Step 6 - Next 12 Months	\$69.9780	\$12,129.50	\$145,554
Director of Admin Services	Step 7 - Next 12 Months	\$71.7273	\$12,432.71	\$149,193
Director of HR	Step 8 - Next 12 Months	\$73.5206	\$12,743.54	\$152,922
	Step 9 - Performance Based	\$75.7262	\$13,125.84	\$157,510
	Step 10 - Performance Based	\$77.9980	\$13,519.62	\$162,235
Grade = 506 EXE MGMT 4	Step 0 - First 6 Months	\$54.7969	\$9,498.11	\$113,977
Positions in this grade:	Step 1 - Next 12 Months	\$57.5368	\$9,973.03	\$119,676
Assistant to City Manager	Step 2 - Next 12 Months	\$60.4137	\$10,471.68	\$125,660
	Step 3 - Next 12 Months	\$63.4343	\$10,995.26	\$131,943
	Step 4 - Next 12 Months	\$66.6060	\$11,545.02	\$138,540
	Step 5 - Next 12 Months	\$68.2712	\$11,833.66	\$142,004
	Step 6 - Next 12 Months	\$69.9780	\$12,129.50	\$145,554
	Step 7 - Next 12 Months	\$71.7273	\$12,432.71	\$149,193
	Step 8 - Next 12 Months	\$73.5206	\$12,743.54	\$152,922
	Step 9 - Performance Based	\$75.7262	\$13,125.84	\$157,510
	Step 10 - Performance Based	\$77.9980	\$13,519.62	\$162,235

Effective 7/1/2024 - 3.0% COLA				
EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 1010		Hourly	Monthly	Annual
Grade = 501 EXE MGMT 1	Step 0 - First 6 Months	\$75.6362	\$13,110.25	\$157,323
Positions in this grade:	Step 1 - Next 12 Months	\$79.4179	\$13,765.75	\$165,189
City Manager	Step 2 - Next 12 Months	\$83.3887	\$14,454.02	\$173,448
	Step 3 - Next 12 Months	\$87.5582	\$15,176.73	\$182,121
	Step 4 - Next 12 Months	\$91.9362	\$15,935.58	\$191,227
	Step 5 - Performance Based	\$94.6943	\$16,413.65	\$196,964
	Step 6 - Performance Based	\$97.5352	\$16,906.06	\$202,873
Grade = 502 EXE MGMT 2	Step 0 - First 6 Months	\$62.2261	\$10,785.83	\$129,430
Positions in this grade:	Step 1 - Next 12 Months	\$65.3374	\$11,325.12	\$135,901
City Attorney	Step 2 - Next 12 Months	\$68.6042	\$11,891.38	\$142,697
Deputy City Manager	Step 3 - Next 12 Months	\$72.0344	\$12,485.94	\$149,831
	Step 4 - Next 12 Months	\$75.6362	\$13,110.25	\$157,323
	Step 5 - Next 12 Months	\$77.5271	\$13,438.01	\$161,256
	Step 6 - Next 12 Months	\$79.4652	\$13,773.94	\$165,287
	Step 7 - Next 12 Months	\$81.4519	\$14,118.30	\$169,420
	Step 8 - Next 12 Months	\$83.4882	\$14,471.26	\$173,655
	Step 9 - Performance Based	\$85.9928	\$14,905.40	\$178,865
	Step 10 - Performance Based	\$88.5726	\$15,352.56	\$184,231
Grade = 504 EXE MGMT 3	Step 0 - First 6 Months	\$56.4408	\$9,783.05	\$117,397
Positions in this grade:	Step 1 - Next 12 Months	\$59.2629	\$10,272.22	\$123,267
Fire Chief	Step 2 - Next 12 Months	\$62.2261	\$10,785.83	\$129,430
Police Chief	Step 3 - Next 12 Months	\$65.3374	\$11,325.12	\$135,901
Director of Public Works	Step 4 - Next 12 Months	\$68.6042	\$11,891.38	\$142,697
Director of IT & Electric	Step 5 - Next 12 Months	\$70.3194	\$12,188.67	\$146,264
Director of Community Dev.	Step 6 - Next 12 Months	\$72.0774	\$12,493.39	\$149,921
Director of Admin Services	Step 7 - Next 12 Months	\$73.8792	\$12,805.70	\$153,668
Director of HR	Step 8 - Next 12 Months	\$75.7262	\$13,125.84	\$157,510
	Step 9 - Performance Based	\$77.9980	\$13,519.62	\$162,235
	Step 10 - Performance Based	\$80.3379	\$13,925.21	\$167,102
Grade = 506 EXE MGMT 4	Step 0 - First 6 Months	\$56.4408	\$9,783.05	\$117,397
Positions in this grade:	Step 1 - Next 12 Months	\$59.2629	\$10,272.22	\$123,267
Assistant to City Manager	Step 2 - Next 12 Months	\$62.2261	\$10,785.83	\$129,430
	Step 3 - Next 12 Months	\$65.3374	\$11,325.12	\$135,901
	Step 4 - Next 12 Months	\$68.6042	\$11,891.38	\$142,697
	Step 5 - Next 12 Months	\$70.3194	\$12,188.67	\$146,264
	Step 6 - Next 12 Months	\$72.0774	\$12,493.39	\$149,921
	Step 7 - Next 12 Months	\$73.8792	\$12,805.70	\$153,668
	Step 8 - Next 12 Months	\$75.7262	\$13,125.84	\$157,510
	Step 9 - Performance Based	\$77.9980	\$13,519.62	\$162,235
	Step 10 - Performance Based	\$80.3379	\$13,925.21	\$167,102

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
 Updated as 7/11/2022

Effective 7/1/2023 - 4.0% COLA				
EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 1020		Hourly	Monthly	Annual
Grade = 511 EXP SUP 2	Step 0 - First 6 Months	\$49,7168	\$8,617.57	\$103,411
Positions in this grade:	Step 1 - Next 12 Months	\$52,2036	\$9,048.61	\$108,583
Electric Operations Superintendent	Step 2 - Next 12 Months	\$54,8129	\$9,500.88	\$114,011
Deputy Police Chief	Step 3 - Next 12 Months	\$57,5534	\$9,975.91	\$119,711
Deputy Fire Chief	Step 4 - Thereafter	\$60,4311	\$10,474.70	\$125,696
Deputy Public Works Director Assistant City Attorney Accounting and Audit Manager Budget Manager				
Grade = 503 EXP SUP 3	Step 0 - First 6 Months	\$47,3494	\$8,207.22	\$98,487
Positions in this grade:	Step 1 - Next 12 Months	\$49,7168	\$8,617.57	\$103,411
EMS Division Chief	Step 2 - Next 12 Months	\$52,2036	\$9,048.61	\$108,583
Fire & Life Safety Division Chief	Step 3 - Next 12 Months	\$54,8129	\$9,500.88	\$114,011
AFR Division Chief	Step 4 - Thereafter	\$57,5534	\$9,975.91	\$119,711
Public Works Superintendent Lieutenant				
Grade = 525 EXP SUP 4	Step 0 - First 6 Months	\$45,0946	\$7,816.38	\$93,797
Positions in this grade:	Step 1 - Next 12 Months	\$47,3493	\$8,207.22	\$98,486
Building Official	Step 2 - Next 12 Months	\$49,7168	\$8,617.57	\$103,411
Planning Manager	Step 3 - Next 12 Months	\$52,2036	\$9,048.61	\$108,583
IT Manager	Step 4 - Thereafter	\$54,8129	\$9,500.88	\$114,011
Grade = 515 EXP SUP 5	Step 0 - First 6 Months	\$42,9480	\$7,444.30	\$89,332
Positions in this grade:	Step 1 - Next 12 Months	\$45,0946	\$7,816.38	\$93,797
	Step 2 - Next 12 Months	\$47,3493	\$8,207.22	\$98,486
	Step 3 - Next 12 Months	\$49,7168	\$8,617.57	\$103,411
	Step 4 - Thereafter	\$52,2036	\$9,048.61	\$108,583
Grade = 521 EXP SUP 6	Step 0 - First 6 Months	\$38,9552	\$6,752.23	\$81,027
Positions in this grade:	Step 1 - Next 12 Months	\$40,9029	\$7,089.82	\$85,078
Management Analyst	Step 2 - Next 12 Months	\$42,9480	\$7,444.30	\$89,332
Financial System Manager	Step 3 - Next 12 Months	\$45,0946	\$7,816.38	\$93,797
	Step 4 - Thereafter	\$47,3493	\$8,207.22	\$98,486
Grade = 526 EXP SUP 7	Step 0 - First 6 Months	\$37,1001	\$6,430.68	\$77,168
Positions in this grade:	Step 1 - Next 12 Months	\$38,9552	\$6,752.23	\$81,027
Senior Planner	Step 2 - Next 12 Months	\$40,9029	\$7,089.82	\$85,078
	Step 3 - Next 12 Months	\$42,9480	\$7,444.30	\$89,332
	Step 4 - Thereafter	\$45,0946	\$7,816.38	\$93,797
Grade = 552 EXP SUP 8 (GRANDFATHERED)	Step 0 - First 6 Months	\$38,3406	\$6,645.57	\$79,747
Positions in this grade:	Step 1 - Next 12 Months	\$40,3586	\$6,995.36	\$83,944
WW & Water reuse supervisor	Step 2 - Next 12 Months	\$42,4881	\$7,364.46	\$88,373
WTP Supervisor	Step 3 - Next 12 Months	\$44,7193	\$7,751.20	\$93,014
Water Quality Supervisor	Step 4 - Thereafter	\$47,0811	\$8,160.56	\$97,927
Grade = 529 EXP SUP 9	Step 0 - First 6 Months	\$30,5225	\$5,290.55	\$63,487
Positions in this grade:	Step 1 - Next 12 Months	\$32,0484	\$5,555.05	\$66,661
Municipal Court Supervisor	Step 2 - Next 12 Months	\$33,6508	\$5,832.80	\$69,994
	Step 3 - Next 12 Months	\$35,3333	\$6,124.43	\$73,493
	Step 4 - Thereafter	\$37,1001	\$6,430.68	\$77,168

Effective 7/1/2024 - 3.0% COLA				
EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 1020		Hourly	Monthly	Annual
Grade = 511 EXP SUP 2	Step 0 - First 6 Months	\$51,2083	\$8,876.10	\$106,513
Positions in this grade:	Step 1 - Next 12 Months	\$53,7697	\$9,320.07	\$111,841
Electric Operations Superintendent	Step 2 - Next 12 Months	\$56,4573	\$9,785.91	\$117,431
Deputy Police Chief	Step 3 - Next 12 Months	\$59,2800	\$10,275.18	\$123,302
Deputy Fire Chief	Step 4 - Thereafter	\$62,2440	\$10,788.94	\$129,467
Deputy Public Works Director Assistant City Attorney Accounting and Audit Manager Budget Manager				
Grade = 503 EXP SUP 3	Step 0 - First 6 Months	\$48,7699	\$8,453.44	\$101,441
Positions in this grade:	Step 1 - Next 12 Months	\$51,2083	\$8,876.10	\$106,513
EMS Division Chief	Step 2 - Next 12 Months	\$53,7697	\$9,320.07	\$111,841
Fire & Life Safety Division Chief	Step 3 - Next 12 Months	\$56,4573	\$9,785.91	\$117,431
AFR Division Chief	Step 4 - Thereafter	\$59,2800	\$10,275.18	\$123,302
Public Works Superintendent Lieutenant				
Grade = 525 EXP SUP 4	Step 0 - First 6 Months	\$46,4474	\$8,050.87	\$96,610
Positions in this grade:	Step 1 - Next 12 Months	\$48,7698	\$8,453.41	\$101,441
Building Official	Step 2 - Next 12 Months	\$51,2083	\$8,876.10	\$106,513
Planning Manager	Step 3 - Next 12 Months	\$53,7697	\$9,320.07	\$111,841
IT Manager	Step 4 - Thereafter	\$56,4573	\$9,785.91	\$117,431
Grade = 515 EXP SUP 5	Step 0 - First 6 Months	\$44,2364	\$7,667.63	\$92,012
Positions in this grade:	Step 1 - Next 12 Months	\$46,4474	\$8,050.87	\$96,610
	Step 2 - Next 12 Months	\$48,7698	\$8,453.41	\$101,441
	Step 3 - Next 12 Months	\$51,2083	\$8,876.10	\$106,513
	Step 4 - Thereafter	\$53,7697	\$9,320.07	\$111,841
Grade = 521 EXP SUP 6	Step 0 - First 6 Months	\$40,1239	\$6,954.80	\$83,458
Positions in this grade:	Step 1 - Next 12 Months	\$42,1300	\$7,302.51	\$87,630
Management Analyst	Step 2 - Next 12 Months	\$44,2364	\$7,667.63	\$92,012
Financial System Manager	Step 3 - Next 12 Months	\$46,4474	\$8,050.87	\$96,610
	Step 4 - Thereafter	\$48,7698	\$8,453.41	\$101,441
Grade = 526 EXP SUP 7	Step 0 - First 6 Months	\$38,2132	\$6,623.60	\$79,483
Positions in this grade:	Step 1 - Next 12 Months	\$40,1239	\$6,954.80	\$83,458
Senior Planner	Step 2 - Next 12 Months	\$42,1300	\$7,302.51	\$87,630
	Step 3 - Next 12 Months	\$44,2364	\$7,667.63	\$92,012
	Step 4 - Thereafter	\$46,4474	\$8,050.87	\$96,610
Grade = 552 EXP SUP 8 (GRANDFATHERED)	Step 0 - First 6 Months	\$39,4908	\$6,844.94	\$82,139
Positions in this grade:	Step 1 - Next 12 Months	\$41,5694	\$7,205.22	\$86,463
WW & Water reuse supervisor	Step 2 - Next 12 Months	\$43,7627	\$7,585.39	\$91,225
WTP Supervisor	Step 3 - Next 12 Months	\$46,0609	\$7,983.73	\$95,805
Water Quality Supervisor	Step 4 - Thereafter	\$48,4935	\$8,405.38	\$100,865
Grade = 529 EXP SUP 9	Step 0 - First 6 Months	\$31,4381	\$5,449.26	\$65,391
Positions in this grade:	Step 1 - Next 12 Months	\$33,0099	\$5,721.71	\$68,660
Municipal Court Supervisor	Step 2 - Next 12 Months	\$34,6604	\$6,007.79	\$72,093
	Step 3 - Next 12 Months	\$36,3933	\$6,308.16	\$75,698
	Step 4 - Thereafter	\$38,2132	\$6,623.60	\$79,483

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
 Updated as 7/11/2022

Effective 7/1/2023 - 4.0% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1060		Hourly	Monthly	Annual
Grade = 520 NonEXP SUP 1 Positions in this grade: Police Sergeants	Step 0 - First 6 Months	\$40.4975	\$7,019.63	\$84,236
	Step 1 - Next 12 Months	\$42.5229	\$7,370.62	\$88,447
	Step 2 - Next 12 Months	\$44.6489	\$7,739.13	\$92,870
	Step 3 - Next 12 Months	\$46.8804	\$8,125.93	\$97,511
	Step 4 - Thereafter	\$49.2245	\$8,532.22	\$102,387
Effective 7/1/2023 - 4.0% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1030		Hourly	Monthly	Annual
Grade = 512 NonEXP SUP 2 Positions in this grade: GIS Manger HR Manager	Step 0 - First 6 Months	\$37.1001	\$6,430.68	\$77,168
	Step 1 - Next 12 Months	\$38.9552	\$6,752.23	\$81,027
	Step 2 - Next 12 Months	\$40.9029	\$7,089.82	\$85,078
	Step 3 - Next 12 Months	\$42.9480	\$7,444.30	\$89,332
	Step 4 - Thereafter	\$45.0946	\$7,816.38	\$93,797
Grade = 527 NonEXP SUP 3 Positions in this grade: Distribution Supervisor WW Collections Supervisor	Step 0 - First 6 Months	\$35.3334	\$6,124.45	\$73,493
	Step 1 - Next 12 Months	\$37.1000	\$6,430.66	\$77,168
	Step 2 - Next 12 Months	\$38.9552	\$6,752.23	\$81,027
	Step 3 - Next 12 Months	\$40.9030	\$7,089.84	\$85,078
	Step 4 - Thereafter	\$42.9480	\$7,444.30	\$89,332
Grade = 528 NonEXP SUP 4 Positions in this grade: Maintenance & Safety Supervisor Street Supervisor Customer Service Supervisor Development Services Coord	Step 0 - First 6 Months	\$33.6508	\$5,832.80	\$69,994
	Step 1 - Next 12 Months	\$35.3334	\$6,124.45	\$73,493
	Step 2 - Next 12 Months	\$37.1000	\$6,430.66	\$77,168
	Step 3 - Next 12 Months	\$38.9552	\$6,752.23	\$81,027
	Step 4 - Thereafter	\$40.9030	\$7,089.84	\$85,078

Effective 7/1/2024 - 3.0% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1060		Hourly	Monthly	Annual
Grade = 520 NonEXP SUP 1 Positions in this grade: Police Sergeants	Step 0 - First 6 Months	\$41.7129	\$7,230.22	\$86,763
	Step 1 - Next 12 Months	\$43.7986	\$7,591.74	\$91,101
	Step 2 - Next 12 Months	\$45.9884	\$7,971.30	\$95,656
	Step 3 - Next 12 Months	\$48.2869	\$8,369.71	\$100,436
	Step 4 - Thereafter	\$50.7012	\$8,788.19	\$105,458
Effective 7/1/2024 - 3.0% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1030		Hourly	Monthly	Annual
Grade = 512 NonEXP SUP 2 Positions in this grade: GIS Manger HR Manager	Step 0 - First 6 Months	\$38.2132	\$6,623.60	\$79,483
	Step 1 - Next 12 Months	\$40.1239	\$6,954.80	\$83,458
	Step 2 - Next 12 Months	\$42.1300	\$7,302.51	\$87,630
	Step 3 - Next 12 Months	\$44.2364	\$7,667.63	\$92,012
	Step 4 - Thereafter	\$46.4474	\$8,050.87	\$96,610
Grade = 527 NonEXP SUP 3 Positions in this grade: Distribution Supervisor WW Collections Supervisor	Step 0 - First 6 Months	\$36.3934	\$6,308.18	\$75,698
	Step 1 - Next 12 Months	\$38.2130	\$6,623.58	\$79,483
	Step 2 - Next 12 Months	\$40.1239	\$6,954.80	\$83,458
	Step 3 - Next 12 Months	\$42.1301	\$7,302.53	\$87,630
	Step 4 - Thereafter	\$44.2364	\$7,667.63	\$92,012
Grade = 528 NonEXP SUP 4 Positions in this grade: Maintenance & Safety Supervisor Street Supervisor Customer Service Supervisor Development Services Coord	Step 0 - First 6 Months	\$34.6604	\$6,007.79	\$72,093
	Step 1 - Next 12 Months	\$36.3934	\$6,308.18	\$75,698
	Step 2 - Next 12 Months	\$38.2130	\$6,623.58	\$79,483
	Step 3 - Next 12 Months	\$40.1239	\$6,954.80	\$83,458
	Step 4 - Thereafter	\$42.1301	\$7,302.53	\$87,630

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
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Effective 7/1/2023 - 4.0% COLA				
Non-Represented Non Supervisory - All Job Classes are mixed				
Group/BU Code 1040		Hourly	Monthly	Annual
Grade = 543 NonSup 1 (exempt) Positions in this grade: Senior Engineer	Step 0 - First 6 Months	\$39.1481	\$6,785.66	\$81,428
	Step 1 - Next 12 Months	\$41.1054	\$7,124.93	\$85,499
	Step 2 - Next 12 Months	\$43.1606	\$7,481.15	\$89,774
	Step 3 - Next 12 Months	\$45.3178	\$7,855.07	\$94,261
	Step 4 - Thereafter	\$47.5837	\$8,247.82	\$98,974
Grade = 549 NonSup 2 (exempt) Positions in this grade: Network Administrator Senior Information Systems Analyst Asset Management/Staking Technician	Step 0 - First 6 Months	\$37.2837	\$6,462.50	\$77,550
	Step 1 - Next 12 Months	\$39.1481	\$6,785.66	\$81,428
	Step 2 - Next 12 Months	\$41.1054	\$7,124.93	\$85,499
	Step 3 - Next 12 Months	\$43.1606	\$7,481.15	\$89,774
	Step 4 - Thereafter	\$45.3178	\$7,855.07	\$94,261
Grade = 542 NonSup 3 (exempt) Positions in this grade: IS Analyst/Programmer User Support Coordinator Telecommunication Technician	Step 0 - First 6 Months	\$30.6734	\$5,316.71	\$63,801
	Step 1 - Next 12 Months	\$32.2071	\$5,582.56	\$66,991
	Step 2 - Next 12 Months	\$33.8175	\$5,861.68	\$70,340
	Step 3 - Next 12 Months	\$35.5084	\$6,154.77	\$73,857
	Step 4 - Thereafter	\$37.2837	\$6,462.50	\$77,550
Grade = 522 NonSup 4 (not exempt) Positions in this grade: Fire Adapted Communities Coordinator Fire Life Safety Specialist	Step 0 - First 6 Months	\$30.6734	\$5,316.71	\$63,801
	Step 1 - Next 12 Months	\$32.2071	\$5,582.56	\$66,991
	Step 2 - Next 12 Months	\$33.8175	\$5,861.68	\$70,340
	Step 3 - Next 12 Months	\$35.5084	\$6,154.77	\$73,857
	Step 4 - Thereafter	\$37.2837	\$6,462.50	\$77,550
Grade = 535 NonSup 5 (non exempt) Positions in this grade:	Step 0 - First 6 Months	\$24.0331	\$4,165.74	\$49,989
	Step 1 - Next 12 Months	\$25.2351	\$4,374.08	\$52,489
	Step 2 - Next 12 Months	\$26.4969	\$4,592.78	\$55,113
	Step 3 - Next 12 Months	\$27.8217	\$4,822.42	\$57,869
	Step 4 - Thereafter	\$29.2131	\$5,063.59	\$60,763

Effective 7/1/2023 - 4.0% COLA				
Non-Represented Confidential - All Job Classes are non exempt				
Group/BU Code 1050		Hourly	Monthly	Annual
Step 0 - First 6 Months Positions in this grade: Senior Accounting Analyst Senior HR Analyst Senior Administrative Analyst	Step 0 - First 6 Months	\$35.3334	\$6,124.45	\$73,493
	Step 1 - Next 12 Months	\$37.1000	\$6,430.66	\$77,168
	Step 2 - Next 12 Months	\$38.9552	\$6,752.23	\$81,027
	Step 3 - Next 12 Months	\$40.9030	\$7,089.84	\$85,078
	Step 4 - Thereafter	\$42.9480	\$7,444.30	\$89,332
Grade = 541 Conf 1 Positions in this grade: Accounting Analyst Human Resources Analyst Administrative Analyst Executive Analyst	Step 0 - First 6 Months	\$30.6734	\$5,316.71	\$63,801
	Step 1 - Next 12 Months	\$32.2071	\$5,582.56	\$66,991
	Step 2 - Next 12 Months	\$33.8175	\$5,861.68	\$70,340
	Step 3 - Next 12 Months	\$35.5084	\$6,154.77	\$73,857
	Step 4 - Thereafter	\$37.2837	\$6,462.50	\$77,550
Grade = 530 Conf 2 Positions in this grade: Administrative Supervisor Fiscal Services Specialist Paralegal	Step 0 - First 6 Months	\$26.4969	\$4,592.78	\$55,113
	Step 1 - Next 12 Months	\$27.8217	\$4,822.42	\$57,869
	Step 2 - Next 12 Months	\$29.2130	\$5,063.57	\$60,763
	Step 3 - Next 12 Months	\$30.6734	\$5,316.71	\$63,801
	Step 4 - Thereafter	\$32.2071	\$5,582.56	\$66,991
Grade = 534 Conf 3 Positions in this grade: Executive Assistant	Step 0 - First 6 Months	\$25.2351	\$4,374.08	\$52,489
	Step 1 - Next 12 Months	\$26.4969	\$4,592.78	\$55,113
	Step 2 - Next 12 Months	\$27.8217	\$4,822.42	\$57,869
	Step 3 - Next 12 Months	\$29.2130	\$5,063.57	\$60,763
	Step 4 - Thereafter	\$30.6735	\$5,316.73	\$63,801
Grade = 535 Conf 4 Positions in this grade: Administrative Assistant CERT Coordinator	Step 0 - First 6 Months	\$24.0331	\$4,165.74	\$49,989
	Step 1 - Next 12 Months	\$25.2351	\$4,374.08	\$52,489
	Step 2 - Next 12 Months	\$26.4969	\$4,592.78	\$55,113
	Step 3 - Next 12 Months	\$27.8217	\$4,822.42	\$57,869
	Step 4 - Thereafter	\$29.2131	\$5,063.59	\$60,763

Effective 7/1/2024 - 3.0% COLA				
Non-Represented Non Supervisory - All Job Classes are mixed				
Group/BU Code 1040		Hourly	Monthly	Annual
Grade = 543 NonSup 1 (exempt) Positions in this grade: Senior Engineer	Step 0 - First 6 Months	\$40.3226	\$6,989.23	\$83,871
	Step 1 - Next 12 Months	\$42.3386	\$7,338.68	\$88,064
	Step 2 - Next 12 Months	\$44.4554	\$7,705.59	\$92,467
	Step 3 - Next 12 Months	\$46.6773	\$8,090.72	\$97,089
	Step 4 - Thereafter	\$49.0112	\$8,495.26	\$101,943
Grade = 549 NonSup 2 (exempt) Positions in this grade: Network Administrator Senior Information Systems Analyst Asset Management/Staking Technician	Step 0 - First 6 Months	\$38.4022	\$6,656.37	\$79,876
	Step 1 - Next 12 Months	\$40.3226	\$6,989.23	\$83,871
	Step 2 - Next 12 Months	\$42.3386	\$7,338.68	\$88,064
	Step 3 - Next 12 Months	\$44.4554	\$7,705.59	\$92,467
	Step 4 - Thereafter	\$46.6773	\$8,090.72	\$97,089
Grade = 542 NonSup 3 (exempt) Positions in this grade: IS Analyst/Programmer User Support Coordinator Telecommunication Technician	Step 0 - First 6 Months	\$31.5936	\$5,476.21	\$65,715
	Step 1 - Next 12 Months	\$33.1733	\$5,750.03	\$69,000
	Step 2 - Next 12 Months	\$34.8320	\$6,037.53	\$72,450
	Step 3 - Next 12 Months	\$36.5736	\$6,339.41	\$76,073
	Step 4 - Thereafter	\$38.4022	\$6,656.37	\$79,876
Grade = 522 NonSup 4 (not exempt) Positions in this grade: Fire Adapted Communities Coordinator Fire Life Safety Specialist	Step 0 - First 6 Months	\$31.5936	\$5,476.21	\$65,715
	Step 1 - Next 12 Months	\$33.1733	\$5,750.03	\$69,000
	Step 2 - Next 12 Months	\$34.8320	\$6,037.53	\$72,450
	Step 3 - Next 12 Months	\$36.5736	\$6,339.41	\$76,073
	Step 4 - Thereafter	\$38.4022	\$6,656.37	\$79,876
Grade = 535 NonSup 5 (non exempt) Positions in this grade:	Step 0 - First 6 Months	\$24.7541	\$4,290.71	\$51,488
	Step 1 - Next 12 Months	\$25.9922	\$4,505.30	\$54,064
	Step 2 - Next 12 Months	\$27.2918	\$4,730.57	\$56,767
	Step 3 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
	Step 4 - Thereafter	\$30.0895	\$5,215.50	\$62,586

Effective 7/1/2024 - 3.0% COLA				
Non-Represented Confidential - All Job Classes are non exempt				
Group/BU Code 1050		Hourly	Monthly	Annual
Step 0 - First 6 Months Positions in this grade: Senior Accounting Analyst Senior HR Analyst Senior Administrative Analyst	Step 0 - First 6 Months	\$36.3934	\$6,308.18	\$75,698
	Step 1 - Next 12 Months	\$38.2130	\$6,623.58	\$79,483
	Step 2 - Next 12 Months	\$40.1239	\$6,954.80	\$83,458
	Step 3 - Next 12 Months	\$42.1301	\$7,302.53	\$87,300
	Step 4 - Thereafter	\$44.2364	\$7,667.63	\$92,012
Grade = 541 Conf 1 Positions in this grade: Accounting Analyst Human Resources Analyst Administrative Analyst Executive Analyst	Step 0 - First 6 Months	\$31.5936	\$5,476.21	\$65,715
	Step 1 - Next 12 Months	\$33.1733	\$5,750.03	\$69,000
	Step 2 - Next 12 Months	\$34.8320	\$6,037.53	\$72,450
	Step 3 - Next 12 Months	\$36.5736	\$6,339.41	\$76,073
	Step 4 - Thereafter	\$38.4022	\$6,656.37	\$79,876
Grade = 530 Conf 2 Positions in this grade: Administrative Supervisor Fiscal Services Specialist Paralegal	Step 0 - First 6 Months	\$27.2918	\$4,730.57	\$56,767
	Step 1 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
	Step 2 - Next 12 Months	\$30.0894	\$5,215.48	\$62,586
	Step 3 - Next 12 Months	\$31.5936	\$5,476.21	\$65,715
	Step 4 - Thereafter	\$33.1733	\$5,750.03	\$69,000
Grade = 534 Conf 3 Positions in this grade: Executive Assistant	Step 0 - First 6 Months	\$25.9922	\$4,505.30	\$54,064
	Step 1 - Next 12 Months	\$27.2918	\$4,730.57	\$56,767
	Step 2 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
	Step 3 - Next 12 Months	\$30.0894	\$5,215.48	\$62,586
	Step 4 - Thereafter	\$31.5937	\$5,476.24	\$65,715
Grade = 535 Conf 4 Positions in this grade: Administrative Assistant CERT Coordinator	Step 0 - First 6 Months	\$24.7541	\$4,290.71	\$51,488
	Step 1 - Next 12 Months	\$25.9922	\$4,505.30	\$54,064
	Step 2 - Next 12 Months	\$27.2918	\$4,730.57	\$56,767
	Step 3 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
	Step 4 - Thereafter	\$30.0895	\$5,215.50	\$62,586

City of Ashland
Non Represented Employee Salary Schedule for FY 2023, 2024 & 2025
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ELECTED OFFICIALS - FLSA EXEMPT			
Group/BU Code 1070			
xxx% increase calculated per City Charter	Hourly	Monthly	Annual
City Recorder	\$50.0124	\$8,669	\$104,024
Municipal Judge	\$34.2453	\$5,936	\$71,229

ELECTED OFFICIALS - FLSA EXEMPT			
Group/BU Code 1070			
xxx% increase calculated per City Charter	Hourly	Monthly	Annual
City Recorder	\$51.5128	\$8,929	\$107,144
Municipal Judge	\$35.2727	\$6,114	\$73,366

Ashland Park Commission Parks Salary Schedule for FY 2023, 2024 & 2025

Update as of 7/11/2022

Effective 7/1/2021 - 2 % COLA				
PARKS EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 8010				
		Hourly	Monthly	Annual
Grade = 101 Parks EXE MGMT 1	Step 0 - First 6 Months	\$50.6628	\$8,781.53	\$105,378
Positions in this grade:	Step 1 - Next 12 Months	\$53.1960	\$9,220.63	\$110,648
Parks and Recreation Director	Step 2 - Next 12 Months	\$55.8558	\$9,681.66	\$116,180
	Step 3 - Next 12 Months	\$58.6486	\$10,165.74	\$121,989
	Step 4 - Next 12 Months	\$61.5810	\$10,674.02	\$128,088
	Step 5 - Next 12 Months	\$63.1206	\$10,940.88	\$131,291
	Step 6 - Next 12 Months	\$64.6986	\$11,214.40	\$134,573
	Step 7 - Next 12 Months	\$66.3160	\$11,494.74	\$137,937
	Step 8 - Thereafter	\$67.9739	\$11,782.12	\$141,385
Effective 7/1/2021 - 2 % COLA				
PARKS EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 8020				
		Hourly	Monthly	Annual
Grade = 103 Parks EXP SUP 2	Step 0 - First 6 Months	\$45.9660	\$7,967.42	\$95,609
Positions in this grade:	Step 1 - Next 12 Months	\$48.2652	\$8,365.95	\$100,391
	Step 2 - Next 12 Months	\$50.6776	\$8,784.10	\$105,409
	Step 3 - Next 12 Months	\$53.2114	\$9,223.29	\$110,679
	Step 4 - Thereafter	\$55.8719	\$9,684.44	\$116,213
Grade = 102 Parks EXP SUP 1	Step 0 - First 6 Months	\$39.7037	\$6,881.96	\$82,583
Positions in this grade:	Step 1 - Next 12 Months	\$41.6883	\$7,225.95	\$86,711
Parks Superintendent	Step 2 - Next 12 Months	\$43.7726	\$7,587.23	\$91,047
Recreation Superintendent	Step 3 - Next 12 Months	\$45.9613	\$7,966.61	\$95,599
Senior Services Superintendent	Step 4 - Thereafter	\$48.2602	\$8,365.09	\$100,381
Effective 7/1/2021 - 2 % COLA				
PARKS NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 8030				
		Hourly	Monthly	Annual
Grade = 205 Parks NonEXP SUP 1	Step 0 - First 6 Months	\$22.9671	\$3,980.96	\$47,772
Positions in this grade:	Step 1 - Next 12 Months	\$24.1639	\$4,188.40	\$50,261
Volunteer Coordinator	Step 2 - Next 12 Months	\$25.4491	\$4,411.16	\$52,934
Golf Course Coordinator	Step 3 - Next 12 Months	\$26.7845	\$4,642.63	\$55,712
Nature Center Coordinator	Step 4 - Thereafter	\$27.8665	\$4,830.19	\$57,962
Senior and Adult Services Coordinator				
Grade = 203 Parks NonEXP SUP 2	Step 0 - First 6 Months	\$23.5844	\$4,087.96	\$49,056
Positions in this grade:	Step 1 - Next 12 Months	\$24.9828	\$4,330.34	\$51,964
Step 2 - Next 12 Months	\$26.3687	\$4,570.56	\$54,847	
Environmental Ed Coordinator	Step 3 - Next 12 Months	\$28.8365	\$4,998.31	\$59,980
Promotions Coordinator	Step 4 - Thereafter	\$29.4132	\$5,098.27	\$61,179
Grade = 206 Parks NonEXP SUP 3	Step 0 - First 6 Months	\$29.4132	\$5,098.27	\$61,179
Positions in this grade:	Step 1 - Next 12 Months	\$30.8092	\$5,340.26	\$64,083
Recreation Manager	Step 2 - Next 12 Months	\$32.4309	\$5,621.34	\$67,456
Nature Center Manager	Step 3 - Next 12 Months	\$34.1376	\$5,917.18	\$71,006
Golf Course Manager	Step 4 - Thereafter	\$35.9344	\$6,228.62	\$74,743
Grade = 207 Parks NonEXP SUP 4	Step 0 - First 6 Months	\$31.5704	\$5,472.20	\$65,666
Positions in this grade:	Step 1 - Next 12 Months	\$33.1491	\$5,745.82	\$68,950
Open Space & Outer Parks Supervisor	Step 2 - Next 12 Months	\$34.8064	\$6,033.10	\$72,397
Irrigation Supervisor	Step 3 - Next 12 Months	\$36.5468	\$6,334.77	\$76,017
	Step 4 - Thereafter	\$38.3742	\$6,651.52	\$79,818

Effective 7/1/2022 - 4 % COLA				
PARKS EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 8010				
		Hourly	Monthly	Annual
Grade = 101 Parks EXE MGMT 1	Step 0 - First 6 Months	\$52.6893	\$9,132.80	\$109,594
Positions in this grade:	Step 1 - Next 12 Months	\$55.3239	\$9,589.45	\$115,073
Parks and Recreation Director	Step 2 - Next 12 Months	\$58.0901	\$10,068.93	\$120,827
	Step 3 - Next 12 Months	\$60.9945	\$10,572.37	\$126,868
	Step 4 - Next 12 Months	\$64.0443	\$11,100.98	\$133,212
	Step 5 - Next 12 Months	\$65.6454	\$11,378.52	\$136,542
	Step 6 - Next 12 Months	\$67.2865	\$11,662.97	\$139,956
	Step 7 - Next 12 Months	\$68.9686	\$11,954.53	\$143,454
	Step 8 - Thereafter	\$70.6928	\$12,253.40	\$147,041
	Step 9 - Performance Based	\$72.8136	\$12,621.00	\$151,452
	Step 10 - Performance Based	\$74.9980	\$12,999.63	\$155,996
Effective 7/1/2022 - 4 % COLA				
PARKS EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 8020				
		Hourly	Monthly	Annual
Grade = 103 Parks EXP SUP 2	Step 0 - First 6 Months	\$47.8046	\$8,286.12	\$99,433
Positions in this grade:	Step 1 - Next 12 Months	\$50.1958	\$8,700.59	\$104,407
Deputy Parks Director	Step 2 - Next 12 Months	\$52.7047	\$9,135.46	\$109,626
	Step 3 - Next 12 Months	\$55.3399	\$9,592.22	\$115,107
	Step 4 - Thereafter	\$58.1068	\$10,071.82	\$120,862
Grade = 102 Parks EXP SUP 1	Step 0 - First 6 Months	\$41.2918	\$7,157.23	\$85,887
Positions in this grade:	Step 1 - Next 12 Months	\$43.3558	\$7,514.99	\$90,180
Parks Superintendent	Step 2 - Next 12 Months	\$45.5235	\$7,890.72	\$94,689
Recreation Superintendent	Step 3 - Next 12 Months	\$47.7998	\$8,285.27	\$99,423
Senior Services Superintendent	Step 4 - Thereafter	\$50.1906	\$8,699.69	\$104,396
Effective 7/1/2022 - 4 % COLA				
PARKS NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 8030				
		Hourly	Monthly	Annual
Grade = 205 Parks NonEXP SUP 1	Step 0 - First 6 Months	\$23.8858	\$4,140.20	\$49,682
Positions in this grade:	Step 1 - Next 12 Months	\$25.1305	\$4,355.94	\$52,271
Volunteer Coordinator	Step 2 - Next 12 Months	\$26.4670	\$4,587.61	\$55,051
Golf Course Coordinator	Step 3 - Next 12 Months	\$27.8559	\$4,828.34	\$57,940
Nature Center Coordinator	Step 4 - Thereafter	\$28.9812	\$5,023.40	\$60,281
Senior and Adult Services Coordinator				
Grade = 203 Parks NonEXP SUP 2	Step 0 - First 6 Months	\$24.5278	\$4,251.48	\$51,018
Positions in this grade:	Step 1 - Next 12 Months	\$25.9821	\$4,503.55	\$54,043
Step 2 - Next 12 Months	\$27.4234	\$4,753.38	\$57,041	
Environmental Ed Coordinator	Step 3 - Next 12 Months	\$29.9899	\$5,198.24	\$62,379
Promotions Coordinator	Step 4 - Thereafter	\$30.5897	\$5,302.20	\$63,626
Grade = 206 Parks NonEXP SUP 3	Step 0 - First 6 Months	\$30.5897	\$5,302.21	\$63,626
Positions in this grade:	Step 1 - Next 12 Months	\$32.0416	\$5,553.87	\$66,646
Recreation Manager	Step 2 - Next 12 Months	\$33.7281	\$5,846.19	\$70,154
Nature Center Manager	Step 3 - Next 12 Months	\$35.5031	\$6,153.86	\$73,846
Golf Course Manager	Step 4 - Thereafter	\$37.3718	\$6,477.77	\$77,733
Business Operations Manager				
Grade = 207 Parks NonEXP SUP 4	Step 0 - First 6 Months	\$32.8332	\$5,691.08	\$68,293
Positions in this grade:	Step 1 - Next 12 Months	\$34.4750	\$5,975.66	\$71,708
Open Space & Outer Parks Supervisor	Step 2 - Next 12 Months	\$36.1987	\$6,274.42	\$75,293
Irrigation Supervisor	Step 3 - Next 12 Months	\$38.0087	\$6,588.17	\$79,058
Parks Maint/Sports Field Supervisor	Step 4 - Thereafter	\$39.9092	\$6,917.58	\$83,011

Ashland Park Commission
Parks Salary Schedule for FY 2023, 2024 & 2025

Update as of 7/11/2022

Effective 7/1/2021 - 2 % COLA				
PARKS CLERICAL - All Job Classes are NON-EXEMPT				
Group/BU Code 8040				
		Hourly	Monthly	Annual
Grade = 301 Parks Clerical 1	Step 0 - First 6 Months	\$13.0772	\$2,266.70	\$27,200
Positions in this grade:	Step 1 - Next 12 Months	\$13.8457	\$2,399.92	\$28,799
Receptionist	Step 2 - Next 12 Months	\$15.5971	\$2,703.49	\$32,442
Clerical Support	Step 3 - Next 12 Months	\$17.2222	\$2,985.18	\$35,822
	Step 4 - Thereafter	\$17.9180	\$3,105.77	\$37,269
Grade = 306 Parks Clerical 2	Step 0 - First 6 Months	\$17.7513	\$3,076.89	\$36,923
Positions in this grade:	Step 1 - Next 12 Months	\$18.8474	\$3,266.87	\$39,202
Senior Center Specialist	Step 2 - Next 12 Months	\$19.6160	\$3,400.09	\$40,801
Department Secretary - Recreation	Step 3 - Next 12 Months	\$20.7121	\$3,590.09	\$43,081
Golf Club Assistant	Step 4 - Thereafter	\$21.5488	\$3,735.12	\$44,821
Grade = 304 Parks Clerical 3	Step 0 - First 6 Months	\$22.2200	\$3,851.46	\$46,217
Positions in this grade:	Step 1 - Next 12 Months	\$23.3313	\$4,044.08	\$48,529
Administrative Assistant	Step 2 - Next 12 Months	\$24.4979	\$4,246.29	\$50,955
	Step 3 - Next 12 Months	\$25.7227	\$4,458.59	\$53,503
	Step 4 - Thereafter	\$27.0092	\$4,681.58	\$56,179
Grade = 309 Parks Clerical 4	Step 0 - First 6 Months	\$23.3313	\$4,044.08	\$48,529
Positions in this grade:	Step 1 - Next 12 Months	\$24.4979	\$4,246.29	\$50,955
Executive Assistant	Step 2 - Next 12 Months	\$25.7227	\$4,458.59	\$53,503
	Step 3 - Next 12 Months	\$27.0090	\$4,681.56	\$56,179
	Step 4 - Thereafter	\$28.3594	\$4,915.62	\$58,987
Grade = 307 Parks Clerical 5	Step 0 - First 6 Months	\$24.4979	\$4,246.29	\$50,955
Positions in this grade:	Step 1 - Next 12 Months	\$25.7227	\$4,458.59	\$53,503
Administrative Supervisor	Step 2 - Next 12 Months	\$27.0090	\$4,681.56	\$56,179
	Step 3 - Next 12 Months	\$28.3593	\$4,915.60	\$58,987
	Step 4 - Thereafter	\$29.7773	\$5,161.39	\$61,937
Grade = 310 Parks Clerical 6	Step 0 - First 6 Months	\$16.1772	\$2,804.04	\$33,648
Positions in this grade:	Step 1 - Next 12 Months	\$16.9859	\$2,944.21	\$35,331
Office Assistant I	Step 2 - Next 12 Months	\$18.0051	\$3,120.88	\$37,451
	Step 3 - Next 12 Months	\$19.0856	\$3,308.16	\$39,698
	Step 4 - Thereafter	\$20.2305	\$3,506.61	\$42,079
Grade = 308 Parks Clerical 7	Step 0 - First 6 Months	\$17.6113	\$3,052.62	\$36,831
Positions in this grade:	Step 1 - Next 12 Months	\$18.4918	\$3,205.24	\$38,463
Office Assistant II	Step 2 - Next 12 Months	\$19.6014	\$3,397.57	\$40,771
	Step 3 - Next 12 Months	\$20.7774	\$3,601.41	\$43,217
	Step 4 - Thereafter	\$22.0241	\$3,817.50	\$45,810
Grade = 305 Parks Clerical 8	Step 0 - First 6 Months	\$28.3593	\$4,915.60	\$58,987
Positions in this grade:	Step 1 - Next 12 Months	\$29.7773	\$5,161.39	\$61,937
Administrative Analyst	Step 2 - Next 12 Months	\$31.2661	\$5,419.46	\$65,033
Executive Analyst	Step 3 - Next 12 Months	\$32.8295	\$5,690.43	\$68,285
	Step 4 - Thereafter	\$34.4709	\$5,974.94	\$71,699

Effective 7/1/2022 - 4 % COLA				
PARKS CLERICAL - All Job Classes are NON-EXEMPT				
Group/BU Code 8040				
		Hourly	Monthly	Annual
Grade = 301 Parks Clerical 1	Step 0 - First 6 Months	\$13.6002	\$2,357.37	\$28,288
Positions in this grade:	Step 1 - Next 12 Months	\$14.3996	\$2,495.92	\$29,951
Receptionist	Step 2 - Next 12 Months	\$16.2210	\$2,811.63	\$33,740
Clerical Support	Step 3 - Next 12 Months	\$17.9111	\$3,104.59	\$37,255
	Step 4 - Thereafter	\$18.6347	\$3,230.01	\$38,760
Grade = 306 Parks Clerical 2	Step 0 - First 6 Months	\$18.4614	\$3,199.97	\$38,400
Positions in this grade:	Step 1 - Next 12 Months	\$19.6013	\$3,397.55	\$40,771
Senior Center Specialist	Step 2 - Next 12 Months	\$20.4006	\$3,536.10	\$42,433
Department Secretary - Recreation	Step 3 - Next 12 Months	\$21.5406	\$3,733.70	\$44,804
Golf Club Assistant	Step 4 - Thereafter	\$22.4108	\$3,884.52	\$46,614
Grade = 304 Parks Clerical 3	Step 0 - First 6 Months	\$23.1088	\$4,005.52	\$48,066
Positions in this grade:	Step 1 - Next 12 Months	\$24.2645	\$4,205.84	\$50,470
Administrative Assistant	Step 2 - Next 12 Months	\$25.4778	\$4,416.14	\$52,994
	Step 3 - Next 12 Months	\$26.7516	\$4,636.94	\$55,643
	Step 4 - Thereafter	\$28.0896	\$4,868.85	\$58,426
Grade = 309 Parks Clerical 4	Step 0 - First 6 Months	\$24.2645	\$4,205.84	\$50,470
Positions in this grade:	Step 1 - Next 12 Months	\$25.4778	\$4,416.14	\$52,994
Executive Assistant	Step 2 - Next 12 Months	\$26.7516	\$4,636.94	\$55,643
	Step 3 - Next 12 Months	\$28.0894	\$4,868.82	\$58,426
	Step 4 - Thereafter	\$29.4938	\$5,112.24	\$61,347
Grade = 307 Parks Clerical 5	Step 0 - First 6 Months	\$25.4778	\$4,416.14	\$52,994
Positions in this grade:	Step 1 - Next 12 Months	\$26.7516	\$4,636.94	\$55,643
Administrative Supervisor	Step 2 - Next 12 Months	\$28.0894	\$4,868.82	\$58,426
	Step 3 - Next 12 Months	\$29.4937	\$5,112.22	\$61,347
	Step 4 - Thereafter	\$30.9684	\$5,367.84	\$64,414
Grade = 310 Parks Clerical 6	Step 0 - First 6 Months	\$16.8243	\$2,916.20	\$34,994
Positions in this grade:	Step 1 - Next 12 Months	\$17.6653	\$3,061.98	\$36,744
Office Assistant I	Step 2 - Next 12 Months	\$18.7253	\$3,245.72	\$38,949
	Step 3 - Next 12 Months	\$19.8490	\$3,440.49	\$41,286
	Step 4 - Thereafter	\$21.0397	\$3,646.88	\$43,763
Grade = 308 Parks Clerical 7	Step 0 - First 6 Months	\$18.3158	\$3,174.73	\$38,097
Positions in this grade:	Step 1 - Next 12 Months	\$19.2315	\$3,333.45	\$40,001
Office Assistant II	Step 2 - Next 12 Months	\$20.3854	\$3,533.47	\$42,402
	Step 3 - Next 12 Months	\$21.6085	\$3,745.47	\$44,946
	Step 4 - Thereafter	\$22.9050	\$3,970.20	\$47,642
Grade = 305 Parks Clerical 8	Step 0 - First 6 Months	\$29.4937	\$5,112.22	\$61,347
Positions in this grade:	Step 1 - Next 12 Months	\$30.9684	\$5,367.84	\$64,414
Administrative Analyst	Step 2 - Next 12 Months	\$32.5168	\$5,636.23	\$67,635
Executive Analyst	Step 3 - Next 12 Months	\$34.1426	\$5,918.05	\$71,017
	Step 4 - Thereafter	\$35.8497	\$6,213.94	\$74,567

Ashland Park Commission
Parks Salary Schedule for FY 2023, 2024 & 2025

Update as of 7/11/2022

Effective 7/1/2021 - 2 % COLA				
PARKS MAINTENANCE - All Job Classes are NON-EXEMPT				
Group/BU Code 8050				
		Hourly	Monthly	Annual
Grade = 401 Parks Maint 1	Step 0 - First 6 Months	\$13.8585	\$2,402.13	\$28,826
Positions in this grade:	Step 1 - Next 12 Months	\$16.0001	\$2,773.34	\$33,280
Custodian	Step 2 - Next 12 Months	\$17.1719	\$2,976.45	\$35,717
	Step 3 - Next 12 Months	\$18.9230	\$3,279.98	\$39,360
	Step 4 - Thereafter	\$19.6875	\$3,412.49	\$40,950
Grade = 403 Parks Maint 2	Step 0 - First 6 Months	\$13.4930	\$2,338.78	\$28,065
Positions in this grade:	Step 1 - Next 12 Months	\$13.8962	\$2,408.67	\$28,904
Park Worker	Step 2 - Next 12 Months	\$16.1261	\$2,795.18	\$33,542
Golf Worker	Step 3 - Next 12 Months	\$18.3687	\$3,183.90	\$38,207
	Step 4 - Thereafter	\$19.1108	\$3,312.53	\$39,750
Grade = 404 Parks Maint 3	Step 0 - First 6 Months	\$18.9608	\$3,286.52	\$39,438
Positions in this grade:	Step 1 - Next 12 Months	\$19.5026	\$3,380.44	\$40,565
Park Technician I	Step 2 - Next 12 Months	\$21.2537	\$3,683.97	\$44,208
Golf Technician I	Step 3 - Next 12 Months	\$23.4207	\$4,059.58	\$48,715
	Step 4 - Thereafter	\$24.3669	\$4,223.59	\$50,683
Grade = 405 Parks Maint 4	Step 0 - First 6 Months	\$21.7450	\$3,769.12	\$45,229
Positions in this grade:	Step 1 - Next 12 Months	\$22.9796	\$3,983.13	\$47,798
Park Technician II	Step 2 - Next 12 Months	\$23.5341	\$4,079.23	\$48,951
	Step 3 - Next 12 Months	\$26.4821	\$4,590.23	\$55,083
	Step 4 - Thereafter	\$27.5521	\$4,775.69	\$57,308
Grade = 406 Parks Maint 5	Step 0 - First 6 Months	\$24.6426	\$4,271.38	\$51,257
Positions in this grade:	Step 1 - Next 12 Months	\$25.8396	\$4,478.85	\$53,746
Park Technician III	Step 2 - Next 12 Months	\$26.9231	\$4,666.66	\$56,000
Oak Knoll Golf Course Greens Superintendent	Step 3 - Next 12 Months	\$30.3246	\$5,256.26	\$63,075
	Step 4 - Thereafter	\$31.5498	\$5,468.62	\$65,623

Effective 7/1/2022 - 4 % COLA				
PARKS MAINTENANCE - All Job Classes are NON-EXEMPT				
Group/BU Code 8050				
		Hourly	Monthly	Annual
Grade = 401 Parks Maint 1	Step 0 - First 6 Months	\$14.4128	\$2,498.21	\$29,979
Positions in this grade:	Step 1 - Next 12 Months	\$16.6401	\$2,884.28	\$34,611
Custodian	Step 2 - Next 12 Months	\$17.8587	\$3,095.51	\$37,146
	Step 3 - Next 12 Months	\$19.6799	\$3,411.18	\$40,934
	Step 4 - Thereafter	\$20.4750	\$3,548.99	\$42,588
Grade = 403 Parks Maint 2	Step 0 - First 6 Months	\$14.0327	\$2,432.33	\$29,188
Positions in this grade:	Step 1 - Next 12 Months	\$14.4521	\$2,505.02	\$30,060
Park Worker	Step 2 - Next 12 Months	\$16.7711	\$2,906.99	\$34,884
Golf Worker	Step 3 - Next 12 Months	\$19.1034	\$3,311.25	\$39,735
	Step 4 - Thereafter	\$19.8752	\$3,445.04	\$41,340
Grade = 404 Parks Maint 3	Step 0 - First 6 Months	\$19.7192	\$3,417.99	\$41,016
Positions in this grade:	Step 1 - Next 12 Months	\$20.2827	\$3,515.66	\$42,188
Park Technician I	Step 2 - Next 12 Months	\$22.1039	\$3,831.33	\$45,976
Golf Technician I	Step 3 - Next 12 Months	\$24.3575	\$4,221.96	\$50,664
	Step 4 - Thereafter	\$25.3416	\$4,392.53	\$52,710
Grade = 405 Parks Maint 4	Step 0 - First 6 Months	\$22.6148	\$3,919.88	\$47,039
Positions in this grade:	Step 1 - Next 12 Months	\$23.8988	\$4,142.45	\$49,709
Park Technician II	Step 2 - Next 12 Months	\$24.4754	\$4,242.40	\$50,909
	Step 3 - Next 12 Months	\$27.5414	\$4,773.84	\$57,286
	Step 4 - Thereafter	\$28.6542	\$4,966.71	\$59,601
Grade = 406 Parks Maint 5	Step 0 - First 6 Months	\$25.6283	\$4,442.24	\$53,307
Positions in this grade:	Step 1 - Next 12 Months	\$26.8731	\$4,658.00	\$55,896
Park Technician III	Step 2 - Next 12 Months	\$28.0000	\$4,853.33	\$58,240
Oak Knoll Golf Course Greens Superintendent	Step 3 - Next 12 Months	\$31.5376	\$5,466.51	\$65,598
	Step 4 - Thereafter	\$32.8118	\$5,687.36	\$68,248

Ashland Park Commission Parks Salary Schedule for FY 2023, 2024 & 2025

Update as of 7/11/2022

Effective 7/1/2023 - 4 % COLA				
PARKS EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 8010				
		Hourly	Monthly	Annual
Grade = 101 Parks EXE MGMT 1	Step 0 - First 6 Months	\$54.7969	\$9,498.11	\$113,977
Positions in this grade:	Step 1 - Next 12 Months	\$57.5368	\$9,973.03	\$119,676
Parks and Recreation Director	Step 2 - Next 12 Months	\$60.4137	\$10,471.68	\$125,660
	Step 3 - Next 12 Months	\$63.4343	\$10,995.26	\$131,943
	Step 4 - Next 12 Months	\$66.6060	\$11,545.02	\$138,540
	Step 5 - Next 12 Months	\$68.2712	\$11,833.66	\$142,004
	Step 6 - Next 12 Months	\$69.9780	\$12,129.49	\$145,554
	Step 7 - Next 12 Months	\$71.7273	\$12,432.71	\$149,193
	Step 8 - Thereafter	\$73.5206	\$12,743.54	\$152,922
	Step 9 - Performance Based	\$75.7261	\$13,125.84	\$157,510
	Step 10 - Performance Based	\$77.9979	\$13,519.61	\$162,235
Effective 7/1/2023 - 4 % COLA				
PARKS EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 8020				
		Hourly	Monthly	Annual
Grade = 103 Parks EXP SUP 2	Step 0 - First 6 Months	\$49.7168	\$8,617.57	\$103,411
Positions in this grade:	Step 1 - Next 12 Months	\$52.2036	\$9,048.61	\$108,583
Deputy Parks Director	Step 2 - Next 12 Months	\$54.8129	\$9,500.88	\$114,011
	Step 3 - Next 12 Months	\$57.5535	\$9,975.91	\$119,711
	Step 4 - Thereafter	\$60.4310	\$10,474.69	\$125,696
Grade = 102 Parks EXP SUP 1	Step 0 - First 6 Months	\$42.9435	\$7,443.52	\$89,322
Positions in this grade:	Step 1 - Next 12 Months	\$45.0900	\$7,815.59	\$93,787
Parks Superintendent	Step 2 - Next 12 Months	\$47.3444	\$8,206.35	\$98,476
Recreation Superintendent	Step 3 - Next 12 Months	\$49.7117	\$8,616.69	\$103,400
Senior Services Superintendent	Step 4 - Thereafter	\$52.1982	\$9,047.68	\$108,572
Effective 7/1/2023 - 4 % COLA				
PARKS NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 8030				
		Hourly	Monthly	Annual
Grade = 205 Parks NonEXP SUP 1	Step 0 - First 6 Months	\$24.8412	\$4,305.80	\$51,670
Positions in this grade:	Step 1 - Next 12 Months	\$26.1357	\$4,530.18	\$54,362
Volunteer Coordinator	Step 2 - Next 12 Months	\$27.5257	\$4,771.11	\$57,253
Golf Course Coordinator	Step 3 - Next 12 Months	\$28.9701	\$5,021.47	\$60,258
Nature Center Coordinator	Step 4 - Thereafter	\$30.1404	\$5,224.33	\$62,692
Senior and Adult Services Coordinator				
Grade = 203 Parks NonEXP SUP 2	Step 0 - First 6 Months	\$25.5089	\$4,421.54	\$53,058
Positions in this grade:	Step 1 - Next 12 Months	\$27.0213	\$4,683.69	\$56,204
Environmental Ed Coordinator	Step 2 - Next 12 Months	\$28.5203	\$4,943.52	\$59,322
Promotions Coordinator	Step 3 - Next 12 Months	\$31.1895	\$5,406.17	\$64,874
	Step 4 - Thereafter	\$31.8133	\$5,514.29	\$66,172
Grade = 206 Parks NonEXP SUP 3	Step 0 - First 6 Months	\$31.8133	\$5,514.29	\$66,172
Positions in this grade:	Step 1 - Next 12 Months	\$33.3233	\$5,776.02	\$69,312
Recreation Manager	Step 2 - Next 12 Months	\$35.0772	\$6,080.04	\$72,960
Nature Center Manager	Step 3 - Next 12 Months	\$36.9232	\$6,400.02	\$76,800
Golf Course Manager	Step 4 - Thereafter	\$38.8667	\$6,736.88	\$80,843
Business Operations Manger				
Grade = 207 Parks NonEXP SUP 4	Step 0 - First 6 Months	\$34.1466	\$5,918.73	\$71,025
Positions in this grade:	Step 1 - Next 12 Months	\$35.8540	\$6,214.68	\$74,576
Open Space & Outer Parks Supervisor	Step 2 - Next 12 Months	\$37.6466	\$6,525.40	\$78,305
Irrigation Supervisor	Step 3 - Next 12 Months	\$39.5291	\$6,851.69	\$82,220
Parks Maint/Sports Field Supervisor	Step 4 - Thereafter	\$41.5056	\$7,194.29	\$86,331

Effective 7/1/2023 - 3 % COLA				
PARKS EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 8010				
		Hourly	Monthly	Annual
Grade = 101 Parks EXE MGMT 1	Step 0 - First 6 Months	\$56.4408	\$9,783.05	\$117,397
Positions in this grade:	Step 1 - Next 12 Months	\$59.2629	\$10,272.22	\$123,267
Parks and Recreation Director	Step 2 - Next 12 Months	\$62.2261	\$10,785.83	\$129,430
	Step 3 - Next 12 Months	\$65.3374	\$11,325.12	\$135,901
	Step 4 - Next 12 Months	\$68.6042	\$11,891.38	\$142,697
	Step 5 - Next 12 Months	\$70.3194	\$12,188.67	\$146,264
	Step 6 - Next 12 Months	\$72.0773	\$12,493.38	\$149,921
	Step 7 - Next 12 Months	\$73.8792	\$12,805.70	\$153,668
	Step 8 - Thereafter	\$75.7262	\$13,125.84	\$157,510
	Step 9 - Performance Based	\$77.9979	\$13,519.61	\$162,235
	Step 10 - Performance Based	\$80.3379	\$13,925.20	\$167,102
Effective 7/1/2023 - 3 % COLA				
PARKS EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 8020				
		Hourly	Monthly	Annual
Grade = 103 Parks EXP SUP 2	Step 0 - First 6 Months	\$51.2083	\$8,876.09	\$106,513
Positions in this grade:	Step 1 - Next 12 Months	\$53.7697	\$9,320.07	\$111,841
Deputy Parks Director	Step 2 - Next 12 Months	\$56.4573	\$9,785.91	\$117,431
	Step 3 - Next 12 Months	\$59.2801	\$10,275.19	\$123,302
	Step 4 - Thereafter	\$62.2440	\$10,788.94	\$129,467
Grade = 102 Parks EXP SUP 1	Step 0 - First 6 Months	\$44.6612	\$7,741.26	\$92,895
Positions in this grade:	Step 1 - Next 12 Months	\$46.8936	\$8,128.21	\$97,539
Parks Superintendent	Step 2 - Next 12 Months	\$49.2382	\$8,534.61	\$102,415
Recreation Superintendent	Step 3 - Next 12 Months	\$51.7002	\$9,107.59	\$109,286
Senior Services Superintendent	Step 4 - Thereafter	\$54.2862	\$9,409.58	\$112,915
Effective 7/1/2023 - 3 % COLA				
PARKS NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 8030				
		Hourly	Monthly	Annual
Grade = 205 Parks NonEXP SUP 1	Step 0 - First 6 Months	\$25.5865	\$4,434.98	\$53,220
Positions in this grade:	Step 1 - Next 12 Months	\$26.9198	\$4,666.08	\$55,993
Volunteer Coordinator	Step 2 - Next 12 Months	\$28.3515	\$4,912.25	\$58,971
Golf Course Coordinator	Step 3 - Next 12 Months	\$29.8392	\$5,172.12	\$62,065
Nature Center Coordinator	Step 4 - Thereafter	\$31.0447	\$5,381.06	\$64,573
Senior and Adult Services Coordinator				
Grade = 203 Parks NonEXP SUP 2	Step 0 - First 6 Months	\$26.2742	\$4,554.19	\$54,650
Positions in this grade:	Step 1 - Next 12 Months	\$27.8320	\$4,824.20	\$57,890
Environmental Ed Coordinator	Step 2 - Next 12 Months	\$29.3759	\$5,091.82	\$61,102
Promotions Coordinator	Step 3 - Next 12 Months	\$32.1252	\$5,568.36	\$66,820
	Step 4 - Thereafter	\$32.7677	\$5,679.72	\$68,157
Grade = 206 Parks NonEXP SUP 3	Step 0 - First 6 Months	\$32.7677	\$5,679.72	\$68,157
Positions in this grade:	Step 1 - Next 12 Months	\$34.3230	\$5,949.30	\$71,392
Recreation Manager	Step 2 - Next 12 Months	\$36.1295	\$6,262.44	\$75,149
Nature Center Manager	Step 3 - Next 12 Months	\$38.0309	\$6,592.02	\$79,104
Golf Course Manager	Step 4 - Thereafter	\$40.0327	\$6,938.98	\$83,268
Business Operations Manger				
Grade = 207 Parks NonEXP SUP 4	Step 0 - First 6 Months	\$35.1710	\$6,096.29	\$73,155
Positions in this grade:	Step 1 - Next 12 Months	\$36.9296	\$6,401.12	\$76,813
Open Space & Outer Parks Supervisor	Step 2 - Next 12 Months	\$38.7760	\$6,721.16	\$80,654
Irrigation Supervisor	Step 3 - Next 12 Months	\$40.7149	\$7,057.24	\$84,687
Parks Maint/Sports Field Supervisor	Step 4 - Thereafter	\$42.7508	\$7,410.12	\$88,921

Ashland Park Commission Parks Salary Schedule for FY 2023, 2024 & 2025

Update as of 7/11/2022

Effective 7/1/2023 - 4 % COLA				
PARKS CLERICAL - All Job Classes are NON-EXEMPT				
Group/BU Code 8040				
		Hourly	Monthly	Annual
Grade = 301 Parks Clerical 1	Step 0 - First 6 Months	\$14.1443	\$2,451.67	\$29,420
Positions in this grade:	Step 1 - Next 12 Months	\$14.9755	\$2,595.75	\$31,149
Receptionist	Step 2 - Next 12 Months	\$16.8698	\$2,924.09	\$35,089
Clerical Support	Step 3 - Next 12 Months	\$18.6276	\$3,228.77	\$38,745
	Step 4 - Thereafter	\$19.3801	\$3,359.21	\$40,310
Grade = 306 Parks Clerical 2	Step 0 - First 6 Months	\$19.1998	\$3,327.97	\$39,936
Positions in this grade:	Step 1 - Next 12 Months	\$20.3853	\$3,533.45	\$42,401
Senior Center Specialist	Step 2 - Next 12 Months	\$21.2166	\$3,677.54	\$44,130
Department Secretary - Recreation	Step 3 - Next 12 Months	\$22.4022	\$3,883.04	\$46,597
Golf Club Assistant	Step 4 - Thereafter	\$23.3072	\$4,039.91	\$48,479
Grade = 304 Parks Clerical 3	Step 0 - First 6 Months	\$24.0331	\$4,165.74	\$49,989
Positions in this grade:	Step 1 - Next 12 Months	\$25.2351	\$4,374.08	\$52,489
Administrative Assistant	Step 2 - Next 12 Months	\$26.4969	\$4,592.78	\$55,113
	Step 3 - Next 12 Months	\$27.8216	\$4,822.41	\$57,869
	Step 4 - Thereafter	\$29.2131	\$5,063.60	\$60,763
Grade = 309 Parks Clerical 4	Step 0 - First 6 Months	\$25.2351	\$4,374.08	\$52,489
Positions in this grade:	Step 1 - Next 12 Months	\$26.4969	\$4,592.78	\$55,113
Executive Assistant	Step 2 - Next 12 Months	\$27.8217	\$4,822.42	\$57,869
	Step 3 - Next 12 Months	\$29.2130	\$5,063.57	\$60,763
	Step 4 - Thereafter	\$30.6735	\$5,316.73	\$63,801
Grade = 307 Parks Clerical 5	Step 0 - First 6 Months	\$26.4969	\$4,592.78	\$55,113
Positions in this grade:	Step 1 - Next 12 Months	\$27.8217	\$4,822.42	\$57,869
Administrative Supervisor	Step 2 - Next 12 Months	\$29.2130	\$5,063.57	\$60,763
	Step 3 - Next 12 Months	\$30.6734	\$5,316.71	\$63,801
	Step 4 - Thereafter	\$32.2071	\$5,582.56	\$66,991
Grade = 310 Parks Clerical 6	Step 0 - First 6 Months	\$17.4973	\$3,032.85	\$36,394
Positions in this grade:	Step 1 - Next 12 Months	\$18.3719	\$3,184.46	\$38,214
Office Assistant I	Step 2 - Next 12 Months	\$19.4743	\$3,375.55	\$40,507
	Step 3 - Next 12 Months	\$20.6430	\$3,578.10	\$42,937
	Step 4 - Thereafter	\$21.8813	\$3,792.75	\$45,513
Grade = 308 Parks Clerical 7	Step 0 - First 6 Months	\$19.0484	\$3,301.72	\$39,621
Positions in this grade:	Step 1 - Next 12 Months	\$20.0007	\$3,466.79	\$41,601
Office Assistant II	Step 2 - Next 12 Months	\$21.2009	\$3,674.81	\$44,098
	Step 3 - Next 12 Months	\$22.4729	\$3,895.29	\$46,743
	Step 4 - Thereafter	\$23.8212	\$4,129.00	\$49,548
Grade = 305 Parks Clerical 8	Step 0 - First 6 Months	\$30.6734	\$5,316.71	\$63,801
Positions in this grade:	Step 1 - Next 12 Months	\$32.2071	\$5,582.56	\$66,991
Administrative Analyst	Step 2 - Next 12 Months	\$33.8175	\$5,861.68	\$70,340
Executive Analyst	Step 3 - Next 12 Months	\$35.5084	\$6,154.77	\$73,857
	Step 4 - Thereafter	\$37.2837	\$6,462.50	\$77,550

Effective 7/1/2023 - 3 % COLA				
PARKS CLERICAL - All Job Classes are NON-EXEMPT				
Group/BU Code 8040				
		Hourly	Monthly	Annual
Grade = 301 Parks Clerical 1	Step 0 - First 6 Months	\$14.5886	\$2,525.22	\$30,303
Positions in this grade:	Step 1 - Next 12 Months	\$15.4248	\$2,673.63	\$32,084
Receptionist	Step 2 - Next 12 Months	\$17.3759	\$3,011.82	\$36,142
Clerical Support	Step 3 - Next 12 Months	\$19.1864	\$3,325.64	\$39,908
	Step 4 - Thereafter	\$19.9615	\$3,459.98	\$41,520
Grade = 306 Parks Clerical 2	Step 0 - First 6 Months	\$19.7758	\$3,427.80	\$41,134
Positions in this grade:	Step 1 - Next 12 Months	\$20.9969	\$3,639.45	\$43,673
Senior Center Specialist	Step 2 - Next 12 Months	\$21.8531	\$3,787.87	\$45,454
Department Secretary - Recreation	Step 3 - Next 12 Months	\$23.0743	\$3,999.54	\$47,994
Golf Club Assistant	Step 4 - Thereafter	\$24.0064	\$4,161.10	\$49,933
Grade = 304 Parks Clerical 3	Step 0 - First 6 Months	\$24.7541	\$4,290.71	\$51,488
Positions in this grade:	Step 1 - Next 12 Months	\$25.9922	\$4,505.30	\$54,064
Administrative Assistant	Step 2 - Next 12 Months	\$27.2918	\$4,730.57	\$56,767
	Step 3 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
	Step 4 - Thereafter	\$30.0895	\$5,215.51	\$62,586
Grade = 309 Parks Clerical 4	Step 0 - First 6 Months	\$25.9922	\$4,505.30	\$54,064
Positions in this grade:	Step 1 - Next 12 Months	\$27.2918	\$4,730.57	\$56,767
Executive Assistant	Step 2 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
	Step 3 - Next 12 Months	\$30.0894	\$5,215.48	\$62,586
	Step 4 - Thereafter	\$31.5937	\$5,476.24	\$65,715
Grade = 307 Parks Clerical 5	Step 0 - First 6 Months	\$27.2918	\$4,730.57	\$56,767
Positions in this grade:	Step 1 - Next 12 Months	\$28.6563	\$4,967.09	\$59,605
Administrative Supervisor	Step 2 - Next 12 Months	\$30.0894	\$5,215.48	\$62,586
	Step 3 - Next 12 Months	\$31.5936	\$5,476.21	\$65,715
	Step 4 - Thereafter	\$33.1733	\$5,750.03	\$69,000
Grade = 310 Parks Clerical 6	Step 0 - First 6 Months	\$18.0222	\$3,123.84	\$37,486
Positions in this grade:	Step 1 - Next 12 Months	\$18.9231	\$3,279.99	\$39,360
Office Assistant I	Step 2 - Next 12 Months	\$20.0586	\$3,476.81	\$41,722
	Step 3 - Next 12 Months	\$21.2622	\$3,685.45	\$44,225
	Step 4 - Thereafter	\$22.5378	\$3,906.54	\$46,878
Grade = 308 Parks Clerical 7	Step 0 - First 6 Months	\$19.6199	\$3,400.77	\$40,809
Positions in this grade:	Step 1 - Next 12 Months	\$20.6008	\$3,570.79	\$42,850
Office Assistant II	Step 2 - Next 12 Months	\$21.8369	\$3,785.05	\$45,421
	Step 3 - Next 12 Months	\$23.1470	\$4,012.15	\$48,146
	Step 4 - Thereafter	\$24.5359	\$4,252.87	\$51,034
Grade = 305 Parks Clerical 8	Step 0 - First 6 Months	\$31.5936	\$5,476.21	\$65,715
Positions in this grade:	Step 1 - Next 12 Months	\$33.1733	\$5,750.03	\$69,000
Administrative Analyst	Step 2 - Next 12 Months	\$34.8320	\$6,037.53	\$72,450
Executive Analyst	Step 3 - Next 12 Months	\$36.5736	\$6,339.41	\$76,073
	Step 4 - Thereafter	\$38.4022	\$6,656.37	\$79,876

Ashland Park Commission
Parks Salary Schedule for FY 2023, 2024 & 2025

Update as of 7/11/2022

Effective 7/1/2023 - 4 % COLA				
PARKS MAINTENANCE - All Job Classes are NON-EXEMPT				
Group/BU Code 8050				
		Hourly	Monthly	Annual
Grade = 401 Parks Maint 1	Step 0 - First 6 Months	\$14.9893	\$2,598.14	\$31,178
Positions in this grade:	Step 1 - Next 12 Months	\$17.3057	\$2,999.65	\$35,996
Custodian	Step 2 - Next 12 Months	\$18.5731	\$3,219.33	\$38,632
	Step 3 - Next 12 Months	\$20.4671	\$3,547.63	\$42,572
	Step 4 - Thereafter	\$21.2940	\$3,690.95	\$44,291
Grade = 403 Parks Maint 2	Step 0 - First 6 Months	\$14.5940	\$2,529.63	\$30,356
Positions in this grade:	Step 1 - Next 12 Months	\$15.0301	\$2,605.22	\$31,263
Park Worker	Step 2 - Next 12 Months	\$17.4420	\$3,023.27	\$36,279
Golf Worker	Step 3 - Next 12 Months	\$19.8675	\$3,443.70	\$41,324
	Step 4 - Thereafter	\$20.6703	\$3,582.84	\$42,994
Grade = 404 Parks Maint 3	Step 0 - First 6 Months	\$20.5080	\$3,554.71	\$42,656
Positions in this grade:	Step 1 - Next 12 Months	\$21.0940	\$3,656.28	\$43,875
Park Technician I	Step 2 - Next 12 Months	\$22.9880	\$3,984.58	\$47,815
Golf Technician I	Step 3 - Next 12 Months	\$25.3318	\$4,390.84	\$52,690
	Step 4 - Thereafter	\$26.3553	\$4,568.24	\$54,819
Grade = 405 Parks Maint 4	Step 0 - First 6 Months	\$23.5193	\$4,076.68	\$48,920
Positions in this grade:	Step 1 - Next 12 Months	\$24.8548	\$4,308.15	\$51,698
Park Technician II	Step 2 - Next 12 Months	\$25.4545	\$4,412.10	\$52,945
	Step 3 - Next 12 Months	\$28.6431	\$4,964.79	\$59,577
	Step 4 - Thereafter	\$29.8003	\$5,165.38	\$61,985
Grade = 406 Parks Maint 5	Step 0 - First 6 Months	\$26.6535	\$4,619.93	\$55,439
Positions in this grade:	Step 1 - Next 12 Months	\$27.9481	\$4,844.32	\$58,132
Park Technician III	Step 2 - Next 12 Months	\$29.1200	\$5,047.46	\$60,570
Oak Knoll Golf Course Greens Superintendent	Step 3 - Next 12 Months	\$32.7991	\$5,685.17	\$68,222
	Step 4 - Thereafter	\$34.1242	\$5,914.86	\$70,978

Effective 7/1/2023 - 3 % COLA				
PARKS MAINTENANCE - All Job Classes are NON-EXEMPT				
Group/BU Code 8050				
		Hourly	Monthly	Annual
Grade = 401 Parks Maint 1	Step 0 - First 6 Months	\$15.4390	\$2,676.08	\$32,113
Positions in this grade:	Step 1 - Next 12 Months	\$17.8249	\$3,089.64	\$37,076
Custodian	Step 2 - Next 12 Months	\$19.1303	\$3,315.91	\$39,791
	Step 3 - Next 12 Months	\$21.0811	\$3,654.06	\$43,849
	Step 4 - Thereafter	\$21.9328	\$3,801.68	\$45,620
Grade = 403 Parks Maint 2	Step 0 - First 6 Months	\$15.0318	\$2,605.51	\$31,266
Positions in this grade:	Step 1 - Next 12 Months	\$15.4810	\$2,683.37	\$32,200
Park Worker	Step 2 - Next 12 Months	\$17.9652	\$3,113.96	\$37,368
Golf Worker	Step 3 - Next 12 Months	\$20.4636	\$3,547.01	\$42,564
	Step 4 - Thereafter	\$21.2904	\$3,690.32	\$44,284
Grade = 404 Parks Maint 3	Step 0 - First 6 Months	\$21.1232	\$3,661.35	\$43,936
Positions in this grade:	Step 1 - Next 12 Months	\$21.7268	\$3,765.97	\$45,192
Park Technician I	Step 2 - Next 12 Months	\$23.6777	\$4,104.12	\$49,249
Golf Technician I	Step 3 - Next 12 Months	\$26.0918	\$4,522.57	\$54,271
	Step 4 - Thereafter	\$27.1459	\$4,705.28	\$56,463
Grade = 405 Parks Maint 4	Step 0 - First 6 Months	\$24.2249	\$4,198.98	\$50,388
Positions in this grade:	Step 1 - Next 12 Months	\$25.6004	\$4,437.40	\$53,249
Park Technician II	Step 2 - Next 12 Months	\$26.2181	\$4,544.46	\$54,534
	Step 3 - Next 12 Months	\$29.5024	\$5,113.73	\$61,365
	Step 4 - Thereafter	\$30.6943	\$5,320.34	\$63,844
Grade = 406 Parks Maint 5	Step 0 - First 6 Months	\$27.4531	\$4,758.53	\$57,102
Positions in this grade:	Step 1 - Next 12 Months	\$28.7865	\$4,989.65	\$59,876
Park Technician III	Step 2 - Next 12 Months	\$29.9936	\$5,198.88	\$62,387
Oak Knoll Golf Course Greens Superintendent	Step 3 - Next 12 Months	\$33.7831	\$5,855.73	\$70,269
	Step 4 - Thereafter	\$35.1480	\$6,092.30	\$73,108

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

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

MEMORANDUM

TO: APRC Commissioners
FROM: Michael A. Black
DATE: September 8, 2022
SUBJECT: Ballot Measures (Possible Action)

Commissioners requested staff provide the two measures that were referred to the November 2022 ballot by the Ashland City Council for possible action at the September 14, 2022, APRC Regular Business Meeting. One measure amends the Food and Beverage Tax Ordinance and the Other is a Charter Amendment. The memo presented to City Council that includes the language of these two measures is attached.

Attachment

[City Council Communication, August 2, 2022 - Consideration of ballot referendum item for the November 8, 2022, General Election](#)

Council Business Meeting

August 2, 2022

Agenda Item	Consideration of ballot referendum item for the November 8, 2022, General Election: <ul style="list-style-type: none">• Second reading of Ordinance 3212 amending AMC Chapter 4.34, Food and Beverage Tax• Approve of Resolution 2022-23 referring Ordinance 3212 to City Elections Officer	
From	Joseph Lessard Doug McGeary	City Manager City Attorney
Contact	joe.lessard@ashland.or.us doug.mcgeary@ashland.or.us	

SUMMARY

At the City Council's Business Meeting of July 19, 2022, the City Council approved first reading of an ordinance to be referred to a public vote of the citizens of Ashland that would accomplish the following:

Amend AMC Chapter 4.34, Food & Beverage Tax, to authorize its use as follows:

- Not less than 25% of revenues for parks, open spaces and trails, and recreation purposes
- Up to 73% of revenues for general government purposes, including public safety, wildfire prevention, city parks, open space and trails, recreation, senior services, and emergency event housing purposes.
- Tax administration to continue to be 2% of revenues
- The tax would also be extended until Dec. 31, 2040

The above ballot item was put forward as the City Manager's recommended proposal for the future use of the Food and Beverage Tax at the City Council's June 14, 2022, Special Called Business Meeting.

To approve the above item for consideration by the citizens of Ashland, the City Council will need to take the following steps:

- Conduct second reading of the proposed ordinance at either the Aug. 2 or Aug. 16 City Council Business Meeting
- With second reading of the ordinance, adopt a formal resolution submitting the corresponding ballot measure to the City of Ashland's Elections Officer (the City Recorder) for submittal to the Jackson County Elections Officer no later than August 19, 2022, for inclusion as a referendum item on the Nov. 8, 2022, General Election ballot.

FISCAL IMPACTS

The proposed alternative amendments to AMC Chapter 4.34 set forth in proposed Ordinance No. 3212 will not alter the tax rate or level of revenues collected from of the Food and Beverage Tax but will broaden its possible uses beyond city park capital improvements to the General Fund uses, including those referenced above and in the attached Ordinance 3212.

STAFF RECOMMENDATION

City staff recommends referring Ordinance 3212 on the Food and Beverage Tax to be included as a ballot measure for public vote at the November 8, 2022, General Election.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

The following two actions by the City Council are necessary to advance Ordinance 3212 to a public vote:

- I move to approve Second Reading of Ordinance No. 3212 relating to the Food and Beverage Tax

- I move to adopt Resolution No. 2022-23 referring Ordinance No. 3212 to the City's Elections Officer for a vote of the qualified voters of the City of Ashland at the November 8, 2022, General Election.

REFERENCES & ATTACHMENTS

Attachment 1. Proposed Ordinance No. 3212 Relating to the Food and Beverage Tax; Amending AMC 4.34.020 and 4.34.160 (the City Manager's recommended proposal for general government use)

Attachment 2. Draft referring resolution (to be completed or finalize depending on which ordinance is referred to the Nov. 8th General Election)

- 1 4. The following items sold by combination facilities that are bakeries:
 - 2 a. All those items listed in subsections A.3.a-d of this section;
 - 3 b. All bakery products sold for consumption on the premises; and
 - 4 c. All “takeout” or “to go” orders of bakery products prepared on the premises except for
 - 5 whole cakes, pies, and loaves of bread and any order consisting of six or more bakery
 - 6 products.
- 7 5. Use of a delivery service for any activity under this section, whether an independent
- 8 delivery service or operator provided delivery service, does not excuse the operator from the
- 9 requirement to collect and remit the tax on the food and beverages sold.
- 10 B. Such tax shall be imposed at a rate of five percent (5%) on the total amount charged by the
- 11 seller for the food and beverages, or for the meal. In the computation of this tax any fraction of
- 12 one-half (1/2) cent or more shall be treated as one cent.
- 13 C. The taxes collected by the City under this chapter shall be used as follows:
 - 14 1. ~~Not less than twenty-five~~ **Twenty-five** percent (25%) shall be ~~paid into a parks account~~
 - 15 **used** for purposes of acquisition, planning, development, **operation, maintenance,** repair
 - 16 and rehabilitation of City parks, **open spaces, and trails and for recreation or senior**
 - 17 **programs** per adopted plans of the Ashland Parks and Recreation Commission.
 - 18 **2. Up to seventy-three percent (73%) may be used for general government purposes**
 - 19 **including, but not limited to, public safety, wildfire prevention, and emergency event**
 - 20 **housing.**
 - 21 ~~3.2.~~ The City may retain up to two percent (2%) of the tax collected for costs of
 - 22 administration and collection.
 - 23 ~~3. The following amounts for fiscal years 2017 through 2022 must be used to pay for~~
 - 24 ~~wastewater treatment plant debt and wastewater capital improvement projects, per the~~
 - 25 ~~City of Ashland’s Capital Improvement Plan:~~
 - 26 ~~a. In fiscal year 2017: \$1,868,290.00.~~
 - 27 ~~b. In fiscal year 2018: \$1,608,600.00.~~
 - 28 ~~c. In fiscal year 2019: \$1,600,600.00.~~
 - 29 ~~d. In fiscal year 2020: \$1,600,000.00.~~
 - 30 ~~e. In fiscal year 2021: \$1,650,000.00.~~

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~~f. In fiscal year 2022: \$1,650,000.00.~~

~~4. Any taxes collected by the City under this chapter and not used as described in subsections C.1-3 of this section shall be paid into the Street Fund and used for street maintenance and reconstruction.~~

~~5. Beginning in fiscal year 2023, the Council may, through the statutory budget process, appropriate taxes under this chapter as follows:~~

~~a. Not less than twenty-five percent (25%) for the acquisition, planning, development, repair and rehabilitation of City parks.~~

~~b. Not less than an amount necessary to pay for debt service on any borrowing for street repair and rehabilitation per the City of Ashland Pavement Management Program.~~

~~c. Up to two percent (2%) for the collection and administration of the tax.~~

~~d. Except as provided in subsection D of this section, any remaining amounts shall be appropriated for purposes consistent with this chapter unless other purposes are approved by a Council-adopted ordinance enacted by a vote of the Ashland electorate.~~

D. The Council may decrease the rate of the tax or eliminate the tax described in subsections A and B of this section after a public hearing. Notice of the hearing shall be given by publication in a newspaper of general circulation in the City at least ten **(10)** days prior to the date of the public hearing. **Such notice may be published in the online or electronic version of such newspaper.**

SECTION 2. Ashland Municipal Code 4.34.160 is hereby amended as follows:

4.34.160 Termination of Tax

This chapter shall expire on December 31, **2040** ~~2030~~, unless extended by a vote of the electorate.

SECTION 3. Codification. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect, or substance of the ordinance, but within such limitations, may:

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///

- 1 (a) Renumber sections and parts of sections of the ordinance;
- 2 (b) Rearrange sections;
- 3 (c) Change reference numbers to agree with renumbered chapters, sections or other parts;
- 4 (d) Delete references to repealed sections;
- 5 (e) Substitute the proper subsection, section, or chapter numbers;
- 6 (f) Change capitalization and spelling for the purpose of uniformity;
- 7 (g) Add headings for purposes of grouping like sections together for ease of reference; and
- 8 (h) Correct manifest clerical, grammatical, or typographical errors.

9 **SECTION 4. Severability.** Each section of this ordinance, and any part thereof, is severable,
10 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
11 remainder of this ordinance shall remain in full force and effect.

12 **SECTION 5. Referral.** This ordinance is referred to the electors of the City of Ashland for
13 approval at the next statewide general election on November 8, 2022.

14 **SECTION 6. Effective Date.** This ordinance takes effect and becomes operative thirty (30)
15 days after the day on which it is approved by a majority of the voters.

16 PASSED by the City Council this _____ day of _____, 2022.

17
18 ATTEST:

19
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21 _____
22 Melissa Huhtala, City Recorder

23
24 SIGNED and APPROVED this _____ day of _____, 2022.

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27 _____
28 Julie Akins, Mayor

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Reviewed as to form:

Katrina L. Brown, City Attorney

1 **RESOLUTION NO. 2022-22**

2 A RESOLUTION OF THE CITY OF ASHLAND SUBMITTING TO THE VOTERS
3 AT THE NOVEMBER 8, 2022 GENERAL ELECTION PROPOSED AMENDMENTS TO
4 CHAPTER 4.34 OF THE ASHLAND MUNICIPAL CODE RELATED TO
5 THE FOOD AND BEVERAGE TAX

6 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,
7 RESOLVES AS FOLLOWS:**

8 SECTION 1. The City Council submits to the qualified voters of the City of Ashland the
9 question of approving or rejecting amendments to Chapter 4.34 of the Ashland Municipal Code
10 related to the City’s food and beverage tax and which shall become effective only upon its
11 passage by the electorate.

12 SECTION 2. The City Council hereby refers this question to the ballot of the November 8, 2022
13 General Election.

14 SECTION 3. The City Recorder shall cause to be delivered to the Elections Officer of Jackson
15 County, Oregon, the ballot title attached hereto as “Exhibit A” and fully incorporated herein by
16 this reference.

17 SECTION 4. The City Attorney is hereby authorized to alter the text of the ballot title to comply
18 with any rules, procedures, or practices of the Elections Officer of Jackson County, Oregon, to
19 implement the requirement of Oregon law.

20 SECTION 5. This resolution is effective upon adoption.

21 ADOPTED by the City Council this _____ day of _____, 2022.

22 ATTEST:

23 _____
24 Melissa Huhtala, City Recorder

25 SIGNED and APPROVED this _____ day of _____, 2022.

26 _____
27 Julie Akins, Mayor

1 Reviewed as to form:

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Katrina L. Brown, City Attorney

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EXHIBIT A (CITY MANAGER)

BALLOT TITLE

CAPTION: PROPOSED AMENDMENTS TO ASHLAND'S FOOD AND BEVERAGE TAX ORDINANCE

QUESTION: SHALL THE ORDINANCE BE AMENDED TO DEDICATE A PORTION OF REVENUES TO GENERAL GOVERNMENT SERVICES AND EXTEND THE SUNSET DATE?

SUMMARY: THE CITY OF ASHLAND'S CURRENT FOOD AND BEVERAGE TAX ORDINANCE REQUIRES THAT NOT LESS THAN TWENTY-FIVE PERCENT OF THE TAX COLLECTED BE APPROPRIATED FOR THE ACQUISITION, PLANNING, DEVELOPMENT, REPAIR AND REHABILITATION OF CITY PARKS. UP TO TWO PERCENT MAY BE APPROPRIATED FOR THE COLLECTION AND ADMINISTRATION OF THE TAX. THE REMAINING AMOUNT MAY BE APPROPRIATED FOR STREET REPAIR AND FOR PARKS.

THIS MEASURE WOULD REQUIRE THAT NOT LESS THAN TWENTY-FIVE PERCENT OF THE TAX BE APPROPRIATED FOR PARKS AND WOULD ALLOW UP TO SEVENTY-THREE PERCENT TO BE USED FOR GENERAL GOVERNMENT PURPOSES INCLUDING PUBLIC SAFETY, WILDFIRE PREVENTION, AND EMERGENCY EVENT HOUSING. THIS MEASURE WOULD ALLOW THE TAX TO BE USED FOR PARKS OPERATIONS AND MAINTENANCE IN ADDITION TO ACQUISITION, PLANNING, DEVELOPMENT, REPAIR AND REHABILITATION. IT WOULD EXTEND THE EXPIRATION DATE OF THE TAX TO DECEMBER 31, 2040. IT WOULD BECOME EFFECTIVE UPON APPROVAL OF ASHLAND VOTERS.

THIS MEASURE WOULD NOT CHANGE THE CURRENT TAX RATE OF FIVE PERCENT (5%) AND PROVIDES THAT THE TAX RATE AND USE OF TAX COULD NOT CHANGE WITHOUT VOTER APPROVAL.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt
Jim Lewis
Jim Bachman
Julian Bell
Leslie Eldridge



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners
FROM: Michael A. Black, APRC Director; Sean Sullivan, Business Operations Manager
DATE: September 8, 2022
SUBJECT: Parks Irrigation Update

Staff will be providing an update on parks irrigation at the September 14, 2022, business meeting that will include the following topics.

Parks (Operations) Water Budget

[Staff reported to Commissioner in May 2022](#) with a projection of going over on the parks water budget by \$75,000 if watering occurred at the same level as the previous irrigation season +5%. Due to a wet spring, benefits from the updated irrigation controller, and actions taken through the parks irrigation plan staff is now projecting an average of approximately \$30,000 and will continue to work to shrink that number more.

Talent Irrigation District (TID)

This year the TID season ran July 5 – August 19, 2022, compared to the previous year that ran June 28 - July 19, 2021. APRC utilizes TID water at North Mountain Park and the upper portion of Lithia Park. TID water is also used at the Oak Knoll Golf Course, but irrigation is reported on separately for the golf course.

Parks Irrigation Plan Visual Impacts

[Staff reported to Commissioner in May 2022](#) on a plan to reduce water use/expenses in parks based on the prioritization of all irrigation parks. Lithia Park, North Mountain Park and zones with only trees and shrubs are set as a high priority and receive the most amount of water. Triangle, Briscoe, Garfield and Hunter Parks are listed as a medium priority with irrigation reductions resulting in moderate visible impacts. The remaining parks are listed as low priority with some parks showing more severe visible impacts as discussed as a likely outcome at the May meeting. Public education on this plan was provided in the form of a [web page](#) with the details of the plan as well as signs in parks with more visible impacts pointing back to the web page. Staff will provide photos of parks to illustrate the array of impacts.

Controller Upgrade at Lithia Park and North Mountain Park

Staff presented a plan to Commissioners at the [November 10, 2021](#) business meeting to upgrade the irrigation controller system at Lithia Park and North Mountain Park. The contract to move forward was approved on [December 8, 2021](#). Installation began in March 2022. Staff will present a report on the functionality of the system and will provide a desired schedule for upgrades to the broader park system.

Upper Duck Pond

The Upper Duck Pond serves as both a historical feature of Lithia Park as well as a holding pond for TID water which is used for irrigation in the upper parts of Lithia Park. Unlike the Lower Duck Pond, which is lined with concrete, the Upper Duck Pond has a natural bottom and has been experiencing more than normal water loss because of the drought. It is possible that water levels could drop to the level experienced in early summer before TID was available to fill the pond. Staff is planning on beginning research on the cost and process to line the Upper Duck Pond as a long-term solution to water loss.