

MINUTES FOR SPECIAL BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
February 21, 2023
Electronic Meeting – 6 P.M.

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

Absent: None

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

I. CALL TO ORDER

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

II. PUBLIC INPUT

None

III. BN 23-25 BUDGET REVIEW (Possible Action)

Landt noted that action will not be taken on this item. Black [displayed slides](#) on screen and gave a presentation. A summary of the information provided is below. The presentation can be viewed in its entirety [beginning of the meeting recording](#).

- Black reviewed the information in the budget table included in the [meeting packet](#)
 - The budget presented is based on received \$2.00/\$1,000 of property value (property tax revenue)
 - The increase in proposed City of Ashland General Fund Revenue from the City is 14% (\$1,568,005) increase from the current Biennium.
 - The City General Fund accounts for 75%-78% of all revenues for APRC
 - The remaining revenue comes from fees for services and other resources not dependent on the City's General Fund
 - The total increase in the Approved APRC Budget from 21/23 to the proposed budget for 23/25 is 9%
 - The total increase from the amended budget, which was done in June of 2022, and represents the one-time effects in budget due to a City General Fund budget deficit, is up 16%. This is the budget that we cut \$790,000 from.
 - The 21/23 Biennium Budget was amended due to a "budget shortfall" in the City's General Fund. All comparisons to 21/23 Biennium by staff should be based on the 7/1/21 Council Approved 21/23 Budget.
 - The Recreation Admin Division has been moved into the Administration Division for the 24/25 Biennium. The addition of the Rec Admin and the Parks Superintendent position account for the increase in the administrative budget.
- Black clarified that the subcategories included in the grants, Contracts and Other Funds includes the following

Parks General Fund Revenue	FY 22 BUDGET	FY23 BUDGET	FY 24 PROJECTION	FY25 PROJECTION
Carry Forward Fund Balance		\$ 754,606	\$ 257,921	\$ 192,937
Food and Beverage Tax (see below B:50)		\$ -		
Administration Grants		75,000.00	\$ 25,000	\$ 25,000
Operations Grants				
Recreation Grants				
Nature Center Grants				
Senior Services Grants				
Golf Grants				
Parks Grants (APF MEMORIALS/AIG)	\$ 103,157	15,000.00	\$ 105,000	\$ 105,000
City of Ashland	\$ 5,447,828	5,552,939.00	\$ 6,284,386	\$ 6,284,386
Other Maintenance Agreements	\$ 48,224	49,000.00	\$ 50,470	\$ 50,470
City Area Maintenance	\$ 186,461	189,131.00	\$ 200,000	\$ 200,000
General Fund Totals	\$ 5,785,670	\$ 6,635,676	6,922,777	6,857,793

- Black clarified that \$747,545 is identified as revenue in each fiscal year would be spent on CIP projects and could also be spent on repair and rehabilitation of park lands

	FY 24 PROJECTION	FY25 PROJECTION
<i>Irrigation Maintenance</i>	\$ 25,000	\$ 25,000
<i>Building Maintenance</i>	\$ 150,000	\$ 150,000
<i>Disposal & Sanitary Service</i>	\$ 25,000	\$ 25,000
<i>Custodial</i>	\$ 15,000	\$ 15,000
<i>Grounds Care</i>	\$ 21,000	\$ 21,000
<i>Fertilizer</i>	\$ 5,775	\$ 5,775
<i>Professional Services</i>	\$ 225,770	\$ 225,770
<i>Urban Tree Service & Pruning</i>	\$ 15,000	\$ 15,000
<i>Parks Improvements</i>	\$ 100,000	\$ 100,000
<i>Capital Outlay</i>	\$ 75,000	\$ 75,000
sub-total	\$ 657,545	\$ 657,545
<i>Trails Work</i>	\$ 25,000	\$ 25,000
<i>General Maintenance</i>	\$ 5,000	\$ 5,000
<i>Forestry/Trail Maintenance</i>	\$ 25,000	\$ 25,000
<i>Forestry</i>	\$ 35,000	\$ 35,000
sub-total	\$ 90,000	\$ 90,000
total	\$ 747,545	\$ 747,545

- Black clarified that Food and Beverage funds have been used in the past to pay for maintenance specific expenses, such as materials and supplies and contracts to make improvements
 - Black stated that CIP funds would only be transferred to cover maintenance expenses on an as needed basis. If expenses are not realized, the funds will not be transferred from the CIP Fund
 - Black clarified that the \$747,545 is part of the 25% already allocated to APRC through Food and Beverage revenue
- APRC Revenue Sources were displayed (amounts and percentages were shown for the entire biennium)
 - Property Taxes – 75%
 - Grants, Contracts, Other – 5%
 - Recreation Revenue – 8%
 - From CIP Fund – 9%
 - Black clarified that recreation revenue is projected as being lower than in previous budget cycles because of the uncertainty of golf course operations
 - Black clarified the revenue and expenses for the biennium both equal \$16,602,660
 - Black clarified the expense budget for Open Space-Forestry and Trails budget is lower because the actuals for this division typically comes in lower than what has been budgeted in the past

- Black reviewed the budgets for individual APRC Divisions:
 - Admin
 - There is an increase in APRC Admin because of the Deputy Director is being moved to the Admin Division and the Parks Superintendent (when hired) will be budgeted in the Admin Division
 - Other staff are being fully funded out of the Admin Division, rather than splitting expenses between other Divisions
 - Marketing tasks will be contracted out due to discontinuing the marketing staff position
 - Equipment rentals are increasing because the Rec Admin expenses are being folded into the Admin budget
 - City of Ashland Central Service Fees are included in the Admin budget and these fees continue to increase
 - Operations
 - Temps line is increasing to get back to historic staffing levels
 - Maintenance is increasing to deal with deferred maintenance that would be funded with CIP funds
 - Professional Services includes contracts with Pathways, water quality testing, and Japanese Garden contract work
 - The 'Other' expense line funds the memorial program and is offset by grants
 - Fleet is being brought back up from the cuts made in FY23, this number is still likely low to replace equipment on schedule
 - Eldridge suggested putting together an overarching plan for fleet replacement to reduce the APRC equipment carbon footprint
 - Open Space and Trails
 - Personnel is being budgeted less than in the past based on actual expenses in recent years
 - Kiewel noted that admin staff is no longer being split between divisions which lowers the projected expense as well
 - Maintenance is going up to account for contract work
 - Recreation
 - There is a decrease in Personnel due to no longer splitting admin staff
 - Program Expenses are being increased because the pool and ice rink are expected to be open full time, which has not been the case in recent years
 - Nature Center
 - There is a small increase to this budget
 - Oak Knoll Golf Course
 - The budget includes the golf course being fully staffed to bring back revenue if the opportunity arises to operate the course
 - Food and Related Items is increasing because the food concessionaire is no longer operating out of the club house. APRC staff is now managing the concessions, so expenses and revenue will go up
 - Black clarified that the budget shows APRC is planning to operate the golf course as best as possible, but this may change depending on the outcome of the RFP
 - Senior Services
 - There is a small increase to this budget
- Total Expenses were displayed on screen

	FY 22 Actual	FY 23 Budgeted	FY24	FY25	Total BN 24/25
Personnel Total	\$ 3,945,266	\$ 4,340,075	\$ 4,650,678	\$ 4,794,027	\$ 9,444,705
M&S Total	\$ 1,411,581	\$ 1,513,007	\$ 1,812,062	\$ 1,853,729	\$ 3,665,791
Central Service Charges	\$ 1,361,026	\$ 1,361,024	\$ 1,446,082	\$ 1,446,082	\$ 2,892,164
Parks Improvements	\$ 85,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ 200,000
Capital Outlay	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 150,000
Total M&S and Personnel	\$ 6,802,874	\$ 7,239,106	\$ 8,083,822	\$ 8,268,838	\$ 16,352,660
Contingency	\$ 224,000		\$ 250,000		\$ 250,000
Total APRC General Fund Expenses	\$ 7,026,874	\$ 7,239,106	\$ 8,333,822	\$ 8,268,838	\$ 16,602,660

- Black displayed the proposed CIP Budget ([as shown in the slides on page 21](#))

Description	2023/25 Budget Proposal	FY 2023/24			2019-20 Totals	FY 2024/25			2022-23 Totals
		F&B	SDC	Other (grant/loan)		F&B	SDC	Other (grant/loan)	
Dept Payments (Calle, Briscoe, Garfield)	374,734	187,687			187,687	187,047			187,047
Real Estate Acquisition	384,878	-	234,878		234,878		150,000		150,000
Repair Perozzi Fountain @ Lithia Park	650,000	-		650,000	650,000				-
Japanese Garden	100,000	-		50,000	50,000			50,000	50,000
Daniel Meyer Pool Rebuild	10,200,000	2,200,000			2,200,000			8,000,000	8,000,000
East Main Park Development	1,341,100	400,000		941,100	1,341,100				-
Kestral Park Bridge	700,000	150,000		550,000	700,000				-
Lithia Park Improvements	300,000	75,000		75,000	150,000	75,000		75,000	150,000
All Parks Master Plan	150,000	150,000			150,000				-
Mace Property Trail	-	-			-				-
Building Maintenance (sinking/depreciation facilities fund)	300,000	150,000			150,000	150,000			150,000
Oak Knoll Golf Course Improvements	550,000	550,000			550,000				-
TID Improvements	100,000	50,000			50,000	50,000			50,000
Ashland Creek Park Basketball Court	100,000	-			-	100,000			100,000
Parking Lot/Road/Sidewalk Repairs in Parks	300,000	150,000			150,000	150,000			150,000
Capital Outlay	350,000	175,000			175,000	175,000			175,000
General Maintenance Trx to GF (sinking/depreciation equipment fund)	845,090	422,545			422,545	422,545			422,545
ICC Irrigation Control	200,000	100,000			100,000	100,000			100,000
Total	16,945,802	4,760,232	234,878	2,266,100	7,261,210	1,409,592	150,000	8,125,000	9,684,592

- Black noted the pool line includes \$8,000,000 that would be raised through a revenue bond
- Black stated that the \$10.2 million dollar estimate for the pool would build a pool that is not heated using natural gas and could also include a permanent indoor enclosure
- Black noted that the is \$650K for the Perozzi Project includes a \$150K contingency
- Black clarified that the \$75K that is no longer allocated to the Mace Property Trail has been moved to the E Main Park Development and the funds that were allocated to the ACP Basketball Court have bene moved to the pool
 - Landt requested that a new line be added to the CIP for the E Main pump track/skills park and fund it at \$75K (using the Mace Property Trail funds that were moved into the E Main Park project line)
- Black displayed a slide displaying the anticipated CIP Resources
 - Swimming Pool Grants or Bonds - \$8,000,000
 - It was noted that the source of these funds is unknown at this time so should be listed as Donations, Bonds or Other
 - Food and Beverage Tax - \$6,219,824
 - SDC (System Development Fees) \$384,878
 - Lands Sales - \$691,100
 - Grants - \$1,700,000
- Bachman noted that the Central Service Fees being charged by the City of Ashland is over 17% of the total APRC budget and would like more detail on this line
- Black clarified that it would be necessary to complete a system wide master plan to show a need to increase the System Development Fees
 - Landt noted that SDCs are often identified as a contributing factor of higher housing costs and it may not be feasible to increase these fees

Staff is planning to present the budget proposal to Commissioners on March 1 for approval

IV. UPDATE ON THE GROVE, PIONEER HALL, AND THE COMMUNITY CENTER (Possible Action – An update will be provided during the meeting. Background materials have not been included in the packet)

Black provided the following information on this item:

- The Grove was dedicated to APRC by the City Ashland through the 2015-2017 budget
- After the transfer, APRC stopped paying rent to the City and became responsible for all maintenance and improvements to the facility
- APRC has improved the facility by creating offices and updating recreation space for community use
- The City of Ashland is proposing to move Utility Billing and Finance over to The Grove from City Hall
- Black has been discussing this with the City Manager to see what is feasible for APRC
- It may be possible for the City to transfer the Community Center and Pioneer Hall, including the land beneath the facilities to APRC after structural improvements have been made
 - The facilities would need to be transferred resolution
- APRC would then be able to utilize these buildings for office space and community use and continue to use some portions of The Grove to rent to the community in the near term
- Black noted that since the improvements to the Community Center and Pioneer Hall will likely not happen for a couple of years, it may be necessary to share office space with the City of Ashland for a period of time at The Grove

Black will continue discussions with the City Manager and will report back when more information is known

V. ADJOURNMENT

The meeting adjourned at 7:39 p.m.

Respectfully submitted

Sean Sullivan, Business Operations Manager