

Ashland City Council Look Ahead

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

| AGENDA ITEM: | MEETING | RESPONSIBLE DEPARTMENT | LEAD STAFF | FORMAT |
|---|---------------------------------------|------------------------|---|---------------------|
| 1 Wastewater Treatment Plant National Pollution Discharge Elimination System Permit (NPDES) Presentation - A presentation to the Council on the status of the City's wastewater treatment plant NPDES permit update. The new regulatory permit developed by the Department of Environmental Quality has compliance activities that will need to be completed as part of the City's capital improvement program, including continued work on the shading program, relocation of the existing outfall from Ashland Creek to Bear Creek and construction of treatment wetlands. | February 1 - Study Session | Public Works | Scott Fleury scott.fleury@ashland.or.us | Presentation |
| 2 Wastewater Treatment Plant UV System Upgrade Update - Public Works to provide the Council an update on the UV system upgrade design and solicitation process including an analysis of life cycle replacement and energy consumption comparisons. | February 1 - Study Session | Public Works | Scott Fleury scott.fleury@ashland.or.us | Presentation |
| 3 Proclamation for Land Acknowledgement - A proclamation for the City Council to acknowledge the lands of the Ikirakutsum Band of the Shasta Nation at every City Council meeting. | February 2 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 4 Proclamation for Transit Equity Day - A proclamation recognizing February 4, 2021 as Transit Equity Day. | February 2 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 5 Annual Presentation by the Transportation Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years. | February 2 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | Presentation |
| 6 Banner Request for Oregon Fringe Festival - Council is being asked to approve a banner to hang over East Main Street for the Oregon Fringe Festival in the Spring. The Public Arts Commission has approved a letter of support for the banner request. | February 2 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Consent |
| 7 Approval of Liquor License for Morning Glory - Per AMC 6.32, the City Council reviews and makes recommendations to the OLCC regarding the granting, denying, modifying or renewing of all liquor licenses within the City. | February 2 - Regular Business Meeting | Recorder | Melissa Huhtala melissa.huhtala@ashland.or.us | Consent |
| 8 Wildfire Forum Discussion - Council will discuss the objectives, format, and schedule for the proposed wildfire forum. | February 2 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |
| 9 Review of Approved Financial Policies - The Council will review the financial policies approved on December 1, 2020. | February 2 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Unfinished Business |
| 10 Council Liaison Appointments - Appointments to City Commissions and other community and regional boards and bodies are assigned by the Mayor each January consistent with the Ashland Municipal Code 2.04.100. | February 2 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Unfinished Business |
| 11 Update on Citizen's Budget Committee Vacancies and Appointment Process - Staff will give an update on the current vacancies and the appointment process for filling those vacancies. | February 2 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |



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| 12 | Workplan Special Session Discussion and Schedule - Council and staff have had prior discussions about the structure and schedule for a special meeting outside of the Study Session and Business Meeting cycle to review, comment and prioritize where possible an 18-24 month staff developed workplan document. | February 2 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | New Business |
| 13 | No 2/15 Study Session - City Closed in Observance of Presidents' Day | | | | |
| 14 | Travel Ashland/Chamber of Commerce 2020 Tourism Grant Report - The Ashland Chamber of Commerce and Travel Ashland (Visitor & Convention Bureau) receive grants from the City through restricted Transient Occupancy (Lodging) Tax funding. As a requirement of receiving the grant, both are required to submit an annual report regarding funds received during each physical year pursuant to ORS 320.300 through ORS 320.350. | February 16 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Presentation |
| 15 | Approval of a Professional Services Contract for Improvements to the Community Center and Pioneer Hall - The Council will be asked to award a professional services contract for architectural and engineering services to develop plans, specification and estimates for improvements for both facilities to bring them up to full operational use. | February 16 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | Consent |
| 16 | Finalization of the Job Description for City Manager – Staff has incorporated edits from the City Council and Community into the City Manager Job Description and would like to request Council approval to finalize the Job Description. | February 16 - Regular Business Meeting | Human Resources | Tina Gray tina.gray@ashland.or.us | Unfinished Business |
| 17 | Contract Award for Professional Recruitment Services – Staff will be seeking approval from the City Council to engage with one of the six professional recruitment firms who submitted a proposal to conduct an Executive Search for City Manager. | February 16 - Regular Business Meeting | Human Resources | Tina Gray tina.gray@ashland.or.us | Unfinished Business |
| 18 | Social Equity and Racial Justice Resolution Council Discussion and Action Identification - This reoccurring agenda item is to discuss and identify Council actions, both collectively and potentially individually by mutually agreed assignment. | February 16 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |
| 19 | Racial Justice Commission Creation - Council will give staff pre-ordinance policy direction to create a racial justice commission. | February 16 - Regular Business Meeting | Administration /Legal | Adam Hanks adam.hanks@ashland.or.us Dave Lohman david.lohman@ashland.or.us | New Business |
| 20 | Mid-Year Budget Update - Staff will present the mid-year budget details to Council for Fiscal Year 2021. | February 16 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | New Business |
| 21 | Resolution Allocating Transient Occupancy Tax for Fiscal Years 2021 & 2022 - Every year Council allocates restricted and unrestricted funds per ORS 320.350 for the Transient Occupancy Tax to fund general governmental expenses, economic development, tourism promotion and related infrastructure, and the City's Economic, Cultural, and Sustainability Grant program. | February 16 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 22 | Interim Fire Chief Appointment and Contract Approval - With the retirement of Chief Shepherd and the unsuccessful attempt of securing a Fire Chief through an Intergovernmental Agreement (IGA) with Jackson County Fire District #3, Council direction is requested to pursue the placement of a Fire Chief for the City of Ashland. | February 16 - Regular Business Meeting | Human Resources | Tina Gray tina.gray@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 23 | Presentation on the Storm Drain Master Plan - A presentation to Council on the outcomes of the newly developed Storm Drain Master Plan. The plan includes recommendations on code language revisions to be consistent with the City's new MS4 regulatory permit, capital project recommendations and associated financial plan. | March 1 - Study Session | Public Works | Scott Fleury scott.fleury@ashland.or.us | Presentation |



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| 24 | Recology Solid Waste and Recycling Rate Increase Review - Council will review and discuss the rate increase recommended by Recology. | March 2 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | New Business |
| 25 | Citizens' Budget Committee Appointments - Two members of the Citizens' Budget Committee were elected to Council allowing for two citizen vacancies on the Committee. The two new Council members will still serve on the Committee as Councilors. | March 2 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | New Business |
| 26 | Adoption of the Capital Improvement Program - A request for approval of the 20-Year Capital Improvements Program (CIP) for years 2021-2041. The CIP is based upon each enterprise fund's master plans or system plans, and operational requirements. The CIP provides a full context representation of a 20-year plan along with a focused and detailed 6-year project window. | March 2 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | New Business |
| 27 | First Reading of the Food & Beverage Tax Allocation Ordinance - This item will revise the current Food & Beverage Tax Allocation Ordinance to remove the completed debt obligation and allocate resources. | March 2 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 28 | Discussion of Proposed Wildfire Hazard Mitigation Code - Staff will present the overview of the proposal, summary of feedback received at the public information meeting, and request initiation of code adoption. | March 15 - Study Session | Community Development/Fire | Bill Molnar bill.molnar@ashland.or.us Ralph Sartain ralph.sartain@ashland.or.us | Study Session |
| 29 | Proclamation for Arbor Week - Proclamation recognizing Arbor Week in the City of Ashland | March 16 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 30 | Annual Presentation by the Tree Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years. | March 16 - Regular Business Meeting | Community Development | Aaron Anderson aaron.anderson@ashland.or.us | Presentation |
| 31 | COVID-19 Emergency Declaration - Extending the COVID-19 emergency declaration for another month. | March 16 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Presentation |
| 32 | Social Equity and Racial Justice Resolution Council Discussion and Action Identification - This reoccurring agenda item is to discuss and identify Council actions, both collectively and potentially individually by mutually agreed assignment. | March 16 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |
| 33 | Adoption of the TAP Master Plan - A request of the Council to adopt the Talent Ashland Phoenix Intertie (TAP) Master Plan as the associated planning document for the TAP intertie system. | March 16 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | New Business |
| 34 | First Reading of Municipal Audit Commission Ordinance - The Municipal Audit Commission currently is comprised of the Mayor or a Councilor, one Budget Committee member, and two citizens at large as well as the City Recorder as an ex-officio non-voting member. With challenges in recruiting and retaining members, a suggestion to make the Municipal Audit Commission a sub-committee of the Budget Committee was made. | March 16 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 35 | Second Reading of the Food & Beverage Tax Allocation Ordinance - This item will revise the current Food & Beverage Tax Allocation Ordinance to remove the completed debt obligation and allocate resources. | March 16 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |



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| 36 | Citizens' Budget Committee (CBC) Kick Off Meeting and Budget Introduction (3 PM) | March 30 - CBC Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | CBC |
| 37 | Review of Ordinance 3176 - Council had requested to have this review on now expired Ordinance 3176 when there was discussion of renewing the Ordinance in 2020. | April 5 - Study Session | Police | Tighe O'Meara tighe.omeara@ashland.or.us | Study Session |
| 38 | Proclamation for Independent Media Week - Proclamation establishing Independent Media Week for the City of Ashland in 2021. | April 6 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 39 | Approval of Public Art in Railroad Park - The Public Arts Commission (PAC) will present the selected artist and design for the 'HUB Sculpture' in Railroad park which is part of the MAP (Marking Ashland Places) Project. PAC is forwarding its recommendation to the City Council for approval of the final selection. | April 6 - Regular Business Meeting | Community Development | Bill Molnar bill.molnar@ashland.or.us | Consent |
| 40 | Approval of a Reimbursement Resolution for Capital Improvement Projects for the 2021-23 Budget Biennium | April 6 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | New Business |
| 41 | Adoption of the Storm Drain Master Plan - A request of the Council to adopt the Storm Drain Master Plan as the new associated planning document for the storm drain system. | April 6 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | New Business |
| 42 | First Reading of Wildfire Mitigation Construction Standards Code (R-327) - Presentation of amendments to Chapter 15 and first reading of an ordinance that adopts R327.4 for implementation to residential construction within Ashland city limits. | April 6 - Regular Business Meeting | Community Development/Fire | Bill Molnar bill.molnar@ashland.or.us Ralph Sartain ralph.sartain@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 43 | Second Reading of Municipal Audit Commission Ordinance - The Municipal Audit Commission currently is comprised of the Mayor or a Councilor, one Budget Committee member, and two citizens at large as well as the City Recorder as an ex-officio non-voting member. With challenges in recruiting and retaining members, a suggestion to make the Municipal Audit Commission a sub-committee of the Budget Committee was made. | April 6 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 44 | Governmental Funds Review (3 PM) | April 13 - CBC Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | CBC |
| 45 | Water Treatment Plant - Envision Program update | April 19 - Study Session | Public Works | Scott Fleury scott.fleury@ashland.or.us | Study Session |
| 46 | Annual Presentation by the Historic Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years. | April 20 - Regular Business Meeting | Community Development | Bill Molnar bill.molnar@ashland.or.us | Presentation |
| 47 | Annual Commission Reappointments - Per AMC 2.10, Council reappoints members or appoints new members to the Commissions whose terms expire on April 30, 2021 every year. | April 20 - Regular Business Meeting | Recorder | Melissa Huhtala melissa.huhtala@ashland.or.us | Consent |
| 48 | Public Hearing for Community Development Block Grant (CDBG) Awards - The City Council will be asked to review, take public testimony and award Community Development Block Grant funds to eligible affordable housing providers and non-profit organizations for capital improvement and public service projects within the City of Ashland. | April 20 - Regular Business Meeting | Community Development | Bill Molnar bill.molnar@ashland.or.us | Public Hearing |
| 49 | Social Equity and Racial Justice Resolution Council Discussion and Action Identification - This reoccurring agenda item is to discuss and identify Council actions, both collectively and potentially individually by mutually agreed assignment. | April 20 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |



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| 50 | Enterprise Funds Review (3 PM) | April 27 - CBC Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | CBC |
| 51 | Presentation on the Water and Storm Drain System Development Charge Updates | May 3 - Study Session | Public Works | Scott Fleury scott.fleury@ashland.or.us | Study Session |
| 52 | Proclamation for National Historic Preservation Month - A proclamation recognizing National Historic Preservation Month within the City of Ashland. | May 4 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 53 | First Reading of the Alarm Permits Ordinance | May 4 - Regular Business Meeting | Police/Legal | Tighe O'Meara tighe.omeara@ashland.or.us Katrina Brown katrina.brown@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 54 | Second Reading of Wildfire Mitigation Construction Standards Code (R-327) - Second reading of an ordinance that adopts R327.4 for implementation to residential construction within Ashland city limits. | May 4 - Regular Business Meeting | Community Development/Fire | Bill Molnar bill.molnar@ashland.or.us Ralph Sartain ralph.sartain@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 55 | Adopt Budget Recommendation to the City Council (3 PM) | May 11 - CBC Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | CBC |
| 56 | Review Housing Capacity Analysis | May 17 - Study Session | Community Development | Bill Molnar bill.molnar@ashland.or.us | Study Session |
| 57 | Discussion of Proposed Land Use Code Amendment - Duplexes on Single Family Lots | May 17 - Study Session | Community Development | Bill Molnar bill.molnar@ashland.or.us | Study Session |
| 58 | Police Annual Report to Council (Formerly Use of Force Report) - This presentation will include use of force, crime and clearance rates, an update on the enhanced law enforcement area (ELEA) as well as an update on the use of section 10.58 of the Ashland Municipal Code. | May 18 - Regular Business Meeting | Police | Tighe O'Meara tighe.omeara@ashland.or.us | Presentation |
| 59 | Social Equity and Racial Justice Resolution Council Discussion and Action Identification - This reoccurring agenda item is to discuss and identify Council actions, both collectively and potentially individually by mutually agreed assignment. | May 18 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |
| 60 | Second Reading of the Alarm Permits Ordinance | May 18 - Regular Business Meeting | Police/Legal | Tighe O'Meara tighe.omeara@ashland.or.us Katrina Brown katrina.brown@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 61 | No 5/31 Study Session - City Closed in Observance of Memorial Day | | | | |
| 62 | Proclamation for Flag Day - Proclamation recognizing Flag Day and urging all citizens of Ashland to join in with the Ashland Elks Lodge #944 to Pledge of Allegiance to our Flag and Nation. | June 1 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 63 | Band Board Annual Report - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years. | June 1 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Presentation |
| 64 | Public Hearing and First Reading for Land Use Code Amendment; Duplexes on Single Family Lots | June 1 - Regular Business Meeting | Community Development | Bill Molnar bill.molnar@ashland.or.us | Public Hearing and First Reading |
| 65 | Public Hearing for the Adoption of FY2021-2023 Biennial Budget - Adoption of the Budget will include approval of multiple resolutions to levy taxes, to certifying City services to qualify for State subventions, to declare the City's election to receive State revenues, and to adopt the biennial budget and making appropriations. | June 1 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Public Hearing |



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| 66 | Resolutions on Rates and Fees | June 1 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 67 | First Reading of Tax Rate Ordinance | June 1 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 68 | | June 14 - Study Session | | | |
| 69 | Proclamation for Bee City USA - Proclamation recognizing pollinator week as Ashland is designated as a bee city. | June 15 - Regular Business Meeting | Administration | Mayor Akins julie@council.ashland.or.us | Presentation |
| 70 | Social Equity and Racial Justice Resolution Council Discussion and Action Identification - This reoccurring agenda item is to discuss and identify Council actions, both collectively and potentially individually by mutually agreed assignment. | June 15 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |
| 71 | Citizens' Budget Committee Annual Appointments - Council will vote on annual appointments (including any new applicants) to the Citizens' Budget Committee as some member's terms will expire on June 30. | June 15 - Regular Business Meeting | Recorder | Melissa Huhtala melissa.huhtala@ashland.or.us | New Business |
| 72 | Second Reading of Land Use Code Amendment; Duplexes on Single Family Lots | June 15 - Regular Business Meeting | Community Development | Bill Molnar bill.molnar@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 73 | Second Reading of Tax Rate Ordinance | June 15 - Regular Business Meeting | Finance | Melanie Purcell melanie.purcell@ashland.or.us | Ordinances, Resolutions, and Contracts |
| 74 | No 7/5 Study Session - City Closed in Observance of Independence Day | | | | |
| 75 | Annual Report by the Forest Lands Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years. | July 6 - Regular Business Meeting | Fire | Chris Chambers chris.chambers@ashland.or.us | Presentation |
| 76 | Adoption of Updated Water and Storm Drain System Development Charges | July 6 - Regular Business Meeting | Public Works | Scott Fleury scott.fleury@ashland.or.us | Public Hearing |
| 77 | | July 19 - Study Session | | | |
| 78 | Annual Report by the Wildfire Safety Commission - Presentation covering the Commission's accomplishments, work in progress, and planned activities for the previous and upcoming years. | July 20 - Regular Business Meeting | Fire | Chris Chambers chris.chambers@ashland.or.us | Presentation |
| 79 | Social Equity and Racial Justice Resolution Council Discussion and Action Identification - This reoccurring agenda item is to discuss and identify Council actions, both collectively and potentially individually by mutually agreed assignment. | July 20 - Regular Business Meeting | Administration | Adam Hanks adam.hanks@ashland.or.us | Unfinished Business |

