

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



## AGENDA FOR REGULAR MEETING

### ASHLAND PARKS & RECREATION COMMISSION December 19, 2016 Council Chambers, 1175 E. Main Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Study Session—November 21, 2016
  - b. Regular Meeting—November 28, 2016
- III. PUBLIC PARTICIPATION
  - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
  - a. Calle Guanajuato Amended Policy Approval (Action)
  - b. 2017 Meeting Calendar (Action)
  - c. CUFR Review and Approval (Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
  - a. Bee City USA Subcommittee Update
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
  - a. Study Session—January 9, 2017 (to be confirmed)
    - The Grove, 1195 E. Main Street—5:30 p.m.
  - b. Regular Meeting—January 23, 2017 (to be confirmed)
    - Council Chambers, 1175 E. Main Street—7:00 p.m.
- X. ADJOURNMENT

City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION  
Minutes  
November 21, 2016

**ATTENDEES**

**Present:** Commissioners Gardiner, Landt, Lewis, Miller; Director Black; Superintendents Dickens and Dials; Executive Assistant Dyssegard; Assistant Manuel

**Absent:** Commissioner Shaw; City Council Liaison Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 7:00 p.m. at The Grove, 1195 E. Main Street

**PUBLIC INPUT**

Black introduced YMCA Executive Director Lisa Molnar and said he invited her to speak to the Commissioners about the YMCA and its history and background, particularly with regard to their use of the YMCA Park.

Molnar said she had served as the Ashland YMCA's Executive Director for more than twenty-eight years and was prepared to share some historical perspective about the YMCA Park and the Y's relationship with the City of Ashland and Ashland Parks and Recreation (APRC). She said collaborative agreements between the entities had resulted in the Y's role as Ashland's primary provider of youth services.

Molnar introduced former and current YMCA Board members in attendance. She said they were prepared to talk about the growth of the Y and the origins of a partnership and agreements with the City of Ashland and APRC with a goal toward shared use of the park. Molnar explained that long-time Board member John Maurer would speak about early efforts to establish and strengthen the YMCA organization. Former Board President and Municipal Judge Allen Drescher would describe the intent of the original deed for the park and current concerns at the park, with a proposal for moving forward. Kelsey Rittenhouse, the Y's Community Programs Director, was charged with explaining current uses in the park and impacts for participating children. Molnar would follow the presentations by describing the benefits received by the community as a result of the extraordinary partnership between the City of Ashland, APRC and the YMCA.

**John Maurer** of 1085 Elkader St. in Ashland was called forward.

Maurer stated that the Y had provided premier services for Ashland's youth for three generations and its growth exemplified best practices for community relations. He highlighted the response from the City and the Ashland community that assisted the Y in the struggle to stay fiscally afloat while offering programs to all the youth in Ashland. Maurer noted that the Y was not an exclusive club, since no child was denied access to YMCA programs. Annual fundraisers had been implemented over the years, setting in place a robust scholarship program that allowed children to participate even if their families could not afford to pay YMCA activity fees.

Maurer detailed the quest for a full-service facility initiated in the early 1980s. He said this capital campaign began at a time when interest rates were very high. Ultimately \$1,500,000 for the \$2,000,000 building was raised. The City waived systems development costs and other building fees to facilitate the purchase of the property intended to

house the new Y facility. Because of the thrust to build the facility, operating funds were scarce and the Y turned to the City of Ashland for additional assistance. Former Parks Director Ken Mickelsen stepped in with an offer to purchase the land adjacent to the facility. This property became known as the YMCA Park, a public park maintained by APRC for use by the Y. In return, the Y agreed to provide for Ashland's youth.

Maurer reported that the most pressing current issue was ongoing disruptive behavior of transients using the restroom facilities and camping in the parking lot. Graffiti left behind was graphic and drug paraphernalia had been found. Transients appeared threatening at times, putting children in the park at risk.

**Allen Drescher** of 2150 2<sup>nd</sup> Ave in Ashland was next to speak.

Drescher stated that the YMCA was primarily concerned about the safety of the children. Behavioral issues of transients frequenting the park had escalated beyond verbal abuse and vandalism and there was a pervasive threat of violence. Ashland police were unable to adequately protect the children by removing troublemakers due to the public nature of the park.

Drescher voiced support for the park becoming private property under the auspices of the YMCA. The Y would be able to request assistance from Ashland Police who could cite or arrest trespassers straying onto the property, with a goal toward halting harmful activities. Without those protections, children would remain at risk and any potential liability could be the responsibility of the City of Ashland and APRC.

Drescher indicated that a temporary lease of the property by the YMCA for an interim period of twelve months could be a short-term solution, allowing time to pursue a more permanent answer.

Molnar noted that the Y acts as an extension of Ashland's schools—providing activities when school was not in session. Rittenhouse relayed that after-school programs serve approximately 150 children on a daily basis. Y camps, held during the twelve weeks when school is not in session, serve approximately 700 children. A variety of outdoor programs are offered ranging from sports camps to educational activities to arts and crafts. Approximately 300 children turn out for soccer and up to 250 children participate in flag football. Pre-schoolers utilize the park pavilion and playground. Rittenhouse noted that children had been asking questions about things seen at the park, including broken beer bottles, needles in the bathrooms and even a crack pipe.

Molnar highlighted conversations held in 1986 when she began with the Y. The agreement between the City, APRC and the YMCA was extraordinary in that the YMCA Park was designated primarily for use by the Y. Parks Director Micklelesen agreed that the Y would provide youth programs, relieving the Parks Department from that responsibility. In return, Parks would provide landscaping and maintenance for the park. Over the years, services provided by the Y became ever more valuable, with the Y meeting the needs for youth services and eliminating the need for the City to duplicate programs.

Molnar stated that the collaboration with the City and APRC was greatly appreciated. Such ongoing support had facilitated a cost-effective business model that attracted statewide attention for its low-cost membership fees and scholarship program. Benefits extended to the parents in Ashland who know that the Y provided a healthy and stimulating environment for their children when childcare was needed. Molnar asked for assistance to meet today's challenges by facilitating a safer place for Ashland's children.

Black agreed to work with the YMCA on behalf of APRC.

## **CALLE SUBCOMMITTEE RESULTS AND DISCUSSION ON AMENDED POLICY**

Recreation Superintendent Dials noted direction from the Commissioners that led to the creation of a subcommittee to address the existing Calle seating policy for possible amendments. The directive included public input as well as selective input by the subcommittee members. Membership included one restaurant owner with assigned seating on the Calle, one restaurant owner without seating, a representative from the Lithia Artisans Market and Commissioners Miller and Gardiner along with APRC staff. The subcommittee met five times between November 2015 and October 2016, when the subcommittee was disbanded.

Sensitive topics included priority criteria, rules governing seniority, proximity and the transfer of space. Restaurant owners with secured spaces incorporated them into their business plans, with outdoor seating becoming essential for the prosperity of those restaurants. Space directly behind a restaurant was normally assigned to the geographically associated restaurant; however, some restaurants did not qualify for outdoor seating due to rules outlined in the current policy. The subcommittee had tried to fairly allocate additional outdoor seating for non-included restaurants but consensus could not be reached, leaving those restaurant owners without options for obtaining outdoor seating.

Subcommittee discussions had also focused on protocols for the transfer of space from one restaurant owner to the next. Discussion ensued around the establishment of a restaurant association with a charge of administering the Calle and its uses rather than making it the responsibility of APRC. A plan to allocate space fairly based on seniority and proximity also remained unresolved.

It was agreed that the Lithia Artisans Market was a valuable element in the success of the surrounding businesses. The Market had been assured that no space would be taken from their allotment. Artisans had requested further expansion of the Market, possibly moving some vendors to the grassy strip adjacent to the entrance sidewalk bordering Lithia Park. Dials noted that this concept would need further research and APRC discussion. Gardiner clarified that the expansion proposal was for the purpose of increasing the number of spaces available to Calle restaurateurs by moving some Market artisans to the other location.

Dials summarized changes to the policy: defining "adjacent to," defining "season" and adding language that permitted restaurants "the ability to share space with another restaurant."

Subcommittee members were in agreement that restaurant owners should have the flexibility to share space.

### Discussion among Commissioners

Shaw inquired about ways to delineate the spaces if an expansion were approved. Black replied that while there were options, care must be taken to protect the trees in that area.

Miller commented that the subcommittee meetings were attended by various interested parties in addition to the appointed members. Those for whom space was already allocated spoke with the loudest voice. He advocated for the addition of those restaurants that were qualified but did not have space on the Calle. He acknowledged the importance of creekside seating to the success of all restaurants along the Calle and stated that the long-term goal should be congruent with efforts that would not jeopardize anyone's business. Miller noted that extending the property lines to create more space on the Calle was a reasonable proposal, but no agreement had been reached. Gardiner reiterated that one of the options discussed was to move the Market, which could open up space for restaurants.

Gardiner stated that the formation of the subcommittee was an effort to resolve conflict, particularly with regard to space allocation. Restaurants were polarized between those with space on the Calle and those without. With no agreements in sight, he recommended that the Commissioners approve the few agreed-upon policy language changes, leaving the majority of the policy intact. He further suggested that the Commissioners discuss the possibilities for expanding the Market space to the entrance of Lithia Park.

Miller suggested revisiting the policy annually for further evaluation. Landt commented that APRC had the authority to proceed with policy amendments even if not agreed upon by the subcommittee.

There followed a brief discussion about the limited space along the Calle and efforts to create additional space. Dials highlighted an option to share space between those with seating Monday through Friday and those in need of weekends only.

### Public Input

**Marcus Scott** of 1205 Talent Ave. in Talent was called forward.

Scott noted that he was there on behalf of the Lithia Artisans Market. He stated that the Market had enjoyed a presence on the Calle for the last 33 years. Current membership was at 92 artisans, with approximately 53 additional artisans interested in space on the Calle. He commented on vender displays in the parking lot, noting the disadvantage of the location.

Scott proposed a three-month trial to ascertain whether the expanded space in front of Lithia Park would be advantageous. He suggested holding off on any hardscape to delineate the spaces until it has been vetted and agreed upon as a long-term solution. He indicated that the flexibility to share space would be welcomed by the artisans.

**Lloyd Haines** of 51 Water Street in Ashland was called forward.

Haines thanked APRC for gathering the public input and the establishment of the Calle Subcommittee. He stated that as a property owner for buildings along the Calle, he too was interested in assisting with solutions. Haines noted that a creekside bioswale took up valuable space along the Calle walkway and he would be willing to explore possibilities for a temporary covering so the space could be utilized.

**Anna Hogan** of 47 N. Main in Ashland was called forward.

Hogan relayed that as a restaurant owner along the Calle, she advocated for interspersing artisans along the way, space permitting. She noted that the Lithia Artisans Market drew people into the area, increasing the potential for restaurants.

Hogan explained the importance of space on the Calle that could be depended upon, stating that many people reserved creekside seating a year in advance as part of the experience tourists expected. She responded positively about sharing space when appropriate but cautioned restaurateurs about the possibilities for liability if OLCC policy requirements were not taken into account. Black explained that it was the responsibility of each restaurant to meet OLCC requirements.

**Allan Sandler** of 1260 Prospect St. in Ashland was called forward.

Sandler stated that he was an APRC supporter. As a property owner of the buildings along the Calle and a donor of the property that became the Calle, he was pleased to see how valuable the space had become.

Sandler stated that he hoped to work with APRC on a plan to incorporate new restaurants into the mix. He applauded the shared spaces, noting that the Artisans added a vital element to the space. Sandler reviewed the restaurants occupying his buildings and explained each business's access to the Calle.

Sandler requested 36" to 42" of free space directly behind his buildings to make room for people entering or exiting the buildings. The space would also provide Ashland Fire and Rescue with access in case of fire.

Sandler spoke about a new restaurant that would begin operations in January 2017: Ex Nihilo. He stated that there would be some "shifting" on the weekends to accommodate artisans while allowing access to the building with the new restaurant. He noted that Ex Nihilo would have no access other than from the Calle. Sandler advocated for outdoor seating for all the restaurants in his buildings, including the one without direct access onto the Calle (Enoteca: access to Calle via Plaza / breezeway). He also asked for space within the proposed expanded area along the front of Lithia Park. He indicated that in his opinion, businesses would be more effective if there were allowances for mixed use (restaurants *and* artisans) in that area.

Finally, Sandler proposed bringing a plan forward to the Commissioners regarding adjustments that would best serve both restaurants and artisans requesting a presence along the Calle.

**Jim Young** of 265 N. Main #4, Ste. B in Ashland was called forward.

Young stated that he had participated in artisan markets in Eugene, Portland and Ashland for the past thirty-eight years. He stressed the importance of collaboration between the restaurants and artisans, adding that in his experience, space allocation was assigned by seniority and, once assigned, remained unchanged from year to year.

Young proposed bringing a plan forward for the governance of space allocations. In researching the Calle, he said he had noted unfilled tables on many occasions. Young expressed confidence that he could offer a plan to address space allocations whereby new restaurant owners could be integrated and existing owners would have the ability to predict their space needs on the Calle.

#### Commissioner Discussion:

Landt presented a list of changes to clarify the policy document as follows:

- Amend the language in the document so that all references to APRC are used correctly.
- Remove references to the price per square foot and replace with language signaling the intent to use market-based rates along with how those rates were calculated. Prices would be adjusted annually.
- Change the term "first priority" to "priority" unless there were other priorities to rank.

In proposing those changes, Landt indicated that adjusting the prices annually could lessen the impact of a larger price increase. He stated that the rates currently in use were based on market values from the past. He suggested language such as "The seasonal square foot rate shall approximate the market rate of downtown first floor monthly square footage rates times seven months, adjusted annually."

Lewis noted that there had been many negotiations in past years in an effort to promote fairness and maintain a balance between uses. He stated that space had always been limited and factors such as the addition of new restaurants made the space difficult to manage, i.e. "there is no magic space to accommodate them." Lewis agreed with Mr. Scott in that an expansion for vendors into the park road and along Winburn Way could be beneficial for artisans. He appreciated the proposed flexibility in which restaurants would work together to find a balance. He pointed out that APRC had also been open to change and had made an exception to the no-alcohol mandate in parks by allowing restaurants to serve alcohol on the Calle. He concluded by indicating that APRC did what it could to promote economic vitality.

Shaw indicated that he would be reluctant to support commercial activity in Lithia Park and would prefer the development of additional Calle space by allowing vendors to set up on the other side of the bridge. He explained that it would be a more natural expansion because of its proximity to the Calle.

### **SUBCOMMITTEE/CITIZEN COMMITTEE ASSIGNMENTS REVIEW**

Black called for a review of Subcommittee/Committee assignments to ensure that the Commissioners had an opportunity to review proposed listings prior to January 2017. He noted that there were two Subcommittees and one Committee not yet listed that would be added.

### **McLAREN HEAD DISCUSSION**

Black led a thoughtful discussion about the possibilities for taking ownership of a bust of John McLaren. McLaren's connection to Lithia Park was acknowledged but the Commissioners were unable to determine a suitable place for the plaster sculpture. An additional hurdle was identified as caring for and maintaining the bust until an appropriate venue could be identified.

Landt expressed a concern about the long-term costs associated with such an acquisition. He noted that if an endowment was included for care of the artifact, then the wait for a suitable venue might make sense.

### **STAFF UPDATES**

- ***Meeting Preview***

Black noted that the agenda for the Regular meeting of November 28, 2016, would include a review of the design for Hunter Park, an update for Garfield Park and a presentation for a grant obtained for woodland management as explained by Jeffrey McFarland, Supervisor of Forestry, Trails and Open Space. He stated that he would work with Dials to amend the Calle policy for review as well.

- ***Ice Rink Opening Celebration***

Dials reported that the annual Ice Rink Opening Celebration was successful with over 300 people in attendance. She expressed appreciation to Recreation Manager Lonny Flora and his rink staff.

- ***Retirement Gathering***

Dials announced that Parks Superintendent Bruce Dickens would be retiring on November 30, 2016, and a farewell gathering would be held at Great American Pizza Company following the Regular meeting on November 28, 2016. The farewell was open to all who wished to attend.

- ***Vandalism***

Shaw noted that restrooms at the Skate Park had been out of order for some time due to vandalism. He relayed that it has been a recurring problem and he proposed installing live feed security cameras to identify the

perpetrators. He noted that the technology was getting cheaper and the live feed would offer benefits to community members wishing to track their children at the park while also deterring vandalism.

Black asked for direction regarding support for the idea. He stated that he would be happy to do the research if so directed by the Commissioners.

There followed a brief discussion about the pros and cons of a surveillance system and whether the live feed would be accepted by the community. The consensus was affirmative. Landt was supportive but cautioned against taking time for the project at the expense of more urgent priorities.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

*These Minutes are not a verbatim record. The narrative has been summarized to reflect the discussions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.*

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting  
Minutes  
November 28, 2016

**ATTENDEES**

**Present:** Commissioners Gardiner, Landt, Lewis, Shaw; Director Black; Superintendents Dickens and Dials; Executive Assistant Dyssegard; Assistant Manuel

**Absent:** Commissioner Miller; City Council Liaison Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main Street.

**APPROVAL OF MINUTES**

Study Session—October 17, 2016

*Discussion:*

Landt clarified Paragraph 5, Page 4 under Discussion among Commissioners. The sentence reading “Landt noted that the more functionality built into the infrastructure, the more elements there would be for other uses” was clarified as: “Landt advocated maximizing the number of functions for each element.”

**Motion:** Landt moved to approve the October 17, 2016, Study Session Minutes as amended. Shaw seconded.  
The vote was all yes.

Regular Meeting—October 24, 2016

**Motion:** Shaw moved to approve the October 24, 2016, Regular Meeting Minutes as presented. Lewis seconded.  
The vote was Gardiner, Lewis, Miller and Shaw—yes  
*Landt abstained as he was not present at the meeting.*

**PUBLIC PARTICIPATION**

There was none.

**ADDITIONS AND DELETIONS**

Gardiner reported that there was one additional item on the agenda. He announced that Parks Superintendent Bruce Dickens would retire effective December 1, 2016. Gardiner presented Dickens with a plaque in appreciation for his service with APRC spanning June 2011 through November 2016. Dickens said he wished his successors the best, adding that he had enjoyed working with APRC staff and crew.

Landt told the story of a recent planting of fig tree cuttings at Ashland Creek Park. He explained that the cuttings had been taken from the mother fig tree at the same park because of a concern that the tree might be damaged while the park was under construction. He stated that he was pleased to participate in the planting with Dickens as it was representative of the great working relationship he had enjoyed with Dickens through the years and symbolic of Dickens' last contributions. Landt indicated that Dickens would be able to see the results of his work as the trees grew and flourished.

Shaw spoke about his first recycling project, which came about because of Dickens' responsiveness to Shaw's suggestions for recycling, presented at a time when Shaw was merely a citizen rather than a Parks Commissioner. He relayed his appreciation for Dickens' attention to detail in listening to Shaw's ideas for recycling and attending to the work of installing recycling baskets (attached to garbage cans) throughout the parks system. Shaw added that Dickens' receptiveness continued throughout his tenure. He noted that Dickens also responded to ideas for installing trash cans and dog stations along Winburn Way. Shaw stated that those actions contributed to a cleaner and less polluted parkway and they eventually reached other parks and trails throughout Ashland. Shaw relayed that the willingness to be innovative and implement new things was one of the reasons he decided to join the Parks Commission.

Dickens noted the hard work of APRC staff that had allowed for so many accomplishments throughout the years.

Black also expressed appreciation for Dickens' accomplishments. He said Dickens was leaving a lasting legacy, including his spearheading of a book about the history of Lithia Park, written by John Enders, entitled *Lithia Park: The Heart and Soul of Ashland*. Black relayed that Dickens would be remembered with each book sold, as his name appeared in the "Acknowledgements" section. He said book revenues would support Lithia Park through the Ashland Parks Foundation, the book's sponsor.

Dickens said he would ease into retirement and was looking forward to new beginnings wherever they might lead.

#### **UNFINISHED BUSINESS**

There was none.

#### **NEW BUSINESS**

There was none.

#### **SUBCOMMITTEE AND STAFF REPORTS**

- *Garfield Park Update (Information)*

Project Manager Jason Minica noted that Vitus Construction was selected for the Garfield Park project and a timeline for the project had been outlined as follows:

- *January: Mobilization, Volleyball Court improvements*
- *February: Basketball Court upgrades and improvements, Shelters, Paths and Sidewalk*
- *March: Waterplay Splash Pad and surrounding improvements*

In response to a question from Gardiner, Minica stated that Garfield Park would remain open to the public while under construction. Areas of construction would be staggered so that only a portion of the park would be closed at any time. Repairs and upgrades to the restroom building would require a short-term closure. During that period, porta-potties would be on site for public use. New sidewalks would be installed at the shelters and around the Splash Pad, with other sidewalks repaired.

- *Hunter Park Update (Information)*

Minica displayed a photo of the existing playground, stating that it was at the end of its usefulness. He explained that after researching playground options and canvassing the surrounding neighborhood to gather information about preferences, a Playcraft product was selected. Minica said neighbors had advocated for a toddler-appropriate play area.

The Playcraft design was described as having a forest theme. Included would be two bear rockers for toddlers, a simulated forest service truck structure and a large general play structure with slides, walkways and balancing equipment. The play structure would be suitable for children ranging in age from toddler to twelve years. One of the swings would be an infant swing that could be shared by a parent. A “stand and spin” structure would also be included in the new playground.

Two new picnic tables would be added, with one engineered to accept a wheelchair, thereby meeting requirements for ADA (American Disabilities Act) accessibility. The large play structure was also considered ADA-compliant.

#### Commissioner Discussion

There followed a brief discussion regarding ADA accessibility and questions about the materials used as flooring for the play area. In response to a question about the surface materials, Minica noted that the playground surface would be covered with wood chips. Black stated that the playground itself was considered ADA accessible in that it would have hard surface access to ramps leading into the playground. The structures themselves would be accessible but not rated as ADA-compliant because of the wood chip surface. Shaw cautioned against promoting the playground as handicapped accessible because of potential difficulties in navigating access to the structures.

Lewis asked whether Walker School’s playground was ADA-compliant because of the rubber matting surface. Minica said it was.

Shaw asked about possible re-purposing of the old playground equipment. Dickens replied that past efforts to re-use or donate used playground equipment had been denied because older structures were considered a liability. Black added that the City of Ashland’s liability insurance policy did not cover the repurposing of used playground equipment.

- *Fuels Reduction Grant Report (Information)*

Jeff McFarland stated that APRC had been awarded a fuels reduction grant sponsored by the 2016 Oregon Watershed Enhancement Board (OWEB). Three of the main grant partners were the City of Ashland/APRC, Lomakatsi Restoration Project and the Nature Conservancy. He stated that Chris Chambers of Ashland Fire and Rescue collaborated with APRC on the grant and it was through his assistance that the five-year grant was awarded.

Criteria for the award included properties in close proximity to the Ashland Forest Resiliency Project areas. For Ashland, the first phase of the project would include forty-one acres of the Acid Castle Rock Property, twenty-six acres of the Lawrence Property and sixteen acres located within Siskiyou Mountain Park. McFarland explained that the estimated costs per area were \$53,950, \$38,400 and \$12,800, respectively, for a total of \$105,150. Of that, APRC would pay 10% or \$10,515, with the grant paying for the balance of associated costs with the 90% OWEB cost share.

McFarland noted that most of the acreage selected was in need of fuels reduction, although slopes greater than 65% would be too steep to treat. He stated that the Lawrence Property was very steep so fuels reduction work would be primarily along the ridges. McFarland emphasized the importance of fuels reduction for the Ashland properties because of the proximity to homes and Ashland’s watershed. In addition, the Acid Castle Rock Property was populated with valuable oak woodlands. McFarland stated that the oak woodlands were diminishing and fuels reduction treatments would assist in preserving those important ecosystems.

At Siskiyou Mountain Park, each vegetation zone had been labeled and outlined on a unit map. The underbrush and invasive species such as Scotch Broom would be removed and burned. Once cleared, a ground burn—known

as a prescribed burn—would be conducted. Phase I would include units SMP 6 and SMP 2, slated for clearing early in the grant. Since 1992, staged treatments had been conducted with the help of volunteers in an effort to stay ahead of damaging vegetation.

McFarland displayed pictures of the 2009 burn, noting that fuels reduction treatments prepared the land to preserve natural resources and lessen the intensity of a wildfire.

#### Commissioner Discussion

Shaw said the trail intersecting the Granite Street Trail and Hearts Nature Trail contained hillsides full of debris. McFarland stated that the source of much of the debris was damage caused by a major fire in 1959, which were now full of undergrowth.

Gardiner asked about the timeframe for the work. McFarland noted that an RFP for the contracted work would be advertised in January, with the work possibly beginning in March. He said the window for prescribed burns would span late winter / early spring through May, depending upon the weather.

Gardiner also asked about the availability of funding for future years. McFarland replied that the grant was operative for approximately five years, depending upon the properties identified. He stated that the properties were scored and prioritized based on the need for treatment and other criteria. McFarland indicated that there were additional APRC properties that could qualify for treatment.

Lewis inquired about administration of the grant and McFarland stated that, each year, recipients would need to ensure that the grant funding was reinstated. McFarland noted that there was additional land within the Parks system to include in the prioritization process, an important step in qualifying lands for treatment.

- *Parks Superintendent*

Black announced that McFarland would serve as Interim Parks Superintendent while a search was conducted and a new superintendent hired. Congratulations were given to McFarland.

#### **ITEMS FROM COMMISSIONERS**

- *Lithia Park, the Heart and Soul of Ashland* by John Enders

Black distributed copies of the John Enders book to the Commissioners. He noted that book edits were completed in-house by Susan Dyssegard and Dorinda Cottle. Black stated that the book and associated publication rights were owned by the Ashland Parks Foundation. Proceeds from book sales would be held by the Foundation for the benefit of the Ashland parks system.

Landt asked whether the author had donated his time and expertise. Black replied that the project was funded through donations to the Ashland Parks Foundation along with monies set aside for the Lithia Park Master Plan.

- *Calle Policy*

Dials reported that the amended Calle Policy would be presented at the APRC Regular Meeting on December 19, 2016. She stated that the amendments were well underway.

#### **UPCOMNG MEETING DATE**

Gardiner noted that there would be just one meeting in December, with no Study Session held.

Regular Meeting—December 19, 2016 @ Council Chambers 1175 E. Main Street—7:00 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

The Minutes are not a verbatim record. The narrative has been condensed and paraphrased to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular meetings are being digitally recorded and are available upon request.

# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

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## MEMORANDUM

**TO** : Ashland Parks and Recreation Commission

**FROM** : Rachel Dials, Recreation Superintendent

**DATE** : December 15, 2016

**SUBJECT** : Calle Guanajuato Amended Policy Approval (Action)

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### BACKGROUND

The Calle Guanajuato draft policy was reviewed by the Commissioners on Monday, November 21, 2016, in Study Session. The input on the draft policy from the Commissioners was to:

- review the use of “Commission” and “Commissioner” to ensure proper use within the policy;
- take out specific reference to the square foot charge;
- specify that the square foot charge be reviewed annually;
- define the criteria for setting the square foot charge;
- define the use of “alcove” within the policy;
- further define the priority criteria to include the Lithia Artisans Market;
- edit the document for clarity.

For your review is a newly edited and re-drafted policy document that includes your input. The policy looks and sounds different but the structure and process are very similar.

Some of the minor changes include:

- expanded definitions to help clarify the policy further;
- process changes: Applicant would be required to submit a simple site plan along with the request for space application;
- name change to “Calle Guanajuato Commercial Use Policy;”

- addition of VI, *Accessory Regulations*, that includes access and encroachment language previously only included in the signed contract;
- the use of “alcove” removed from the policy and replaced with “site location” for simplicity.

Recommendations from the disbanded Calle Subcommittee are also included in the draft policy:

- the option to share a site location;
- the definition of “adjacency;”
- support for an idea about adding more booth space in the front of Lithia Park. Staff will not be pursuing this idea unless directed by the Commission.

**Recommendation:**

Staff recommends that the Commissioners approve the amendments as presented in the attached policy.

**Suggested Motion:**

*I make a motion to approve the Commission Policy for Calle Guanajuato Conditional Commercial Use Policy as presented (or amended)*

**Attachments:**

- Draft Calle Guanajuato Commercial Use Policy
- Commercial Use Policy Application – Exhibit B





**Ashland Parks and  
Recreation Commission**

**COMMISSION POLICY**

|  |                     |                       |
|--|---------------------|-----------------------|
| <b>TITLE</b> CALLE GUANAJUATO<br>CONDITIONAL COMMERCIAL USE POLICY | <b>PAGE 1 of 7</b>  | <b>POLICY No. 101</b> |
| <b>EFFECTIVE DATE</b> --- TBD ---                                  | <b>REVISED DATE</b> | N/A                   |

**APPROVED BY COMMISSION ACTION**

TBD, Agenda Item TBD,

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

**PURPOSE**

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

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

**CALLE GUANAJUATO SEATING POLICY OBJECTIVES**

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

- I. To provide a process for the review and approval of applications for concessionaires of the Lithia Artisans Market and restaurateurs of adjacent businesses;
- II. To ensure that adequate access is achieved through the Calle Guanajuato for

pedestrians; and,

- III. To attempt to achieve sufficient cost recovery for APRC while providing an appealing extension of the downtown and Lithia Park.

### **GENERAL PROVISIONS**

#### **Application Process**

- I. Calle Restaurants desiring a restaurant permit on the Calle Guanajuato shall file an application with APRC prior to the stated deadline.
- II. The application process and criteria for submittal shall be as follows:
  - a. Prior to the beginning of the application review process, each applicant seeking a site location on the Calle shall file an application with APRC. The application shall be submitted prior to the 2<sup>nd</sup> Friday of January of each calendar year and shall state the intent of the applicant to:
    - i. Seek a permit for the same site location as a previous year; and/or,
    - ii. Seek a permit for a site location that is new to the applicant.
- III. Application materials required shall be as follows:
  - a. A clear identification of the requested site location as delineated by the official boundary map;
  - b. A simple site plan showing how restaurant equipment and/or concession stands will be organized within the boundary of the site location;
  - c. A statement from the applicant detailing how they meet the approval criteria of the Policy; and,
  - d. An application fee as adopted in the "Fees and Charges Schedule" of APRC.
- IV. Application review requirements:
  - a. Absent the required application, APRC will not hold a previous site location permit and seniority shall be forfeited for that site.
  - b. Notwithstanding the Cancellation section of this ordinance, no late applications will be accepted.
  - c. Incomplete applications, or those that do not meet the criteria for adjacency, shall be returned to the applicant without processing.

|   |                    |                       |
|---|--------------------|-----------------------|
| <b>TITLE : CALLE GUANAJUATO COMMERCIAL<br/>USE POLICY</b> | <b>Page 3 of 7</b> | <b>POLICY No. 101</b> |
|---|--------------------|-----------------------|

- d. Permit approvals for the each season will be issued no later than February 28<sup>th</sup> each year.
- e. The official boundary map of the Calle Guanajuato will delineate the site locations for all concession and restaurant space.
- f. A permit for a restaurant or concession shall be nontransferable between restauranters and shall be valid for one season in a single calendar year.
- g. No qualifying Calle Restaurant may hold or be issued more than one permit. Owners with interests in multiple restaurants notwithstanding.

**CONDITIONAL USE REVIEW CRITERIA**

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

- I. Restaurant proximity shall constitute a major determining factor for a site location on the Calle Guanajuato. Applicants that meet the adjacency standard for a designated location shall have preference during review over those who do not.
- II. When two or more applicants make requests for the same site location, restaurant seniority, as defined in the definitions of this policy, shall take precedence in determining which applicant receives priority consideration.
- III. Site locations shall be used for their intended use of either restaurant or concession space. In the case that a site location designated for restaurant use remains unused after permits have been issued, the site may be made available to the Lithia Artisans Market.
- IV. The applicant must be in good standing with APRC and the City with no active enforcement actions.
- V. The applicant must demonstrate through a simple site plan that they have the ability to carry out the requested operations without violating the public walkway or open space through the Calle Guanajuato.
- VI. **Accessory Regulations:**
  - a. **FIRE AND LIFE SAFETY.** Concessionaire shall comply with any and all fire and life safety guidelines, recommendations and requirements issued by the City of Ashland Fire Marshal, including, but not limited to:
    - i. Maintain all required fire and emergency access areas;
    - ii. Ensure that permitted restaurant equipment shall not encroach upon or obstruct public walkways or open space areas while maintaining a clear eight (8) foot

pathway for emergency vehicles as approved by the City of Ashland Fire Marshal;

- iii. Maintain a clear, unobstructed space around any fire hydrant as required for fire safety;
- iv. Have available and shall maintain such fire extinguishers as determined by the Fire Marshal;
- v. Strict to the park prohibition on smoking. Smoking is not permitted on the Calle Guanajuato under any circumstances; and
- vi. No use of any bottled gas, electrical devices, or hazardous materials or hazardous substances without prior approval by the Ashland Fire Marshal. [For purposes of this License “Hazardous Substance” or “Hazardous Material” means any hazardous, toxic, infectious, or radioactive substance, waste, or material as defined or listed by any local, state or federal environmental law.]

#### **Permit/Contract Award Process**

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

#### **Restaurant and Concession Fee Schedule**

- I. The Commissioners shall review and may adjust the seasonal square foot rental rate on the Calle prior to February 28<sup>th</sup> each year, and in doing so will take the following criteria into account:
  - a. The market rate of downtown first floor monthly square foot rates times the length of the season in months.
- II. Payment for approved permits shall be made in full by the second Friday of May each season, unless otherwise stated by the Commissioners during fee schedule and operating season review.
  - a. If fees are not received as described above, the permit shall be revoked.

#### **Operating Season**

Due to various considerations, the season of operation for the Calle Guanajuato may vary from year to year. The Commissioners will approve the season of operation prior to February 28<sup>th</sup> each year. The standard season shall be from Memorial Day to Labor Day, notwithstanding modification of the season timeframe by the Commissioners.

|   |                    |                       |
|---|--------------------|-----------------------|
| <b>TITLE : CALLE GUANAJUATO COMMERCIAL<br/>USE POLICY</b> | <b>Page 5 of 7</b> | <b>POLICY No. 101</b> |
|---|--------------------|-----------------------|

**Restaurant Cancellation/Revocation.**

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

**Site Location Sharing**

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

|   |             |                       |
|---|-------------|-----------------------|
| <b>TITLE : CALLE GUANAJUATO COMMERCIAL<br/>USE POLICY</b> | Page 6 of 7 | <b>POLICY No. 101</b> |
|---|-------------|-----------------------|

DEFINITIONS

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

|   |                    |                       |
|---|--------------------|-----------------------|
| <b>TITLE : CALLE GUANAJUATO COMMERCIAL<br/>USE POLICY</b> | <b>Page 7 of 7</b> | <b>POLICY No. 101</b> |
|---|--------------------|-----------------------|

- XVI. **Restaurant Seniority:** shall be established for application review when a restaurateur has been granted a permit to a specific site location for the year immediately previous to the current year. Seniority shall be forfeited when occupancy of the site has been abandoned by the applicant for any reason for at least one complete season or any part thereof.
  
- XVII. **Site Location:** is the useable space or area on Calle Guanajuato which has been allocated for individual concession or restaurant use by the Ashland Parks and Recreation Commission.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Mike Gardiner, APRC Chair

Approved, as to form: \_\_\_\_\_ Date: \_\_\_\_\_  
Dave Lohman, City Attorney

**Exhibit B  
Proposal Documents**

---

Ashland Parks & Recreation Commission

**REQUEST FOR COMMERCIAL USE SPACE  
ON CALLE GUANAJUATO**

NAME OF APPLICANT \_\_\_\_\_ WK PHONE \_\_\_\_\_

MESSAGE PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

WHAT IS THE BEST WAY TO CONTACT YOU? \* *(Circle one)* email/phone

MAILING ADDRESS

\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

- PLEASE ATTACH A SIMPLE SITE PLAN SHOWING HOW RESTAURANT EQUIPMENT AND/OR CONCESSION STANDS WILL BE LOCATED WITHIN THE BOUNDARY OF THE SITE LOCATION.
- ARE YOU REQUESTING A NEW SPACE THAT IS NOT CURRENTLY A SEATING AREA?  
*(Circle One)* YES NO
- WILL ALCOHOLIC BEVERAGES BE SERVED? *(Circle One)* YES NO
- IS THIS A SHARED SPACE APPLICATION? *(Circle One)* YES NO  
IF YES, WITH WHOM? \_\_\_\_\_

---

Signature of Applicant

Date Signed

\*\*\*\*\*

**This section to be filled out by APRC Staff**

Total Square Footage x \$ \_\_\_\_\_ = \_\_\_\_\_ Date Paid \_\_\_\_\_

The following items must be obtained before permit can be issued:

- Copy of current Business License
- Copy of OLCC License for outdoor seating
- Copy of Insurance Certificate naming City of Ashland as additional insureds
- Signed Commercial Use Contract



# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
FAX: 541.488.5314  
parksinfo@ashland.or.us

## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commission

**FROM:** Susan Dyssegard, Executive Assistant

**DATE:** December 15, 2016

**SUBJECT:** 2017 Meeting Calendar (Action)

---

### **Action Requested**

Approve the proposed 2017 meeting calendar.

### **Background**

Each December the Commissioners review their annual meeting dates for the upcoming year. Study Sessions are normally scheduled on the third Monday of each month, with the fourth Monday reserved for Regular Business Meetings. In January and February of 2017, Study Sessions are proposed for one week earlier to accommodate City-recognized national holidays on third Mondays.

In addition, the Commissioners may choose to have one meeting in December 2017 rather than two. In 2015 and 2016, a Regular Business Meeting was conducted on the third Monday of December, with no Study Session scheduled or held.



## **2017 Meetings – to be confirmed**

### **Ashland Parks and Recreation Commission**

January 9 – Study Session – The Grove – 5:30 p.m.

January 23 – Regular Meeting – Council Chambers – 7:00 p.m.

February 13 – Study Session – The Grove – 5:30 p.m.

February 27 – Regular Meeting – Council Chambers – 7:00 p.m.

March 20 – Study Session – The Grove – 5:30 p.m.

March 27 – Regular Meeting – Council Chambers – 7:00 p.m.

April 17 – Study Session – The Grove – 5:30 p.m.

April 24 – Regular Meeting – Council Chambers – 7:00 p.m.

May 15 – Study Session – The Grove – 5:30 p.m.

May 22 – Regular Meeting - Council Chambers – 7:00 p.m.

June 19 – Study Session – The Grove – 5:30 p.m.

June 26 – Regular Meeting – Council Chambers – 7:00 p.m.

July 17 – Study Session – The Grove – 5:30 p.m.

July 24 – Regular Meeting – Council Chambers – 7:00 p.m.

August 21 – Study Session – The Grove – 5:30 p.m.

August 28 – Regular Meeting – Council Chambers – 7:00 p.m.

September 18 – Study Session – The Grove – 5:30 p.m.

September 25 – Regular Meeting – Council Chambers – 7:00 p.m.

October 16 – Study Session – The Grove – 5:30 p.m.

October 23 – Regular Meeting – Council Chambers – 7:00 p.m.

November 20 – Study Session – The Grove – 5:30 p.m.

November 27 – Regular Meeting – Council Chambers – 7:00 p.m.

December 18 – Regular Meeting – Council Chambers– 7:00 p.m.

# 2017 Calendar

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| February |    |    |    |    |    |    |
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| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 |    |    |    |    |

| March |    |    |    |    |    |    |
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| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 |    |

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
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| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
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| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
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| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   | 31 |    |    |    |    |    |

| August |    |    |    |    |    |    |
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| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
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| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
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| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
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| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

CalendarDate.com

- Sunday January 1 – **New Year's Day**
- Monday January 16 – **Martin Luther King Day**
- Tuesday February 14 – **Valentine's Day**
- Monday February 20 – **Presidents Day**
- Sunday March 12 – **Daylight Savings Starts**
- Friday March 17 – **St. Patrick's Day**
- Sunday April 16 – **Easter**
- Friday May 5 – **Cinco de Mayo**
- Sunday May 14 – **Mother's Day**
- Monday May 29 – **Memorial Day**

- Sunday June 18 – **Father's Day**
- Tuesday July 4 – **Independence Day**
- Monday September 4 – **Labor Day**
- Sunday September 10 – **Grandparents Day**
- Monday October 9 – **Columbus Day**
- Tuesday October 31 – **Halloween**
- Sunday November 5 – **Daylight Savings Ends**
- Saturday November 11 – **Veterans Day**
- Thursday November 23 – **Thanksgiving**
- Monday December 25 – **Christmas**

○ Study Sessions  
 ○ Regular Business Meetings

# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
FAX: 541.488.5314  
parksinfo@ashland.or.us

## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** December 7, 2015

**SUBJECT:** Presentation and Approval of CUFR (Component Unit Financial Report) Ending June 30, 2016 (Action)

---

### BACKGROUND

State law requires that all general-purpose governments publish a complete set of financial statements presented in conformity with generally accepted accounting principles. These statements are then audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

The CUFR of the Ashland Parks and Recreation Commission was distributed by email on Thursday, December 15<sup>th</sup>. Please forward any questions regarding the CUFR to me prior to the meeting on December 19<sup>th</sup>. Since we are in a transition period with the finance director position, I will not be asking anyone from finance to come to the meeting; however, if you pose any questions that I cannot answer myself I will get the answer from finance and pass it along.

### Recommendation:

Staff recommends that the Commissioners approve the CUFR as presented

### Suggested Motion:

*I make a motion to approve the 2015/16 CUFR as presented...*

# COMPREHENSIVE ANNUAL FINANCIAL REPORT

For year ended June 30, 2016



## ASHLAND PARKS AND RECREATION COMMISSION

(A Component Unit of the City of Ashland, Oregon)

JACKSON COUNTY  
STATE OF OREGON



**ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON**

(A Component Unit of the City of Ashland, Oregon)

**COMPREHENSIVE ANNUAL FINANCIAL REPORT  
For the year ended June 30, 2016**

Michael Black  
Ashland Parks and Recreation Director  
340 South Pioneer Street  
Ashland, OR 97520

Prepared by:  
City of Ashland  
Administrative Services Department



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ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

INTRODUCTORY SECTION





October 24, 2016

To the Chair and Commissioners  
of the Ashland Parks and Recreation Commission:

State law requires that all general-purpose governments publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the comprehensive annual financial report of the Ashland Parks and Recreation Commission (the "Commission") for the fiscal year ended June 30, 2016.

This report consists of management's representations concerning the finances of the Commission. Consequently, the Commission assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, the Commission has established a comprehensive internal control framework that is designed to both protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for preparation of the Commission's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Commission's comprehensive framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements issued will be free from material misstatement. Management asserts that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The licensed and certified public accounting firm of Pauly, Rogers and Co., P.C. has audited the Commission's financial statements. The goal of the independent audit was to provide reasonable assurance that the Commission's financial statements for the fiscal year ended June 30, 2016, were free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by the Commission; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion the Commission's financial statements for the fiscal year ended June 30, 2016, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that the Commission provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The Commission's MD&A can be found immediately following the report of the independent auditors.

## **PROFILE OF THE GOVERNMENT**

In 1908, Ashland residents voted to establish the Ashland Parks and Recreation Commission (a component unit of the City of Ashland, Oregon) to provide a full range of parks and recreation services to the community. The Commission derives its authority from the City of Ashland's Charter, Articles XIX and XXII. The five-member Commission, elected by and directly accountable to Ashland's citizens, is responsible for the financing and administration of Ashland's parks and recreation system. The parks and recreation system includes approximately 199 acres of developed parkland and approximately 550 acres of undeveloped parkland, including a network of 47 miles of maintained trails. Recreational facilities include a municipal golf course, five community centers, tennis courts, a swimming pool, and a seasonal ice rink.

The City Charter provides for a continuing millage levy dedicated to the care, maintenance, and development of Ashland's park system. Historically, the amount raised by the continuing millage levy changed as property tax val-

## **2016 introductory section**

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ues changed, but the millage rate remained constant. In 1997 a statewide ballot measure eliminated all existing special millage and serial levies, incorporating these levies into the overall rate that could be levied citywide. The Commission and City Council have completed a Memorandum of Understanding (MOU) identifying each body's responsibilities for the delivery and administration of duties associated with Ashland Parks and Recreation.

The Commission operates under a commission-director form of government. The Commission is responsible for, among other things, adopting the biennium budget, appointing the Parks Director, and setting Park policy. The Parks Director is responsible for carrying out the directives and policies of the Commission and overseeing the day-to-day operation of the Parks and Recreation Department.

The Commission maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City Council of the City of Ashland. The biennial budget serves as the foundation for the Commission's financial planning and control. The Parks Director develops a proposed Ashland Parks and Recreation budget every other year to present to the Commission. After review and gathering of public input, the Commission submits the proposed biennium budget to the City of Ashland for inclusion in the budget process. The City's Budget Committee holds public meetings before approving the budget and setting the property tax rate. City Council adoption of the budget for the following biennial year period must be done in a public hearing no later than June 30 every other year. The level of budgetary controls (i.e., the level at which expenditures cannot legally exceed the appropriated amounts) is established by function and activity within an individual fund. Appropriations are limited to each biennium year period. Therefore, all spending authority of the Commission lapses upon conclusion of the biennial period. Budget-to-actual comparisons are provided in this report for each of the three funds as part of the basic financial statements.

### **FACTORS AFFECTING FINANCIAL CONDITION**

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the Commission operates.

**Local economy:** Ashland's major economic sectors—retail, service, education and tourism—support the relatively strong and stable local economy. While Ashland's population numbers have dropped (based on ten-year census numbers issued), we are seeing higher collections rates for property tax revenues.

**Long-term financial planning:** In 1990, Ashland residents confirmed their commitment to parks and open space by passing a charter amendment that established an Open Space Plan and map. Working jointly with the Ashland City Council, the Commission has added approximately 400 acres of park and open space land to the City's inventory over the past 26 years.

The Commission is currently working on the development of an infrastructure inventory, to begin putting a long-term plan in place for upgrade and replacement or removal of current infrastructure that is deteriorating as a result of age or use.

**Major initiatives:** With the update of the food and beverage tax approval, the Commission has focused its efforts on updating and expanding its Capital Improvements Plan. New to the updated and voter-approved food and beverage tax are provisions that allow for major improvements to, or rehabilitation of, existing facilities under the management of the Commission. The result is Commission discussion occurring on the potential use of leveraging future funds to front load certain projects that would benefit the citizens of Ashland.

**Relevant financial policies:** Periodically, the Commission's ending fund balance exceeds its budgeted projections. This is usually the result of collection of more revenue than originally anticipated, expending less on services than originally anticipated, or a combination of both. The Commission and Council have completed a Memorandum of Understanding that redefines their relationship, including budgeting and management responsibilities. The Commission and Council are continuing to work on an incentive policy for the Ashland Parks and Recreation Department that encourages entrepreneurial opportunities.

### **AWARDS AND ACKNOWLEDGEMENTS**

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Commission for its comprehensive annual financial report (CAFR) for the fiscal year

ending June 30, 2015. This was the twenty-seventh consecutive year that the Commission achieved this prestigious award. In order to be awarded a Certificate of Achievement, the Commission published an easily readable and efficiently organized CAFR. This report satisfied both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. I believe our current CAFR continues to meet the Certificate of Achievement Program's requirements and it is being submitted to the GFOA to determine its eligibility for another certificate.

The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the Ashland Parks and Recreation Department. I express my appreciation to all members of the Department who assisted and contributed to its preparation. I also thank the Commissioners for their interest and support in planning and conducting the financial operations of the Department in a responsible and progressive manner.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael A. Black". The signature is stylized and cursive.

Michael A. Black, Director  
Ashland Parks and Recreation Commission



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Ashland Parks  
and Recreation Commission  
Oregon**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2015**

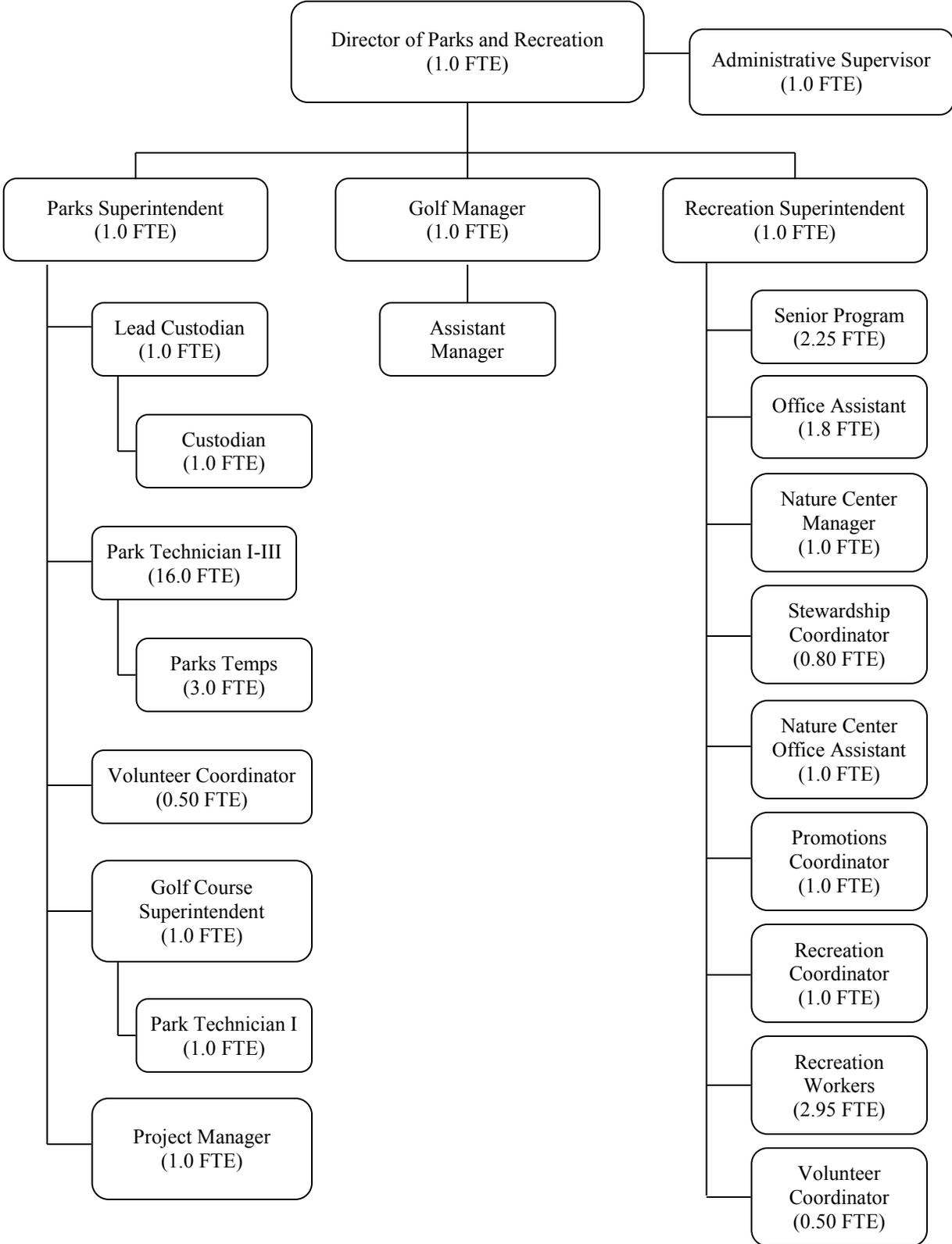
A handwritten signature in black ink, reading "Jeffrey R. Emer". The signature is written in a cursive style with a prominent initial 'J'.

Executive Director/CEO

# Parks and Recreation Department

## 44.80 FTE

(As budgeted 2015-2017)



**ASHLAND PARKS AND RECREATION DEPARTMENT  
(A Component Unit of the City of Ashland, Oregon)  
ELECTED OFFICIALS  
as of June 30, 2016**

| <u>Name</u>  | <u>Position</u>               | <u>Term Expires</u> |
|--|-------------------------------|---------------------|
| Mike Gardiner<br>340 Orange Street<br>Ashland, OR 97520      | Commissioner                  | December 2018       |
| Rick Landt<br>468 Helman Street<br>Ashland, OR 97520         | Commissioner                  | December 2018       |
| Jim Lewis<br>640 A Street<br>Ashland, OR 97520               | Commissioner                  | December 2016       |
| Matt Miller<br>1290 Greenmeadows Way<br>Ashland, OR 97520    | Commissioner                  | December 2018       |
| Vanston Shaw<br>608 Drager Street<br>Ashland, OR 97520       | Commissioner                  | December 2016       |
| <u>Appointed Official</u>                                    |                               |                     |
| Michael Black<br>941 Providence Way<br>Grants Pass, OR 97526 | Parks and Recreation Director |                     |

## ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanstou Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
FAX: 541.488.5314  
parksinfo@ashland.or.us

October 24, 2016

The City Council and  
The Ashland Parks and Recreation Commission  
City of Ashland, Oregon

The Municipal Audit Commission was established by the City Council to perform certain tasks relating to the annual audit. The Ashland Parks and Recreation Commission, a component unit of the City of Ashland, has delegated similar responsibilities to the Audit Commission for their annual audit process.

In fulfilling its responsibilities, the Commission participates in selecting the City's auditor on a regular basis. The Commission interviews qualified, independent certified public accountants and discusses the overall scope and specific plans for the audit. The Commission also recommends which municipally-certified individual or firm is to be engaged as the City's auditor by the City Council.

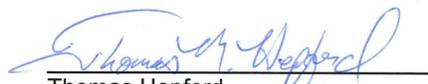
At the conclusion of the annual audit, the Commission meets with the City's auditor to discuss the results of their audit and their evaluation of the City and Parks financial reporting. The Commission also discusses the financial accounting and reporting processes with the City's auditor, including the preparation of the financial statements for the City and Parks Commission, safeguarding of assets and other resources against unauthorized acquisition, use or disposition, and other required accounting issues.

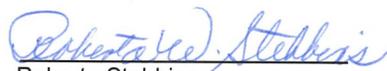
After receiving the annual reports and related documentation from the auditor and staff, evaluating the information, and considering the potential for changes, the Commission makes recommendations to both elected bodies on acceptance of the respective annual reports and changes deemed appropriate through the process.

Based upon the above, we accept the 2015-2016 Parks and Recreation Comprehensive Annual Financial Report (CAFR) and the related audit reports of the independent certified public accountants for the City of Ashland and the Ashland Parks and Recreation Commission and recommend that the respective CAFR and auditor's reports be accepted by the Council and the Commission.

Respectfully submitted,

The Municipal Audit Commission

  
Thomas Hepford,  
Member at Large

  
Roberta Stebbins,  
Member at Large

  
Mary Cody, Budget Liaison  
Representing Budget Committee

  
Rich Rosenthal,  
City Council Liaison/Member

  
Barbara Christensen,  
City Recorder/Treasurer  
Ex-Officio Member



ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

FINANCIAL SECTION





**PAULY, ROGERS AND CO., P.C.**  
12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
(503) 620-2632 ♦ (503) 684-7523 FAX  
www.paulyrogersandcoepas.com

October 6, 2016

To the Chair and Commissioners of the  
Ashland Parks and Recreation Commission  
City of Ashland, Oregon

### **INDEPENDENT AUDITORS' REPORT**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, and each major fund, of Ashland Parks and Recreation Commission (a blended component unit of the City of Ashland), as of and for the year June 30, 2016, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents .

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund, of Ashland Parks and Recreation Commission, as of June 30, 2016, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Other Matters**

*Emphasis of Matter*

## 2016 financial section

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The Commission adopted the provisions of GASB Statement No. 72, Fair Value Measurement and Application, for the year ended June 30, 2016. Our opinion is not modified with respect to this matter.

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

### **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary and other information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The listing of board members containing their term expiration dates, located before the table of contents, and the other information, as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

### **Report on Other Legal and Regulatory Requirements**

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated October 6, 2016, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



Kenneth Allen, CPA  
PAULY, ROGERS AND CO., P.C

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Ashland Parks and Recreation Commission, we offer readers of the Ashland Parks and Recreation Commission's financial statements this narrative overview and analysis of the financial activities of the Ashland Parks and Recreation Commission for the fiscal year ended June 30, 2016. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages 9-11 of this report.

### Financial Highlights

- The assets of the Ashland Parks and Recreation Commission exceeded its liabilities at the close of the most recent fiscal year by \$8,980,276 (net position).
- The Park and Recreation Commission's total net position has decreased by \$1,411,369.
- As of the close of the current fiscal year, the Ashland Parks and Recreation Commission's governmental funds reported combined ending fund balances of \$1,659,141 an increase of \$946,213 from the prior fiscal year.

### Overview Of Financial Statements

This discussion and analysis are intended to serve as an introduction to the Ashland Parks and Recreation Commission's basic financial statements. The Ashland Parks and Recreation Commission's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information, in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Ashland Parks and Recreation Commission's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Ashland Parks and Recreation Commission's assets and liabilities, with the difference between the two reported as *net position*.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year.

Both of the government-wide financial statements distinguish functions of the Ashland Parks and Recreation Commission that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Ashland Parks and Recreation Commission include general park operations, recreation, and golf course operation.

The government-wide financial statements can be found on pages 26 and 27 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements.

## 2016 financial section

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The Ashland Parks and Recreation Commission maintains two individual governmental funds.

The Ashland Parks and Recreation Commission develops a budget for its general & capital funds, which is included in the City's Biennium budget. A budgetary statement has been provided for all funds, to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 28-30 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 33-46 of this report.

### Ashland Parks and Recreation Commission Net Position

|  | <u>June 30, 2016</u> | <u>June 30, 2015</u> | <u>Change</u> |
|--|----------------------|----------------------|---------------|
| Current and other assets                     | \$ 2,096,774         | \$ 1,067,029         | 96.5%         |
| Capital assets                               | <u>10,112,652</u>    | <u>10,397,953</u>    | -2.7%         |
| Total assets                                 | <u>12,209,426</u>    | <u>11,464,982</u>    | 6.5%          |
| <b>Deferred Outflows of Resources:</b>       |                      |                      |               |
| Proportional Share of Net Pension Assets     |                      | 947,255              | -100.0%       |
| Deferred outflows - pensions                 | 672,510              |                      | N/A           |
| Long-term liabilities outstanding            | 437,637              | 354,102              | 23.6%         |
| Proportionate Share of Net Pension Liability | 2,568,603            |                      |               |
| Other liabilities                            | <u>298,682</u>       | <u>250,330</u>       | 19.3%         |
| Total liabilities                            | <u>3,304,922</u>     | <u>604,432</u>       | 446.8%        |
| <b>Deferred Inflows of Resources:</b>        |                      |                      |               |
| Net deferred pension assets                  |                      | 1,416,160            | -100.0%       |
| Deferred inflows - pensions                  | 596,742              |                      | N/A           |
| <b>Net Position</b>                          |                      |                      |               |
| Net investment in capital assets             | 10,112,652           | 10,397,953           | -2.7%         |
| Restricted                                   | 1,346,001            | -                    | N/A           |
| Unassigned                                   | <u>(2,478,377)</u>   | <u>(6,308)</u>       | 39189.4%      |
| Total net position                           | <u>\$ 8,980,276</u>  | <u>\$ 10,391,645</u> | -13.6%        |

### **Government-wide Financial Analysis**

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Ashland Parks and Recreation Commission, assets exceed liabilities by \$8,980,276 at the close of the most recent fiscal year.

**Ashland Parks And Recreation Commission's Net Position**

At the end of the current fiscal year, the Ashland Parks and Recreation Commission is able to report positive balances in all categories of net position, both for the government as a whole, as well as for its two separate governmental funds.

**Governmental activities.** Net Position has decreased by \$1,411,369 or down by 13.6% from last year. Revenues are up 15.7% from last year as well as expenses at 61.4%.

**Ashland Parks and Recreation Commission  
Change in Net Position  
For the Year Ended June 30, 2016**

|                                    | <u>June 30, 2016</u>       | <u>June 30, 2015</u>        | <u>Change</u> |
|------------------------------------|----------------------------|-----------------------------|---------------|
| Revenues:                          |                            |                             |               |
| Program revenues:                  |                            |                             |               |
| Charges for services               | \$ 1,153,455               | \$ 1,149,154                | 0.4%          |
| Operating grants and contributions | 92                         | 320,539                     | N/A           |
| General revenues:                  |                            |                             |               |
| City of Ashland                    | 6,210,271                  | 4,896,167                   | 26.8%         |
| Miscellaneous                      | 17,204                     | 17,620                      | -2.4%         |
| Interest                           | 9,700                      | 4,957                       | 95.7%         |
| Total revenues                     | <u>7,390,722</u>           | <u>6,388,437</u>            | 15.7%         |
| Expenses:                          |                            |                             |               |
| Parks                              | 6,151,387                  | 3,921,790                   | 56.9%         |
| Recreation                         | 1,863,782                  | 1,124,584                   | 65.7%         |
| Golf course                        | 786,922                    | 406,177                     | 93.7%         |
| Total expenses                     | <u>8,802,091</u>           | <u>5,452,550</u>            | 61.4%         |
| Increase in net position           | (1,411,369)                | 935,887                     | -250.8%       |
| <b>Net Position - Beginning</b>    | <u>10,391,645</u>          | <u>9,455,758</u>            | 9.9%          |
| <b>Net position - Ending</b>       | <u><u>\$ 8,980,276</u></u> | <u><u>\$ 10,391,645</u></u> | -13.6%        |

Significant factors leading to the decrease in net position include:

- The largest change is an increase in costs of \$2,023,929 for Pension expense on a GAAP basis due to GASB 68, which is for Accounting and Financial Reporting for Pensions.
- General revenues increased due to an accounting change in recording revenues for Food and Beverage. Revenues are transferred when it is earned instead of on a reimbursement basis.

**Governmental funds.** As of the end of the current fiscal year, the Ashland Parks and Recreation Commission's governmental funds reported a combined ending fund balance of \$1,659,141, an increase of \$946,212 from the prior fiscal year.

The General Fund is the chief operating fund of the Ashland Parks and Recreation Commission. As of the end of the current fiscal year, the General Fund's fund balance was \$313,140, a decrease of \$190,486 from the prior year. The General Fund's balance represents 19% of the combined governmental funds balance.

## ***2016 financial section***

---

The Capital Projects Fund has a total fund balance of \$1,346,001 all of which is reserved for future capital projects. This increase is due to transferring receipts of Food and Beverage monies deemed for planning, development and major rehabilitation of City Parks.

### **General Fund Budgetary Highlights**

The Ashland Parks and Recreation Commission revised its budget during the first year of this biennium. The general fund's revenue ended just a little below budget at 49.5% for the half way mark in of the biennium. Expenditures ended at 48.1%, tracking right below the half way mark of 50%.

### **Capital Asset and Debt Administration**

**Capital assets.** The Ashland Parks and Recreation Commission's investment in capital assets for its governmental activity as of June 30, 2016, amounted to \$10,112,652 (net of accumulated depreciation.)

A major portion of the Ashland Parks and Recreation Commission's investment in capital assets include leasehold improvements of \$4,200,825 (net of accumulated depreciation) related to a long-term lease with the Oregon Shakespeare Festival Association. The detail is shown on page 54 of the Notes to the Basic Financial Statements section.

**Long-term debt.** At the end of the current fiscal year, the Ashland Parks and Recreation Commission had no long-term debt outstanding.

### **Requests for Information**

This financial report is designed to provide a general overview of the Ashland Parks and Recreation Commission's finances for all those with an interest in the government's finances. Copies of this report may be obtained at:

340 South Pioneer Street  
Ashland, OR 97520

ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

BASIC FINANCIAL STATEMENTS

---

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASHLAND, OREGON**  
**STATEMENT OF NET POSITION**  
**June 30, 2016**

|   | <u>Primary Government</u>  |
|---|----------------------------|
| <b>Assets:</b>                                  |                            |
| Cash and cash equivalents                       | \$ 2,077,124               |
| Receivables:                                    |                            |
| Accounts  | 19,650                     |
| Capital assets, net of Accumulated Depreciation | <u>10,112,652</u>          |
| <b>Total Assets</b>                             | <b>12,209,426</b>          |
| <b>Deferred Outflows of Resources:</b>          |                            |
| Deferred outflows - pensions                    | 672,510                    |
| <b>Liabilities:</b>                             |                            |
| Accounts payable                                | 225,677                    |
| Payroll Liabilities                             | 211,956                    |
| Non-Current Liabilities:                        |                            |
| Proportionate Share of Net Pension Liability    | 2,568,603                  |
| Due Within 1 Year:                              |                            |
| Vacation and Sick Payable                       | 74,671                     |
| Due In More than 1 Year:                        |                            |
| Vacation and Sick Payable                       | <u>224,011</u>             |
| <b>Total Liabilities</b>                        | <b>3,304,918</b>           |
| <b>Deferred Inflows of Resources:</b>           |                            |
| Deferred inflows - pensions                     | <u>596,742</u>             |
| <b>Net Position</b>                             |                            |
| Net investment in Capital Assets                | 10,112,652                 |
| Unrestricted:                                   | <u>(1,132,376)</u>         |
| <b>Total Net Position</b>                       | <b><u>\$ 8,980,276</u></b> |

The accompanying notes are an integral part of the basic financial statements.

**ASHLAND PARKS AND RECREATION COMMISSION  
ASHLAND, OREGON  
STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2016**

| <u>Functions</u>              | <u>Expenses</u>     | <u>Function Revenues</u>       |   | <u>Net (Expense)<br/>Revenue and<br/>Change in Net<br/>Position</u> |
|-------------------------------|---------------------|--------------------------------|---|---|
|                               |                     | <u>Charges for<br/>Service</u> | <u>Operating Grants<br/>and Contributions</u> |   |
| Parks                         | \$ 6,151,387        | \$ 438,140                     | \$ 92   | \$ (5,713,155)  |
| Recreation                    | 1,863,782           | 440,895                        |   | (1,422,887)   |
| Golf Course                   | 786,922             | 274,420                        | -   | (512,502)   |
| Total Governmental Activities | <u>\$ 8,802,091</u> | <u>\$ 1,153,455</u>            | <u>\$ 92</u>                                  | <u>\$ (7,648,544)</u>   |
|                               |                     |                                |   | General Revenues - From City of Ashland                             |
|                               |                     |                                |   | \$ 6,210,271  |
|                               |                     |                                |   | Interest and Investment Earnings                                    |
|                               |                     |                                |   | 9,700   |
|                               |                     |                                |   | Miscellaneous   |
|                               |                     |                                |   | 17,204  |
|                               |                     |                                |   | <u>Total General Revenues</u>                                       |
|                               |                     |                                |   | <u>6,237,175</u>  |
|                               |                     |                                |   | Changes in Net Position   |
|                               |                     |                                |   | (1,411,369)   |
|                               |                     |                                |   | <b>Net Position - Beginning</b>                                     |
|                               |                     |                                |   | <u>10,391,645</u>   |
|                               |                     |                                |   | <b>Net Position - Ending</b>  |
|                               |                     |                                |   | <u>\$ 8,980,276</u>   |

The accompanying notes are an integral part of the basic financial statements.

**ASHLAND PARKS AND RECREATION COMMISSION  
ASHLAND, OREGON  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2016**

|  | General           | Capital<br>Improvement | Total<br>Governmental<br>Funds |
|--|-------------------|------------------------|--------------------------------|
| <b>ASSETS</b>                              |                   |                        |                                |
| <b>Assets:</b>                             |                   |                        |                                |
| Cash and Investments                       | \$ 702,095        | \$ 1,375,029           | \$ 2,077,124                   |
| Receivables:                               |                   |                        |                                |
| Accounts                                   | 16,885            | 2,765                  | 19,650                         |
| <b>Total Assets</b>                        | <b>718,980</b>    | <b>1,377,794</b>       | <b>2,096,774</b>               |
| <b>LIABILITIES, AND EQUITY</b>             |                   |                        |                                |
| <b>Liabilities:</b>                        |                   |                        |                                |
| Accounts payable                           | 199,151           | 26,525                 | 225,676                        |
| Payroll Liabilities                        | 206,689           | 5,267                  | 211,956                        |
| <b>Total Liabilities</b>                   | <b>405,840</b>    | <b>31,793</b>          | <b>437,633</b>                 |
| <b>Fund Balances:</b>                      |                   |                        |                                |
| Committed for:                             |                   |                        |                                |
| Open Space Improvements                    |                   | 1,346,001              | 1,346,001                      |
| Equipment Replacement                      | 58,834            | -                      | 58,834                         |
| Unassigned:                                |                   |                        |                                |
| Unassigned                                 | 254,306           | -                      | 254,306                        |
| <b>Total fund balances</b>                 | <b>313,140</b>    | <b>1,346,001</b>       | <b>1,659,141</b>               |
| <b>Total liabilities and fund balances</b> | <b>\$ 718,980</b> | <b>\$ 1,377,794</b>    | <b>\$ 2,096,774</b>            |

The accompanying notes are an integral part of the basic financial statements.

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**ASHLAND PARKS AND RECREATION COMMISSION  
ASHLAND, OREGON  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
June 30, 2016**

Total Fund Balances - Governmental Funds \$ 1,659,141

The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The statement of Net Position includes those capital assets among the assets of the Commission as a whole.

Net Capital Assets 10,112,652

The net pension assets (Liability), and deferred inflows and outflows related to the Net Pension Asset is the difference between the total pension liability and the assets set aside to pay benefits earned to the past and current employees and beneficiaries. (2,492,835)

Accrued compensated absences are not due and payable in the current period and, therefore, are not reported in the funds. (298,682)

Net Position \$ 8,980,276

The accompanying notes are an integral part of the basic financial statements.

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASHLAND, OREGON**  
**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**For the year ended June 30, 2016**

|  | <u>Governmental Fund Types</u> |                             | <u>Total<br/>Governmental<br/>Funds</u> |
|--|--------------------------------|-----------------------------|---|
|  | <u>General</u>                 | <u>Capital<br/>Projects</u> |   |
| <b>Revenues:</b>                                 |                                |                             |   |
| Intergovernmental                                | \$ 92                          | \$ -                        | \$ 92                                   |
| Charges for Services                             | 5,872,818                      | 1,490,908                   | 7,363,726                               |
| Interest on Investments                          | 3,773                          | 5,928                       | 9,700                                   |
| Miscellaneous                                    | 17,204                         | -                           | 17,204                                  |
| <b>Total Revenues</b>                            | <u>5,893,886</u>               | <u>1,496,836</u>            | <u>7,390,722</u>                        |
| <b>Expenditures:</b>                             |                                |                             |   |
| Current:   |                                |                             |   |
| Parks  | 3,895,295                      |                             | 3,895,295                               |
| Recreation                                       | 1,409,208                      | -                           | 1,409,208                               |
| Golf Course                                      | 547,280                        | -                           | 547,280                                 |
| Capital Outlay                                   | 232,589                        | 360,137                     | 592,727                                 |
| <b>Total Expenditures</b>                        | <u>6,084,372</u>               | <u>360,137</u>              | <u>6,444,510</u>                        |
| Excess(Deficiency) of Revenues over Expenditures | (190,486)                      | 1,136,699                   | 946,212                                 |
| <b>Other financing sources (uses):</b>           |                                |                             |   |
| Transfers in                                     | 80,000                         | -                           | 80,000                                  |
| Transfers out                                    | (80,000)                       | -                           | (80,000)                                |
| <b>Total other financing sources (uses):</b>     | <u>-</u>                       | <u>-</u>                    | <u>-</u>                                |
| Net Change in Fund Balance                       | (190,486)                      | 1,136,699                   | 946,212                                 |
| <b>Fund Balance, July 1, 2015</b>                | 503,626                        | 209,302                     | 712,928                                 |
| <b>Fund Balance, June 30, 2016</b>               | <u>\$ 313,140</u>              | <u>\$ 1,346,001</u>         | <u>\$ 1,659,140</u>                     |

The accompanying notes are an integral part of the basic financial statements.

**ASHLAND PARKS AND RECREATION COMMISSION  
ASHLAND, OREGON  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
For the year ended June 30, 2016**

|   |    |         |
|---|----|---------|
| Total Net Changes in Fund Balances - Governmental Funds | \$ | 946,213 |
|---|----|---------|

Capital asset additions are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense.

|                         |    |                  |           |
|-------------------------|----|------------------|-----------|
| Capital Asset Additions | \$ | 1,155,535        |           |
| Capital Asset Deletions |    | (631,658)        |           |
| Depreciation Expense    |    | <u>(809,178)</u> |           |
|                         |    |                  | (285,301) |

|  |  |             |
|--|--|-------------|
| The Pension Expense and the changes in the deferred inflows and outflows related to the Net Pension Assets represents the changes in the Net Pension Assets (Liability) from year to year due to changes in total pension liability and the fair value of pension plan net position available to pay pension benefits. |  | (2,023,930) |
|--|--|-------------|

|  |  |                 |
|--|--|-----------------|
| Change in Compensated Absences is an expense on the Statement of Activities but it is not an expenditure to the governmental fund, unless matured. |  | <u>(48,351)</u> |
|--|--|-----------------|

|   |    |                           |
|---|----|---------------------------|
| Change in Net Position of Governmental Activities | \$ | <u><u>(1,411,369)</u></u> |
|---|----|---------------------------|

The accompanying notes are an integral part of the basic financial statements.



ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS

## ASHLAND PARKS AND RECREATION COMMISSION JACKSON COUNTY, OREGON

### Notes to Basic Financial Statements

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Ashland Parks and Recreation Commission have been prepared in conformity with accounting principles generally accepted in the United States of America (aka generally accepted accounting principles-GAAP), as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant Parks and Recreation Commission accounting policies are described below.

##### A. THE FINANCIAL REPORTING ENTITY

The Ashland Parks and Recreation Commission (the Commission) was created by vote of qualified electors of the City of Ashland, Oregon (the City), at a special election on December 15, 1908. The Commission presently operates under the charter of the City. Currently, the Commission has control of over 637 acres of park-designated lands, which includes 19 parks ranging in size from .33 to 270 acres and a network of over 29 miles of developed and maintained trails. The Commission also maintains and operates several athletic fields on property owned by Jackson County School Commission No. 5 and Southern Oregon University (SOU), under contractual agreements with Commission No. 5 and the State of Oregon. Five commissioners elected to serve four-year terms govern the Commission. The Commissioners serve without pay. The City charter also provides for an appointed director.

The basic financial statements include all financial activities, organizations, and functions for which the Commission is considered to be financially accountable and a financial benefit or burden exists. Financial accountability exists if the Commission appoints a voting majority of the component unit's board and the ability to impose will by the primary government. A financial burden/benefit exists between Parks and the City due to the fact that the City has access to most of the Parks resources, and that Parks doesn't have their own property tax levy, but instead gets an allocation of monies from the City to fund operations. The Commission has no component units, but is a blended component unit of the City and, as such, is included in the basic financial statements of the City as a blended component unit. Although the members of the Commission's governing board are elected by the voters, the Commission is fiscally dependent upon the City because, by state law and City charter, the Commission's budget and tax levy must be included as part of the City's. The City must also approve any debt issuance and has ultimate financial responsibility for the Commission.

##### B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION

###### GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

The Statement of net position and Statement of Activities display information about the reporting government as a whole.

The Statement of Net Position and the Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for nonexchange Transactions."

Program revenues included in the Statement of Activities are derived directly from the program itself or from parties outside the Commission's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Commission's general revenues.

The Commission reports all direct expenses by function in the Statement of Activities. Direct expenses are

those that are clearly identifiable with a function. Interest of general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as inter-fund activity and balances in the funds were eliminated or reclassified. Inter-fund receivables and payables were eliminated to minimize the “grossing up” effect on assets and liabilities.

### **FUND FINANCIAL STATEMENTS**

The accounts of the Commission are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained in consistency with legal and managerial requirements.

### **GOVERNMENTAL FUND TYPES**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be measurable to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Commission reports the following major funds:

#### **GENERAL FUND**

This fund (also referred to as the Parks and Recreation Fund) accounts for all financial resources and expenditures of the Commission, except those required to be accounted for in another fund. The principal revenue sources are charges for services. Major expenditures are for personal services, operating supplies, maintenance, and supporting services related to the administrative functions of the Commission. The General Fund is also used to account for financial resources used for the operation and maintenance of the Oak Knoll Golf Course.

#### **CAPITAL IMPROVEMENT FUND**

The Parks Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. Principal resources and revenues are inter-fund transfers, charges for services, and interest earnings.

#### **EQUIPMENT FUND**

This fund is a new internal service fund that provides for the replacement of major motorized equipment and vehicles.

#### **C. BUDGET**

As a component unit of the City, the budget of the Commission is included in the budget of the City. A budget is prepared and legally adopted for each governmental fund type on the modified accrual basis of accounting in the main program categories required by Oregon Local Budget Law. The budgets for all budgeted funds are adopted on a basis consistent with generally accepted accounting principles.

## **2016 notes to basic financial statements**

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The City begins its budget process early for the biennium budget with the establishment of the Budget Committee. Recommendations are developed through late winter, with the Budget Committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring, with a public hearing being held approximately three weeks later. The Council may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten %. The budget is then adopted. Appropriations are made and the tax levy is declared no later than June 30th.

Appropriations are at the department (organizational unit) level for funds with more than one department and by total personal services, materials and services, capital outlay, debt service, operating transfers, and contingency for those funds with only one department or function at the levels of control established by resolution.

Expenditures cannot legally exceed the above appropriation levels, except in the case of grants that could not be estimated at the time of budget adoption. Appropriations lapse at the end of the biennium. Management may amend line items in the budget without Council approval as long as appropriation levels (the legal level of control) are not changed. Supplemental appropriations may occur if the Council approves them due to a need that exists that was not determined at the time the budget was adopted. Budget amounts shown in the Basic Financial Statements reflect the original budget and one appropriation transfer.

Expenditures of the various funds were within authorized appropriations.

### **D. ACCOUNTS RECEIVABLE**

There is no allowance for bad debts based on historically low write offs.

### **E. CAPITAL ASSETS**

Capital assets are recorded at the original or estimated cost. Donated capital assets are recorded at their estimated fair market value on the date donated. The Commission defines capital assets as assets with an initial cost of more than \$5,000 and an estimated life beyond a single reporting period. Interest incurred during construction, maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following useful lives:

|                                    |                |
|------------------------------------|----------------|
| Buildings and improvements         | 33 to 50 years |
| Public domain infrastructure       | 15 to 25 years |
| Vehicles, furniture, and equipment | 5 to 15 years  |

### **F. RETIREMENT PLAN**

Substantially all of the Commission's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. GASB Statements 68 and 71 have been implemented as of July 1, 2014.

### **G. VESTED COMPENSATED ABSENCES**

It is the Commission's policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is a liability for unpaid accumulated sick leave. The Commission approved the following "at separation, for employees with accrued sick leave balances between 101 and 1000 hours, a transfer of equivalent funding to their HRA VEBA accounts." All unused vacation and sick pay are accrued when earned in the Government-wide Financial Statements.

**H. ESTIMATES**

In conformance to accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period when preparing financial statements. Actual results could differ from those estimates.

**I. LONG TERM DEBT**

In the Government-wide Financial Statements, long-term debt is reported as a liability in the Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method, which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the Fund Financial Statements, bond premiums and discounts are recognized when incurred and are not deferred. The face amount of the debt issued, premiums received on debt issuances, and discounts are reported as other financing sources and uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**J. FUND EQUITY**

In March 2009, the GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions. The objective of this statement is to enhance the usefulness of fund balance information by providing clear fund balance classifications that can be consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated funds were replaced with five new classifications nonspendable, restricted, committed, assigned, and unassigned. The specific purposes for the restriction and commitments are shown on the face of the balance sheet.

- Nonspendable fund balance represents amounts that are not in a spendable form. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution by City of Ashland City Council.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

**K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflow of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources

**2016 notes to basic financial statements**

(expense/expenditure) until then.

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**Fair Value Inputs and Methodologies and Hierarchy**

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based up on the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

**Level 1** – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access

**Level 2** – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market–corroborated inputs)

**Level 3** – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund’s own assumptions used in determining the fair value of investments)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

**2. CASH AND INVESTMENTS**

**Cash and cash equivalents**

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

|                      |                     |
|----------------------|---------------------|
|                      | 2016                |
| Petty Cash           | \$ 750              |
| Demand Deposit       | 10,000              |
| City Investment Pool | 2,066,374           |
| Total                | <u>\$ 2,077,124</u> |

As of June 30, 2016, the Commission had the following investments and maturities.

| Investment Type                   | Fair Value          | Investment Maturities (in months) |             |             |
|-----------------------------------|---------------------|-----------------------------------|-------------|-------------|
|                                   |                     | Less than 3                       | 3-17        | 18-59       |
| State Treasurer's investment pool | 2,066,374           | 2,066,374                         | -           | -           |
| Total                             | <u>\$ 2,066,374</u> | <u>\$ 2,066,374</u>               | <u>\$ -</u> | <u>\$ -</u> |

**Cash and Investment Note**

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund appears to be in compliance with all portfolio guidelines at June 30, 2016. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. As of June 30, 2016, the fair value of the position in the LGIP is 100.6% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized.

**Interest Rate Risk**

As a means of limiting its exposure to fair value losses resulting from rising interest rates, the City's investment policy allows only the purchase of investments that can be held to maturity. Investments cannot be made predicated upon selling the security prior to maturity.

Oregon Revised Statutes require that investments do not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB.

The City limits investment maturities as follows:

|                 |              |
|-----------------|--------------|
| Under 30 days   | 10 % minimum |
| Under 90 days   | 25% minimum  |
| Under 270 days  | 50% minimum  |
| Under 1 year    | 75% minimum  |
| Under 18 months | 80% minimum  |
| Under 3 years   | 100% minimum |

**Credit Risk**

Neither the Oregon Revised Statutes nor the City's investment policy limits investments as to credit rating for securities purchased from U.S. Government Agencies. The City's investments in U.S. Government Agencies were rated AAA by Standard & Poor's and AAA by Moody's Investor Service. The State Pool is unrated. Oregon Revised Statutes require that Bankers Acceptances be guaranteed by, and carried on the books of, a qualified financial institution eligible for discount by the Federal Reserve System, and issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category by one or more nationally recognized statistical rating organizations.

**Concentration of Credit Risk**

To avoid incurring unreasonable risks inherent to over-investing in specific instruments or in individual financial institutions, the City's investment policy sets maximum limits on the percentage of the portfolio that can be invested in any one type of security. At June 30, 2016, the City was in compliance with all percentage restrictions.

Oregon Revised Statutes require that no more than 25% of the monies of local government be invested in Bankers Acceptances of any singular qualified financial institution. Amounts in the State Treasurer's LGIP are not required by law to be collateralized.

## 2016 notes to basic financial statements

No more than the stated percentage of the overall portfolio will be invested in each of the following categories of securities:

|   |      |
|---|------|
| U.S. Treasury Obligations   | 100% |
| U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corp. | 100% |
| Bankers' Acceptances (BAs)  | 50%  |
| Certificates of Deposit (CDs)   | 35%  |
| State and Local Government Securities   | 35%  |
| Repurchase Transactions   | 25%  |
| Commercial Paper (AA,A1,P1)   | 10%  |
| State of Oregon Investment Pool Securities  | 100% |

### 3. CAPITAL ASSETS

The changes in capital assets for the 2015-2016 fiscal years are as follows:

|   | Balance<br>June 30, 2015 | Additions<br>& Reclasses | Retirements<br>& Reclasses | Balance<br>June 30, 2016 |
|---|--------------------------|--------------------------|----------------------------|--------------------------|
| <b>Governmental activities:</b>             |                          |                          |                            |                          |
| Capital assets, not being depreciated:      |                          |                          |                            |                          |
| Construction in progress                    | \$ 631,658               | \$ 784,540               | \$ 631,658                 | \$ 784,540               |
| Total capital assets, not being depreciated | \$ 631,658               | \$ 784,540               | \$ 631,658                 | \$ 784,540               |
| Capital assets, being depreciated:          |                          |                          |                            |                          |
| Buildings                                   | \$ 13,466,190            | \$ 126,158               | \$ -                       | \$ 13,592,348            |
| Equipment                                   | 2,046,088                | 229,958                  | -                          | 2,276,046                |
| Improvements Other than Buildings           | 2,882,767                | 14,878                   | -                          | 2,897,645                |
| Total capital assets, being depreciated     | 18,395,045               | 370,994                  | -                          | 18,766,039               |
| Less accumulated depreciation for:          |                          |                          |                            |                          |
| Buildings                                   | 6,200,215                | 517,020                  | -                          | 6,717,235                |
| Equipment                                   | 1,273,996                | 169,345                  | -                          | 1,443,341                |
| Improvements Other than Buildings           | 1,154,539                | 122,812                  | -                          | 1,277,351                |
| Total accumulated depreciation              | 8,628,750                | 809,177                  | -                          | 9,437,927                |
| Total capital assets being depreciated, net | <u>\$ 10,397,953</u>     | <u>\$ 346,357</u>        | <u>\$ 631,658</u>          | <u>\$ 10,112,652</u>     |

## 2016 notes to basic financial statements

Depreciation expense for the year was charged to the following functions:

| Depreciation Expense |                   |
|----------------------|-------------------|
| 2016                 |                   |
| Parks                | \$ 674,399        |
| Recreation           | 81,183            |
| Golf                 | 53,595            |
| <b>Total</b>         | <b>\$ 809,177</b> |

### 4. LONG-TERM DEBT

The General Fund is used to liquidate the compensated absences. The balances of the compensated absences accounts are as follows:

|   | June 30, 2015<br>Balance | Additions         | Reductions        | June 30, 2016<br>Balance | Due Within a<br>Year |
|---|--------------------------|-------------------|-------------------|--------------------------|----------------------|
| Governmental Activities:                      | \$ 250,330               | \$ 298,682        | \$ 250,330        | \$ 298,682               | \$ 74,671            |
| <b>Total Compensated<br/>Absences Payable</b> | <b>\$ 250,330</b>        | <b>\$ 298,682</b> | <b>\$ 250,330</b> | <b>\$ 298,682</b>        | <b>\$ 74,671</b>     |

### 5. PENSION PLAN

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at:

[http://www.oregon.gov/pers/Pages/section/financial\\_reports/financials.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx).

If the link is expired please contact Oregon PERS for this information.

- a. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.
  - i. **Pension Benefits.** The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0% for police and fire employees, and 1.67% for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results.
  - ii. **Death Benefits.** Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided on or more of the following contributions are met:
    - member was employed by PERS employer at the time of death,
    - member died within 120 days after termination of PERS covered employment,
    - member died as a result of injury sustained while employed in a PERS-covered job, or

## 2016 notes to basic financial statements

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- member was on an official leave of absence from a PERS-covered job at the time of death.
  - iii. **Disability Benefits.** A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
  - iv. **Benefit Changes After Retirement.** Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.
- b. **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.
- i. **Pension Benefits.** This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:  
*Police and fire:* 1.8% is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.  
*General service:* 1.5% is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.  
A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.
  - ii. **Death Benefits.** Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50% of the pension that would otherwise have been paid to the deceased member.
  - iii. **Disability Benefits.** A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45% of the member's salary determined as of the last full month of employment before the disability occurred.
  - iv. **Benefit Changes After Retirement.** Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

**Contributions** – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2013 actuarial valuation, which became effective July 1, 2015. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2016 were \$283,273, excluding amounts to fund employer specific liabilities. In addition approximately \$126,273 in employee contributions were paid or picked up by the Commission in fiscal 2016.

**Pension Asset or Liability** - At June 30, 2016, the Commission reported a net pension liability of \$2,568,603 for its proportionate share of the net pension liability. The pension liability was measured as of December 31, 2013, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2013, the Commission's proportion was .045%.

**2016 notes to basic financial statements**

|   | Deferred Outflow<br>of Resources | Deferred Inflow<br>Of Resources |
|---|----------------------------------|---------------------------------|
| Difference between expected and actual experience   | \$ 138,512                       | \$ -                            |
| Changes in assumptions  | -                                | -                               |
| Net difference between projected and actual earnings on pension plan investments  | -                                | 538,437                         |
| Net changes in proportionate share and Difference between the Commission contributions and proportionate share of contributions | 50,616                           | 58,304                          |
| Subtotal - Amortized Deferrals (below)  | 189,128                          | 596,741                         |
| Parks Contributions subsequent to measuring date  | 483,382                          |                                 |
| Net Deferred outflow (inflow) of resources  | \$ 672,510                       | \$ 596,741                      |

Amounts reported as deferred outflows or inflow of resources related to pension will be recognized in pension expense as follows:

| Year ending<br>June 30, | Amount       |
|-------------------------|--------------|
| 2017                    | \$ (227,288) |
| 2018                    | (227,288)    |
| 2019                    | (227,288)    |
| 2020                    | 262,153      |
| 2021                    | 12,099       |
| Thereafter              |              |
| Total                   | \$ (407,612) |

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated May 23, 2016. Oregon PERS produces an independently audited CAFR which can be found at:

[http://www.oregon.gov/pers/Pages/section/financial\\_reports/financial.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/financial.aspx).

**Actuarial Valuations** – The employer contribution rates effective July 1, 2015 through June 30, 2017, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

## 2016 notes to basic financial statements

### Actuarial Methods and Assumptions:

|                           |  |
|---------------------------|--|
| Valuation date            | December 31, 2013 rolled forward to June 30, 2015  |
| Experience Study Report   | 2014, Published September 2015   |
| Actuarial cost method     | Entry Age Normal   |
| Amortization method       | Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years   |
| Asset valuation method    | Market value of assets   |
| Inflation rate            | 2.75%  |
| Investment rate of return | 7.75%  |
| Projected salary increase | 3.75% overall payroll growth; salaries for individuals are assumed to grow at 3.75 % plus assumed rates of merit/longevity increases based on service. For COLA, a blend of 2% COLA and graded COLA (1.25%/0.15%) in accordance with Moro decision, blend based on service.  |
| Mortality                 | Healthy retirees and beneficiaries: RP-2000 Sex-distinct, generational per Scale AA, with collar adjustments and set-backs as described in the valuation. Active members: Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation. Disabled retirees: Mortality rates are a percentage (65% for males and 90% for females) of the RP-2000 static combined disabled mortality sex-distinct table. |

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2014 Experience Study which is reviewed for the four-year period ending December 31, 2013.

**Discount Rate** – The discount rate used to measure the total pension liability was 7.75% for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Commission's proportionate share of the net pension liability to changes in the discount rate – The following presents the Commission's proportionate share of the net pension liability calculated using the discount rate of 7.75%, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75 %)

**2016 notes to basic financial statements**

or 1-percentage-point higher (8.75 %) than the current rate.

|   | Decrease<br>(6.75%) | Rate<br>(7.75%) | Increase<br>(8.75%) |
|---|---------------------|-----------------|---------------------|
| Parks proportionate share of<br>the net pension liability | \$ 6,199,228        | \$ (2,568,603)  | \$ 947,255          |

Since the December 31, 2013 actuarial valuation, the system-wide actuarial accrued liability has increased primarily due to the Moro decision and assumption changes, along with interest on the liability as current active members get closer to retirement. The Oregon Supreme Court decision in *Moro v. State of*

Oregon, issued on April 30, 2015, reversed a significant portion of the reductions the 2013 Oregon Legislature made to future system Cost of Living Adjustments (COLA) through Senate Bills 822 and 861. This reversal increased the benefits projected to be paid by Employers compared to those developed in the prior actuarial valuation, and consequently increased plan liabilities. The employers' projected long-term contribution effort has been adjusted for the estimated impact of the Moro Decision. In accordance with statute, a biennial review of actuarial methods and assumptions was completed in 2015 to be used for the December 31, 2014 actuarial valuation. After completion of this review and subsequent to the measurement date, the PERS Board adopted several assumption changes, including lowering the investment return assumption to 7.50%, which will be effective January 1, 2016 and will be included in the next update.

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the Commission for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of death, disability, resignation, or retirement. Payment to the employee will be made over a period not to exceed 15 years. The deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the Commission.

**Individual Account Program** - In the 2003 legislative session, the Oregon Legislative Assembly created a successor plan for OPERS. The Oregon Public Service Retirement Plan (OPSRP) is effective for all new employees hired on or after August 29, 2003, and applies to any inactive OPERS members who return to employment following a six month or greater break in service. The new plan consists of the defined benefit pension plans and a defined contribution pension plan (the Individual Account Program or IAP). Beginning January 1, 2004, all OPERS member contributions go into the IAP portion of OPSRP. OPERS' members retain their existing OPERS accounts, but any future member contributions are deposited into the member's IAP, not the member's OPERS account. Those employees who had established an OPERS membership prior to the creation of OPSRP will be members of both the OPERS and OPSRP system as long as they remain in covered employment. Members of OPERS and OPSRP are required to contribute 6 % of their salary covered under the plan which is invested in the IAP. The Commission makes this contribution on behalf of its employees.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO BOX 23700 Tigard, OR 97281-3700.

**6) RISK MANAGEMENT**

As a component unit of the City of Ashland, the Ashland Parks and Recreation Commission is included in the City's risk management program. The City directly manages the Commission's participation. The City is exposed to various risks of loss related to general liability, property, automobile, and workers' compensation. The City purchases its auto, property, and liability insurance from Citycounty Insurance Services, a member-owned trust. The City is self-insured for the first annual cumulative deductible of \$50,000 under its general liability insurance policy. Workers' compensation is self-insured for \$450,000 per occurrence for claims incurred; excess coverage above this retention limit is purchased from commercial insurers on a stop-loss basis. The Commission, and all participating City funds, pay contributions based on prior experience, exposure, insurance premiums, and administrative

**2016 notes to basic financial statements**

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costs. Settlements have not exceeded insurance coverage in each of the past three years.

**7) TRANSFERS**

The purpose of the transfer was to help establish the new equipment fund.

| Fund           | Transfers<br>In | Transfers<br>Out |
|----------------|-----------------|------------------|
| General Fund   | \$ 80,000       | \$ -             |
| Equipment Fund | -               | 80,000           |
| Total          | \$ 80,000       | \$ 80,000        |

**8) TRANSACTIONS WITH PRIMARY GOVERNMENT (CITY OF ASHLAND)**

The City of Ashland paid a total of \$6,210,271 to Ashland Parks Commission. Of the total, \$4,732,500 was paid to Parks General Fund to pay for parks and recreation services rendered to the community. \$1,477,771 was paid to the Capital Project Fund for their share of Food and Beverage revenue received per Ordinance # 2991.

ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

REQUIRED SUPPLEMENTARY INFORMATION

Notes to the Required Supplementary Information - the basis of budgeting is the same  
as GAAP

**REQUIRED SUPPLEMENTARY INFORMATION**  
For the fiscal year ended June 30, 2016

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**

| Year Ended June 30, | Employer's proportion of the net pension liability (NPL) (a) | Employer's proportionate share of the net pension liability (NPL) (b) | covered payroll (c) | NPL as a percentage of covered payroll (b/c) | Plan fiduciary net position as a percentage of the total pension liability |
|---------------------|--|---|---------------------|--|--|
| 2016                | 0.04%  | \$ (2,568,803)  | \$ 1,848,032        | (139.0) %                                    | 91.9 %   |
| 2015                | 0.04%  | 947,255   | 1,962,898           | 48.3   | 103.6  |
| 2014                | 0.04%  | (2,132,592)   | 1,734,423           | (123.0)                                      | 92.0   |

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date. These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**SCHEDULE OF CONTRIBUTIONS**

| Year Ended June 30, | Statutorily required contribution | Contributions in relation to the statutorily required contribution | Contribution deficiency (excess) | Employer's covered payroll | Contributions as a percent of covered payroll |
|---------------------|-----------------------------------|--|----------------------------------|----------------------------|---|
| 2016                | \$ 283,273                        | \$ 283,273   | \$ -                             | \$ 2,071,981               | 13.7 %  |
| 2015                | 411,657                           | 411,657  | \$ -                             | 1,848,032                  | 22.3  |
| 2014                | 448,754                           | 448,754  | -                                | 1,962,898                  | 22.9  |

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date. These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**ASHLAND PARKS AND RECREATION COMMISSION, ASHLAND , OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES AND**  
**CHANGES IN NET POSITION - BUDGET AND ACTUAL**  
**GENERAL FUND**

**For the year ended June 30, 2016**

|  | BN 2015-2017<br>Biennium Budget Amounts |                   | First Year<br>Actual<br>FY 2015-16 | Total Actual<br>for budget<br>period | Variance with<br>Final Budget -<br>Positive<br>(Negative) |
|--|---|-------------------|------------------------------------|--------------------------------------|---|
|  | Original                                | Final             |                                    |                                      |   |
| <b>Revenues:</b>                             |   |                   |                                    |                                      |   |
| Intergovernmental                            | \$ -                                    | \$ -              | \$ 92                              | \$ 92                                | \$ 92   |
| Charges for Services                         | 11,365,000                              | 11,365,000        | 5,664,276                          | 5,664,276                            | (5,700,724)   |
| Interest on Investments                      | 14,000                                  | 14,000            | 3,522                              | 3,522                                | (10,478)  |
| Miscellaneous                                | 100,000                                 | 100,000           | 17,204                             | 17,204                               | (82,796)  |
| <b>Total Revenues</b>                        | <b>11,479,000</b>                       | <b>11,479,000</b> | <b>5,685,094</b>                   | <b>5,685,094</b>                     | <b>(5,793,906)</b>  |
| <b>Expenditures:</b>                         |   |                   |                                    |                                      |   |
| Parks:                                       |   |                   |                                    |                                      |   |
| Personal Services                            | 4,518,930                               | 4,578,930         | 2,113,357                          | 2,113,357                            | 2,465,573   |
| Materials and Services                       | 3,522,917                               | 3,522,917         | 1,781,938                          | 1,781,938                            | 1,740,979   |
| Capital Outlay                               | 86,000                                  | 86,000            | 2,631                              | 2,631                                | 83,369  |
| Total Parks                                  | 8,127,847                               | 8,187,847         | 3,897,926                          | 3,897,926                            | 4,289,921   |
| Recreation:                                  |   |                   |                                    |                                      |   |
| Personal Services                            | 2,206,790                               | 2,206,790         | 1,126,088                          | 1,126,088                            | 1,080,702   |
| Materials and Services                       | 621,840                                 | 621,840           | 283,120                            | 283,120                              | 338,720   |
| Total Recreation                             | 2,828,630                               | 2,828,630         | 1,409,208                          | 1,409,208                            | 1,419,422   |
| Golf Course:                                 |   |                   |                                    |                                      |   |
| Personal Services                            | 802,600                                 | 842,600           | 396,008                            | 396,008                              | 446,592   |
| Materials and Services                       | 302,050                                 | 302,050           | 151,272                            | 151,272                              | 150,778   |
| Total Golf Course                            | 1,104,650                               | 1,144,650         | 547,280                            | 547,280                              | 597,370   |
| Contingency                                  | 100,000                                 | -                 | -                                  | -                                    | -   |
| <b>Total Expenditures</b>                    | <b>12,161,127</b>                       | <b>12,161,127</b> | <b>5,854,414</b>                   | <b>5,854,414</b>                     | <b>6,306,713</b>  |
| <b>Other financing sources (uses):</b>       |   |                   |                                    |                                      |   |
| Transfer In                                  | 373,500                                 | 373,500           | -                                  | -                                    | (373,500)   |
| Transfer Out                                 | (80,000)                                | (80,000)          | (80,000)                           | (80,000)                             | -   |
| <b>Total other financing sources (uses):</b> | <b>293,500</b>                          | <b>293,500</b>    | <b>(80,000)</b>                    | <b>(80,000)</b>                      | <b>(373,500)</b>  |
| Net Change in Fund Balance                   | (388,627)                               | (388,627)         | (249,320)                          | (249,320)                            | 139,307   |
| <b>Fund Balance, July 1, 2015</b>            | <b>392,641</b>                          | <b>392,641</b>    | <b>503,626</b>                     | <b>503,626</b>                       | <b>110,985</b>  |
| <b>Fund Balance, June 30, 2016</b>           | <b>\$ 4,014</b>                         | <b>\$ 4,014</b>   | <b>\$ 254,306</b>                  | <b>\$ 254,306</b>                    | <b>\$ 250,292</b>   |

(1) Appropriation Level  
 Reconciliation to GAAP fund balance :  
 Equipment fund balance:

58,834

Total GAAP fund balance

\$ 313,140



ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

SUPPLEMENTARY INFORMATION

**ASHLAND PARKS AND RECREATION COMMISSION, ASHLAND, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES AND**  
**CHANGES IN NET POSITION - BUDGET TO ACTUAL**

**CAPITAL IMPROVEMENT FUND**

**For the year ended June 30, 2016**

|   | BN 2015-2017            |                   | First Year<br>Actual<br>FY 2015-16 | Total Actual<br>for budget<br>period | Variance with<br>Final Budget -<br>Positive<br>(Negative) |
|---|-------------------------|-------------------|------------------------------------|--------------------------------------|---|
|   | Biennium Budget Amounts |                   |                                    |                                      |   |
|   | Original                | Final             |                                    |                                      |   |
| <b>Revenues:</b>                            |                         |                   |                                    |                                      |   |
| Intergovernmental                           | \$ 3,517,252            | \$ 3,517,252      | \$ -                               | \$ -                                 | (3,517,252)   |
| Charges for Services                        | 212,930                 | 212,930           | 1,490,908                          | 1,490,908                            | 1,277,978   |
| Interest on Investments                     | 4,000                   | 4,000             | 5,928                              | 5,928                                | 1,928   |
| Miscellaneous                               | -                       | -                 | -                                  | -                                    | -   |
| <b>Total Revenues</b>                       | <b>3,734,182</b>        | <b>3,734,182</b>  | <b>1,496,836</b>                   | <b>1,496,836</b>                     | <b>(2,237,346)</b>  |
| <b>Expenditures:</b>                        |                         |                   |                                    |                                      |   |
| Personal Services                           | 189,930                 | 189,930           | 64,041                             | 64,041                               | 125,889   |
| Materials and Services                      | -                       | 85,052            | 23,840                             | 23,840                               | 61,212  |
| Capital Outlay                              | 3,817,889               | 3,732,837         | 272,256                            | 272,256                              | 3,460,581   |
| Total Parks                                 | 4,007,819               | 4,007,819         | 360,137                            | 360,137                              | 3,647,682   |
| <b>Total Expenditures</b>                   | <b>4,007,819</b>        | <b>4,007,819</b>  | <b>360,137</b>                     | <b>360,137</b>                       | <b>3,647,682</b>  |
| Net Change in Fund Balance                  | (273,637)               | (273,637)         | 1,136,699                          | 1,136,699                            | 1,410,336   |
| <b>Other financing sources (uses):</b>      |                         |                   |                                    |                                      |   |
| Transfer In                                 | -                       | -                 | -                                  | -                                    | -   |
| <b>Total other financing sources (uses)</b> | <b>-</b>                | <b>-</b>          | <b>-</b>                           | <b>-</b>                             | <b>-</b>  |
| Net Change in Fund Balance                  | (273,637)               | (273,637)         | 1,136,699                          | 1,136,699                            | 1,410,336   |
| <b>Fund Balance, July 1, 2015</b>           | <b>582,254</b>          | <b>582,254</b>    | <b>209,302</b>                     | <b>209,302</b>                       | <b>(372,952)</b>  |
| <b>Fund Balance, June 30, 2016</b>          | <b>\$ 308,617</b>       | <b>\$ 308,617</b> | <b>\$ 1,346,001</b>                | <b>\$ 1,346,001</b>                  | <b>\$ 1,037,384</b>                                       |

**ASHLAND PARKS AND RECREATION COMMISSION, ASHLAND, OREGON**  
**SCHEDULE OF REVENUES, EXPENDITURES AND**  
**CHANGES IN NET POSITION - BUDGET TO ACTUAL**  
**EQUIPMENT FUND**

For the year ended June 30, 2016

|   | BN 2015-2017<br>Biennium Budget Amounts |                  | First Year<br>Actual<br>FY 2015-16 | Total Actual<br>for budget<br>period | Variance with<br>Final Budget -<br>Positive<br>(Negative) |
|---|---|------------------|------------------------------------|--------------------------------------|---|
|   | Original                                | Final            |                                    |                                      |   |
| <b>Revenues:</b>                            |   |                  |                                    |                                      |   |
| Charges for Services                        | \$ -                                    | \$ -             | \$ 208,542                         | \$ 208,542                           | \$ 208,542  |
| Interest on Investments                     |   | -                | 250                                | 250                                  | 250   |
| <b>Total Revenues</b>                       | <b>-</b>                                | <b>-</b>         | <b>208,792</b>                     | <b>208,792</b>                       | <b>208,792</b>  |
| <b>Expenditures:</b>                        |   |                  |                                    |                                      |   |
| Capital Outlay                              | 439,000                                 | 439,000          | 229,958                            | 229,958                              | 209,042   |
| Total Parks                                 | 439,000                                 | 439,000          | 229,958                            | 229,958                              | 209,042   |
| <b>Total Expenditures</b>                   | <b>439,000</b>                          | <b>439,000</b>   | <b>229,958</b>                     | <b>229,958</b>                       | <b>209,042</b>  |
| Net Change in Fund Balance                  | (439,000)                               | (439,000)        | (21,166)                           | (21,166)                             | 417,834   |
| <b>Other financing sources (uses):</b>      |   |                  |                                    |                                      |   |
| Interfund Loans                             | 439,000                                 | 439,000          | -                                  | -                                    | (439,000)   |
| Transfer In                                 | 80,000                                  | 80,000           | 80,000                             | 80,000                               | -   |
| Interfund Loans                             | (40,000)                                | (40,000)         | -                                  | -                                    | 40,000  |
| <b>Total other financing sources (uses)</b> | <b>479,000</b>                          | <b>479,000</b>   | <b>80,000</b>                      | <b>80,000</b>                        | <b>(399,000)</b>  |
| Net Change in Fund Balance                  | 40,000                                  | 40,000           | 58,834                             | 58,834                               | 417,834   |
| <b>Fund Balance, July 1, 2015</b>           |   | -                | -                                  | -                                    | -   |
| <b>Fund Balance, June 30, 2016</b>          | <b>\$ 40,000</b>                        | <b>\$ 40,000</b> | <b>\$ 58,834</b>                   | <b>\$ 58,834</b>                     | <b>\$ 417,834</b>   |

Per GASB 54 fund combined with  
General Fund for GAAP reporting:

(58,834)  
\$ -

(1) Appropriation Level

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASHLAND, OREGON**  
**SCHEDULE OF CAPITAL ASSETS - BY SOURCES**  
**For the year ended June 30, 2016**

|   |                             |
|---|-----------------------------|
| Capital Assets:                               |                             |
| Buildings and improvements                    | \$ 13,592,348               |
| Equipment                                     | 2,276,046                   |
| Improvements other than Building              | 2,897,645                   |
| Construction in Process                       | <u>784,540</u>              |
| Total capital assets                          | <u><u>\$ 19,550,579</u></u> |
|   |                             |
| Sources of Investment in Capital Assets:      |                             |
| General Fund                                  | \$ 10,676,956               |
| Shakespeare Festival                          | <u>8,873,623</u>            |
| Total sources of investment in capital assets | <u><u>\$ 19,550,579</u></u> |
|   |                             |
| Sources of Investment in Capital Assets:      |                             |
| General Fund - depreciation                   | \$ 4,765,129                |
| Shakespeare Festival- depreciation            | <u>4,672,798</u>            |
| Total sources of investment in capital assets | <u><u>\$ 9,437,927</u></u>  |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASHLAND, OREGON**  
**SCHEDULE OF CHANGES IN CAPITAL ASSETS - BY SOURCES**  
**For the year ended June 30, 2016**

|   | <u>Total</u>         | <u>Buildings<br/>and<br/>Improvements</u> | <u>Equipment</u>    | <u>Improvements<br/>other than<br/>Buildings</u> | <u>CIP</u>        |
|---|----------------------|---|---------------------|--|-------------------|
| Capital Assets,<br>July 1, 2015         | \$ 19,026,703        | \$ 13,466,190                             | \$ 2,046,088        | \$ 2,882,767                                     | \$ 631,658        |
| Additions:                              |                      |   |                     |  |                   |
| General Fund<br>Shakespeare<br>Festival | 1,155,534            | 126,158                                   | 229,958             | 14,878   | 784,540           |
|   | -                    | -   | -                   | -  | -                 |
|   | <u>1,155,534</u>     | <u>126,158</u>                            | <u>229,958</u>      | <u>14,878</u>                                    | <u>784,540</u>    |
| Deletions:                              |                      |   |                     |  |                   |
| General Fund<br>Shakespeare<br>Festival | 631,658              | -   | -                   | -  | 631,658           |
|   | -                    | -   | -                   | -  | -                 |
|   | <u>631,658</u>       | <u>-</u>                                  | <u>-</u>            | <u>-</u>   | <u>631,658</u>    |
| Capital Assets,<br>June 30, 2016        | <u>\$ 19,550,579</u> | <u>\$ 13,592,348</u>                      | <u>\$ 2,276,046</u> | <u>\$ 2,897,645</u>                              | <u>\$ 784,540</u> |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASHLAND, OREGON**  
**SCHEDULE OF CAPITAL ASSETS - BY FUNCTION AND ACTIVITY**  
**For the year ended June 30, 2016**

| Function and Activity | <u>Total</u>         | <u>Buildings<br/>and<br/>Improvements</u> | <u>Equipment</u>    | <u>Improvements<br/>other than<br/>Buildings</u> | <u>CIP</u>        |
|-----------------------|----------------------|---|---------------------|--|-------------------|
| Parks and Recreation  | <u>\$ 19,550,579</u> | <u>\$ 13,592,348</u>                      | <u>\$ 2,276,046</u> | <u>\$ 2,897,645</u>                              | <u>\$ 784,540</u> |

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**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASHLAND, OREGON**  
**SCHEDULE OF CHANGES IN CAPITAL ASSETS - BY FUNCTION AND ACTIVITY**  
**For the year ended June 30, 2016**

| Function and Activity | <u>Capital Assets<br/>July 1, 2015</u> | <u>Additions</u>    | <u>Deletions</u>  | <u>Capital Assets<br/>June 30, 2016</u> |
|-----------------------|--|---------------------|-------------------|---|
| Parks and Recreation  | <u>\$ 19,026,703</u>                   | <u>\$ 1,155,534</u> | <u>\$ 631,658</u> | <u>\$ 19,550,579</u>                    |

ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

STATISTICAL SECTION

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**ASHLAND PARKS AND RECREATION COMMISSION  
STATISTICAL SECTION  
(Unaudited)**

This part of the Ashland Parks and Recreation Commission comprehensive annual financial report presents detailed information as a context for understanding this year's financial statements, notes, and supplementary information. This information has not been audited by the independent auditors.

|   | <b>Page</b> |
|---|-------------|
| <b>Financial Trends</b>   |             |
| These tables contain trend information that may assist the reader in assessing the Commission's current financial performance by placing it in historical perspective.  | 60-69       |
| <b>Revenue Capacity</b>   |             |
| These tables contain information that may assist the reader is assessing the viability of the revenue sources.  | 70-74       |
| <b>Debt Capacity</b>  |             |
| These tables present information that may assist the reader in analyzing the affordability of the Commission's current levels of outstanding debt and the Commission's ability to issue additional debt in the future.                      | 75          |
| <b>Economic &amp; Demographic Information</b>   |             |
| These tables offer economic and demographic indicators that are commonly used for financial analysis and that can help the reader understand the Commission's present and ongoing financial status.   | 76-77       |
| <b>Operating Information</b>  |             |
| These tables contain service and infrastructure indicators that can help the reader understand how the information in the Commission's financial statements relates to the services the Commission provides and the activities it performs. | 78-84       |

**Source:**

Unless otherwise noted, the information in these tables is derived from the annual financial reports for the Ashland Parks Commission and the annual financial reports for the City of Ashland.

**ASHLAND PARKS AND RECREATION COMMISSION**  
**STATEMENT OF NET POSITION**  
**For the last ten fiscal years**

|   | 2016                | 2015                 | 2014                 | 2013                 |
|---|---------------------|----------------------|----------------------|----------------------|
| <b>ASSETS</b>                                   |                     |                      |                      |                      |
| Cash and cash equivalents                       | \$ 2,077,124        | \$ 981,557           | \$ 1,193,676         | \$ 2,416,468         |
| Receivables:                                    |                     |                      |                      |                      |
| Interest  |                     |                      |                      |                      |
| Accounts  | 19,650              | 85,472               | 99,470               | 90,512               |
| Taxes   |                     |                      | -                    | -                    |
| Proportional share of net pension assets        |                     | 947,255              |                      |                      |
| Capital assets, net of Accumulated Depreciation | 10,112,652          | 10,397,953           | 10,478,922           | 9,527,217            |
| <b>Total Assets</b>                             | <u>12,209,426</u>   | <u>12,412,237</u>    | <u>11,772,068</u>    | <u>12,034,197</u>    |
| <b>Deferred Outflows of Resources:</b>          |                     |                      |                      |                      |
| Deferred outflows - pensions                    | 672,510             |                      |                      |                      |
| <b>LIABILITIES:</b>                             |                     |                      |                      |                      |
| Accounts payable                                | 225,677             | 187,564              | 232,706              | 216,013              |
| Payroll liabilities                             | 211,956             | 166,538              | 144,563              | 119,902              |
| Vacation payable                                |                     |                      |                      |                      |
| Noncurrent liabilities                          |                     |                      |                      |                      |
| Proportionate share of net pension liability    | 2,568,603           |                      |                      |                      |
| Due within one year                             | 74,671              | 62,583               | 63,800               | 69,083               |
| Due in more than one year                       | 224,011             | 187,747              | 191,402              | 207,247              |
| <b>Total Liabilities</b>                        | <u>3,304,918</u>    | <u>604,432</u>       | <u>632,471</u>       | <u>612,245</u>       |
| <b>Deferred Inflows of Resources:</b>           |                     |                      |                      |                      |
| Deferred inflows - pensions                     | <u>596,742</u>      |                      |                      |                      |
| <b>NET POSITION:</b>                            |                     |                      |                      |                      |
| Invested in capital assets, net of related debt | 10,112,652          | 10,397,953           | 10,478,922           | 9,527,217            |
| Restricted for: YAL                             | -                   | -                    | -                    | -                    |
| Unassigned                                      | (1,132,376)         | (6,308)              | 660,674              | 1,894,735            |
| <b>Total Net Position</b>                       | <u>\$ 8,980,276</u> | <u>\$ 10,391,645</u> | <u>\$ 11,139,596</u> | <u>\$ 11,421,952</u> |

*Proportional share of net pension liability line item added due to GASB 68 implementation.*

**ASHLAND PARKS AND RECREATION COMMISSION**  
**STATEMENT OF NET POSITION**  
**For the last ten fiscal years (continued)**

| 2012                 | 2011                 | 2010                 | 2009                 | 2008                 | 2007                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$ 2,829,756         | \$ 2,855,465         | \$ 2,210,964         | \$ 1,824,579         | \$ 1,796,482         | \$ 1,409,665         |
| 112,138              | 24,666               | 89,798               | 7,244                | 83,579               | 260,327              |
| 370,792              | 382,865              | 369,389              | 368,142              | 386,156              | 381,549              |
| 9,592,447            | 9,114,880            | 9,388,309            | 9,799,880            | 9,909,134            | 9,259,967            |
| <u>12,905,133</u>    | <u>12,377,876</u>    | <u>12,058,460</u>    | <u>11,999,845</u>    | <u>12,175,351</u>    | <u>11,311,508</u>    |
| 131,911              | 163,169              | 177,249              | 200,522              | 200,865              | 208,891              |
| 116,978              | 92,725               | 91,657               | 89,530               | 92,064               | 54,893               |
| 23,511               | 22,062               | 27,076               | 27,898               | 23,410               | 21,259               |
| 70,532               | 66,185               | 81,228               | 83,694               | 70,229               | 63,778               |
| <u>342,932</u>       | <u>344,141</u>       | <u>377,210</u>       | <u>401,644</u>       | <u>386,568</u>       | <u>348,821</u>       |
| 9,592,447            | 9,114,880            | 9,388,309            | 9,799,880            | 9,909,134            | 9,259,967            |
| 20,325               | 9,898                |                      |                      |                      |                      |
| 2,949,429            | 2,908,957            | 2,292,941            | 1,798,320            | 1,879,647            | 1,702,720            |
| <u>\$ 12,562,201</u> | <u>\$ 12,033,735</u> | <u>\$ 11,681,250</u> | <u>\$ 11,598,200</u> | <u>\$ 11,788,781</u> | <u>\$ 10,962,687</u> |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**CHANGE IN NET POSITION**  
**For the last ten fiscal years**

|                                     | 2016                | 2015                 | 2014                 | 2013                 |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Revenues:</b>                    |                     |                      |                      |                      |
| Program revenues:                   |                     |                      |                      |                      |
| Charges for services                | \$ 1,153,455        | \$ 1,149,154         | \$ 1,578,123         | \$ 932,235           |
| Operating grants and contributions  | 92                  | 320,539              | -                    | -                    |
| <b>General revenues:</b>            |                     |                      |                      |                      |
| City of Ashland                     | 6,210,271           | 4,896,167            | 3,959,833            |                      |
| Property taxes                      |                     |                      | -                    | 4,082,108            |
| Interest                            | 9,700               | 4,957                | 7,934                | 16,133               |
| Other                               | 17,204              | 17,620               | 53,234               | 67,690               |
| <b>Total revenues</b>               | <u>7,390,722</u>    | <u>6,388,437</u>     | <u>5,599,124</u>     | <u>5,098,166</u>     |
| <b>Expenses:</b>                    |                     |                      |                      |                      |
| Parks                               | 6,151,387           | 3,921,790            | 4,372,964            | 4,515,960            |
| Recreation                          | 1,863,782           | 1,124,584            | 935,821              | 1,207,171            |
| Golf course                         | 786,922             | 406,176              | 572,695              | 371,911              |
| Debt service                        | -                   | -                    | -                    | -                    |
| <b>Total expenses</b>               | <u>8,802,091</u>    | <u>5,452,550</u>     | <u>5,881,480</u>     | <u>6,095,042</u>     |
| Increase (Decrease) in net position | (1,411,369)         | 935,887              | (282,356)            | (996,876)            |
| Net position - Beginning, Restated  | 10,391,645          | 9,455,758            | 11,421,952           | 12,562,201           |
| Prior period adjustment             |                     |                      |                      | (143,373)            |
| <b>Net position - Ending</b>        | <u>\$ 8,980,276</u> | <u>\$ 10,391,645</u> | <u>\$ 11,139,596</u> | <u>\$ 11,421,952</u> |

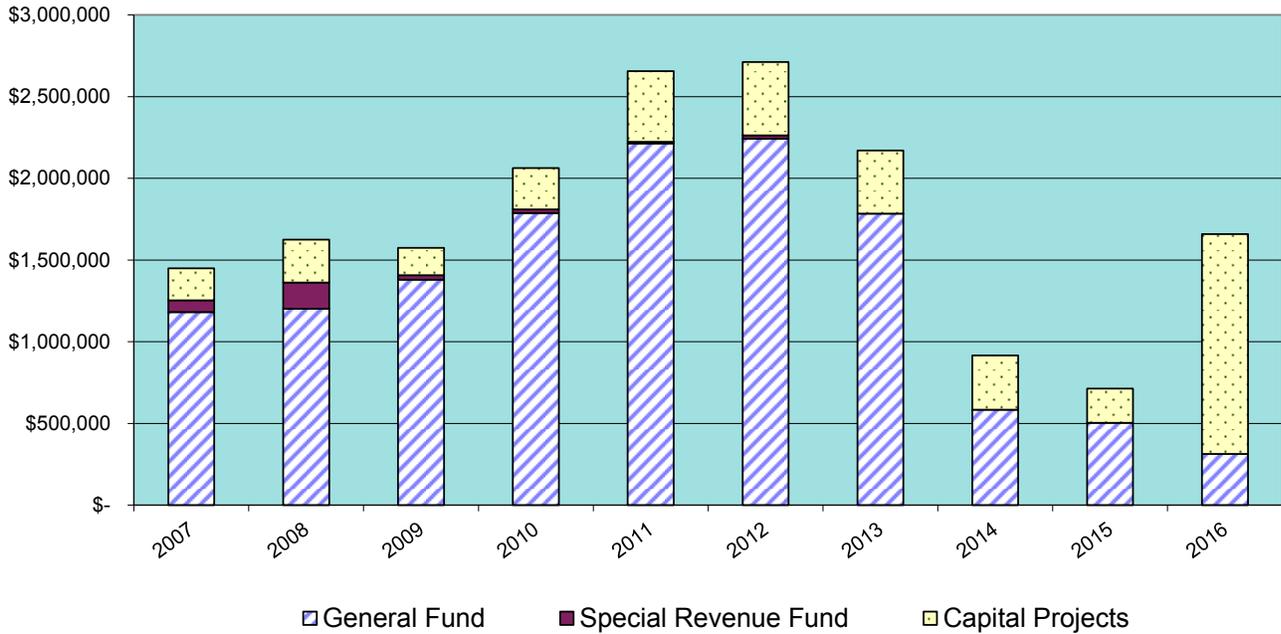
**ASHLAND PARKS AND RECREATION COMMISSION**  
**CHANGE IN NET POSITION**  
**For the last ten fiscal years (continued)**

| 2012                 | 2011                 | 2010                 | 2009                 | 2008                 | 2007                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$ 968,436           | \$ 1,101,358         | \$ 1,010,118         | \$ 1,019,780         | \$ 890,905           | \$ 888,857           |
| 33,117               | 21,140               | 9,983                | -                    | 733,847              | 19,796               |
| 4,349,737            | 4,210,320            | 4,082,522            | 3,970,602            | 6,434,459            | 5,826,859            |
| 20,698               | 16,096               | 23,515               | 22,455               | 104,150              | 107,140              |
| 35,648               | 47,888               | 21,785               | 256,122              | 137,340              | -                    |
| <u>5,407,636</u>     | <u>5,396,802</u>     | <u>5,147,923</u>     | <u>5,268,959</u>     | <u>8,300,701</u>     | <u>6,842,652</u>     |
| 3,363,614            | 3,557,166            | 3,452,280            | 3,884,152            | 3,600,415            | 3,624,837            |
| 1,060,887            | 1,141,094            | 1,135,400            | 1,151,793            | 3,472,763            | 3,312,781            |
| 454,669              | 346,057              | 477,193              | 423,595              | 401,429              | 375,328              |
| -                    | -                    | -                    | -                    | -                    | -                    |
| <u>4,879,170</u>     | <u>5,044,317</u>     | <u>5,064,873</u>     | <u>5,459,540</u>     | <u>7,474,607</u>     | <u>7,312,946</u>     |
| 528,466              | 352,485              | 83,050               | (190,581)            | 826,094              | (470,294)            |
| 12,033,735           | 11,681,250           | 11,598,200           | 11,788,781           | 10,962,687           | 11,432,981           |
| <u>\$ 12,562,201</u> | <u>\$ 12,033,735</u> | <u>\$ 11,681,250</u> | <u>\$ 11,598,200</u> | <u>\$ 11,788,781</u> | <u>\$ 10,962,687</u> |

**ASHLAND PARKS AND RECREATION COMMISSION  
FUND BALANCES  
For the last ten fiscal years**

|   | 2016                | 2015              | 2014              | 2013                |
|---|---------------------|-------------------|-------------------|---------------------|
| <b>General Fund</b>                               |                     |                   |                   |                     |
| Unassigned, reported in:<br>General Fund          | \$ 313,140          | \$ 503,626        | \$ 583,394        | \$ 1,783,433        |
| <b>Total General Fund</b>                         | <u>313,140</u>      | <u>503,626</u>    | <u>583,394</u>    | <u>1,783,433</u>    |
| <b>Special Revenue Fund</b>                       |                     |                   |                   |                     |
| Restricted, reported in:<br>Special revenue funds | -                   | -                 | -                 | -                   |
| <b>Total Special Revenue</b>                      | <u>-</u>            | <u>-</u>          | <u>-</u>          | <u>-</u>            |
| <b>Capital Projects</b>                           |                     |                   |                   |                     |
| Committed, reported in:<br>Capital projects funds | 1,346,001           | 209,302           | 332,482           | 387,632             |
| <b>Total Capital Projects</b>                     | <u>1,346,001</u>    | <u>209,302</u>    | <u>332,482</u>    | <u>387,632</u>      |
| <b>Total Governmental Funds</b>                   | <u>\$ 1,659,141</u> | <u>\$ 712,928</u> | <u>\$ 915,876</u> | <u>\$ 2,171,065</u> |

Fund Balance Comparison  
Governmental Funds  
Last Ten Years



**ASHLAND PARKS AND RECREATION COMMISSION  
FUND BALANCES**

**For the last ten fiscal years (continued)**

| 2012                | 2011                | 2010                | 2009                | 2008                | 2007                |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| \$ 2,242,227        | \$ 2,214,031        | \$ 1,787,781        | \$ 1,379,752        | \$ 1,201,443        | \$ 1,180,912        |
| <u>2,242,227</u>    | <u>2,214,031</u>    | <u>1,787,781</u>    | <u>1,379,752</u>    | <u>1,201,443</u>    | <u>1,180,912</u>    |
| 20,325              | 9,898               | 22,534              | 27,356              | 160,591             | 72,671              |
| <u>20,325</u>       | <u>9,898</u>        | <u>22,534</u>       | <u>27,356</u>       | <u>160,591</u>      | <u>72,671</u>       |
| 449,132             | 432,867             | 252,864             | 166,991             | 263,343             | 195,390             |
| <u>449,132</u>      | <u>432,867</u>      | <u>252,864</u>      | <u>166,991</u>      | <u>263,343</u>      | <u>195,390</u>      |
| <u>\$ 2,711,684</u> | <u>\$ 2,656,796</u> | <u>\$ 2,063,179</u> | <u>\$ 1,574,099</u> | <u>\$ 1,625,377</u> | <u>\$ 1,448,973</u> |

**ASHLAND PARKS AND RECREATION  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - GOVERNMENT FUNDS  
For the last ten fiscal years**

|   | 2016                | 2015              | 2014              | 2013                |
|---|---------------------|-------------------|-------------------|---------------------|
| <b>REVENUES:</b>                                  |                     |                   |                   |                     |
| Property Taxes:                                   | \$ -                | \$ -              | \$ -              | \$ 4,434,223        |
| City of Ashland                                   | 6,210,271           | 4,896,167         | 3,959,833         |                     |
| Intergovernmental revenues                        | 92                  | 320,539           | 724,634           | -                   |
| Charges for services                              | 1,153,455           | 1,149,154         | 853,490           | 932,235             |
| Interest revenue                                  | 9,700               | 4,957             | 7,934             | 16,133              |
| Miscellaneous revenue                             | 17,204              | 17,620            | 53,234            | 67,690              |
| <b>Total Revenues</b>                             | <u>7,390,722</u>    | <u>6,388,437</u>  | <u>5,599,125</u>  | <u>5,450,281</u>    |
| <b>EXPENDITURES:</b>                              |                     |                   |                   |                     |
| Current:  |                     |                   |                   |                     |
| Parks   | 3,895,295           | 3,753,591         | 3,719,517         | 3,855,744           |
| Recreation  | 1,409,208           | 1,300,196         | 1,207,579         | 1,184,863           |
| Golf Course                                       | 547,280             | 501,458           | 524,969           | 419,249             |
| Capital Outlay                                    | 592,727             | 1,036,140         | 1,402,249         | 531,044             |
| Debt Service                                      | -                   | -                 | -                 | -                   |
| Ratio of debt service to non capital expenditures | 0.00%               | 0.00%             | 0.00%             | 0.00%               |
| <b>Total Expenditures</b>                         | <u>6,444,510</u>    | <u>6,591,385</u>  | <u>6,854,314</u>  | <u>5,990,900</u>    |
| Excess of revenues over, (under)                  |                     |                   |                   |                     |
| Expenditures                                      | 946,213             | (202,948)         | (1,255,189)       | (540,619)           |
| Other Financing Sources, (Uses)                   |                     |                   |                   |                     |
| Transfers in                                      | 80,000              | 320,000           | 602,000           | 370,325             |
| Transfers out                                     | (80,000)            | (320,000)         | (602,000)         | (370,325)           |
| <b>Total Other Financing Sources, (Uses)</b>      | <u>-</u>            | <u>-</u>          | <u>-</u>          | <u>-</u>            |
| Net changes in fund balance                       | 946,213             | (202,948)         | (1,255,189)       | (540,619)           |
| <b>Fund Balance - Beginning of Year,</b>          | 712,928             | 915,876           | 2,171,065         | 2,711,684           |
| Prior period adjustment                           | -                   | -                 | -                 | -                   |
| <b>Fund Balance - End of Year</b>                 | <u>\$ 1,659,141</u> | <u>\$ 712,928</u> | <u>\$ 915,876</u> | <u>\$ 2,171,065</u> |

**ASHLAND PARKS AND RECREATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE - GOVERNMENT FUNDS**  
**For the last ten fiscal years (continued)**

| 2012                | 2011                | 2010                | 2009                | 2008                | 2007                |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| \$ 4,349,737        | \$ 4,210,320        | \$ 4,082,522        | \$ 3,982,698        | \$ 6,425,334        | \$ 5,848,886        |
| 33,117              | 21,140              | 9,983               | -                   | 79,026              | 118,097             |
| 968,436             | 1,101,358           | 1,010,118           | 1,019,781           | 811,879             | 747,933             |
| 20,698              | 16,096              | 23,515              | 22,455              | 104,150             | 107,140             |
| 35,648              | 47,888              | 21,785              | 256,122             | 137,340             | 42,623              |
| <u>5,407,636</u>    | <u>5,396,802</u>    | <u>5,147,923</u>    | <u>5,281,056</u>    | <u>7,557,729</u>    | <u>6,864,679</u>    |
| 3,800,834           | 3,277,305           | 3,121,588           | 3,487,474           | 3,460,324           | 3,454,492           |
| 1,032,591           | 1,080,917           | 1,081,399           | 1,315,635           | 3,426,125           | 3,156,750           |
| 414,374             | 281,834             | 437,285             | 370,199             | 361,825             | 357,650             |
| 104,949             | 163,129             | 18,571              | 159,026             | 133,051             | 154,881             |
| -                   | -                   | -                   | -                   | -                   | -                   |
| 0.00%               | 0.00%               | 0.00%               | 0.00%               | 0.00%               | 0.00%               |
| <u>5,352,748</u>    | <u>4,803,185</u>    | <u>4,658,843</u>    | <u>5,332,334</u>    | <u>7,381,325</u>    | <u>7,123,773</u>    |
| 54,888              | 593,617             | 489,080             | (51,278)            | 176,404             | (259,094)           |
| -                   | -                   | -                   | -                   | 110,000             | 80,000              |
| -                   | -                   | -                   | -                   | (110,000)           | (80,000)            |
| -                   | -                   | -                   | -                   | -                   | -                   |
| 54,888              | 593,617             | 489,080             | (51,278)            | 176,404             | (259,094)           |
| 2,656,796           | 2,063,179           | 1,574,099           | 1,625,377           | 1,448,973           | 1,708,067           |
| -                   | -                   | -                   | -                   | -                   | -                   |
| <u>\$ 2,711,684</u> | <u>\$ 2,656,796</u> | <u>\$ 2,063,179</u> | <u>\$ 1,574,099</u> | <u>\$ 1,625,377</u> | <u>\$ 1,448,973</u> |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ADOPTED AND ACTUAL FUND BALANCE**  
**For the last ten fiscal years**

| <b>Fund Balances</b>                      | <b>2016</b>         | <b>2015</b>       | <b>2014</b>       | <b>2013</b>         |
|---|---------------------|-------------------|-------------------|---------------------|
|   | Adopted             | Adopted           | Adopted           | Adopted             |
| <b>Parks Component</b>                    |                     |                   |                   |                     |
| Parks and Recreation Fund                 | \$ 184,915          | \$ 666,289        | \$ 666,289        | \$ 1,290,439        |
| Youth Activities Levy Fund                | -                   |                   | -                 | -                   |
| Parks Capital Improvements Fund           | (674,924)           | 302,132           | 302,132           | 242,067             |
| Parks Equipment Fund                      | 192,000             |                   |                   |                     |
| <b>Total Budget</b>                       | <b>(298,009)</b>    | <b>968,421</b>    | <b>968,421</b>    | <b>1,532,506</b>    |
| <b>For the Fiscal Year Ended June 30,</b> | <b>2016</b>         | <b>2015</b>       | <b>2014</b>       | <b>2013</b>         |
| <b>Fund Balances</b>                      | Actual              | Actual            | Actual            | Actual              |
| <b>Parks Component</b>                    |                     |                   |                   |                     |
| Parks and Recreation Fund                 | 254,306             | 503,626           | 583,394           | 1,783,433           |
| Youth Activities Levy Fund                | -                   | -                 | -                 | -                   |
| Parks Capital Improvements Fund           | 1,346,001           | 209,302           | 332,482           | 387,632             |
| Parks Equipment Fund                      | 58,834              |                   |                   |                     |
| <b>Total Budget</b>                       | <b>\$ 1,659,141</b> | <b>\$ 712,928</b> | <b>\$ 915,876</b> | <b>\$ 2,171,065</b> |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ADOPTED AND ACTUAL FUND BALANCE**  
**For the last ten fiscal years (continued)**

| 2012<br>Adopted     | 2011<br>Adopted     | 2010<br>Adopted     | 2009<br>Adopted     | 2008<br>Adopted     | 2007<br>Adopted     |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| \$ 1,703,840        | \$ 1,409,225        | \$ 1,450,910        | \$ 1,190,614        | \$ 877,245          | \$ 667,250          |
| -                   | -                   | 10,591              | -                   | 216,893             | -                   |
| 193,504             | 167,739             | 287,239             | 107,590             | 26,926              | 44,866              |
| <b>1,897,344</b>    | <b>1,576,964</b>    | <b>1,748,740</b>    | <b>1,298,204</b>    | <b>1,121,064</b>    | <b>712,116</b>      |
| 2012<br>Actual      | 2011<br>Actual      | 2010<br>Actual      | 2009<br>Actual      | 2008<br>Actual      | 2007<br>Actual      |
| 2,242,227           | 2,214,031           | 1,787,781           | 1,379,752           | 1,201,443           | 1,180,912           |
| 20,325              | 9,898               | 22,534              | 27,356              | 160,591             | 72,671              |
| 449,132             | 432,867             | 252,864             | 166,991             | 263,343             | 195,390             |
| <b>\$ 2,711,684</b> | <b>\$ 2,656,796</b> | <b>\$ 2,063,179</b> | <b>\$ 1,574,099</b> | <b>\$ 1,625,377</b> | <b>\$ 1,448,973</b> |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**  
**For the last ten fiscal years - Unaudited**

| Fiscal<br>Year Ended<br>June 30 | Real (1)         | Mobile Home  | Personal      | Utilities     | Total            | Property<br>Tax Rate | Taxable ratio<br>(True Cash<br>Value to<br>Assessed) |
|---------------------------------|------------------|--------------|---------------|---------------|------------------|----------------------|--|
| 2015-16                         | N/A              | N/A          | N/A           | N/A           | N/A              | N/A                  | N/A  |
| 2014-15                         | N/A              | N/A          | N/A           | N/A           | N/A              | N/A                  | N/A  |
| 2013-14                         | N/A              | N/A          | N/A           | N/A           | N/A              | N/A                  | N/A  |
| 2012-13                         | \$ 2,079,286,927 | \$ 6,060,300 | \$ 36,739,550 | \$ 26,166,700 | \$ 2,148,253,477 | 2.09                 | 73.3%  |
| 2011-12                         | 2,055,111,118    | 6,318,010    | 40,939,090    | 26,290,929    | 2,128,659,147    | 2.09                 | 67.7%  |
| 2010-11                         | 2,000,563,826    | 5,956,110    | 41,057,580    | 24,422,710    | 2,072,000,226    | 2.09                 | 61.0%  |
| 2009-10                         | 1,937,303,620    | 5,881,825    | 40,133,110    | 24,860,300    | 2,008,178,855    | 2.09                 | 53.0%  |
| 2008-09                         | 1,871,896,544    | 5,744,350    | 44,282,840    | 21,243,990    | 1,943,167,724    | 2.09                 | 48.4%  |
| 2007-08                         | 1,802,639,910    | 5,762,080    | 44,536,050    | 22,372,000    | 1,875,310,040    | 3.47                 | 46.9%  |
| 2006-07                         | 1,700,020,579    | 5,498,040    | 40,468,280    | 20,509,400    | 1,766,496,299    | 3.47                 | 46.6%  |

All property is evaluated once every six years as required by State Statute.

N/A: As of July 1st, 2013 the Ashland Parks and Recreation does not receive Property Taxes

Source: County Assessor tax roll property values.

**ASHLAND PARKS AND RECREATION COMMISSION**  
**PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS**  
**(PER \$1,000 OF ASSESSED VALUATION)**  
**For the last ten fiscal years - Unaudited**

| Fiscal Year | Parks Commission | Parks YAL | City of Ashland Permanent | City of Ashland Bonded Debt | City of Ashland Local Option Levies | City of Ashland Total Tax Rate | Net General Government Tax Rate | Net School Support Tax Rate | Total |
|-------------|------------------|-----------|---------------------------|-----------------------------|-------------------------------------|--------------------------------|---------------------------------|-----------------------------|-------|
| 2015-16     | N/A              | N/A       | N/A                       | N/A                         | N/A                                 | N/A                            | N/A                             | N/A                         | N/A   |
| 2014-15     | N/A              | N/A       | N/A                       | N/A                         | N/A                                 | N/A                            | N/A                             | N/A                         | N/A   |
| 2013-14     | N/A              | N/A       | N/A                       | N/A                         | N/A                                 | N/A                            | N/A                             | N/A                         | N/A   |
| 2012-13     | 2.09             | -         | 2.10                      | 0.24                        | 0.19                                | 4.62                           | 7.16                            | 8.38                        | 15.54 |
| 2011-12     | 2.09             | -         | 2.10                      | 0.24                        | 0.19                                | 4.63                           | 7.18                            | 8.38                        | 15.56 |
| 2010-11     | 2.09             | -         | 2.10                      | 0.32                        | 0.19                                | 4.70                           | 7.25                            | 7.14                        | 14.39 |
| 2009-10     | 2.09             | -         | 2.10                      | 0.20                        | 0.19                                | 4.59                           | 7.17                            | 7.14                        | 14.31 |
| 2008-09     | 2.09             | -         | 1.99                      | 0.21                        | 0.13                                | 4.42                           | 6.90                            | 8.42                        | 15.31 |
| 2007-08     | 2.09             | 1.38      | 1.85                      | 0.20                        | 0.20                                | 5.72                           | 8.12                            | 6.90                        | 15.01 |
| 2006-07     | 2.09             | 1.38      | 1.88                      | 0.21                        | -                                   | 5.56                           | 8.30                            | 6.37                        | 14.67 |

N/A: As of July 1st, 2013 the Ashland Parks and Recreation does not receive Property Taxes

(1) Oregon Measure 5 limited the effective tax rates of General Government and School Support after December 7, 1990. At the present time, only school support tax rates have been compressed and limited.

(2) Oregon Measure 47 combined with Jackson County tax rate since 1997-98.

Source: Jackson County Assessor and Tax Collector

**ASHLAND PARKS AND RECREATION COMMISSION  
PROPERTY VALUE AND NEW CONSTRUCTION HISTORY  
FOR THE CITY OF ASHLAND, OREGON  
For the last ten fiscal years - Unaudited**

| Fiscal<br>Year Ended<br>June 30 | Property<br>Value<br>(1) | Commercial Construction |              | Residential Construction |               |
|---------------------------------|--------------------------|-------------------------|--------------|--------------------------|---------------|
|                                 |                          | Number<br>of<br>Units   | Value        | Number<br>of<br>Units    | Value         |
| 2015-16                         | N/A                      |                         | N/A          |                          | N/A           |
| 2014-15                         | N/A                      |                         | N/A          |                          | N/A           |
| 2013-14                         | N/A                      |                         | N/A          |                          | N/A           |
| 2012-13                         | \$ 2,079,286,927         | 8                       | \$ 1,632,075 | 56                       | \$ 11,568,784 |
| 2011-12                         | 2,148,253,477            | 10                      | 34,221,808   | 33                       | 6,123,270     |
| 2010-11                         | 2,072,000,226            | 11                      | 1,989,421    | 47                       | 7,531,926     |
| 2009-10                         | 2,008,178,855            | 4                       | 611,406      | 89                       | 14,985,434    |
| 2008-09                         | 1,943,167,724            | 15                      | 1,812,635    | 21                       | 5,108,099     |
| 2007-08                         | 1,875,310,040            | 23                      | 16,269,379   | 82                       | 8,258,031     |
| 2006-07                         | 1,766,496,299            | 26                      | 8,086,124    | 98                       | 15,270,781    |

N/A: As of July 1st, 2013 the Ashland Parks and Recreation does not receive Property Taxes

(1) Property value is assessed valuation

Sources: State of Oregon Department of Insurance and Finance,  
Division of Finance and Corporate Securities

City of Ashland, Department of Community Development

Jackson County Assessor

**ASHLAND PARKS AND RECREATION COMMISSION**  
**PRINCIPAL PROPERTY TAX PAYERS**  
**Current year and ten years ago**

| Taxpayers                   | Type of Business | 2016<br>Assessed<br>Valuation | Percentage<br>of Total<br>Assessed<br>Valuation |
|-----------------------------|------------------|-------------------------------|---|
| Avista Corp                 | Housing          | \$ 12,182,000                 | 0.50%   |
| Deluca Ronald L Trustee     | Utility          | 11,378,910                    | 0.47%   |
| Ashland Community Hopsital  | Hospital         | 9,275,350                     | 0.38%   |
| Financial Pacific INC       | Financial        | 7,213,180                     | 0.29%   |
| Deluca Ronald L Trustee     | Housing          | 6,774,890                     | 0.28%   |
| Charter Communication       | Utility          | 6,425,600                     | 0.26%   |
| Ashland Hills Hotel LLC     | Motel            | 6,730,250                     | 0.28%   |
| Ashland Shopping Center LLC | Retail           | 5,989,840                     | 0.24%   |
| Mark Antony Hist Prop LLC   | Motel            | 5,973,790                     | 0.24%   |
| Ashland Assisted Living LLC | Assisted Care    | 5,887,620                     | 0.24%   |
| All other                   |                  | 2,368,041,687                 | 96.82%  |
| <b>Total</b>                |                  | <b>\$ 2,445,873,117</b>       | <b>100.00%</b>                                  |

| Taxpayers                     | Type of Business | 2007<br>Assessed<br>Valuation | of Total<br>Assessed<br>Valuation |
|-------------------------------|------------------|-------------------------------|-----------------------------------|
| Qwest Corporation             | Utility          | \$ 10,347,600                 | 0.59%                             |
| Windmill Inns of America, Inc | Motels           | 10,072,980                    | 0.57%                             |
| Ronald L. Deluca              | Housing          | 8,722,189                     | 0.49%                             |
| Avista Corp.                  | Utility          | 7,224,300                     | 0.41%                             |
| Pacific Financial, Inc.       | Financial        | 5,528,460                     | 0.31%                             |
| Michael E & Beverly Rydbom    | Retail           | 4,590,790                     | 0.26%                             |
| Skylark Assisted Living       | Assisted Care    | 4,532,670                     | 0.26%                             |
| Bard's Inn Limited            | Motels           | 4,319,770                     | 0.24%                             |
| Summit Investment             | Retail           | 4,229,050                     | 0.24%                             |
| IPCO Development Corporation  | Printing         | 3,141,440                     | 0.18%                             |
| All other                     |                  | 1,703,787,050                 | 96.45%                            |
| <b>Total</b>                  |                  | <b>\$ 1,766,496,299</b>       | <b>100.00%</b>                    |

Source: Jackson County Assessor

**ASHLAND PARKS AND RECREATION COMMISSION  
PROPERTY TAX LEVIES AND COLLECTIONS  
For the last ten fiscal years - Unaudited**

| <u>Fiscal Year Ended June 30</u> | <u>Total Tax Levy (1)</u> | <u>Current Tax Collections</u> | <u>Percent of Levy Collected</u> | <u>Tax Collections (2)(3)</u> | <u>Total Tax Collections</u> | <u>Total Tax Collections to Tax Levy</u> | <u>Outstanding Delinquent Taxes</u> | <u>Delinquent Taxes to Tax Levy</u> |
|----------------------------------|---------------------------|--------------------------------|----------------------------------|-------------------------------|------------------------------|--|-------------------------------------|-------------------------------------|
| 2015-16                          | N/A                       | N/A                            | N/A                              | N/A                           | N/A                          | N/A                                      |                                     |                                     |
| 2014-15                          | N/A                       | N/A                            | N/A                              | N/A                           | N/A                          | N/A                                      |                                     |                                     |
| 2013-14                          | N/A                       | N/A                            | N/A                              | N/A                           | N/A                          | N/A                                      |                                     |                                     |
| 2012-13                          | 4,566,229                 | 4,290,892                      | 94.0%                            | 143,331                       | 4,434,223                    | 97.1%                                    | \$ - **                             |                                     |
| 2011-12                          | 4,444,689                 | 4,150,020                      | 93.4%                            | 199,717                       | 4,349,737                    | 97.9%                                    | 370,792                             | 8.3%                                |
| 2010-11                          | 4,303,634                 | 4,033,202                      | 93.7%                            | 177,118                       | 4,210,320                    | 97.8%                                    | 382,865                             | 8.9%                                |
| 2009-10                          | 4,188,739                 | 3,876,127                      | 92.5%                            | 206,395                       | 4,082,522                    | 97.5%                                    | 369,388                             | 8.8%                                |
| 2008-09                          | 4,082,000                 | 3,769,727                      | 92.4%                            | 212,971                       | 3,982,698                    | 97.6%                                    | 368,142                             | 9.0%                                |
| 2007-08                          | 6,437,000                 | 6,120,830                      | 95.1%                            | 304,504                       | 6,425,334                    | 99.8%                                    | 386,155                             | 6.0%                                |
| 2006-07                          | 6,116,000                 | 5,655,058                      | 92.5%                            | 202,943                       | 5,858,001                    | 95.8%                                    | 381,549                             | 6.2%                                |

N/A: As of July 1st, 2013 the Ashland Parks and Recreation does not receive Property Taxes

\*\*Note: The City of Ashland has retained the rights to taxes and receivables for FY 2013-2014 and the foreseeable future thus no receivable is recorded for Ashland Park Commission.

Sources: Basic financial statements; Ashland Parks and Recreation Commission financial records

**ASHLAND PARKS AND RECREATION COMMISSION**  
**COMPUTATION OF DIRECT AND OVERLAPING BONDED DEBT - GENERAL OBLIGATION**  
**BONDS**

**For the year ended June 30, 2016 - Unaudited**

| <u>Jurisdiction</u>              | <u>Net General<br/>Obligation<br/>Bonded Debt<br/>Outstanding</u> | <u>Percentage<br/>Applicable<br/>to City</u> | <u>Amount<br/>Applicable<br/>to Parks</u> |
|----------------------------------|---|--|---|
| <b>Direct:</b>                   |   |  |   |
| Parks Commission                 | N/A   | (1)  | N/A                                       |
| <b>Overlapping:</b>              |   |  |   |
| Jackson County                   | 2,213,654   | 14.53%                                       | 321,644                                   |
| School District #5               | 13,243,688  | 79.93%                                       | 10,585,680                                |
| Rogue Community College          | 2,411,976 (2)   | 14.53%                                       | 350,460                                   |
| Jackson County Housing Authority | 49,455  | 14.53%                                       | 7,186                                     |
| Rogue Valley Transit District    | 47,250  | 19.08%                                       | 9,015                                     |
|                                  | <u>\$ 17,966,023</u>  |  | <u>\$ 11,273,985</u>                      |

(1) Excluding general obligation bonds reported in the Enterprise  
Funds supported by non-tax revenue sources

(2) Net tax supported debt

Source: City of Ashland Financial Statements and Records  
County Treasurer Statements of Bonded Indebtedness.

**CITY OF ASHLAND, OREGON  
PRINCIPAL EMPLOYERS  
Current and ten years ago**

| <u>2016</u>                       |                  |  |
|-----------------------------------|------------------|--|
| <u>Employer</u>                   | <u>Employees</u> | <u>Percentage of<br/>Total City<br/>Employment</u> |
| Southern Oregon University        | 896              | 9.03%  |
| Oregon Shakespeare Festival       | 522              | 5.26%  |
| Ashland Public Schools            | 300              | 3.02%  |
| Asante Ashland Community Hospital | 278              | 2.80%  |
| City of Ashland                   | 245              | 2.47%  |
| Subtotal                          | 2,241            | 22.59%   |
| Estimated total city employment   | 9,922            |  |

| <u>2007</u>                     |                  |  |
|---------------------------------|------------------|--|
| <u>Employer</u>                 | <u>Employees</u> | <u>Percentage of<br/>Total City<br/>Employment</u> |
| Southern Oregon University      | 750              | 8.33%  |
| Ashland Community Hospital      | 410              | 4.56%  |
| Ashland Shakespeare Festival    | 398              | 4.42%  |
| Ashland Public Schools          | 350              | 3.89%  |
| City of Ashland                 | 229              | 2.54%  |
| Subtotal                        | 2,137            | 23.74%   |
| Butler Ford                     | 160              | 1.78%  |
| Pathway Enterprises             | 140              | 1.56%  |
| Ashland Food Cooperative        | 130              | 1.44%  |
| Professional Tool Mfg. LLC      | 100              | 1.11%  |
| Prestige Care (dba Linda Vista) | 75               | 0.83%  |
| Total                           | 2,742            | 30.46%   |
| Estimated total city employment | 9,000            |  |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**DEMOGRAPHIC STATISTICS FOR THE CITY OF ASHLAND, OREGON**  
**For the last ten fiscal years - Unaudited**

| Fiscal<br>Year Ended<br>June 30 | Population<br>(1) | Percentage<br>Change | Per<br>Capita<br>Income<br>(2) | School<br>Enrollment<br>(3) | Unemployment<br>Rate<br>Jackson Co.<br>(2) |
|---------------------------------|-------------------|----------------------|--------------------------------|-----------------------------|--|
| 2015-16                         | 20,405            | 0.32%                | N/A                            | 2,775                       | 6.2%                                       |
| 2014-15                         | 20,684            | 1.56%                | N/A                            | 2,735                       | 6.6%                                       |
| 2013-14                         | 20,366            | 0.20%                | N/A                            | 2,800                       | 8.4%                                       |
| 2012-13                         | 20,325            | -5.29%               | N/A                            | 2,700                       | 8.3%                                       |
| 2011-12                         | 21,460            | 6.79%                | N/A                            | 2,720                       | 8.3%                                       |
| 2010-11                         | 20,095            | -6.56%               | N/A                            | 2,737                       | 11.9%                                      |
| 2009-10                         | 21,505            | 0.09%                | N/A                            | 2,819                       | 12.1%                                      |
| 2008-09                         | 21,485            | -1.44%               | \$ 18,219                      | 2,767                       | 13.6%                                      |
| 2007-08                         | 21,800            | 1.73%                | 19,770                         | 2,846                       | 6.7%                                       |
| 2006-07                         | 21,430            | 2.63%                | 21,636                         | 2,909                       | 5.6%                                       |

## Sources:

- (1) Center for Population and Research and Census,  
Portland State University
- (2) State of Oregon Employment Division,  
Department of Human Resources
- (3) Ashland School District

**ASHLAND PARKS AND RECREATION COMMISSION**  
**COMMISSION EMPLOYEE BY FUNCTION/PROGRAM (UNAUDITED)**  
**For the last ten fiscal years**

| Function/Program                      | 2016         | 2015         | 2014         | 2013         |
|---------------------------------------|--------------|--------------|--------------|--------------|
| <b>Parks Division</b>                 |              |              |              |              |
| Director                              | 1.00         | 1.00         | 1.00         | 1.00         |
| Parks Superintendent                  | 1.00         | 1.00         | 1.00         | 1.00         |
| Irrigation & Western Parks Supervisor | 1.00         |              |              |              |
| Open Space & Outer Parks Supervisor   | 1.00         |              |              |              |
| Executive Assistant                   | 1.00         | 1.00         | 1.00         | 1.00         |
| Administrative Assistant              | 1.00         |              |              |              |
| Office Assistant I                    | 0.40         |              |              |              |
| Lead Custodian                        | 1.00         | 1.00         | 1.00         | 1.00         |
| Custodian                             | 1.00         | 1.00         | 1.00         | 1.00         |
| Volunteer Coordinator                 | 1.00         | 1.00         | 1.00         | 1.00         |
| Park Worker                           |              |              |              |              |
| Park Technician I                     | 10.00        | 12.20        | 12.20        | 12.20        |
| Park Technician II                    | 4.00         | 3.00         | 3.00         | 3.00         |
| Park Technician III                   | 2.00         | 3.00         | 3.00         | 3.00         |
| Temps                                 | 0.50         | 3.00         | 3.00         | 3.00         |
| <b>Recreation Division</b>            |              |              |              |              |
| Recreation Superintendent             | 1.00         | 1.00         | 1.00         | 1.00         |
| CC/Recreation Facilities Manager      |              | 0.25         | 0.25         | 0.25         |
| Recreation Manager                    | 1.00         | 1.00         | 1.00         | 1.00         |
| Nature Center Manager                 | 1.00         |              |              |              |
| Office Assistant I                    | 1.40         |              |              |              |
| Environmental Education Coordinator   | 0.80         | 1.80         | 1.80         | 1.80         |
| Promotions Coordinator                | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Program Manager                | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Program Specialist             | 0.25         | 0.70         | 0.70         | 0.70         |
| Senior Program Support Specialist     | 0.50         | 0.55         | 0.55         | 0.55         |
| Office Assistant II                   | 1.00         | 1.00         | 1.00         | 1.00         |
| Environmental Ed Assistant            |              | 1.00         | 1.00         | 1.00         |
| Temps                                 | 9.15         | 3.70         | 3.70         | 3.70         |
| <b>Golf Division</b>                  |              |              |              |              |
| Golf Operations Coordinator           | 1.00         | 1.00         | 1.00         | 1.00         |
| Clubhouse Assistant                   | 1.00         | 0.80         | 0.80         | 0.80         |
| Greens Superintendent                 | 1.00         | 1.00         | 1.00         | 1.00         |
| Park Technician I                     | 1.00         | 0.80         | 0.80         | 0.80         |
|                                       | <u>48.00</u> | <u>43.80</u> | <u>43.80</u> | <u>43.80</u> |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**COMMISSION EMPLOYEE BY FUNCTION/PROGRAM (UNAUDITED)**  
**For the last ten fiscal years (continued)**

| 2012         | 2011         | 2010         | 2009         | 2008         | 2007         |
|--------------|--------------|--------------|--------------|--------------|--------------|
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 2.00         | 2.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 12.20        | 5.00         | 5.00         | 8.00         | 8.00         | 8.00         |
| 3.00         | 6.00         | 5.00         | 6.00         | 6.00         | 5.00         |
| 3.00         | 6.00         | 7.00         | 7.00         | 7.00         | 8.00         |
| 3.00         | 2.00         | 4.00         | 5.00         | 5.00         | 5.00         |
| 3.00         | 3.00         | 3.00         | 6.70         | 6.70         | 6.70         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 0.25         |              | 1.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 1.00         | 1.00         | 2.00         | 2.00         | 1.00         |
| 1.80         | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | -            |
| 1.00         | 0.80         | 0.80         | 0.80         | 0.80         | 0.80         |
| 0.70         | 0.80         | 0.80         | 0.70         | 0.70         | 0.70         |
| 0.55         | 0.35         | 0.35         | 0.35         | 0.35         | 0.25         |
| 1.00         | 0.00         | 0.00         | 1.00         | 1.00         | 1.00         |
| 1.00         | 2.00         | 2.00         | 1.00         | 1.00         | 1.00         |
| 3.70         | 3.70         | 3.70         |              |              |              |
| 1.00         | 1.00         | 1.00         |              |              |              |
| 0.80         |              |              |              |              |              |
| 1.00         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| 0.80         | 1.00         | 1.00         |              |              |              |
| <b>43.80</b> | <b>43.65</b> | <b>45.65</b> | <b>48.55</b> | <b>49.55</b> | <b>47.45</b> |

**ASHLAND PARKS AND RECREATION COMMISSION  
OPERATING INDICATORS AND CAPTIAL ASSETS AND  
INFRASTRUCTURE BY FUNCTION/PROGRAM  
For the last ten fiscal years**

| Function/Program  | Actual<br>2016 | Actual<br>2015 | Actual<br>2014 | Actual<br>2013 |
|---|----------------|----------------|----------------|----------------|
| <b>Forestry, Trails, and Natural Resources</b>          |                |                |                |                |
| Acres treated/retreated for fuel reduction              | 239            | 197            | 166            | 166            |
| Miles of trail maintained                               | 41             | 40             | 29             | 29             |
| <b>Horticulture</b>                                     |                |                |                |                |
| Trees maintained  | 5,125          | 5,058          | 5,058          | 5,058          |
| Number of trees planted                                 | 30             | 58             | 58             | 58             |
| Number of plants planted                                | 1,350          | 11,093         | 11,093         | 11,093         |
| Acres mowed- athletic area                              | 46             | 46             | 46             | 46             |
| <b>Parks and Recreation Community Facilities</b>        |                |                |                |                |
| Community Center Rentals                                | 37%            | 39%            | 38%            | 42%            |
| Pioneer Hall Rentals                                    | 26.00%         | 28.00%         | 28.00%         | 22.00%         |
| Hunter Park usage                                       | 44%            | 49%            | 49%            | 21%            |
| Lithia Park Reservations                                | 5%             | 3%             | 4%             | 4%             |
| The Grove usage<br>(% rented of available rental hours) | 25.00%         | 25.00%         | 20.00%         | 11.00%         |
| <b>Aquatic Facilities</b>                               |                |                |                |                |
| Recreational swimmers                                   | 8,500          | 9,299          | 10,000 (est)   | 10,000         |
| Lesson participants                                     | 337            | 341            | 317            | 275            |
| Accidents per season                                    | 4              | 6              | -              | -              |
| Number of seasonal employees                            | 22             | 23             | 23*            | 14             |
| <b>Ice Rink Facilities</b>                              |                |                |                |                |
| Number of admissions                                    | 18,462         | 15,049         | 14500 (est)    | 14500 (est)    |
| Accidents per season                                    | 2              | 9              | 1              | 1              |
| Number of seasonal employees                            | 17             | 17             | 14             | 12             |
| <b>Golf Division</b>                                    |                |                |                |                |
| Total rounds of golf                                    | 13,109         | 16,998         | 17,859         | 17,916         |

\*more staff hired to decrease overtime

\*\* Includes punch card sales but not individual sales (157 punch cards sold).

**ASHLAND PARKS AND RECREATION COMMISSION  
OPERATING INDICATORS AND CAPITAL ASSETS AND  
INFRASTRUCTURE BY FUNCTION/PROGRAM  
For the last ten fiscal years (continued)**

| Actual<br>2012 | Actual<br>2011 | Actual<br>2010 | Actual<br>2009 | Actual<br>2008 | Actual<br>2007 |
|----------------|----------------|----------------|----------------|----------------|----------------|
| 142            | 98             | 63             | 63             | 40             | 45             |
| 29             | 29             | 25             | 25             | 25             | 25             |
| 5,000          | 5,000          | 5,000          | 5,000          | 5,000          | 5,000          |
| 40             | 40             | 40             | 40             | 100            | 60             |
| 15,250         | 15,250         | 15,250         | 15,250         | 15,100         | 15,000         |
| 46             | 46             | 46             | 46             | 46             | 46             |
| 42%            | 38%            | 37%            | 290            | 300            | 267            |
| 17.00%         | 22.50%         | 20%            | 270            | 297            | 229            |
| 25%            | 21%            | 21%            | 88             | 70             | 60             |
| 3%             | 3%             | 7%             | 108            | 109            | 104            |
| 11.00%         | 10.50%         | 7.50%          | 31             | 50             | 35             |
| 10,000 (est)   | 10,000 (est)   | 10,500         | 10,500         | 11,000         | 12,100         |
| 282            | 286            | 475            | 475            | 500            | 603            |
| -              | -              | -              | -              | -              | -              |
| 13             | 17             | 19             | 19             | 14             | 17             |
| 14,500         | 14,500         | 14,850         | 1,500          | 11,500         | 12,400         |
| -              | -              | -              | -              | -              | 1              |
| 10             | 10             | 10             | 6              | 9              | 10             |
| 17,528         | 16,820         | 18,093         | 12,209         | 17,159         | 19,623         |

**ASHLAND PARKS AND RECREATION COMMISSION**  
**MISCELLANEOUS STATISTICS**  
**For the year ended June 30, 2016**

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**Dedicated Park Land** 728 Acres

**Dedicated Park Sites:** 19

- Lithia Park
- Greenway Park Property
- Hunter Park
- Garden Way Park
- Clay Street Park
- Sherwood Park
- Triangle Park
- YMCA City Park
- Garfield Park
- Glenwood Park
- Bluebird Park
- Railroad District Park
- Water Street Park
- Siskiyou Mountain Park
- North Mountain Park
- Oak Knoll Golf Course
- Todd - Oredson Woods
- Strawberry/Hald Property
- Vogel Property

**Number of Parks and Recreation Facilities**

- Community Centers 3
- Swimming Pool 1
- Tennis Courts 12
- Playgrounds 10
- Golf Course 1
- Seasonal Ice Rink 1
- Skateboard Facility 1
- Trails 47 Miles

**Number of Parks and Recreation Employees** 36.00

(not including temporary or part time employees)

**Usage Agreements:**

The Ashland Parks and Recreation Commission has joint usage agreements with the Ashland School District for community/school park sites located at all the elementary schools in Ashland.

The Ashland Parks and Recreation Commission has a usage agreement with Southern Oregon University for usage of the North Campus Athletic Fields.

**ASHLAND PARKS AND RECREATION COMMISSION**  
**GENERAL GOVERNMENT EXPENDITURES BY FUNCTION (1)**  
**For the last ten fiscal years - Unaudited**

| Fiscal<br>Year Ended<br>June 30 | Parks and<br>Recreation | Equipment<br>Fund (2) | Capital<br>Outlay | Debt<br>Service | Total<br>Expenditures |
|---------------------------------|-------------------------|-----------------------|-------------------|-----------------|-----------------------|
| 2015-16                         | \$ 5,851,783            | \$ 229,958            | \$ 592,727        | \$ -            | 6,444,510             |
| 2014-15                         | 5,555,245               |                       | 1,036,140         | -               | 6,591,385             |
| 2013-14                         | 5,452,065               |                       | 1,402,249         | -               | 6,854,314             |
| 2012-13                         | 5,459,855               |                       | 531,044           | -               | 5,990,899             |
| 2011-12                         | 5,247,799               |                       | 101,949           | -               | 5,349,748             |
| 2010-11                         | 4,633,591               |                       | 94,830            | -               | 4,728,421             |
| 2009-10                         | 4,596,836               |                       | 18,571            | -               | 4,615,407             |
| 2008-09                         | 5,173,308               |                       | 159,026           | -               | 5,332,334             |
| 2007-08                         | 7,248,274               |                       | 133,051           | -               | 7,381,325             |
| 2006-07                         | 6,968,892               |                       | 154,881           | -               | 7,123,773             |

(1) Includes General, Special Revenue and Capital Projects Funds

(2) This fund is a new internal service fund that provides for the replacement of major motorized equipment and vehicles.

Sources: Basic financial statements; Ashland Parks  
and Recreation Commission financial records

**ASHLAND PARKS AND RECREATION COMMISSION  
GENERAL GOVERNMENT REVENUES BY SOURCE (1)  
For the last ten fiscal years - Unaudited**

| Fiscal<br>Year Ended<br>June 30 | Property<br>Taxes | City of Ashland | Intergovernmental | Charges<br>for<br>Services | Interest | Miscellaneous | Total<br>Revenues |
|---------------------------------|-------------------|-----------------|-------------------|----------------------------|----------|---------------|-------------------|
| 2015-16                         | \$ -              | \$ 6,210,271    | \$ 92             | \$ 1,153,455               | \$ 9,700 | \$ 17,204     | \$ 7,390,722      |
| 2014-15                         | -                 | 4,896,167       | 320,539           | 1,149,154                  | 4,957    | 17,620        | 6,388,437         |
| 2013-14                         | -                 | 3,959,833       | -                 | 1,578,123                  | 7,934    | 53,234        | 5,599,124         |
| 2012-13                         | 4,082,108         | -               | -                 | 932,235                    | 16,133   | 67,690        | 5,098,166         |
| 2011-12                         | 4,349,737         | 33,117          | 33,117            | 968,436                    | 20,698   | 35,648        | 5,407,636         |
| 2010-11                         | 4,210,320         | 21,140          | 21,140            | 1,101,358                  | 16,096   | 47,888        | 5,396,802         |
| 2009-10                         | 4,082,522         | 9,983           | 9,983             | 1,010,118                  | 17,639   | 21,785        | 5,142,047         |
| 2008-09                         | 3,982,698         | -               | -                 | 1,019,781                  | 22,455   | 256,122       | 5,281,056         |
| 2007-08                         | 6,425,334         | 79,026          | 79,026            | 811,879                    | 104,150  | 137,340       | 7,636,755         |
| 2006-07                         | 5,848,886         | 118,097         | 118,097           | 747,933                    | 107,140  | 42,623        | 6,982,776         |

(1) Includes General, Special Revenue and Capital Projects Funds

Source: Basic financial statements; Ashland Parks  
and Recreation Commission financial records

ASHLAND PARKS AND RECREATION COMMISSION  
JACKSON COUNTY, OREGON

2014-15 AUDITORS' COMMENTS AND DISCLOSURES





**PAULY, ROGERS AND CO., P.C.**  
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### **Independent Auditor's Report Required by Oregon State Regulations**

We have audited the basic financial statements of the Ashland Parks and Recreation Commission as of and for the year ended June 30, 2016, and have issued our report thereon dated October 6, 2016. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### **Compliance**

As part of obtaining reasonable assurance about whether the Ashland Parks and Recreation Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. As such, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295)**
- Indebtedness limitations, restrictions and repayment.**
- Budgets legally required (ORS Chapter 294).**
- Insurance and fidelity bonds in force or required by law.**
- Programs funded from outside sources.**
- Authorized investment of surplus funds (ORS Chapter 294).**
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Ashland Parks and Recreation Commission was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the Ashland Parks and Recreation Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Ashland Parks and Recreation Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Ashland Parks and Recreation Commission's internal control over financial reporting.

**2016 auditors' comments and disclosures**

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This report is intended solely for the information and use of the Board of Commissioners/Council Members/Audit Committee Members and Management of Ashland Parks and Recreation Commission and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

A handwritten signature in black ink, appearing to read "Ken Allen". The signature is written in a cursive style with a large, sweeping initial "K".

Kenneth Allen, CPA  
PAULY, ROGERS AND CO., P.C.



