

**ASHLAND CITY COUNCIL  
BUSINESS MEETING MINUTES  
February 21, 2023**

**Executive Session**

Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne and Hansen were present. City Manager Joe Lessard, Deputy City Manager Sabrina Cotta, Acting City Attorney Doug McGeary, Interim Community Director Brandon Goldman and Public Works Director Scott Fleury were present. Items discussed were:

1. To conduct deliberations with persons the City of Ashland has designated to negotiate real property transactions pursuant to ORS 192.660(2)(e)

**I. CALL TO ORDER**

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

**1. Land Acknowledgement\*\***

Councilor Kaplan read the land acknowledgement.

**II. PLEDGE OF ALLEGIANCE**

Council Hyatt led the pledge of allegiance.

**III. ROLL CALL**

Mayor Graham, Councilors Hyatt, Kaplan, DuQuenne, and Hansen were present.

**IV. MAYOR'S ANNOUNCEMENTS**

**1. Black History Month Proclamation**

Councilor Graham read the Black History Month proclamation, highlighting the struggles and successes of the black community. She requested that citizens of Ashland reflect on black history for the month.

Graham noted a procedural issue at the last meeting when she was appointed Mayor. She should not have voted, as there is an additional compensation of \$500 per year for being the mayor. As a result, she asked that the vote be redone.

**Councilor Hyatt/Kaplan m/s, to add an agenda item to reconsider the motion made at the prior meeting to nominate Councilor Graham as Mayor. Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**Councilor Hyatt/DuQuenne m/s to suspend the rules and address the Mayoral Nomination as the first order of business. Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**Councilor DuQuenne/ Kaplan m/s, moved to appoint Councilor Hyatt as the presiding officer for the mayor nomination. Roll Call Vote: Councilor Hansen, Hyatt, Graham, DuQuenne, and Kaplan, YES. Motion passed.**

**Councilor DuQuenne/ Hansen m/s to nominate Councilor Graham as Mayor.** Councilor Graham asked permission to recuse herself from the vote due to a conflict of interest.  
**Councilor DuQuenne/ Kaplan m/s to allow Councilor Graham to recuse herself for the reconsideration motion. Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

Graham recused herself and Hyatt restated the motion on the floor to nominate Councilor Graham as Mayor. **Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

Councilor Graham was sworn in as Mayor. Mayor Graham returned as the presiding officer.

**V. APPROVAL OF MINUTES \*\*\***

1. Minutes of the January 17, 2023 Business Meeting
2. Minutes of the February 6, 2023 Study Session

Councilor Kaplan noted a correction on the February 6, 2023 Study Session Minutes. The reference to the Associate Director of DEQ is actually a temporary employee at the City who formerly worked for the DEQ.

**Councilor Kaplan/Hyatt m/s to approve the minutes from January 17, 2023 and February 6, 2023 as amended. Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**VI. SPECIAL PRESENTATIONS**

**VII. CITY MANAGER REPORT**

City Manager Joe Lessard noted that a performance review process is being implemented for city employees. Union contracts are being processed, and there are openings for new city employees. Applications for the Finance Director, Community Service Officer, and police department were being reviewed.

Lessard noted that, under Oregon state law, campers must be given 72 hours to relocate. Some individuals engaging in current camping are doing so as a protest. It was noted that housing has been offered to many of the campers, and the campers do not appear to pose a threat to public safety.

Lessard highlighted a recent sewer backup due to wipes being flushed. While they were biodegradable wipes, they should not have been flushed. There are insurance claims and litigation, which restrict what can be said in public. There is an upcoming business round table, and the general fund will be addressed on March 20, 2023.

Lessard noted that there will be an election to fill the two vacant spots on the City Council on March 7, 2023.

## VIII. PUBLIC FORUM

**Miriam Reed** noted that a smart meter scam is occurring and that the City of Ashland previously created legislation that banned smarter meters in the area. Ms. Reed highlighted issues with smart meters and thanked the previous City council for their work.

**Tish Way** explained that on October 30, 2022, there was a sewage backup in her home. It was classified as a category three disaster, which is extremely severe. She and her family lost many precious items, including heirlooms, art, furniture, toys, photos, etc. This has had a significant impact on Ms. Way's health and well-being. Her request to the City is 100% restitution for the devastating impact of the sewage backup. The City has only been open to compensating 50% of the cost.

**Riley McGraw**, the attorney for Ms. Way, noted that CIS, the city's third-party insurance company, has offered to pay \$132,000 of the \$251,000 in damages. He requested that the City make up the difference. Mr. McGraw noted that the City should fulfill this claim because of the interest in the city standing by its public facilities and the legal exposure associated with the inverse condemnation claim.

**Julie Riley**, a friend of Ms. Way, noted that the flooding has significantly negatively impacted Ms. Way. Ms. Riley requested that the City of Ashland stand up and do what is right.

**Catherine Shaw** addressed the food and beverage tax. She provided information regarding the National Parks Commission in Parkland in 1989 and how the funding mechanisms failed. She had suggested a food and beverage tax to fund open spaces. However, there was opposition, despite a food and beverage tax impacting locals and tourists. Ms. Shaw provided a history regarding efforts for funding mechanisms and provided additional information regarding HB 2920 and the food and beverage tax.

## IX. CONSENT AGENDA

1. Standing Advisory Committee Appointments
  - o Housing and Human Services Advisory Committee
  - o Climate and Environment Policy Advisory Committee

Councilor Kaplan/DuQuenne m/s to approve the consent agenda.

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

New members of the Housing and Human Services Advisory Committee, and the Climate and Environment Policy Advisory Committee were thanked for joining.

## X. PUBLIC HEARINGS

Mayor Graham read the food truck ordinance.

**ORDINANCE NO. 3216 AN ORDINANCE AMENDING THE ASHLAND LAND USE ORDINANCE TO PROVIDE ADDITIONAL OPTIONS FOR FOOD TRUCKS AND FOOD CARTS BY ADDING A NEW SECTION AMC 18.2.3.145 'FOOD TRUCKS AND FOOD CARTS'; AMENDING SECTION 18.2.2.030.H 'TEMPORARY USES'; ADDING A NEW SECTION AMC 18.3.3.045 'SPECIAL PERMITTED USES'; AMENDING THE ALLOWED USES TABLES 18.2.2.030, 18.3.2.040, 18.3.4.040 & 18.3.5.050; AND ADDING NEW DEFINITIONS IN AMC 18.6.1.030.F.**

She opened the floor to the public.

Brandon Goldman, from the Community Development Department, noted that the ordinance was to allow for food trucks to have more permanent locations, due to demand. There have been public meetings and public hearings to address this topic, and the ordinance has been unanimously supported by the Planning Commission. This would be a revenue source for the City regarding permits and other aspects. The ordinance would also ban food trucks from residential spaces, and parking lots unless they receive a special permit.

Derek Severson noted that current conditions do not allow for food trucks to run a successful business and these changes allow for more stability in that industry. He noted that there would be a ministerial permit process, trucks could not stay on a single site for more than three days, and signage would be limited to what is on the truck.

Food trucks would submit applications regarding their location, and abutters within 200 feet would be advised. Once the location is approved, it can be permanent, albeit the trucks must leave and return to fill up on supplies, address sewage, etc. There was discussion regarding a permanent location to connect food trucks to city services.

Overall, restaurant owners have voiced some concern regarding competition, although there has not been any public comment regarding it. The fire department has been consulted regarding this.

The public hearing was closed.

**Councilor Hyatt/DuQuenne m/s to approve the first reading of ordinance 3216, amending the Ashland land use ordinance to provide additional options for food trucks and food carts by adding a new section. AMC 18.2.3.145 regarding food trucks and food carts, and amending section 18.2.2.030.H, temporary uses, and adding a new section 18.3.3.045 for special permitted uses, amending the allowed uses tables 18.2.2.030, 18.3.2.040, 18.3.4.040 & 18.3.5.050; and adding new definitions in AMC 18.6.1.030.F. Scheduling a second reading of written findings for March 7, 2023.**

**Discussion:** Councilor Hyatt voiced praise regarding the work done for this ordinance. It was noted that the ordinance also supports the community and community needs. This has been very thoroughly vetted and approved by the Planning Commission. This ordinance aligns with the values of increasing activity in under-utilized spaces and low economic areas. It is responsive to direct feedback from the community. It is an opportunity to build community and gives entrepreneurs a low barrier option to start a business. DuQuenne stated that this

has been put forward by our constituents and is very excited about this. Hansen stated he agrees and thinks this is an opportunity for more vibrancy for underutilized parts of Ashland.  
**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

## XI. UNFINISHED BUSINESS

### 1. City Council Election to fill Councilor Positions #2 and #3 vacancies.

The City is still vetting councilor applications. This will be addressed more thoroughly on the evening of February 22, 2023.

## XII. NEW BUSINESS – RESOLUTIONS AND CONTRACTS

### 1. Chair of Council Election by the City Council

Lessard stated that this is an opportunity to elect a new chair for this annual position. Graham opened the floor for nominations.

**Councilor Kaplan/DuQuenne m/s to elect Councilor Hyatt to the position of Chair of the Council. Discussion:** Kaplan stated Hyatt did an excellent job earlier in the meeting and looks forward to welcoming Hyatt as Chair to the Council. DuQuenne welcomed Hyatt as the new chair. **Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

### 2. 2021–2023 BN Supplemental Budget Resolution

**Councilor Hansen/Kaplan m/s to remove the 2021–2023 BN Supplemental Budget Resolution so APRC and Parks Commissioners can work with City Managers on the ongoing budget issues until a date certain.**

**Discussion:** In speaking with APRC they would like to have further conversation with the City Manager before Council votes on the resolution to include the elected Parks Commissioners. This is more about principle and procedure, and less about the money. Graham asked if March 7 would be an appropriate date certain? Lessard spoke that the 21<sup>st</sup> would be more appropriate due to current workload. Hyatt spoke in support of the motion as we need to collaborate and communicate with our partners. Having conversation with APRC is vital.

**Hansen/Kaplan amended/s the motion to include the date certain as March 21, 2023.**

**Discussion:** DuQuenne asked if the item is being pulled to change the dollar amount? Hansen replied that it is being pulled so that APRC and the Electric Commission body can weigh in on the topic as it is part of an ongoing conversation. That way they can have a broader budgetary conversation with the City Manager, it is a procedural ask.

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

Sabrina Cotta, Deputy City Manager and Acting Finance Director, presented the financial report. Presentation attached. Kaplan made observations about the different fund balances and how they compare to the previous year. He asked about project A surplus based on the 4<sup>th</sup> quarter and the possibility of transferring reserves at the end of the year. He also asked if there were concerns about the enterprise funds? Cotta spoke that they are currently gathering the end of the year projects to determine if we may have some funds that we can move to reserves. However, they have had additional expenses due to vacancies and needing to have contracted services. They are looking strong financially and will have some

ending fund balance to move on to next year. There are no significant issues with any of the enterprise funds. Deferred maintenance is the biggest issue and how to manage these issues moving forward. The City is putting away money over time to help support maintenance. Hansen spoke that for the past few years the budget has been erratic and wonders if looking back to 2019 would be a better measure. Cotta spoke that she thinks it is not the pandemic, rather what is unusual is the staffing and ability to get projects done that have been delayed. She added that following the pandemic, it would be wise moving forward to have risk mitigation in place. She added that they will look at the 2019 budget. Hyatt asked about the street fund and asked if the funds don't necessarily get expended until the weather is better. Cotta confirmed. Hyatt spoke that these reports are vital for communication and the understanding from the community. DuQuenne asked if these reports are on the website? Cotta replied yes and indicated where they can be found. **Kaplan/Hyatt m/s would like to provide staff direction to present the quarterly financial report to the City Council.**

**Discussion:** Hyatt spoke that she likes the idea that the report is in the second or third business meeting after the close of the quarter. DuQuenne agrees because it is important that the constituents are informed as well as Council. Hansen agrees that key indicators of success will be very helpful. **Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**3. Acceptance of Public Arts Mural on Elks Building at 247 E. Main St.**

Brandon Goldman introduced John Pugh who will present the information. Presentation attached.

Hyatt asked that, given the orientation of the wall, are the materials going to take into account the heavy sun load and heat? Pugh responded that there is a product called B-32, which is a substance you can put on the acrylic material which prevents oxidation. This mural can easily last over 100 years with that product. Kaplan spoke that he noticed the Public Arts Advisory Committee approved the project with the appropriate due diligence with the indigenous community and is wondering if there is a way to gather feedback from that community. Pugh responded that he has been in communication with the community and that there is an on-going evolution of the mural as the piece is being created, adding that inclusivity is very important when creating public art. He is doing his best to ensure accurate presentation. Beverly Hovenkamp, Chair of the Historic Preservation Advisory Committee, discussed how the members of the Historic Committee were involved in the planning process. They were impressed with Pugh's inclusion of Ashland's history and indigenous people. The Historic Preservation Committee is pleased to endorse this mural. Ken Englund, Chair of the Public Arts Advisory Committee is also pleased to endorse this project. The timeline regarding the mural was provided and it was noted that Pugh has created over 250 murals in over 30 years of creative work. DuQuenne expressed how important it is to be sensitive to our indigenous community. Graham asked if there is a way for Pugh to ask the indigenous leaders for input on the final design. Pugh replied that he would be happy to consult with them and report back to Council.

**Hansen/DuQuenne m/s to accept the proposed mural, Where the Crows Light, in to the City of Ashland's public art collection upon completion.**

**Discussion:** Hansen thanked Pugh for this work on this piece. DuQuenne thanked Pugh for bringing this gift to Ashland. She is pleased with the opportunity to offer more representation to welcome others to the community. Hyatt spoke that this project speaks to the values of this community and especially the work in consulting with the indigenous community.

**Hansen/DuQuenne amended/s the motion to include that correspondence with tribal leaders come back to Council for the final design.**

**Discussion:** Pugh spoke that he wants to be accurate with the representation and would like domain over the actual aesthetics. Kaplan expressed his appreciation of all the hard work that has gone into this project.

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**4. Contract with Cornforth Consultants for Federal Energy Regulatory Commission (FERC) Comprehensive Assessment (CA) of Hosler Dam**

Public Works Director Scott Fleury presented to the Council the background on the assessment of Hosler Dam. Fleury explained that this assessment is part of federal regulations and is a robust evaluation of the dam that is done every five years. He added that the consultants are also required to run a level two risk analysis workshop on the dam as well. Fleury explained that the deadline for the evaluation was the end of 2023, alongside a series of associated deadlines, involving scheduling, hiring and planning. Fleury pointed out that some funds were appropriated within the budget for the evaluation, but additional funds would be required from the water fund to continue the project to completion in 2025. Councilor DuQuenne asked if Fleury could give a dollar amount for the required funds. Fleury estimated it would take around \$450,000 to completely fund the project. Hyatt asked Fleury about the benefits of leveraging a prior award process for the evaluation. Fleury explained that the benefits would come in the form of less time for staff orientation and scoring process. Fleury mentioned that the consultants have already worked with the City of Ashland, giving them an advantage over bringing in a new consultant firm, but explained that a new consultant service would be required after this assessment was complete. Hansen asked about the possibility of additional improvements to the dam and how it would factor into the cost. Fleury mentioned that the improvements would be a separate process to the assessment, although plans for future improvements are already underway. Kaplan asked for clarification regarding the water fund and FERC's jurisdiction over dams as opposed to electricity. Fleury explained that the City generates hydroelectric power via its dams, with regulations falling under FERC's domain. The City shares some of the cost for dam maintenance with the electric department, with the City's share coming from the Water Fund. Graham asked if the total project cost number of \$599,000 included the potential costs for further analysis from FERC. Fleury stated that the total project cost is \$599,000, with \$450,000 of this is allocated for the inspection, and \$150,000 is for potential repairs.

**Kaplan/Hyatt m/s to approve a legal department approved professional services contract with Cornforth Consultants in an amount not to exceed \$599,000.**

**Discussion:** Hyatt thanked Fleury for his time and due diligence for his work. Hyatt

emphasized the importance of the work involved with maintaining the dam. DuQuenne thanked Fleury for his time and effort.

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**5. Contract with The Freshwater Trust for a Flow Augmentation Feasibility Study of Cold-Water Releases from Reeder Reservoir**

Fleury explained to the council the purpose of the study was to meet excess thermal load limits connected to the City's national pollution discharge limit as well as the processes needed. Fleury pointed out the deadlines required, with the overall deadline being in 2027. Fleury explained that as part of this process, the required study must be done by March of 2024 and how the study could help with environmental issues within the greater watershed. Hansen pointed out that the Freshwater Trust is a local group, keeping money within the community, and added that other firms would cost more. Fleury brought up ongoing investigations into the alternatives of wetland storage and timed release, also pointing out the Council's focus on moving away from mechanical cooling to help cut down on power usage and cost. DuQuenne asked about how many gallons from Reeder reservoir would potentially flow through this release to Bear Creek. Fleury explained the potential flow from Reeder Reservoir and the drop-off of water use from the reservoir during the winter months. Hyatt asked if the water-balance included in the study would factor in future development. Fleury responded that the study would factor future developments to some degree, as well as the potential for curtailment in times of drought. Fleury also mentioned that the study would be part of a larger study looking at the future of water management within the valley. Hyatt asked if the numbers that the council were looking for would be included within the study, which Fleury affirmed. Kaplan praised Fleury for his explanations, while also bringing up the potential for further conservation areas that the study could provide.

**Kaplan/Hansen m/s to approve the Legal Department approved professional services contract with The Freshwater Trust in an amount not to exceed \$234,035.**

**Discussion:** The council praised Fleury for his work and effort in explaining the process and reasoning behind it. DuQuenne voiced her concern regarding the potential usage of any water from Reeder Reservoir beyond the current amount.

**Roll Call Vote: Councilor Hansen, Hyatt, Kaplan, YES. DuQuenne, NO. Motion passed.**

**6. Contract-Specific Special Procurement for Self-Contained Breathing Apparatus (SCBA) for Ashland Fire & Rescue**

Ashland Fire Chief Ralph Sartain explained the details and reasoning behind the contract as well as what an SCBA is and how it would be used by Ashland Fire & Rescue. Sartain also explained that Ashland Fire & Rescue received an AFG grant from the Federal Government, providing 90% of the required funding with the remaining 10% already budgeted by the City. Hyatt asked about the blast chamber mentioned within the request. Sartain explained the purpose of the blast chamber, its connection to the SCBA's and future budgeting to include both the blast chamber and other required items. Sartain also discussed the ongoing efforts to raise revenue to meet any new expenditures.

**Hyatt/DuQuenne m/s to approve special procurement for 90% grant funded SCBA's per the municipal emergency services QT1654628.**



**DISCUSSION:** Hyatt spoke to the new equipment both meeting OSHA standards and allowing for EMS services to perform their basic role regarding fighting fires. Hyatt also praised Sartain's team for both receiving the federal grant and for recent community outreach efforts. DuQuenne praised Sartain's work on receiving the federal grant.

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

### **XIII. ORDINANCES**

#### **1. Second Reading & Findings Adoption for Ordinance 3217 - Middle Housing Land Division Ordinance**

Goldman explained the purpose of the ordinance and how it aligns with state regulations, noting that no changes were made between the first and second reading.

**DuQuenne/Hyatt m/s to approve second reading of Ordinance 3217 , an ordinance amending the Ashland land use ordinance to implement the requirements of Oregon State bill 548 by adding section 1A.5.1.075, Middle Housing Land Division and section 18.5.3.140 Middle Housing Land Divisions.**

**DISCUSSION:** Hyatt mentioned that this ordinance will help locals with middle housing needs and thanked Goldman and his team for their work.

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

**DuQuenne/Hyatt m/s to approve the finding of facts and conclusions of law document dated February 21<sup>st</sup>, 2023.**

No Discussion

**Roll Call Vote: Councilor Hansen, Hyatt, DuQuenne, and Kaplan, YES. Motion passed.**

#### **II. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS**

Kaplan attended a meeting of residents of the Ashland Mine Road neighborhood. The meeting discussed fire risks and evacuation contingency plans with members of ODOT, EMS and other city officials. He expressed interest in working with the residents to meet with Graham and Representative Pam Marsh. Hyatt complimented two volunteers working at the senior center who guided her on a tour of the facilities.

#### **III. ADJOURNMENT OF BUSINESS MEETING**

The meeting adjourned at 9:14 p.m. by Mayor Graham

Respectfully Submitted by:

  
\_\_\_\_\_  
City Recorder Alissa Kolodzinski

Attest:

  
\_\_\_\_\_  
Mayor Tonya Graham



## **A PROCLAMATION IN HONOR OF BLACK HISTORY MONTH 2023**

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**WHEREAS**, Black History Month, first proposed by scholar Carter G Wilson in 1926, seeks to rightfully center the role of Black Americans in our national narrative; and

**WHEREAS**, this year's theme, 'Black Resistance' shines a light on the countless ways that Black Americans have resisted historic and ongoing racial discrimination and mistreatment throughout hundreds of years; and

**WHEREAS**, Black Americans have consistently pushed the United States to live up to its ideal of freedom, liberty, and justice for all; and

**WHEREAS**, the Black community established cultural centers, medical clinics, labor unions, media outlets, financial and educational institutions to resist inequality and to advocate for themselves; and

**WHEREAS**, Black Colleges and Universities emerged not only as spaces for the development of activists, artists, business owners, educators and other professionals but were also at the forefront of the Civil Rights Movement, Black Power and social justice movements; and

**WHEREAS**, Black faith institutions have served as spaces where Black communities met to organize resistance efforts and support the fight for civil, social, and human rights; and

**WHEREAS**, African American spirituals, gospel, folk music, hip-hop and rap have been used to express struggle, hope and solidarity in the face of racial oppressions; and

**WHEREAS**, Black Athletes have used sports as a platform to advocate for social justice and political agendas, resisting immense pressure against speaking out about political, cultural, or social issues; and

**WHEREAS**, by resisting, Black people have helped this country embody its democratic values, achieved triumphs, successes, and progress as seen in increased political representation at all levels of government, desegregation of educational institutions, the passage of the Civil Rights Act of 1964, the Voting Rights Act of 1965; and

**WHEREAS**, Black resistance strategies have served as a model for social movements in our country and the legacy and importance of these actions cannot be understated; and

**WHEREAS**, despite these accomplishments, systemic racism persists in the United States, generating continued Black Resistance that calls for lasting institutional and societal change; and

**WHEREAS**, we encourage all people to recognize and confront these issues at every opportunity and to bridge barriers with fearlessness and determination to fight against racism and bigotry; and

**WHEREAS**, this month we celebrate and affirm those who have sacrificed, yet also accomplished much, in the struggle for justice and equality through Black Resistance.

NOW, THEREFORE, I, Tanya Graham, Mayor of the City of Ashland, Oregon, on behalf of the City Council, do hereby proclaim the month of February 2023 as Black History Month and call upon the people of Ashland to observe this month with appropriate reflection and learning and to continue our efforts to create a more just and equitable community. In Ashland we are Better Together.

*Dated this 21<sup>st</sup> day of February 2023*

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Tonya Graham, Mayor

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Melissa Huhtala, City Recorder





# City Manager's Report

2.21.23

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## CITY MANAGER'S OFFICE:

## COMMUNITY DEVELOPMENT:

## ELECTRIC:

- Submitted a grant application to the Oregon Department of Energy on Wednesday, February 15, 2023--- Award notification expected in May 2023

## FINANCE:

- Moving forward with budget preparation--- Department meetings and end-of-year projections on-going
- Budget Committee meeting for training and administrative items scheduled for Wednesday, March 8, 1 to 5 p.m. Training provided by LOC (League of Oregon Cities)

## FIRE & RESCUE:

## HUMAN RESOURCES:

- Continuing to recruit for vacant positions
- Conducting first screening of Finance Director applicants
- Prepping for first screening of Human Resources Director applicants
- Moving forward to advertise for City Attorney--- Tentative recruitment to begin April/May
- See Job Outlook update at end of report\*

## INNOVATION & TECHNOLOGY:

- Budget preparation and end-of-year projections
- Released RFP to upgrade HVAC in the data center
- Hiring of new GIS Technician well underway, conducting first screening of applicants
- Supported Town Hall with large poster printing, setup and staffing
- AFN hardware upgrade at Jackson County Housing Authority Snowberry Phase I complex, and to the area around Ender's Alley in downtown Ashland

## LEGAL:

## PARKS & RECREATION:

## POLICE:

## PUBLIC WORKS:





# City Manager's Report

## \*JOB OUTLOOK:

### Current Job Postings:

- Director of Human Resources (*Human Resources*)
- Deputy Police Chief (*Police*)
  - Recruiting being conducted by GMP Consultants
  - Projected to be completed in the spring
- Firefighter / Paramedic (*Fire*)
- Director of Community Development (*Community Development*)
- Emergency Medical Technician Paramedic (Single Role) (*Fire*)
  - Positions closing beginning of March
  - Positions projected to be filled in May

### Closed Jobs – Review/Interview Status:

- Associate Planner (*Community Development*) – Second interview to be conducted soon
- Code Compliance (*Community Development*) – Interviews concluded. Candidate in background
- Financial Clerk II (*Finance*) – Interviews concluded. Offer letter sent
  - Positions projected to be filled in March/April
- Engineering Project Manager (*Public Works*) – Interviews to be conducted this week
- Engineering Technician II (*Public Works*) – Interviews to be conducted this week
  - Positions projected to be filled in March/April
- Finance Director (*Finance*) – Applications being reviewed
- Community Service Officer (*Police*) – Applications being reviewed
- GIS Technician (*Innovation & Technology*) – Applications being reviewed
- Park Technician I (*Parks*) – Applications being reviewed
  - Positions projected to be filled in April

### Upcoming Job Postings:

- Office Assistant II (*Public Works*)
- Line Installer (*Electric*)
- Economic Development Specialist (*Administration*)
  - Estimated by be posted by the end of February
- City Attorney (*Legal*)
- Deputy Public Works Director (*Public Works*)
  - To be conducted by Jensen Strategies in the Spring

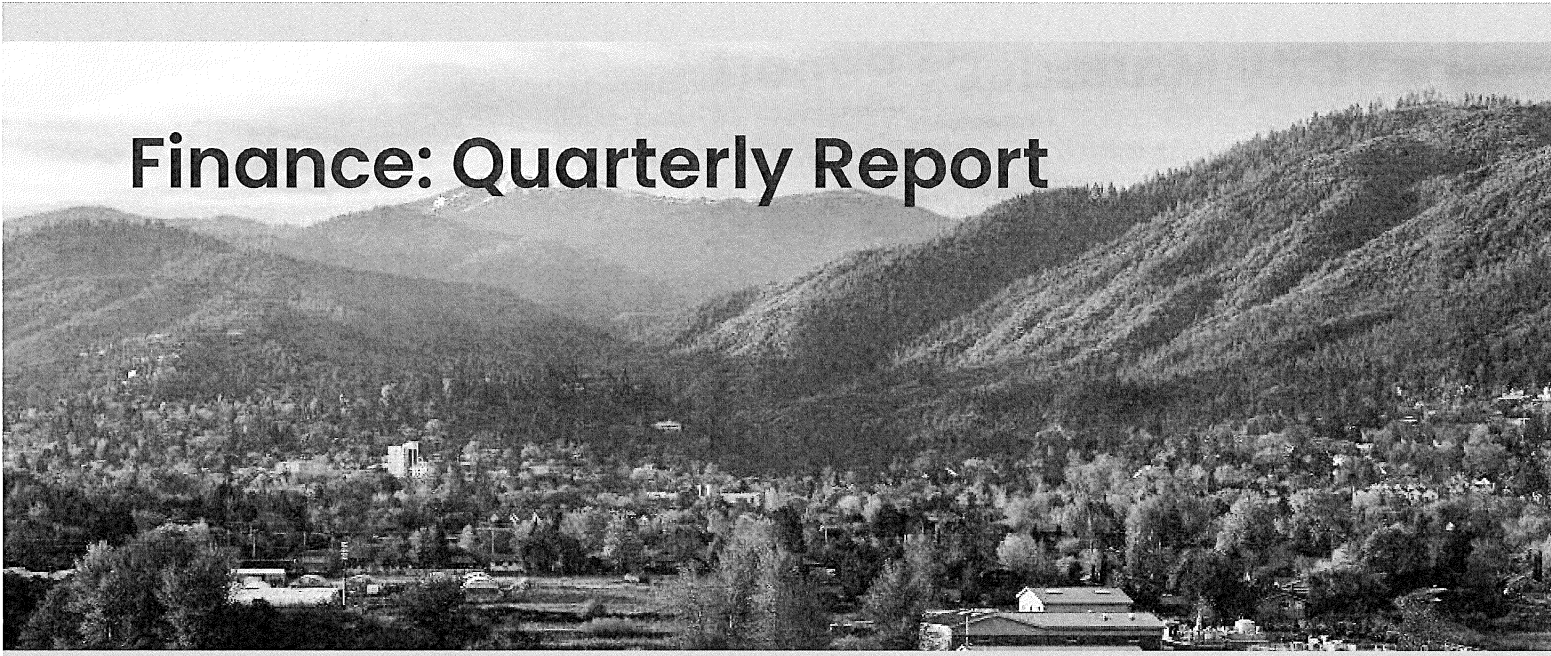
Human Resources (1)  
 Police (2)  
 Fire (2)  
 Administration (1)

Community Development (3)  
 Public Works (4)  
 Finance (2)  
 Legal (1)

Innovation & Technology (1)  
 Parks (1)  
 Electric (1)



# Finance: Quarterly Report



February 21, 2023

## Financial Highlights

- budget vs actuals
  - Budget is estimated revenue and spend
  - Financial report actual revenue and spend
  
- restricted vs committed vs unassigned
  - Restricted= Federal/ State requirements
  - Committed= Council commitment
  - Unassigned= Unappropriated not restricted & not committed
  
- Budget is always balanced- required by law
  - Goal: BN revenue and expenditures align



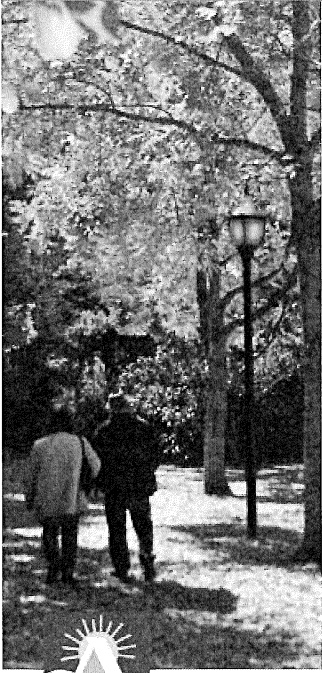
# Overview

- Summary of Fund Balances
  - Over/(Under) Requirements
    - As of Dec. 31, 2022-  
finance standing
      - Compare the same  
time period due to  
timing of revenues.
    - Will vary as funds are  
expended
    - Currently exceeding fund  
requirements



## City of Ashland Summary of Fund Balances as of December 31, 2022

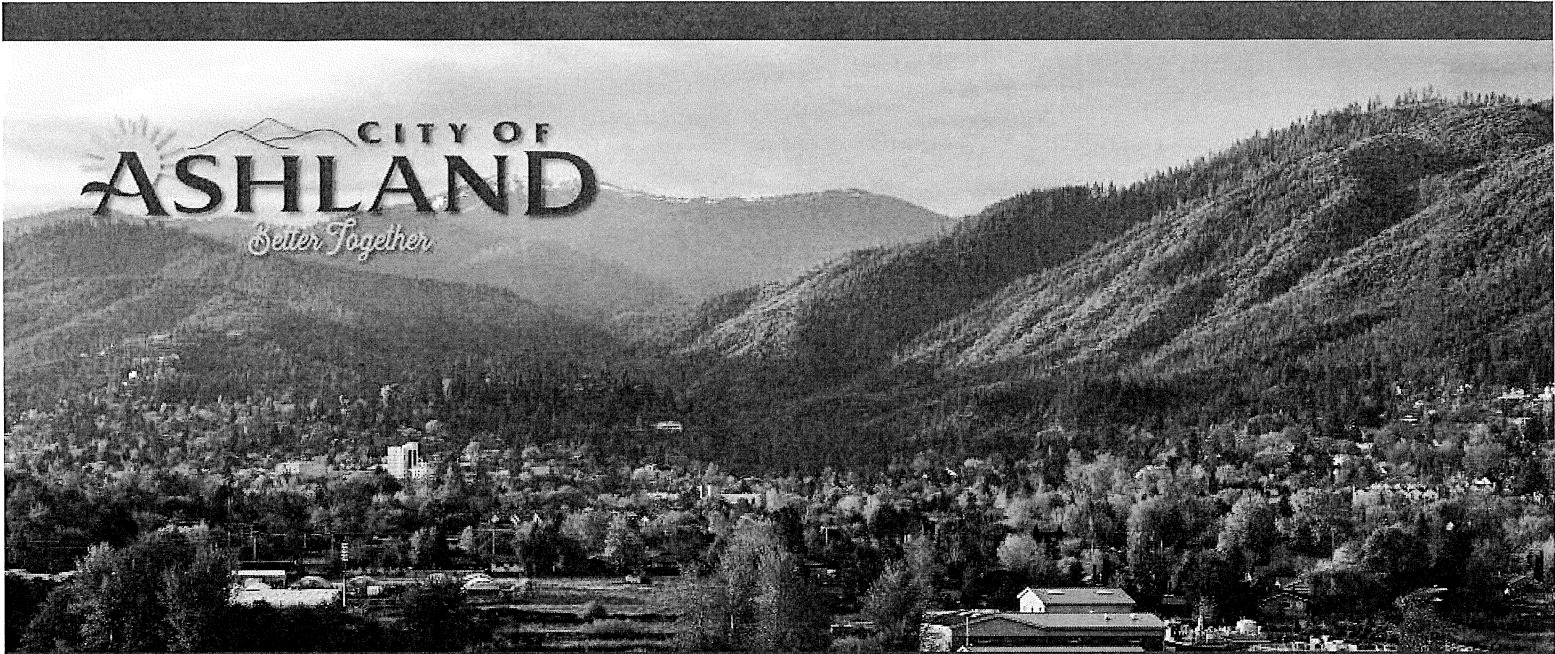
Fund	Balance December 31, 2022	Balance December 31, 2021	Change From FY 2022	2022-2023 Requirements	Over(Under) Requirements
General Fund	\$ 20,135,668	\$ 20,309,737	\$ (174,069)	7,310,626	275%
Parks General Fund	1,877,192	2,053,976	(176,784)	1,385,064	136%
Tourism Fund	668,218	-	-	No Policy	N/A
Housing Fund	275,796	220,096	55,699	No Policy	N/A
Community Block Grant Fund	23,739	12,211	11,528	No Policy	N/A
Reserve Fund	1,770,126	39,650	1,730,475	No Policy	N/A
Street Fund	5,356,182	4,479,255	876,927	388,885	1377%
Airport Fund	321,252	189,481	131,771	59,018	544%
Capital Improvements Fund	1,215,197	1,000,189	215,008	No Policy	N/A
Parks Capital Improvements Fund	2,345,046	1,261,313	1,083,733	No Policy	N/A
Debt Service Fund	797,134	790,983	6,151	No Policy	N/A
Water Fund	15,306,680	14,018,216	1,288,463	4,290,031	357%
Wastewater Fund	7,490,474	8,290,202	(799,728)	2,675,526	280%
Storm Drain Fund	1,949,604	1,763,914	185,691	244,445	798%
Electric Fund	6,025,439	4,803,334	1,222,105	4,218,671	143%
Telecommunications Fund	2,942,926	2,370,480	572,446	482,346	610%
Insurance Services Fund	491,693	142,314	349,379	669,329	73%
Health Benefits Reserve Fund	2,196,665	1,707,731	488,935	562,647	390%
Equipment Fund	6,210,935	4,910,707	1,300,227	2,437,313	255%
Parks Equipment Fund	467,080	365,892	101,187	32,278	1447%
Cemetery Trust Fund	937,452	921,681	15,771	No Policy	N/A
<b>Total Fund Balances</b>	<b>\$ 78,804,497</b>	<b>\$ 69,651,361</b>	<b>\$ 9,153,136</b>		
<b>Restricted and Committed Funds</b>					
Restricted	\$ 10,871,467	\$ 7,662,743	\$ 3,208,724		
Committed	15,846,236	17,724,518	(1,878,282)		
Unassigned	52,086,794	44,264,100	7,822,694		
<b>Total Fund Balances</b>	<b>\$ 78,804,497</b>	<b>\$ 69,651,361</b>	<b>\$ 9,153,136</b>		



# Questions?

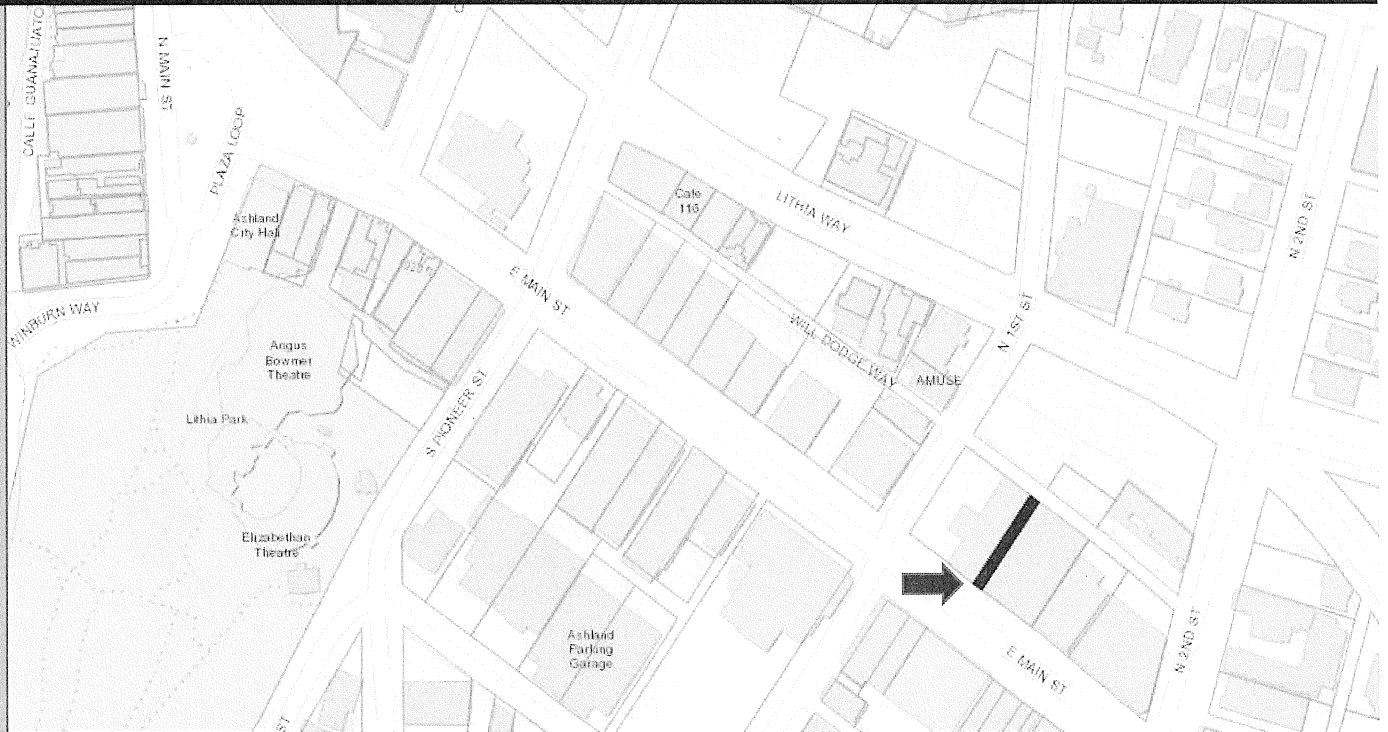
Financial reports and budgets can be found on our website:  
[Financial Documents - Finance - City of Ashland, Oregon](#)





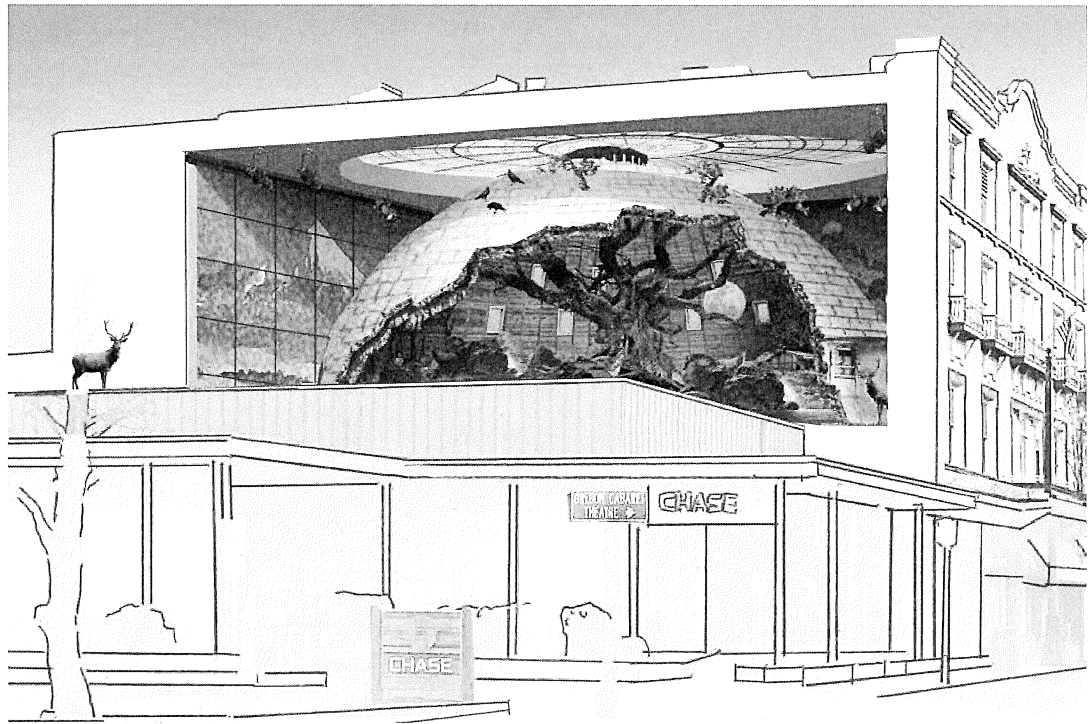
# Public Art Mural Proposal

City Council  
2/21/2023



Proposed Location: Elks Building 247 N. Main St

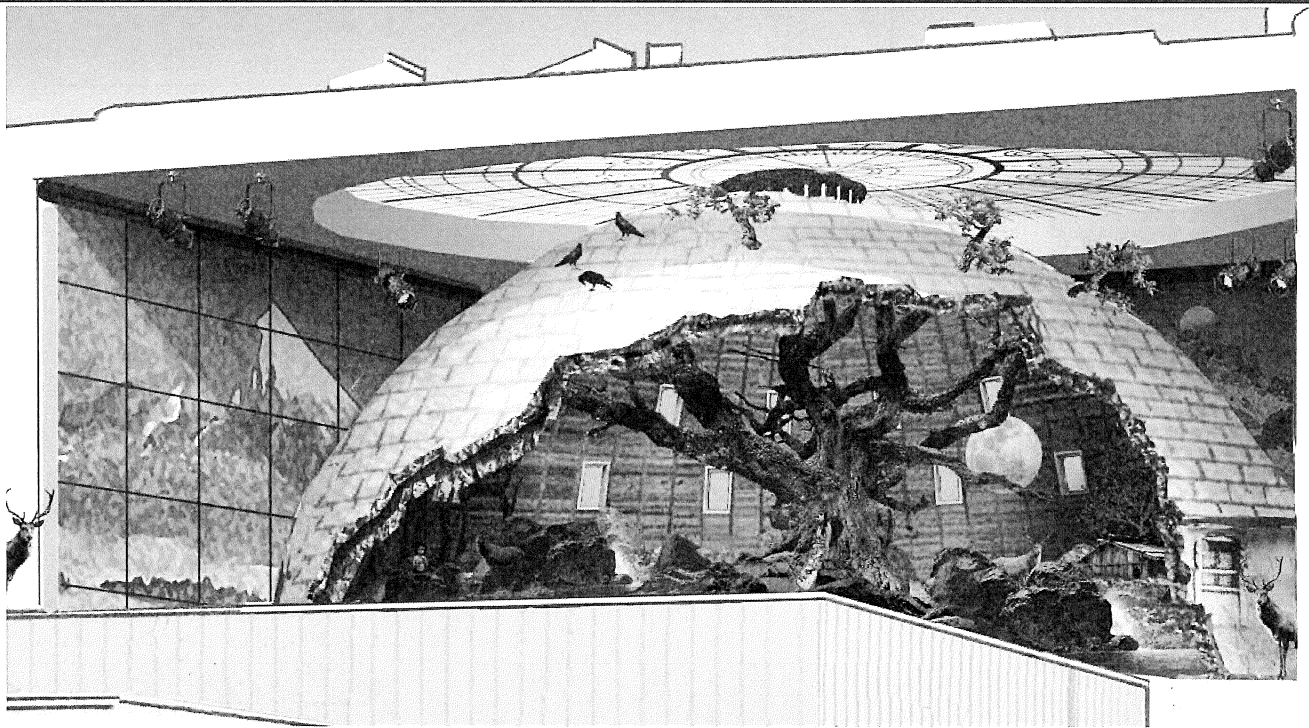




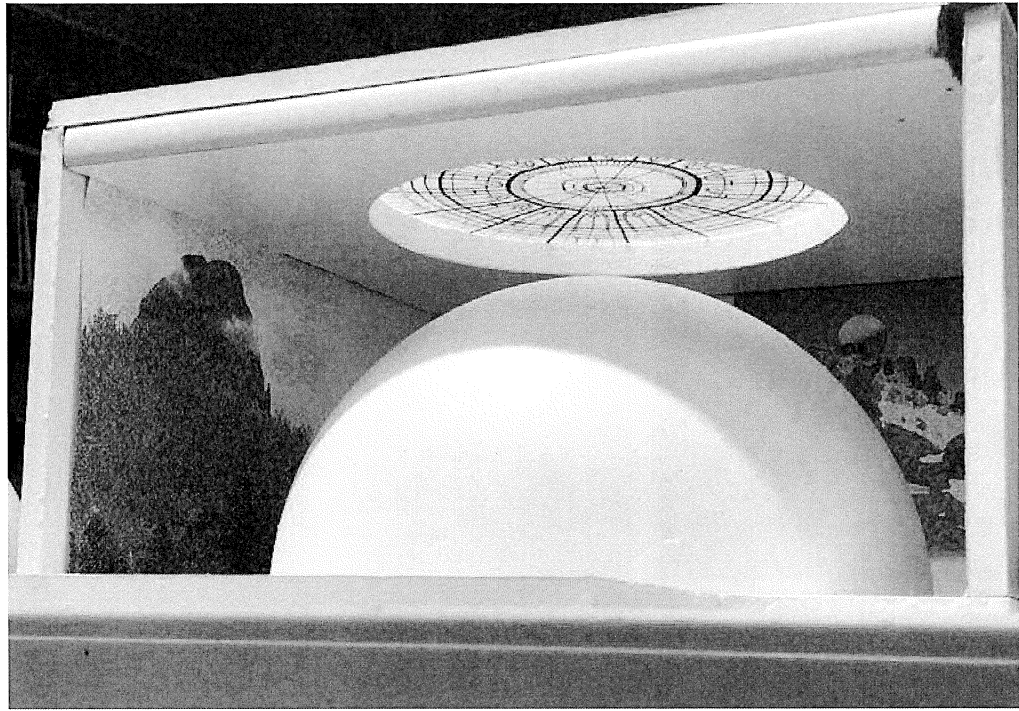
Ashland Elks

Main Street

John Pugh



Artist: John Pugh



Artist: John Pugh



Artist: John Pugh



Artist: John Pugh



Artist: John Pugh



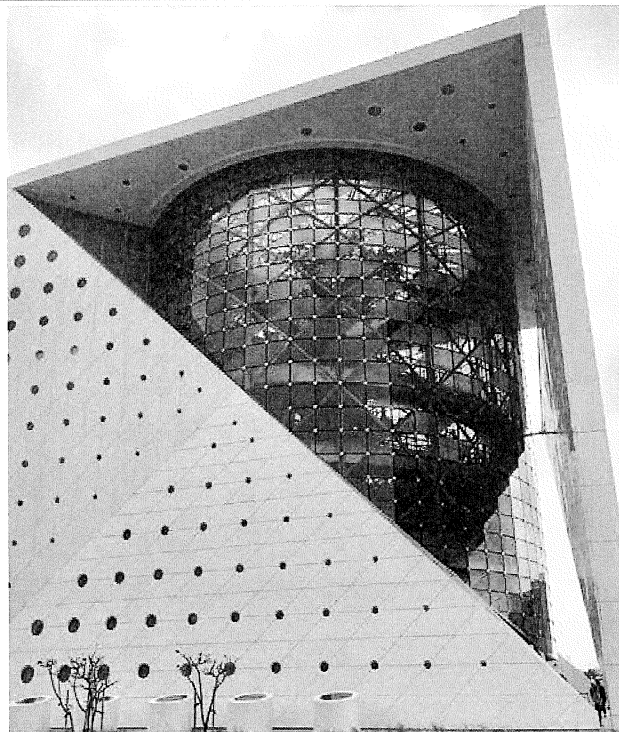
Alt Text: A picture containing text, mammal, deer, goat

✓ Approve ✎ Edit



Artist: John Pugh

9

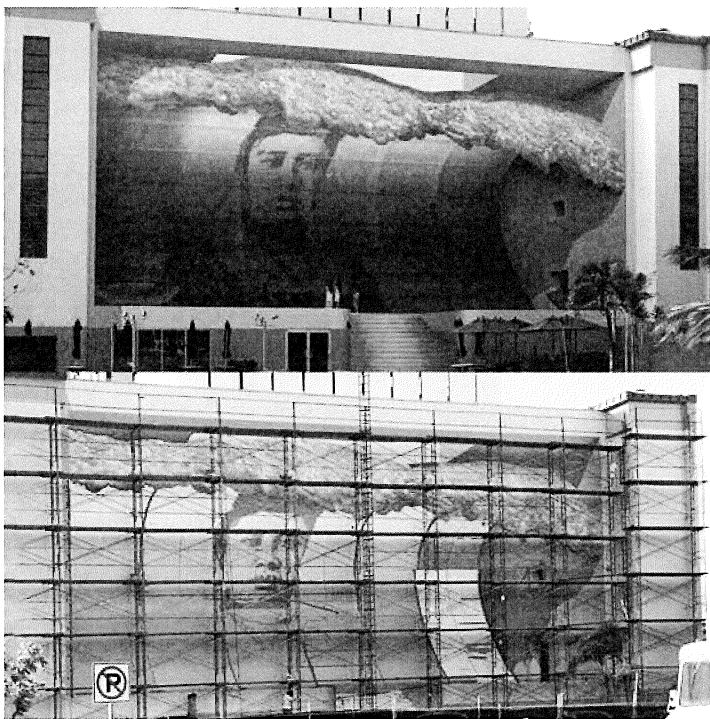


Artist: John Pugh

10

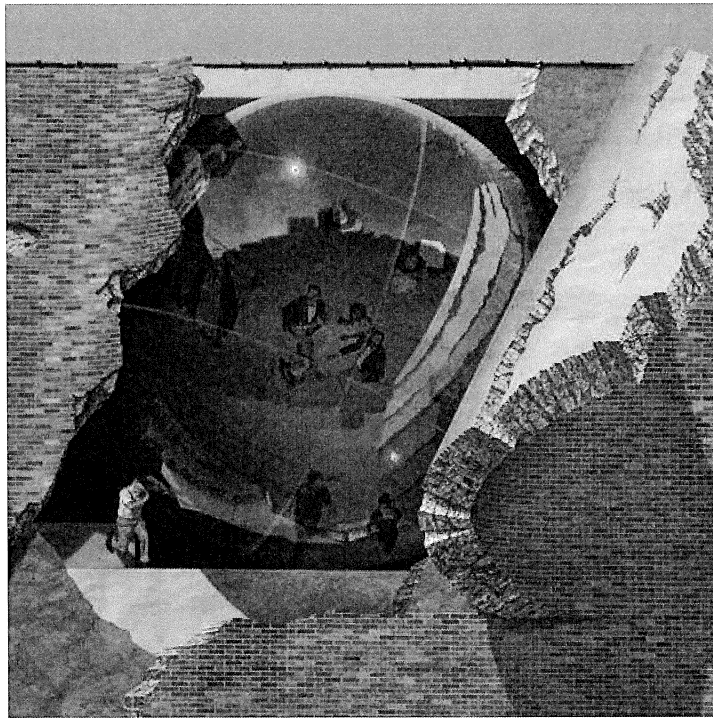


Artist: John Pugh

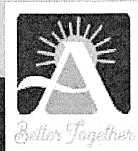
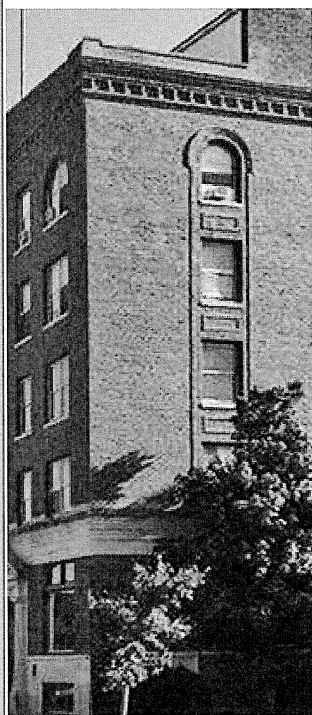


Artist: John Pugh

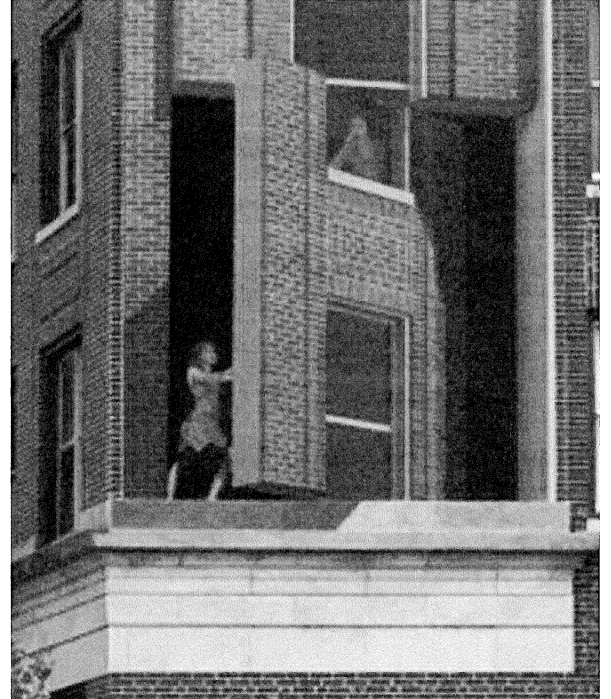




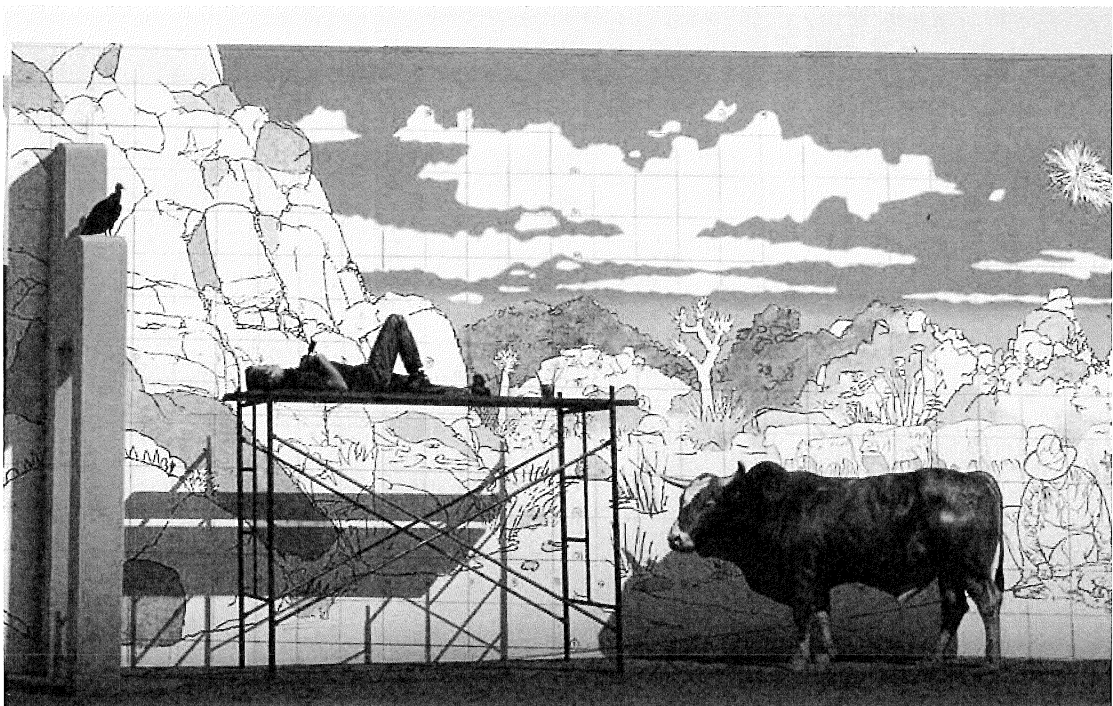
Artist: John Pugh



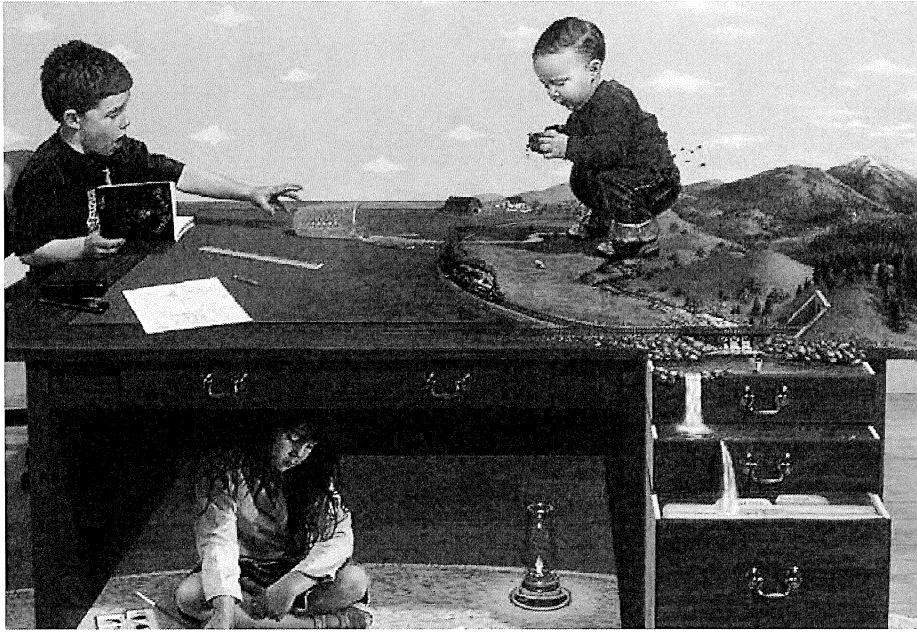
Artist: John Pugh



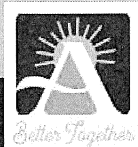
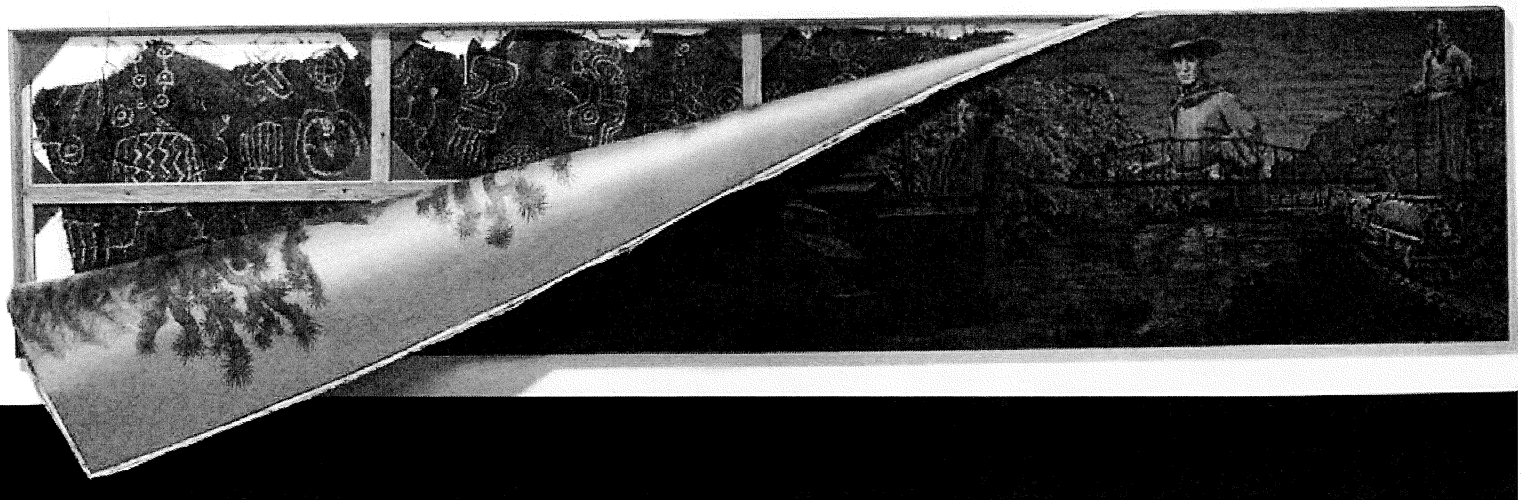
Artist: John Pugh



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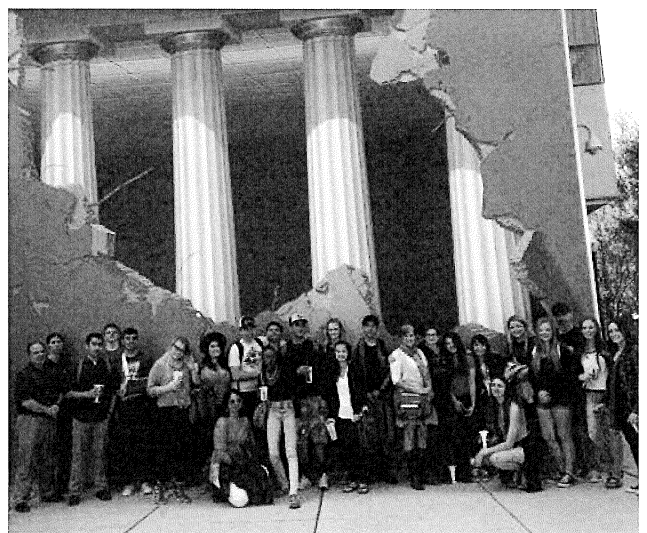


Artist: John Pugh

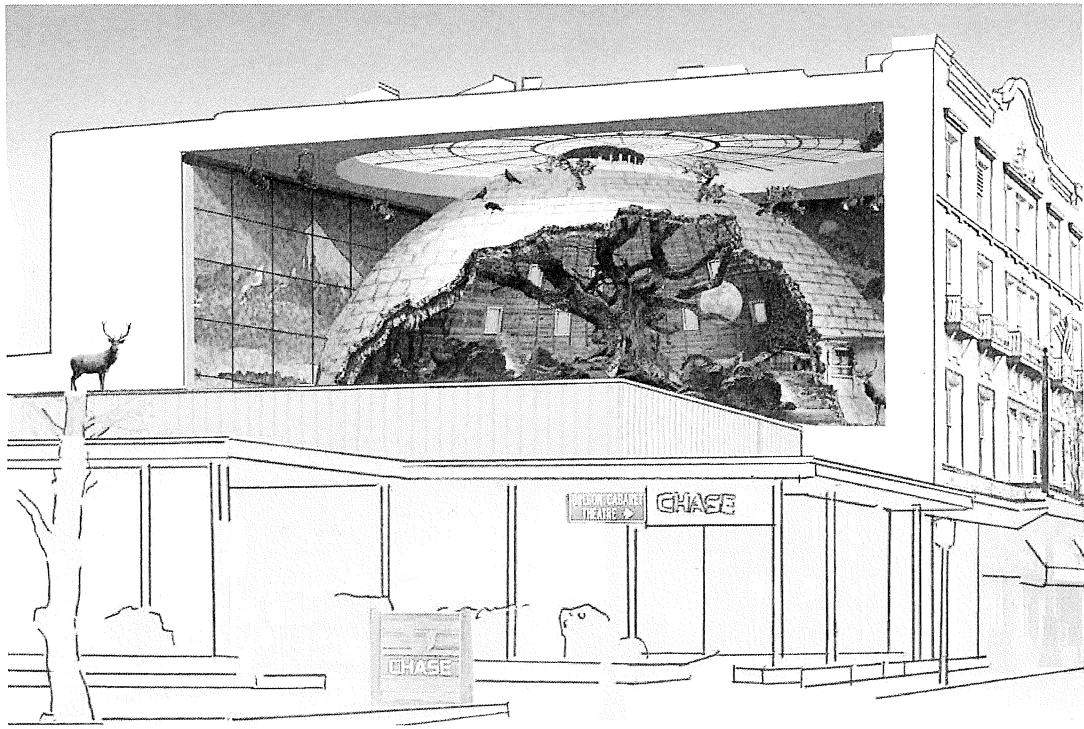




Artist: John Pugh



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Ashland Elks

Main Street

John Pugh