Council Business Meeting Agenda

ASHLAND CITY COUNCIL

BUSINESS MEETING AGENDA

Tuesday, February 4, 2025

Council Chambers, 1175 E Main Street

Live stream via rvtv.sou.edu select RVTV Prime.

HELD HYBRID (In-Person or Zoom Meeting Access)

Public testimony will be accepted for both general public forum items and agenda items.

If you would like to submit written testimony or if you wish to speak electronically during the meeting, **complete the online Public Testimony Form no later than 10 a.m. the day of the meeting.**

3:30 p.m. Executive Session
6:00 p.m. Regular Business Meeting

I. Executive Session 3:30 p.m.

a. To consider the employment of a public officer, employee, staff member, or individual agent pursuant to ORS 192.660 (2)(a).

II. CALL TO ORDER 6 p.m.

a. Land Acknowledgement**

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

a. Black History Month Proclamation

VI. APPROVAL OF MINUTES

a. Minutes of January 21, 2025 - Business Meeting

VII. CONSENT AGENDA

a. Ad Hoc Committee on Affordable Childcare & Early Childhood Development Appointment

VIII. SPECIAL PRESENTATIONS

a. Finance Update - First Quarter FY25 Results

IX. PUBLIC FORUM
15 minutes – Public input or comment on City business not included on the agenda

X. PUBLIC HEARING

a. First Reading – ORD 3256 An Ordinance Amendment to AMC 2.30 Uniform Administrative Appeals Process Designating the Municipal Court as the Administrative Appeal Body

XI. ORDINANCES, RESOLUTIONS AND CONTRACTS

a. Second Reading – ORD 3245 An Ordinance Terminating Specified Commission and Re-establishing AMC Chapter 2.13 to create Advisory Committees

b. Second Reading – ORD 3248 An Ordinance to Establish and Clarify the Structure and Governance of the Parks and Recreation Department

c. Second Reading – ORD 3254 An Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland

XII. UNFINISHED BUSINESS

a. 2200 Ashland Street Facility Plan Ad Hoc Committee

b. Request to Withdraw Affordable Housing Trust Fund RFP to Allow for Strategic Discussion Regarding How Best to Invest the Funding

XIII. NEW BUSINESS

a. Grandview Terrace Annexation and Site Review Fee Waiver Request

XIV. CITY MANAGER REPORT

a. CM Report

XV. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

XVI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

**** LAND ACKNOWLEDGEMENT**
We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha - "Where the Crow Lights" - that is now the Ashland City Plaza.

***Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, ashlandoregon.gov.

A Proclamation in Honor of Black History Month 2025

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 is "African Americans and Labor" with a focus on the various and profound ways that work of all kinds – free and unfree, skilled, and unskilled, vocational and voluntary – intersects with the collective experiences of Black people.

WHEREAS, 2025 marks the 100-year anniversary of the creation of the Brotherhood of Sleeping Car Porters and Maids by labor organizer and civil rights activist A. Philip Randolph, which was the first Black union to receive a charter in the American Federation of Labor.

WHEREAS, the theme, "African Americans and Labor," intends to encourage broad reflections on the intersections between Black people's work, their workplaces, and our larger society across time and space throughout the U.S.

During Black History Month, let us draw inspiration from this legacy as we continue together on the path toward equality, liberty, and opportunity for all. Our shared history shows us that we rise and fall together, an enduring lesson reflected in the words of Dr. Maya Angelou "The truth is no one of us can be free until everybody is free."

NOW, THEREFORE, I, Tonya Graham, Mayor of the City of Ashland, Oregon, on behalf of the City Council, do hereby proclaim the month of February 2025 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 and society. In Ashland we are Better Together.

Dated this 4th day of February 2025

Tonya Graham, Mayor

Alissa Kolodzinski, City Recorder

ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, January 21, 2025

6:00 PM Business Meeting

Council Present: Councilors Knauer, Bloom, Kaplan, and Hansen.
Attending via Zoom: Mayor Graham, Councilors Dahle and DuQuenne
Council Absent: None
Staff Present:

Sabrina Cotta	City Manager
Doug McGeary	Acting City Attorney
Alissa Kolodzinski	City Recorder
Chad Woodward	Climate and Energy Analyst

I. CALL TO ORDER

Mayor Graham called the meeting to order at 6:03 p.m.

a. Land Acknowledgement**

Councilor Bloom read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Councilor Hansen led the pledge of allegiance.

III. ROLL CALL

IV. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

Motion made for Bob Kaplan to act as Tem Chair for tonight's City Council meeting.

Motion: Hansen Second: Bloom

Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed

a. MLK Proclamation – Kaplan read the proclamation

V. APPROVAL OF MINUTES

a. Minutes of December 16, 2024– Study Session Meeting
b. Minutes of December 17, 2024 - Business Meeting

Motion made to accept the minutes as amended.

Motion: Bloom Second: Knauer

Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

VI. CONSENT AGENDA

a. Granting a Franchise Agreement to Sprint Communications Company L.P. for Use of City Rights-of-Way
b. Resolution No. 2025-01 Clarifying Non-Debt Obligation of the Services Agreement with Western Rivers Conservancy
c. Southern Oregon Goodwill Termination of Ashland Measure 37 Covenant
d. Approval of City Attorney Hiring Procedure
e. Public Arts Advisory Committee Appointment
f. Transportation Advisory Committee Appointment
g. Housing & Human Services Advisory Committee Appointment

h. Planning Commission Appointment
i. Approval of Liquor License for Chipotle Mexican Grill
j. Approval of Liquor License for Shop and Smoke
k. Approval of Liquor License for Good Juice Wine Shop
l. Approval of Liquor License for Terrene Winery and Cidery

Request to remove item B from the consent agenda

Motion made to approve the remaining items on the consent agenda.

Motion: Bloom Second: Hansen

Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

<u>Discussion on Resolution No. 2025-01</u>

Discussion on Western Rivers Conservancy (WRC) partnership for Ashland to become the long-term steward of the property for fire safety, habitat mitigation, and economic development potential through increased recreational opportunities.

- WRC will help the City to procure funding and the City will help with earnest payments.
- This resolution would be a preliminary step to reduce risk in a multi-year process including substantial public involvement with an opportunity to withdraw from partnership at any time.
- Concern expressed about needing more information to explore how this property will impact the City of Ashland and long-term maintenance.
- The first payment to WRC would be made February 1, 2025, with subsequent payments built into the budget process.

Navickas – spoke against the project which would triple the City's responsibility for long-term maintenance of its forested land and potential negative impact in a sensitive area.

Hawk – spoke in support of the project to protect wildlife, fire risk, and provide economic development.

Motion made to approve Resolution No. 2025-01 Clarifying Non-Debt Obligation of the Services Agreement with Western Rivers Conservancy and direct the City Manager to execute the Agreement and carry out all administrative tasks necessary for its implementation. Substantive decisions, including key determinations on moving forward with specific elements of the Agreement and the final decision to acquire the property, shall be returned to the Council for review and approval.

Motion: Bloom Second: Hansen

Roll Call Vote: Councilor Knauer, Dahle, Bloom, Kaplan, and Hansen. YES. DuQuenne NO.
Motion passed.

VII. SPECIAL PRESENTATIONS

VIII. PUBLIC FORUM - *15 Minutes – Public input or comment on City business <u>not</u> included on the agenda.*

Citizens spoke on fire evacuation concerns, limited disposal of hazardous waste opportunities, emergency weather shelter accommodations, and concern about the new pony wall in chambers.

IX. PUBLIC HEARING

a. First Reading – ORD 3245 An Ordinance Terminating Specified Commission and Re-establishing AMC Chapter 2.13 to create Advisory Committees

<u>Discussion with Doug McGeary:</u>

- Review of correction of clerical errors;
    - o Correction of resolution number referred to, removal of “management” from 2.13 and 2.13.005, 2.13.010 Standing Advisory Committees, Section D. removal of language related to the Commission, correction of 2.11.015 to 2.13.015
- Request to ensure the PAAC language conforms to State Law– McGeary to follow up
- Request to remove the language regarding ex-officio members in other areas and moved to Section H that applies to all Committees.
- MACs are established and may be subject to public meeting law depending on the situation.

Public Hearing Open
Public Hearing Closed
<u>Decision:</u>
Motion made to approve the first reading of Ordinance No. 3245, an ordinance terminating specified commissions, renaming the Municipal Audit Commission to the Municipal Audit Committee, and re-establishing AMC Chapter 2.13 to create City Council and Management Advisory Committees as discussed, amended, and reviewed; and further move to schedule the second reading and potential adoption of this ordinance at the next regularly scheduled public Council business meeting.
Motion: Bloom Second: DuQuenne
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

b. First Reading – ORD 3254 An Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland

Chad Woodward provided a review and presentation of the topic including findings and options for greenhouse gas reductions emissions and proposed language revision for 9.45.020 (c.) “New Residential Building: New construction of any residential building, including complete demolition and rebuilds, and any accessory dwelling units. This definition does not include additions, alterations, renovations, or repairs to existing buildings.” (presentation attached).
<u>Discussion:</u>
- The fee would go into the general fund to offset staffing costs required to process the fee.
- The fee would act as a disincentive with outreach regarding purpose prior to implementation.
- Most affordable housing developments going in locally and regionally is all-electric.
- Hansen spoke of a recent meeting with a representative from the gas utility franchise to gain perspective on this issue and disclosed a potential conflict of interest as the owner of a Solar company but spoke he could vote impartially with the City’s interest as forefront in mind.
- Prior reporting of energy use from franchisees was not required but voluntarily provided.
- Intent is to work with the building permit company to include data points that can be used to measure the ordinance’s efficacy if implemented.

Public Hearing Open
Sohl – submitted written testimony and supports this ordinance (ORD).
Retiz – spoke in support of this ORD and for fees to support climate justice programs.
Banks – spoke in support of ORD as benefitting health, safety, equity and affordability of housing.
Vincent – spoke against the ORD in favor of other decarbonization and warned against litigation.

Mozina – spoke that carbon dioxide is not a pollutant and does not support this ORD.
Elder – spoke of options to decarbonize natural gas before it is burned - does not support this ORD.
Archuleta – spoke in favor of choice, alternative decarbonization options., and against this ORD.
Oaks – spoke that Council is responsible to its voters, supports this ORD and climate justice programs.
Doyle – spoke in favor of the ORD in support of affordability.
Sigalove – supports this ORD - electricity is a cheaper and action must be taken now.
Schnibbe – Supports this ORD and climate justice to ensure the planet is inhabitable in the future.
Mori D. – spoke in support of this ORD and the youth that brought it, our community, and planet.
Hayes – supports this ORD to properly account for and align business interests with social good.
Dolan – did not speak
Harris – did not speak
Bangs – urged Council to follow the youth leadership in passing this ORD.
Dawn – thanked community members for their work on this and urged Council to pass this ORD.
Journet – spoke concern over pollution, thanked those that worked on this, and urged Council pass it.
Samelson – spoke in support of this policy brought by the youth and urged Council to pass this ORD.
Oguri – spoke in favor of natural gas as an alternative fuel option during power outages.
Public Hearing Closed
<u>Discussion (cont.):</u>

- This ordinance does not ban natural gas or require electric and is for new construction only.
- Examine current building fees and consider how to catalyze new development.
- Potential to calculate this fee based on square footage instead of a flat fee.
- Outside legal counsel was hired to analyze the ordinance for the strongest ordinance with the most likelihood of withstanding a court challenge. Other pollution controls exist.

<u>Decision:</u>
Motion made to approve First Reading of Ordinance #3254, An Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland and set a Second Reading for February 4, 2025 with the amended included for clarification.
Motion: Hansen Second: Bloom
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.
Recess taken from 8:13 to 8:22
Change in order of business

X. NEW BUSINESS

a. Election of Council Chair

<u>Decision:</u> none
Motion made to confirm Jeff Dahle as Chair of the Council for one year.
Motion: Bloom Second: DuQuenne
Roll Call Vote: Councilor Knauer, Bloom, DuQuenne, Kaplan, and Hansen: YES. Dahle: Abstain Motion passed.

b. City Council Liaison Appointments to Committees

- Kaplan read off the assignments as appointed by Mayor Graham – see attached City Council Liaison Assignments document.

c. Budget Committee Appointments

- Cotta received Councilor's votes and began calculating results while the meeting continued.

XI. ORDINANCES, RESOLUTIONS AND CONTRACTS

a. Second Reading - ORD 3248 An Ordinance Creating Section 2.28.600 of the Ashland Municipal Code Establishing the Parks and Recreation Department

Discussion:

- Changes from first reading include recommendations from the Parks Commission. Aside from minor clerical changes, substantive changes were read for Sections 2.28.600 Parks and Recreation Department - Creation; 2.28.610 Parks and Recreation Director -Appointment and Duties; 2.28.630 Accountability and Supervisory Structure, Section D: Clarification of Authority; and 2.28.640 Hiring and Termination of the Parks and Recreation Director, Sections A and B. (see packet for full ORD language with changes)
- Request to clarify language that if a decision is made it is announced in a public meeting

Public Hearing Open

Landt – Spoke as vice Chair of the Parks Commission to clarify APRC's requested changes.

Public Hearing Closed

Decision:

Motion made to postpone second reading of Ordinance 3248 until the next business meeting with the changes presented and changing from 'PRC' to 'APRC'.

Motion: Bloom Second: Knauer

Roll Call Vote: Councilor Dahle, Bloom, DuQuenne, Knauer, Kaplan, and Hansen. YES. Motion passed.

b. Second Reading - ORD 3252: Amending 14.16.015 to Allow for Conservation Measures

Discussion:

- Redundancy of language, wording, and purpose of the Ordinance was discussed.
- Clarification that this was reviewed by Bond Counsel required for the USDA Loan acceptance.

Mozina – did not speak

Decision:

Motion made to approve the Second Reading of Ordinance 3252, Amending 14.16.015 to Allow for Conservation Measures.

Motion: Bloom Second: Dahle

Roll Call Vote: Councilor Dahle, Bloom, Kaplan, and Hansen. YES. DuQuenne, Knauer, No. Motion passed.

a. Budget Committee Appointments

Discussion: Cotta read aloud the ballots by councilor in accordance with public meeting law. Results are Kristen Roy and James Fredericks with a term ending 2028; Michael Murry and Ariana Spiegler with term ending 2026; and Meg Wage with a term ending 2025.

- Dahle recused himself from voting due to a conflict of interest.

Decision:

Motion made to appoint the winners of the Citizen's Budget Committee election results.

Motion: Hansen Second: Bloom

Roll Call Vote: Councilor Knauer, Bloom, DuQuenne, Kaplan, and Hansen. YES. Dahle abstain. Motion passed.

II. UNFINISHED BUSINESS

a. *Council Adoption of 2200 Ashland Street Master Plan*

Discussion:

- Concern expressed with discussion about the readiness of the revised document - specifically related to the word "shall" and the potential of obligating the City unnecessarily.

Decision:

Motion made to adopt the revised 2200 Ashland Street Master Plan.

Motion: Hansen Second: DuQuenne

Roll Call Vote: Councilor Dahle, DuQuenne, Kaplan, and Hansen YES. Bloom NO. Knauer Abstain. Motion passed.

Motion made to allow Knauer to abstain from this vote.

Motion: Bloom Second: DuQuenne

Roll Call Vote: Councilor Knauer, Bloom, DuQuenne, Kaplan Yes. Hansen, Dahle No. Motion passed.

b. *2200 Ashland Street Facility Plan Ad Hoc Committee* – Moved to next meeting

c. *Request to Withdraw Affordable Housing Trust Fund RFP to Allow for Strategic Discussion Regarding How Best to Invest the Funding*- Moved to next meeting

III. CITY MANAGER REPORT

IV. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

V. ADJOURNMENT

Motion made to adjourn.

Motion: Bloom Second: Hansen

All in favor.

The meeting was adjourned at 9:34 p.m.

City Recorder Alissa Kolodzinski Mayor Tonya Graham

City Council Meeting: Climate Pollution Impact Fee

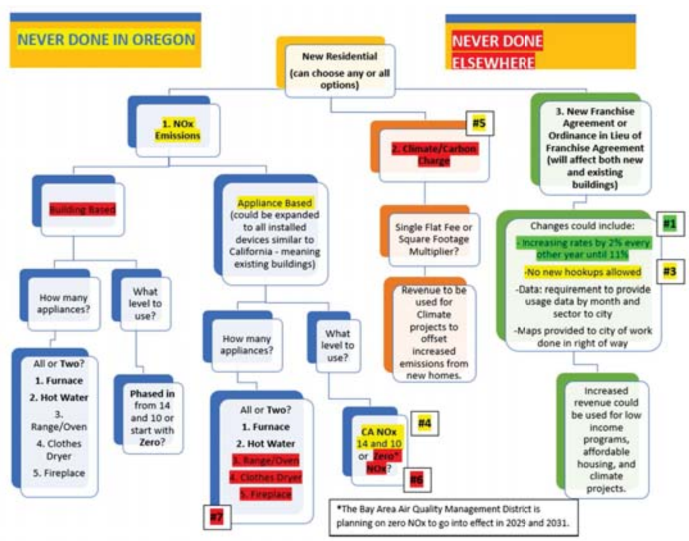
January 21, 2025

Background:

May 21, 2024: City Council narrowed staff review to three options. Two of which could be drafted as an ordinance around either:

1. **NOx Emissions** like California Air Resource Board's current standards.
2. **Carbon Charge**.

- Council further directed staff to bring a proposal for adjustments to the **franchise agreements**, or other means of regulating natural gas usage by the first quarter of 2025.



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Legal Considerations

- Outside counsel utilized to review considerations.
- December 2024 - lawsuit filed against the South Coast Air Quality Management District regarding the move to a zero NOx standard.

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

RINNAI AMERICA CORP., NORITZ AMERICA CORP., NATIONAL ASSOCIATION OF HOME BUILDERS, CALIFORNIA STATE PIPE TRADES COUNCIL, CALIFORNIA MANUFACTURERS & TECHNOLOGY ASSOCIATION, CALIFORNIA RESTAURANT ASSOCIATION, RESTAURANT LAW CENTER, CALIFORNIANS FOR HOMEOWNERSHIP, INC., CALIFORNIA HOTEL & LODGING ASSOCIATION, and CALIFORNIA APARTMENT ASSOCIATION

Plaintiffs,

v.

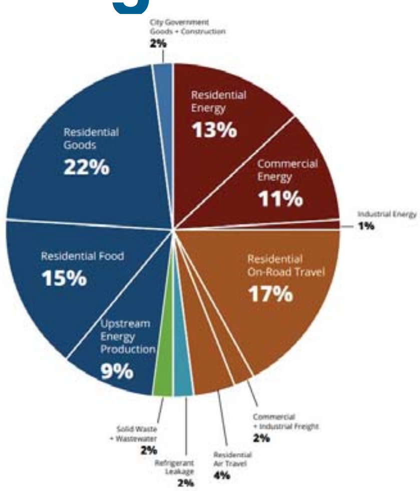
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT,

Defendant.

Civil Action No. 2:24-cv-10482

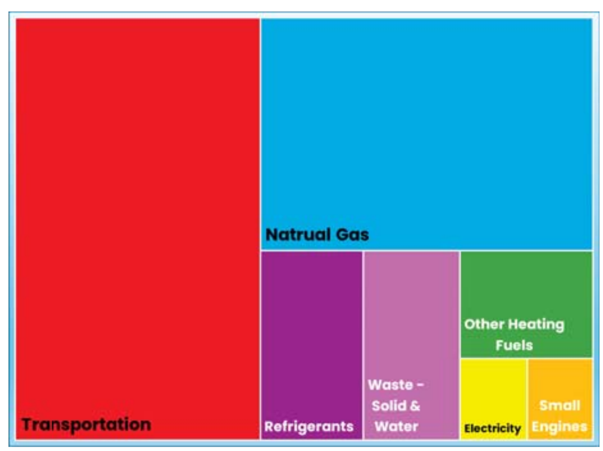
COMPLAINT FOR DECLARATORY AND INJUNCTIVE RELIEF

How is Ashland doing in reaching its climate goals?



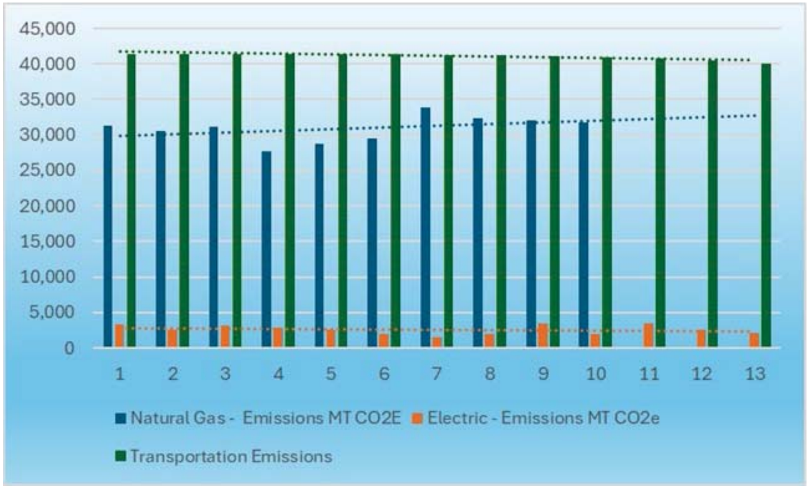
Climate Impacts

2015 CEAP Climate Inventory



2024 CEAP Inventory

How is Ashland doing in reaching its climate goals?

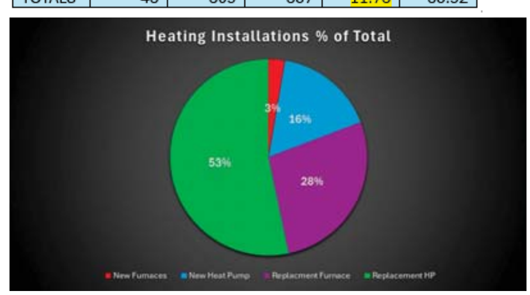


2024 CEAP Inventory – years 2011 – 2023

What is the possible impact of an ordinance to help Ashland meet its goals?

1. NOx
   - Low NOx = none, reducing NOx improves air quality but does not reduce GHG's.
   - Zero NOx = possible to reduce GHG
2. Climate Pollution Impact Fee
   - 11.7% of new construction used natural gas furnaces; which if reduced could help Ashland meet its goals.
   - New homes are smaller area for impact than existing homes – only 3% of the natural gas heating installations over the past 5 years.

Year	New Furnace	New Heat Pump	Total Heating	% New Furnace	% New Heat Pump
2019	10	65	75	13.33	86.67
2020	20	59	79	25.32	74.68
2021	7	109	116	6.03	93.97
2022	8	34	42	19.05	80.95
2023	3	42	45	6.67	93.33
TOTALS	48	309	357	11.73	85.92



What is the possible impact of an ordinance to help Ashland meet its goals?

- The Climate Pollution Impact Fee could reduce actual greenhouse gas emissions if the ordinance fee influences what type of fuel is used for each of the five covered applications.
- This ordinance is less about reducing current emissions and more about slowing the growth of emission rates from new residential homes.
- The greatest impact of this ordinance is difficult to quantify as it most likely will occur in either:
  - Other communities who may implement something similar and
  - Influencing fuel choices in existing homes both locally and abroad.

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Preferred Alternative:

Climate Pollution Impact Fee - a consumer choice driven option

Based on

1. **Local energy consumption**
2. **American Gas Association Regional Usage Data**
3. **Scientifically determined social cost of carbon**
4. **Industry/government years of service**

Thermal Energy System Type	American Gas Association - Regional Usage	Annual Average Metric Tons for Ashland Home	Average Metric Ton Per Ashland Thermal Energy System	Social Cost of Greenhouse Gases Per Metric Ton	Annual Pollution Fee Per Thermal Energy System	Expected Years of Service	Total Cost Per Thermal Energy System Unit
Furnaces	53	2.49	1.32	$208.00	$274.56	15	**$4,118.40**
Water Heaters	25	2.49	0.62	$208.00	$128.96	10	**$1,289.60**
Ranges	5	2.49	0.12	$208.00	$24.96	15	**$374.40**
Clothes Dryers	3	2.49	0.07	$208.00	$14.56	10	**$145.60**
Gas Fireplaces	14	2.49	0.35	$208.00	$72.80	10	**$728.00**
	100		2.48				**$6,656.00**

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Proposed language revision for Climate Protection Impact Fee

Revision to 9.45.020 (C.)

C. "New Residential Building: New construction of any residential building, including complete demolition and rebuilds, and any accessory dwelling units. This definition does not include additions, alterations, renovations, or repairs to existing buildings."

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Questions?

Better Together

Thank you!

Chad Woodward
Climate & Energy Analyst

Budget Committee Member Voting

1/21/2025

Councilor DuQuenne

Rank in order of preference 1 -7.

Name	Rank
Dahle, Dylan	
Fredericks, James	1
Gobelman, Larry	6
Morrison, Mark	
Murry, Michael	7
Navickas, Eric	
Roy, Kristen	4
Spiegler, Ariana	5
Sturm, Jeanine	2
Wade, Meg	3

1 = highest, 7 = lowest. The top 5 vote earners will be selected to be on the committee.

Those ranked 1 & 2 - term length is through **6/30/2028**.
Those ranked 3 & 4 - term length is through **6/30/2026.**
The person ranked 5 - term length is through **6/30/2025**.

Budget Committee Member Voting

1/21/2025

Mayor Graham

Rank in order of preference 1 - 7.

Name	Rank
Dahle, Dylan	
Fredericks, James	3
Gobelman, Larry	6
Morrison, Mark	
Murry, Michael	5
Novickas, Eric	1
Roy, Kristen	2
Spiegler, Ariana	7
Sturm, Jeanine	
Wade, Meg	4

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Those ranked 3 & 4 - term length is through **6/30/2026.**
The person ranked 5 - term length is through **6/30/2025**.

Budget Committee Member Voting
1/21/2025

Councilor Knauer

Rank in order of preference 1 -7.

Name	Rank
Dahle, Dylan	—
Fredericks, James	1
Gobelman, Larry	4
~~Morrison, Mark~~	9
Murry, Michael	3
Navickas, Eric	5
Roy, Kristen	6
Spiegler, Ariana	2
~~Sturm, Jeanine~~	8
Wade, Meg	7

1 = highest, 7 = lowest. The top 5 vote earners will be selected to be on the committee.

Those ranked 1 & 2 – term length is through **6/30/2028**.
Those ranked 3 & 4 – term length is through **6/30/2026.**
The person ranked 5 – term length is through **6/30/2025**.

Budget Committee Member Voting

1/21/2025

Councilor Bloom

Rank in order of preference 1 -7.

Name	Rank
Dahle, Dylan	4
Fredericks, James	1
Gobelman, Larry	7
Morrison, Mark	5
Murry, Michael	2
Navickas, Eric	
Roy, Kristen	3
Spiegler, Ariana	6
Sturm, Jeanine	
Wade, Meg	

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Those ranked 1 & 2 - term length is through **6/30/2028**.

Those ranked 3 & 4 - term length is through **6/30/2026.**

The person ranked 5 - term length is through **6/30/2025**.

Budget Committee Member Voting
1/21/2025

Councilor Kaplan

Rank in order of preference 1 -7.

Name	Rank
Dahle, Dylan	
Fredericks, James	6
Gobelman, Larry	
Morrison, Mark	3
Murry, Michael	5
Navickas, Eric	1
Roy, Kristen	4
Spiegler, Ariana	7
Sturm, Jeanine	
Wade, Meg	2

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Those ranked 1 & 2 - term length is through **6/30/2028**.
Those ranked 3 & 4 - term length is through **6/30/2026.**
The person ranked 5 - term length is through **6/30/2025**.

Budget Committee Member Voting

1/21/2025

Councilor Hansen

Rank in order of preference 1 -7.

Name	Rank
Dahle, Dylan	6
Fredericks, James	~~4~~ 10
Gobelman, Larry	7
Morrison, Mark	4
Murry, Michael	2
Navickas, Eric	9
Roy, Kristen	1
Spiegler, Ariana	3
Sturm, Jeanine	5
Wade, Meg	8

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Those ranked 1 & 2 - term length is through **6/30/2028**.

Those ranked 3 & 4 - term length is through **6/30/2026.**

The person ranked 5 - term length is through **6/30/2025**.

Better Together

	Bloom	Dahle	DuQuenne	Graham	Hansen	Kaplan	Knauer	Total
Dahle, Dylan								**0**
Fredericks, James			1	3				**1**
Gobelman, Larry			6	6				**6**
Morrison, Mark								**0**
Murry, Michael			7	5				**7**
Navickas, Eric				1				**0**
Roy, Kristen			4	2				**4**
Spiegler, Ariana			5	7				**5**
Sturm, Jeanine			2					**2**
Wade, Meg			3	4				**3**

Rank 1 & 2 term ending 2028 Kristen Roy & James Fredericks

Rank 3 & 4 term ending 2026 Michael Murry & Ariana Spiegler

Rank 5 term ending 2025 Meg Wade

Better Together

	Bloom	Dahle	DuQuenne	Graham	Hansen	Kaplan	Knauer		
Dahle, Dylan	4	0	10	10	6	10		40	
Fredericks, James	1	0	1	3	10	6	1	22	2028
Gobelman, Larry	7	0	6	6	7	10	4	40	
Morrison, Mark	5	0	10	10	4	3	10	42	
Murry, Michael	2	0	7	5	2	5	3	24	2026
Navickas, Eric	10	0	10	1	10	1	5	37	
Roy, Kristen	3	0	4	2	1	4	6	20	2028
Spiegler, Ariana	6	0	5	7	3	7	2	30	2026
Sturm, Jeanine	10	0	2	10	5	10	8	45	
Wade, Meg	10	0	3	4	8	2	7	34	2025
Total	**58**	**0**	**58**	**58**	**56**	**58**	**46**		

Rank 1 & 2	term ending 2028
Rank 3 & 4	term ending 2026
Rank 5	term ending 2025

Any vote over 7 or no ranking = 10

City Council Liaison Assignments
January 20, 2025

Commissions & Standing Advisory Committees	2025 First Assignment	2025 Second Assignment
Parks & Recreation Commission (City Charter)	**Hansen**	**Bloom**
Planning Commission	**Knauer**	
Climate and Environmental Policy	**Kaplan**	**Dahle**
Historic Preservation	**Dahle**	
Housing and Human Services	**Bloom**	**Kaplan**
Public Art	**DuQuenne**	
Social Equity and Racial Justice	**Dahle**	**DuQuenne**
Transportation	**Hansen**	**Knauer**

City Ad Hoc Committees	2025 First Assignment	2025 Second Assignment
Ashland Water Advisory Committee – Dormant this year		
Early Learning Committee	**Bloom**	

Regional Boards & Committees	2025 First Assignment	2025 Second Assignment
Chamber of Commerce / Travel Ashland	**Knauer**	
Rogue Valley Council of Governments (RVCOG)	**Hansen**	
Jackson County Continuum of Care	**Kaplan**	
Rogue Valley Metropolitan Planning Organization (RVMPO)	**DuQuenne**	
Rogue Valley Transportation District (RVTD)	**DuQuenne**	
Southern Oregon Regional Economic Development Inc.	**Dahle**	**Knauer**

Community Relationships

Unlike typical Council Liaison assignments where the councilor is expected to regularly attend committee or commission meetings, the Community Liaison would be expected to open a line of communication with the leadership of the organization and check in quarterly to understand how things might be changing for that organization, learn about new activities, and discuss any challenges. The purpose of this structure is to help the City Council as a body understand the current reality of the City's primary community partners as we, and they, navigate this time of great change. As Community Liaisons, Ashland City Council members would share similar information with those community organizations at their request.

Community Organizations	**2025 First Assignment**	**2025 Second Assignment**
Ashland Community Hospital	**Dahle**	
Ashland School District	**Kaplan**	**Bloom**
All Age Friendly Ashland	**Knauer**	
Crisis Response Network	**Bloom**	
Mount Ashland	**Hansen**	
Opportunities for Housing, Resources & Assistance	**Kaplan**	
Oregon Shakespeare Festival (OSF)	**Graham**	**Kaplan**
Rogue Valley Mountain Bike Association (RVMBA)	**Hansen**	
Southern Oregon University (SOU)	**Graham**	**DuQuenne**

Council Business Meeting

Date: February 4, 2025

Agenda Item	Ad Hoc Committee on Affordable Childcare & Early Childhood Development Appointment
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

Approval of Mayor Graham's recommendation for the appointment of Paula Hyatt and Lynn Ransford to the Ad Hoc Committee on Affordable Childcare & Early Childhood Development.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

Per the Ashland Municipal Code 2.04.090, all regular advisory committees and boards shall be appointed by the Mayor with the consent of the Council.

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve the appointment Paula Hyatt and Lynn Ransford to the Ad Hoc Committee on Affordable Childcare & Early Childhood Development.

REFERENCES & ATTACHMENTS

1. Ad Hoc Com on Child Care Application Hyatt_Redacted
2. Ad Hoc Com on Child Care Application Ransford_Redacted

From:	noreply@civicplus.com
To:	Ashland City Recorder; Ashland City Recorder; Dorinda Cottle; Dorinda Cottle
Subject:	Online Form Submittal: Appointment Application for City Committee or Commission
Date:	Friday, January 17, 2025 9:18:31 AM

[EXTERNAL SENDER]

Appointment Application for City Committee or Commission

Name	Paula Hyatt
Committee or Commission You Wish to Serve On	Ad Hoc Committee on Affordable Childcare & Early Childhood Development
Address	[redacted]
Phone	[redacted]
Email	[redacted]
Occupation	Finance
Educational Background	The George Washington University Bachelors in Business Administration, International Business and Finance State University of New York at Albany Masters in Business Administration
Related Experience	Former Ashland City Council Liaison to the Ad Hoc Committee on Affordable Childcare & Early Childhood Development: During my tenure on City Council I advocated for creation of this ad hoc committee, creation and administration of our Pilot Early Learning Grant Program, and worked with local partners to increase the number of program seats available to our working families. I wish to continue supporting the good work that is currently in progress.
Interests	I believe our community is stronger when working families have access to a network of early learning care options, and our economy benefits when parents, and caretakers, can actively participate in the workforce or pursue higher education goals.
Availability	I am available at the time this committee currently meets.
Additional Information	I have lived in the community for 9 years and served our local government in a variety of roles including, City Council, Citizens Budget Committee, ECTS Grants Committee, Audit Committee, Council Liaison to our Transportation Committee, Council Liaison to our Planning Commission, Board Member of SOREDI, Council Liaison to Rogue Valley Council of Governments and Council

	Liaison to Ad Hoc Committee on Affordable Childcare & Early Childhood Development.
Upload Your File	*Field not completed.*
Signature	[redacted]

Email not displaying correctly? View it in your browser.

From:	noreply@civicplus.com
To:	Ashland City Recorder; Ashland City Recorder; Dorinda Cottle; Dorinda Cottle
Subject:	Online Form Submittal: Appointment Application for City Committee or Commission
Date:	Saturday, January 11, 2025 2:36:34 PM

[EXTERNAL SENDER]

Appointment Application for City Committee or Commission

Name	Lynn C Ransford
Committee or Commission You Wish to Serve On	Ad hoc Committee on affordable Childcare & Early Childhood Development
Address	[redacted]
Phone	[redacted]
Email	[redacted]
Occupation	Retired Educator (Pre-K through University level)
Educational Background	MA in Early Childhood Education, CSU Dominguez Hills, CA, 3 Lifetime California Teaching Credentials (Pre-K through Adult Ed), BA in Sociology/Psychology from CSU San Fernando Valley, CA
Related Experience	Preschool director, 1970-1978, public Elementary School teacher, 1978 - 2002, Adjunct Professor, SOU, Education Dept., Supervisor of Students in the MA Program, 2004 - 2008 ... Years of experience in curriculum and grant writing, as speaker for the Orange County Speakers' Bureau (addressing parent groups) , Volunteering as docent for Jacksonville Historic Society, and Historic Jacksonville Cemetery (leading school tours, History Saturday Programs, playing parts in Meet the Pioneers, etc.). Published author of children's' books
Interests	Interested in Ad Hoc Committee on Affordable Child Care and Early Childhood Development -- This is my field of expertise;I have a lot of ideas about the importance of, the need for, and numerous ways to provide affordable, quality care for children
Availability	I am available to attend meetings. Prefer daytime meetings
Additional Information	I've lived in Ashland for over 20 years, have been a Kiwanis member, working on projects for Ashland SchoolsFoundation
Upload Your File	*Field not completed.*

[redacted]

Signature

Email not displaying correctly? View it in your browser.

Council Business Meeting

Date: February 4, 2025

Agenda Item	Finance Update - First Quarter FY25 Results
From	Mariane Berry, Finance Director
Contact	mariane.berry@ashland.or.us

SUMMARY

On a quarterly basis, the Finance Department presents the current quarter-end financial statements and provides a review of significant items. Finance will also provide departmental updates as well as an outlook for the remainder of the year.

NOTE: The first quarter financial update is typically reported in the Fall and was inadvertently missed during the thick of the audit season last year. This will bring us back on track to reporting financial results quarterly.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance goal:
"To ensure on-going fiscal ability to provide desired and required services at an acceptable level."

BACKGROUND AND ADDITIONAL INFORMATION

Presented in this packet are the Financial Statements for the period ending September 30, 2024, which is in the second year of the budget biennium and 25% of the fiscal year.

The September 2024 Financial Statements include the following reports:

- Summary of Fund Balances
- Summary of Cash & Investments
- Statement of Revenue and Expenditure for each fund and city-wide

These reflect that the City is generally tracking as expected for the period, and any significant items will be discussed during the presentation.

Revenues – For the period ending September 30, 2024, the City received $19.5M or 18.2% of budgeted revenues for the year and is approximately 4.4% less than the prior year. The year-over-year change is largely attributable to the timing of grants received the previous year. The City collects Food & Beverage (F&B) and Transient Lodging Tax (TLT) in quarterly arrears. F&B and TLT revenues are caught up at year-end through the modified accrual basis of accounting. As such, tax from the first quarter of the fiscal year will be reported in the following quarter. Charges for utility services are $10.4M or 28% of budget. Franchise fee revenue is $887,000 or 21% of budget. As anticipated, interest on investments of $955,000 for the first quarter is 96% of budget. Property taxes are collected in November, therefore will be reported in next quarter's report.

Expenditures – For the period ending September 30, 2024, fund expenditures are within budget expectations for the period, with the exception of capital outlay. Due to the timing of the Water Treatment Plant loan approval, the timing of capital expenditures does not track as originally planned.

Ending Fund Balances, Cash & Other – As of September 30, 2024, Total Fund Balances City-Wide is $82.7M, which was $5.68M or 7.4% higher than the previous year. The General Fund Ending Fund Balance for the period is $14.6M, which was $1.1M or 7.8% higher than the previous year. Cash & investment balance is $75.8M, which is $5M or 7.1% from the previous year. The General Fund cash & investment balance is $14.2M, which is $1.3M or 10.5% higher than the previous year. These increases are generally attributable to the timing of expenditures. Overall, Liquidity for the City remains strong.

The presentation will also include a Finance Department Update as well as other key items of interest.

FISCAL IMPACTS
N/A

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS
N/A

REFERENCES & ATTACHMENTS
1. September 2024 Financial Statements

City of Ashland
Summary of Fund Balances
Preliminary as of September 30, 2024

Fund	Balance September 30, 2024	Balance September 30, 2023	Change From FY 2024	2024-2025 Requirements	Over(Under) Requirements
General Fund	$ 14,608,336	$ 13,555,811	$ 1,052,525	5,879,923	182%
Parks General Fund	150	631,966	(631,816)	No Policy	N/A
Tourism Fund	771,129	850,011	(78,881)	No Policy	N/A
Housing Fund	256,587	241,896	14,691	No Policy	N/A
Community Block Grant Fund	26,107	20,041	6,066	No Policy	N/A
Reserve Fund	1,910,773	1,807,267	103,506	No Policy	N/A
Street Fund	3,512,796	3,758,928	(246,132)	615,929	321%
SDC Street Fund	2,268,847	71,936	2,196,912	No Policy	N/A
Airport Fund	368,940	(532,045)	900,985	9,278	2899%
Capital Improvements Fund	801,877	1,372,095	(570,218)	No Policy	N/A
Parks Capital Improvements Fund	3,575,622	3,507,832	67,790	No Policy	N/A
SDC Parks Fund	431,459	44,947	386,513	No Policy	N/A
Debt Service Fund	98,590	118,135	(19,545)	No Policy	N/A
Water Fund	19,450,146	17,841,811	1,608,336	2,232,241	460%
SDC Water Fund	1,037,678	93,875	943,803	No Policy	N/A
Wastewater Fund	6,841,462	8,827,318	(1,985,856)	2,146,112	207%
SDC Wastewater Fund	2,487,049	90,434	2,396,615	No Policy	N/A
Storm Drain Fund	2,105,405	2,045,228	60,178	205,707	1348%
SDC Storm Drain Fund	36,304	5,318	30,987	No Policy	N/A
Electric Fund	9,270,051	7,827,263	1,442,788	4,321,845	133%
Telecommunications Fund	3,161,791	3,280,133	(118,342)	576,064	487%
Insurance Services Fund	1,422,310	806,829	615,481	701,155	188%
Health Benefits Fund	0	2,225,545	(2,225,545)	No Policy	N/A
Equipment Fund	7,326,757	7,149,253	177,504	3,065,381	49%
Parks Equipment Fund	-	473,608	(473,608)	No Policy	N/A
Cemetery Trust Fund	978,048	952,789	25,260	No Policy	N/A
	$ 82,748,218	$ 77,068,221	$ 5,679,997		
Total Fund Balances	$ 82,748,218	$ 77,068,221	$ 5,679,997		
Restricted and Committed Funds					
Restricted	$ 17,160,976	$ 9,777,244	$ 7,383,732		
Committed	24,949,972	12,014,094	12,935,878		
Unassigned	40,637,269	55,276,883	(14,639,614)		
Total Fund Balances	$ 82,748,218	$ 77,068,221	$ 5,679,997		

July - Sep FY 25 Financials are preliminary
and do not reflect changes and adjustments from the audit
completed in December 2025.

City of Ashland
Summary of Cash and Investments
Preliminary as of September 30, 2024

Fund	Balance September 30, 2024	Balance September 30, 2023	Change From FY 2023
General Fund	$ 14,162,052	12,815,653	$ 1,346,399
Parks General Fund	-	582,055	(582,055)
Tourism Fund	789,423	852,877	(63,453)
Housing Fund	256,588	241,897	14,691
Community Block Grant Fund	30,623	24,405	6,218
Reserve Fund	1,910,771	1,807,265	103,506
Street Fund	3,401,838	892,251	2,509,587
SDC Street Fund	2,259,622	3,049,966	(790,345)
Airport Fund	371,486	48,176	323,309
Capital Improvements Fund	815,406	1,019,307	(203,901)
Parks Capital Improvements Fund	3,575,321	3,502,274	73,048
SDC Parks Fund	429,377	365,515	63,862
Debt Service Fund	56,501	116,806	(60,305)
Water Fund	16,991,685	13,919,848	3,071,837
SDC Water Fund	1,027,642	957,547	70,095
Wastewater Fund	5,788,431	5,475,362	313,068
SDC Wastewater Fund	2,469,880	2,361,768	108,112
Stormwater Fund	1,965,412	1,927,880	37,531
SDC Stormwater Fund	35,635	5,318	30,317
Electric Fund	6,681,041	6,900,883	(219,842)
Telecommunications Fund	2,751,998	2,751,067	930
Insurance Services Fund	1,285,689	776,416	509,273
Health Benefits Fund	-	2,224,679	(2,224,679)
Equipment Fund	7,814,894	7,262,087	552,807
Parks Equipment Fund	-	-	-
Cemetery Trust Fund	971,902	945,820	26,082
	$ 75,843,215	$ 70,827,121	$ 5,016,094
Manner of Investment			
General Banking Accounts	$ 7,456,773	$ 3,982,854	$ 3,473,920
Local Government Inv. Pool	37,246,779	45,834,250	(8,587,470)
City Investments	31,139,662	21,010,018	10,129,644
Total Cash and Investments	$ 75,843,215	$ 70,827,121	$ 5,016,094

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
110 General Fund Revenues							
Taxes	$ 2,132,579	$ 25,301,632	8.4%	97.4%	$ 2,188,625	$ 24,106,609	9.1%
Licenses and Permits	360,419	1,261,613	28.6%	69.9%	515,748	1,591,398	32.4%
Intergovernmental	33,639	2,161,497	1.6%	20.5%	163,996	1,744,883	9.4%
Charges for Services	2,065,598	13,235,110	15.6%	120.9%	1,708,229	10,586,886	16.1%
Fines	51,924	174,500	29.8%	55.8%	92,970	301,364	30.8%
Interest on Investments	199,346	300,000	66.4%	138.7%	143,716	1,159,506	12.4%
Miscellaneous	115,602	368,182	31.4%	101.9%	113,481	831,217	13.7%
Transfer In (Health Benefits Fund)	2,225,545	2,225,545	100.0%	N/A	-	-	N/A
Transfer In (Parks Equipment Fund)	473,608	473,608	100.0%	N/A	-	-	N/A
Transfer In (Parks General Fund)	631,816	631,966	100.0%	N/A	-	-	N/A
Transfer In (Parks CIP)	-	422,545	0.0%	N/A	-	422,545	0.0%
Transfer In (Water Fund)	-	50,000	0.0%	0.0%	50,000	50,000	100.0%
Transfer In (Cemetery)	11,845	149,730	7.9%	172.9%	6,852	48,551	14.1%
Total Revenues and Other Sources	8,301,919	46,755,927	17.8%	166.6%	4,983,617	40,842,959	12.2%
110 General Fund Expenditures							
Administration Department	850,035	3,460,246	24.6%	88.1%	964,715	3,724,108	25.9%
Administration - Municipal Court	116,181	545,682	21.3%	103.2%	112,570	492,122	22.9%
Administration - Health Benefits Fund	-	-	N/A	N/A	-	-	N/A
Information Technology Department	484,630	2,157,228	22.5%	113.5%	427,080	1,870,595	22.8%
Finance Department	788,046	3,310,930	23.8%	110.8%	711,366	2,947,691	24.1%
City Recorder	67,445	290,623	23.2%	111.1%	60,725	195,982	31.0%
Police Department	2,119,856	9,366,058	22.6%	108.5%	1,954,592	8,152,677	24.0%
Fire and Rescue Department	2,904,641	14,343,606	20.3%	96.6%	3,005,387	13,091,298	23.0%
Public Works Department	1,247,059	3,858,857	32.3%	195.8%	636,843	3,256,545	19.6%
Community Development	511,280	2,419,645	21.1%	112.0%	456,648	2,055,921	22.2%
Parks Department	1,661,635	7,324,346	22.7%	112.5%	1,476,421	6,066,835	24.3%
Transfer Out (Parks)	-	-	N/A	N/A	-	-	N/A
Transfer out (Tourism Fund)	-	-	N/A	N/A	-	-	N/A
Transfer Out (Housing Fund)	-	100,000	0.0%	N/A	-	100,000	0.0%
Transfer Out (Capital Improvements)	-	100,000	0.0%	N/A	-	100,000	0.0%
Transfer Out (Debt Service Fund)	-	110,000	0.0%	N/A	-	110,000	0.0%
Transfer Out (Cemetery Fund)	500	500	100.0%	N/A	500	500	100.0%
Contingency	-	1,200,555	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	10,751,307	48,588,276	22.1%	109.6%	9,806,846	42,164,274	23.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(2,449,388)	(1,832,349)	-33.7%	50.8%	(4,823,228)	(1,321,315)	365.0%
Beginning Fund Balance	**17,057,725**	19,559,426	87.2%	92.8%	18,379,040	18,379,040	100.0%
Ending Fund Balance	$ 14,608,336	$ 17,727,077	82.4%	107.8%	$ 13,555,811	**$ 17,057,725**	79.5%

Reconciliation of Fund Balance:

Restricted and Committed Funds	1,963,689
Unassigned Fund Balance	$ 12,644,648

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

211 Parks General Fund	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
Taxes	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Interest	-	-	N/A	N/A	-	-	N/A
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	-	-	N/A	N/A	-	-	N/A
Personnel Services	-	-	N/A	N/A	-	-	N/A
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	-	N/A	N/A	-	-	N/A
Transfer Out (General Fund)	631,816	631,966	100.0%	N/A	-	-	N/A
Contingency		-	N/A	N/A	-		N/A
Total Expenditures and Other Uses	631,816	631,966	N/A	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(631,816)	(631,966)	0.0%	N/A	-	-	N/A
Beginning Fund Balance	**631,966**	-	0.0%	N/A	631,966	631,966	N/A
Ending Fund Balance	$ 150	$ (631,966)	100.0%	N/A	$ 631,966	**$ 631,966**	N/A

Reconciliation of Fund Balance:

Restricted and Committed Funds	-
Unassigned Fund Balance	$ 150

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
230 Tourism Fund							
Taxes	$ -	$ 1,013,759	0.0%	N/A	$ -	$ 853,267	0.0%
Interest	10,770	12,000	89.8%	171.1%	6,295	48,827	12.9%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	10,770	1,025,759	1.0%	171.1%	6,295	902,094	0.7%
Personnel Services	20,352	73,705	27.6%	106.5%	19,117	78,730	24.3%
Materials and Services	201,406	1,161,338	17.3%	155.8%	129,250	833,329	15.5%
Contingency		36,999	0.0%	N/A	-		N/A
Total Expenditures and Other Uses	221,758	1,272,042	17.4%	149.5%	148,367	912,059	16.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(210,988)	(246,283)	14.3%	148.5%	(142,071)	(9,965)	1425.7%
Beginning Fund Balance	**982,117**	1,015,037	96.8%	N/A	992,082	992,082	100.0%
Ending Fund Balance	$ 771,129	$ 768,754	100.3%	90.7%	$ 850,011	**$ 982,117**	86.5%

Reconciliation of Fund Balance:

Restricted and Committed Funds	771,129
Unassigned Fund Balance	$ -

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
240 Housing Fund							
Taxes	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Intergovernmental	-	-	N/A	N/A	-	-	N/A
Interest on Investments	3,945	1,000	394.5%	222.5%	1,773	12,519	14.2%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	-	100,000	0.0%	N/A	-	100,000	0.0%
Total Revenues and Other Sources	3,945	101,000	3.9%	222.5%	1,773	112,519	1.6%
Personnel Services	-	-	N/A	N/A	-	-	0.0%
Materials and Services	-	223,798	0.0%	N/A	-	100,000	0.0%
Capital Outlay	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	223,798	0.0%	N/A	-	100,000	0.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	3,945	(122,798)	103.2%	222.5%	1,773	12,519	14.2%
Beginning Fund Balance	**252,642**	221,798	113.9%	105.2%	240,123	240,123	100.0%
Ending Fund Balance	$ 256,587	$ 99,000	259.2%	106.1%	$ 241,896	**$ 252,642**	95.7%

Reconciliation of Fund Balance:

Restricted and Committed Funds	256,587
Unassigned Fund Balance	$ -

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
250 Community Development Block Fund							
Intergovernmental	$ -	$ 177,150	0.0%	0.0%	$ 1,227	$ 65,563	1.9%
Total Revenues and Other Sources	-	177,150	0.0%	0.0%	1,227	65,563	1.9%
Personnel Services	10,510	35,248	29.8%	63.4%	16,576	35,915	46.2%
Materials and Services	-	141,903	0.0%	0.0%	1,227	29,648	4.1%
Total Expenditures and Other Uses	10,510	177,151	5.9%	59.0%	17,802	65,563	27.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(10,510)	(1)	-1050864.0%	63.4%	(16,576)	-	N/A
Beginning Fund Balance	**36,617**	36,619	100.0%	100.0%	36,617	36,617	100.0%
Ending Fund Balance	$ 26,107	$ 36,618	71.3%	130.3%	$ 20,041	**$ 36,617**	54.7%

Reconciliation of Fund Balance:	
Restricted and Committed Funds	26,107
Unassigned Fund Balance	$ -

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
255 Reserve Fund							
Interest on Investments	$ 23,221	$ 25,000	92.9%	177.9%	$ 13,055	$ 93,340	14.0%
Total Revenues and Other Sources	23,221	25,000	92.9%	92.9%	13,055	93,340	14.0%
Interfund Loan (Health Benefits Fund)	-	-	N/A	N/A	-	-	N/A
Operating Transfer out	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	-	N/A	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	23,221	25,000	92.9%	177.9%	13,055	93,340	14.0%
Beginning Fund Balance	**1,887,552**	1,784,761	105.8%	105.2%	1,794,212	1,794,212	100.0%
Ending Fund Balance	$ 1,910,773	$ 1,809,761	105.6%	105.7%	$ 1,807,267	**$ 1,887,552**	95.7%

Reconciliation of Fund Balance:

Restricted and Committed Funds	1,910,773
Unassigned Fund Balance	$ (0)

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
260 Street Fund							
Taxes	$ 82,532	$ 2,463,408	3.4%	51.3%	$ 160,914	$ 2,343,614	6.9%
Intergovernmental	413,613	1,653,500	25.0%	102.7%	402,903	1,692,621	23.8%
Charges for Services - Rates	406,385	1,706,400	23.8%	96.7%	420,365	1,694,331	24.8%
Charges for Services - Misc. Service Fees	-	15,000	0.0%	N/A	-	-	N/A
System Development Charges	-	-	N/A	N/A	-	-	N/A
Assessments	4,646	3,000	154.9%	N/A	-	943	0.0%
Interest on Investments	46,661	80,000	58.3%	176.0%	26,517	65,073	40.7%
Miscellaneous	-	-	N/A	N/A	-	187	0.0%
Other Financing Sources	-	5,558,575	0.0%	N/A	-	4,028,789	0.0%
Total Revenues and Other Sources	953,837	11,479,883	8.3%	94.4%	1,010,698	9,825,557	10.3%
Public Works - Ground Maintenance	78,874	279,000	28.3%	288.9%	27,306	245,030	11.1%
Public Works - Street Operations	1,797,798	9,490,602	18.9%	89.0%	2,020,845	6,963,245	29.0%
Public Works - Street Operations Debt	-	2,544,674	0.0%	N/A	-	-	N/A
Public Works - Transportation SDC's	-	-	N/A	N/A	-	-	N/A
Transfer Out (SDC Street Fund)	-	-	N/A	N/A	-	2,978,031	0.0%
Contingency	-	146,688	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	1,876,672	12,460,964	15.1%	91.6%	2,048,151	10,186,306	20.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(922,836)	(981,081)	5.9%	89.0%	(1,037,453)	(360,749)	287.6%
Beginning Fund Balance	**4,435,632**	1,701,979	260.6%	92.5%	4,796,381	4,796,381	100.0%
Ending Fund Balance	$ 3,512,796	$ 720,898	487.3%	93.5%	$ 3,758,928	**$ 4,435,632**	84.7%

Reconciliation of Fund Balance:

Restricted and Committed Funds	3,512,796
Unassigned Fund Balance	$ 0

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City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
263 SDC Street Fund							
System Development Charges	$ 68,313	$ 150,000	45.5%	105.5%	$ 64,739	$ 324,118	20.0%
Interest on Investments	30,338	-	N/A	N/A	7,197	146,587	4.9%
Transfer In (Street Fund)	-	-	N/A	N/A	-	2,978,031	0.0%
Other Financing Sources	-	1,587,925	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	98,651	1,737,925	5.7%	137.1%	71,936	3,448,736	2.1%
Materials and Services	-	25,000	0.0%	N/A	-	1,165	0.0%
Capital Outlay	-	1,587,925	0.0%	N/A	-	1,277,375	0.0%
Contingency	-	48,388	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	-	1,661,313	0.0%	N/A	-	1,278,540	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	98,651	76,612	128.8%	137.1%	71,936	2,170,196	3.3%
Beginning Fund Balance	**2,170,196**	3,002,755	72.3%	N/A	-	-	N/A
Ending Fund Balance	$ 2,268,847	$ 3,079,367	73.7%	3154.0%	$ 71,936	**$ 2,170,196**	3.3%

Reconciliation of Fund Balance:

Restricted and Committed Funds	2,268,847
Unassigned Fund Balance	$ -

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
280 Airport Fund							
Intergovernmental	$ -	$ 3,167,800	0.0%	N/A	$ -	$ 2,627,951	0.0%
Charges for Services - Rates	42,930	175,000	24.5%	N/A	26,645	186,238	14.3%
Interest on Investments	3,458	3,000	115.3%	139.0%	2,487	4,810	51.7%
Miscellaneous	-	-	N/A	N/A	-	2,000	0.0%
Total Revenues and Other Sources	46,388	3,345,800	1.4%	159.2%	29,132	2,820,999	1.0%
Materials and Services	14,933	95,500	15.6%	96.8%	15,429	79,867	19.3%
Capital Outlay	-	3,302,000	0.0%	0.0%	944,745	2,802,643	33.7%
Contingency	-	2,865	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	14,933	3,400,365	0.4%	1.6%	960,174	2,882,510	33.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	31,455	(54,565)	157.6%	-3.4%	(931,042)	(61,511)	1513.6%
Beginning Fund Balance	**337,485**	86,831	388.7%	84.6%	398,996	398,996	100.0%
Ending Fund Balance	$ 368,940	$ 32,266	1143.4%	-69.3%	$ (532,045)	**$ 337,485**	-157.6%

Reconciliation of Fund Balance:

Restricted and Committed Funds	368,941
Unassigned Fund Balance	$ (0)

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
410 Capital Improvements Fund							
Intergovernmental	$ -	$ -	N/A	N/A	$ 1,158,200	$ 1,158,200	100.0%
Charges for Services - Misc. Service fees	39,816	-	N/A	75.8%	52,554	159,264	33.0%
System Development Charges - Parks	-	-	N/A	N/A	-	-	N/A
Interest on Investments	13,047	10,000	130.5%	150.0%	8,697	57,194	15.2%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	-	N/A	N/A	-	600,000	0.0%
Transfer In (General Fund)	-	100,000	0.0%	N/A	-	100,000	0.0%
Total Revenues and Other Sources	52,863	110,000	48.1%	4.3%	1,219,451	2,074,658	58.8%
Public Works - Capital Outlay	228,531	-	N/A	19.6%	1,166,350	2,095,540	55.7%
Finance - Open Space (Parks)	-	-	N/A	N/A	-	-	N/A
Transfer Out (Debt Service Fund)	-	-	N/A	N/A	-	-	N/A
Transfer Out (SDC Parks Fund)	-	-	N/A	N/A	-	320,568	0.0%
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	228,531	-	N/A	19.6%	1,166,350	2,416,108	48.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(175,668)	110,000	-159.7%	-330.8%	53,101	(341,450)	-15.6%
Beginning Fund Balance	**977,544**	1,035,362	94.4%	74.1%	1,318,994	1,318,994	100.0%
Ending Fund Balance	$ 801,877	$ 1,145,362	70.0%	58.4%	$ 1,372,095	**$ 977,544**	140.4%

Reconciliation of Fund Balance:

Restricted and Committed Funds	801,876
Unassigned Fund Balance	$ 0

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
411 Parks Capital Improvement Fund							
Taxes	$ 28,264	$ 843,633	3.4%	N/A	$ 53,768	$ 808,875	6.6%
Intergovernmental	-	5,641,400	0.0%	0.0%	101,000	101,000	100.0%
Interest on Investments	42,624	30,000	142.1%	185.1%	23,032	176,970	13.0%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	8,200,000	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	70,888	14,715,033	0.5%	39.9%	177,800	1,086,845	16.4%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	66,516	9,156,000	0.7%	10.3%	643,939	880,674	73.1%
Transfer Out (Debt Service Fund)	-	185,643	0.0%	N/A	-	186,347	0.0%
Transfer Out (General Fund)	-	422,545	0.0%	N/A	-	422,545	0.0%
Total Expenditures and Other Uses	66,516	9,764,188	0.7%	10.3%	643,939	1,489,566	43.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	4,372	4,950,845	0.1%	-0.9%	(466,139)	(402,721)	115.7%
Beginning Fund Balance	**3,571,250**	5,590,786	63.9%	89.9%	3,973,971	3,973,971	100.0%
Ending Fund Balance	$ 3,575,622	$ 10,541,631	33.9%	101.9%	$ 3,507,832	**$ 3,571,250**	98.2%

Reconciliation of Fund Balance:	
Restricted and Committed Funds	3,575,622
Unassigned Fund Balance	$ -

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

413 SDC Parks Fund	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
System Development Charges - Parks	10,214	50,000	20.4%	23.2%	44,082	79,140	55.7%
Interest on Investments	3,843	-	N/A	N/A	865	17,694	4.9%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (CIP Fund)	-	-	N/A	N/A	-	320,568	0.0%
Total Revenues and Other Sources	14,057	50,000	28.1%	31.3%	44,947	417,402	10.8%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	145,700	0.0%	N/A	-	-	N/A
Contingency	-	4,371	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	-	150,071	0.0%	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	14,057	(100,071)	114.0%	31.3%	44,947	417,402	10.8%
Beginning Fund Balance	**417,402**	284,878	146.5%	N/A	-		N/A
Ending Fund Balance	$ 431,459	$ 184,807	233.5%	959.9%	$ 44,947	**$ 417,402**	10.8%

Reconciliation of Fund Balance:

Restricted and Committed Funds	431,459
Unassigned Fund Balance	$ -

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
530 Debt Services							
Taxes	$ 1,600	$ 211,038	0.8%	97.4%	$ 1,643	$ 205,116	0.8%
Charges for Services - Internal	315,399	1,261,595	25.0%	100.0%	315,399	1,261,595	25.0%
Interest on Investments	4,415	9,000	49.1%	175.7%	2,513	30,993	8.1%
Transfer In (General Fund)	-	110,000	0.0%	N/A	-	110,000	0.0%
Transfer In (Parks CIP)	-	185,643	0.0%	N/A	-	186,347	0.0%
Total Revenues and Other Sources	321,414	1,777,276	18.1%	100.6%	319,555	1,794,051	17.8%
Debt Service	1,273,122	1,763,610	72.2%	102.4%	1,243,311	1,785,644	69.6%
Total Expenditures and Other Uses	1,273,122	1,763,610	72.2%	102.4%	1,243,311	1,785,644	69.6%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(951,709)	13,666	-6964.1%	103.0%	(923,757)	8,407	-10987.9%
Beginning Fund Balance	**1,050,299**	815,165	128.8%	100.8%	1,041,892	1,041,892	100.0%
Ending Fund Balance	$ 98,590	$ 828,831	11.9%	83.5%	$ 118,135	**$ 1,050,299**	11.2%

Reconciliation of Fund Balance:

Restricted and Committed Funds	-
Unassigned Fund Balance	$ 98,590

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

670 Water Fund	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
Intergovernmental	$ -	$ -	N/A	N/A	$ 45,740	$ 253,350	18.1%
Charges for Services - Rates	3,349,146	8,870,000	37.8%	104.4%	3,208,397	8,489,236	37.8%
Charges for Services - Misc. Service Fees	58,536	90,000	65.0%	122.8%	47,675	91,272	52.2%
Interest on Investments	199,805	200,000	99.9%	201.0%	99,417	748,049	13.3%
Miscellaneous	470	26,000	1.8%	1823.7%	26	10,926	0.2%
Other Financing Sources	-	37,810,748	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	3,607,957	46,996,748	7.7%	106.1%	3,401,254	9,592,833	35.5%
Public Works - Conservation	18,797	286,758	6.6%	80.5%	23,358	87,694	26.6%
Public Works - Water Supply	99,533	3,246,784	3.1%	49.5%	200,966	987,128	20.4%
Public Works - Water Supply Debt	-	118,501	0.0%	N/A	-	118,500	0.0%
Public Works - Water Distribution	1,269,728	5,941,367	21.4%	109.8%	1,156,814	4,370,977	26.5%
Public Works - Water Distribution Debt	-	207,307	0.0%	N/A	-	206,007	0.0%
Public Works - Water Treatment	385,599	43,369,720	0.9%	110.5%	348,871	1,510,343	23.1%
Public Works - Water Treatment Debt	-	373,500	0.0%	N/A	-	5,824	0.0%
Transfer Out (General Fund to AFR)	-	50,000	0.0%	N/A	50,000	50,000	100.0%
Transfer Out (SDC Water Fund)	-	-	N/A	N/A	-	861,082	0.0%
Contingency	-	217,148	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	1,773,657	53,811,085	3.3%	99.6%	1,780,009	8,197,555	21.7%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	1,834,301	(6,814,337)	126.9%	113.1%	1,621,245	1,395,278	116.2%
Beginning Fund Balance	**17,615,845**	12,341,551	142.7%	108.6%	16,220,567	16,220,567	100.0%
Ending Fund Balance	$ 19,450,146	$ 5,527,214	351.9%	109.0%	$ 17,841,811	**$ 17,615,845**	101.3%

Reconciliation of Fund Balance:

Restricted and Committed Funds	6,000,000
Unassigned Fund Balance	$ 13,450,146

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
673 SDC Water Fund							
System Development Charges - Water	63,620	175,000	36.4%	67.5%	94,205	230,531	40.9%
Interest on Investments	8,502	-	N/A	376.3%	2,260	43,829	5.2%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	12,427,183	0.0%	N/A	-	-	N/A
Transfer In (Water Fund)	-	-	N/A	N/A	-	861,082	0.0%
Total Revenues and Other Sources	72,123	12,602,183	0.6%	74.8%	96,465	1,135,442	8.5%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	800	5,520,714	0.0%	30.9%	2,590	5,331	48.6%
Public Works - Debt SDC's	-	205,256	0.0%	N/A	-	163,756	0.0%
Contingency	-	170,534	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	800	5,896,504	0.0%	N/A	2,590	169,087	1.5%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	71,323	6,705,679	1.1%	76.0%	93,875	966,355	9.7%
Beginning Fund Balance	**966,355**	1,183,793	81.6%	N/A	-	-	N/A
Ending Fund Balance	$ 1,037,678	$ 7,889,472	13.2%	1105.4%	$ 93,875	**$ 966,355**	9.7%

Reconciliation of Fund Balance:

Restricted and Committed Funds	1,037,678
Unassigned Fund Balance	$ -

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

675 Wastewater Fund	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
Taxes	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Intergovernmental	-	-	N/A	N/A	-	-	N/A
Charges for Services - Rates	1,648,581	6,510,000	25.3%	98.4%	1,676,006	6,368,033	26.3%
Charges for Services - Misc. Service Fees	-	-	N/A	N/A	-	-	N/A
System Development Charges	-	-	N/A	N/A	-	-	N/A
Interest on Investments	76,168	80,000	95.2%	190.4%	39,998	250,103	16.0%
Miscellaneous	26	-	N/A	N/A	-	3,939	0.0%
Other Financing Sources	0	4,472,425	0.0%	N/A	(738)	1,242,621	-0.1%
Total Revenues and Other Sources	1,724,775	11,062,425	15.6%	100.6%	1,715,267	7,864,696	21.8%
Public Works - Wastewater Collection	589,812	3,432,808	17.2%	89.3%	660,480	2,342,038	28.2%
Public Works - Wastewater Collection Debt	-	43,631	0.0%	N/A	-	44,456	0.0%
Public Works - Wastewater Treatment	838,887	6,733,417	12.5%	96.1%	873,385	5,215,693	16.7%
Public Works - Wastewater Treatment Debt	61,088	127,142	48.0%	100.0%	61,088	127,699	47.8%
Transfer Out (SDC Wastewater Fund)	-	-	N/A	N/A	-	2,235,338	0.0%
Contingency	-	176,833	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	1,489,787	10,513,831	14.2%	93.4%	1,594,953	9,965,224	16.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	234,988	548,594	42.8%	195.3%	120,314	(2,100,529)	-5.7%
Beginning Fund Balance	**6,606,474**	4,407,490	149.9%	75.9%	8,707,003	8,707,003	100.0%
Ending Fund Balance	$ 6,841,462	$ 4,956,084	138.0%	77.5%	$ 8,827,318	**$ 6,606,474**	133.6%

Reconciliation of Fund Balance:

Restricted and Committed Funds	-
Unassigned Fund Balance	$ 6,841,462

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
677 SDC Sewer Fund							
System Development Charges - Wastewater	98,614	150,000	65.7%	81.6%	120,790	286,207	42.2%
Interest on Investments	19,575	-	N/A	347.1%	5,640	105,866	5.3%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	723,075	0.0%	N/A	-	-	N/A
Transfer In (Wastewater Fund)	-	-	N/A	N/A	-	2,235,338	0.0%
Total Revenues and Other Sources	118,189	873,075	13.5%	93.5%	126,430	2,627,411	4.8%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	3,230	903,075	0.4%	9.0%	35,996	255,321	14.1%
Public Works - Debt SDC's	-	-	N/A	N/A	-	-	N/A
Contingency	-	27,092	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	3,230	930,167	0.3%	N/A	35,996	255,321	14.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	114,959	(57,092)	301.4%	127.1%	90,434	2,372,090	3.8%
Beginning Fund Balance	**2,372,090**	1,585,034	149.7%	N/A	-		N/A
Ending Fund Balance	$ 2,487,049	$ 1,527,942	162.8%	2750.1%	$ 90,434	**$ 2,372,090**	3.8%

Reconciliation of Fund Balance:

Restricted and Committed Funds	2,487,049
Unassigned Fund Balance	$ -

City of Ashland

Statement of Resources, Requirements, and Changes in Fund Balance

Preliminary as of September 30, 2024

(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
680 Stormwater Fund							
Intergovernmental	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Charges for Services - Rates	194,761	800,000	24.3%	97.2%	200,327	803,492	24.9%
Charges for Services - Misc. Service Fees	-	-	N/A	N/A	-	-	N/A
System Development Charges	-	-	N/A	N/A	-	-	N/A
Interest on Investments	24,164	16,000	151.0%	171.7%	14,069	97,996	14.4%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	218,925	816,000	26.8%	102.1%	214,396	901,488	23.8%
Public Works - Storm Water Operations	208,411	1,742,508	12.0%	98.6%	211,287	837,566	25.2%
Public Works - Storm Water Operations Debt	-	10,944	0.0%	N/A	-	11,150	0.0%
Contingency	-	32,436	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	208,411	1,785,888	11.7%	98.6%	211,287	848,716	24.9%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	10,515	(969,888)	101.1%	338.2%	3,109	52,772	5.9%
Beginning Fund Balance	**2,094,891**	2,036,637	102.9%	102.6%	2,042,119	2,042,119	100.0%
Ending Fund Balance	$ 2,105,405	$ 1,066,749	197.4%	102.9%	$ 2,045,228	**$ 2,094,891**	97.6%

Reconciliation of Fund Balance:

Restricted and Committed Funds	-
Unassigned Fund Balance	$ 2,105,405

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
683 SDC Storm Fund							
System Development Charges - Wastewater	5,594	30,000	18.6%	105.4%	5,307	29,643	17.9%
Interest on Investments	389	-	N/A	3602.0%	11	678	1.6%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	5,983	30,000	19.9%	112.5%	5,318	30,321	17.5%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	49,739	0.0%	N/A	-	-	N/A
Public Works - Debt SDC's	-	-	N/A	N/A			N/A
Public Works - Storm Water SDC's	-	-	N/A	N/A	-	-	N/A
Contingency	-	1,492	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	-	51,231	0.0%	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	5,983	(21,231)	128.2%	112.5%	5,318	30,321	17.5%
Beginning Fund Balance	**30,321**	14,954	202.8%	N/A	-		N/A
Ending Fund Balance	$ 36,304	$ (6,277)	678.4%	682.7%	$ 5,318	**$ 30,321**	17.5%

Reconciliation of Fund Balance:	
Restricted and Committed Funds	36,304
Unassigned Fund Balance	$ -

City of Ashland
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Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
690 Electric Fund							
Intergovernmental	$ -	$ 200,000	0.0%	0.0%	$ 35,887	$ 983,771	3.6%
Charges for Services - Rates	4,316,479	18,408,531	23.4%	99.5%	4,338,873	16,617,902	26.1%
Charges for Services - Misc. Service Fees	196,566	268,000	73.3%	206.0%	95,399	288,645	33.1%
Interest on Investments	88,857	65,000	136.7%	188.8%	47,074	333,559	14.1%
Miscellaneous	11,152	284,000	3.9%	136.8%	8,154	554,757	1.5%
Other Financing Sources	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	4,613,054	19,225,531	24.0%	101.9%	4,525,387	18,778,634	24.1%
Administration - Conservation	248,482	1,598,340	15.5%	97.1%	255,938	827,317	30.9%
Electric - Supply	2,020,425	7,810,000	25.9%	206.6%	977,922	5,169,918	18.9%
Electric - Distribution	2,212,031	9,663,922	22.9%	89.2%	2,478,631	9,754,518	25.4%
Electric - Transmission	299,591	1,100,000	27.2%	194.8%	153,765	757,488	20.3%
Debt Service	-	243,663	0.0%	N/A	-	-	N/A
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	570,628	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	4,780,528	20,986,553	22.8%	123.6%	3,866,256	16,509,241	23.4%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(167,474)	(1,761,022)	90.5%	-25.4%	659,131	2,269,393	29.0%
Beginning Fund Balance	**9,437,525**	6,080,192	155.2%	131.7%	7,168,132	7,168,132	100.0%
Ending Fund Balance	$ 9,270,051	$ 4,319,170	214.6%	118.4%	$ 7,827,263	**$ 9,437,525**	82.9%

Reconciliation of Fund Balance:

Restricted and Committed Funds	-
Unassigned Fund Balance	$ 9,270,051

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
695 Telecommunications Fund							
Intergovernmental	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Charges for Services - Rates	681,827	2,749,380	24.8%	96.8%	704,396	2,789,598	25.3%
Charges for Services - Misc. Service Fees	-	-	N/A	N/A	-	-	N/A
Interest on Investments	33,967	45,000	75.5%	173.7%	19,559	142,511	13.7%
Total Revenues and Other Sources	715,794	2,794,380	25.6%	98.9%	723,955	2,932,109	24.7%
Personnel Services	249,715	1,078,877	23.1%	149.4%	167,183	847,016	19.7%
Materials & Services	241,575	1,346,004	17.9%	77.9%	310,008	1,252,332	24.8%
Capital Outlay	86,582	66,306	130.6%	666.8%	12,985	337,802	3.8%
Debt - Transfer to Debt Service Fund	129,361	517,445	25.0%	100.0%	129,361	517,445	25.0%
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	88,270	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	707,233	3,096,902	22.8%	114.2%	619,537	2,954,595	21.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	8,561	(302,522)	102.8%	8.2%	104,418	(22,486)	-464.4%
Beginning Fund Balance	**3,153,230**	3,021,118	104.4%	99.3%	3,175,716	3,175,716	100.0%
Ending Fund Balance	$ 3,161,791	$ 2,718,596	116.3%	96.4%	$ 3,280,133	**$ 3,153,230**	104.0%

Reconciliation of Fund Balance:

Restricted and Committed Funds	905,528
Unassigned Fund Balance	$ 2,256,264

3. Sep24 Version 2 FY25 Preliminary Financial Report wih Live Cubes Links.xlsx
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City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
720 Insurance Service Fund							
Intergovernmental	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Charges for Services - Internal	433,232	1,700,526	25.5%	106.2%	407,818	1,875,033	21.7%
Interest on Investments	19,008	8,000	237.6%	298.8%	6,362	64,802	9.8%
Miscellaneous	715	20,000	3.6%	1.0%	70,640	133,547	52.9%
Transfer In (All Funds)	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	452,954	1,728,526	26.2%	93.4%	484,821	2,073,382	23.4%
Personnel Services	4,490	-	N/A	4.7%	95,788	132,908	72.1%
Materials and Services	1,129,212	1,528,209	73.9%	118.3%	954,147	1,209,360	78.9%
Contingency	-	48,816	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	1,133,703	1,577,025	71.9%	108.0%	1,049,935	1,342,267	78.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(680,748)	151,501	-449.3%	120.5%	(565,115)	731,115	-77.3%
Beginning Fund Balance	**2,103,059**	1,167,481	180.1%	153.3%	1,371,944	1,371,944	100.0%
Ending Fund Balance	$ 1,422,310	$ 1,318,982	107.8%	176.3%	$ 806,829	**$ 2,103,059**	38.4%

Reconciliation of Fund Balance:

Restricted and Committed Funds	1,422,310
Unassigned Fund Balance	$ -

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
725 Health Benefits Fund							
Taxes	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Interest	-	-	N/A	N/A	-	-	N/A
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	-	-	N/A	N/A	-	-	N/A
Personnel Services	-	-	N/A	N/A	-	-	N/A
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	-	N/A	N/A	-	-	N/A
Transfer Out (General Fund)	2,225,545	2,225,545	100.0%	N/A	-	-	N/A
Contingency	-	-	N/A	N/A	-		N/A
Total Expenditures and Other Uses	2,225,545	2,225,545	N/A	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(2,225,545)	(2,225,545)	0.0%	N/A	-	-	N/A
Beginning Fund Balance	**2,225,545**	-	0.0%	N/A	2,225,545	2,225,545	N/A
Ending Fund Balance	$ 0	$ (2,225,545)	100.0%	N/A	$ 2,225,545	**$ 2,225,545**	N/A

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Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
730 Equipment Fund							
Intergovernmental	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Charges for Services - Internal	1,171,114	4,684,454	25.0%	103.4%	1,132,352	4,529,410	25.0%
Charges for Services - Misc. Service Fees	72,468	230,000	31.5%	80.8%	89,710	291,716	30.8%
Interest on Investments	91,524	100,000	91.5%	174.5%	52,444	384,736	13.6%
Miscellaneous	72,601	102,000	71.2%	457474.2%	16	66,200	0.0%
Total Revenues and Other Sources	1,407,707	5,116,454	27.5%	110.4%	1,274,523	5,272,062	24.2%
Public Works - Maintenance	588,717	2,494,802	23.6%	96.5%	610,231	2,321,148	26.3%
Public Works - Purchasing and Acquisition	750,554	3,255,381	23.1%	174.7%	429,658	2,607,214	16.5%
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	74,176	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	1,339,271	5,824,359	23.0%	128.8%	1,039,889	4,928,362	21.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	68,436	(707,905)	109.7%	29.2%	234,633	343,700	68.3%
Beginning Fund Balance	**7,258,321**	7,197,226	100.8%	105.0%	6,914,621	6,914,621	100.0%
Ending Fund Balance	$ 7,326,757	$ 6,489,321	112.9%	102.5%	$ 7,149,253	**$ 7,258,321**	98.5%

Reconciliation of Fund Balance:	
Restricted and Committed Funds	7,326,757
Unassigned Fund Balance	$ 0

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(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
731 Parks Equipment Fund							
Taxes	$ -	$ -	N/A	N/A	$ -	$ -	N/A
Interest	-	-	N/A	N/A	-	-	N/A
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	-	-	N/A	N/A	-	-	N/A
Personnel Services	-	-	N/A	N/A	-	-	N/A
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	-	N/A	N/A	-	-	N/A
Transfer Out (General Fund)	473,608	473,608	100.0%	N/A	-	-	N/A
Contingency	-	-	N/A	N/A	-		N/A
Total Expenditures and Other Uses	473,608	473,608	N/A	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(473,608)	(473,608)	0.0%	N/A	-	-	N/A
Beginning Fund Balance	**473,608**	-	0.0%	N/A	473,608	473,608	N/A
Ending Fund Balance	$ -	$ (473,608)	0.0%	N/A	$ 473,608	**$ 473,608**	N/A

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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(25% of Fiscal Year)

	Fiscal Year 2025 2nd Year Actuals	Fiscal Year 2025 2nd Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2024 Year-to-Date Actuals	Preliminary Fiscal Year 2024 End-of-Year Actuals	Actual Percent Collected / Expended
810 Cemetery Fund							
Charges for Services	$ 6,775	$ 13,000	52.1%	122.6%	$ 5,528	$ 23,512	23.5%
Interest on Investments	11,845	12,000	98.7%	172.9%	6,852	48,551	14.1%
Transfer In (General Fund)	500	500	100.0%	N/A	500	500	100.0%
Total Revenues and Other Sources	19,121	25,500	75.0%	148.5%	12,880	72,563	17.8%
Transfer Out (General Fund)	11,845	149,730	7.9%	172.9%	6,852	48,551	14.1%
Total Expenditures and Other Uses	11,845	149,730	7.9%	172.9%	6,852	48,551	14.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	7,275	(124,230)	105.9%	120.7%	6,028	24,012	25.1%
Beginning Fund Balance	**970,773**	946,395	102.6%	102.5%	946,761	946,761	100.0%
Ending Fund Balance	$ 978,048	$ 822,165	119.0%	102.7%	$ 952,789	**$ 970,773**	98.1%

Reconciliation of Fund Balance:

Restricted and Committed Funds	978,048
Unassigned Fund Balance	$ (0)

Council Business Meeting

Date: February 4, 2025

Agenda Item	First Reading – ORD 3256 An Ordinance Amendment to AMC 2.30 Uniform Administrative Appeals Process Designating the Municipal Court as the Administrative Appeal Body
From	Carmel Zahran, Assistant City Attorney
Contact	carmel.zahran@ashland.or.us

SUMMARY

The administrative appeals process will be moved from the City Manager's office to the Municipal Court. This change promotes greater objectivity, as the Municipal Judge, who is distanced from the daily affairs of the city, can review appeals with a fresh perspective. Additionally, the Judge's training and background equip them to handle appeals with the formality and professionalism characteristic of a traditional court environment. This transition also allows the administrative process to be integrated with court staff, enhancing collaboration and efficiency in proximity to the Municipal Judge.

POLICIES, PLANS & GOALS SUPPORTED

Not Applicable

BACKGROUND AND ADDITIONAL INFORMATION

Presently, the City Manager serves as the hearing officer for administrative appeals with the City Recorder providing administrative support.

FISCAL IMPACTS

No fiscal impacts but would improve processes.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Approve the ordinance as a first reading and schedule second reading for February 18, 2025. Recommended motion:
"I move to approve the first reading of Ordinance No. 3256."

REFERENCES & ATTACHMENTS

1. ORD 3256 Amending 2.30 Making the Municipal Court the Administrative Appeal Body
2. Chapter 2.30 AMC

ORDINANCE NO. 3256

AN ORDINANCE AMENDMENT TO AMC 2.30 UNIFORM ADMINISTRATIVE APPEALS PROCESS DESIGNATING THE MUNIIPAL COURT AS THE ADMINISTRATIVE APPEAL BODY

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are **~~bold lined through~~**, and additions are **<u>bold underlined.</u>**

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

> <u>Powers of the City.</u> The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

<u>SECTION 1.</u> Amending 2.30 to designate the Municipal Court as the Administrative Appeal body.

2.30.010 Definitions

A. *Department Head.* The person holding the position of Department Head for any department of the City of Ashland, or any agent, employee, or designee of the Department Head authorized to perform the duties of the Department Head by express written delegation of the Department Head

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B. *Director.* The person holding the position of director for any department of the City of Ashland, or any agent, employee, or designee authorized to perform the duties of the director by express delegation of the director.

C. *Hearing Officer.* **<u>The Municipal Judge shall serve as the Hearing Officer. In the event that the Municipal Judge is unavailable or has a conflict of interest, the Hearing Officer shall be the City Manager, or an outside party not affiliated with the City of Ashland, who is hired or selected by the City to conduct hearings on appeals</u>**

~~The City Manager or an outside party not affiliated with the City of Ashland that is hired or selected by the City to conduct a hearing on an appeal.~~ (Ord. 3192 § 34, amended, 11/17/2020; Ord. 2971, added, 10/21/2008)

2.30.020 Administrative Appeals Process

Any person aggrieved by the decision of a Department Head or Director may appeal such action to a Hearing Officer through the following procedures if the Ashland Municipal Code chapter granting the City Department Head or Director authority to make the decision expressly authorizes use of this appeals process. Land use decisions subject to AMC Chapter 18 shall not be subject to the appeals process in this chapter. Appeals processes are as follows:

A. A person appealing the Department Head's or Director's action shall, within 10 Days of such action and mailing of written notice, file a written notice of appeal with the ~~**City Recorder**~~ **Municipal Court**. The written notice of appeal shall include the name and address of the appellant, a statement of the authority or jurisdiction for the appeal, a statement of the appellant's standing or right to be heard, the nature of the decision being appealed, a short and plain narrative statement including the reason(s) the original decision is alleged to be incorrect, with reference to the particular sections of the Ashland Municipal Code involved, and the result the appellant desires on appeal.

B. The ~~**City Recorder**~~ **Municipal Court** shall fix the time for the appeal to be heard by the Hearing Officer, place the hearing of the appeal upon the calendar of the Hearing Officer, and notify the appellant in writing of the time fixed no less than ten days prior to that time, unless the appellant agrees to a shorter time.

C. The appellant shall pay a nonrefundable appeals fee to facilitate the appeal. Appeal Fees shall be set at $150 for each decision appealed, and may be adjusted by Resolution of the Ashland City Council.

D. The parties shall be entitled to appear personally and by counsel and to present such facts, evidence and arguments as may tend to support the respective positions on appeal.

E. The Hearing Officer shall afford the parties an opportunity to be heard at an appeal hearing after reasonable notice. The Hearing Officer shall take such action upon the appeal as he or she sees fit. The Hearing Officer's decision shall be the final decision of the City, and it shall be issued in writing. The Hearing Officer shall at a minimum:

1. At the commencement of the hearing, the hearings officer shall explain the relevant issues involved in the hearing, applicable procedures and the burden of proof.
2. At the commencement of the hearing the hearings officer shall place on the record the substance of any written or oral ex parte communications concerning any relevant and material fact in issue at the hearing which was made to the officer outside the official proceedings during the pendency of the proceeding. The parties shall be notified of the substance of the communication and the right to rebut the communication. Notwithstanding the above, the Parties are prohibited from engaging in ex parte communications with the hearing officer.
3. Testimony shall be taken upon oath or affirmation of the witnesses.
4. The Hearings officer shall insure that the record developed at the hearing shows a full and fair inquiry into the relevant and material facts for consideration for the issues properly before the hearings officer.
5. A verbatim, written or mechanical record shall be made of all motions, rulings and testimony. The record need not be transcribed unless requested for purposes of rehearing or Court review. The City shall require a deposit for costs of transcription or a copy of such transcription.

6. Written testimony may be submitted under penalty of false swearing for entry into the record. All written evidence shall be filed with the ~~City recorder~~ **Municipal Court** no less than (5) five working days before the date of the hearing.
7. Informal disposition may be made of any case by stipulation, agreed settlement, consent order or default.

F. The action of the department head or Director shall be stayed pending the outcome of an appeal properly filed pursuant to this section.

G. Failure to strictly comply with the applicable appeal requirements, including but not limited to the required elements for the written notice of appeal, time for filing of the notice of appeal, and payment of the applicable appeal fee, shall constitute jurisdictional defects resulting in the summary dismissal of the appeal.

H. If the appellant loses on appeal, the appellant will be held financially responsible for the cost to the City of Ashland for the appeal, including but not limited to the cost of hiring an independent Hearing Officer. (Ord. 2992, amended, 10/06/2009; Ord. 2971, added, 10/21/2008)

SECTION 2. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _______day of____________________, 2025, and duly PASSED and ADOPTED this _______day of____________________, 2025.

PASSED by the City Council this ________ day of _______________________, 2025.

ATTEST:

____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this ________ day of __________________________, 2025.

____
Tonya Graham, Mayor

Reviewed as to form:

____
Douglas M. McGeary, Acting City Attorney

Chapter 2.30
UNIFORM ADMINISTRATIVE APPEALS PROCESS

Sections:

2.30.010 Definitions

A. *Department Head.* The person holding the position of Department Head for any department of the City of Ashland, or any agent, employee, or designee of the Department Head authorized to perform the duties of the Department Head by express written delegation of the Department Head.

B. *Director.* The person holding the position of director for any department of the City of Ashland, or any agent, employee, or designee authorized to perform the duties of the director by express delegation of the director.

C. *Hearing Officer.* The City Manager or an outside party not affiliated with the City of Ashland that is hired or selected by the City to conduct a hearing on an appeal. (Ord. 3192 § 34, amended, 11/17/2020; Ord. 2971, added, 10/21/2008)

2.30.020 Administrative Appeals Process

Any person aggrieved by the decision of a Department Head or Director may appeal such action to a Hearing Officer through the following procedures if the Ashland Municipal Code chapter granting the City Department Head or Director authority to make the decision expressly authorizes use of this appeals process. Land use decisions subject to AMC Chapter 18 shall not be subject to the appeals process in this chapter. Appeals processes are as follows:

A. A person appealing the Department Head's or Director's action shall, within 10 Days of such action and mailing of written notice, file a written notice of appeal with the City Recorder. The written notice of appeal shall include the name and address of the appellant, a statement of the authority or jurisdiction for the appeal, a statement of the appellant's standing or right to be heard, the nature of the decision being appealed, a short and plain narrative statement including the reason(s) the original decision is alleged to be incorrect, with reference to the particular sections of the Ashland Municipal Code involved, and the result the appellant desires on appeal.

B. The City Recorder shall fix the time for the appeal to be heard by the Hearing Officer, place the hearing of the appeal upon the calendar of the Hearing Officer, and notify the appellant in writing of the time fixed no less than ten days prior to that time, unless the appellant agrees to a shorter time.

C. The appellant shall pay a nonrefundable appeals fee to facilitate the appeal. Appeal Fees shall be set at $150 for each decision appealed, and may be adjusted by Resolution of the Ashland City Council.

D. The parties shall be entitled to appear personally and by counsel and to present such facts, evidence and arguments as may tend to support the respective positions on appeal.

E. The Hearing Officer shall afford the parties an opportunity to be heard at an appeal hearing after reasonable notice. The Hearing Officer shall take such action upon the appeal as he or she sees fit. The Hearing Officer's decision shall be the final decision of the City, and it shall be issued in writing. The Hearing Officer shall at a minimum:

1. At the commencement of the hearing, the hearings officer shall explain the relevant issues involved in the hearing, applicable procedures and the burden of proof.

2. At the commencement of the hearing the hearings officer shall place on the record the substance of any written or oral ex parte communications concerning any relevant and material fact in issue at the hearing which was made to the officer outside the official proceedings during the pendency of the proceeding. The parties shall be notified of the substance of the communication and the right to rebut the communication. Notwithstanding the above, the Parties are prohibited from engaging in ex parte communications with the hearing officer.

3. Testimony shall be taken upon oath or affirmation of the witnesses.

4. The Hearings officer shall insure that the record developed at the hearing shows a full and fair inquiry into the relevant and material facts for consideration for the issues properly before the hearings officer.

5. A verbatim, written or mechanical record shall be made of all motions, rulings and testimony. The record need not be transcribed unless requested for purposes of rehearing or

Court review. The City shall require a deposit for costs of transcription or a copy of such transcription.

6. Written testimony may be submitted under penalty of false swearing for entry into the record. All written evidence shall be filed with the City recorder no less than (5) five working days before the date of the hearing.

7. Informal disposition may be made of any case by stipulation, agreed settlement, consent order or default.

F. The action of the department head or Director shall be stayed pending the outcome of an appeal properly filed pursuant to this section.

G. Failure to strictly comply with the applicable appeal requirements, including but not limited to the required elements for the written notice of appeal, time for filing of the notice of appeal, and payment of the applicable appeal fee, shall constitute jurisdictional defects resulting in the summary dismissal of the appeal.

H. If the appellant loses on appeal, the appellant will be held financially responsible for the cost to the City of Ashland for the appeal, including but not limited to the cost of hiring an independent Hearing Officer. (Ord. 2992, amended, 10/06/2009; Ord. 2971, added, 10/21/2008)

Council Business Meeting

Date: February 4, 2025

Agenda Item	Second Reading – ORD 3245 An Ordinance Terminating Specified Commission and Re-establishing AMC Chapter 2.13 to create Advisory Committees
From	Doug McGeary, City Attorney, Acting
Contact	doug.mcgeary@ashland.or.us

SUMMARY

Council approved first reading of this ordinance at their January 21, 2025 meeting. This ordinance terminates specified commissions, renames the Municipal Audit Commission to the Municipal Audit Committee, and re-establishes AMC Chapter 2.13 to formalize the creation of City Council and Management Advisory Committees. It standardizes committee structures and functions, aligns them with the City's goals, and enhances transparency, accountability, and inclusivity in governance. Formatting and other non-material corrections were made as described herein.

POLICIES, PLANS & GOALS SUPPORTED

This ordinance supports the Council's goal of improving governance and community engagement by:

- Formalizing advisory committee structures under AMC Chapter 2.13.
- Eliminating redundancy by terminating outdated commissions.
- Promoting diversity, equity, and inclusion in committee membership.
- Aligning committee functions with City priorities to enhance decision-making.

BACKGROUND AND ADDITIONAL INFORMATION

This ordinance builds on the success of Resolution 2023-06, which updated and consolidated advisory committees, replacing the commission model with a more efficient committee structure. The ordinance renames the Municipal Audit Commission and re-establishes AMC Chapter 2.13 to provide uniform policies and procedures for advisory committees while maintaining statutory bodies like the Planning Commission, Citizens Budget Committee, and Municipal Audit Committee under state law requirements.

Key features include:

- Establishing clear roles and responsibilities for advisory committees.
- Defining the function and scope of ex-officio members.
- Adding the City Band to Management Advisory Committees (MACs).
- Providing guidelines for term limits and meeting attendance to ensure effectiveness and continuity.

This is the final corrected version of the ordinance.

- I formatted the entire ordinance so that its outline is consistent throughout.
- I moved the definition of “ex-officio member” in the CEPAP section to Section “I” in the Purpose section, and removed the reference to CEPAP so that it applied to all committees.
- I fixed the language in the Public Arts Advisory Committee to clarify that the Committee “adhere(s) to and align its efforts consistent with the role of the state of Oregon Arts Commission.”

FISCAL IMPACTS

This ordinance does not impose additional costs but streamlines staff and resource allocation by standardizing committee operations and removing redundant commissions.

Council Business Meeting

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Approve second reading of the ordinance. Recommended motion:

"I move to adopt Ordinance No. 3245, an ordinance terminating specified commissions, renaming the Municipal Audit Commission to the Municipal Audit Committee, and re-establishing AMC Chapter 2.13 to create City Council and Management Advisory Committees."

REFERENCES & ATTACHMENTS

1. ORD 3245 Terminating Commisions Creating Advisory Commitees
2. ORD 3245_showing changes

ORDINANCE NO. 3245

AN ORDINANCE TERMINATING SPECIFIED COMMISSIONS AND RE-ESTABLISHING AMC CHAPTER 2.11 TO CREATE ADVISORY COMMITTEES

WHEREAS Article 2. Section 1 of the Ashland City Charter provides:

> Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS the City of Ashland has a strong tradition of citizen involvement through advisory bodies, which play a crucial role in providing valuable recommendations and advice to the City Council and City Management; and

WHEREAS the City Council the City of Ashland has observed the success of the committee structure implemented under Resolution 2023-06, which updated and consolidated Resolutions 2022-24 and 2022-32, enhancing community participation and effective advisory input over the past year; and

WHEREAS the City Council recognizes the need to formalize and codify these successful committee structures into the Ashland municipal code to ensure consistency, transparency, and accountability in the operations of advisory boards; and

WHEREAS the termination of specified commissions, which have been replaced by more efficient and relevant advisory committees, is necessary to streamline advisory processes and eliminate redundancy; and

WHEREAS the establishment of new advisory committees will provide clear roles and responsibilities, promote inclusivity, and ensure that advisory bodies reflect the diverse populations within the city of Ashland; and

WHEREAS the new ordinance will support the City's goals of transparency, accountability, and effective governance by providing structured guidance for the formation, operation, and responsibilities of advisory committees; and

WHEREAS the advisory committees established under this ordinance will assist the City in achieving its strategic goals by providing informed recommendations on various matters of public interest and administrative functions; and

WHEREAS the City Council is committed to maintaining high ethical standards, promoting diversity, equity, and inclusion, and ensuring that advisory committees operate in a manner that aligns with the City's priorities and legal framework;

NOW, THEREFORE, THE CITY OF ASHLAND ORDAINS AS FOLLOWS:

AN ORDINANCE TERMINATING SPECIFIED COMMISSIONS AND RE-ESTABLISHING AMC CHAPTER 2.11 TO CREATE ADVISORY COMMITTEES

SECTION 1. TERMINATION AND RENAMING OF SPECIFIED COMMISSIONS
This ordinance terminates each of the listed ordinances as follows:

- Chapter 2.13 TRANSPORTATION COMMISSION
- Chapter 2.15 FOREST LANDS COMMISSION
- Chapter 2.17 PUBLIC ARTS COMMISSION
- Chapter 2.18 CONSERVATION COMMISSION
- Chapter 2.19 HOUSING AND HUMAN SERVICES COMMISSION
- Chapter 2.20 SOCIAL EQUITY AND RACIAL JUSTICE COMMISSION
- Chapter 2.23 ASHLAND AIRPORT COMMISSION
- Chapter 2.24 HISTORIC COMMISSION
- Chapter 2.25 TREE COMMISSION
- Chapter 2.26 ASHLAND WILDFIRE SAFETY COMMISSION
- Chapter 2.27 CLIMATE POLICY COMMISSION
- Chapter 2.56 CITY BAND;

and Chapter 2.11 Municipal Audit Commission is not terminated but renamed the **Municipal Audit Committee**.

SECTION 2. RE-ESTABLISHMENT OF AMC CHAPTER 2.13
AMC Chapter 2.13 previously terminated is re-established by the following title and language as follows:

CHAPTER 2.13 CITY COUNCIL AND ADVISORY COMMITTEES

2.13.005 Purpose

Advisory committees require uniform rules, policies, and operating procedures to ensure maximum productivity and fairness for members and the public. These policies and procedures govern all City Council and Advisory Committees. The following are consistent across all City of Ashland Advisory Committees established here.

A. **Committees will have a maximum of nine regular voting members unless the Committee has student members. Two additional voting seats are available to high school and college students for each advisory committee should there be qualified students interested in participating on a committee.**

B. **Committee members should reflect and represent a wide range of community interests and perspectives.**

C. **Committees will strive to include members that represent diversity of gender, race, ethnicity, and age.**

D. **Committees will strive to include two members under the age of 35 at the**

point of appointment.

E. Committees will actively integrate consideration of how policy recommendations impact low income and/or marginalized populations and the environment.

F. The City Manager will appoint one (1) nonvoting ex-officio member to provide support to the committee.

G. The Mayor will appoint up to two (2) nonvoting ex-officio members from the City Council to serve in the role of Council Liaison.

I. Ex-Officio Members: The term "ex-officio members" refers only to City staff and Council members, including Council liaisons to any Committee.

J. In addition to the specific committee charters described below, committees will respond to requests by the City Council for policy or program guidance related to their area of focus.

K. The Municipal Audit Committee, Citizens Budget Committee, and Planning Commission are dictated by the requirements outlined in Oregon Revised Statutes and are not subject to the provisions of this ordinance.

2.13.010 Establishment of Standing Advisory Committees

A. Climate and Environmental Policy Advisory Committee (CEPAC)

A Climate and Environmental Policy Advisory Committee (CEPAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, climate change, environmental issues, public health, energy efficiency, and renewable energy. The committee is encouraged to include representatives from the solid waste franchisee for the city, Southern Oregon University, and the Ashland School District on the committee.

The CEPAC shall be responsible for assisting the City in the following:

- Making recommendations on strategies, actions, and programs related to the implementation and updating of the Climate and Energy Action Plan in furtherance of its climate mitigation and adaptation goals and strategies per AMC 9.40. The issues the CEPAC shall advise the City Council on include, but are not limited to:
- Modifications to benchmarks, targets, or actions contained in the CEAP as needed to incorporate the best available science and practices to achieve the City of Ashland's climate-related goals and targets
- Process for considering amendments and updates to the CEAP
- CEAP implementation progress for the community and for city operations
- Integration of long-term social, economic, and environmental goals into the CEAP
- Climate education for the community
- CEAP implementation steps
- Providing information to staff and the City Council to ensure that benchmarks, targets, or actions developed for, or by, the City of Ashland incorporate the best available science and practices to achieve the intended climate or environmental

related goals and targets

- Providing recommendations to ensure that City of Ashland planning efforts incorporate long-term climate and environmental goals
- Assisting other City of Ashland advisory committees and commissions in addressing issues that have a climate or environmental nexus
- Educating and advocating for Ashland's climate and environmental goals

B. Historic Preservation Advisory Committee (HPAC)

A Historic Preservation Advisory Committee (HPAC) is established by the City Council. To qualify the HPAC as the City of Ashland's Certified Local Government (CLG) Commission, the majority of appointments for voting members of the HPAC, to the extent volunteer members are available in the city, will have direct historic preservation experience or meet the professional qualifications (including archaeology, architectural history, conservation, cultural anthropology, curation, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning and history) under Oregon State Historic Preservation Office requirements.

The HPAC shall be responsible for assisting the City in the following:

- Recommending to the Planning Commission and the City Council areas or properties of significant historical value and interest for consideration to be designated historic properties
- Recommending ordinances and other measures designed to protect and foster interest in the improvement of designated historic properties
- Reviewing literature and sources of funding concerning the protection and improvement of designated historic properties
- Advising city staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type II and Type III
- Planning Actions involving new construction or alterations to existing historic resources
- Advising applicants and staff upon request on sign permits, building permits, and other projects involving new construction or alterations within Ashland's designated Historic Districts
- Advising the Planning Commission, the Ashland Parks and Recreation Commission, city departments, and other city advisory commissions, boards, and committees regarding historic components of government projects under consideration within Ashland's designated Historic Districts
- Advising City staff and the Planning Commission on project applications for funding, including evaluating proposals to ensure alignment with the City's historic preservation goals and compliance with applicable regulations.
- Assisting in promoting public support for the preservation and recognition of Ashland's historic past
  Advising City staff and the Planning Commission on aesthetic standards for historic areas.

C. Housing and Human Services Advisory Committee (HHSAC)

A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, social services, unhoused and marginal income population services, economic and housing development, universal housing design, and the needs of elderly and disabled persons. The HHSAC shall be responsible for assisting the City in the following:

- **Assessing and making recommendations on the continuum of housing and human service needs of the community and funding strategies relating to housing and human services**
- **Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children, and families in Ashland, and other related human service programs**
- **Making recommendations to the City Council on Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and Housing Trust Fund and related allocations**
- **Assisting in identifying federal, state, county, and private funding for implementation of housing and human service programs**
- **Fostering public knowledge of and support for city housing and human service programs**
- **Enhancing cooperation between the public and private sectors by promoting integrated approaches that provide suitable housing, a healthy living environment, and expanded economic opportunities for low and moderate-income persons**
- **Evaluating, reviewing, and recommending to the Planning Commission and City Council innovative land use strategies targeted to promote a broad variety of needed housing types**
- **Monitoring housing discrimination complaints and corrective actions within the City, and advising the City Council on potential measures to be taken to further equal opportunity to all persons to live in suitable housing facilities regardless of race, color, religion, sexual orientation, gender identity, national origin, source of income, or familial status**

D. Public Arts Advisory Committee (PAAC)

A Public Arts Advisory Committee (PAAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, art, arts organizations, education, and structural and landscape architecture. The PAAC shall adhere to and align its efforts consistent with the role of the state of Oregon Arts Commission, and shall be responsible for assisting the City in the following:

- **Providing advice to ensure the arts continue to be of value as an integral part of Ashland**

- **Assisting in promoting the arts in Ashland to enrich the lives of its citizens through education and demonstration**
- **Advising the City Council and City management on standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art**
- **Advising the City of Ashland on how best to assist organizations that provide local leadership on arts-related matters to make the arts a more important part of community life**
- **Assisting the City Council, the Ashland Parks and Recreation Commission, Historic Preservation Advisory Committee, and the Planning Commission in using public art to enhance existing development in public parks, other public lands, and public structures**
- **Advising the Planning Commission, the Ashland Parks and Recreation Commission, other city advisory committees and commissions, and city departments regarding artistic components of all municipal government projects under consideration by the city**
- **Serving as a resource for assessing the artistic components of land use developments**
- **Advising the City Council on policies and programs to enhance and encourage the planning, placement, and maintenance of public displays of art in locations open to the public within the community**
- **Encouraging connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values**
- **Recognizing and encouraging groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the city**
- **Assisting in the pursuit of gifts and grants for support of arts programs and activities and the procurement of public art .**

E. Social Equity and Racial Justice Advisory Committee (SERJAC)

A Social Equity and Racial Justice Advisory Committee (SERJAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, social equity and justice for marginalized populations. Membership should also represent a cross section of historically marginalized or underrepresented groups, such as Black, Indigenous, people of color, LGBTQIA+, the elderly, and disabled persons.

The SERJAC shall be responsible for assisting the City in the following:

- **Encouraging understanding, and celebrating the diversity of the City's population and visitors and promoting amicable intergroup relations within the city**
- **Recommending policies, measures, and practices to bring about social and racial equity and greater inclusion for all who live, work, or visit in Ashland, including counter measures to address systemic racism, homophobia, sexism, classism, antisemitism, Islamophobia, and other racial and social inequities impacting Black, Indigenous, people of color, LGBTQIA+, and disabled persons as well as other marginalized persons**

- Recommending efforts to increase economic opportunities for Black, Indigenous, people of color, LGBTQIA+, and disabled persons, as well as other marginalized persons in the Ashland community
- Advising on diversity, equity, and inclusion (DEI) and human rights training for City of Ashland staff, commissions, boards, advisory committees, and the City Council
- Seeking at least every two years, a broad spectrum of input from community members on emerging issues and needs of the Ashland community as they relate to diversity, equity, inclusion, belonging, human rights, and intergroup relations

F. Transportation Advisory Committee (TAC)

A Transportation Advisory Committee (TAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, various modes of community level transportation, including public transit, bicycling, walking, and rolling.

The TAC shall be responsible for assisting the City in the following:

- Making recommendations on strategies, actions, and programs related to the transportation system in Ashland. The issues the TAC shall advise the City Council on include, but are not limited to:
- Transportation safety policies and programs
- Long range transportation plans and ancillary transportation plans (sidewalk and safe routes to school, transit, traffic, parking, etc.)
- Type III planning actions during the pre-application process
- The transportation section of the City's Capital Improvement Program (CIP)
- Multimodal transportation issues
- Traffic implementation designs
- Advocating and promoting all modes of transportation to ensure modal equity

213.015 Establishment of Management Advisory Committees (MACs)

A. Purpose: To serve at the request of the City Manager or department directors to provide technical advice, and community support and input that can assist in preparing recommendations to enhance city operations or program implementation or for City Council consideration.

B. Operation: MACs are generally intended to be project or program specific but can meet as often and as long as necessary to meet their requested role or function. Some MACs may meet only occasionally when requested, while others may meet regularly or semi-regularly over extended periods of time per the role assignment or needed term for their assistance. Membership on MACs will be established based on the type of advice sought and availability of potential qualified participants, urgency of issue or program being addressed, timeframe for the committee's role/participation, availability of City staff support resources, and/or other circumstances or considerations affecting the ability for

effective MAC role participation. The rules of procedure, if necessary, for each MAC will also be established by the City Manager or appointing department director at the time of the corresponding MAC's establishment. The City Council may refer issues or tasks for consideration by a MAC by vote of the City Council request to the City Manager.

C. MACs may include project or program topics related, but not limited to, the following:

- **Airport Operations**
- **City Band**
- **Forest Lands**
- **System Development Charges**
- **Trees and Urban Forest**
- **Wildfire Safety**

SECTION 3. CODIFICATION. Provisions of this ordinance shall be incorporated in the City Code, and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any Whereas clauses and boilerplate provisions (i.e., Sections [No(s.)] need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 4. EFFECTIVE DATE
This ordinance is effective upon adoption.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 21st day of January, 2025, and duly PASSED and ADOPTED this _______ day of ____________________, 2025.

SIGNED and APPROVED this _______ day of ____________________, 2025.

____
Tonya Graham, Mayor

Reviewed as to form: __________
Douglas M. McGeary
Acting City Attorney

ATTEST: ____________________________
Alissa Kolodzinski, City Recorder

ORDINANCE NO. 3245

AN ORDINANCE TERMINATING SPECIFIED COMMISSIONS AND RE-ESTABLISHING AMC CHAPTER 2.11 TO CREATE ADVISORY COMMITTEES

WHEREAS Article 2. Section 1 of the Ashland City Charter provides:

> Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS the City of Ashland has a strong tradition of citizen involvement through advisory bodies, which play a crucial role in providing valuable recommendations and advice to the City Council and City Management; and

WHEREAS the City Council the City of Ashland has observed the success of the committee structure implemented under Resolution 2023-06, which updated and consolidated Resolutions 2022-24 and 2022-32, enhancing community participation and effective advisory input over the past year; and

WHEREAS the City Council recognizes the need to formalize and codify these successful committee structures into the Ashland municipal code to ensure consistency, transparency, and accountability in the operations of advisory boards; and

WHEREAS the termination of specified commissions, which have been replaced by more efficient and relevant advisory committees, is necessary to streamline advisory processes and eliminate redundancy; and

WHEREAS the establishment of new advisory committees will provide clear roles and responsibilities, promote inclusivity, and ensure that advisory bodies reflect the diverse populations within the city of Ashland; and

WHEREAS the new ordinance will support the City's goals of transparency, accountability, and effective governance by providing structured guidance for the formation, operation, and responsibilities of advisory committees; and

WHEREAS the advisory committees established under this ordinance will assist the City in achieving its strategic goals by providing informed recommendations on various matters of public interest and administrative functions; and

WHEREAS the City Council is committed to maintaining high ethical standards, promoting diversity, equity, and inclusion, and ensuring that advisory committees operate in a manner that aligns with the City's priorities and legal framework;

NOW, THEREFORE, THE CITY OF ASHLAND ORDAINS AS FOLLOWS:

AN ORDINANCE TERMINATING SPECIFIED COMMISSIONS AND RE-ESTABLISHING AMC CHAPTER 2.11 TO CREATE ADVISORY COMMITTEES

SECTION 1. TERMINATION AND RENAMING OF SPECIFIED COMMISSIONS
This ordinance terminates each of the listed ordinances as follows:

- Chapter 2.13 TRANSPORTATION COMMISSION
- Chapter 2.15 FOREST LANDS COMMISSION
- Chapter 2.17 PUBLIC ARTS COMMISSION
- Chapter 2.18 CONSERVATION COMMISSION
- Chapter 2.19 HOUSING AND HUMAN SERVICES COMMISSION
- Chapter 2.20 SOCIAL EQUITY AND RACIAL JUSTICE COMMISSION
- Chapter 2.23 ASHLAND AIRPORT COMMISSION
- Chapter 2.24 HISTORIC COMMISSION
- Chapter 2.25 TREE COMMISSION
- Chapter 2.26 ASHLAND WILDFIRE SAFETY COMMISSION
- Chapter 2.27 CLIMATE POLICY COMMISSION
- Chapter 2.56 CITY BAND;

and Chapter 2.11 Municipal Audit Commission is not terminated but renamed the **Municipal Audit Committee**.

SECTION 2. RE-ESTABLISHMENT OF AMC CHAPTER 2.13
AMC Chapter 2.13 previously terminated is re-established by the following title and language as follows:

CHAPTER 2.13 CITY COUNCIL AND ADVISORY COMMITTEES

2.13.005 Purpose

Advisory committees require uniform rules, policies, and operating procedures to ensure maximum productivity and fairness for members and the public. These policies and procedures govern all City Council and Advisory Committees. The following are consistent across all City of Ashland Advisory Committees established here.

- **A.** **Committees will have a maximum of nine regular voting members unless the Committee has student members. Two additional voting seats are available to high school and college students for each advisory committee should there be qualified students interested in participating on a committee.**
- **B.** **Committee members should reflect and represent a wide range of community interests and perspectives.**
- **C.** **Committees will strive to include members that represent diversity of gender, race, ethnicity, and age.**
- **D.** **Committees will strive to include two members under the age of 35 at the**

point of appointment.

E. Committees will actively integrate consideration of how policy recommendations impact low income and/or marginalized populations and the environment.

F. The City Manager will appoint one (1) nonvoting ex-officio member to provide support to the committee.

G. The Mayor will appoint up to two (2) nonvoting ex-officio members from the City Council to serve in the role of Council Liaison.

H. In addition to the specific committee charters described below, committees will respond to requests by the City Council for policy or program guidance related to their area of focus.

I. The Municipal Audit Committee, Citizens Budget Committee, and Planning Commission are dictated by the requirements outlined in Oregon Revised Statutes and are not subject to the provisions of this ordinance.

2.13.010 Establishment of Standing Advisory Committees

A. Climate and Environmental Policy Advisory Committee (CEPAC)

A Climate and Environmental Policy Advisory Committee (CEPAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, climate change, environmental issues, public health, energy efficiency, and renewable energy. The committee is encouraged to include representatives from the solid waste franchisee for the city, Southern Oregon University, and the Ashland School District on the committee.

A. Ex-Officio Members: The term "ex-officio members" refers only to City staff and Council members, including Council liaisons to the CEPAC.

The CEPAC shall be responsible for assisting the City in the following:

1. Making recommendations on strategies, actions, and programs related to the implementation and updating of the Climate and Energy Action Plan in furtherance of its climate mitigation and adaptation goals and strategies per AMC 9.40. The issues the CEPAC shall advise the City Council on include, but are not limited to:

- Modifications to benchmarks, targets, or actions contained in the CEAP as needed to incorporate the best available science and practices to achieve the City of Ashland's climate-related goals and targets
- Process for considering amendments and updates to the CEAP
- CEAP implementation progress for the community and for city operations
- Integration of long-term social, economic, and environmental goals into the CEAP
- Climate education for the community
- CEAP implementation steps

2. Providing information to staff and the City Council to ensure that benchmarks, targets, or actions developed for, or by, the City of Ashland

incorporate the best available science and practices to achieve the intended climate or environmental related goals and targets

3. Providing recommendations to ensure that City of Ashland planning efforts incorporate long-term climate and environmental goals

4. Assisting other City of Ashland advisory committees and commissions in addressing issues that have a climate or environmental nexus

5. Educating and advocating for Ashland's climate and environmental goals

B. Historic Preservation Advisory Committee (HPAC)

A Historic Preservation Advisory Committee (HPAC) is established by the City Council. To qualify the HPAC as the City of Ashland's Certified Local Government (CLG) Commission, the majority of appointments for voting members of the HPAC, to the extent volunteer members are available in the city, will have direct historic preservation experience or meet the professional qualifications (including archaeology, architectural history, conservation, cultural anthropology, curation, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning and history) under Oregon State Historic Preservation Office requirements.

The HPAC shall be responsible for assisting the City in the following:

1. Recommending to the Planning Commission and the City Council areas or properties of significant historical value and interest for consideration to be designated historic properties
2. Recommending ordinances and other measures designed to protect and foster interest in the improvement of designated historic properties
3. Reviewing literature and sources of funding concerning the protection and improvement of designated historic properties
4. Advising city staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type II and Type III Planning Actions involving new construction or alterations to existing historic resources
5. Advising applicants and staff upon request on sign permits, building permits, and other projects involving new construction or alterations within Ashland's designated Historic Districts
6. Advising the Planning Commission, the Ashland Parks and Recreation Commission, city departments, and other city advisory commissions, boards, and committees regarding historic components of government projects under consideration within Ashland's designated Historic Districts
7. Advising City staff and the Planning Commission on project applications for funding, including evaluating proposals to ensure alignment with the City's historic preservation goals and compliance with applicable regulations.

8. Assisting in promoting public support for the preservation and recognition of Ashland's historic past
9. Advising City staff and the Planning Commission on aesthetic standards for historic areas

C. Housing and Human Services Advisory Committee (HHSAC)

A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, social services, unhoused and marginal income population services, economic and housing development, universal housing design, and the needs of elderly and disabled persons. The HHSAC shall be responsible for assisting the City in the following:

1. Assessing and making recommendations on the continuum of housing and human service needs of the community and funding strategies relating to housing and human services
2. Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children, and families in Ashland, and other related human service programs
3. Making recommendations to the City Council on Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and Housing Trust Fund and related allocations
4. Assisting in identifying federal, state, county, and private funding for implementation of housing and human service programs
5. Fostering public knowledge of and support for city housing and human service programs
6. Enhancing cooperation between the public and private sectors by promoting integrated approaches that provide suitable housing, a healthy living environment, and expanded economic opportunities for low and moderate-income persons
7. Evaluating, reviewing, and recommending to the Planning Commission and City Council innovative land use strategies targeted to promote a broad variety of needed housing types
8. Monitoring housing discrimination complaints and corrective actions within the City, and advising the City Council on potential measures to be taken to further equal opportunity to all persons to live in suitable housing facilities regardless of race, color, religion, sexual orientation, gender identity, national origin, source of income, or familial status

D. Public Arts Advisory Committee (PAAC)

A Public Arts Advisory Committee (PAAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, art, arts organizations, education, and structural and landscape architecture. 2.29 Public Art. The PAAC shall be responsible for assisting the City in the following:

1. Providing advice to ensure the arts continue to be of value as an integral part of Ashland
2. Assisting in promoting the arts in Ashland to enrich the lives of its citizens through education and demonstration
3. Advising the City Council and City management on standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art
4. Advising the City of Ashland on how best to assist organizations that provide local leadership on arts-related matters to make the arts a more important part of community life
5. Assisting the City Council, the Ashland Parks and Recreation Commission, Historic Preservation Advisory Committee, and the Planning Commission in using public art to enhance existing development in public parks, other public lands, and public structures
6. Advising the Planning Commission, the Ashland Parks and Recreation Commission, other city advisory committees and commissions, and city departments regarding artistic components of all municipal government projects under consideration by the city
7. Serving as a resource for assessing the artistic components of land use developments
8. Advising the City Council on policies and programs to enhance and encourage the planning, placement, and maintenance of public displays of art in locations open to the public within the community
9. Encouraging connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values
10. Recognizing and encouraging groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the city
11. Assisting in the pursuit of gifts and grants for support of arts programs and activities and the procurement of public art .

E. Social Equity and Racial Justice Advisory Committee (SERJAC)

A Social Equity and Racial Justice Advisory Committee (SERJAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, social equity and justice for marginalized populations. Membership should also represent a cross section of historically marginalized or underrepresented groups, such as Black, Indigenous, people of color, LGBTQIA+, the elderly, and disabled persons.

The SERJAC shall be responsible for assisting the City in the following:

1. Encouraging, understanding, and celebrating the diversity of the City's population and visitors and promoting amicable intergroup relations within the city
2. Recommending policies, measures, and practices to bring about social and racial equity and greater inclusion for all who live, work, or visit in

Ashland, including counter measures to address systemic racism, homophobia, sexism, classism, antisemitism, Islamophobia, and other racial and social inequities impacting Black, Indigenous, people of color, LGBTQIA+, and disabled persons as well as other marginalized persons

3. Recommending efforts to increase economic opportunities for Black, Indigenous, people of color, LGBTQIA+, and disabled persons, as well as other marginalized persons in the Ashland community

4. Advising on diversity, equity, and inclusion (DEI) and human rights training for City of Ashland staff, commissions, boards, advisory committees, and the City Council

5. Seeking at least every two years, a broad spectrum of input from community members on emerging issues and needs of the Ashland community as they relate to diversity, equity, inclusion, belonging, human rights, and intergroup relations

F. Transportation Advisory Committee (TAC)

A Transportation Advisory Committee (TAC) is established by the City Council. Members should have expertise or interest in topics including, but not limited to, various modes of community level transportation, including public transit, bicycling, walking, and rolling.

The TAC shall be responsible for assisting the City in the following:

1. Making recommendations on strategies, actions, and programs related to the transportation system in Ashland. The issues the TAC shall advise the City Council on include, but are not limited to:

- Transportation safety policies and programs
- Long range transportation plans and ancillary transportation plans (sidewalk and safe routes to school, transit, traffic, parking, etc.)
- Type III planning actions during the pre-application process
- The transportation section of the City's Capital Improvement Program (CIP)
- Multimodal transportation issues
- Traffic implementation designs

2. Advocating and promoting all modes of transportation to ensure modal equity

211.013 Establishment of Management Advisory Committees (MACs)

A. Purpose: To serve at the request of the City Manager or department directors to provide technical advice, and community support and input that can assist in preparing recommendations to enhance city operations or program implementation or for City Council consideration.

B. Operation: MACs are generally intended to be project or program specific but can meet as often and as long as necessary to meet their requested role or function. Some

MACs may meet only occasionally when requested, while others may meet regularly or semi-regularly over extended periods of time per the role assignment or needed term for their assistance. Membership on MACs will be established based on the type of advice sought and availability of potential qualified participants, urgency of issue or program being addressed, timeframe for the committee's role/participation, availability of City staff support resources, and/or other circumstances or considerations affecting the ability for effective MAC role participation. The rules of procedure, if necessary, for each MAC will also be established by the City Manager or appointing department director at the time of the corresponding MAC's establishment. The City Council may refer issues or tasks for consideration by a MAC by vote of the City Council request to the City Manager.

C. MACs may include project or program topics related, but not limited to, the following:

- **Airport Operations**
- **City Band**
- **Forest Lands**
- **System Development Charges**
- **Trees and Urban Forest**
- **Wildfire Safety**

SECTION 3. CODIFICATION. Provisions of this ordinance shall be incorporated in the City Code, and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any Whereas clauses and boilerplate provisions (i.e., Sections [No(s.)] need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 4. EFFECTIVE DATE
This ordinance is effective upon adoption.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 21st day of January, 2025, and duly PASSED and ADOPTED this _______ day of ____________________, 2025.

SIGNED and APPROVED this _______ day of ____________________, 2025.

____
Tonya Graham, Mayor

Reviewed as to form: __________
Douglas M. McGeary
Acting City Attorney

ATTEST: ___________________________
Alissa Kolodzinski, City Recorder

Council Business Meeting

Date: February 4, 2025

Agenda Item	Second Reading – ORD 3248 An Ordinance to Establish and Clarify the Structure and Governance of the Parks and Recreation Department
From	Sabrina Cotta, Doug McGeary, City Attorney, Acting, Rocky Houston, Director Ashland Parks & Recreation
Contact	sabrina.cotta@ashland.or.us, doug.mcgeary@ashland.or.us, rocky.houston@ashland.or.us

SUMMARY

Council approved first reading of this ordinance at their December 3, 2024 meeting, it returned at their January 21, 2025 meeting when additional corrections were requested, and which have been completed as described herein. This item is presented to the City Council to adopt a formal ordinance establishing the governance structure, roles, and responsibilities of the Parks and Recreation Department. The ordinance is designed to foster a collaborative relationship between the Council, City Manager (CM), the Parks and Recreation Commission (APRC), and the Parks and Recreation Director, ensuring compliance with the City Charter while addressing systemic challenges in governance that the Charter creates.

The ordinance delineates the APRC's strategic authority over park lands, consistent with the City Charter, and assigns the City Manager oversight of operational and administrative activities to reduce legal risks associated with overlapping responsibilities.

POLICIES, PLANS & GOALS SUPPORTED

The proposed ordinance aligns with several key City Council goals, Comprehensive Plans, and adopted policies:

1. **City Charter Compliance**: Ensures the APRC retains control over park lands and policy direction.
2. **Operational Alignment**: Establishes clear collaboration between the City Manager and Parks Director to align operations with City-wide policies.
3. **Liability Reduction**: Addresses potential legal risks from dual operational authority by defining distinct roles for the APRC and City Manager.
4. **Strategic Clarity**: Supports the long-term vision of the Parks and Recreation Comprehensive Master Plan.

BACKGROUND AND ADDITIONAL INFORMATION

The proposed ordinance reflects collaborative efforts among the City Council, APRC, and staff to create a governance structure that resolves longstanding issues and ensures compliance with the City Charter. Historically, ambiguity regarding the operational roles of the APRC and City Manager has led to inefficiencies, overlapping authority, and legal risks, including lawsuits taking advantage of role ambiguity related to parks operations. The Parks Department has transitioned over the last 116 years from a city funded quasi-stand-alone entity to a general funded department that operates like any other city department. The intent of the ordinance before you is to honor the history, the charter and current governance requirements of the city.

This ordinance addresses these concerns by:

- Providing the APRC with its Charter-mandated control over park lands and strategic policy direction.
- Assigning the City Manager the responsibility to work collaboratively with the Parks and Recreation Director to oversee operations, ensuring all administrative, financial, and risk management activities align with City policies.

- While collaboration between the City Manager and Parks Director is emphasized, the City Manager retains ultimate accountability for operational compliance, maintaining consistency across all City departments. This balance fosters teamwork while ensuring clear accountability to reduce liability.

The structure codified in this ordinance best addresses the systemic challenges necessitating its creation. This governance framework clarifies roles, aligns with best practices for municipal governance, and protects both the City and APRC from unnecessary legal exposure.

This corrected version of the Ashland Parks and Recreation Department Creation ordinance is in accord with Council direction, with the following specific corrections:

- The name of the Parks and Recreation Department has been changed to the "Ashland Parks and Recreation Department"
  - If it is not referenced with its full name (Section headings use the full name), then the Ashland Parks and Recreation Department is simply referred to as the "Department".
- The Park Commission and the Recreation Commission is introduced and formally referred to in 2.28.600 Ashland Parks and Recreation Department—Creation, as the "Ashland Parks and Recreation Commission," but is reference thereafter as the "Park Commission."
- The office of the Ashland Parks and Recreation Department Director is so named and shortened to the Department Director thereafter unless the office is referenced in a section title.
- Under **2.28.630 Accountability and Supervisory Structure** , Section **D. Clarification of Authority**, I have changed the section to the following as highlighted: "If differences arise related to the respective authority of the **Department Director** and the City Manager over operational or administrative compliance matters, such issues shall first be discussed between the Park Commission Chair and the City Manager to ensure alignment and understanding."
- **In 2.28.640 Hiring and Termination of the Ashland Parks and Recreation Department Director**, Section **B. Termination Process**, I removed section 3. Final Decision and moved it to be incorporated with Section 2, as modified and highlighted:

"Council and Legal Review:
a. Presumption of Correctness: A termination recommendation made by the majority of the Park Commission shall be presumed valid and in the best interest of the City.
b. Council Override Standards: The City Council, in consultation with the City Attorney, may override the Park Commission's recommendation if clear and convincing evidence demonstrates that the recommendation is not supported by sufficient cause, or if legal, operational, or compliance risks necessitate termination.
c. Process and Confidentiality:

  - **All discussions and materials related to the termination shall remain confidential and compliant with Oregon's public records and executive session laws (ORS 192.345(12)).**
  - **Executive session discussions must remain within the bounds of confidentiality to avoid violations of state law.**
  - **Any final decision to modify or terminate the Department Director's employment shall be made in a public meeting, in compliance with applicable state and local laws. The decision shall be made by or under the authority of the City Council, ensuring transparency and accountability while maintaining adherence to confidentiality requirements throughout the process."**

The remainder of that section remains unchanged.

FISCAL IMPACTS

The ordinance supports the regular financial reporting and coordination between the APRC, the Parks and Recreation Director, the City Manager, and the City Finance Director. This will ensure that any additional costs related to compliance, legal oversight, or operational adjustments are tracked, prioritized, and integrated into the

City's long-term financial planning framework.

Given that the ordinance focuses on governance realignment rather than new infrastructure or extensive operational changes, the associated costs are relatively minimal, while the value for funds expended is substantial. By establishing a more streamlined, accountable, and collaborative system, the City is positioned to reduce operational inefficiencies, enhance long-term financial planning, and strengthen its legal defensibility, potentially saving significant legal fees. Any minor soft costs are outweighed by the considerable savings achieved through fewer conflicts, reduced litigation risks, and more efficient management of parks and recreation services.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Staff recommends that Council move to adopt the ordinance, allowing for any minor alterations to the text that may arise during the discussion, and schedule a second reading of the ordinance at the next earliest Council business meeting.

REFERENCES & ATTACHMENTS

1. ORD 3248 Creating AMC 2.28.600 Parks and Recreation Department

ORDINANCE NO. 3248

AN ORDINANCE CREATING SECTION 2.28.600 OF THE ASHLAND MUNICIPAL CODE ESTABLISHING THE ASHLAND PARKS AND RECREATION DEPARTMENT

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are **~~bold lined through~~**, and additions are **<u>bold underlined.</u>**

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

> <u>Powers of the City.</u> The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the City desires to create section 2.28.600 of the Ashland Municipal Code:

THE PARKS AND RECREATION DEPARTMENT

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

<u>SECTION 1.</u> Chapter 2.28.600 Parks and Recreation Department is hereby created to read as follows:

<u>2.28.600 The Ashland Parks and Recreation Department – Creation</u>

<u>An Ashland Parks and Recreation Department (Department) is hereby created and is charged with supporting the strategic policy direction of the Ashland Park and Recreation Commission (Park Commission) and the operational oversight of the City Council through its City Manager, as outlined in the City Charter and Ashland Municipal Code. The Department is an integral part of the City of Ashland's government and shall not act as an independent legal entity. All legal actions involving the Department or the Park Commission shall be treated as actions against the City. The Department shall oversee the operation and management of parks, recreation facilities, and programs under the strategic direction of the Park Commission and the administrative and operational oversight of the City Manager, subject to state law, Ashland Municipal Code, and formal City administrative policies.</u>

<u>2.28.610 Ashland Parks and Recreation Department Director – Appointment and Duties</u>

<u>A. Appointment</u>

<u>The Department Director of the Ashland Parks and Recreation Department (Department Director) shall be appointed by the Park Commission, with input from the City Manager, and shall be responsible for the operation of the Department.</u>

B. Duties
The Department Director shall have the following duties:

1. **Responsibility to the Park Commission: The Department Director shall implement policies, plans, and goals as directed by the Park Commission, ensuring the management of parklands, recreational facilities, and programs aligns with the Park Commission's strategic vision.**

2. **Responsibility to the City Manager: The Department Director is responsible to the City Manager to ensure that all operations, including administrative, financial, and risk management functions, align with written City policies. While strategic decisions remain under the Park Commission's purview, the Department Director must ensure compliance with City-wide standards and operational alignment.**

3. **Supervision of Employees: The Department Director shall supervise all Department employees in accordance with City Human Resources policies. Department employees are City employees assigned to parks and recreation functions and shall be supervised within the Department.**

2.28.615 Performance Appraisal of the Ashland Parks and Recreation Department Director

A. Responsibility for Performance Appraisal
The performance appraisal of the Department Director is the responsibility of the Park Commission, with support from the City of Ashland Human Resources (HR) Department, and shall be conducted in accordance with the City of Ashland Performance Appraisal Process.

B. City Manager's Input
The City Manager shall be invited to provide input as a key operational partner during the performance appraisal. The City Manager may raise performance issues for the Park Commission's consideration and communicate feedback through a written review or during an executive session with the Park Commission.

C. Handling Human Resource Concerns and Complaints
Employees who have HR concerns shall report their concerns following City HR policies. If a complaint is filed against the Department Director, the City Manager will be notified, and HR and Legal will engage with the Park Commission to share information and ensure proper handling of the complaint.

2.28.620 The Ashland Parks and Recreation Department – Functions

A. **The functions of the Department shall include:**
    1. **Parks Management: Implement Park Commission policies related to the management of City-owned parks and recreation facilities, ensuring compliance with City policies.**

2. **Programs and Services: Manage the City's recreation programs and senior services, including events in the parks, in alignment with the Park Commission's strategic vision and City administrative standards.**

3. **Financial and Operational Coordination: The Department Director shall ensure that all budgeting and financial management is done according to the direction of the City Manager and is subject to City Council approval. The Department Director shall integrate financial, legal, and risk management aspects with City operations.**

2.28.630 Accountability and Supervisory Structure

A. Strategic Direction and Land Management
The Park Commission shall have control and management of all lands dedicated for park purposes and all other lands that may hereafter be acquired by the City for such purposes, as provided in the City Charter. This includes the authority to set the strategic and policy direction regarding the use, development, and preservation of these lands.

The Department Director is responsible for implementing the Park Commission's strategic and policy decisions concerning the management of park lands, ensuring alignment with all relevant laws and the City Charter.

B. Operational Oversight and Administrative Supervision
While the Park Commission retains control and management of park lands, the City Manager shall work with the Department Director to ensure that all operations, including administrative, financial, and risk management functions, align with City-wide policies. The City Manager retains ultimate responsibility for ensuring compliance with these policies and maintaining operational consistency across all City departments.

C. Reporting Structure
The Department Director shall:

1. **Be responsible to the Park Commission regarding strategic and policy matters related to control and management of park lands.**

2. **Be responsible to the City Manager regarding operational, financial, and compliance matters, ensuring City policies are followed in the administration of the Department.**

D. Clarification of Authority
If differences arise related to the respective authority of the Department Director and the City Manager over operational or administrative compliance matters, such issues shall first be discussed between the Park Commission Chair and the City Manager to ensure alignment and understanding. If clarification is still required, the matter shall be referred to the Mayor and Park Commission Chair for further discussion. Ultimately, the City Council, as the final authority, will resolve any remaining uncertainty or confusion, with

guidance from the City's Legal Department as necessary to ensure compliance with the City Charter and municipal policies.

E. Emergency Management
In the event of a declared emergency, the City Manager shall have the authority to direct the use of the Department staff and resources, in coordination with the Department Director. This ensures the Department's effective integration into the City's broader emergency response framework.

F. Legal Responsibility
The Department shall not act independently in legal, financial, or contractual matters or in any capacity that could be construed as functioning as a political subdivision of the City, as defined in ORS 174.117. All such matters shall be managed and overseen by the City Attorney and/or the appropriate City departments to ensure compliance with City policies and legal standards.

2.28.640 Hiring and Termination of the Ashland Parks and Recreation Department Director
A. Hiring Process

1. **Responsibility of the Park Commission**
   The Park Commission is responsible for hiring the Department Director with the assistance of an outside hiring firm or through direct appointment by the Park Commission. All hiring processes shall adhere to applicable federal, state, and local employment laws and comply with uniform City Human Resources policies to ensure transparency, fairness, and legal compliance.

2. **Input from the City Manager**
   The City Manager shall provide input into the job description and skill set requirements for the Department Director, ensuring alignment with City-wide operational goals.

3. **City Manager's Role in the Interview Process**
   The City Manager shall provide feedback on applications and sit on the department head interview panel, along with other City executive team members. The goal is to provide the Park Commission with operational insights and recommendations for candidates that would be successful within the City's broader structure.

4. **Contract Signing Authority**
   The City Manager shall have contract signing authority for the hire of the Department Director and shall assist with contracting documentation to ensure all legal and financial terms comply with City policies.

B. Termination Process

1. **Commission's Role in Termination:**
   The Park Commission retains the primary authority to recommend the termination

of the Department Director, based on its assessment of performance and alignment with the strategic vision and policies of the Commission.

2. Council and Legal Review:
   a. Presumption of Correctness: A termination recommendation made by the majority of the Park Commission shall be presumed valid and in the best interest of the City.
   b. Council Override Standards: The City Council, in consultation with the City Attorney, may override the Park Commission's recommendation if clear and convincing evidence demonstrates that the recommendation is not supported by sufficient cause, or if legal, operational, or compliance risks necessitate termination.
   c. Process and Confidentiality:
   - All discussions and materials related to the termination shall remain confidential and compliant with Oregon's public records and executive session laws (ORS 192.345(12)).
   - Executive session discussions must remain within the bounds of confidentiality to avoid violations of state law.
   - Any final decision to modify or terminate the Department Director's employment shall be made in a public meeting, in compliance with applicable state and local laws. The decision shall be made by or under the authority of the City Council, ensuring transparency and accountability while maintaining adherence to confidentiality requirements throughout the process.
3. Public Records and Confidentiality:
   In compliance with ORS 192.345(12), any materials or discussions supporting the personnel action shall remain exempt from disclosure unless the public interest clearly requires otherwise. Care must be taken to protect the employee from undue public scrutiny during the process.

2.28.650 Legal and Financial Oversight

A. Subject to City Policies
The Department shall be subject to all City policies regarding legal, financial, human resources, and risk management matters. The Department shall follow the same policies, procedures, and protocols as other City departments to ensure seamless integration into the City's administrative framework.

B. Legal Representation and Liability
The City Attorney shall manage all legal matters involving the Department. Any legal claims or actions against the Department shall be considered claims against the City of Ashland. The Department and the Park Commission shall not act as independent legal entities, ensuring that all legal risks are contained within the City's legal framework.

C. Risk Management
The Department Director is responsible to the City's Risk Management Office to ensure that potential risks and liabilities associated with the operations of parks, recreational

facilities, and programs are identified, mitigated, and fully aligned with the City's risk management strategies.

D. Financial Coordination
The Department shall coordinate all financial activities, including budgeting, reporting, and financial management, with the City Finance Director and the City Manager. All financial transactions, appropriations, and contracts must comply with City financial management policies and protocols. The City Council shall maintain authority over the approval of all financial matters related to the Ashland Parks and Recreation Department.

F. Long-Term Financial Planning
The Department and Park Commission shall work with the City Manager, Finance Director and City Council to develop long-term financial strategies and forecasts for the maintenance and expansion of parks and recreation services. This shall include the identification of funding sources, capital improvements, and the integration of long-term financial planning with the City's overall fiscal policies.

2.28.660 Unified Governance and Advisory Committees

A. Culture
The City Council acknowledges the Park Commission's Charter-defined authority to set policy direction for the Department. To ensure the effective implementation of these policies within the City of Ashland's operational framework and maintain a unified and productive working relationship, both bodies will observe the following:

> **1. Onboarding and Training**
> **Newly elected officials to both bodies shall receive training on the City Council/Park Commission relationship, with ongoing training in diversity, inclusion, and City policies.**
>
> **2. Joint Study Sessions**
> **The Park Commission and City Council shall hold joint study sessions at least twice annually to discuss shared goals and challenges.**
>
> **3. Advisory Committee Alignment**
> **All advisory committees shall adopt consistent agenda formats and processes, substantially follow the City's uniform committee policies, receive mandatory training, and have standardized terms of service.**

SECTION 2. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 3rd day of December, 2024, and duly PASSED and ADOPTED this _______day of____________________, 2025.

PASSED by the City Council this ________ day of _______________________, 2025.

ATTEST:

____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this ________ day of __________________________, 2025.

____
Tonya Graham, Mayor

Reviewed as to form:

____
Douglas M. McGeary, Acting City Attorney

Council Business Meeting

Date: February 4, 2025

Agenda Item	Second Reading – ORD 3254 An Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland
From	Chad Woodward, Climate and Energy Analyst, Doug McGeary, City Attorney, Acting
Contact	chad.woodward@ashland.or.us, doug.mcgeary@ashland.or.us

SUMMARY

Council approved first reading of this ordinance at their January 21, 2025 meeting. Ordinance 3245 would establish a carbon pollution impact fee for new residential structures with fossil fuel appliances in the City of Ashland.

POLICIES, PLANS & GOALS SUPPORTED

Climate and Energy Action Plan Goals:

- Goal 1: Reduce Community GHG Emissions.
- Strategy BE-1: Support cleaner energy sources.
- Strategy BE-2: Increase building energy efficiency and conservation

Comprehensive Plan Policies:

- Housing Element 6.08: Promote environmental stewardship and sustainability.
- Housing Element 6.10 Policy 20: Encourage energy-efficient building and site designs.

BACKGROUND AND ADDITIONAL INFORMATION

The intent of Ordinance 3245 is to disincentivize the use of natural gas and other fossil fuel appliances in new residential structures, as a part of Ashland's overall effort to minimize the production of greenhouse gases that adversely impact the environment and public health (CEAP, Goal 1).

This ordinance disincentivizes the use of fossil fuel appliances by establishing a fee on new residential builds that incorporate a "fossil fuel thermal energy system" – i.e. furnaces, water heaters, ranges, gas fireplaces, and/or clothes dryers that run on natural gas, coal, oil, propane, or other fossil fuels. That fee is based on the Environmental Protection Agency's determination of the social cost of greenhouse gases and the average greenhouse gas output for a natural gas appliance over its useful life.

Appliance	Avg CO2e Emissions	Service Life	Calculated Fee
Furnace	1.32 MT/year	15 years	$4,118.40
Water Heater	0.62	10	$1,289.60
Range	0.12	10	$374.40
Gas Fireplace	0.35	10	$728.00
Clothes Dryer	0.07	10	$145.60

If a new residential building incorporates any of the above fossil fuel appliances, they will be charged the associated fees which will be due at the time of issuance of a building permit.

The ordinance also allows for the adjustment of the fee amount to account for inflation, and requires annual reporting from fossil fuel utilities (e.g. Avista) on fuel consumption.

The Climate and Environment Policy Advisory Committee recommended this ordinance for adoption at their January 9, 2025, meeting.

FISCAL IMPACTS

The estimated annual revenue from the Carbon Pollution Impact Fee is approximately $89,446, based on recent building trends and appliance installations.

Implementation costs include an initial setup budget of $10,500 for outreach and database updates, with ongoing administrative costs requiring approximately 0.25 FTE.

Revenues and costs will be allocated to the General Fund.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

"I move to adopt Ordinance No. 3254, an Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland."

REFERENCES & ATTACHMENTS

1. ORD 3254 Creating 9.45 Carbon Pollution Impact Fee
2. ORD 3254 Public Testimony 2.4.25_Redacted

ORDINANCE NO. 3254

AN ORDINANCE AMENDING AMC TITLE 9 HEALTH AND SANITATION CREATING CHAPTER 9.45 CARBON POLLUTION IMPACT FEE AND ESTABLISHING STANDARDS FOR A CARBON POLLUTION IMPACT FEE FOR NEW RESIDENTIAL STRUCTURES IN THE CITY OF ASHLAND

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~**bold lined through**~~, and additions are **bold underlined.**

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the City of Ashland has declared a commitment to climate recovery goals in Title 9 of the Municipal Code as detailed in the Climate and Energy Action Plan (CEAP); and

WHEREAS, emissions from buildings represent one of the largest sources of greenhouse gas emissions in Ashland; and

WHEREAS, reducing fossil fuel consumption is essential to meeting the City's CEAP goals; and

WHEREAS, transitioning to low-carbon electric homes is most feasible in new construction; and

WHEREAS, adding new residential structures reliant on fossil fuels increases the City's carbon footprint and requires additional mitigation efforts; and

WHEREAS, an upfront carbon pollution impact fee provides a mechanism to account for and offset the environmental, health, and societal costs associated with fossil fuel-based systems; and

WHEREAS, revenue generated from this fee could support programs promoting clean technology installations, including support for low-income households, furthering the City's decarbonization goals.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. Chapter 9.45 Carbon Pollution Impact Fee is hereby created to read as follows:

9.45.010 Purpose
The purpose of this chapter is to promote the health, safety, and general welfare of Ashland residents by establishing a Carbon Pollution Impact Fee for new residential development

utilizing fossil fuel-powered thermal energy systems. This ordinance aligns with the goals set forth in Chapter 9.40 (Climate Recovery) and implements the Climate and Energy Action Plan (CEAP) to the full extent of the City's authority under applicable federal, state, and local laws.

9.45.020 Definitions. For purposes of this chapter, the following definitions apply:
A. Thermal Energy System: Any system for space conditioning, water heating, cooking, process heat, or other building energy use that relies on fossil fuel combustion, excluding outdoor grills, heaters, or other systems designed for exclusive use outside of enclosed residential structures.

B. Fossil Fuel: Fuels derived from hydrocarbons, including but not limited to natural gas, coal, oil, propane, and kerosene.

~~**C. New Residential Building: The new construction of any residential building, excluding additions, alterations, renovations, or repairs to existing buildings, and complete demolition and rebuilds, and any accessory dwelling unit.**~~

C. New Residential Building: New construction of any residential building, including complete demolition and rebuilds, and any accessory dwelling units. This definition does not include additions, alterations, renovations, or repairs to existing buildings.

D. Social Cost of Greenhouse Gases (SCGHG): The monetary value assigned to climate change damages resulting from the emission of one metric ton (MT) of greenhouse gases. The SCGHG shall be determined as follows:

1. **The base value shall be set at the November 2023 determination published by the United States Environmental Protection Agency (EPA).**

2. **On January 1 of each subsequent year, the SCGHG shall be adjusted by the percentage increase in the Consumer Price Index (CPI-U, U.S. city average, not seasonally adjusted) for the 12 months preceding the previous September 1.**

3. **Should the EPA release updated SCGHG values in line with leading scientific standards, the City Council may review and adopt such values by ordinance.**

E. CO2e: Carbon dioxide equivalent, a standardized measure for comparing the impact of different greenhouse gases.

9.45.030 Carbon Pollution Impact Fee
A. Fee Assessment:
Applicants utilizing a fossil fuel thermal energy system in a new residential building shall be assessed a Carbon Pollution Impact Fee for each dwelling unit therein. This fee shall be due upon the issuance of building permits.

1. **Exceptions: No fee shall be assessed for the following:**

i. Outdoor thermal energy systems, including but not limited to propane grills, patio heaters, and other systems designed for exclusive use outside of enclosed residential structures.
ii. Thermal energy systems not explicitly listed in Section 9.45.030 B (Fee Calculation)

B. Calculation of Fee:
The Carbon Pollution Impact Fee is calculated as follows:

Fee=(SCGHG)×(MTCO2e)×(Service Life)

Where:

- **SCGHG is $208 per metric ton (adjusted annually).**
- **MTCo2e is 2.49 metric tons for an average residential natural gas home in Ashland, adjusted for specific appliance usage.**
- **Service Life is the expected operational lifespan of the appliance, as detailed below:**

Appliance	CO2e (MT/year)	Service Life (Years)	Fee Example
Furnace	1.32	15	$208 × 1.32 × 15 =$4118.40
Water Heater	0.62	10	$208 × 0.62 × 10 = $1289.60
Range	0.12	10	$208 × 0.12 × 15 = $374.40
Gas Fireplace	0.35	10	$208 × 0.35 × 10 = $728.00
Clothes Dryer	0.07	10	$208 x 0.07 x 10 = $145.60

If fossil fuel piping is present for an appliance but no appliance is installed, the absent appliance will be assumed to use fossil fuels, and the fee will be calculated accordingly. However, if a new electric appliance is installed, even with existing fossil fuel piping, no fee will be applied.

C. Annual Adjustment:
On January 1 of each year, the SCGHG shall be adjusted in proportion to the Consumer Price Index (CPI-U, U.S. city average, not seasonally adjusted) for the 12 months preceding the previous September 1.

9.45.040 Reporting requirement.
A. Record Maintenance:
The City shall maintain records of all fees collected and report annually on the revenue generated and its allocation.

B. Annual Reporting Requirements for Fossil Fuel Utilities Operating in the City's Right of Way:
Any utility providing fossil fuels and operating within the City's Right of Way must submit an annual report detailing total residential and commercial fossil fuel consumption. For metered fossil fuel services, the report must include the total number of operational meters, separated into residential and commercial accounts. This data shall be provided on the same schedule as payments to the City for Right of Way use.

9.45.050 Penalties

A. Violators of this chapter, including non-payment of the fee or installation of unpermitted fossil fuel systems, are subject to the general penalty provisions in chapter 1.08. A separate violation occurs each day the violation continues. Revenues collected from penalties may be allocated to clean energy programs.

SECTION 2. Effective Date. The provisions of this chapter shall take effect on January 1, 2026.

SECTION 3. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 21st day of January, 2025, and duly PASSED and ADOPTED this _____day of_______________________, 2025.

PASSED by the City Council this ________ day of _______________________, 2025.

ATTEST:

____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this ________ day of __________________________, 2025.

____
Tonya Graham, Mayor

Reviewed as to form:

____
Douglas M. McGeary, Acting City Attorney

From:	noreply@civicplus.com
To:	Ashland City Recorder
Subject:	Online Form Submittal: City Council Public Testimony Form
Date:	Wednesday, January 22, 2025 6:38:33 PM

[EXTERNAL SENDER]

City Council Public Testimony Form

Public Testimony
This form allows citizens to submit public testimony for Council meetings. Testimony is accepted for both general public forum items and agenda items. This form must be submitted by 10 am the day of the meeting.

Written testimonies submitted by the deadline will be available to the Mayor and City Council before the meeting.

All public testimony will be included in the agenda packet.

Full Name	Jody Fornaciari
Meeting Date	2/4/25
Email Address	[redacted]
Indicate if you want to provide written testimony, or if you want to speak via Zoom.	Written
Indicate if you would like to speak during Public Forum or for an agenda item.	Agenda Item
Written Testimony (Leave this section blank if you are requesting to speak electronically.)	Wondering why new houses are being asked to install electric when one of the commissioners is the owner of True South Solar??? Why not build new houses with solar panels instead of continuing to go with electric? Aren't we trying to be energy efficient???? Would we suggest that we stop providing charge stations here in Ashland and encourage the use of gasoline?
Upload a file or image	*Field not completed.*

Email not displaying correctly? View it in your browser.

From:	noreply@civicplus.com
To:	Ashland City Recorder
Subject:	Online Form Submittal: City Council Public Testimony Form
Date:	Monday, January 27, 2025 9:01:57 PM

[EXTERNAL SENDER]

City Council Public Testimony Form

Public Testimony
Use this form to submit public testimony for City Council meetings. Testimony is accepted for both general public forum items and agenda items. This form must be submitted by **10 a.m.** the day of the meeting to be on the record. Public testimony will be included in the agenda packet.

If you wish to speak to the Council in person at a meeting, you must fill out a Speaker Request form available on-site. Do not use this form.

Full Name	Kathleen Hering
Meeting Date	2/4/2025
Email Address	[redacted]
Are you a City of Ashland resident?	Yes
Indicate if you want to provide written testimony, or if you want to speak via Zoom.	Written
Indicate if you would like to speak during Public Forum or for an agenda item.	Agenda Item
Written Testimony (Leave this section blank if you are requesting to speak electronically.)	Councilors, That you for voting unanimously for the pollution fee. It is my understanding that it will need to have a second vote. I am writting to not only to think you for passing this pollution fee which is one (very needed) step to help implement part of the plan developed by Ashland High School students 2 years ago to decrease highly polluting in door gas appliances. As a retired nurse/nurse practitioner kI applaud this a move in the right direction. In door air has become more polluted than outdoor air for many reasons. Eliminating gas appliances is a step in the

	right direction. Thank you again and please vote yes again on Feb 4th for Ashland future clean air.
Upload a file or image	*Field not completed.*

Email not displaying correctly? [View it in your browser.]

From:	noreply@civicplus.com
To:	Ashland City Recorder
Subject:	Online Form Submittal: City Council Public Testimony Form
Date:	Friday, January 24, 2025 2:00:00 PM

[EXTERNAL SENDER]

City Council Public Testimony Form

Public Testimony

Use this form to submit public testimony for City Council meetings. Testimony is accepted for both general public forum items and agenda items. This form must be submitted by **10 a.m.** the day of the meeting to be on the record. Public testimony will be included in the agenda packet.

If you wish to speak to the Council in person at a meeting, you must fill out a Speaker Request form available on-site. Do not use this form.

Full Name	John Livingston
Meeting Date	January 21, 2025
Email Address	[redacted]
Indicate if you want to provide written testimony, or if you want to speak via Zoom.	Written
Indicate if you would like to speak during Public Forum or for an agenda item.	Agenda Item
Written Testimony (Leave this section blank if you are requesting to speak electronically.)	I am John Livingston from Salem, Oregon. I want to encourage you to be courageous and pass the Pollution Fee for Climate and Clean Air. The rest of Oregon and I am sure other states are watching what the City of Ashland does to protect air quality and cut greenhouse gas emissions. I have completely electrified my house in Salem and have had the gas meter removed. The supply line to my property has been capped off. I hope you can take action on behalf of the Rogue Valley youth who have been working hard for over 2 years to get the Carbon Pollution Impact Fee before the City Council. Revenue generated should be used to advance climate justice programs in Ashland

that benefit deserving projects that will encourage more people to implement reductions in greenhouse gas emissions and improve indoor air quality. Ashland is not alone in this quest for clean energy usage. The climate crisis is intensifying under the current president, and we must take local actions to keep moving forward, not backslide on climate change.
Thank you for taking time to read my comments. Please vote in the affirmative.
Sincerely, John Livingston

Upload a file or image	*Field not completed.*

Email not displaying correctly? View it in your browser.

Council Business Meeting

Date: February 4, 2025

Agenda Item	2200 Ashland Street Facility Plan Ad Hoc Committee
From	Sabrina Cotta
Contact	sabrina.cotta@ashland.or.us

SUMMARY
The Mayor is proposing an additional Ad Hoc Committee to assist in the development of a facility site plan, communications and engagement structure, guiding documents and the structure of a long-term advisory committee for the building and surrounding property at 2200 Ashland Street.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

Mission

Assist the City Council and city staff in developing a facility site plan, a communications and engagement structure, guiding documents, and the structure of a long-term advisory committee for the building and surrounding property at 2200 Ashland Street. These efforts will build on the Master Plan Recommendations for the site, align with contractual obligations, further the community's goals regarding homeless services and affordable housing, and enhance the experience of the surrounding neighborhood.

Goals

1. Develop siting and phasing plans for the optimal combination of appropriate services at this City-owned property as identified by the 2200 Ashland Street Master Plan Ad Hoc Committee.
2. Ensure that rules, management processes, a stated commitment to the dignity of those served by the facility, and engagement processes create a positive culture for the site and that interim uses are appropriate.

City of Ashland Value Statements Supported by this Ad Hoc Committee

- Regional cooperation, including in support for public safety and homelessness
- Community affordability, including in available housing and childcare
- Belonging through mutual respect and openness, inclusion and equity
- Quality of life that underpins the City's economic vibrancy
- Environmental resilience, including addressing climate change and ecosystem conservation

Committee Charge

To expedite implementation of the 2200 Ashland Street Master Plan Recommendations, the City Council creates the 2200 Ashland Street Facility Plan Ad hoc Committee to assist with the development of the following:

- a Site Plan Design that incorporates elements of the recommendations developed by the 2200 Ashland Street Master Plan Ad hoc Committee;
- a checklist for program and site management policies (e.g., standards for client services, security, exit planning, and staff training);
- a client "bill of rights," code of conduct, and behavior contract;
- a set of site rules;
- the role of an ongoing 2200 Ashland St. Advisory Committee;
- components of a communications and engagement plan for use with key stakeholders, including those in the surrounding area and potential clients to be served on site; and
- interim uses for the site.

Scope of Authority

The 2200 Ashland Street Facility Plan Ad Hoc Committee will propose management processes and documents to the City regarding this site, consider and provide recommendations to Council regarding interim uses at the site, assist city staff and council with public engagement regarding site planning, provide a final recommendation to Council regarding site planning, and recommend the structure and focus of an ongoing advisory committee. This committee will follow all standard public meeting and ethics regulations.

Membership

This ad hoc committee will be comprised of representatives from the following:

- Surrounding Neighborhood

1. Representatives from the surrounding neighborhood will bring the perspective of the site's neighbors related to both residential and commercial interests. Neighborhood representatives will have voting privileges.

- Unhoused Community

1. Representatives who have experienced homelessness will provide first-hand knowledge of the lived experience of Ashland's unhoused residents and the effectiveness of a variety of possible options for the site. Unhoused community representatives will have voting privileges.

- Service Providers

1. Representatives of local social service provider organizations will bring programmatic expertise to the planning process as well as a clear understanding of regional initiatives and how this property might address specific needs. Service provider representatives will have voting privileges.

- City of Ashland

1. The City of Ashland will support the work of the Ad hoc Committee with a Staff Liaison as well as subject matter experts on homeless services, affordable housing, and building and fire code regulations, as appropriate. Up to two Council Liaisons will be assigned to the Ad hoc Committee. City members will be non-voting.

The Committee will select co-chairs who will facilitate the Ad Hoc Committee process with assistance from the Staff Liaison.

Timeline

Members will be named to this Ad hoc Committee at the mid-December council business meeting following an open call for applicants. The Committee will sunset when the deliverables listed under Committee Charge above have been completed.

FISCAL IMPACTS

Estimated $26,000 plus depending on timeline and staffing requirements (based on cost of last ad hoc process).

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move the creation of an additional ad hoc for 2200 Ashland Street.

Staff recommendation: If council feels feedback and outside expertise is necessary for next steps, staff would propose a MAC to cut down on expenses and staff time.

REFERENCES & ATTACHMENTS

None

Council Business Meeting

Date: February 4, 2025

Agenda Item	Request to Withdraw Affordable Housing Trust Fund RFP to Allow for Strategic Discussion Regarding How Best to Invest the Funding
From	Sabrina Cotta
Contact	sabrina.cotta@ashland.or.us

SUMMARY

The Mayor is requesting Council direct staff to withdraw the 2025 Affordable Housing Trust Fund Request for Proposals and schedule a meeting that allows the City Council to develop a focused strategy for investment of these funds.

POLICIES, PLANS & GOALS SUPPORTED

Community affordability including available housing and childcare.

BACKGROUND AND ADDITIONAL INFORMATION

On Friday January 10th, 2025, the City released a request for proposal making the Affordable Housing Trust Funds available for eligible applicants for an award of up to $200,000 for qualifying projects. The deadline for application submittals has been advertised as 4:30pm, February 21st, 2025. The City has received a number of inquiries about the funds including projects that would rehabilitate current affordable housing units as well as bring new affordable units online.

The Mayor is requesting Council direct staff to withdraw the 2025 Affordable Housing Trust Fund Request for Proposals and schedule a meeting that allows the City Council to develop a focused strategy for investment of these funds. Please review attached letter from the Mayor. This would create a break in continuity of the traditional funding cycle that the City has followed. For biennium 24/25 $200,000 was budgeted for the Affordable Housing Trust Fund and awarded to eligible recipients. The issued RFP is in anticipation of the 2026/27 biennium allocation in order to identify and select eligible projects that are ready to proceed beginning in July 2025. The applications received would be reviewed and selected to ensure consistency with the established Ashland Housing Trust Fund framework (Ordinance 2966 (PDF) ; Resolution 2008-34 (PDF)). The selection of award recipients is made by the City Council upon recommendation by the Housing and Human Services Advisory Committee. The AHTF RFP as issued does reserve the right to not make an award should the Council determine the proposals received are not in the best interest of the City, are non-viable, or are not ready to proceed in a timely manner. The result of this request to rescind the RFP would be to retain the funding for future award or direction from Council consistent with the Affordable Housing Trust Fund policy. Affordable Housing providers presently considering applying for these funds for eligible uses would be informed that the RFP had been rescinded should the Council make this decision.

Previous Awards include:

- 2018-$300,00 to Columbia Care-Rogue Ridge Property acquisition
- 2018-$19,000 to OHRA-Capacity Building and Predevelopment costs for the OHRA Center
- 2020-$60,000 to Maslow Project-Emergency non-congregate sheltering (hotel costs) for families displaced by the wildfires, or COVID.
- 2020-$3,500 to OHRA-Emergency non-congregate sheltering (hotel costs) for vulnerable populations during the COVID pandemic.
- 2020-$55,000 to OHRA-Winter Shelter Program at Calvin Hall from Nov-March.
- 2020-$5,000 to the Unitarian Universalist-Pallet Shelter Pilot program installation of temporary electrical service and pole to serve pallet shelters.
- 2022-$60,000 to Habitat for Humanity-Beach Creek addition Energy Efficiency measures to be commensurate with surrounding development.
- 2022-$55,000 to OHRA Emergency rent assistance and operations.

- 2022-$55,000 to Rogue Retreat for continued operational costs at the E. Main emergency shelter.
- 2024-$40,000 to Ashland Community Land Trust Organizing Committee for capacity building
- 2024-$100,000 to Habitat for Humanity to purchase land on which to build four units of ownership housing.
- 2024-$155,000 to OHRA for housing navigation services.
- 2024-$55,000 to Sunstone Housing Collaborative for Masterplan and RFP development for affordable housing development on School District owned property.

FISCAL IMPACTS

The Biennial allocation of $200,000 in BN 26/27 funds is generated from an annual dedication of $100,000 Marijuana Tax revenue. These funds would be either retained by the City until use is directed by Council or distributed to qualified selected applicants through the current RFP process.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Motion options:
1) **I** move to direct staff to withdraw the 2025 Affordable Housing Trust Fund Request for Proposals and schedule a meeting process that allows the City Council to develop a focused strategy for investment of these funds consistent with the Affordable Housing Trust Fund Policy.
2) I move for staff to continue with the Affordable Housing Trust Fund RFP process without amendment.

REFERENCES & ATTACHMENTS

1. Request to Withdraw Affordable Housing Trust Fund RFP_
2. 241219_feasability study
3. AHTF_RFP_2025_
4. 2008-34 Affordable Housing TRT Fund

To: Ashland City Council

From: Mayor Graham

Re: Request to Withdraw Affordable Housing Trust Fund RFP to Allow for Strategic Discussion Regarding How Best to Invest the Funding

The Affordable Housing Trust Fund represents one of the most flexible resources the City of Ashland has to invest in the development of affordable housing. Traditionally, that fund has been expended through a general RFP process that requests proposals from community partners that are working to address affordable housing and homelessness. Several changes have happened over the past couple of years that necessitate a strategic conversation at the council level to determine the best way to invest these funds in order to create the greatest progress in developing affordable housing.

- In 2023, the Council approved the Housing Production Strategy, which includes land banking for affordable housing, but the Council has yet to define how that effort should move forward, how land can be brought into a land bank, and what types of land the City should focus on for the land bank.

- With the new climate rules at the state level, the City Council eliminated off-street parking requirements, which changes significantly how land can be developed inside our city limits and creates opportunities for new types of housing developments.

- There is a need to test potential innovations related to the development of modest, well-built homes to support our local workforce. For example, the City owns a lot on Clay Street that can be immediately developed with a community organization partner as a template for multi-family, workforce housing on individual lots. Included with this packet are two initial concepts of housing that could be developed at this particular site. These sketches have been generously developed pro-bono by Chris Brown at my request to help the Council consider how housing might be developed on this lot. If a project like this can be developed in a successful way, it can open the door for the City to help other landowners of vacant lots develop them in similar ways that support our working residents, local economy, and school district.

The staff has appropriately followed the protocol from previous years in releasing earlier in January an RFP seeking funding proposals from organizations working on affordable housing. However, in order for the Council to set a strategic direction for these funds prior to them being allocated, the RFP must be withdrawn and that requires Council direction to staff.

Suggested Motion: I move to direct staff to withdraw the 2025 Affordable Housing Trust Fund Request for Proposals and schedule a meeting process that allows the City Council to develop a focused strategy for investment of these funds.

Option 1 Features

- Prefabricated individual units
- Outdoor open space
- Layout oriented around keeping existing tree

Site Analysis

Number of units:	8
Unit type/SF:	1BD 1 BA/ 409 SF
Lot Coverage:	29.5%

SITE LAYOUT

OPTION 1

arkitek design&architecture

City of Ashland
380 Clay st. Housing
Feasibility Study

Option 2 Features

- Prefabricated 1 and 2 bd units
- Outdoor open space
- Layout oriented around keeping existing tree

Site Analysis

Number of units:	7
Unit type/SF:	1BD 1 BA/ 409 SF
	2BD 1 BA/ 650 SF
Lot Coverage:	31.2%

arkitek design&architecture

SITE LAYOUT

OPTION 2

City of Ashland
380 Clay st. Housing
Feasibility Study

Request for Proposals

Housing Trust Fund

The City requests proposals from eligible applicants for the award of up to $200,000 in City of Ashland Housing Trust Funds.

Background

The City of Ashland Affordable Housing Trust Fund was created to keep the Ashland community diverse by facilitating the production and preservation of affordable housing throughout Ashland. The City Council understands the changing nature of the housing market and therefore has established the policies and procedures for administering the AHTF to remain flexible to respond to changing market conditions and opportunities.

The primary purpose of the AHTF is to encourage the creation of housing for homeownership or rent, at a cost that will enable low- and moderate-income families to afford quality housing while paying no more than thirty per cent of gross household income on housing. To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing the AHTF will award funds to community development partners that are furthering the AHTF mission.

It is expected that the local contributions made through Ashland's Affordable Housing Trust Fund will leverage of State and Federal funds, as well as encourage private sector investment in affordable housing. To address the disparity between the cost of housing and the means of resident households to afford housing, the Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 120% the Area Median Income as defined by HUD.

Eligible Applicants

The Affordable Housing Trust Fund is structured to ensure that many different types of organizations are eligible to receive financing. Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities, and private employers.

Eligible Uses

Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 120% of the area median income, as defined by HUD for the Medford-Ashland metropolitan service area. To retain a significant degree of flexibility the eligible uses have a broad application including the following:

- **Acquisition and Construction of new affordable housing**. Eligible acquisition and construction costs include reasonable costs associated with building or land purchases.

- **Conservation:** through the use of "green" technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

- **Land Banking**: the purchase of land to be dedicated toward the development of affordable housing in the near or long term.

- **Predevelopment activities:** Costs associated with planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges, in support of the development of affordable housing.

- **Bridge loans:** Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities to assist in development of low-income housing (for rental or owner occupancy).

- **Capacity Building** Direct grant awards for non-profit affordable housing providers to fund administration of an affordable housing project or program.

- **Rehabilitation and Emergency Repairs:** Eligible rehabilitation and emergency repair costs provided as part of an established program to secure units as affordable or to provide direct benefits to existing low-moderate income households.

- **Hazardous materials abatement:** Costs associated with the abatement of hazardous materials consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

- **Direct benefits** to low-moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Ashland's low-moderate income residents.

- **Transitional and Emergency Housing** for homeless individuals and families through an established program to move people toward self-sufficiency.

Match Requirements

The Ashland Housing Trust Fund is intended to support the development of needed housing but is not intended to provide the sole source of funding for any development project or housing program. To ensure that affordable housing providers, and organizations that assist individuals and families in obtaining needed housing, do not rely exclusively on AHTF to support their activities, it has been determined that; the Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost. Required Match can be met utilizing Community Development Block Grants, State or Federal Funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a City approved certified appraisal completed by the applicant, unless otherwise directed in Oregon Revised Statute or City Municipal Code.

The valuation of land, and available equity to be considered as matching funds, shall be verified by the City prior to the disbursement of an AHTF grant when its value is considered as required matching funds.

Donated materials and labor which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the City at completion of the project.

Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the AHTF match requirements.

A recipient of an AHTF grant that fails to verify the match requirements have been satisfied at the conclusion of a project would be considered cause for the City to require full or partial repayment of any AHTF grants awarded to a project.

Proposal Requirements

Proposed Projects or Activities shall address the purpose of the Ashland Housing Trust Fund Framework and as supported by the information contained in the Ashland Housing Needs Analysis and Consolidated Plan as presented in the following documents:

- Ordinance establishing the Affordable Housing Trust Funds
- Affordable Housing Trust Fund Policies and Procedures for administration
- City of Ashland Consolidated Plan for the use of Community Development Block Grant funds

Proposal Format

The proposals should be concise and should contain the following sections in order as shown:

1. **Introduction**
   - Describe organization and what is unique about the firm, its goals, and objectives.

2. **Project Description**
   - Describe the program/activity for the respondent organization is seeking funding.
   - Describe the target population expected to benefit from the program/activity.
   - Provide the number of individuals, or households, expected to benefit from the program/activity.
   - If applicable provide the number and type of housing units to be created or made habitable.
   - Provide a detailed timeline leading to the completion of the proposed program/activity.
   - Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown.

3. **Project Experience**
   - Describe the respondent's organizational framework, special resources, and any other information to demonstrate that the respondent can effectively and efficiently complete the proposed program/activity.
   - Describe the respondent's organizational experience in completing programs or activities similar to the proposal outlined in the RFP.
   - List other organizations involved with this project and their level of involvement.

4. **Funding Request**
   - Provide the requested amount of Ashland Housing Trust Funds.
   - Provide the amount of any Community Development Block Grants requested under a separate application (if applicable).

- Provide a detailed project budget that includes all other funding sources anticipated to support the program/activity.
- Provide the proposed percentage of matching funds, including the estimated value of donated land or labor, demonstrating that the Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost.
- Provide a detailed budget including but not limited to land acquisition costs, materials, building permit costs, predevelopment costs, professional services, and any other administrative costs.

Selection Criteria

The project is considered an eligible use or activity and benefits households earning less than 120% the Area Median Income.

If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF.

Scoring

- The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the City. The greater the number of units provided, the higher the ranking the project shall be given. (20).

- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. (20).

- The project is ready for implementation (For example: If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller and has addressed any procurement requirements for use of Community Development Block Grants if applicable). (15).

- The budget and timeline are thorough and realistic. (15).

- The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan. (10).

- The project retains the affordable housing units as affordable. The longer the period of time the units remain affordable, the higher ranking the project shall be given. (10).

- Affordable Housing Trust funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of AHTF funds requested, relative to the full project costs, the higher ranking the project shall be given (5).

- The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project. (5).

- The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency, water conservation, and/or waste reduction through rehabilitation of existing housing. (5).

- The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.). (5).

- The project utilizes already existing resources in effective and innovative ways and does not duplicate service provided by another organization. (5).

- That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma. (5).

Question/Answer Period

If interested applicant organizations have questions or require clarification of various aspects of this RFP, please submit those questions or requests for clarification to Linda Reid, City of Ashland Housing Program Specialist, at or 541-552-2043 linda.reid@ashland.or.us, no later than February 14, 2025. Questions received after February 14, 2025, may not receive a formal response.

Application Schedule

Announcement of RFP January 10, 2025
Question Period Closes February 14, 2025
Proposals Due February 21, 2025
Presentations to the Housing and Human Services Commission: March 27, 2025
Presentations to Council/Award determinations: April 15, 2025
Grant year begins: July 1, 2025

The deadline for application submittal is 4:30 p.m., February 21, 2025.

Please submit one (1) electronic copy of the proposal, in PDF format, to the Housing Program Specialist at the Community Development Building, 51 Winburn Way, via email to linda.reid@ashland.or.us.

Or hand deliver the proposal to:

Linda Reid
Housing Program Specialist
City of Ashland
51 Winburn Way Street
Ashland, Oregon 97520

The respondent to the RFP is solely responsible to verify receipt of the proposal prior to the deadline. Funds to be awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

PROTEST

Any prospective developer who contends that the provisions of the RFP or any aspect of the procurement process will encourage favoritism in the award of the contract, or substantially diminish competition, must file a written protest to the RFP at least ten days prior to the date set for the opening of proposals. Failure to file a protest will be deemed a waiver of any claim by an offeror that the procurement process violates any provision of ORS Chapter 279, the City of Ashland Local Contract Review Board Rules or the City's procedures for screening and selection of persons to perform personal services.

The City reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to award full or partial funding of any request, and/or to cancel all or part of this RFP at any time prior to awards.

CONTRACT

Selected award recipient(s) will be expected to enter into a written contract with the City of Ashland. The City of Ashland shall prepare an agreement between the City and award recipients. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Affordable Housing Trust Funds. Unconditional refusal to accept the contract provisions proposed by the City without offering acceptable alternatives may result in disqualification of the offeror or a less favorable evaluation of its proposal.

RESOLUTION NO. 2008-34

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE AFFORDABLE HOUSING TRUST FUND

RECITALS:

A. **WHEREAS**, the City of Ashland City Council approved the establishment of the Affordable Housing Trust Fund (Ordinance 2966), to keep our community diverse by facilitating the production and preservation of affordable housing throughout Ashland; and

B **WHEREAS**, The policies and procedures for administration of the Affordable Housing Trust Fund establish eligible uses, eligible applicants, the method by which funds are awarded, and selection criteria; and

C. **WHEREAS**, the City Council understands the changing nature of the housing market and corresponding housing needs, and therefore has established the policies and procedures for administering the Ashland Housing Trust Fund (AHTF) to remain flexible to respond to changing market conditions and opportunities; now therefore

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

SECTION 1. Purpose

1.1 The purpose of the City of Ashland's Affordable Housing Trust Fund (AHTF) is to establish a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of Ashland residents. To this end the AHTF is established to address the primary purpose of encouraging the creation of housing for homeownership or rent, at a cost that will enable low and moderate income families to afford quality housing while paying no more than thirty per cent of gross household income on housing.

1.2 To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing the AHTF will award funds to community development partners that are furthering the AHTF mission. It is expecting that the local contributions made through Ashland's Affordable Housing Trust Fund will assist in maximizing the leveraging of State and Federal funds, as well as encourage private sector investment in affordable housing.

1.3 Understanding the high cost of housing regionally, it is evident that low and moderate income households are not being served by the housing market. To address the disparity between the cost of housing and the means of resident households to afford housing, the Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 120% the Area Median Income as defined by HUD.

1.4 The Administrative Procedures associated with the Affordable Housing Trust Fund, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are hereby established.

Section 2. Eligible Applicants

2.1 The Affordable Housing Trust Fund is structured to ensure that many different types of organizations are eligible to receive financing.

2.2 Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities, and private employers.

Section 3. Eligible Uses and Activities

3.1 Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 120% of the area median income, as defined by HUD for the Medford-Ashland metropolitan service area.

3.2 Affordable Housing Trust Funds will be focused on those activities that create, preserve or acquire housing within the Ashland Urban Growth Boundary.

3.3 Housing developments financed by the Affordable Housing Trust Fund (AHTF) which receive subsidy, financing, tax credits or other assistance under a State or Federal housing program, may contain market rate units insofar as permissible under those programs and/or to the extent that they are necessary to support the creation of and/or on-going sustainability for the affordable housing units in the development. However, Affordable Housing Trust Funds may not be used to support such market rate units.

3.4 Affordable housing units developed utilizing subsidy from the Affordable Housing Trust Fund shall comply with the income, rent and purchase housing cost limits established by Resolution 2006-13, as amended, and as restricted by a covenant prepared by the City of Ashland.

3.5 The Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility the eligible uses have a broad application including the following:

3.5.a **Acquisition and *Construction*** of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees
- Appraisal costs
- Closing costs
- Interest
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Construction costs

3.5.b **Conservation** of energy through the use of "green" technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

3.5.c **Land Banking*:*** the purchase of land to be dedicated toward the development of affordable housing in the near or long term.

3.5.d **Predevelopment activities** undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges.

3.5.e **Bridge loans** to assist in development of low-income housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.

3.5f **Capacity Building** for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

3.5.g **Rehabilitation and Emergency Repairs** as part of an established program to secure units as affordable or to provide direct benefits to existing low-moderate income households. Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Construction costs
- Relocation costs
- Hazardous materials abatement including lead based paint noticing consistent with The Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

3.5.h **Direct benefits** to low-moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Ashland's low-moderate income residents.

3.5.i **Transitional and Emergency Housing** for homeless individuals and families through an established program to move people toward self-sufficiency.

3.5.j **Other uses** as deemed appropriate by the Ashland City Council as supporting the development or preservation of affordable housing within the City of Ashland.

Section 4. Preferences

4.1 The general criteria of selection are found in Section 8 and may be modified through the annual Request for Proposals, however the following preferences are provided as general guidance for future applicants for Affordable Housing Trust Funds.

4.1.a Developments that produce "new" affordable housing units. *New affordable housing units* shall include housing units constructed where none had existed previously, abandoned or fire-damaged residential units to be returned to residential use, and non-residential or non-residentially-zoned property converted to residential use. Any designated new affordable housing units shall be secured as affordable through recorded Resale Restriction Covenants.

4.1.b Developments that provide new affordability. *New affordability* refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased; where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served; or where the term of affordability on the units will be extended for a period beyond thirty (30) years.

4.1.c Developments of housing utilizing the Land Trust model to secure property and perpetual affordability.

4.1.d Developments that include joint ventures between multiple non-profit developers and or for-profit developers, working in partnership, to complete an affordable housing project

4.1.e Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low income individuals in the development of the project, or additional services for the residents upon completion.

4.1.f Developments that incorporate the use of "green" building materials, use of energy-efficient appliances, low-water use landscaping, and incorporation of building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impacts to achieve Earth Advantage Certification.

4.1.g Developments that include affordable units for the disabled and the homeless.

4.1.h Projects that propose long term affordability.

4.1.i Projects that are sponsored by non-profit organizations.

4.1.j Projects that use private funding sources and State funding sources to leverage the least amount of Ashland's Affordable Housing Trust Funds.

<u>Section 5.</u> Fund Administration

The Affordable Housing Trust Fund (AHTF) originated through the direction of the Ashland City Council and Ashland Housing Commission.

5.1 The City of Ashland acts as fiduciary agent and administrator of the funds.

5.2 Funds dedicated to the Ashland Housing Trust Fund shall be exclusively reserved to support the eligible uses activities identified in Section 3, and shall not be used for the general operation of the City.

5.3 The City of Ashland shall issue a request for proposals (RFP) to announce the availability of funds. The Affordable Housing Trust Fund RFP issuance shall be timed to run concurrent with the Community Development Block Grant Program award process.

5.4 The City may issue a Notice of Funding Availability (NOFA) to specifically target up to 10% in available Affordable Housing Trust Funds to undertake eligible uses and activities identified in Section 3.

5.5 The City of Ashland Housing Commission, and City Staff as designated by the Director of Community Development, shall review applications for Affordable Housing Trust Funds to determine project eligibility and evaluate the applications based on the selection criteria provided in the issued Request for Proposals. The Housing Commission, and City Staff, shall provide recommendations to the City Council who shall make final award decisions.

5.6 The City aims to administer the Affordable Housing Trust Fund in a manner consistent with other affordable housing programs such as the Ashland Community Development Block Grant Program. The implementation of a comparable application, application evaluation, and approval process will provide housing developers with a consistent and coherent method for securing housing funds from the City. Coordination of the grant allocation process with other local and state funding application timelines, will help ensure that AHTF funds are best applied to leverage additional resources in support of the housing projects.

5.7 Affordable Housing Trust Funds will be allocated in a manner consistent with the threshold criteria provided Section 8, and consistent with State and Local Public Contracting law.

<u>Section 6.</u> Match Requirements

6.1 The Ashland Housing Trust Fund is intended to support the development of needed housing, but is not intended to provide the sole source of funding for any development project or housing program. To ensure that affordable housing providers, and organizations that assist individuals and families in obtaining needed housing, do not rely exclusively on AHTF to support their activities, it has been determined that;

6.2 The Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost. Required Match can be met utilizing Community Development Block Grants, State or Federal Funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

6.2.a In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a City approved certified appraisal completed by the applicant, unless otherwise directed in Oregon Revised Statute or City Municipal Code.

6.2.b The valuation of land, and available equity to be considered as matching funds, shall be verified by the City prior to the disbursement of an AHTF grant when its value is considered as required matching funds.

6.2.c Donated materials and labor which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the City at completion of the project.

6.2.d Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the AHTF match requirements.

6.3 A recipient of an AHTF grant that fails to verify the match requirements have been satisfied at the conclusion of a project would be considered cause for the City to require full or partial repayment of any AHTF grants awarded to a project.

Section 7 – Allocation of Funds

The Affordable Housing Trust Fund is structured to allow the flexibility for the City, and housing providers, to be responsive to opportunities that arise that require an immediate expenditure of a relatively small amount of funds to secure property, or financing, as well as to ensure the majority of Affordable Housing Trust Funds are allocated through a annual competitive award process.

Establishment of two distinct and separate award processes is intended to provide for both consistency and flexibility. The issuance of a Request for Proposals (RFP) which will allocate 90% of the available allocation of Affordable Housing Trust Funds will be coordinated with other local and State funding cycles to allow applicants to best structure their project financing. Additionally a Notice of Funding Availability (NOFA) may be announced, as funds permit, to allocate up to 10% of the annual funding available. A NOFA is primarily intended to be responsive to immediate needs for a limited grant or loan if needed for predevelopment activities which will further the mission of the AHTF.

The distribution of any and all AHTF funds through Competitive or Non-Competitive awards as described in Sections 7.1 and 7.2, will be in accordance with State and Local Public Contracting laws.

7.1. Competitive Awards - Request for Proposals (RFP)
The City of Ashland has a limited amount of Affordable Housing Trust Funds to use each year in comparison to the scope of the housing needs within the community. As a result, it is essential that the funds are used to meet the City's priorities in an efficient and cost-effective manner. To this end a competitive award process has been established and a set of award criteria shall be developed to evaluate proposals received through a Request for Proposals (RFP) process in terms of how they address the specific priorities outlined in the annual RFP.

The steps for making the competitive grant awards or loans is outlined below.

7.1 a. The City of Ashland may issue a Request for Proposals on an annual or intermittent basis depending on availability of funds, providing applicants with a minimum of 45 days to respond to the request.

7.1 b City Staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Ashland Housing Commission and the City Council.

7.1 c The Ashland Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.

7.1 d The Ashland Housing Commission will develop a grant award recommendation to the City Council using the AHTF criteria to determine which projects best meet the City's spending priorities. Each application will be rated on a numeric scale as established in the annual RFP for each criterion of selection (Section 8).

7.1 e The Ashland City Council shall make a final decision on the award of Affordable Housing Trust Funds.

7.1 f The City of Ashland shall prepare an agreement between the City and the award recipient. The Agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Affordable Housing Trust Funds.

7.2. Notice of Funding Availability (NOFA)

Upon electing to initiate a Notice of Funding Availability (NOFA) the City shall issue a notice of funding availability through publication in the Ashland Daily Tidings and on the City's Website providing 30 days for eligible applicants to submit qualifications for funding. The City shall review all applications received to determine if the applications meet the City's threshold criteria. If the criteria are met then the funds are awarded to, or reserved for, the applicant. Funds available through the NOFA process are awarded on a first come, first served basis, until reaching the annual funding cap. A reserve award granted to an applicant may be rescinded by the City if the applicant does not undertake the activities identified in response to the NOFA in advance of the City's issuance of another RFP or NOFA.

7.2.a On an annual basis the City shall determine the amount of funds available to be distributed through a NOFA procedure

7.2.b In no case shall the amount disbursed through the non-competitive process exceed 10% of the annual AHTF revenue in a given program year.

7.2.c The City of Ashland recognizes that the nature of affordable housing development acquisition of property is often opportunity dependant. Further many nonprofit housing developers lack the resources to undertake feasibility studies, due diligence inspections, preliminary drawings and other activities required to evaluate potential projects as well as apply for project financing.

7.2.d To enable non-profit organizations, community development organizations, the Housing Authority of Jackson County, and the City of Ashland, to be responsive to opportunities outside of the annual Request for Proposals timeline, the City may reserve a portion of Affordable Housing Trust Funds to support pre-development activities.

7.2.d.1 Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, and payment of permit application fees may be supported through a non-competitive award of a predevelopment grant that may be required to convert to a loan if the project receives full funding.

7.2.d.2 For-profit developers are not eligible to apply for Ashland's Affordable Housing Trust Funds to assist with predevelopment costs.

7.2.e The City of Ashland is eligible to utilize the funds reserved for the NOFA process to conduct eligible activities as described in Section 3.

7.2.f The City may fund through a NOFA process an ongoing down-payment assistance program, rental assistance program, education program, rehabilitation program, or other programs intended to increase housing opportunities for Ashland's low-moderate income residents which are administered by a non-profit or governmental organization.

<u>Section 8</u> AHTF Grant or Loan Award Threshold and Selection Criteria

8.01 The project is considered an eligible use or activity under Section 3, and benefits households earning less than 120% the Area Median Income.
(threshold verification)

8.02 If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF.
(threshold verification).

8.03 Affordable Housing Trust funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of AHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.

8.04 The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan.

8.05 The lower the income level that is targeted for the benefiting households, the higher the ranking the project shall be given.

8.06 The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the City. The greater the number of units provided, the higher the ranking the project shall be given.

8.07 The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.

8.08 The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.

8.09 The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).

8.10 The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.

8.11 The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.

8.12 The budget and time line are thorough and realistic.

8.13 The project is ready for implementation.

8.14 If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.

8.15 That relocation of existing residents will be minimized, and when necessary the applicant has included accurate relocation assistance costs as part of the project pro forma.

8.16 The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project.

8.17 Additional selection criteria may be developed and included in the annual RFP to best direct Affordable Housing Trust Funds toward an identified priority need. Numeric Rankings for each of the selection criteria shall be incorporated into the annual RFP.

SECTION 9. This resolution was duly PASSED and ADOPTED this 16 day of September, 2008, and takes effect upon signing by the Mayor.

Barbara Christensen

Barbara Christensen, City Recorder

SIGNED and APPROVED this 23 day of September, 2008.

David Chapman

David Chapman, Council Chair

Reviewed as to form:

Richard Appicello

Richard Appicello, City Attorney

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Council Business Meeting

Date: February 4, 2025

Agenda Item	Grandview Terrace Annexation and Site Review Fee Waiver Request
From	Brandon Goldman, Director of Community Development
Contact	brandon.goldman@ashland.or.us

SUMMARY

The applicant for the Grandview Terrace development at 1511 Highway 99, proposing 210 residential units, has requested a waiver of Planning Application fees for a 2025 Annexation and Site Review application. This request is based on the argument that the project has already undergone substantial review and approval processes, with fees totaling $26,876 paid for prior applications. The applicant contends that the current planning application fee of $30,461.75 for resubmission of a substantially similar application is duplicative and unwarranted.

POLICIES, PLANS & GOALS SUPPORTED

The City of Ashland's Comprehensive Plan include policies relevant to the Council's consideration of the Grandview Terrace fee waiver request. Specific policies emphasize facilitating affordable and needed housing by reducing regulatory and financial barriers:

Comprehensive Plan - Housing Element:

- "Support the retention and development of rental housing." (Policy 6.10.01 – Policy 9).
- "Utilize Ashland's Housing Trust Fund and other financial incentives to encourage the creation and retention of housing for homeownership or rent at a cost that will enable low and moderate income families to afford quality housing" (6.10.02 – Policy 11).
- "Cooperate with for-profit and non-profit affordable housing providers in locating low and moderate income units in Ashland. " (6.10.02 – Policy 12).

BACKGROUND AND ADDITIONAL INFORMATION

The Grandview Terrace development, located at 1511 Highway 99, was initially proposed as a 230-unit residential project and annexation, which included affordable housing units, subdivision approval, and associated site improvements. The City Council reviewed and approved the application in December 2022, but the decision was subsequently appealed to the Land Use Board of Appeals (LUBA). LUBA remanded the application to address two specific issues: the on-street parking requirements and compliance with the minimum size standards for affordable housing units under Ashland Municipal Code (AMC) 18.5.8.050.G.3.

On October 3, 2023, the Ashland City Council was scheduled to review the issues remanded by the Land Use Board of Appeals (LUBA) concerning the Grandview Terrace development at 1511 Highway 99. These issues focused on compliance with on-street parking standards and the minimum size requirements for affordable housing units. The Planning Commission had already held a public hearing to address these concerns, recommending approval of the revised application to the Council. However, on the day of the Council hearing, the applicant withdrew the application, citing legal advice that an approval by the City could still face appeal and potential reversal due to unresolved ambiguities related to the state's Goal Post Rule. This withdrawal allowed the applicant to pursue a revised submission under updated state land use regulations, ensuring greater legal clarity and alignment with the Climate Friendly and Equitable Communities (CFEC) rules.

The fee waiver request for the Grandview Terrace development reflects the applicant's contention that while the current proposal differs from the 2022 application in certain key aspects, the changes are not so substantial as to warrant duplicative application fees. The initial 2022 application included 230 residential units, while the current proposal has been revised to include 210 units, addressing issues raised in the LUBA remand regarding parking requirements and affordable unit sizes. Additionally, the revised application incorporates updated compliance with state Climate Friendly and Equitable Communities (CFEC) regulations, aligning with recent legislative changes.

While these differences necessitate a new review process, the applicant asserts that much of the groundwork from the prior application remains relevant, making a full application fee duplicative and excessive. This request for a waiver seeks to balance the costs of regulatory compliance with the need to facilitate timely development of much-needed housing.

The fee waiver request for the Grandview Terrace development reflects the applicant's argument that, while there are notable differences between the current proposal and the 2022 application, these changes do not justify duplicative application fees. The current proposal differs from the prior application in the following ways:

- A reduction in the total number of units, from 230 to 210.
- Submission of a concurrent outline plan and final plan, rather than a phased approach.
- A reduction in parking requirements, aligned with updated Climate Friendly and Equitable Communities (CFEC) regulations.
- Reservation of a portion of the property for future annexation and development through a boundary line adjustment.
- The proposed area to be annexed has been reduced and consequently the number of affordable units required has also been reduced. Where 38 affordable dwelling units were required of the prior annexation proposal, the current proposal requires 24 affordable units.

Despite these modifications, the applicant asserts that the revisions address remand issues while retaining much of the substance of the original application. The request for a fee waiver emphasizes that much of the prior application's review remains applicable, making a full fee for the updated submission duplicative and burdensome.

The attached table (Grandview Fee Summary Table 2019-2025) clarifies the application fees paid to the City and the current fee waiver request for Grandview Terrace development. While the applicant is seeking a full waiver of applicable planning application fees, the revised development proposal differs from the prior application in key aspects, including a reduction in the number of residential units from 230 to 210, the inclusion of a concurrent final plan review, and a property line adjustment—elements not included in the previous submissions.

Staff advises the Council to consider a fee waiver in the amount of $26,876, which corresponds to the full amount previously paid. In recognition of the changes in the application, staff recommends that the fees associated with the new elements, totaling $3585, not be waived, as these costs reflect additional review requirements not included in the previous submissions.

FISCAL IMPACTS

Planning Action fees are designed to cover the costs associated with staff time, public noticing requirements, and the administrative processes involved in public hearings and potential appeals. These fees ensure cost recovery for the services provided by the City in reviewing and processing development applications. Granting a fee waiver, as requested by the applicant, does not eliminate these incurred costs; rather, it shifts the financial burden from the applicant to the City.

If the fees are waived, the expenses for staff review, public notifications, and hearings will be absorbed by the Planning Division's current fiscal year General Fund allocation.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

"I move to approve a fee waiver in the amount of $26,876 for the Grandview Terrace development at 1511 Highway 99, recognizing that this amount corresponds to the full fees previously paid for the prior applications."

REFERENCES & ATTACHMENTS

1. Grandview Fee Waiver Request letter
2. Grandview Fee Summary Table 2019-2025

Robert J Kendrick
Casita Developments/Grand Terrace Apartments
716 N Laurel St
Ashland Or 97520

January 5, 2024

Ashland City Council
c/o Brandon Goldman
Director of Community Development
City of Ashland Oregon
Community Development
51 Winburn Way, Ashland, Oregon 97520

Dear Ashland City Council,

Re: Request to City Council to waive any fee that is a Duplication Fee for the Grand Terrace Apartments Application No 3.

An application fee of $26,876.00 was previously paid for the Grand Terrace Apartment by Casita Developments LLC. The city is requesting another $30,000 to resubmit the same application.

This is a request to waive a duplicative fee based on an already complied review. This is punitive. Current state law concurs also because repeating the application process is redundant and includes months of hearings and there is no change in standards or criteria for which the project was already approved under. The applicant will be going through this long arduous process again so paying a fee in addition is excessive.

The application has been approved by Ashland two previous times and approved upon Remand by the Planning Commission in September of 2023. The application was withdrawn at the following City Council Hearing the next month in October 2023 because the applicant was advised by their legal counsel any approval would likely be appealed.

LUBA had remanded the City's approval on two counts. One, the application date was preceding the new parking mandate date, the Goal Post Rule, which the application was submitted upon. Second, the architect did not label 500 sq ft on the plans and LUBA found the application didn't comply because the units were noted at 499.98 sq ft and 265 sq ft and not 500.

At the mandate hearing, the applicant was able to prove the units were 500 sq ft and did comply. For the application date Staff supported approval because the applicant would have to resubmit the same application under the same criteria, and it would be a waste of time. Before the City Council could vote on the Planning Commission recommendation the applicant withdrew the application because his attorney noted that a city approval would be very likely overturned upon an appeal on the Oregon State Goal Post Rule.

In accordance with new legislation SB 1537 an application for residential development that was made under the existing standards and criteria, the applicant can request to use the new standards that came into effect during the application period if the application is pending, this is "opt in". The city may not require the applicant to pay a duplicative fee based on the complied review, resubmit a new application or duplicative information, or repeat redundant processes or hearing that are inapplicable to the change in standards or criteria.

New legislation also requires anyone that appeals a project like Grand Terrace to pay the applicant's legal fees and other associated costs if they should lose their appeal. Grand Terrace apartment development project is defined in ORS 197.303 as "needed housing in the urban growth boundary that meet the need at price ranges and rent levels that are affordable to the households within the county with a variety of incomes". This makes it eligible for redress.

If this legislation came into effect during the applicant's appeal, the city would have abided by the new legislation by not requiring another fee or for the developer to go through another redundant hearing process and the applicant would have sued the appellant.

Background and history.
Application No 1. The developer began the application process in 2014. Ten years ago, It went through a couple Site Plan Reviews and Planning Commission hearings where it was approved and forwarded to the City Council who then approved the application in 2020. Craig Anderson the Staff Director of Rogue Advocates argued against its approval and appealed it to LUBA in 2021. LUBA rescinded the City's approval because the annexation code did not allow for exceptions to street standards along Highway 99.

Application No 2. The applicant waited for the city to update the ordinance so they could reapply. The new application was resubmitted with the new revisions to the annexation code in 2022. The Planning Commission heard the revised application, and at the first public hearing, Steve Rouse President of Rogue Advocates ask for a delay of the hearing for time to submit their comments. The request was granted. The following month a hearing was held for Rogue Advocates to submit their comments, but they didn't appear or submit their comments but did cause another delay. This was their intent. The Planning Commission finally finished their hearings and forwarded a recommendation to the City Council to approve the application.

The City Council then held public meetings on the commissions findings and again it was argued against by Craig Anderson of Rogue Advocates. Their argument was mostly innuendo with the implications of corruption between the city and the applicant, but nothing of material substance to the development but this gave them standing so they could appeal later. After a couple of months of hearings, the City Council approved the application in December 2022. Rogue Advocated appealed the decision the following month on 11 counts of error, nine of which were farcical and denied by LUBA. Two 2 counts were sustained and sent back to the city to address. This was a Remand.

Remand Application Hearing. The first remand item addressed the affordable unit size of 500 sq ft which was required under the annexation criteria. The application plans had 30 affordable 265 sq ft studio units and 190 one-bedroom units at 499.98 sq ft. On an omission by the applicant's architects floor plans they failed to write the number 500 sq ft in place of 499.98 sq ft and the architect corrected the notes to show the 500 sq ft for the Planning Commission to review at the remand hearing.

The second remand item was on parking mandates. The State had removed parking mandates in 2022 before the application was submitted but the law wasn't to take effect until January 2023. LUBA denied the application because the application was made before the law was in effect. This is known as the Goal Post rule.

It was staff recommendation and understanding that the application would comply with the new law and recommended approval because it was needed housing and having the applicant make another duplicate application was time consuming and a burden to the applicant. At the Remand hearing the Planning Commission approved the corrected remanded items and forwarded their approval to the City Council in October of 2023.

Application Withdrawn. On the day of the City Council hearing and upon the advice of the applicant's attorney the applicant withdrew their application. The applicant's attorney noted that a city approval would be very likely overturned upon an appeal. Because the Goal Post rule argument had no precedent to argue upon, the attorney felt there was no winnable argument. Another appeal would cause more time and damages, and it was to the best interest for everyone to withdraw the application.

Legislation "Opt In". With the help of the State Legislature Representative Pam Marsh introduced legislation to amend the goal post law. SB 5703 was passed by the state in June 2024 and amended the Goal Post so that an applicant can "opt in" if an application was made before any land use laws are later made. The basis for their decision was another application was "redundant and caused additional duplicate fees" and it wasn't fair. This is the same argument the City Staff made.

The current law stipulates that any "pending applications can Opt In". Allows a housing developer with a "pending application" to opt in to amended local land use regulations and expands eligibility for attorney fees for the appeal of a residential development proposal to include local governments and all needed housing

Not only has Grand Terrace incurred years of time and hundreds of thousands of dollars in attorney fees, Rogue Advocates and their Staff Director Craig Anderson would use social media to slander the applicant personally until the applicant's attorney served Rogue Advocates and

Craig Anderson with cease and desist papers and a request for an apology. Steve Rouse the president of Rouge Advocates and Craig Anderson both apologized.

This has got to stop. The State Legislature has stepped up and is starting to put the brakes on these delays that hurt needed housing. We can get the housing our community needs, and with your help in waiving another duplicative fee the council will be making the statement that this needs to stop so we can move forward.

Your acceptance of this request is the right thing to do. The applicant will submit another application for the development again the day after your approval to waive the duplicative fee.

Fee's Paid

No 1	$8,397.25
No 2	$18.478.75
Total	$26,876.00

Sincerely

Robert Kendrick
Grand Terrace
Casita Developments LLC

Component Request	GT2019	GT2022	GT2024
Annexation (Type III)	**4,388.00**	4,388.00 *credited by Staff Advisor* **	**5,288.75**
Conditional Use Permit (Type I)	**1092.00***	*Not requested*	*Not requested*
Zone Change/Comp Plan Map Change (Type III)	**2917.25***	Not requested	Not requested
Residential Site Design Review	*Not requested*	**18,478.75**	**19,638.00**
Outline Plan Approval (Type II)	*Not requested*	4,009.25 *credited by Staff Advisor* ***	*Not requested*
Outline & Final Plan Approval (Type II)	*Not requested*	*Not requested*	**5,100.00**
Property Line Adjustment (MIN)	*Not requested*	*Not requested*	**435.00**
Exception to Street Design Standards (Type I)	0.00	0.00	0.00
Exceptions to Site Design Standards (Type I)	*Not requested*	*Not requested. Approved in Error.*	*Not requested*
Variance (Type II)	*Not requested*	*Required, not requested*	*Not requested*
Tree Removal Permit (Type I)	0.00	0.00	0.00
Total Fees DUE	**8,397.25**	**26,876.00**	**30,461.75**
Prior Credit by Staff Advisor	**na**	**8,397.25**	**Requesting Waiver**
Total Fees PAID	**8,397.25**	**18,478.75**	
Outcome	**REVERSED BY LUBA**	**WITHDRAWN BY APPLICANT FOLLOWING LUBA REMAND**	**[IN REVIEW]**

REQUEST:			
	Annexation of two parcels totaling 16.87 acres. Adjacent railroad property and state highway right-of-way included by Staff Advisor. Outline Plan subdivision and Site Design Review were **not** requested. The application did also request an **Exception to Street Standards.**	**Annexation** of 16.86 acres along with 6.6 acres of adjacent Oregon Department of Transportation state highway right-of-way and 7.68 acres of California Oregon & Pacific railroad property. **Outline Plan** subdivision approval to create 12 lots; **Site Design Review** to construct 230 apartments in ten buildings including at least 38 affordable units; an **Exceptions to the Street Design Standards**; and **Tree Removal Permits** to remove two trees greater than six-inches in diameter at breast height.	**Annexation** of 8.627 acres along with 6.6 acres of adjacent Oregon Department of Transportation state highway right-of-way and 7.68 acres of California Oregon & Pacific railroad property. **Outline & Final Plan** subdivision approvals to create 10 lots; **Site Design Review** to construct 210 apartments in ten buildings including at least 24 affordable units; an **Exceptions to the Street Design Standards**; and **Tree Removal Permits** to remove two trees greater than six-inches in diameter at breast height.
NOTES:	* CUP & Zone Change were initially requested, but not required of final proposal, and were credited toward Outline Plan in GT2022 at the direction of the Staff Advisor.	** *Previous ann exation fee was credited by the Staff Advisor because Annexation was paid in 2019 & reversed by LUBA based on 'city incorrectly applying standards'.* *** *CUP & Zone Change fees paid in error in GT2019 were credited to the Outline Plan for GT2022 at the direction of the Staff Advisor.*	

ORIGINAL PROPOSAL:	**CHANGES:**	**CHANGES:**
Limited to Annexation of 16.87 acres & Exception to Street Standards.	**ADDED** Outline Plan to create 12 lots from 16.86 acres.	**CHANGED** to Outline/Final Plan to create 10 lots from 8.627 acres.
Concept Plan illustrated 196 apartments in 14 buildings (Conceptual/Not Approved.)	**ADDED** Site Design Review for 230 units in 10 buildings.	**CHANGED** Site Design Review to 210 units in 10 buildings.
	PROPOSED 38 affordable units.	**REDUCED** to **24** affordable units
	PROPOSED 212 Parking Spaces	**REDUCED** to **186** Parking Spaces
	ADDED Tree Removal Permits to remove 2 trees.	**ADDED** Property Line Adjustment

(if applicable)

City Manager's Report

2.4.2025

CITY MANAGER'S OFFICE:

- The **February 2025 City Newsletter** is available at **ashlandoregon.gov/CityNewsletters**.
- View the **Mayor's State of the City Address** on our Town Hall page.
- The **Economic Analysis Survey** for Ashland and Medford is available through February 23, 2025. The survey will assist Ashland and Medford in analyzing and forecasting economic growth over the next 20 years. This will help ensure that both cities have enough developable land to attract and support businesses and jobs today, as well as into the future.
- Watch for two **City Corner articles in Ashland.News**:
  - *Stocking and Managing Emergency Food* by Mayor Tonya Graham
  - *2024 City Department Accomplishments* by City Manager Sabrina Cotta --- More at the end of this report and at **ashlandoregon.gov/Accomplishments**.

COMMUNITY DEVELOPMENT:

- On January 15, the Jackson County Commission held a public hearing and approved the **City of Ashland map correction application,** which the City Council approved by ordinance on October 15, 2024. This approval **corrects an error in the Urban Growth Boundary (UGB) for properties located at 375 and 475 East Nevada St and will align the City of Ashland's UGB with the boundary shown on Jackson County's map.**
- The **RFP** **for the 2025 Community Development Block Grant program has been released.** The deadline to respond is February 14, 2025.
- **RFPs for the Affordable Housing Trust Funds** are now being accepted through February 21, 2025.

FINANCE:

- Finance is now in their **new location at 2245 Ashland St.** In-person customer service hours are available on Mondays and Fridays, from 9 a.m. to 1 p.m.
- The **USDA legal department is reviewing the final documents for the RESP (Rural Energy Savings Program).**
- Departmental work commences for the **development of Biennium 2025-2027 Budget.**
- The current **Citizens Budget Committee members are…** Linda Peterson Adams, Shane Hunter, Kristin Roy, James Fredericks, Michael Murray, Ariana Spiegler and Meg Wade.
- Finance and Public Works are proceeding with the **EPA financing of the Water Treatment Plan** after the passage of Measure 15-234.

FIRE:

- The region will have **two helicopters (Nighthawks) stationed here, one in Medford and one at the Ashland Airport this fire season.**

HUMAN RESOURCES:

- Community Development is in the process **of hiring a new planner** to fill the vacant position.

City Manager's Report

INNOVATION & TECHNOLOGY (DoIT or Department of Innovation & Technology):

- AFN (Ashland Fiber Network) continues to build out and **expand the customer base in the PON (Passive Optical Network) Pilot Project area.**
- AFN will **be providing gigabit service within the next two weeks at the end of Will Dodge Way**, the fifth block in the downtown corridor to receive this service.
- The **GIS management team were invited/sponsored to attend the CIO Summit hosted by ESRI**, our GIS mapping software. Mariane Berry, Chad Sabotka and Lea Richards will attend the two-day conference in March, in California.

PARKS & RECREATION:

- The **Parks, Recreation, Open space & Seniors Plan (PROS) is a strategic plan** that will direct the department's trajectory for the next decade. The plan will develop levels of service goals for parkland, recreation and senior services. The plan relies on public input to prioritize the operations and development of the Ashland Parks & Recreation department. There will be several opportunities to engage in the process. **Participate in Public Survey #1** – Last day to complete the survey is March 15, 2025.

PUBLIC WORKS:

- Work continues on the **renovation of the Community Center and Pioneer Hall**.

WHAT'S COMING UP?

- Join expert birding volunteers for **Project FeederWatch** at North Mountain Park on alternate Saturdays this winter through March 15.
- **Intergenerational Discussion** on February 13, 1:30-2:30 p.m. at the Ashland Senior Center. This free program will include a short film and conversation with Professor Toyokawa on the importance of relationships throughout life. Register by calling the Parks & Recreation Department, Senior Services Division at 541.488.5342.
- The **Ashland Rotary Centennial Ice Rink** will be open until February 17. Come on out and enjoy this wintertime treat while it lasts... View the schedule before heading out, **ashlandoregon.gov/IceRink**.
- ALL IN! **All Abilities Gaming Social** on February 21, 5:30 to 7 p.m. This free event is in partnership with and supported by the Autism Society Oregon and Bridging Communities.
-

Details for City events can be found at **ashlandoregon.gov**.

City Manager's Report

ACCOMPLISHMENTS for 2024

The **2024 City of Ashland Accomplishments** highlight numerous advancements and initiatives across various departments. Here's a summary* of the key achievements:

AFN (Ashland Fiber Network)

- Expanded fiber optic infrastructure and reached a new customer milestone of 4,264.
- Processed over 1,600 connections and disconnections.

Communications & Outreach

- Launched a new website with increased traffic and expanded social media presence.
- Awarded over $255K for beautification and events and provided childcare subsidies supporting 38 children.

Community Development

- Issued over 1,100 building permits and processed numerous land use applications.
- Major projects included new affordable housing, the Midtown Urban Lofts, and Ashland High School renovations.
- Advanced planning for future developments, including affordable housing and new parks.

Conservation

- Supported sustainability with initiatives like electric vehicles, solar installations, and energy efficiency loans.
- Helped Ashland residents install 171 energy-saving measures, including heat pumps and insulation.

Electric

- Assisted Springfield with mutual aid and responded to numerous outage calls.
- Successfully passed safety inspections and completed a Master Plan.

Finance & IT

- Streamlined financial processes, reducing manual work and increasing efficiency.
- Enhanced network security, launched new ticketing systems, and improved business continuity with upgraded software.

Fire & Rescue

- Responded to over 5,900 calls, including 1,000 fire-related incidents.
- Focused on wildfire prevention through thinning and controlled burns.
- Provided over 90 assists to Mercy Flights.

Housing & Social Services

- Awarded $350,000 in Affordable Housing Trust Funds for projects supporting affordable housing and homelessness prevention.
- Provided $134,000 to local non-profits for essential social services.

Human Resources

- Onboarded 43 new employees and kept turnover at 8%.
- Launched a compensation and classification study, with updates to city policies.

Municipal Court

- Appointed a new judge and implemented an online records system.
- Managed over 1,900 cases, including 324 warrant resolutions.

Parks & Recreation

- Cleaned 37,960 restrooms and held over 250 programs.
- Secured grants for park improvements, including a $1M grant for East Main Park.
- Hosted expanded community events such as Summer Sounds concerts and the Bear Creek Salmon Festival.

Police

- Managed nearly 25,000 calls for service and investigated over 2,500 cases.
- Transitioned to a paperless system, saving significant costs.
- Hired 7 new officers and reinstated the School Resource Officer program.
- Expanded officer wellness programs and opened a second satellite office.

Public Works

- Improved Ashland Street with bike lanes and pedestrian safety features.
- Completed the Wastewater Treatment Plant Outfall Relocation and UV system upgrades.
- Started major rehabilitation projects for the Community Center and Pioneer Hall, expected to reopen in 2025.
- Completed improvements to Briscoe School and Hosler Dam assessments.

City Manager's Report

These accomplishments reflect the City's continued commitment to improving infrastructure, public safety, sustainability and community well-being. ***"We are Better Together!"***

A complete list of achievements for 2024 can be found at* *ashlandoregon.gov/Accomplishments***.