



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

REGULAR BUSINESS MEETING AGENDA

Wednesday, February 12, 2025

1175 E Main Street, Council Chamber - 6:00 PM

To attend the meeting or provide public input, please see public participation instructions below.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

None

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

1. Acknowledgement of Minutes from ASAC and RDAC

VII. DIRECTORS REPORT

VIII. BUSINESS

1. Golf Program Annual Report (Information)
2. Recreation Division Annual Report (Information)
3. Calle Guanajuato Lease Agreements (Action)
4. Trails Advisory Committee Appointments (Action)
5. Park Classifications (Action)
6. FY 26–27 Department Work Plan
7. FY 26 - 27 Department Budget Recommendation (Action)

IX. ITEMS FROM COMMISSIONERS/STAFF

X. UPCOMING MEETING DATES

1. APRC Study Session March 5, in Council Chamber, 6:00 PM
2. ASAC Meeting March 10, at the Senior Center, 3:30 PM
3. APRC Regular Business Meeting March 12, in Council Chamber, 6:00 PM
4. APRC Regular Business Meeting March 12, in Council Chamber, 6:00 PM

XI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks executive assistant at (541) 552-2256 (TTY phone number (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).



Parks & Recreation Commission Meeting Agenda

Public Participation Instructions

This meeting will be held in-person in Council Chamber 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting and fill out a speaker request card and give it to staff before the meeting begins. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via rvtv.sou.edu - select RVTV Prime.

Written testimony will be accepted via email sent to nancy.mero@ashland.or.us. Please include "**Public Testimony**" in the subject line. Written testimony received by 11:00 AM the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.



Council Business Meeting

Date: February 12, 2025

Agenda Item	Acknowledgement of Minutes from ASAC and RDAC
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VI. MinutesAcknowledgementMemo2.5.25
2. MINUTES_ASAC 11.18.24_Draft_approved by ASAC 01.13.2025
3. MINUTES_RDAC Sept. 19th_Draft_approved



BUSINESS MEETING AGENDA BRIEF

February 3, 2025

Agenda Item	Approval of Minutes for Subcommittees	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

The following minutes are submitted for acknowledgement by the Commission.

- Ashland Senior Advisory Committee – 11.18.24
- Recreation Division Advisory Committee – 9.19.24

POLICIES, PLANS & GOALS SUPPORTED

None

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(s)

A motion to approve the Consent Agenda would adopt the following motion for this item:

I move to acknowledge the committee minutes as submitted.

ATTACHMENTS

- Ashland Senior Advisory Committee Minutes – 11.18.24
- Recreation Division Advisory Committee Minutes – 9.19.24

PREPARED BY: Rachel Dials

City of Ashland
ASHLAND PARKS AND RECREATION COMMISSION (APRC)
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)
Meeting Minutes
November 18, 2024

Committee Members Present:

- Mike Gardiner, Chair
- Debra Johnson, Vice Chair
- Jim Bachman, APRC Liaison
- Gina DuQuenne, Council Liaison
- Cori Frank
- Patty Winner
- John Engelhardt
- Noriko Toyokawa
- Barbara Talbert

Staff Present:

- Natalie Mettler
- Shannon Holt
- Rocky Houston

CALL TO ORDER

Gardiner called the meeting to order at 3:35pm.

OPENING

Gardiner welcomed everyone to the meeting. Introduced Barbara Talbert as new member.

APPROVAL OF MINUTES

Motion: Johnson/Gardiner m/s to approve the minutes from September 9, 2024. Voice vote – all AYES.
Minutes approved.

ADDITIONS OR DELETIONS TO AGENDA

None.

PUBLIC INPUT

None.

NEW BUSINESS

a. Election of New Officers

- Chair Gardiner will be transitioning to Parks Commission in January.
- Decisions for new officers will be made in January.

The following was covered in discussion:

- Helpful to have when terms ends on minutes.
- Elected officials cannot serve as voting/officers on advisory committees

PRESENTATION: Oregon Older Adult Behavioral Health Initiative

Jennine Greenwell, Older Adult Behavioral Health Specialist with Jackson County Health & Human Services

The following was covered in discussion:

- In 2015, Oregon Health Authority established Older Adult Behavioral Intuitive, which funds and supports 23 specialists in 36 counties within Oregon
- By 2034, adults 65 and older will outnumber children under 18
- 76k older adults have Alzheimer's/Dementia
- Evaluated by PSU, which is responsible for the website where resources are located
- PSU and OHSU recently opened Oregon Center of Excellence for Behavioral Health and Aging and received a \$1 million grant from Oregon Health Authority to address the needs of aging residents
- Part of the collaboration is working with the 8 Senior Centers within Jackson County
- Greenwell attends monthly meetings, along with partners in the community, for behavioral support to connect to resources and assist complex cases
- Hosts a Fall Prevention Event every year, the most successful as of this year
- Will be hosting a Healthy Brain and Aging class at the Ashland Senior Center in early 2025
- Has been holding Age Café in Central Point for the past year, to stimulate social connection

STANDING REPORTS

a. APRC Liaison – Commissioner Bachman

- APRC meetings will be in person moving forward
- Welcome back Gardiner to Parks Commission
- Dr. Weiner was recently elected as new Parks Commissioner

b. City Council Liaison – Councilor Gina DuQuenne

- Council will be thanking Council Member Hyatt for her service
- Welcoming Council Member Doug Knauer
- Topic in Study Session will be discussion of demographics of homelessness, which for age 55+ are mostly women

c. Education Report – Senior Services Coordinator Shannon Holt

- November 25 will be Thanksgiving Pie with Ashland Fire Fighter Union
- December 20 Holiday Party
- Healthy Brain and Aging with Jennine Greenwell - 5 classes starting in February
- Social engagement class offered by Debra Johnson starting March
- New music partnership with Valley Duo, starting with a performance in April
- Teaming up with Rogue Community Health pharmacists for presentation on medication management
- JCLS will be moving to every other month due to staffing limitation, will reassess for summer 2025

d. Senior Services Superintendent Report – Senior Services Superintendent Natalie Mettler

Mettler highlighted the following in her Superintendent's report:

- Hosting SHIBA (Senior Health Insurance Benefit Assistants) more frequently for open enrollment
- Office Assistant DeSaram still continuing to offer UB customer service at Ashland Senior Center
- Coordinator Holt and Office Assistant DeSaram attended Vital Aging Conference in Medford on November 9
- Ashland Senior Center was recognized with Certificate of Appreciation from AARP Driver Safety for collaborating to host community classes

- Parks Director Houston added 2025 will be big push for strategic plan, which will include community surveys and focus groups to capture data to assess needs in the community

ITEMS FROM ASAC MEMBERS OR WORK GROUPS

Livable Ashland Alliance:

- No updates

Noriko Toyokawa

- Toyokawa is teaching 3 different classes involving aging and/or intergenerational themes, at SOU

Next meeting – Monday, January 13, 2025 3:30-5:00pm in person

Adjournment – 4:54pm

Respectfully submitted by Shannon Holt, Senior Services Coordinator, Ashland Parks and Recreation Commission



ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (R-DAC)
Sept. 19, 2024; 4– 5:30pm
In-person Meeting at 340 S. Pioneer St. Ashland, OR 97520

Present:

Commissioners: Jim Lewis and Jim Bachman.

RDAC Advisory Committee Members: Risa Buck, Cori Grimm, Sophia Blanton

Recreation Manager; Lonny Flora, Deputy Director; Rachel Dials, Parks and Recreation Director; Rocky Houston, Admin Assistant Amber Shroy

Absent: Michael Dotson

4:00 p.m.

CALL TO ORDER

Meeting called to order by Chair Grimm at 4:07 pm

APPROVAL OF MINUTES

- Minutes from July 18th, 2024, Meeting. Cori Grimm moved to approve. Buck 2nd. All yes.

ADDITIONS OR DELETIONS TO THE AGENDA

- None

PUBLIC PARTICIPATION

- No public residents were in attendance.

STANDING REPORTS

- **Recreation Manager Lonny Flora spoke about the following;**
 - Pool closed for the season; preliminary numbers shared for June-August 2024.
 - **Survey updates were given:**
 - Pool Survey (187 responses, closes Oct. 1)
 - Pickleball Survey (87 responses, closes Nov. 1)
 - **Ice Rink:** Opens Nov. 23. A new chiller is to be installed by next season.
 - **School Field Trips:** New online registration process introduced (2 registrations so far).
- **Marketing & Program Updates done by Deputy Director Rachel Dials:**
 - Social media efforts to boost program registrations.
 - **Salmon Festival Announcement:** Festival upcoming, marketing/advertising efforts underway.
 - **Grants:** Received \$750K for Hunter Park Tennis Court and \$1M for E. Main Park.

- **Staffing:** Recruitment underway for Environmental Education Program Manager.
- **Events:** Moon Gazing event drew 325 attendees.

OLD BUSINESS

- **Term Limits for Standing advisory committees:** 2-year terms, max 8 years total; chairs/vice chairs max 4 years. Liaisons and elected officials cannot chair committees. Exemptions: Planning and Budget committees.

NEW BUSINESS

- **System Plan Presentation:** Rocky Houston, Parks and Recreation Director, presented the concept of a 10-year strategic plan for park facilities and services, discussing various park categories and grading standards.
- **David's Chair:** Lonny, Recreation Manager, explained its use in Lithia Park, and when it will be available for reservations.

Next Meeting November 21st 2024

Meeting adjourned at 5:23 pm



Council Business Meeting

Date: February 12, 2025

Agenda Item	Golf Program Annual Report (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII1. Golf Program Annual Report





BUSINESS MEETING AGENDA BRIEF

February 12, 2025

Agenda Item	VIII. Golf Program Report	
Presenter	Brian Weaver Kevin Caldwell	Golf Manager Parks Superintendent
Item Type	Action ☐ Information ☒	

SUMMARY

This report provides operational and maintenance updates for Oak Knoll Golf Course (GC), as well as discussion on needed improvements. In 2024, the APRC instructed staff to review the option of having a concessionaire manage the GC program operations. This would have reduced the department's role in the customer engagement side of the program but kept the operation and maintenance of the course under department management. That review did not produce any viable concessionaires, so in spring 2024 a decision was made to consolidate GC programming and operations under a single person, the Golf Program Manager.

After a robust recruiting process, the department hired Brian Weaver in September 2024. During his five months with the organization, Brian has proven to be a critical hire in implementing the strategic direction for the GC. The first objective was to address the development of a "business plan" for the course. Brian is working with senior leadership on the development of the plan for the GC. The plan will be integrated into the Parks, Recreation, Open space, and Senior services strategic plan to ensure engagement with the community on the outcomes and align the GC strategy with the department's goals and objectives.

Working with the Water Department we have completed the installation of a secondary irrigation connection to help maximize efficiency when using potable water. Staff is working with consultants on an irrigation study to evaluate our irrigation usage, how our usage compares to our water rights, legalities for storing additional irrigation water onsite, and recommendations for water storage structures/locations if applicable. We continue to improve the playing conditions on the course, working with agronomy experts from within the golf industry. We have adjusted clubhouse operational procedures and are working on a staff handbook including standard operational procedures. Brian has increased the GC golf programming to include golf camps/clinics, outdoor concerts, and PGA certified golf

instruction. We're currently working on driving range improvements including a new grass "tee" area, new hitting mats, new range balls, a new sod nursery, and we plan to paint all GC buildings this spring. Staff has cleaned and organized the grill area in anticipation of opening sometime in March/April for the upcoming golf season. To maximize golf revenues, staff recommends that we operate the grill internally with a small, limited menu that we can expand as sales increase over time. We plan to staff the grill primarily with seasonal employees, some of whom will serve double duty receiving green and range fees at the customer service counter.

POLICIES, PLANS & GOALS SUPPORTED

The summary of actions and plans support APRC's FY23-25 goal #4. This includes the hiring of the GC manager, working to identify and rectify the water needs, improving playing conditions, and working on cost recovery methods for the GC.

FINANCIAL CONSIDERATIONS

This is an informational item and there are no financial considerations.

PROPOSED ACTIONS OR MOTION(s)

N/A

PREPARED BY: Kevin Caldwell, Brian Weaver



Council Business Meeting

Date: February 12, 2025

Agenda Item	Recreation Division Annual Report (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII2. Recreation Division Annual Report



BUSINESS MEETING AGENDA BRIEF

February 12, 2025

Agenda Item	Recreation Division Annual Report	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☐ Information ☒	

SUMMARY

This report will summarize the progress of the Recreation Division during the 2024 calendar year. Staff will review the Volunteer Program, Ice Rink and Daniel Meyer Pool, Environmental Education Initiatives, Events, and more.

POLICIES, PLANS & GOALS SUPPORTED

Not applicable to Division Annual Review.

FINANCIAL CONSIDERATIONS

None.

PROPOSED ACTIONS OR MOTION(s)

None.

ATTACHMENTS

None.

PREPARED BY: Rachel Dials, Deputy Director



Council Business Meeting

Date: February 12, 2025

Agenda Item	Calle Guanajuato Lease Agreements (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII3. Calle Guanajuato Lease Agreements 2025 Agenda Brief
2. DRAFT2025BoundaryMap
3. VIII3. Calle Guanajuato Lease Agreements 2025 Agenda Brief
4. Artisans Front Lithia Park
5. 2018CallePolicySignedFINAL - Copy



BUSINESS MEETING AGENDA BRIEF

February 12, 2025

Agenda Item	VIII3. Calle Guanajuato Lease Agreements	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

The following applicants have submitted requests for Commercial Space on the Calle Guanajuato for the 2025 season. Staff is seeking approval of these applications.

Requests

- Skout
- Café Lumina
- Little Tokyo
- Louie's Bar and Grill
- Bar Juillet
- Oberon's
- Greenleaf
- Mix Bake Shop
- Lithia Artisans Market

Draft 2025 Boundary Map Location

R-6, R-6a, S-2c
A-5, A-3
A-4, S-1, R-5
Part of R-4a, R-4b & A-2
Part of R-3
Part of R-3
R-2 & S-3
R-1a & R-1b
A-10, A-9, A-8, S-2a, S-2b, A-7, A-6, A-3, A-1, A-1b

Each year, restaurants adjacent to Calle Guanajuato and the Lithia Artisans Market can request rental space for seating and artisan booth placement. In 2023, the Commission approved a three-year fee schedule for the Restaurants and Artisans. Restaurants will be charged for either five or seven days per week, based on their selected season of operation and square footage. The Lithia Artisans Market is charged for two days per week. This is a one-time payment that covers the entire rental period, which historically has lasted from mid-March through mid-November (eight months). Once the agreements are approved, APRD staff, restaurant owners, and the manager of the Lithia Artisans Market will collaboratively address any issues or concerns prior to the season opening.

The 2025 draft boundary map of rental spaces on Calle Guanajuato is included in the packet to illustrate generally where Restaurants and Artisans will be located for the 2025 season. Each Restaurant and the Lithia Artisans Market have submitted a request and a site plan in

accordance with the Calle Policy. A map of the front of Lithia Park and the surrounding area, depicting where the Lithia Artisans Market spaces are generally located, is included in the packet.

Season of Operation

Over the years, the season of operation for the Lithia Artisans Market and restaurants has increased:

- The current Calle Guanajuato policy states: “The default season of operation is Memorial Day through Labor Day. ”
- Once the Calle Guanajuato was reconstructed in 2014, more restaurants were interested in using it for longer periods and the Commission allowed an extended season, from mid-March through Mid-November.
- In 2024, the Commission approved three options for seasons
 - mid-March through mid-November (8 months)
 - mid-March through end-of-December (9.5 months)
 - January through mid-March (2.5 months).
- For the 2025–2026 season staff proposes similar options:
 - March 10th–November 9th, 2025 (8 months)
 - March 10th–December 31st, 2025 (9.5 months)
 - January 1st, 2026–March 9th, 2026 (2.5 months)

Lithia Artisans Market request for use of the front of Lithia Park

When the COVID-19 pandemic began in 2020, with approval from the Commission the Lithia Artisans Market spread into the front of Lithia Park during the season of operation. This shift gives the Artisans more visibility and allows Restaurants to utilize more of the Calle. Maintenance staff have monitored the front of the park closely, noting minimal damage associated with the Artisans’ use of the space.

POLICIES, PLANS & GOALS SUPPORTED

- Calle Guanajuato Commercial Use Policy #101

FINANCIAL CONSIDERATIONS

In this current Biennium, the revenue for the Calle Guanajuato has been approximately

- FY24: \$50,951.17 in revenue.
- FY25: \$33,879.03 (July and Jan). We can expect more revenue during the months of April–June for this current contract period.
- The Commission approved a 3–year plan for fee increases. Those increases were 7% for Artisans for year one only. No increase in years two or three. Restaurants 9% increase each year of the 3–year plan. We are in the 3rd year of this plan.

PROPOSED ACTIONS OR MOTION(S)

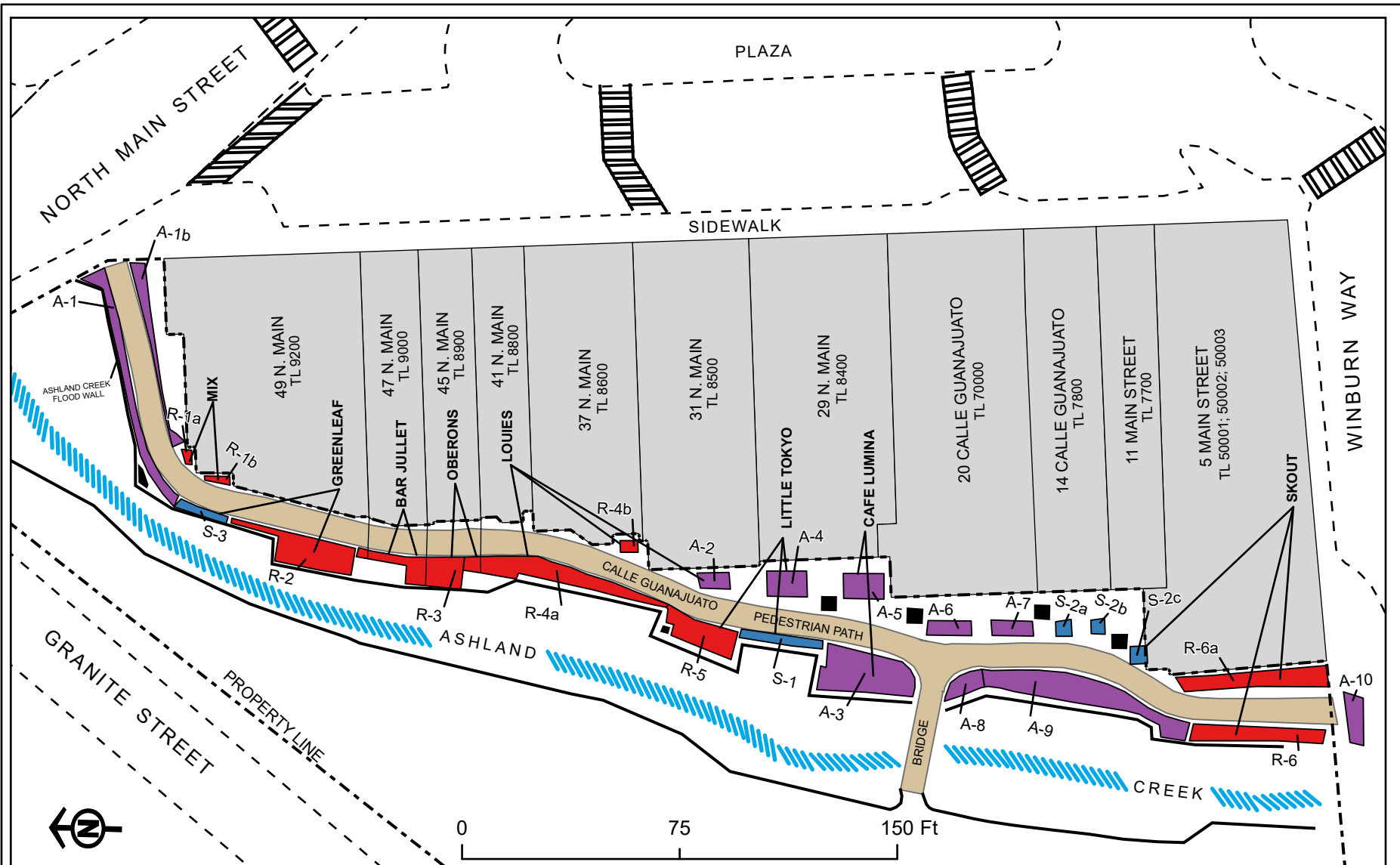
A separate motion for each of the items listed below is recommended:

- Move to approve the 2025 Calle Guanajuato Boundary Map.
- Move to approve an eight (8) month season March 10th–November 9th, 2025, a nine and one half (9.5) month season March 10th–December 31st, 2025, and off season use from January 1st, 2026–March 9th, 2026 giving a choice to Restaurants and the Lithia Artisan Market to extend the months of the season of operation with a plan in place by November 1 to remove equipment, chairs, tables, etc. if a flood threatens.
- Move to approve the Lithia Artisans Market use of the front of Lithia Park during the regular season of March through November with no use of grass areas after November 1st or if one half inch or more of rain falls within a three-day period prior to the rental.
- Move to approve the nine (9) requests listed in the staff report for Calle Guanajuato for the 2025 Season.

ATTACHMENTS

- 2025 Draft Boundary Map
- 2025 Lithia Artisans Front of Lithia Park Map
- Calle Guanajuato Commercial Use Policy

PREPARED BY: Rachel Dials



CALLE GUANAJUATO BOUNDARY MAP

2025 Draft



LEGEND

- A1-A10 - ARTISAN SPACE (WEEKENDS)
- R1-R6 - RESTAURANT SPACE (7 DAYS PER WK)
- S1-S3 - SHARED SPACE (WEEKDAYS)
- CONCRETE TREE WELLS

Business Name	Space #	Business Name	Space #	Business Name	Space #
Mix	R-1a & R-1b	Louie's	Part of R-4a, R-4b, & A-2	Artisans	A-10, A-9, A-8, S-2a, S-2b, A-7, A-6, A-3, A-1, A-1b
Greenleaf	R-2 & S-3	Little Tokyo	A-4, R-5, & S-1		
Bar Juliet	Part of R-3				
Oberon's	Part of R-3 & Part of R-4a	SKOUT	R-6, R-6a, S-2c		
Café Lumina	A-5, A-3				



BUSINESS MEETING AGENDA BRIEF

February 12, 2025

Agenda Item	VIII3. Calle Guanajuato Lease Agreements	
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ATTACHMENTS

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- 2025 Lithia Artisans Front of Lithia Park Map
- Calle Guanajuato Commercial Use Policy

PREPARED BY: Rachel Dials



Key to map:

 EZ Up style booth

 Umbrella style booth

..... Walkway

 Trees



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	PAGE 1 of 7	POLICY No. 101
EFFECTIVE DATE May 1990	REVISED DATE February 25, 2019	

APPROVED BY COMMISSIONER ACTION

*December 19, 2016; Agenda Item: VI.(a.) Calle Guanajuato Amended Policy Approval
February 25, 2019; Agenda Item: VI.(a.) Calle Guanajuato Commercial Use Policy Approval*

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

PURPOSE

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

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

CALLE GUANAJUATO COMMERCIAL USE POLICY OBJECTIVES

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

- I. To provide a process for the review and approval of applications for

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 2 of 7	POLICY No. 101
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concessionaires of the Lithia Artisans Market and restaurateurs of adjacent businesses;

- II. To ensure that adequate access is achieved through the Calle Guanajuato for pedestrians and emergency vehicles;
- III. To attempt to achieve cost recovery for APRC; and,
- IV. Maintain an appealing extension of Lithia Park into downtown

GENERAL PROVISIONS

Application Process

- I. Any Calle Restaurant or Landlord/Owner desiring a designated site on the Calle Guanajuato must file annually a non-refundable application with APRC staff prior to the stated deadline.
- II. The application process and criteria for submittal shall be as follows:
 - a. Prior to the beginning of the application review process, each applicant seeking a designated site on the Calle must file an application with APRC staff. The application must be submitted prior to the 2nd Friday of January of each calendar year, stating the intent of the applicant to:
 - i. Seek a permit for the same designated site as the previous year; and/or,
 - ii. Seek a permit for a designated site location that differs from the applicant's site for the previous year.
- III. The application material shall include the following:
 - a. A clear identification of the requested designated site as delineated in the official boundary map;
 - b. A simple site plan showing how restaurant equipment and/or concession stands will be organized within the boundary of the designated site;
 - c. A statement detailing how each of the specific approval criteria of the Policy will be met; and,
 - d. An application fee as adopted in the "Fees and Charges Schedule" of APRC.
- IV. Application review requirements:
 - a. Absent a timely-submitted application, APRC will not hold a previously permitted site and seniority shall be forfeited for that site.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 3 of 7	POLICY No. 101
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- b. Notwithstanding the Cancellation section of this ordinance, no late applications will be accepted.
- c. Incomplete applications, or those that do not substantially meet the criteria, will be returned to the applicant without processing.
- d. Permit approvals for each season will be issued no later than February 28th of each year.
- e. The official boundary map of the Calle Guanajuato will delineate the designated site for all concession and restaurant space.
- f. A permit for a restaurant or concession shall be nontransferable between restaurateurs and shall be valid exclusively for one season in a single calendar year. A Landlord/Owner may take over the already issued license if another restaurant will be occupying the space within a 3-month period (during the season). The Landlord/Owner must also pay any outstanding fees for the designated site.
- g. No qualifying Calle Restaurant may hold or be issued more than one permit.

CONDITIONAL USE REVIEW CRITERIA

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

- I. Restaurant proximity shall constitute a major determining factor for a designated site on the Calle Guanajuato. Applicants that meet the adjacency standard for a designated site shall have preference during review over those who do not.
- II. When two or more applicants make requests for the same site or overlapping designated sites, restaurant seniority, as defined in the definitions of this policy, shall take precedence in determining which applicant receives priority consideration.
- III. Designated sites shall be used for their permitted use only (either restaurant or concession space). In the event that a site designated for restaurant use remains unused after permit issuance, the site may be made available to the Lithia Artisans Market.
- IV. The applicant must be in good standing with APRC and the City, with no active enforcement actions.
- V. The applicant must demonstrate through a simple site plan that they have the ability to carry out the requested operations without violating the public walkway or open space through the Calle Guanajuato.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 4 of 7	POLICY No. 101
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- VI. A Calle restaurant and/or Landlord/Owner with singular access onto the Calle Guanajuato will have the first right of refusal for any seating immediately adjacent to their building as long as it does not interfere with the already established concessionaire areas.

VII. Accessory Regulations:

- a. **FIRE AND LIFE SAFETY.** Concessionaire shall comply with any and all fire and life safety guidelines, recommendations and requirements issued by the City of Ashland Fire Marshal, including, but not limited to the following:
- i. Maintain all required fire and emergency access areas;
 - ii. Ensure that permitted restaurant equipment does not encroach upon or obstruct public walkways or open space areas while maintaining a clear eight (8) foot pathway for emergency vehicles as approved by the City of Ashland Fire Marshal;
 - iii. Maintain a clear, unobstructed space around any fire hydrant as required for fire safety;
 - iv. Have available and maintain such fire extinguishers as determined by the Fire Marshal;
 - v. Strict adherence to the APRC prohibition on smoking. Smoking is not permitted on the Calle Guanajuato under any circumstances; and
 - vi. No use of any bottled gas, electrical devices, or hazardous materials or hazardous substances without prior approval by the Ashland Fire Marshal. [For purposes of this License "Hazardous Substance" or "Hazardous Material" means any hazardous, toxic, infectious, or radioactive substance, waste, or material as defined or listed by any local, state or federal environmental law.]

PERMIT/CONTRACT AWARD PROCESS

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

RESTAURANT AND CONCESSION FEE SCHEDULE

- I. The Commissioners shall review and may adjust the seasonal square foot rental rate on the Calle prior to February 28th each year.

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 5 of 7	POLICY No. 101
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- II. Payment for approved permits must be made in full by the second Friday of May each season, unless otherwise stated by the Commissioners during fee schedule and operating season review.

- a. If fees are not received as described above, the permit shall be revoked.

OPERATING SEASON

Due to various considerations, the season of operation for the Calle Guanajuato may vary from year to year. If the Commissioners do not approve a particular period of operation prior to February 28th, the default season of operation shall be from Memorial Day to Labor Day.

RESTAURANT CANCELLATION/REVOCATION.

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

SITE SHARING

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

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 6 of 7	POLICY No. 101
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DEFINITIONS

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

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- XVI. **Restaurateur:** a licensed restaurant operation on the Calle Guanajuato.
- XVII. **Season:** is the term of use for concession and restaurant operation at the Calle Guanajuato each year. Exact operating dates for each season will approved annually during the review period of permits.
- XVIII. **Restaurant Seniority:** shall be established for application review when a restaurateur and/or Landlord/Owner has been granted a permit to a specific designated site for the calendar year immediately before the current calendar year. Seniority shall be forfeited when occupancy of the site has been abandoned by the applicant or Landlord/Owner for any reason for any period of more than 3 months. For a restaurant with singular access onto the Calle, first right of refusal for any seating immediately adjacent to their building will apply as long as it does not interfere with an already established concession area.
- XIX. **Singular Access:** Calle Restaurant has no access from the plaza side. Primary access is on the Calle Guanajuato side. Address may also reflect a Calle Guanajuato street address.

Approved:


Mike Gardiner, APRC Chair

Date:

3/1/19

Approved, as to form:


Dave Lohman, City Attorney

Date:

2/26/19

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 8 of 7	POLICY No. 101
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Council Business Meeting

Date: February 12, 2025

Agenda Item	Trails Advisory Committee Appointments (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII4. Trails Advisory Committee Appointments



**BUSINESS MEETING****AGENDA BRIEF****February 12, 2025**

Agenda Item	VIII4. Trails Advisory Committee Appointments	
Presenter	Jim Bachman	Commission Chair
Item Type	Action ☒ Information ☐	

SUMMARY

In September 2024, the Park Commission established the Trails Advisory Committee (TAC) to replace the ad-hoc Trails committee. A standing committee was necessary to meet the needs of the community and advise the Park Commission. Staff completed a public recruitment that yielded 20 applications. A review panel interviewed 18 candidates. The review panel was impressed with the candidates' professionalism, experience, and passion for trails and the community. After careful consideration, the chair is recommending seven TAC appointments. If confirmed by the Park Commission, a revision to the TAC formation policy will be required to add the two additional committee members.

The appointment recommendations will establish four appointments with four-year terms and three appointments with two-year terms to ensure a staggered TAC committee membership. The recommended appointments are:

Name	Position	Term End date
Josh Cott	Pedestrian	12/31/2029
Ethan Braught	Cyclist	12/31/2029
Brooke Hansen	At-Large	12/31/2029
Torsten Heycke	ADA	12/31/2029
Adrian Bender	Pedestrian	12/31/2027
Yu Kuwabara	Cyclist	12/31/2027
Stef Seffinger	At-Large	12/31/2027

Brief introduction to each recommended TAC member:

Josh Cott – Josh is a board member of the Ashland Woodlands and Trails Association with 18 years' experience of use and maintenance of our local trails.

Ethan Brought – Ethan brings experience with trail volunteer groups from his work with Team Dirt (Corvallis) on maintaining a trail system that crosses state, federal, and private lands.

Brooke Hansen – Brooke served on the ad-hoc trail committee for three years. She has experience in working within government processes and experience in negotiations and conflict resolution.

Torsten Heycke – Torsten has 40+ years of trail building and maintenance experience and has sat on many local trail committees supporting the City's and USFS trail systems.

Adrian Bender – Adrian is an avid trail user and trail volunteer with professional knowledge of geomorphology as it pertains to sustainable trail design.

Yu Kuwabara – Yu is a board member of the Ashland Woodland and Trails Association and the Rogue Valley Mountain Bike Association.

Stef Seffinger – Stef has extensive experience in Ashland city government and is an advocate for safe trail use for all trail user groups including dog walkers, hikers, seniors, and cyclists.

POLICIES, PLANS & GOALS SUPPORTED

The appointments of TAC members facilitates the objective of having an engaged community assisting the Park Commission in meeting the recreational needs of the community.

FINANCIAL CONSIDERATIONS

There are no financial impacts to this action. The action will require additional staff time to manage the committee and public meetings.

PROPOSED ACTIONS OR MOTION(s)

Motion to amend the formation of the Trails Advisory Committee to include seven members (one additional cyclist and pedestrian representative) and appoint the seven members, with the first four on the list to serve a four-year term and the final three to serve a two-year term to provide staggered committee terms.

ATTACHMENTS Not applicable

PREPARED BY: Rocky Houston



Council Business Meeting

Date: February 12, 2025

Agenda Item	Park Classifications (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII5. Park Classifications Agenda Brief



BUSINESS MEETING AGENDA BRIEF

February 12, 2025

Agenda Item	VIII.5 Park Classifications	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Parks, Recreation, Open space, and Senior services (PROS) strategic plan includes development of a level of service model for park acreage by park type. In order to do this, the Commission needs to adopt a park classification system.

Historically, the department has used two measurements for the level of service of parks. The 2005 City Comprehensive Plan identified there were parks and open spaces. Each type identified an acreage per 1,000 residents. In addition, a goal of having a park within walking distance (generally quantified as 0.75 mile) was identified.

Information on this was presented by staff at the September 4, 2024, Study Session.

Staff is recommending the following park classifications:

- **Regional Park** – Provides a unique natural or cultural feature and regional-scale recreation facilities. Typically, 100 acres or more in size, a regional park serves areas within 45 minutes driving time. Regional parks can be large natural reserves or developed for large group activities. They can support large events, festivals, and other revenue-generating events to enhance the City's economic vitality and identity. Recreational amenities vary widely, but off-street parking, restrooms, reservable shelters, amphitheaters, etc. are typically available.
- **Community Park** – Provides a destination experience with a service area of 3 miles. The parks are generally larger (10 to 100 acres) and provide active and passive recreation opportunities. They generally have restrooms and off-street parking to accommodate a larger number of people. Recreational amenities include sport courts, organized sport fields, playgrounds, reservable shelters, swimming pools and splash pads, community gardens, and extensive trail systems.

- **Neighborhood Park** – Provides close-to-home recreation opportunities with a service area of 0.25 to 0.5 miles. Generally, 2 to 20 acres in size, they provide playgrounds, non-organized sport fields, picnic tables, non-reservable shelters, open spaces, and trails. They generally do not have restrooms or off-street parking, except for ADA parking stalls.
- **Pocket Park** – Smallest park classification, provides basic recreation opportunities on less than 2 acres. Provide limited recreation amenities, such as benches, picnic tables, and playgrounds. Generally, they do not have restrooms or off-street parking.
- **Nature Park** – Land set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering. They may preserve or protect environmentally sensitive areas, such as wildlife habitats, riparian corridors, or unique and/or endangered species. They vary in size from less than 10 acres to more than 200 acres. Development is limited to passive recreation and amenities to support the passive recreation. These could include trailheads (pedestrian and vehicular), trails, interpretive displays, benches, and structures that support the preservation of the site.
- **Trails** – Trails can include natural surface (soft) and improved (hard) surface trails. They can be referred to as pathways, bikeways, or active transportation routes. They can accommodate a variety of uses including walking, running, biking, dog walking, roller blading, skateboarding, and horseback riding. Trails can be located within parks, along road rights-of-way or on public easements. Trails are generally linear in nature and provide wayfinding signs, benches, drinking fountains, lighting, informational kiosks and interpretive signs.
- **Special Use Park** – The special use classification covers a broad range of park and recreation lands that are specialized or single-purpose in nature. Special use parks that have a community or regional draw may require supporting facilities such as parking or restrooms. Park size is dependent on the special use and can vary from very small to many acres.

POLICIES, PLANS & GOALS SUPPORTED

The adoption of park classifications will assist in measuring the department's outcomes and comparing our park system with other park systems.

FINANCIAL CONSIDERATIONS

There are no financial impacts to this action.

PROPOSED ACTIONS OR MOTION(s)

Motion to adopt the park classifications as outlined in this agenda brief for park planning purposes. Direct staff to develop a policy on park classifications, once the new department policy format is adopted.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston



Council Business Meeting

Date: February 12, 2025

Agenda Item	FY 26–27 Department Work Plan
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII6. FY26-27 Department Workplan - Agenda Brief



BUSINESS MEETING

AGENDA BRIEF

February 12, 2025

Agenda Item	VIII.6 FY 26-27 Department Work Plan	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Commission adopts department goals or a work plan on a biennial basis. The work plan below is reflective of the input received at the January 17, 2025, Park Commission retreat and feedback from the February 5, 2025, Study Session.

The proposed FY26-27 Department Work Plan, prioritized, is as follows:

1. Complete projects identified in the adopted Capital Improvement Plan for FY26-27
2. Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)
3. Establish a policy on department policies, protocols, and procedures
4. Update employee onboarding, training, and safety program
5. Complete work plan items identified for FY26-27 to implement the Lithia Park Master Plan
6. Develop funding strategy for capital projects, specifically:
 - o Pool replacement project
 - o East Main future development phase(s)

POLICIES, PLANS & GOALS SUPPORTED

The adoption of the FY 26-27 Department Work Plan would establish a plan for the department to measure its actions during FY 26-27.

FINANCIAL CONSIDERATIONS

There are no financial impacts to this action.

PROPOSED ACTIONS OR MOTION(s)

Motion to adopt the FY 26-27 Department Work Plan.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston



Council Business Meeting

Date: February 12, 2025

Agenda Item	FY 26 - 27 Department Budget Recommendation (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII7. FY26-27 Department Budget - Agenda Brief

**REGULAR BUSINESS MEETING****AGENDA BRIEF****February 12, 2025**

Agenda Item	VIII. 7 FY 26-27 Department Budget Recommendation	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Commission adopts a budget on a biennial basis. The budget below is reflective of the input received at the January 17, 2025, Park Commission retreat and feedback from the February 5, 2025, Study Session. The department budget includes the following additional budget requests:

- Senior Services administrative assistant to meet service level needs
- Park Technician I to meet non-park city landscaping requirements
- Park Technician I and service and supply costs for FY27 for East Main Park
- Recreation Coordinator, services, and supply costs to address service level needs and the re-opening of Pioneer Hall and the Community Center
- Phase I transition to citywide fleet replacement model

The proposed FY26-27 Department budget is as follows:

Budget Category	FY 26-27 proposed	FY 24-25 Adopted
Park Operations Budget*	\$15,981,613	\$14,719,756
Park Capital Program Budget	\$6,228,000	\$17,457,093
Total Park Department Budget	\$22,209,613	\$32,179,849

*Park Program budgets will be presented at meeting

POLICIES, PLANS & GOALS SUPPORTED

The recommendation of this budget follows prior practices, consistent with the City Charter and budget rules.

FINANCIAL CONSIDERATIONS

This recommended budget, if adopted by council, would ensure basic services and programs are able to operate during the FY 26-27 budget cycle.

PROPOSED ACTIONS OR MOTION(S)

Motion to recommend the FY 26-27 Department budget of \$22,209613 and move it forward to the Finance Department.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston