



Council Business Meeting Agenda

ASHLAND CITY COUNCIL BUSINESS MEETING AGENDA

Tuesday, February 18, 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. CALL TO ORDER and ADOPTION OF HIRING PROCEDURES 3:30 p.m.

II. Executive Session 3:35 p.m.

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

III. CALL TO ORDER 6 p.m.

- a. Land Acknowledgement**

IV. PLEDGE OF ALLEGIANCE

V. ROLL CALL

VI. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

- a. Black History Month Proclamation

VII. APPROVAL OF MINUTES

- a. Minutes of January 21, 2025 - Business Meeting

VIII. CONSENT AGENDA

- a. Ad Hoc Committee on Affordable Childcare & Early Childhood Development Appointment
- b. Approval of Liquor License for Nous Hospitality.
- c. Approval of Liquor License for AJ Smoke & Grocery Store
- d. Liquor License for Southern Oregon Growlers
- e. Approval of Liquor License for Vida Baking Co.

IX. SPECIAL PRESENTATIONS

- a. Finance Update - First Quarter FY25 Results

X. PUBLIC FORUM

15 minutes – Public input or comment on City business not included on the agenda

- a. Testimony

XI. 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



Council Business Meeting Agenda

XII. 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

XIII. 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

XIV. NEW BUSINESS

- a. Grandview Terrace Annexation and Site Review Fee Waiver Request
- b. Affordable Housing RFP Issuance Approval-Beach Creek Properties

XV. CITY MANAGER REPORT

- a. CM Report

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

XVII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Alissa Kolodzinski at 541.488.5307 (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.

* 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.



Council Business Meeting

Date: February 18, 2025

Agenda Item	Council Adoption of Regular Hiring Procedures for Public Officers and Public Hearing on the City Attorney Position
From	Sabrina Cotta
Contact	sabrina.cotta@ashland.or.us

SUMMARY

The City Council is asked to adopt the Regular Hiring Procedures for Public Officers to bring the City's hiring process into full compliance with ORS 192.660(7), which governs the prerequisites for holding an executive session to consider the employment of a public officer.

Additionally, the Council is requested to allow for community input on the City Attorney position in accordance with the statutory requirement that the public have an opportunity to comment on the employment of the officer before an executive session is convened.

POLICIES, PLANS & GOALS SUPPORTED

- Compliance with Oregon Public Meetings Law (ORS 192.660(7))
- City Charter Article XIII, Section 1, which governs the appointment of the City Manager and City Attorney

BACKGROUND AND ADDITIONAL INFORMATION

The law sets out four specific prerequisites before an executive session can be held to consider the employment of a public officer. These are:

1. Advertising the Vacancy
2. Adopting Regular Hiring Procedures in an Open Meeting
3. Providing the Public an Opportunity to Comment on the Employment of the Officer
4. For a Chief Executive Officer, Adopting Hiring Standards, Criteria, and Policy Directives in a Public Meeting

The Regular Hiring Procedures for Public Officers document ensures compliance with state law and public meeting requirements while providing clarity in our recruitment process. It is designed as a flexible and logical roadmap for the Council's hiring decisions, ensuring a structured and transparent approach whenever it is needed.

Additionally, the agenda item will provide an opportunity for community input on the structure and responsibilities of the City Attorney's office, rather than any specific candidates.

FISCAL IMPACTS

There are no direct financial impacts of adopting this policy.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

- Adopt the Regular Hiring Procedures for Public Officers.
 1. *I move that the City Council adopt the Regular Hiring Procedures for Public Officers as presented, to ensure compliance with ORS 192.660(7), formalize the recruitment and hiring process for this recruitment of the City Attorney position.*
- Providing the Public an Opportunity to Comment on the Employment of the Officer.



Council Business Meeting

- Proceed with an executive session only after completing all prerequisites.

REFERENCES & ATTACHMENTS

1. 01-Policy-Regular Hiring Procedures for Public Officer-Ashland-02-11-25

CITY OF ASHLAND

CITY COUNCIL

POLICY: Regular Hiring Procedures for Public Officers (City Manager and City Attorney)
Effective Date: 02-18-2025

City of Ashland City Council Policy for the Recruitment and Hiring of Public Officers

Purpose:

The purpose of this policy is to establish and demonstrate that the City of Ashland has adopted regular and standardized hiring procedures for the recruitment of public officers, including the Chief Executive Officer (City Manager) and City Attorney, in compliance with Oregon Revised Statutes (ORS) 192.660(7). This policy ensures transparency, merit-based hiring, and adherence to the principles of diversity, equity, and inclusion (DEI). Additionally, it outlines steps for public participation and formal adoption of hiring standards, criteria, and directives.

Scope:

This policy applies to the recruitment and hiring process for public officers, specifically the City Manager and City Attorney, as provided under Article XIII, Section 1 of the City's Charter, which states:

"The Mayor, with the confirmation by the Council, shall appoint a City Manager, a City Attorney, and such other officers as the Council deems necessary."

1. Initiating the Hiring Process

A. Public Hearing on the Office and Adoption of Hiring Standards

To comply with ORS 192.660(7)(d)(C), the City Council shall hold a public hearing to allow for community input on the scope and responsibilities of the public officer positions. The governing body must provide the public with an opportunity to comment on filling the public officer's position, but it is not required that the public comment on named candidates before the executive session is held. (OAR 199-040-0027(5))

This hearing may include discussions on:

- **For the City Manager:** Administrative responsibilities, leadership needs, and organizational priorities.

- **For the City Attorney:** Whether to use in-house or contracted legal services, specific areas of legal expertise required, and the structure of the legal office.

This discussion will not include specific candidates to protect confidentiality and avoid jeopardizing their current employment.

The City Council shall also formally adopt hiring standards, criteria, and policy directives in an open meeting with opportunities for public input. The Attorney General's manual indicates that this requirement and the requirement for filling the public officer's position are separate, meaning both steps must occur before considering any candidates in executive session.

B. Advertising the Vacancy

Following the adoption of hiring standards, the City Council shall publicly advertise the vacancy to solicit applications. The Council may specify a preference for internal candidates before opening the search externally.

2. Regular Hiring Procedures

(This section represents the regular hiring procedures formally adopted by the City Council in an open meeting.)

A. Internal Recruitment Priority

The City prioritizes promoting from within the organization. The Human Resources (HR) Department shall evaluate internal candidates who express interest in public officer positions based on competence, experience, and appropriate character for the role. Internal candidates must:

- Demonstrate their ability to meet the responsibilities and challenges of the position.
- Be subject to the same hiring standards and evaluation criteria as external candidates.

B. External Recruitment Services

If, after thorough evaluation and consultation with HR, the Council determines that no internal candidates meet the qualifications, it will recommend engaging external recruitment services. Upon Council approval, the HR Department will work with a professional recruitment agency to:

- Conduct a nationwide search.
- Identify, screen, and recommend candidates who align with the adopted hiring standards, criteria, and directives.

C. Evaluation of Candidates

All candidates, whether internal or external, will be evaluated against the hiring standards, criteria, and policy directives adopted by the City Council. This ensures fairness, transparency, and compliance with public meeting laws.

D. Non-Discrimination and DEI Commitment

The City of Ashland is committed to diversity, equity, and inclusion (DEI) in its hiring practices. The recruitment and selection process shall be conducted in a manner that:

- Encourages participation from historically underrepresented groups.
- Ensures equitable access to employment opportunities.
- Prohibits discrimination based on race, color, sex, gender identity, sexual orientation, religion, national origin, disability, age, or any other protected characteristic.

E. Avoiding Nepotism and Conflicts of Interest

To maintain fairness and public trust, the City of Ashland shall enforce anti-nepotism policies in its hiring process:

- No candidate shall be given preferential treatment due to familial or personal relationships with current employees, City Council members, or other public officials.
- Any conflicts of interest shall be disclosed, and affected individuals shall recuse themselves from influencing hiring decisions.

3. Executive Session and Candidate Selection

A. Executive Session Limitations

The City Council may hold an executive session to consider the employment of a public officer only if:

- The position has been publicly advertised.
- Regular hiring procedures have been adopted by the City Council in an open meeting. (See 1A above)
- The public has had the opportunity to comment on the employment of the officer. (See 1A above)
- For chief executive officers and city attorneys, hiring standards, criteria, and policy directives have been adopted in meetings open to the public with opportunities for public input. (See 2. above)

This authority to hold an executive session does not apply to:

- Consideration of general employment policies.
- Discussions of an officer's salary in connection with hiring.

B. Confidential Candidate Review

The Attorney General's Manual clarifies that no executive session may be held for the purpose of taking any final action or making any final decision. During executive session, the Council may:

- Discuss candidate qualifications confidentially.
- Deliberate on strengths, experience, and suitability of applicants.
- Not discuss an officer's salary in connection with hiring.
- Not make a final decision or take formal action in executive session.

C. Flexibility in Completing Compliance Prerequisites

While the hiring process outlined in this policy follows a logical sequence, the order in which statutory prerequisites are met for compliance with executive session requirements shall not affect the legality or validity of decisions made. As long as all required steps—public hearings, adoption of hiring standards, advertisement of vacancies, and public comment opportunities—are completed before final deliberations in executive session, the Council will be considered in compliance with ORS 192.660(7).

4. Final Decision and Contract Negotiation

A. Contract Negotiation

Once a candidate is selected, the City Council shall designate a representative to negotiate the terms of the employment contract. The negotiated terms will be reviewed and approved in an open meeting.

B. Appointment

The Mayor, with confirmation by the City Council, shall make the final decision on the appointment of the public officer in a public meeting, ensuring transparency and compliance with ORS 192.660.

5. Compliance and Review

A. Compliance Responsibility

The Legal Department is responsible for ensuring adherence to this policy and statutory requirements.

B. Annual Review

This policy shall be reviewed annually by the HR Department and the City Council to ensure continued compliance with state laws, the City Charter, and best practices.

PASSED by the City Council this _____ day of _____, 2025.

ATTEST:

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor



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.

Discussion on Resolution No. 2025-01

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 not 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

Discussion with Doug McGeary:

- Review of correction of clerical errors;
 - 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

Decision:

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).

Discussion:

- 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

Discussion (cont.):

- 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.

Decision:

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

Decision: 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



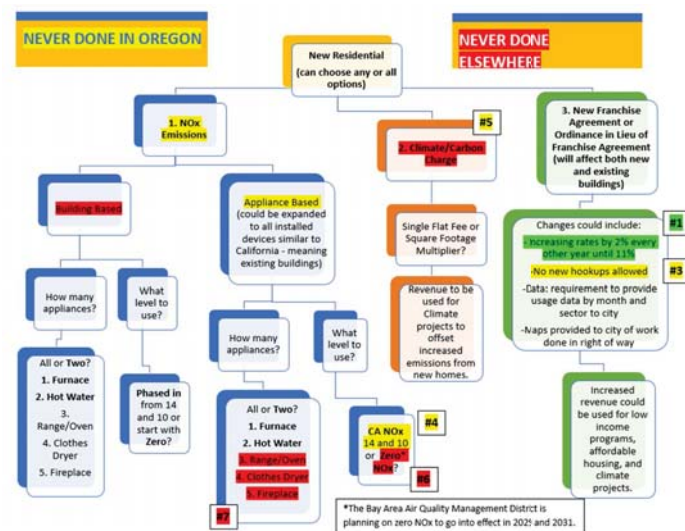
City Council Meeting: Climate Pollution Impact Fee

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.



*The Bay Area Air Quality Management District is planning on zero NOx to go into effect in 2021 and 2031.



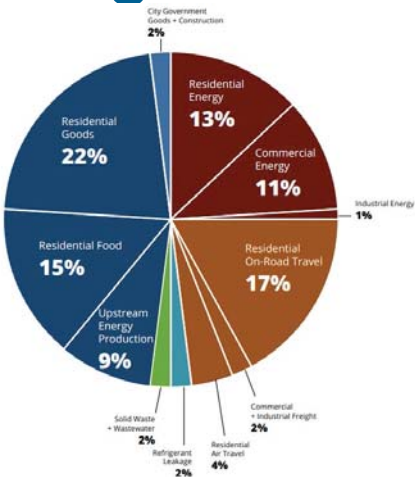
Legal Considerations

- 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.

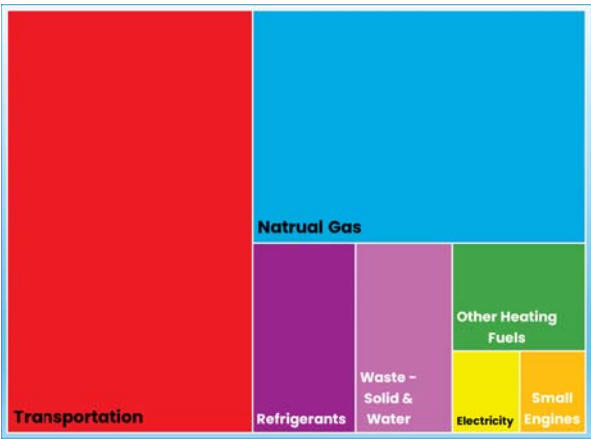
10	UNITED STATES DISTRICT COURT
11	CENTRAL DISTRICT OF CALIFORNIA
12	RINNAI AMERICA CORP., NORITZ
13	AMERICA CORP., NATIONAL
14	ASSOCIATION OF HOME BUILDERS,
15	CALIFORNIA STATE PIPE TRADES
16	COUNCIL, CALIFORNIA
17	MANUFACTURERS & TECHNOLOGY
18	ASSOCIATION, CALIFORNIA
19	RESTAURANT ASSOCIATION,
20	RESTAURANT LAW CENTER,
21	CALIFORNIANS FOR
22	HOMEOWNERSHIP, INC., CALIFORNIA
23	HOTEL & LODGING ASSOCIATION, and
24	CALIFORNIA APARTMENT
25	ASSOCIATION
26	
27	Plaintiffs,
28	
29	v.
30	
31	SOUTH COAST AIR QUALITY
32	MANAGEMENT DISTRICT,
33	
34	Defendant.



How is Ashland doing in reaching its climate goals?



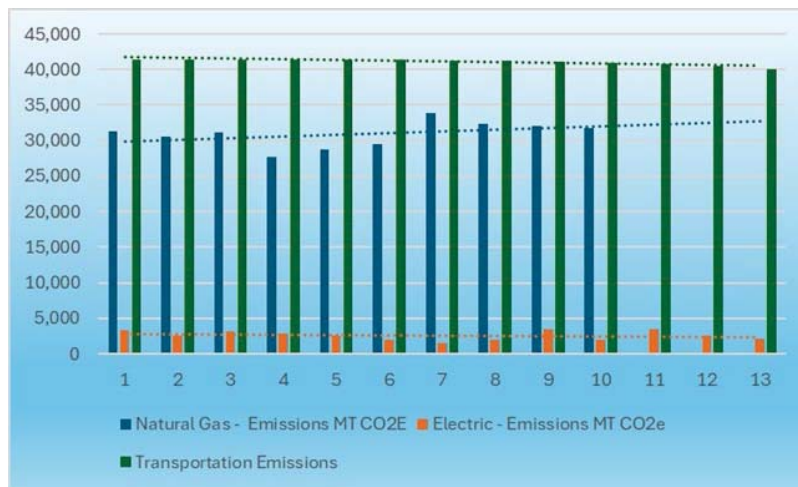
Climate Impacts
2015 CEAP Climate Inventory



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?

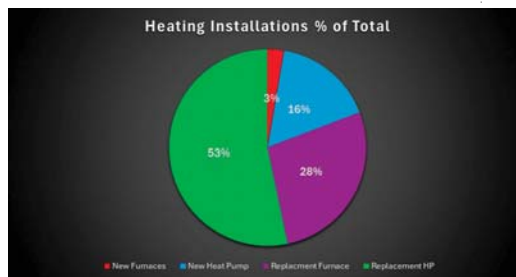
1. NOx

- 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.



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



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."



Questions?



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**.

Mayor Graham

Budget Committee Member Voting

1/21/2025



Rank in order of preference 1 -7.

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

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 Knauer

Rank in order of preference 1 -7.

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

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 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

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 Hansen

Rank in order of preference 1 -7.

Name	Rank
Dahle, Dylan	6
Fredericks, James	10 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

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.**



	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



	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 (RVMPPO)	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 (RVMTBA)	Hansen	
Southern Oregon University (SOU)	Graham	DuQuenne



Council Business Meeting

Date: February 18, 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

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Signature



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 18, 2025

Agenda Item	Approval of Liquor License for Nous Hospitality.
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

This is a request for approval of a liquor license application for Nous Hospitality LLC located at 358 East Main Street.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet – Full On-Premises

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

The Planning, Police, and Fire departments have reviewed the application and recommend approval of the liquor license. This business complies with the City's land use requirements and has a Business License.

I move to approve the liquor license for Nous Hospitality.

REFERENCES & ATTACHMENTS

1. Nous - OLCC Change of Ownership - received_Redacted





Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Nous Hospitality LLC

Proposed Trade Name: Nous

Premises Address: 358 E Main St

Unit:

City: Ashland

County: Jackson

Zip: 97520

Application Type: ☐ New License Application ☒ Change of Ownership ☐ Change of LocationLicense Type: Full On-Premises, Commercial ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: [REDACTED]

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: [REDACTED]

State: Oregon

Zip: [REDACTED]

Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☒ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☒ Outdoor Consumption☒ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Nous Hospitality LLC

Proposed Trade Name: Nous

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Ashland

Optional Date Received Stamp

Date Application Received: 1.31.2025

Received by: Kerrick Gooden

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Council Business Meeting

Date: February 18, 2025

Agenda Item	Approval of Liquor License for AJ Smoke & Grocery Store
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

This is a request for approval of a liquor license application for AJ Smoke & Grocery Store LLC located at 258 A Street.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet – Retail Off-Premises

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

The Planning, Police, and Fire departments have reviewed the application and recommend approval of the liquor license. This business complies with the City's land use requirements and has a Business License.

I move to approve the liquor license for AJ Smoke & Grocery Store.

REFERENCES & ATTACHMENTS

1. AJ Smoke & Grocery - New Outlet_Redacted



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information		
Legal Entity/Individual Applicant Name(s): AJ SMOKE & GROCERY STORE LLC		
Proposed Trade Name: AJ SMOKE & GROCERY STORE		
Premises Address: 258 A ST		Unit: STE 2
City: ASHLAND	County: JACKSON	Zip: 97520
Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location		
License Type: OFF-PREMISES SALES		☐ Additional Location for an Existing License

Application Contact Information		
Contact Name: FASEEH AHMAD	Phone: [REDACTED]	
Mailing Address: [REDACTED]		
City: [REDACTED]	State: OR	Zip: [REDACTED]
Email Address: [REDACTED]		

Business Details	
Please check all that apply to your proposed business operations at this location:	
☐ Manufacturing/Production	
☒ Retail Off-Premises Sales	
☐ Retail On-Premises Sales & Consumption	
If there will be On-Premises Consumption at this location:	
☐ Indoor Consumption	☐ Outdoor Consumption
☐ Proposing to Allow Minors	

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): AJ SMOKE & GROCERY STORE LLC

Proposed Trade Name: AJ SMOKE & GROCERY STORE

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed *by the local government* for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Ashland

Optional Date Received Stamp

Date Application Received: 2/6/2025

Received by: Kerrick Gooden

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Council Business Meeting

Date: February 18, 2025

Agenda Item	Liquor License for Southern Oregon Growlers
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

This is a request for approval of a liquor license application for Southern Oregon Growlers LLC located at 345 Lithia Way Street.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet – Full On-Premises

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

The Planning, Police, and Fire departments have reviewed the application and recommend approval of the liquor license. This business complies with the City's land use requirements and has a Business License.

I move to approve the liquor license for Southern Oregon Growlers.

REFERENCES & ATTACHMENTS

1. Southern Oregon Growlers - New Outlet_Redacted



**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): SOUTHERN OREGON GROWLERS LLC

Proposed Trade Name: SOUTHERN OREGON GROWLERS

Premises Address: 345 LITHIA WAY

Unit:

City: ASHLAND

County: JACKSON

Zip: 97520

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Full On-Premises, Commercial ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: SOUTHERN OREGON GROWLERS LLC

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: [REDACTED]

State: OR

Zip: [REDACTED]

Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☒ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☒ Outdoor Consumption☒ Proposing to Allow Minors**Section 1 continued on next page**



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): SOUTHERN OREGON GROWLERS LLC

Proposed Trade Name: SOUTHERN OREGON GROWLERS

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Ashland

Optional Date Received Stamp

Date Application Received: 01.22.2025

Received by: Kerrick Gooden

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Council Business Meeting

Date: February 18, 2025

Agenda Item	Approval of Liquor License for Vida Baking Co.
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

This is a request for approval of a liquor license application for Vida Baking Group LLC located at 149 N Pioneer Street.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet – Full On-Premises

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

The Planning, Police, and Fire departments have reviewed the application and recommend approval of the liquor license. This business complies with the City's land use requirements and has a Business License.

I move to approve the liquor license for Vida Baking Co.

REFERENCES & ATTACHMENTS

1. Vida Bakery - OLCC New Outlet_Redacted





OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

Licensor Information

Legal Entity/Individual Applicant Name(s): Vida Baking Group LLC

Proposed Trade Name: Vida Baking Co

Premises Address: 149 N Pioneer St

Unit:

City: Ashland

County: Jackson

Zip: 97520

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: Full On-Premises, Commercial ☐ Additional Location for an Existing License

Applicant Contact Information

Contact Name: [REDACTED]

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: [REDACTED]

State: OR

Zip: [REDACTED]

Email Address:

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption

☒ Outdoor Consumption

☒ Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): **Vida Baking Group LLC**

Proposed Trade Name: **Vida Baking Co**

IMPORTANT: You **MUST** submit this form to the local government **PRIOR** to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: **Ashland**

Optional Date Received Stamp

Date Application Received: **2.10.2025**

Received by: **Kerrick Gooden**

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Council Business Meeting

Date: February 18, 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.





Council Business Meeting

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
	<u>\$ 82,748,218</u>	<u>\$ 77,068,221</u>	<u>\$ 5,679,997</u>		
Total Fund Balances	<u>\$ 82,748,218</u>	<u>\$ 77,068,221</u>	<u>\$ 5,679,997</u>		
<u>Restricted and Committed Funds</u>					
Restricted	\$ 17,160,976	\$ 9,777,244	\$ 7,383,732		
Committed	24,949,972	12,014,094	12,935,878		
Unassigned	<u>40,637,269</u>	<u>55,276,883</u>	<u>(14,639,614)</u>		
Total Fund Balances	<u>\$ 82,748,218</u>	<u>\$ 77,068,221</u>	<u>\$ 5,679,997</u>		

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
	<u>\$ 75,843,215</u>	<u>\$ 70,827,121</u>	<u>\$ 5,016,094</u>
 <u>Manner of Investment</u>			
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
	<u> </u>	<u> </u>	<u> </u>
Total Cash and Investments	<u>\$ 75,843,215</u>	<u>\$ 70,827,121</u>	<u>\$ 5,016,094</u>

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

	Current Fiscal Year				Prior 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	
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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	Collected / Expended	
211 Parks General 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)	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	Fiscal Year 2025	Budget to Actual	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal	Actual Percent
		2nd Year Actuals	2nd Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	to-Date Actuals	Year 2024 End-of-Year Actuals	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	<u>\$ -</u>						

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

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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	<u>\$ -</u>							

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	Fiscal Year 2025	Budget to Actual	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal	Actual Percent
		2nd Year Actuals	2nd Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	to-Date Actuals	Year 2024 End-of-Year Actuals	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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-		Collected / Expended
		Budget	Expended	Change		Year Actuals		
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	<u>1,887,552</u>	1,784,761	105.8%	105.2%	1,794,212	1,794,212		100.0%
Ending Fund Balance	<u>\$ 1,910,773</u>	<u>\$ 1,809,761</u>	105.6%	105.7%	<u>\$ 1,807,267</u>	<u>\$ 1,887,552</u>		95.7%
Reconciliation of Fund Balance:								
Restricted and Committed Funds	1,910,773							
Unassigned Fund Balance	<u>\$ (0)</u>							

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

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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						

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

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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)

		Fiscal Year 2025	Fiscal Year 2025	Budget to Actual	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal	Actual Percent
		2nd Year Actuals	2nd Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	to-Date Actuals	Year 2024 End-of-Year Actuals	Collected / Expended
413	SDC Parks Fund							
	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		Budget to Actual		Preliminary Fiscal		
		Fiscal Year 2025	2nd Year of Biennial	Percent	Actual to Actual	Fiscal Year 2024 Year-	Year 2024 End-of-	Actual Percent
		2nd Year Actuals	Budget	Collected /	Year-over-Year	to-Date Actuals	Year Actuals	Collected / Expended
				Expended	Change			
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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	Collected / Expended	
670								
Water Fund								
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)

			Budget to Actual				
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal	Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Collected / Expended
		Budget	Expended	Change		Year Actuals	
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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	Collected / Expended	
675								
Wastewater Fund								
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)

			Budget to Actual				
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal	Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Collected / Expended
		Budget	Expended	Change		Year Actuals	
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)

			Budget to Actual				
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal	Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Collected / Expended
		Budget	Expended	Change		Year Actuals	
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
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of September 30, 2024
(25% of Fiscal Year)

		Fiscal Year 2025		Budget to Actual		Preliminary Fiscal			
		Fiscal Year 2025	2nd Year of Biennial	Percent	Actual to Actual	Fiscal Year 2024 Year-	Year 2024 End-of-	Actual Percent	
		2nd Year Actuals	Budget	Collected /	Year-over-Year	to-Date Actuals	Year Actuals	Collected / Expended	
				Expended	Change				
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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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							

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

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-		Collected / Expended
		Budget	Expended	Change		Year Actuals		
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)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-		Collected / Expended
		Budget	Expended	Change		Year Actuals		
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	

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

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-		Collected / Expended
		Budget	Expended	Change		Year Actuals		
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							

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

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		Actual Percent
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-		Collected / Expended
		Budget	Expended	Change		Year Actuals		
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
Preliminary as of September 30, 2024
(25% of Fiscal Year)

			Budget to Actual					
	Fiscal Year 2025	Fiscal Year 2025	Percent	Actual to Actual	Fiscal Year 2024 Year-	Preliminary Fiscal		
	2nd Year Actuals	2nd Year of Biennial	Collected /	Year-over-Year	to-Date Actuals	Year 2024 End-of-	Actual Percent	
		Budget	Expended	Change		Year Actuals	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	<u>\$ (0)</u>							



Online Form Submittal: City Council Public Testimony Form

From noreply@civicplus.com <noreply@civicplus.com>
Date Mon 2/3/2025 12:27 AM
To Ashland City Recorder <recorder@ashland.or.us>

[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	Nancy K Boyer
Meeting Date	February 4-2025
Email Address	
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.	Public Forum
Written Testimony (Leave this section blank if you are requesting to speak electronically.)	Last council meeting was most unusual, with three on Zoom and no council chair, along with a newly elected councilors first mtng. Thanks interim Chair Bob Kaplan for leading this long and packed mtng.. Many people follow at home and I for one am disturbed by C Eric Hansens comment "you got the packet, so read it and vote...that's what councilors do! May not be exact words, but

the insulting message was there, loud and clear for all to hear.
Hansens comment was also mentioned in an article for Ashland
.News.

We all sat through many mtngs when C Hansen repeatedly
asked, such things as ...what are we voting on now, maybe I'm
not understanding this ,can you help me, I'm confused , so let
me get this straight...questions as these for almost a year!
Not one councilor berated him for asking questions such as
these, but we're willing kindly to help him as a new councilor!
I feel this same kindness should have been given to our new
Councilor Doug Knauer.

Myself and others would like to hear an apology to councilor
Doug Kanuer, and we constituentsbecause,
....."thats what councilors do!"

Respectfully,Nancy K Boyerr

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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	Lance Culnane
Meeting Date	2/18/25
Email Address	
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.	Public Forum
If speaking on an agenda item, indicate which item.	Affordable Housing
Written Testimony (Leave this section blank if you are requesting to speak electronically.)	I would like to please be involved with future discussions involving affordable housing and would like to urge further action. I know some admirable steps have been taken in the past in Ashland but I hope we can brainstorm even more bold

ideas and set in place plans which will automatically be implemented every year.

A Fortune article just came out which showed that the median house in the US is \$433k, and that it requires a household income of \$167k to afford this, and that the median household income is < \$100k.="" i="" don't="" think="" enough="" people="" are="" talking="" about="" this="" issue="" and="" realize="" that="" the="" fabric="" of="" society="" is="" tearing="" apart.="" i="" know="" that="" sounds="" like="" hyperbole,="" but="" i="" believe="" it="" is="" the="" basis="" for="" much="" of="" the="" unrest="" throughout="" the="" world="" at="" this="" moment="" in="">

I often see Ashland residents complain on FB forums about how fast businesses are closing and the general cost of living in Ashland. This is indeed a multifaceted problem. One of the facets is population decrease. Affordable housing could help the economy, and bring justice to those of us struggling to make rent (I myself am in that camp even though I have a PhD in chemistry and program AI for a living). The Fortune article mentions how there is a difficult psychological aspect to this where people >50 have not been as impacted by this problem, and very little is being done. It is one thing to read the statistics, and quite another to experience it as I have; to work your butt off your whole life, get a PhD, do everything society tells you to do, and STILL not be able to afford a home and build wealth and peace of mind for my children. I love Ashland, and hope I can afford to stay and support restaurants and coffeeshops in town. But if I am forced out, like many are, then there will be just a little less revenue for downtown businesses.

I propose that Ashland take out loans every year, build apartments or small houses, and then sell or rent them at an affordable price. The city of Haward, in the Bay Area, has done this, and is selling a house for < \$200k="" in="" a="" lottery="" system.="" similar="" programs="" have="" been="" done="" with="" success,="" and="" require="" the="" buyer="" to="" not="" sell="" the="" house="" for="" under="" a="" small="" %="" more="" than="" the="" purchase="" price="" (per="" year)="" in="" order="" to="" keep="" it="" affordable="" throughout="" the="" years,="" and="" not="" be="" immediately="" flipped="" for="">

After the homes are sold, the loan taken out by the city to build it can be immediately repaid with the proceeds and this process can be repeated indefinitely- all at no cost to the city.

Other ideas have been successfully implemented in other cities which require \$0, like simplifying building permit laws etc and other YIMBY ideas.

I'm not sure if I will make it to this Feb 18th meeting, but I hope this is read during the meeting and someone can contact me about possible next steps and/or that the council can take action on this soon. I'm at lanceculnane@gmail.com

Thank you very much,
For Justice!
Lance Culnane

Fortune article:
<https://fortune.com/article/gen-z-work-ethic-vs-millennials-problem-habits-young-adults-workplace-employees/>

Bay Area affordable housing article:
<https://www.ktvu.com/news/affordable-housing-lottery-3-bedroom-bay-area-home-for-183000>

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Full Name	Stuart Davies
Meeting Date	2/18/25
Email Address	
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.	Public Forum
If speaking on an agenda item, indicate which item.	<i>Field not completed.</i>
Written Testimony (Leave this section blank if you are requesting to speak	Just recently I watched the archived video of the September 30 Council Study Session discussion regarding existing RF electric meters and possible future smart meters. I would like to ask the council to consider revisiting this issue for a much deeper exploration of many very important issues, in particular the risk of

electronically.)

smart meter caused electrical fires and their well documented vulnerability to remote hacking.

Trying to pare down the body of valuable information that should be considered to a brief overview simply is not possible, given the technical complexity of these issues. This is not a subject that can or should be skimmed over in three minutes or less - I urge the council to devote some time at home to study up on these issues.

Ashland residents should not be asked to accept the installation of smart meters on their homes and businesses without being informed of these serious risks, and given their obligation to ensure public safety, city officials likewise need to inform themselves and balance these risks against any possible cost savings that might be gained. Links to documentation and testimony on smart meter fire risks are provided below.

Here are just some of the many key points I ask the city council and electric department director to consider:

Local government officials should familiarize themselves with the "Not Covered" segment of the National Electric Code (NEC) - it is important to understand that public utilities companies are essentially exempt from the National Electric Code.
<https://www.nfpa.org/for-professionals/codes-and-standards>

"National Electric Code - Not Covered: "Installations of communications equipment under the exclusive control of communications utilities located outdoors or in building spaces used exclusively for such installations, installations under the exclusive control of an electric utility where such installations consist of service drops or service laterals, and associated metering, or are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, transmission, energy storage, or distribution of electric energy, or are located in legally established easements or rights-of-way..."

The radio frequency meters currently installed in Ashland are not certified as having safe electrical designs by Underwriters Laboratories because they are the property of electric utilities and not consumer items - UL certification for electric meters is voluntary and most meters are not certified by UL.

Underwriters Laboratories has stated the following: "The meters are owned by the electric companies, while the consumers own and are responsible for the meter box and consumers are responsible for any damage that results from fires, short circuits and power surges."

"Insurance companies consider smart meter technology advanced and therefore will not cover damages if they feel homes are not smart meter compliant. For a home to be smart complaint, the home needs to be completely rewired so that it is compliant with the demands of the smart grid."

Here are some further facts regarding SMART meter fires:

Characteristics of smart meter fires from field observation

- Occur within 1 month to two years following initial replacement of analog meter with smart meter
- Within 15 – 25 feet of smart meter
- Occur in continuous sections of branch circuit wiring, not at points of connection or splices, not near staples, not in junction boxes
- No evidence of insect or rodent infestation
- Occur in void spaces (walls, ceilings) and in attics with no human activity
- Often small fires (5 – 10' diameter)
- No correlation to service size or circuit loading
- No correlation to premises wiring age or material (Al or Cu)
- No correlation to significant weather events (lightning)
- No evidence of utility supply (distribution) system anomalies (voltage spikes)
- Fires cause typically listed as UNDETERMINED.

5 Stages Leading to Fire:

- 1 st Stage: RF pulses (beams) away from meter in a specific pattern to send signals (data) to nearby meters in the "Daisy Chain".
- 2nd Stage: RF from meter bounces off "reflected" surfaces causing RF to "double/quadruple" in intensity (in terms of energy density measured as microwatts per square meter; $\mu\text{W}/\text{m}^2$). The pulse bounces back and onto the oncoming pulse and intersects at a specific geometric focal point. If PVC insulation is present at that focal point, the RF energy can get converted to heat energy in the dielectric, causing micro fractures or bubbles in the polymer. The main effect is likely thermal, but the existing electric

field may accelerate the degradation of the polymer (PVC).

- 3rd Stage: Sufficient heating can either ignite the polymer directly, or, more likely, first carbonize it. If PVC gets carbonized, then this can be the initiation of arc tracking, and arc tracking can end up in ignition.

- 4th Stage: If wood structural members are near/touching, this resistive heating can initiate and sustain pyrolysis of wood.

- 5th Stage: Flaming combustion begins.

- Ignitions from military radar equipment were first observed in the early 1940s. Breakdown/destruction of wiring insulation due to RF radiation was first encountered by the DoD (Navy/Air Force) when radar was utilized. They encountered numerous fires to the electrical wiring onboard ships and airplanes. Steps were taken to produce an "RF resistant" insulation material to prevent the breakdown.

- This hypothesis has been tested with a post-fire NM cable ("Romex") submitted for analysis to a well-respected materials laboratory. The conclusions yielded positive results of bond dissociation causing the breakdown of the PVC insulation material near the point of the resistive-heating-caused fire event.

- The analysis found molecular breakdown in PVC insulation that could have only been caused by RF radiation. The resulting breakdown compromises or destroys the insulating properties of PVC.

- The following graphs were taken from an NFPA study dated September 2017. Please note the spike nationally on electrical fires to fixed wiring during 2012-2015, the time when most of the smart Meters were initially installed and put into operation.

- The number of fixed wiring fires in the U.S. during 2002 – 2011 was approximately 22,000. For the next 5 years, the number rose to 35,000 or a 59% increase. (Note: this would be an average increase of over 100% given the relative time frames of these two periods)

"Typical gauge electrical wiring that provides electricity to buildings (60 Hz power) is not constructed or intended to carry high frequency harmonics that are increasingly present on normal electrical wiring...Harmonics are higher frequencies than 60 Hz that carry more energy, and ride along on the electrical wiring in bursts.

The use of smart meters will place an entirely new and significantly increased burden on existing electrical wiring

because of the very short, very high intensity wireless emissions (radio frequency bursts) that the meters produce to signal the utility about energy usage.

Electrical wiring is not sized for the amount of energy that radio frequency and microwave radiation have. These unintended signals that can come from new wireless sources of many kinds are particularly a worry for the new smart meters that produce very high intensity radio frequency energy in short bursts.

Wireless smart meters don't intentionally use the electrical system to send their RF signal back to the utility (to report energy usage, etc). But, when the wireless signal is produced in the meter... it boomerangs around on all the conductive components and can be coupled onto the wiring, water and gas lines, etc. where it can be carried to other parts of the residence or building. It is an over-current condition on the wiring. It produces heat where the neutral cannot properly handle it.

Any smart meter installed in a main panel might start an electrical fire in that building; it would not be necessary for the unit itself to have a smart meter. The RF emissions from any smart meter in the main panel might trigger an electrical fire at any location in the building served by this main panel because harmonics can and will travel anywhere on electrical wiring of that building. Wireless Smart Meters and Potential for Electrical Fires, Cindy Sage, Sage Associates and James J. Biergiel, EMF Electrical Consultant, July 2010

"Traditional analog electromechanical electric meters have a ground connection as well as surge protection which is based on spark-gap technology (like a spark plug).⁶ The spark gap functions like a circuit breaker and protects the house from surges and overvoltage conditions.

The analog electric meter clips to a pair of semi-circular metal rings that is connected to the meter box. These are connected to a neutral wire, then to a grounding rod which is in the ground. Spark gap technology allows current that exceeds a set threshold – generally 450 volts -- to "jump the gap", and the voltage is conducted to the ground. This spares the meter, the building, the building's wiring, and the plugged-in electronics from damage and fire. One engineer told me that a particular analog meter model would entirely disconnect power to the house if a surge was present and reset on the next half-cycle (within a few milliseconds) once the surge was gone.

Even with lightning strikes, analog meters with this technology have survived and protected their buildings. And this technology works repeatedly without damage to the meter, because there are no electronic components to wear out.

New Smart/AMI/AMR/digital meters do not have this surge protection and do not have a connection to the ground.⁹

Instead, meter manufacturers put a varistor – a voltage dependent resistor, or variable resistor -- on the digital meter circuit board.

All electronics have varistors. When there is an increase in voltage, the varistor will increase the resistance of the circuit to try to dampen the amount of voltage going across the lead. Voltage exceeding the varistor's limit (300-350 volts) will cause the varistor to explode, ruining the circuit board and the appliance or electronic equipment.

However, with a Smart/digital meter, when the varistor blows out, the current from the utility pole, including high voltage current, will flow directly into the building if any appliances or electronics are drawing power, and many of today's electronics and appliances are always on. The results can be burned wiring, damaged electronics and equipment, including well pumps, and fires.

"Varistors are useful for short duration protection in case of high transient voltage surges in the order of 1-1000 microseconds. They are however not suited to handle sustained surges. If a transient pulse energy in joules (J) is too high and significantly exceeds the absolute maximum ratings, they can melt, burn or explode."¹⁰

Electrical engineer William Bathgate:

This small electronic part cannot withstand more than a 300 Volts AC surge. The part will explode when a line voltage surge exceeds this limit, such as when a tree branch touches the high voltage lines or lightning strike occurs nearby. Once this Varistor explosion has occurred it permits high voltage transfer to the other circuit board components and the circuit board substrate. This results in the AMI meter literally exploding from the meter socket or in a severe melting of the plastic components, likely leading to a fire and/or severe home damage.

Most customers that comment when this occurs say they hear a load pop or a boom, followed by lights flickering, and followed by arcing at the meter housing. This is not how a circuit board should be protected... There is no sound electronic engineering firm that would permit 240 volts AC to short circuit across the circuit boards due to a component failure such as a Varistor. This is extremely dangerous. Once the progression of the subsequent short circuit begins the line transformer will apply up to 2,000 Amps to the meter housing until either the feed lines to the home

disintegrate and vaporize or the transformer line breaker/fuse trips out after 50 seconds. By this time the damage is so extensive it is jeopardizing human and animal life. No such condition is possible from an Analog Meter.¹¹

Branches and trees fell on lines in the California North Bay fires, causing contact between higher voltage and lower voltage lines. Lines caught fire from the high voltage current. This high voltage current was flowing into homes, blowing out the varistors. Automatic restarters kept re-energizing the lines, keeping this high voltage current flowing and also sending repeated surges down lines into buildings, intensifying the problem – a particular problem with PG&E's system. Smart Meters could have malfunctioned in very significant numbers and actually caused many of the building fires. East Palo Alto, Stockton, Summerland, Ontario, and Forest, Ontario are a few incidents when many Smart Meters failed simultaneously and spectacularly due to a surge.

Stockton, March 30, 2015:

The smart meters were unable to handle the surge and exploded. Some of the explosions were serious, others were not. Stockton fire Capt. Bryan Carr with Engine 6, one of several fire crews dispatched Monday morning as dozens of electric customers began reporting explosions, smoke or the smell of burning wires, described the scene as “unreal” when his engine pulled onto Fairbury Lane, a residential street in southeast Stockton... His best estimate was that 50 or 60 homes had some type of significant electrical damage.¹⁵
(GE and Landis & Gyr Smart Meters)

Summerland, British Columbia, Nov. 26, 2014:

69 Smart Meters damaged, and some blew off buildings.¹⁶

(Itron Smart Meters)

Forest, Ontario, Nov. 7, 2013:

60-70 Smart Meters explode due to winds at Fairview Court Apartments. Don Plowright, who lives with his wife in the Fairview Court Apartments, says the meters sustained a lot of damage. “Some of them blew right off and hit one of the windows,” he remarks. “Ours was all blackened. The people next to us, the meter was blown right off and the wires were sticking out.”

Problems associated with remote connect/disconnect switch:

"Approximately 100 million SMART meters have been installed around the world thus far, with or without the consent of the property owners. A key design feature of these devices touted by manufacturers is that power can be disconnected and

reconnected remotely. This remote power disconnection/reconnection feature, promoted as a labor and expense saving measure, has been one of the main selling points encouraging electric utilities to make the switch from traditional analog meters to SMART meters. However, it has been well documented that due to flawed smart meter designs, electrical arcing can result simply when power is reconnected to smart meters after it has been disconnected, as can be seen here:

"Insurance adjuster Norman Lambe to New Mexico Public Regulatory Commission: "Unlike analog meters, "smart" meters can turn power "on" or "off" remotely. Sometimes, during activation of this remote switch, a tremendous burst of power can cause arcing in the meter and result in fire.

As noted in the report by EFI Global, "All observed damage to the electrical panel and the meter itself is consistent with a fire triggered by extreme heat at the defective switch contacts inside the meter. The heat transferred to the metal clips, which were held in position by a resin-based insulator. The extreme heat ignited the insulator. The ensuing fire burned upward inside the panel, explaining the damage to the circuit breaker located directly above it. Open flame conducts electricity, so the flame draws an arc between the two energized power rails in the panel, explaining the unusual arc patterns in the center circuit on the panel, which was not part of the 'HP' meter circuit."

East Palo Alto, Aug. 25, 2011: When Pacific Gas and Electric turned the power back on, the surge blew up a number of smart meters in homes. More than 80 fires were reported, and a number of home appliances were damaged. Homes that did not yet have the smart meters installed reported no problem.¹⁸

Electrical engineer William Bathgate:

"After a hard look at the design and construction of this ITRON meter there are the following observations:

The biggest weakness is the power disconnect, it suffers from a small surface area for the disconnect contact and would be prone to excessive heating and likely result in contact pitting and carbon deposits that are not readily visible by the customer and there is not a sensory circuit that could detect it and report it to the customer or the utility. The design would be prone to creating unpredicted fires.⁴²

Electrical engineers evaluated the British Columbia Utility Commission's draft report on Smart Meter fire safety concerns (Itron Smart Meters) and among their conclusions

found:43

A critical item missing in this Report is any investigation and discussion about the meter's built-in 200 Ampere disconnect switch. The switch is not CSA44 certified, yet it is being used as a "Service Disconnect Switch" – (CSA Code definition), for which it is not designed. Several requests for technical performance and certification data have been ignored by [utility company] BC Hydro and by Itron. The switch is a potential failure mechanism, in particular during fault conditions, because as described elsewhere, the electrical protection on the HV side of the transformer does not appear to adequately protect the electronic meter from excessive fault current. This BCUC Report states that BC Hydro meters do not need to be certified under the Electrical Safety Regulations..."

Portland (Oregon) General Electric removed 70,000 Smart Meters after several house fires, saying the disconnect switch was faulty." <https://mdsafetech.org/wp-content/uploads/2019/10/fire-and-electrical-hazards-report.pdf>

Vulnerability to remote hacking

"Cynthia Ayers is a national security threat analyst, currently working as an independent consultant within the Mission Control and Cyber Division of the Center for Strategic Leadership, U.S. Army War College. She is also serving as Deputy to the Executive Director of the Congressionally sponsored Task Force on National and Homeland Security. On March 7, 2017, Ayers presented testimony before the Michigan House Committee on Energy Policy. Her testimony included an analysis of how smart meters introduce safety and security threats to the electric grid and to civilization itself. Excerpts from the written testimony [1] include the following:

"My testimony will concentrate on the possibility of a catastrophic cyber attack to the systems we depend on for the delivery of electricity – the lifeblood of our modern civilization. As our electric grid becomes 'smarter' and more networked, it also becomes more vulnerable, making it a very inviting – perhaps the most inviting – target for adversaries. Threats specific to smart grid technology range from the tactical (e.g., house-to-house, building to building) to the national strategic level.

As with cyber activities world-wide, operational attacks against small, inconspicuous elements (smart meters, for example) could ultimately have a much larger, truly catastrophic impact to the grid and to the society it sustains. Due to the manner in which cyber attacks are propagated, cyber security is everyone's business. It is ultimately up to individuals and the companies who

employ them, to do what is necessary to meet this looming crisis." <https://smartgridawareness.org/2017/03/12/expert-testimony-retain-analog-systems/>

"A new survey of 104 security professionals in the energy sector gave a big thumbs down to smart meter security. According to the survey, when asked, "Do smart meter installations have sufficient security controls to protect against false data injection?" 61 percent said no. The report was sponsored by vulnerability management and compliance auditing firm nCircle and EnergySec, a public-private partnership funded by the U.S. Department of Energy. Its findings come roughly two weeks after NSA Director and US Cyber Command chief Gen. Keith Alexander spoke before the Senate Armed Services Committee about the importance of the government and private sector working together to stop security threats to the nation's critical infrastructure.

Smart meters vary widely in capability and many older meters were not designed to adequately protect against false data injection," noted Patrick Miller, the founder, CEO and president of EnergySec, in a statement. "It doesn't help that some communication protocols used by the smart meter infrastructure don't offer much protection against false data injection either. Together, these facts highlight a much larger potential problem with data integrity across the smart grid infrastructure. Because our nation relies on the smart grid to deliver robust and reliable power, we need to make sure that all systems that process usage data, especially those that make autonomous, self-correcting, self-healing decisions, assure data integrity." <https://www.securityweek.com/smart-meters-widely-considered-vulnerable-false-data-injection/>

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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	Denise Deneuax
Meeting Date	2/4/2025
Email Address	
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.)	Dear Mayor and City Council, In reference to the 2200 Ashland Street warming shelter. My partner and I brought food to the shelter last week. It appeared clean and well run and the folks inside humbly accepting a warm meal. But the lights were so bright and we understand that in this facility guests are not allowed to sleep at night - which really rang like a form of torture for already beaten down,

cold and weary people. It was going to be in the 20's that evening and other folks were calling down from the street asking if there was room. There was not room and they were politely but firmly turned away. Today there is 6 feet of snow outside my house and I want to urge all of you to prioritize converting 2200 Ashland Street into a permanent shelter with allowance for sleeping and for an increased number of shelter guests. The facility seems large enough to accommodate quite a few more people. I am deeply upset that we as a community cannot do better than this. I am astonished the city that you cannot do better than this. The volunteers running the shelter make it as humane a situation as can be within the allowed parameters, but the regulations need to change. We urge the city to take a much more caring and proactive approach to addressing this obvious human need and cut through any red tape that may be standing in the way. Please visit the shelter one evening (if you have not). Respectfully, Denise Deneaux

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Council Business Meeting

Date: February 18, 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 MUNICIPAL 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 **bold underlined**.

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.

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

SECTION 1. 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

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 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**

~~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

2.30.020 Administrative Appeals Process

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 18, 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 Commissions Creating Advisory Committees
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 18, 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.



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- 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



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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 **bold underlined**.

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 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:

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

2.28.600 The Ashland Parks and Recreation Department – Creation

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.

2.28.610 Ashland Parks and Recreation Department Director – Appointment and Duties

A. Appointment

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.

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 18, 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.



Council Business Meeting

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 2.18.25

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:

$$\text{Fee} = (\text{SCGHG}) \times (\text{MTCO}_2\text{e}) \times (\text{Service Life})$$

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:

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

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.

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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]

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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	
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 kl 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

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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

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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
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Meeting Date	January 21, 2025
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Email Address	
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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

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Date Tue 2/4/2025 9:00 PM
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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	Liliana Allred
Meeting Date	2/4/25
Email Address	
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
If speaking on an agenda item, indicate which item.	I Support the Carbon Impact Solution Fee
Written Testimony (Leave this section blank if you are requesting to speak electronically.)	Mayor Graham and members of the City Council, my name is Liliana and I am a resident of Ashland. I am writing to support the Carbon Pollution Impact Fee. Thank you for the work you all have done so far to make meaningful progress towards

climate policy in our town. The Pollution fee is a vital step to improve indoor air quality, increase energy affordability, and begin meeting our climate goals.

I greatly urge the council to follow the leadership of our Rogue Valley youth, who have been organizing for climate justice and clean air for over two years, and Pass the Carbon Pollution Impact Fee.

I encourage Council to direct city staff to report on the revenue generated by the fee and ensure that revenue be directed to the conservation budget in order to advance climate justice programs that benefit frontline communities.

This matters to me greatly because I care about the health and wellbeing of our communities, and our right to breathe clean air. It matters because it aligns with the Climate and Energy Action Plan that the city passed 7 years ago. We must transition away from fossil fuels as quickly as possible if we want a future for our next generations. Addressing air pollution caused by fossil fuels in our community is a step towards addressing climate justice and equity in the Rogue Valley.

For all our futures, pass the Carbon Pollution Impact Fee, but do not stop here. I urge you to continue the work to transition Ashland away from fossil fuels and prepare residents to be resilient in the face of climate change.

Thank you for your time and you vote.

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From noreply@civicplus.com <noreply@civicplus.com>
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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	Brad Hicks
Meeting Date	Tuesday, February 4, 2025
Email Address	
Are you a City of Ashland resident?	No
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.)	See attached letter
Upload a file or image	2.3.25_AshlandOrd.3254_CoalitionLetter_FINAL.pdf

Monday, February 3, 2025

Mayor Tonya Graham
Ashland City Council Members
1175 E Main Street
Ashland, OR 97520

RE: Ordinance 3254 - 100% Tax on New Residential Construction

As members of this community from all walks of life, who together, specialize in providing homes with safe and reliable energy, we are writing with concerns about Ordinance 3254 – an approximate 100% tax on appliances that will impact new home construction. There is too much at stake and there are too many unintended consequences resulting from this ordinance.

This proposed ordinance represents a 100% tax on new appliances, without the vote of Ashland residents. Lower income Ashland residents and families looking to buy their first new home will have to pay even more for housing, creating inequities in our community and exacerbating the affordability problem in Oregon. For example, a new home with a natural gas furnace, will have an added \$4,118 in costs to Ashland homebuyers. According to a 2024 Priced Out report by the National Association of Home Builders, for every \$1,000 increase in the cost of building a home, 812 Oregon households are priced out from the housing market.

Ordinance 3254 will make the equity divide even worse in Oregon. According to a 2024 State of the State's Housing report from Oregon Housing and Community Services, there is a 15.3% gap in homeownership by race and ethnicity, with exclusionary policies, wealth gaps, and institutional barriers that prevent BIPOC communities from buying homes cited as primary drivers. Imposing more taxes on new home construction are an example of these exclusionary policies.

According to the same report, Oregon has the highest number of families with kids experiencing homelessness in the country. With housing costs so high, many parents have to choose between keeping a roof over their heads or putting food on the table – when they should have both. Even those who have housing are struggling to keep up, as prices keep rising faster than wages.

Here are some other astonishing facts from the report that have a direct correlation to the disproportionate impact the ordinance will have on housing affordability:

- While higher-income groups and individuals are increasingly experiencing cost burdening, this has long been a reality for BIPOC communities and low-income households. Over the past two decades, these disparities have worsened, disproportionately impacting Oregon's most vulnerable populations.
- Both renters and homeowners spend more than 30% of their income on housing.
- Oregon ranks 3rd in the nation for people experiencing homelessness.

Ordinance 3254 is not going to help us solve the problem of housing affordability in Ashland, in fact the new tax will make it worse. Oregonians need real solutions that don't involve imposing additional affordability barriers on anyone, especially those who are least likely to afford them.



Brad Hicks

Interim Executive Director,
Builders Association of
Southern OR



Zachary Lindahl

Government Affairs
Director, Multifamily
NW



Drew Johnson

Government Affairs
Committee Chair, Oregon
REALTORS®



Paul Elder

Business Manager,
UA Local 290



Harvey Gail

Executive Director,
Oregon Hearth Patio
Barbecue Association





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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	Andra Hollenbeck
Meeting Date	2/4/2025
Email Address	
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.)	Climate Change is creating problems around the world and right here at home. Southern Oregon is already experiencing drought, excessive heat, wild fires unlike anything in the historic past. Though the there are people in denial, we cannot retreat from a committment to lessen pollution and create a more healthy environment. I do feel that we should offer mitagation efforts for those who

will be negatively impacted economically. But having a job that creates pollution is just not exceptable.
Please pass this pollution fee.

Upload a file or image

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From noreply@civicplus.com <noreply@civicplus.com>
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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	Dan Kirschner
Meeting Date	February 4, 2025
Email Address	
Are you a City of Ashland resident?	No
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.)	Field not completed.
Upload a file or image	020325 NWGA-Ashland Letter.pdf

February 3, 2025

Mayor Tonya Graham
Ashland City Council Members
1175 E Main Street
Ashland, OR 97520

VIA: [City of Ashland City Council Public Testimony Form](#)

RE: Ordinance to Restrict Natural Gas in New Residential Construction

Dear Mayor Graham and City Councilmembers:

The Northwest Gas Association (NWGA) is concerned about the Ashland City Council's recent vote to advance to second reading a fee on natural gas pipelines and appliances in new residential construction. We respectfully request that the Council postpone consideration of this proposal until more study is done to fully understand the ramifications of these restrictive and unnecessary costs.

NWGA represents the three natural gas utilities and two transmission pipelines that provide warmth and comfort to 2 million Oregon residents (more than 800,000 households), as well as heat and productive energy for more than 85,000 Oregon businesses, institutions and industries – including natural gas consumers in Ashland.

Natural gas plays, and will continue to play an essential role in Oregon's clean energy future. NWGA members are committed to smart decarbonization: helping energy consumers reduce their greenhouse gas emissions (GHGs) effectively and affordably by sensibly utilizing the 30,000 miles of existing natural gas transmission and distribution pipelines in Oregon.

Before enacting this measure, we ask the City Council to further study the long-term impacts of the ordinance, including:

- Perform a comprehensive economic analysis to fully understand and appreciate the impact of this proposal on the city's cost of housing, on its businesses and on the community's economy at large. Ashland citizens deserve to know what this proposal will cost.
- Conduct an analysis of the actual GHG reductions that will occur as a result of this ordinance, and by when. Ashland citizens deserve to know whether this ordinance will achieve its objective in any meaningful way.
- Consult with the local electric utility to determine the impact that this ordinance will have on the overall reliability of the total energy system serving Ashland's homes and businesses. Ashland citizens deserve and expect an energy system that they can rely on.

- Study the long-term impact of this ordinance on the cost of energy. Ashland citizens deserve to know how this ordinance will affect the cost of the utilities they depend on.
- Gain a robust understanding of the many opportunities for decarbonization by utilizing rather than abandoning the existing safe, reliable natural gas system currently serving the community. Ashland citizens deserve to know all of the options available to them to both decarbonize their energy use and preserve energy choice.
- Complete a legal analysis to determine whether the ordinance violates state law, federal law and recent federal court decisions regarding similar restrictions on energy choice. Ashland citizens deserve to know the legal risks (and costs) associated with this ordinance.

In conclusion, this ordinance is a de facto ban on natural gas service in new homes. Ashland's citizens deserve to know as much as possible about the implications of this ordinance before the Council adopts it. What is certain is that, if passed, the ordinance will limit energy choice to only those who can afford it while leaving others behind.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Kirschner', with a long horizontal flourish extending to the right.

Dan Kirschner
Chief Executive Officer

From: noreply@civicplus.com
To: [Ashland City Recorder](#)
Subject: Online Form Submittal: City Council Public Testimony Form
Date: Thursday, February 13, 2025 11:22:55 AM

[EXTERNAL SENDER]

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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	Brian Stewart
Meeting Date	2/18
Email Address	
Are you a City of Ashland resident?	No
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
If speaking on an agenda item, indicate which item.	I support the Carbon Impact Pollution Fee
Written Testimony (Leave this section blank if you are requesting to speak	We urge the council to support the leadership of Rogue Valley youth and pass the Carbon Pollution Impact Fee. This common sense policy will help to reduce the impact of fossil fuels on our environment and create revenue that can be directed towards the frontline communities who suffer most from fossil fuels pollution.

electronically.)

All-electric homes are safer, healthier, more comfortable and lower cost to build and own. If someone wants a fossil fuel device in their home, it is sensible that they should pay for the damage that device causes to our local environment. This policy is a simple way to encourage developers to build sustainable homes from the beginning and avoid conversion later.

We hope this will be a blueprint for communities across the state, and your bold leadership will help create momentum around building electrification - a necessary and powerful transformation of our building stock to safer, better, more premium, more sustainable, more economical and more comfortable homes.

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Council Business Meeting

Date: February 18, 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





Council Business Meeting

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 18, 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.





Council Business Meeting

- 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_feasibility 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.

VILLARD ST

ON STREET PARKING

CLAY ST
ON STREET PARKING



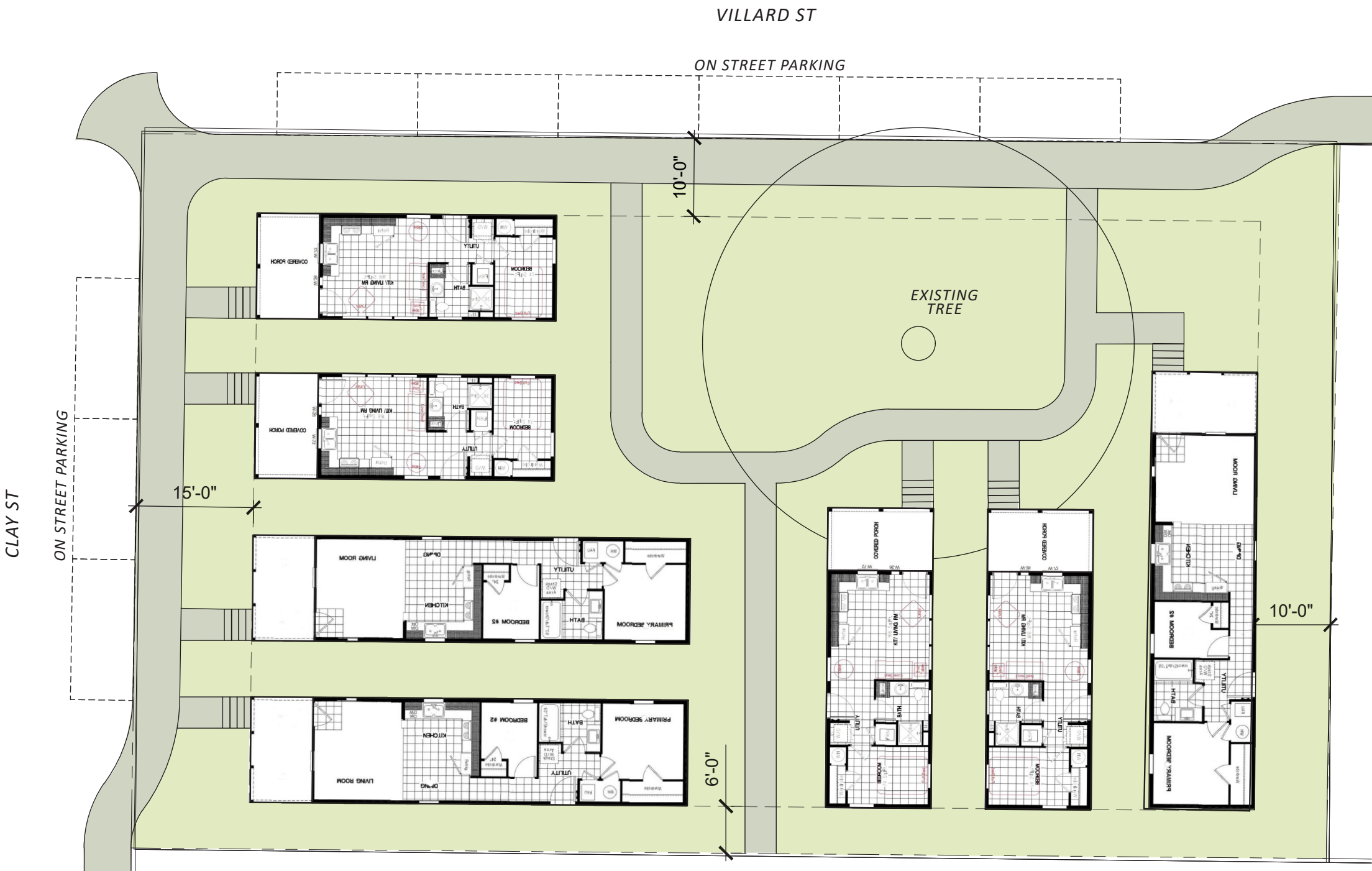
Option 1 Features

- 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



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%

SITE LAYOUT
OPTION 2



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.

Section 5. 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.

Section 6. 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 an 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.

Section 8 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.



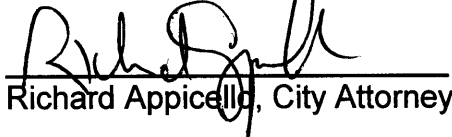
Barbara Christensen, City Recorder

SIGNED and APPROVED this 23 day of September, 2008.



David Chapman, Council Chair

Reviewed as to form


Richard Appicelli, City Attorney



Council Business Meeting

Date: February 18, 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.





Council Business Meeting

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



Council Business Meeting



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 annexation 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)



Council Business Meeting

Date: February 18, 2025

Agenda Item	Affordable Housing RFP Issuance Approval-Beach Creek Properties
From	Brandon Goldman, Director of Community Development, Linda Reid, Housing Program Manager
Contact	brandon.goldman@ashland.or.us, linda.reid@ashland.or.us

SUMMARY

At the regular business meeting on August 20, 2024, the Council accepted the dedication of six lots to satisfy the annexation requirements for affordable housing in the Beach Creek Subdivision. These are the remaining six of eight required affordable lots from the Beach Creek annexation. The first two lots were dedicated to Rogue Valley Habitat for Humanity with the subdivision's Phase II and are now under construction. The development of the remaining six lots would satisfy the remaining affordability requirement of the annexation and add six to eight affordable homes to the City's inventory of affordable housing.

The request before the Council is to authorize the City Manager to issue a Request for Proposals (RFP) to solicit proposals for the development of these six City-owned residential lots as affordable housing.

POLICIES, PLANS & GOALS SUPPORTED

Comprehensive Plan, Housing Element, Policy 12: Cooperate with for-profit and non-profit affordable housing providers in locating low- and moderate-income units in Ashland.

Housing Production Strategy 'Strategy A': Evaluate participating in or establishing a land bank.

Ashland Municipal Code (Land Use Ordinance) 18.5.8.G.2 : 2. As an alternative to providing affordable units per section [18.5.8.050.G.1](#), above, the applicant may provide title to a sufficient amount of buildable land for development complying with subsection [18.5.8.050.G.1.b](#), above, through transfer to a non-profit (IRC 501(3)(c)) affordable housing developer or public corporation created under ORS [456.055](#) to [456.235](#).

- The land to be transferred shall be located within the project meeting the standards set forth in sections [18.5.8.050.G.5](#) and [18.5.8.050.G.6](#).
- All needed public facilities shall be extended to the area or areas proposed for transfer.
- Prior to commencement of the project, title to the land shall be transferred to the City, an affordable housing developer which must either be a unit of government, a non-profit 501(c)(3) organization, or a public corporation created under ORS [456.055](#) to [456.235](#).
- The land to be transferred shall be deed restricted to comply with Ashland's affordable housing program requirements.
- Transfer of title of buildable land in accordance with this subsection shall exempt the project from the development schedule requirements set forth in subsection [18.5.8.050.G.4](#).

BACKGROUND AND ADDITIONAL INFORMATION

The issuance of a Request for Proposals (RFP) provides an opportunity for qualified affordable housing developers to submit proposals for the development of the six City-owned lots in accordance with the City's affordable housing program requirements. The RFP is intended to identify a development partner that can successfully manage the development of the required affordable housing while ensuring long-term affordability. Proposals will be evaluated based on criteria such as experience with affordable housing development, financial feasibility, alignment with local housing needs, and the ability to secure necessary funding and permits, as well as ensure long-term compliance with the City's affordable housing program requirements, whether through rental, sale, or ongoing property management.

Annexations require that the applicant provide the equivalent of 25 percent of the base density of the land being annexed as affordable housing. This requirement can be met by the applicant building and managing the units themselves or with an affordable housing provider as a project partner, or the applicant can dedicate land for the





Council Business Meeting

required affordable units to the city or an affordable housing developer. The land to be transferred must be deed restricted to comply with the city's affordable housing program requirements.

The Beach Creek Annexation (PA-T3-2021-00003) included a requirement to provide a total of eight units of deed-restricted affordable housing to satisfy the annexation requirements. Four of the six lots proposed for dedication (Lots 43, 45, 46 & 47) are a cottage housing development clustered around "Common Area H" at the southeast corner of the subdivision. These cottages have land use approvals (Site Design Review for a Cottage Housing Development and Subdivision Final Plan) in place, cottage designs were part of the Site Design Review approval, and the lot configuration in the attached draft plat map reflects the approved cottage housing development. The remaining two residential lots (44 & 48) could develop comparably to other lots within the subdivision.

The City accepted the dedication of the remaining six lots at the regular business meeting on August 20, 2024, and directed staff to develop a Request for Proposals to bring back for Council review in the first part of the following year.

Following the City Council's acceptance of the six lots on August 20, 2024, the Council directed staff to develop an RFP for Council review in the first part of the following year. A draft RFP was prepared and presented to the Housing and Human Services Advisory Committee for feedback, resulting in a few recommended revisions that have been incorporated into the current draft. Upon direction from the City Council, the draft RFP will be reviewed by the Legal Department to ensure compliance with procurement and regulatory requirements. Once finalized, the RFP will be issued under the direction of the City Manager, initiating the process to solicit proposals for the development of these six lots as affordable housing.

FISCAL IMPACTS

Issuing the RFP for the development of six City-owned lots involves financial considerations, including administrative costs for compliance monitoring, and possible affordable housing developer incentives such as fee waivers or SDC deferrals. It is further expected that respondents will propose acquiring the lots either through a grant or at a reduced price to ensure the feasibility of developing affordable housing. The City will also incur staff and legal review costs before finalizing the RFP and evaluating proposals.

While these costs should be weighed carefully, the project aligns with Ashland's housing goals by increasing affordable housing supply, supporting workforce stability, and leveraging City-owned land for long-term community benefit. Upon City Council approval, the draft RFP will be reviewed by the Legal Department and issued under the direction of the City Manager, formally initiating the developer selection process.

Selection of the preferred developer and proposal will be made by the City Council. The City is under no obligation to select any set of qualifications or proposals submitted.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to direct the City Manager to approve and issue a final Request for Proposals (RFP) for the development of six City-owned residential lots within the Beach Creek Subdivision as affordable housing, following review and amendments by the Ashland Legal Department as necessary, and to proceed according to the proposed timeline outlined in the RFP *(or with the following changes as recommended by Council _____)*.

REFERENCES & ATTACHMENTS

1. DRAFT_Beach_Creek_RFP
2. 2025-1-23-HHSAC-Draft Minutes-revised



Request for Proposals

HOUSING DEVELOPMENT BEACH CREEK SUBDIVISION

March 1, 2025

Offered by:
The City of Ashland City Council

Submittals due by email to Linda.Reid@ashland.or.us
no later than April 11, 2025

Questions on content please contact: Linda Reid, Housing Program Manager, Department of Community
Development,
541-552-2043 or Linda.Reid@ashland.or.us

**CITY OF ASHLAND
DEPARTMENT OF COMMUNITY DEVELOPMENT**

REQUEST FOR PROPOSALS and REQUEST FOR QUALIFICATIONS

**HOUSING DEVELOPMENT
BEACH CREEK SUBDIVISION**

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The City of Ashland is seeking proposals from affordable housing developers, non-profit organizations, and private developers for development of six City owned lots in the Beach Creek subdivision. The City is soliciting proposals with the purpose of creating affordable and/or workforce housing. Proposals should address key findings identified in the City of Ashland 2021-2041 Housing Capacity Analysis, such as the unmet housing need for households of low- and middle-income.

On August 20, 2024, the Ashland City Council directed Staff to move forward with accepting six residential lots within the Beach Creek Subdivision and developing an RFP that focuses on development of needed housing. The City has identified a need for additional housing opportunities targeted to low-income households, householders engaged in the workforce earning the area median income, and housing that is purchased or developed with assistance from area employers.

The City of Ashland invites proposals from not-for-profit or for-profit developers for the creation of affordable housing on one or more of six deed-restricted lots within the Beach Creek subdivision. Proposals must specify whether the developer intends to purchase one or more lots, or seeks the property to be granted or provided at a reduced cost.

The City seeks a development proposal that provides affordable housing opportunities for moderate, low, or very-low-income households, consistent with the deed restrictions recorded on the properties. As the lots are located within an established subdivision, proposals must comply with the subdivision design standards and the conditions imposed during the subdivision's approval.

Proposals should align with the following general objectives, which reflect the City's priorities for this project. While these objectives are not strict requirements, proposals that effectively address them are more likely to meet the City's goals for the development of affordable housing:

- **Number and Type of Affordable Housing Units:**
Proposals that provide between six and eight affordable housing units that address the needs of Ashland residents and employees, and comply with the Beach Creek subdivision approval, will be prioritized.
 - The land includes two single-family lots, each capable of accommodating an Accessory Dwelling Unit (ADU), and four individual cottage lots, each suitable for 800 sq. ft. or smaller cottages.
- **Affordability Period:**
Proposals that extend affordability beyond the minimum 30-year term established by the annexation approval criteria will be ranked higher. Projects securing housing affordability in perpetuity through proven mechanisms, such as a land trust model, will receive the highest consideration.
- **Organizational Experience and Capacity:**
Proposals must demonstrate the organization's experience and ability to develop and maintain affordable housing projects. This includes a proven track record of successfully completing similar projects and the capacity to ensure the ongoing management and maintenance of the housing throughout the affordability period.

Proposals showcasing well-established management plans, sustainable practices, and a history of long-term stewardship of affordable housing will be ranked higher.

- **Timeliness of Development:**

Proposals must include a clear timeline for project completion. Projects that can proceed and be completed in a timely fashion will be given priority.

- **Design Quality and Sustainability:**

Proposals should emphasize energy efficiency, architectural creativity, and innovation. They should use the natural features of the landscape to their greatest advantage, provide high-quality living environments, and reduce the impact of development on the natural environment and neighborhood.

- Proposals that stress affordability, economic feasibility, sustainability, and livability through good design will be ranked higher.

Applicants are encouraged to consult with the Ashland Planning Division for questions related to development standards and to ensure compliance with all applicable regulations.

The City of Ashland intends to select a proposal that can demonstrate expertise in affordable housing development, outline adequate financial capacity, describe a compelling design concept and program, and describe how the proposed project will ensure that it will benefit households earning 80% of the Area Median Income or below for the required period of affordability which is 30 years at a minimum.

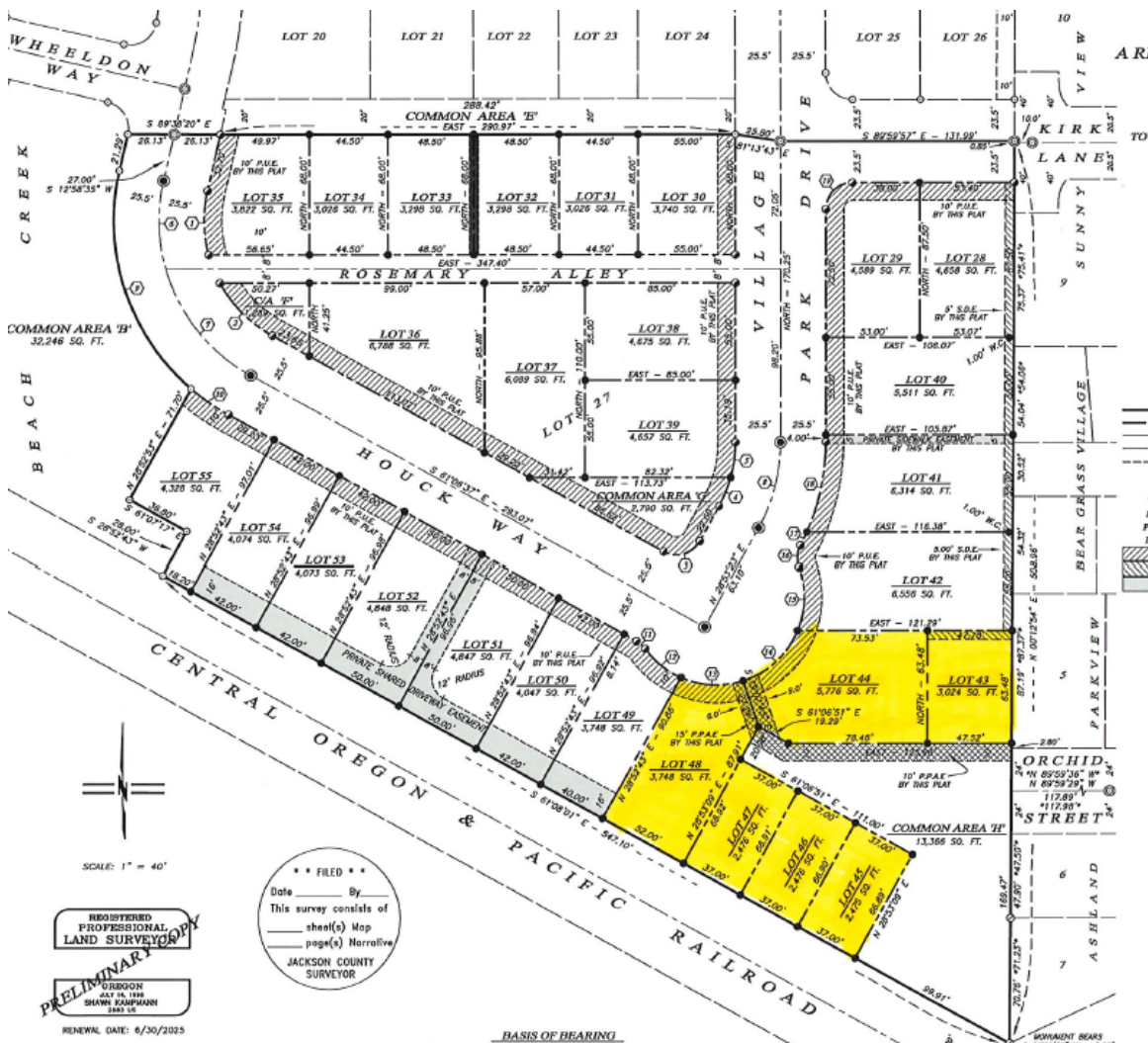
This RFP represents the initial step in the development of the Site. Responses to this RFP should demonstrate the developer's understanding of the City's goals and specific expertise in developing high quality affordable housing projects. Respondents must disclose financial capability to undertake the proposed development.

The selected developer will be responsible for obtaining all required approvals for their projects. However, City staff will work closely with the selected developer during the predevelopment process, including permitting and public review. City staff will assist the selected developer by facilitating coordination with all City departments and applicable City commissions.

This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and any respondent.

I. PROPERTY CHARACTERISTICS

The Beach Creek Subdivision is a 7.9-acre property located at 192 North Mountain Avenue. The subdivision consists of 52 residential units which included eight lots deed-restricted to be affordable at 80% of the Area Median Income. The City is offering six lots required to be developed as affordable housing through this RFP process. Four of the lots must be developed as cottage housing units¹ (less than 800 square feet) and two lots can be developed as single-family homes with or without an accessory dwelling unit. These lots are subject to the development requirements detailed in Planning Action PA-T1-2021-00173.



¹ The size of a cottage dwelling may not be increased beyond the maximum floor area in subsection 18.2.3.090.C.2.a. A deed restriction shall be placed on the property notifying future property owners of the size restriction.

Applicants are encouraged to consult with the Ashland Planning Division with questions pertaining to the development standards.

Applicants can submit an application for one or any combination of lots.

II. LEGAL REQUIREMENTS

Applicants are cautioned not to make any assumptions as the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information on or clarification of the RFP, must be submitted to Linda Reid, Housing Program Manager, in writing at least ten days prior to the date set for the deadline for proposals.

Any prospective applicant who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of the contract for services, 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 applicant 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 personal service contractors.

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by applicants raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

A. ASHLAND BUSINESS LICENSE

The selected developer must have a current City of Ashland business license prior to conducting any work in the City of Ashland.

B. EVALUATION CRITERIA and PROFESSIONAL QUALIFICATIONS

The selection of the development proposal for the project shall be based on weighted criteria as cited in Section IV. Standard criteria include, but is not limited to; number of units provided, income affordability targets, period of affordability, professional experience, references, and schedule (readiness to proceed).

C. PROFESSIONAL RESPONSIBILITIES

The development and management team shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards. The selected developer shall be responsible to comply with any additional federal or state requirements that may apply to the project.

D. INSURANCE REQUIREMENTS

Upon selection of a developer and entering into a contract agreement the developer shall, at its own expense, at all times during the term of the contract, maintain in force:

1. A comprehensive general liability policy including coverage for contractual liability for obligations assumed under this contract, blanket contractual liability, products and completed operations and owner's and contractor's protective insurance.

2. A professional errors and omissions liability policy; and
3. A comprehensive automobile liability policy including owned and non-owned automobiles.
4. Grantee shall, at its sole expense, obtain and maintain during the term of this Agreement, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence. The insurance required in this Section 15 shall include the following coverages:
 - Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage; and
 - Automobile Liability.
5. Liability coverage shall be provided on an "occurrence" basis. "Claims made" coverage will not be acceptable, except for the coverage required by subsection 13.1.2.
6. Certificates of insurance acceptable to the City shall be filed with City prior to the commencement of any work by developer. Each certificate shall state that coverage afforded under the policy cannot be cancelled and any change in or cancellation of coverage cannot be made until at least 30 days prior written notice has been given to City. A certificate which states merely that the issuing company "will endeavor to mail" written notice is unacceptable.

E. OWNERSHIP OF DOCUMENTS

Final original documents prepared for this project shall be deemed to be owned by the City of Ashland and shall be delivered to the City at the project close-out.

F. ADDITIONAL TERMS

1. The city Reserves the right to wave irregularities or deficiencies in a proposal if the city determines that waiver is in the best interest of the city.
2. The city may request supplemental written information from an offeror concerning the offeror's ability to perform services. If an offeror fails to provide supplemental information within the time stated in the request, the city may refuse to consider the offeror's proposal.
3. The city may request an interview with any offeror. If a proposal is unclear, or appears inadequate, the offeror may be given an opportunity in the interview to explain how the proposal complies with the RFP.
4. The city reserves the right to make such investigation as it deems appropriate to determine whether an offeror is qualified to provide services. If an offeror fails to cooperate with the investigation, or if an offeror provides false, misleading, or incomplete information, the city may refuse to consider the offeror's proposal.
5. In cases of doubt or differences of opinion concerning the interpretation of this RFP, the city reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFP.

III. PROPOSAL CONTENTS

The consultant shall submit one electronic copy of the proposal for consideration by the City in PDF format. The proposal shall address each of the following listed items and shall be organized in accordance with this section. The proposal shall be less than 20 pages. Please provide site-plans and conceptual designs on pages sized to be no larger than 11" x 17" when printed at full resolution.

The proposal will be evaluated using criteria in section IV. At a minimum, the proposal shall include the following information:

- **A. Information about Development entity**
 1. State the name, address, telephone number, e-mail and primary contact person of the lead organization or firm making the proposal.
 2. If a joint venture or team is submitting the proposal, state this information for each of the firms and each firm's responsibility for the completion of the project.
 3. Describe the experience of each organization or firm and key personnel.
 4. Describe recent and current projects the organization is engaged in, especially as they relate to building and managing affordable housing.
 5. Non-profit organizations shall provide a list of current Board Members.
- **B. Description of Project**
 1. Executive Summary
 2. Number of units proposed by size and number of bedrooms
 3. Level of affordability proposed for the mix of dwelling units using the current Department of Housing and Urban Development Area Median Incomes for the Medford-Ashland Metropolitan Service Area.
 4. Proposed period of affordability-
 5. Describe the City and/or other agency approvals necessary for this project.
 6. Proposers shall provide a detailed project development schedule through completion that contains time and performance benchmarks. Include all predevelopment activities, and any plans for phased development. The Project schedule shall address all phases of the project including acquisition, entitlements, design, construction, marketing, and tenant selection(s). Provide a pro-forma for the project describing the source and use of funds for construction and the operating cash flow on the project through the period under developer ownership/management. Specify any city, state or federal grants, tax credits, or other subsidies sought as funding for the proposed project.
 7. Property management program for project. Describe how the completed project will be managed throughout the period of affordability.
 8. Describe the anticipated use of the property (including ownership, maintenance, and management).

9. Provide important project data, preferably in table form, such as gross floor area, number of residential units (broken down by unit type/size and affordability levels).
10. Provide summary information regarding green building/sustainability targets proposed for the development.
11. Conceptual Site Plan: Include a conceptual site plan and building elevations that shows all parcels involved in the Proposal.
12. Conceptual Floor Plans: Provide rough floor plans for the proposed project that show the arrangement of various uses and functions and floor areas.
13. Conceptual Elevation Sketches: Include elevation drawings that show the architectural treatment of key elevations at a conceptual level of detail, heights of key building elements, and the arrangement of ground floor frontage treatments.

- **C. References**

Provide information on the project team qualifications and experience.

Provide references (names, address, phone numbers, and contact persons) for similar projects completed or underway.

IV. EVALUATION CRITERIA FOR SELECTION

Proposal Evaluation Criteria

Each proposal shall be evaluated as to how it addresses the following criteria:

1. PROJECT PROPOSAL

MAX SCORE 30 PTS

- Period of affordability (the longer the period of affordability the higher the score)
- The project addresses an unmet or under met housing need as identified in adopted City documents.
- Income level targeted.
- Energy conservation measures.

2. PROJECT FUNDING SOURCES

MAX SCORE 25 PTS

The proposal shall include a project pro-forma including identification of all secured and potential funding sources for the project development. Applicants are encouraged to provide information on any competitive and/or non-competitive Local, State or Federal low-income housing assistance sought to support development. Should any of these funding streams require a specific period of affordability and/or target income qualifications the proposal should note those requirements.

3. DEVELOPMENT SCHEDULE

MAX SCORE 15 PTS

Provide a development schedule for completion of the project.

- Project Benchmarks are well-defined and realistic
- Contingencies are planned and realistic
- The timeline is thorough and fully considers all requisite steps.
- The project is ready for implementation

4. ORGANIZATIONAL CAPABILITIES & RESOURCES

MAX SCORE 25 PTS

This relates to the organizations capabilities in completing the proposed development. The response should address the following:

- Management and organizational structure.
- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated success completing projects of a similar scope.
- Applicant demonstrates ability to secure funding.
- Experience and current duties of key members who will be performing the work on this project.
- Experience as a team on similar or related projects.
- Other on-going projects.
- Readiness to proceed.

5. REFERENCES

MAX SCORE 5 PTS

Identify any similar projects the developer has completed. Include the name, mailing address and phone number of their principal representation and a brief description of the project.

V. PROPOSAL EVALUATION & SELECTION

Proposals will be evaluated by the Housing and Human Services Advisory Committee, which will provide recommendations to the City Council. The City Council will make the final selection and award. The City reserves the right to reject any or all proposals.

During the selection phase of the process, City Staff and/or consultants retained by the City will evaluate the submittals. At their discretion, they may contact references and industry sources, investigate previous projects and current commitments, interview some or all the development team members, and take any other information into account in their evaluation of the responses.

The City reserves the right to request clarification or additional information from respondents and to request that respondents make a presentation to the City Council. The City, pending approval by the City Council, will execute a Disposition and Developer Agreement (DDA) with the preferred developer. Prior to finalizing the DDA the City and the developer will discuss all issues relevant to the project. This would include the development schedule, project financing-including construction and permanent, management of the development-both housing and other uses, and design elements.

Selected developers will be responsible for obtaining all required approvals for their projects. This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and any respondent.

If a developer is selected, it is expected that a DDA will be negotiated between the parties. All legal rights and obligations between the selected developer(s), if any, and the City will come into existence only when a DDA is fully executed by the parties and then approved by the City Council. The legal rights and obligations of each party shall be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that DDA and executed by the parties.

Each respondent to this RFP agrees that the preparation of all materials for submittal to the City and all presentations are at the respondent's sole cost and expense, and the City shall not, under any circumstances, be responsible for any costs or expenses incurred by a respondent. In addition, each respondent agrees that all documentation and materials submitted with a proposal shall remain the property of the City. Submittals are public records subject to disclosure under the Public Records Act.

If negotiations with the preferred developer do not proceed in a timely or satisfactory manner, an alternative developer may be selected, or the City may reissue the RFP. The final selection will be made solely by the City of Ashland. The City is under no obligation to select any set of qualifications or proposals submitted and may at its discretion reject any and all qualifications.

The selected developer will be solely responsible for receiving all necessary approvals including financial, development and environmental from both the City and outside agencies. All approvals must be completed within the project schedule. The City will provide the developer with a reasonable period of time to obtain approvals. The City will make no guarantee about the granting of the requested approvals.

Selection of the development team in no way obligates the City to enter into a DDA with the preferred developer. Agreements must be approved by City Council.

Review Summary

A. EVALUATION CRITERIA

Each proposal will be judged as a demonstration of the applicant's capabilities and understanding of the type of development requested. Evaluation factors and points will be as follows:

Criteria		Maximum Score
1	Understanding of Project Approach and Vision	30
2	Firm's Capability & Resources	25
3	Development Schedule	15
4	Project Funding Sources	25
5	References	5
Total 100 Points		

B. CITY RESERVATION

The City of Ashland reserves the right to waive irregularities or discrepancies in a proposal if the City determines that the waiver is in the best interest of the City.

C. ADDENDA TO THE RFP

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by offerors raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons known to the contact person who have received or will subsequently receive the RFP. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

D. 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.

E. CONTRACT

The developer selected by the City will be expected to enter into a written contract (Disposition and Developer Agreement) with the City of Ashland. 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.

VI. REVIEW SCHEDULE

The dates and milestones below are tentative, and the City reserves the right to alter them as necessary to select the most appropriate Proposal. The City may, at any time, terminate discussions with either party, choose to not proceed with the project, or take other actions it deems in its best interest, without incurring any obligation to proposers. Proposers acknowledge that their participation and costs associated with that participation are borne solely by them.

Publication of RFP: March 1, 2025

The RFP will be published, and Developer's will be invited to submit Proposals to the City. The RFP may be viewed, printed or downloaded from the City's website.

Proposal Submittal Deadline: April 11, 2025

In order to receive consideration, Proposals must be received by the City no later than 4:30 p.m., Pacific Standard Time on [Date].

Proposal Presentations April-May 2025

At separate meetings, each invited development team shall present their Proposals to the City selection panel to review the proposals.

Selection of Preferred Developer: June-July 2025

Following completion of selection panel reviews, City staff will provide the results of the selection panel and will recommend to the City Council a preferred Developer to begin negotiations for the appropriate development agreement.

In making their final decision, the Council may consider, among other factors, the following information: qualifications of the proposers; the conceptual designs submitted in the Proposals; the project objectives as described in this RFP; and the potential benefits for the City.

The City reserves the right to choose whichever Proposer it prefers and is under no obligation to select either.

CONTACT/INQUIRIES

All questions regarding the RFP must be addressed in writing, addressed to Linda Reid, Housing Program Manager:

Linda R. Reid, MSW
Housing Program Manager
City of Ashland , Housing Division
20 E. Main, Ashland , Oregon 97520
Linda.reid@ashland.or.us
541-552-2043,
TTY - 800-735-2900

REQUEST FOR PROPOSALS
AFFORDABLE HOUSING DEVELOPMENT
BEACH CREEK SUBDIVISION

Proposals must be received by 4:30 on **April 11, 2025**

The respondent shall provide one electronic copy of the proposal as a PDF document for consideration by the City. The proposal shall be less than 20 pages. Please provide site-plans and conceptual designs on pages formatted to print at full resolution on pages no larger than 11" x 17".

This request for proposals and request for qualifications has been initiated by the City of Ashland Community Development Department and approved by the Ashland City Council.

By Order of the City Council
Ashland, Oregon

Brandon Goldman
Dept. Community Development



Housing And Human Services Committee Draft Minutes

Siskiyou Room of the Community Development and Engineering Building

Note: Anyone wishing to speak at any Housing and Human Services Advisory Committee meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

Zoom Link:

January 23, 2025 REGULAR MEETING Draft Minutes

Commissioner's Present:	Council Liaison:
Echo Fields	Bob Kaplan – Present via Zoom
Brittney Bass	Dylan Bloom – Arrived Late
Jim Dykstra	Staff Present:
Montana Hauser	Linda Reid; Housing Program Specialist
Rich Rohde	Kendall Escuin; Admin Support
Ashley Laube	
Noah Werthaiser	SOU Liaison:
	Tiana Gilliland – Arrived Late. Present Over Zoom
Commissioner's Absent:	
Crystal Munoz	
Vincent Tufts	

I. CALL TO ORDER: 4:00 p.m.

II. APPROVAL OF THE AGENDA

III. CONSENT AGENDA

A. Approval of November 14, 2024, Minutes

The Committee agreed with a voice vote: ALL AYES. The minutes from the November 14, 2024, meeting have been approved as presented.

B. Approval of January 2, 2025, Minutes

The Committee agreed with a voice vote: ALL AYES. The minutes from the January 2, 2025, meeting have been approved as presented.

IV. PUBLIC FORUM (4:05-4:15 p.m.)

A. Public Forum.

V. NEW BUSINESS

A. Review of the Annual HHSC Work Schedule/Workplan (4:15-4:35 p.m.)

- Reid presented the Committees timeline for CDBG and the Affordable Housing Trust Fund Grants for the 2025 year.

B. Beach Creek Request for Proposals Review and Recommendation (4:35-5:05p.m.)





Housing And Human Services Committee Draft Minutes

- The Committee was asked by City Council to review the draft Request for Proposals for the six lots in the Beach Creek subdivision that were dedicated to the City.
- This City owned land will be offered as affordable housing units.
- Six of the lots must be built as cottage units, two lots can develop of single-family homes with or without Accessory Residential Units.
- This draft RFP will be presented to City Council on 2/18/25 for review.
- Werthaiser recommends shifting point 2 (Organizational capabilities & Resources) to point 4's space (Project Funding Sources).

The Committee made a motion to correct the order of the evaluation criteria for selection on page 11 of the draft RFP. Shifting point 2, Organizational Capabilities and Resources, down to point 4 Project Funding Sources. With this correction the Committee approves the draft of the RFP to the City Council.

VI. UNFINISHED BUSINESS

A. Community Engagement Planning Event Workgroup Report and Event Finalization (5:05-5:40 p.m.)

- The work group is comprised of Committee members Noah Werthaiser, Ashley Laube, Tiana Gilliland and Montana Houser. Houser led the discussion and shared the following with the Committee:
- **RSVP List:** People who have committed to the event and who need follow up.
- **Publicity Plan:** Flyers, Pamphlets, local news, social media posts through the City's website, Facebook, and IG.
- **Fyler locations:** School districts, Ashland food co-op, Head Start, YMCA, SOU.
- **Food and Beverage:** Appetizers and drinks will be picked up at Costco by a member of the work group.

VII. INFORMATIONAL ITEMS

A. Liaison Reports

Councilor Bloom shared a couple highlights from City Council:

- The City Council passed the first reading of a new ordinance relating to fees associated with natural gas. This ordinance will affect new residential construction only.
- City Council approved the 2200 Ashland St. master plan.
- Just a reminder that the pony wall that was constructed in the council chambers was built for safety as requested by the City Judge. The space is used as a court room 5 days a week.

B. General Announcements

- Committee Chair Fields encouraged the Committee to review ordinance No. 3245 which is on page 106 in the City Council agenda packet from the meeting on 1/21/25. [Business Meeting packet 1.21.24.pdf](#)
- Rohde touched on the topic of Housing trust fund. On 2/15/25 the housing justice gathering group will meet at the unitarian church. Groups will come together under the banner of housing justice.

VIII. AGENDA BUILDING – Future Meetings

IX. ADJOURNMENT: 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email linda.reid@ashland.or.us. 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 1).





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





City Manager's Report

ACCOMPLISHMENTS for 2024

BETTER TOGETHER MOMENTS

How **YOUR** City of Ashland has served residents in 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.





City Manager's Report

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.*