ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, December 17, 2024

6:00 PM Business Meeting

Council Present: Mayor Graham, Councilors Hyatt, Bloom, Dahle, DuQuenne, Kaplan, and Hansen
Council Absent: None
Staff Present:

Sabrina Cotta	City Manager
Doug McGeary	Acting City Attorney
Carmel Zahran	Assistant City Attorney
Rocky Houston	Parks & Recreation Director
Lea Richards	GIS Specialist
Mariane Berry	Finance Director
Miranda Iwamoto	Accounting Manager
Dana Mason	Finance Manager
Tighe O'Meara	Police Chief
Mark Shay	Fire Marshall
Scott Fleury	Public Works Director
Alissa Kolodzinski	City Recorder

I. CALL TO ORDER

Mayor Graham called the meeting to order at 6:01 p.m.

a. Land Acknowledgement**

Councilor Hyatt read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Councilor Kaplan led the pledge of allegiance.

III. ROLL CALL

IV. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

V. APPROVAL OF MINUTES

a. Minutes of the November 18, 2024 - Study Session
b. Minutes of November 19, 2024 - Business Meeting
c. Minutes of the December 2, 2024 - Study Session
d. Minutes of the December 3, 2024 - Business Meeting

Councilors requested two corrections:

- to the minutes of 12.3.24 meeting to reflect comments made by a citizen at the study session on 12.16.24
- to the minutes of 12.3.24 meeting to add under the WRC Special Sentence to the sentence: '…and Hansen spoke of the potential economic development in tourism and increased economic mountain biking recreation.'

Motion made to approve the minutes with corrections.

Motion: Hansen Second: Bloom

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

VI. CONSENT AGENDA

a. OPRD Local Government Grant Program Agreements

Discussion:

DuQuenne requested the item be removed from the consent agenda for clarity regarding the related expenses stated in the agenda packet. Parks and Recreation Director Rocky Houston clarified that there is about $3.4 Million in the department's Capital Improvement Fund for the expected City expenses of $1.4 Million listed in the Grantee Match for this project.

Decision:

Motion made to approve OPRD Local Government Grant Program Agreements for the Hunter Park Tennis Courts Rehabilitation Project and the East Main Bicycle Pump Track Park.

Motion: Hyatt Second: Hansen

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

VII. SPECIAL PRESENTATIONS

a. See Click Fix Demo

Lea Richards GIS Specialist provided a demonstration (see attached)

- Council suggested sharing the presentation as a how-to-guide on the City's website
- Council discussed the differences between the use of this product and other existing reporting platforms such as near-miss and wildlife reports.
- Users can see what reports have already been made
- The product can be downloaded onto a personal devise or through the City's website
- The Emergency Management Coordinator is involved and able to receive notices

b. Audit Presentation - Audit Committee Report

Finance Director Mariane Berry, Finance Manager Dana Mason, and Accounting Manager Miranda Iwamoto presented highlights of the Annual Comprehensive Financial Report ACFR. (Draft report included in agenda packet.) Amanda McCleary-Moore and Kim Reno from Moss Adams provided a presentation on audit results. (attached).

- Long term debt is addressed in the notes in the financial statements.
- Estimated revenue for the general fund can be found on page 76 of the ACFR
- Council expressed appreciation to the Moss Adams team and to the City staff who worked on the audit
- Current financial data in Open Gov will be completed as soon as the audit is complete. The 2nd quarter financial results will be presented at Council in February and the financials through November will be posted in about a week in Open Gov.

Audit Committee Member Kristen Roy highlighted three key takeaways from her experience on the committee and recognized the hard work done by management to obtain a clean audit report:

- Accounts receivable balances were due to suspended utility delinquency processing during the pandemic resulting in the adjustment mentioned in the Moss Adams report
- Management implemented two significant new standards for leases and subscription-based info-technology agreements
- The City created five new System Development Charges (SDC's) Funds for: Streets, Parks, Water, Wastewater, and Storm Drain

VIII. PUBLIC FORUM

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

Several citizens spoke in support of the Climate and Clean Air Policy package, concern about the possible Madrone Ridge Property acquisition, and concern about the requirement for utilities to be turned on and off online only.

IX. PUBLIC HEARING

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

Doug McGeary provided an overview for the ordinance designed to be compliant with the City's Charter, align operations, clarify roles, and reduce City liability with a clear structure. Graham summarized the reason, process and joint effort between the City Council and APRC in requesting the City's Legal department to draft this ordinance for review by both bodies.

Discussion:

- Discussion regarding APRC role in strategic planning and budgeting under 2.28.650 F Long Term Financial Planning. McGeary clarified that this ordinance does not reduce APRC or Council involvement with planning and budgeting. Cotta clarified that the APRC would bring proposals to Council who would move things forward.

Public Hearing open

Rick Landt – asked that the first reading be postponed until the full APRC can review it.

Mike Gardiner – asked the Council to fully consider language options for the ordinance.

Public hearing closed

- Discussion on changing the word 'shall' to 'may' under 2.28.640 B2 C related to termination process and APRC open vote.

Decision:

Motion made to approve First Reading of Ordinance #3248, " An Ordinance Creating Section 2.28.600 of the Ashland Municipal Code Establishing the Parks and Recreation Department ", with the following change: 2.28.640 B2 C – change "shall" to "may", and schedule Second Reading for January 21, 2025.

Motion: Hansen Second: Hyatt

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

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

Carmel Zahran spoke that this amendment clarifies the Electric Fund may be used for several conservation measures as outlined.

Discussion: none

Open Public Hearing

Paul Mozina – expressed concern for how this may be used and asked for clarity in the ordinance language.

Closed Public Hearing

Decision:

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

Hansen recused himself from the vote due to conflict of interest.

Motion: Kaplan Second: Dahle

Roll Call Vote on amendment: Councilor Hyatt, Bloom, DuQuenne, Dahle, and Kaplan YES. Hansen: Abstain. Motion passed.

Recess taken from 8:10 to 8:15

X. ORDINANCES, RESOLUTIONS AND CONTRACTS

a. Second Reading ORD 3253 Amending AMC 10.120 ELEA to add CAP East

Police Chief O'Meara and Zahran discussed the changes between the first and second readings.

- 10.120.020 Section A – Clarifies that convictions received by any competent court of jurisdiction (not just Ashland Municipal Court) in ELEA areas East and/or West are applied distinctly and separately when considering expulsion orders for either Area.
- 10.120.020 Section B – pursuant to AMC 10.125.010
- 10.120.040 Section B – clarifies when a person subject to an expulsion order may legally enter the area from which they have been expelled.

Discussion: Zahran and O'Meara answered Councilor questions and affirmed plans to bring back to Council proposed changes beyond just adding CAP East as directed by Council. Councilors spoke of their reasons for either supporting or not supporting the ordinance.

Public Hearing open

Werthaiser – expressed concern about the proposed ordinance

Neiswander – expressed opposition to the ordinance

Navickas – expressed opposition to the ordinance as discriminatory

Public Hearing Closed

Decision:

Motion to approve second reading of Ordinance 3253 amending AMC 10.120 ELEA to add CAP East including the changes as presented with changes as discussed.

Motion: Bloom Second: Dahle

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

Council requested additional data to be part of the discussion at the ELEA study session on Feb 3.

b. Apparatus Contract Purchase

Fire Marshall Mark Shay provided a presentation regarding the proposed purchase of an aerial ladder truck for the Fire Department (see attached).

Discussion:

- Shay discussed re-appropriating unused but allocated funds reserved another vehicle (the department received a grant for this vehicle) and the sale of the engine to be replaced by this purchase as future budgetary considerations and clarified that the current request is to lock in the purchase price (not for funding at this time).
- Cotta clarified that this is unique from other purchases that can be completed in one budget cycle, but represents planning needed five years in advance for a vehicle that will not be received for two budget cycles.
- This ladder truck was taken into consideration while state mandated Climate Friendly Areas rolled out that increase allowable building heights.
- Being under contract for this truck will contribute to a better ISO rating.

Decision

Motion made to approve the purchase agreement with Hughes Fire Equipment to purchase a Pierce Enforcer 107 Ascendant Aerial BN1182 apparatus.

Motion: Hyatt Second: Bloom

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

XI. UNFINISHED BUSINESS

a. Community Center Rehabilitation - Next Steps - Management Advisory Committee (MAC) Recommendations

Public Works Director Scott Fleury summarized the background of this topic. The MAC members discussed three options for the Community Center. Option 1: continue the current rehabilitation with minor modifications as required. Option 2: continue current rehabilitation with more robust structural improvement to address leveling floors and out-of-plumb walls discovered after the project began. Option 3: demolish the facility and rebuild which would meet current seismic code. The MAC arrived at a recommendation for Option 1. Complete MAC recommendations, current budget, and possible project budget per option are included in the agenda packet.

Discussion:

- Anticipated completion of Option 1 would be in March or April for opening to the public. Option 2 would take an additional month or two. Option 3 for new building would likely be completed sometime in 2026.
- There is still some increased cost expected for Option 1 to meet building codes.
- Council asked about structural integrity and Fleury spoke that the project engineers are confident that the building will be meet building code with recommended modifications but it will still not meet the seismic code requirements.

- Staff recommendation was to build a new building to allow for more usage, meet seismic code requirements, improve ADA accessibility and be more energy efficient. Parking options during construction was discussed.
- Council discussed reasonableness of expending these funds on a single building as the City is undergoing a complete facility assessment including significant deferred maintenance. Councilors stated reasons for how they will vote.

Decision:

Motion made to continue with option one rehabilitation under the original design intent with minor modifications

Motion: Dahle Second: Kaplan

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

b. Council Adoption of 2200 Ashland Street Master Plan

Moved to next meeting

c. 2200 Ashland Street Facility Plan Ad Hoc Committee

Moved to next meeting

d. Social Services Coordinator Position

Cotta spoke that possible funding for the position requested earlier in the year includes utilization of opioid funds which would inform what the position would do and is outlined in the agenda packet. More analysis is needed to consider if this would be a part- or full-time position and when it would be brought online.

XII. NEW BUSINESS

XIII. CITY MANAGER REPORT

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

a. Recognition of Council Chair Paula Hyatt

Motion made for Council to take some time to recognize Colleague and Councilor Paula Hyatt.

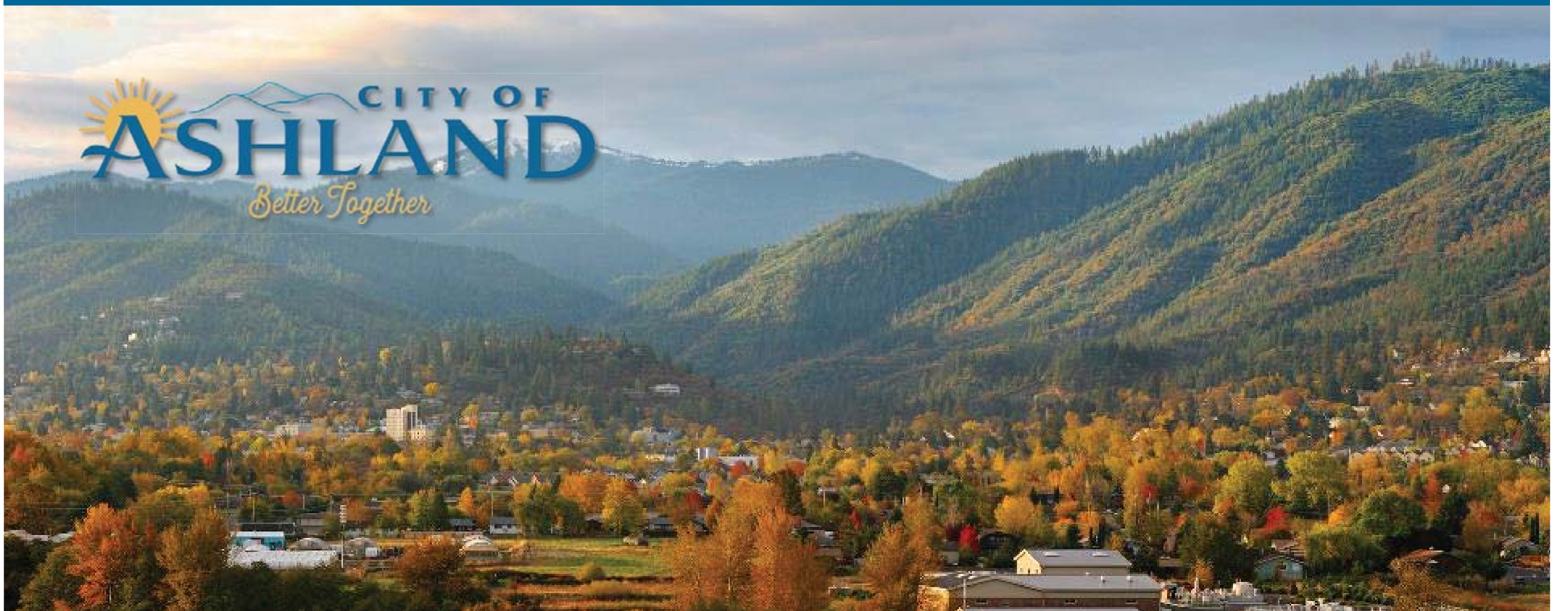
Motion: Bloom Second: Dahle

Discussion: Councilors, Citizens, and City Staff took turns in expressing gratitude, admiration, appreciation and love for all the work and heart Council Hyatt has given to this community. Hyatt expressed gratitude for the work of the Council, Committees, Commissions and Staff.

XV. ADJOURNMENT

Bloom/Hyatt m/s to adjourn. All in favor. The meeting was adjourned at 9:39 p.m.

City Recorder Alissa Kolodzinski Mayor Tonya Graham



SeeClickFix: Ashland's Citizen Reporter Application

City Council Presentation, December 17, 2024

SeeClickFix is…

A citizen engagement platform that enables people to report non-emergency issues in our community through a mobile application or online.

Widely used engagement tool

SeeClickFix is used by thousands of municipalities and has become a standard for addressing community issues.

Some other government entities that use it:

Yreka, CA
Newberg, OR
Salem, OR
Bend, OR
Multnomah Co, OR
Eugene, OR

See… a problem
Click… the application
Fix… problem is fixed*

SeeClickFix

Problems are fixed based on staff assessment of issue, time and budget restrictions.

Key Benefits

1. Improved Efficiency: Streamlines the reporting process and integrates with City workflows, reducing response times.
2. Transparency: Provides real-time updates to residents on the status of their reported issues.
3. Community Engagement: Encourages residents to take an active role in maintaining and improving City infrastructure.
4. Data-Driven Decisions: Offers insights into recurring issues and trends, helping prioritize resource allocation.

City Teams Engaged

Parks & Recreation

- Bees, Wasps, Yellow Jackets
- Irrigation Issue
- Other
- Parks Facility Issue
- Trail Condition Trouble
- Trash in Park
- Tree or Vegetation Concern

Code Compliance

- Blighted Property
- Illegal RV Dwelling
- Intersection Vision Clearance
- Mud/Dirt Track Out
- Prohibited Feeding of Wildlife
- Sign Issue
- Tree Concern

Electric Dept

- Power Outage
- Street Light Outage
- Traffic Signal Problem

City Manager's Office

- Appreciation for Staff
- Other
- Storm Damage Report

Fire & Rescue

- Fire Hazard
- Weed Abatement Concern

Public Works: Operations

- Blocked Storm Drain
- Deceased Animal
- Illicit Discharge
- Lithia Fountain Problem
- Sidewalk Problem
- Street Sign Problem
- Street Surface Concern
- Trash/Illegal Dumping
- Water Leak
- Water Pressure Issue
- Water Quality Problem
- Wastewater Concern

Police Dept

- Abandoned Vehicle
- Graffiti
- Parking Violation
- Recurrent Traffic Concern

METRICS

27 citizens have signed up for accounts
118 citizen requests since May 2024 as of last week.

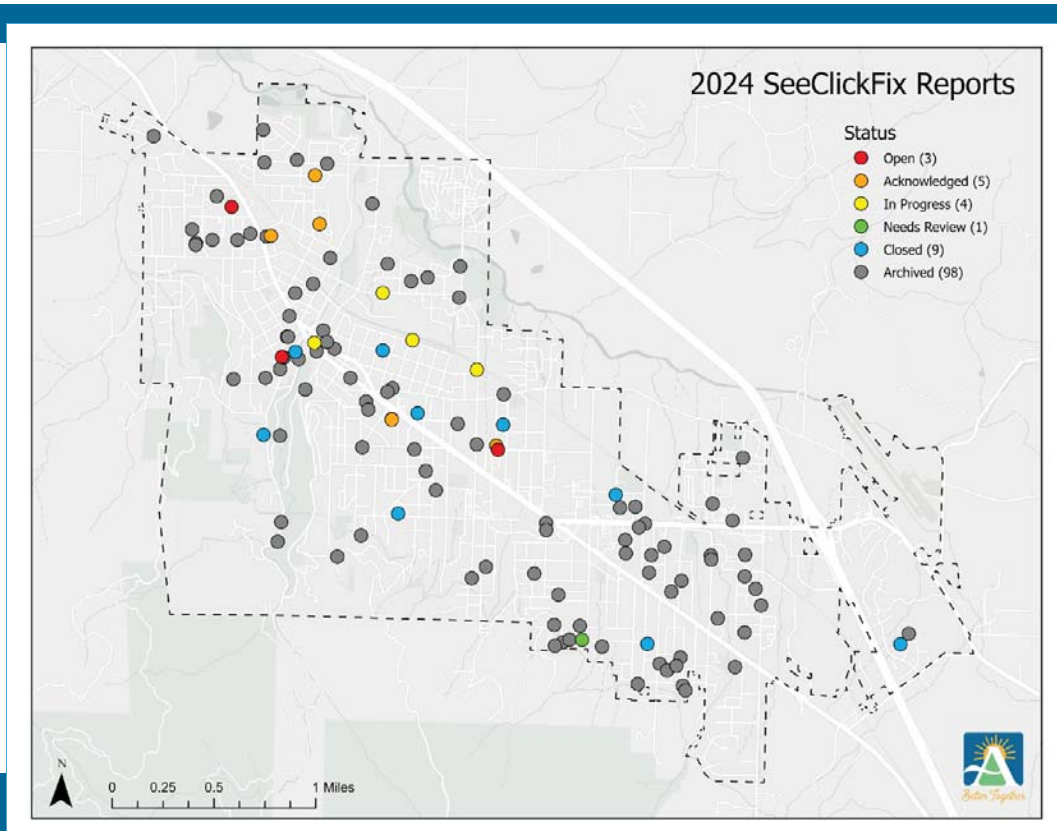
40 report categories currently configured

37 staff members participating

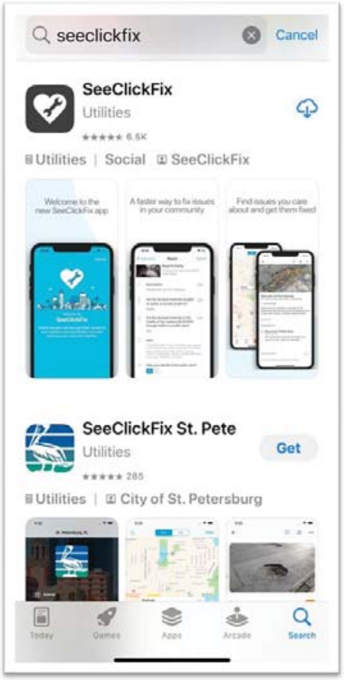
- Call takers
- Field responders
- Managers
- Administrator role

Have received about 10 requests per week, we expect more with advertising. Some requests are resolved quickly, others take time to research and remedy.

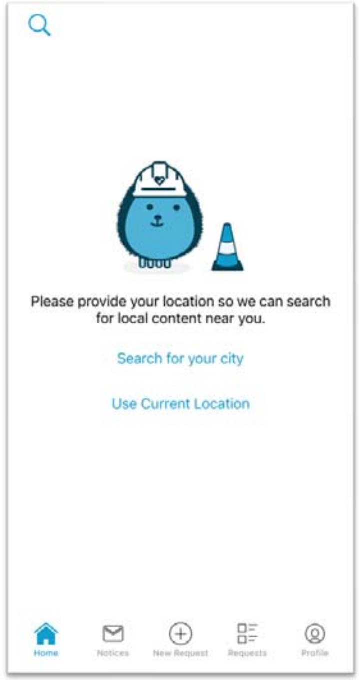
Distribution of Reports



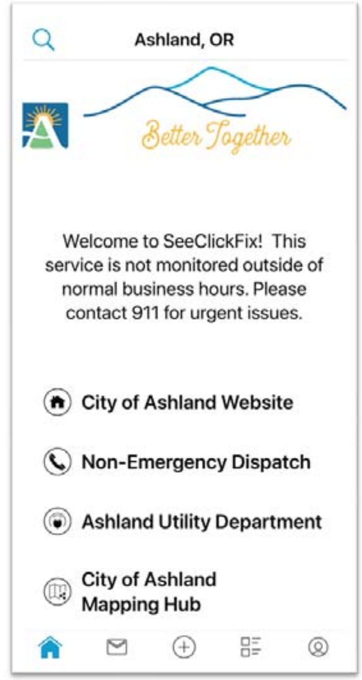
Mobile App Experience



App Store/Google Play



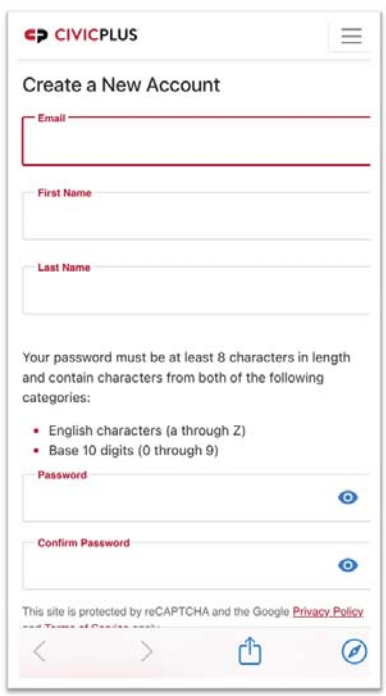
Search for Ashland, OR



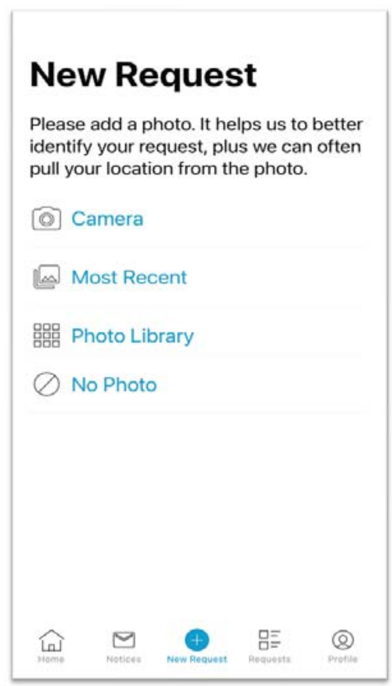
Our Homepage

Mobile App Experience

Welcome Screen

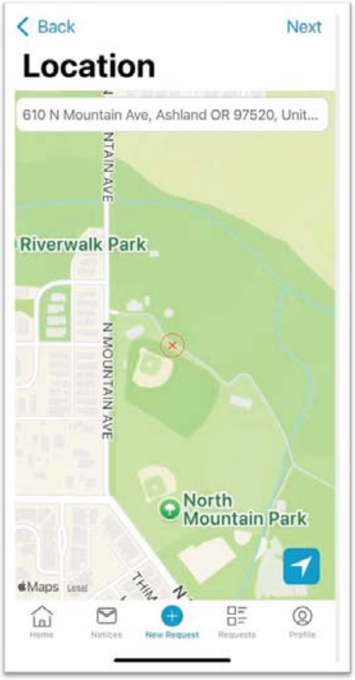


Optional: Register

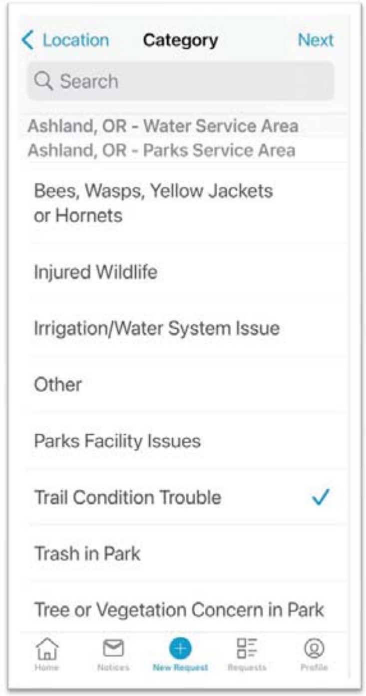


Let's Place a New Request

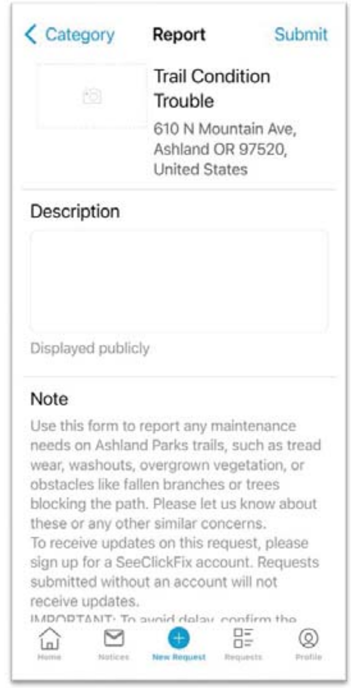
Mobile App Experience



Location



Category



Information/Submit

How is a request routed?

Citizen initiates request → **Ticket is closed**

- Request received by system, automatically routed to staff
- Staff receives request, acknowledges receipt, plans work
  *During Standard Work Hours
- System automatically sends message to citizen
  *If citizen created an account on system
- Work is done
- Staff closes ticket and routes message to citizen
  *If citizen created an account on system

Progress and Challenges

Progress

- The City has successfully integrated SeeClickFix into its operations, and staff are trained to manage incoming requests.
- Initial resident feedback has been mostly positive, highlighting the platform's ease of use.

Challenges

- Managing expectations
- Budget/time constraints vs citizen expectations
- Normal hiccups that come with a change in process

Future Plans

- Continue to refine categories and questions
- Integrate with Asset Management program

Questions/Demonstration

Discover SeeClickFix... Empowering You to Help Make Ashland a Better Place, Together!

Audit Presentation

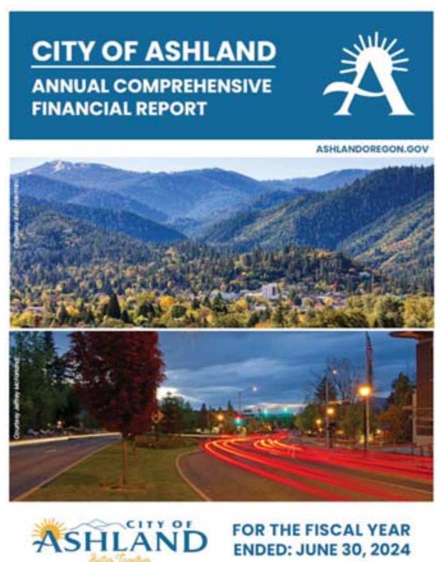
Fiscal Year Ending June 30, 2024

December 17, 2024

Finance

Overview

- ❖ Staff Financial Report
  - Highlights of the Annual Financial Comprehensive Report
- ❖ Auditors Presentation by Moss Adams – Amanda McCleary Moore
  - Review scope, Audit results, Opinion
- ❖ Audit Committee Report – Kristin Roy
  - Members: Shane Hunter, Paula Hyatt, Jane Adrianova, Kristin Roy
- ❖ Questions



Finance

Annual Financial Comprehensive Report (ACFR)

- Transmittal Letter
- Management Discussion & Analysis (MD&A)
- Basic Financial Statements
  - Statement of Net Position
  - Balance Sheet
  - Statement of Revenues, Expenditures and Changes in Fund Balances
  - Cash Flow Statement
- Basic Notes to the Financial Statements
- Supplemental Reporting
- Auditor Letters/Opinions

Basic Financial Statements

CITY OF ASHLAND, OREGON
Notes to the Basic Financial Statements
For the year ended June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Ashland, Oregon (City) is a municipal corporation operating under an amended charter adopted by the voters in 2020. The City Council (Council), composed of the Mayor and six council members, comprises the legislative branch of the government. Individual departments are under the direction of the City Manager, who is appointed by the Council. The accompanying financial statements present the City, an entity for which the City is considered to be financially accountable.

B. Government-wide and Fund Financial Statements

The presentation of financial information required by GASBS 34 for Basic Financial Statements and Supplementary Information are described below and in the Management's Discussion and Analysis located earlier in this document. The government-wide financial statements (i.e. the Statement of Net Position and the Statement of Changes in Activities) report information on the activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent, on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Basis of Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are reported when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. The budgetary basis of accounting is the same as Generally Accepted Accounting Principles (GAAP). Revenues are recognized as soon as they are both

40 - City of Ashland Annual Comprehensive Financial Report

Better Together

Finance

MOSS ADAMS – Audit Presentation

MOSSADAMS

City of Ashland, Oregon Audit Results

COMMUNICATION WITH CITY COUNCIL

December 16, 2024

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MOSS ADAMS – Audit Presentation

Agenda

1. Engagement Team
2. Nature of Services Provided
3. Auditor Opinions / Reports
4. Communications to Those Charged with Governance
5. New Standards

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MOSS ADAMS – Audit Presentation

Engagement Team

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Senior Manager
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MOSS ADAMS – Audit Presentation

Nature of Services Provided

1 Audit the City financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and Governmental Standards (GAGAS)

2 Assistance with, and technical review of each respective Annual Comprehensive Financial Report (ACFR) for compliance with Generally Accepted Accounting Principles (GAAP) as well as Government Finance Officers Association (GFOA) Certificate of Excellence requirements

3 Compliance testing/reporting under Oregon Minimum Audit Standards (OMS)

4 Single Audit of federal grant programs under Uniform Guidance

5 Reporting – Overall audit plan, audit results, communicating internal controls findings and noncompliance

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MOSS ADAMS – Audit Presentation

Audit Opinion / Reports

Better Together: Moss Adams & City of Ashland, Oregon

Financial Statements	Oregon Minimum Standards	Government Auditing Standards Report	Uniform Guidance
Unmodified (clean) opinion on financial statement	No reportable findings	No reportable findings	City was found in compliance

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MOSS ADAMS – Audit Presentation

Critical Audit Areas

- Internal Controls / IT Environment
- Cash & Investments
- Revenues & Receivables
- Capital Assets
- Long Term Debt
- Accrued Liabilities – PERS, Other Post Employment Benefits (OPEB)
- Grants
- Financial Close & Reporting
- Oregon Minimum Standards

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MOSS ADAMS – Audit Presentation

Communications to Those Charged with Governance

- Planned scope and timing
- Significant accounting policies
- Management judgments & accounting estimates
- Audit adjustments made and passed
  - Two in current year
- Management's consultation with other accountants
- No disagreements with management
- No difficulties in performing the audit

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Finance

MOSS ADAMS – Audit Presentation

New Standards

SAS 143 Auditing Accounting Estimates and Related Disclosures

SAS 145 Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement

GASB Statement No. 100, Accounting Changes and Error Corrections – effective June 30, 2024 fiscal year

GASB Statement No. 101, Compensated Absences – effective June 30, 2025 fiscal year

GASB Statement No. 102, Certain Risk Disclosures – effective for June 30, 2025 fiscal year

GASB Statement No. 103, Financial Reporting Model Improvements – effective for June 30, 2026 fiscal year

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MOSS ADAMS – Audit Presentation

THANK YOU

Better Together

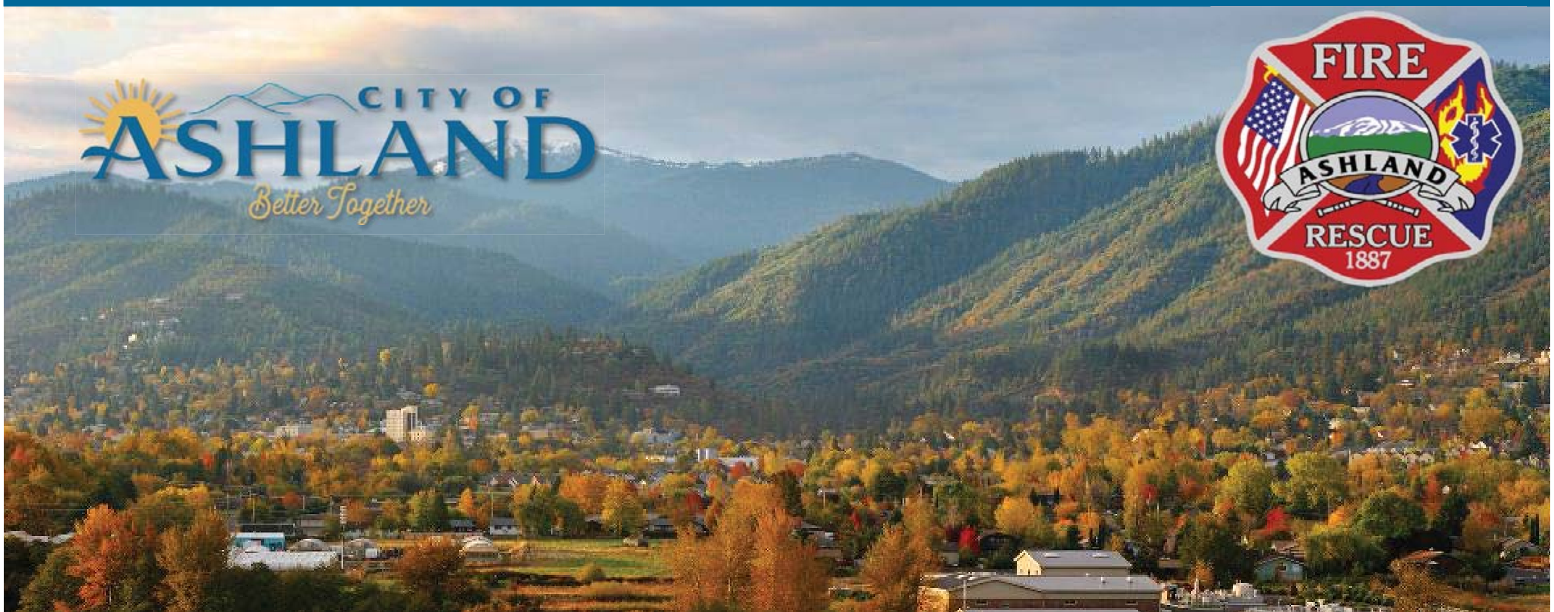
Finance

Audit Committee Report

Changes in FY2024

- Dissolved Parks Fund, Parks Equipment Fund, Health Reserve Fund
- New SDC funds for Water, Wastewater, Storm Drain, and Parks
- Implemented new GASB 87 & 96, leases and SBITA's in the financial statements
- Delinquency processing restarted – implications and progress

QUESTIONS?



Ladder Truck Purchase

December 17, 2024

Background

- Reliant on mutual aid
- Reduced ISO points
- Limited rescue and firefighting capabilities

Background

- Limited to 24’ ground ladders
- Replacement of current apparatus
- Securing purchasing price

Fiscal Impacts

- No additional funds requested
- Lock in current price of $1,583,365
- Budgeted item in 2 budget cycles.

Proposed Ladder Truck

QUESTIONS?