



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

SPECIAL MEETING AGENDA

Monday, April 28, 2025

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

HELD HYBRID (In-Person or Zoom Meeting Access) To attend via Zoom, contact the [Parks Department](#) no later than 10 AM the day of the meeting.

Please see public participation instructions below.

I. CALL TO ORDER

II. ROLL CALL

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. BUSINESS

1. Current Status of the Ashland Parks and Recreation Department FY 26-27 Budget (Possible Action)
2. Staff Recommendations for Ashland Parks and Recreation Department Miscellaneous Fees and Charges (Action)

V. ITEMS FROM COMMISSIONERS/STAFF

1. Liaison Report

VI. UPCOMING MEETING DATES

1. Park Commission Joint Study Session with City Council May 7, Council Chamber, 6:00 PM
2. Ashland Senior Advisory Committee Meeting May 12, Senior Center, 3:30 PM
3. Park Commission Regular Business Meeting May 14, Council Chamber, 6:00 PM
4. Recreation Division Advisory Committee Meeting May 15, The Grove, 4:00 PM

VII. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact Nancy Mero at nancy.mero@ashlandoregon.gov or 541.488.5340 (TTY phone number 1.800.735.2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.

Public Participation Instructions

Written testimony will be accepted via email to Nancy.mero@ashlandoregon.gov. Please include "**Public Testimony**" in the subject line. Written testimony submitted by 10:00 AM the day of the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.

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





SPECIAL MEETING AGENDA BRIEF

April 28, 2025

Agenda Item	VI. Current Status of the Ashland Parks and Recreation Department FY 26-27 Budget	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SITUATION

At the April 15, 2025 City Council meeting, the proposed park fee was not approved, resulting in a park operations budget of \$14,397,635. This means \$1.4 million in reductions for the FY 26-27 biennium budget.

BACKGROUND

Direction for the FY 26-27 budget was to have no increase from the current biennium due to general fund forecasts and increasing costs. The Park Commission recommended a budget that was higher to accommodate the additional facilities that the Department was taking on.

The budget review identified that an additional reduction was needed to ensure that there was sufficient general funding for the adopted budget. The City Manager requested a \$5 park fee be added to the utility meter rates. This fee is consistent with other Jackson County jurisdictions.

The Department presented reductions with the \$5 park fee and without the \$5 park fee. In addition, it identified a fee level to maintain the Park Commission recommended budget.

ASSESSMENT

The Department is currently reviewing each object code per program to estimate the additional savings (with impacts) to reduce the reductions proposed for restroom closures, pool operation, ice rink operation, and some programs traditionally managed by the environmental education program. The current information on this will be reviewed at the meeting.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Is there a policy direction the Park Commission would like to make regarding programs?
- Are there alternative long-term funding solutions the Park Commission would like to explore?

POLICIES, PLANS & GOALS SUPPORTED

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

FINANCIAL CONSIDERATIONS

The proposed budget is \$1.4 million less than the recommended budget. If approved a park fee of \$5 would generate \$1.125 million and result in \$15.5 million funding for the FY 26-27 biennium Parks Department budget.

ATTACHMENTS

None

PREPARED BY: Rocky Houston



SPECIAL MEETING AGENDA BRIEF

April 28, 2025

Agenda Item	IV2. Staff Recommendations for Ashland Parks and Recreation Department Miscellaneous Fees and Charges	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

All Ashland Parks and Recreation Department (APRD) fees for programs and services are itemized in the City's Miscellaneous Fees and Charges document. The approval of miscellaneous fees will come before the City Council for approval on May 20, 2025. At the last Commission meeting on April 9, Commissioners directed staff to bring back two fees for further discussion and information:

- Sport Fields Rental Fees
- Exclusive Use/Site Fee for Park Use

BACKGROUND

Staff was directed to bring back information on sport fields rentals and the impact to user groups using fields at North Mountain Park, Briscoe and Hunter Park. The proposal is to increase fees from a per season charge to a per hour/per field model.

An example from the attached spreadsheet, the highest user in our system outside of Ashland High School is the Ashland Soccer Club at 576 hours and serving 350 Ashland youth. In the proposal, Ashland Soccer Club would go from paying \$500 per season to paying \$35 per hour/per field. This would result in an increase to \$20,000 per season. In that same example, if it was \$10 per hour/per field, the total cost to Ashland Soccer Club would be \$5760. Other examples are included on the spreadsheet.

For the Exclusive Use/Site Fee for Park Use at \$150, staff were asked for more information on the length of use of a site for that fee. Staff would recommend an 8-hour use per site. This fee would be for any non-reservable areas approved during the Special Event permitting process. For instance, in Lithia Park the site could include Butler Perozzi Fountain Lawn, Front Lawn of Litha Park and the Lower Duck Pond Lawn.

For other proposed fees on the Miscellaneous Fees and Charges spreadsheet in most cases, staff have looked at market rates and suggested a gradual increase in fees. Ideally, in two – three years, there will be more data to evaluate the actual costs of the many services that APRD provides to further inform development of a cost recovery policy.

ASSESSMENT

Although increases in fees could prove difficult for the users, under the current biennium budget scenario increasing fees is one of the tools in our toolbox to recover some of our costs.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff are recommending the fee increases attached to this memo.

POLICIES, PLANS & GOALS SUPPORTED

City of Ashland Miscellaneous Fees and Charges

FINANCIAL CONSIDERATIONS

Expenses have increased 15-17% and exceed revenues in all areas. These fee increases are proposed to help offset additional budget reductions.

PROPOSED ACTIONS OR MOTIONS

I move to recommend the APRD fee increases presented to the City Council for inclusion in the Miscellaneous Fees and Charges book.

ATTACHMENTS

Miscellaneous fees and charges spreadsheet

Sport Fields Rental Fees

PREPARED BY: Rachel Dials

Fee Description	2024/2025 Fee	Recommendations 4/1/25	
Group Picnic Rentals			
Cotton Memorial Area - 4-hour rental (Lithia Park)	\$ 125.00		
Madrone Area - 4-hour rental (Lithia Park)	\$ 75.00		
Root Memorial - 4-hour rental (Lithia Park	\$ 75.00		
Hillside Picnic Area - 4-hour rental	\$ 75.00		
Sycamore Grove - 4-hour rental (Lithia Park)	\$ 75.00		
North Mountain Park Pavilion - 4-hour rental	\$ 75.00		
Lawn below Upper Duck Pond (Lithia Park)	\$ 75.00		
Garden Way Pavilion - 4-hour rental	\$ 75.00		
Private Use/Rental Tennis/Pickleball Courts - 1 hour rental	\$ 20.00		
		\$	130.00
Butler Band Shell - 8-hour rental			
Under 200 people	\$ 250.00		
201 and up-500 people	\$ 500.00		
Special Event Fees			
Special event application fee	\$ 100.00		
Street closure fee (per street)	\$ 150.00		
Park booth fee (per booth, max. 25)	\$ 30.00		
NEW Park Use-Events & Special Use-Base Fee			
Park Event or Special Use- under 50 people			
Park Event or Special Use -51- 200 people			
Park Event or Special Use OVER 201 people			
NEW -Exclusive Use Fee-Impact Fee/per site location/per 8 hours--NEW FEE	NEW		
Japanese Garden Private Event Rental - 3 hours rental <i>Busy season = April - July and October Off Season = Nov - March, Aug & Sept</i>			
Off season, Monday-Thursday	\$ 750.00		
Off season, Friday-Sunday	\$ 1,000.00		
Busy season, Monday-Thursday	\$ 1,250.00		
Busy season, Friday-Sunday	\$ 1,500.00		
Deposits-Refundable-Credit Card Only			
Picnic areas	\$ 75.00		
Butler Band Shell	\$ 150.00		
Buildings security	\$ 150.00		
Japanese Garden	\$ 150.00		
Special Events			
Room Rentals			
Alcohol Fee (non-refundable)			

Not for profit	\$	500.00		
All other	\$	1,000.00		
The Grove - full facility				
Weekdays - per hour	\$	41.50	\$	100.00
Weekends - per hour	\$	50.00	\$	175.00
The Grove Otte/Petterson OR Gym				
Weekdays - per hour	\$	23.00	\$	40.00
Weekends - per hour	\$	35.00	\$	60.00
Ashland Senior Center -single room				
Weekdays - per hour	\$	23.00	\$	40.00
Weekends - per hour	\$	35.00	\$	60.00
Hourly rate if reserved at least 6 days per year	\$	20.00		
Ashland Senior Center - full facility (excluding kitchen & office)				
Weekends only - per hour	\$	50.00	\$	120.00
Long Term Renter Fee Community Programming Partner Fee -NAME CHANGE				
(non Profit or rents at least 6 times per year)	\$	20.00		
Community Center				
Weekdays - per hour	\$	23.00	\$	80.00
Weekends - per hour	\$	35.00	\$	160.00
Community Center Cleaning Fee (non refundable)		NEW	\$	100.00
Pioneer Hall				
Weekdays - per hour	\$	23.00	\$	60.00
Weekends - per hour	\$	35.00	\$	120.00
Pioneer Hall Cleaning Fee (non refundable)		NEW	\$	75.00
Miscellaneous equipment fee	\$	100.00		
Electricity use fee - per 4 hours	\$	25.00		
Field Usage				
Tournaments - per day per team	\$	36.50	\$	50.00
Ball field lights - per hour	\$	34.00		
1 day per week/season	\$	100.00	\$35 per hour/per field	
2 days per week/season	\$	150.00	\$35 per hour/per field	
3-4 days per week/season	\$	200.00	\$35 per hour/per field	
5-7 days per week/season	\$	250.00	\$35 per hour/per field	
Calle Seating - 8 Month Season				
Artisans - 2 weekend days per week - per sq. ft.	\$	6.99	\$	6.99

Restaurant Seating - 5 days per week - per sq. ft	\$ 5.94	\$ 6.48
Restaurant Seating - 7 days per week - per sq. ft.	\$ 9.50	\$ 10.36
Calle Seating - 9.5 Month Season		
Artisans - 2 weekend days per week - per sq. ft.	\$ 6.99	\$ 6.99
Restaurant Seating - 5 days per week - per sq. ft	\$ 7.05	\$ 7.69
Restaurant Seating - 7 days per week - per sq. ft.	\$ 11.29	\$ 12.30
Daniel Meyer Pool		
Admission - Youth	\$ 3.00	
Admission - Adult	\$ 4.00	\$ 4.50
Lap Swim - Youth	\$ 3.00	
Lap Swim - Adult	\$ 4.00	\$ 4.50
Senior Session Admission	\$ 3.00	\$ 4.00
Water Aerobics/ Water Polo - Youth	\$ 4.00	\$ 5.00
Water Aerobics/ Water Polo - Adult	\$ 4.00	\$ 5.00
Swim Lessons (8 Class Session -Cost is dependent on the age of the child and the length of the lesson)		
Per 8 class lesson 1 to 4 ratio	\$ 48.00	
Per 8 class lesson 1 to 6 ratio	\$ 55.00	
Senior Only Lessons	\$ 3.00	
Private Lessons	\$ 28.00	\$ 30.00
Open Swim/Lap Swim Multi-Pass		
Youth 10 punch multi-pass-see formula for multipasses	\$ 25.00	\$ 27.00
Youth 20 punch multi-pass	\$ 50.00	\$ 54.00
Adult 10 punch multi-pass	\$ 35.00	\$ 40.50
Adult 20 punch multi-pass	\$ 70.00	\$ 81.00
Water Aerobics Multi-Pass	\$ 70.00	\$ 90.00
Youth Recreation Programs		
60/40 up to 80/20 Split with Instructors & APR		
Adult Recreation Programs		
60/40 up to 80/20 Split with Instructors & APR		
Senior Recreation Programs & Services		
Senior Activity Classes	60/40 up to 80/20 Split with Instructors & APR	
Touchpass lost card replacement	\$ 2.00	
Photocopies & Printed Pages		
Community Garden Fees		
10x10	\$ 45.00	
10x12	\$ 54.00	

10x20	\$	80.00		
20x20	\$	100.00		
4x12 - depending on location		\$22 - \$29		
Refundable Deposit	\$	50.00		
3x6 garden box at Senior Center - no deposit	\$	10.00		
Environmental Education School Programs				
K-2/half day	\$	150.00		
3-5/ full day	\$	225.00		
Ashland Rotary Centennial Ice Rink				
General Admission - Youth	\$	4.00		
General Admission - Adult	\$	5.00		
Skate Rental	\$	3.00		
Hockey General Admission - Youth	\$	5.00		
Hockey General Admission - Adult	\$	9.00		
Skating Private Lessons - 30minutes	\$	28.00		
Helmets	\$	15.00		
Group Rental Rate - Per Person	\$	8.00		
Ashland Rotary Centennial Ice Rink Discounts				
Special Event Youth	\$	2.00		
Special Event Adult	\$	4.00		
Cheap Skate Rental	\$	1.00		
Student Night Admission (includes skate rental)	\$	6.00		
Recreation Skate Gift Card	\$	6.00		
Ashland Rotary Centennial Ice Rink Multi-Pass				
Youth (includes skate rentals)	\$	35.00		
Adult (includes skate rentals)	\$	45.00		
Youth (no skate rentals)	\$	45.00		
Adult (no skate rentals)	\$	55.00		
School Groups per 30 students	\$	100.00		
Ashland Rotary Centennial Ice Rink & Daniel Meyer Pool Discounts		50% off total fee for free and reduced lunch Ashland students/punch cards		
Oak Knoll Golf Course Annual Passes				
Single Annual Payment (7 days)		\$	1,099.00	\$ 1,199.00

Single Annual (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$	859.00
Multi Round Card(10/9 hole rounds, expires 1 year from purchase) NEW FEE	NEW	\$	179.00
Single Monthly Payment	\$ 110.00		
Senior/Vet (55+) Single Annual Payment	\$ 999.00	\$	1,099.00
Senior/Vet (55+) (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$	799.00
Veteran (55+) Single Monthly Payment	\$ 100.00		
Couple/Domestic Partner Annual Payment	\$ 1,299.00	\$	1,399.00
Couple/Domestic Partner (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$	999.00
Couple/Domestic Partner Monthly Payment	\$ 125.00		
Family +2 - couple plus one (17 and under) in household Annual payment	\$ 1,499.00	\$	1,574.00
Family +2 - couple plus one (17 and under) in household (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$	1,174.00
Family +2 - couple plus two (18 and under) in household Monthly payment	\$ 140.00		
Junior Single (17 and under)	\$ 199.00		
Snowbird (for 6 months) single	\$ 750.00		
SOU Student Passes - All Single			
Winter Term	\$ 215.00		
Fall Term	\$ 215.00		
Spring Term	\$ 300.00		
Summer Term	\$ 380.00		
Daily Adult Fees (Ages 18+)			
9 holes walk	\$ 18.00	\$	20.00
9 holes w/cart	\$ 28.00		
18 holes walk	\$ 26.00	\$	32.00
18 holes w/cart	\$ 39.00		
Senior/Twilight 9 holes walk	\$ 16.00	\$	18.00
Senior & Veteran 9 holes w/cart	\$ 24.00		
Senior /Twilight 18 holes walk	\$ 22.00	\$	28.00
Senior & Veteran 18 holes w/cart	\$ 35.00		
Cart Fees - Per Person - Year Round			
9 Holes (per seat)	\$ 10.00	\$	10.00
18 Holes (per seat)	\$ 13.00	\$	15.00
Daily Junior Fees (Ages 8 - 17) Year Round			
9 Holes	\$ 7.00	\$	8.00
18 Holes	\$ 12.00	\$	15.00
Twilight Cart	\$ 8.00		
Driving Range			
One Token (35 balls)	\$ 3.00	\$	4.00
Twilight 9 holes walk	\$ 14.00		
Twilight 9 holes ride	\$ 22.00		
Twilight 18 holes walk	\$ 22.00		
Twilight 18 holes ride	\$ 35.00		
Oak Knoll Golf Course Rental Wedding Fees			

November-February - full day	\$	750.00		
November-February - half day	\$	400.00		
March-October - full day	\$	1,500.00		
March-October - half day	\$	800.00		
Credit Card Processing Fee		NEW		3%
The Director has authority to modify rates for marketing and market conditions no less than 20% below standard rates		NEW		

Organization	Facilitie(s) used	Current Rate for field Use	# of Youth Served	\$10 per field/per hour	\$20 per field/per hour	\$25 per field/per hour
Ashland Soccer Club	NMP Soccer 1,2 & 3	\$250 per season/per location	350	201 hrs/Soccer 1 NMP - <i>practice</i>	576 hours = \$11,520	576 hours = \$14,400
				150 hrs/Briscoe - <i>practice</i>		
	Briscoe Park	\$500 total per season		225 hrs/Soccer 1 & 3 NMP - <i>games</i> (112.5 hours per field)		
				TOTAL: 576 hours =\$5760		
Ashland Little League	Hunter Park Little League Field 1/2	\$250 per season/per location	176	201 hrs/Field 1 & 2- <i>games</i> (110.5 hours per field)	409 hours = \$8180	409 hours = \$10,225
		\$250 total per season		208 hrs/ Field 1 & 2 - <i>practice</i> (104 hours per field)		
		TOTAL: 409 hours =\$4090				
Ashland Fastpitch Softball	NMP Softball field #1/#2	\$200 per season/per location	30	68.25 hrs/Field 1 & 2 (<i>games</i>)	214.25 Hours = \$4285	214.25 Hours = \$5356.25
		\$200 per season		146 hrs/Field 2 (<i>practices</i>)		
		TOTAL: 214.25 Hours = \$2142.50				
Ashland Youth Baseball	NMP Baseball 1	\$250 per season/per location	16	65 Hrs/Baseball 1 (<i>practices</i>)	113 Hours = \$2260	113 Hours = \$2825
		\$250 per season		48 Hrs/Baseball 1 (<i>games</i>)		
		TOTAL: 113 hours = \$1130				

*recommend lower fee for briscoe field

\$30 per field/per hour	\$35 per field/per hour
576 hours = \$17,280	576 hours = \$20,160
409 hours = \$12,270	409 hours = \$14315
214.25 Hours = \$6427.5	214.25 Hours = \$7498.75
113 Hours = \$3390	113 Hours = \$3955