Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION
STUDY SESSION MEETING AGENDA
Wednesday, August 6, 2025
Council Chamber, 1175 E Main Street - 6:00 PM

To provide public input, see participation instructions below.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PUBLIC FORUM**

IV. **PIONEER HALL & COMMUNITY CENTER RENTAL FEE**

V. **COMMISSIONER NUMBERED POSITION TO AT-LARGE PROCESS**

VI. **EAST MAIN STREET PARK DESIGN**

VII. **PARK PROTOCOL REVIEW - RECREATION - POOL**

VIII. **LOOKAHEAD REVIEW**

IX. **ADJOURNMENT**

If you need special assistance to participate in this meeting, please contact Nancy Mero at Nancy.mero@ashlandoregon.gov or 541-552-2256 (TTY phone number1-800-735-2900). 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.

Participation Instructions: This meeting will be held in-person in Council Chamber 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to a staff member before the meeting begins. If you wish to provide oral testimony electronically, email nancy.mero@ashlandoregon.gov before 10:00 AM the day of the meeting. Please include **"Virtual Public Testimony"** in the subject line.

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

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

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340 South Pioneer Street
Ashland, Oregon 97520
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STUDY SESSION
AGENDA REPORT

August 6, 2025

Agenda Item	IV. Pioneer Hall & Community Center Rental Fee	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☒ Request for Direction ☐ Information ☐	

SITUATION

Review revised Pioneer Hall and Community Center Rental Fee

BACKGROUND

Each year the City reviews and updates the miscellaneous fees and charges book. The Parks Department's review this year included the addition of Pioneer Hall and the Community Center as potentially rentable assets for the next fiscal year. Currently there is no fee identified for the Community Center in the adopted miscellaneous fees and charges book. The fee for Pioneer Hall is $23.00 per hour for weekdays and $35.00 per hour for weekends.

The City Council reviewed the miscellaneous fees and charges book. They directed the Park Commission to again review their (Park Commission's) adopted fees for the Community Center and Pioneer Hall. The Council had concerns around the increase in the hourly rental rate and cleaning fee.

Staff presented two alternatives at the June 4, 2025, Park Commission study session. The Park Commission directed staff to bring back two new alternatives for consideration. At the July 2, 2025 Park Commission study session, the first hour at a higher rate and additional hours at a lower rate were supported. At the July 9, 2025 Park Commission business meeting, concerns about the increased costs for recurring users were raised and staff was directed to review new alternatives.

Staff have proposed (2) discount rates for recurring users of these two facilities. The rates are based on the rentals being booked and paid for concurrently. The proposal is a 35% reduction (first hour) for 6 to 11 rentals and a 50% reduction (first hour) for 12 or more

rentals. To get the reduced rate, all reservation dates must be booked at the same time, and the total fee must be paid at the time of booking. Refunds will not occur, or a transaction fee will be charged. This is to limit unfair discount practices occurring. The reduced rate will only apply to weekdays, not on holidays or weekends.

ASSESSMENT

Following are the hourly rate options for consideration:

Facility	Prior Rate	Adopted Rate	Proposed Rate		
	Weekday/ Weekend	Weekday/ Weekend	Rental Volume	Weekday	Weekend/ Holiday
Pioneer Hall	$23/$35	$60/$120 +cleaning fee	1-5 6-11 12+	**$125** first hour, **$25** thereafter **$80** first hour, **$25** thereafter **$65** first hour, **$25** thereafter	**$125** first hour, **$40** thereafter
Community Center: Main Room	Null	$80/$160 +cleaning fee	1-5 6-11 12+	**$125** first hour, **$35** thereafter **$80** first hour, **$35** thereafter **$65** first hour, **$35** thereafter	**$125** first hour, **$50** thereafter
Community Center: Side Room	Null	Null	1-5 6-11 12+	**$25/hour** **$20/hour** **$15/hour**	**$40/hour**

Cost comparison for average rental times:

Facility	**Adopted Rate** Weekday 3-hour rental	**Proposed Rate** Weekday 3-hour Rental	**Adopted Rate** Weekend 5-hour rental	**Proposed Rate** Weekend 5-hour rental
Pioneer Hall	**$180**	**$175**	**$600**	**$285**
Community Center	**$240**	**$195**	**$800**	**$325**
Facility	**Proposed Rate 5-10 Rentals** 3-hour rentals	35% savings on first hour	**Proposed Rate 11+ Rentals** 3-hour rentals	50% savings on first hour
Pioneer Hall	**$130**	26% savings	**$115**	34% savings
Community Center	**$150**	23% savings	**$135**	31% savings

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff are seeking input on the proposed alternative rates and seek direction on moving an alternative forward or if needed, receiving additional information from the Park Commission.

POLICIES, PLANS & GOALS SUPPORTED

Biannual budget process

FINANCIAL CONSIDERATIONS

Fees for rentals, services, and programs assist in reducing general fund support. The next biennium budget has been adopted with identified amounts of fees being generated. The utilization rate and fees charged impact the amount of fee revenue generated.

ATTACHMENTS

None

PREPARED BY: Rocky Houston, Director

STUDY SESSION
AGENDA REPORT

August 6, 2025

Agenda Item	V. Commissioner Numbered Position to At-Large Process	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☐ Request for Direction ☐ Information ☒	

SITUATION

Park Commissioners directed staff to review modification of the voting process for Park Commissioners to align with the 2024 revision to the City Council voting process.

BACKGROUND

In 2024, the City Council changed the Ashland Municipal Code to allow the Council candidate with the highest number of votes to be elected vs a runoff by position. The Park Commission directed staff to review the process to determine what they would need to do to implement a similar process. Staff has reviewed the process with the City Attorney's office, the City Recorder, and Jackson County Election's Office.

ASSESSMENT

If the Park Commission wants to make the change outlined above, the process would be as follows:

1. The Park Commission would take an action on changing the Park Commission from numbered positions to at-large positions.
2. Staff would provide documentation of this action to the City Recorder.
3. The City Recorder would develop the instructions on the change and provide them to the Jackson County's Election Office.
4. Jackson County would modify the ballot.
    a. For example, in the next election there will be three (3) positions open. The ballot would read "Select three (3) candidates from the list below to become City of Ashland Park Commissioners".

5. The votes would be tallied and the three (3) candidates receiving the highest number of votes would be elected as City of Ashland Park Commissioners.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

What direction on next steps does the Park Commission have for staff?

POLICIES, PLANS & GOALS SUPPORTED

Not applicable.

FINANCIAL CONSIDERATIONS

The change appears to have no financial impact.

ATTACHMENTS

None

PREPARED BY: Rocky Houston

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STUDY SESSION
AGENDA REPORT

August 6, 2025

Agenda Item	VI. East Main Street Park Design	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☒ Request for Direction ☐ Information ☐	

SITUATION

An update on the East Main Park Design options and process.

BACKGROUND

East Main Street Park began as a replacement park for the YMCA Park that was sold to the YMCA. A masterplan was completed. The masterplan identified concerns from the westerly neighbors opposing a park vehicular entrance off Abbot Street.

This was addressed by moving the vehicular entrance to East Main Street. This required the City to annex the property into city limits because the County does not permit vehicular entrances off an arterial road. The annexation of the parkland into city limits requires street improvements to be completed on East Main Street. These improvements are estimated at $750,000 to $1 million.

At the July 9, 2025 Park Commission business meeting, staff were directed to follow up with Community Development and Public Works then report back to the Park Commission.

ASSESSMENT

The Planning Commission and City Council would review a modified proposal in consideration of the criteria for annexation (AMC 18.5.1). AMC 18.5.8.050.E requires that adequate transportation facilities be provided for the proposed development. It is a possibility, per code, to modify the requirements.

A public open house is planned for August 14, 2025. This will serve to update the community on the phasing of the project and get input on the options to align the

project with the current budget. Staff have reviewed Park's Capital funds and projected the ending balance after FY26-27 capital projects are executed. The current projection is roughly $500,000 to $700,000. These funds could be transferred to this project, but it would impact future capital projects.

Staff is proposing the following options for review at the public meeting:

- Terminate/Cancel Project
- Identify reductions to Phase I
- Consider change in parking lot location and seek modification of annexation conditions to remove East Main Street improvements
- Cancel other projects and/or use capital project fund reserves

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff will hold the public open house and then present the project to the City Council on August 18, 2025.

POLICIES, PLANS & GOALS SUPPORTED

Adopted Capital Improvement Plan and item #1 in the Department Work Plan.

FINANCIAL CONSIDERATIONS

The adopted capital budget for the project is $2.5 million. The utilization of any additional capital funds, above the allocated budget, would require a budget amendment. This would impact the Department's ability to implement other capital projects this biennium and in the future.

ATTACHMENTS

None

PREPARED BY: Rocky Houston

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STUDY SESSION
AGENDA REPORT

August 6, 2025

Agenda Item	VII. Park Protocol Review – Recreation – Pool	
Presenter	Lonny Flora	Recreation Manager
Item Type	Commission Requested ☐ Request for Direction ☐ Information ☒	

SITUATION & BACKGROUND

Staff are seeking feedback on two draft protocols for the Daniel Meyer Memorial Pool (DMP). Per the Policy Framework 1.01.001 approved at the July 9, Park Commission meeting, a protocol is "a written statement that provides direction on the operation of the Department's programs and services."

The draft protocols for review are:

2.04.001 Daniel Meyer Memorial Pool Staffing: This protocol outlines the Ashland Parks and Recreation Department's (APRD) guidelines for staffing the Daniel Meyer Memorial Pool (DMP) facility to ensure optimal safety for patrons, efficient operations, and effective resource management. Adherence to these guidelines is mandatory for all pool staff. The goal of these adjustments is to optimize staffing levels for patron safety, cost-effective operations, and responsible resource allocation.

2.04.002 Daniel Meyer Memorial Pool Daily Closure and Schedule Extension: This protocol outlines the APRD's criteria for temporary closure of the DMP facility to ensure the safety and well-being of patrons and staff, as well as to maintain cost-effective operations. It also outlines the criteria under which the pool facility may extend its operating hours beyond the regularly scheduled (daily) closing time.
Staff presented these draft protocols for feedback at the July 17, 2025 Recreation Division Advisory Committee meeting (RDAC). There were questions related to minimum staffing levels and requirements for OHA under letter:

V. Protocols

a. Staffing Guidelines

Minimum Staffing Levels: *In order for the pool to be opened for the public, staff levels must meet minimum requirements set by OHA and APRD Facility Emergency Action Plans (EAP). A properly qualified/certified staff member must be present for each of the roles outlined in any one DMP facility EAP.*

RDAC had no other questions or comments related to the documents

ASSESSMENT

These protocols help the Recreation Division team make quick decisions related to pool operations and staffing.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff are seeking feedback from the Commissioners related to these draft protocols. Once feedback has been received and incorporated, the protocol will be reviewed and signed off by the city attorney and the parks director.

POLICIES, PLANS & GOALS SUPPORTED

1.01.001 Policy Framework

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

2.04.001 Daniel Meyer Memorial Pool Staffing Draft Protocol

2.04.002 Daniel Meyer Memorial Pool Daily Closure and Schedule Extension Draft Protocol

PREPARED BY: Rachel Dials

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PROTOCOL

PROTOCOL:	2.04.001 Daniel Meyer Memorial Pool Staffing		
EFFECTIVE:		**CANCELS:**	
DIVISION(S):	Recreation	**NEXT REVIEW:**	
KEY TERMS:	Lifeguard, Pool Manager, Head Lifeguard, Swimmer-to-lifeguard ratio, Staff conduct, On-duty responsibilities, Staffing adjustments.		
APPROVED:	Name, Director	Name, City Attorney	

I. PURPOSE
   a. This protocol outlines the Ashland Parks and Recreation Department's (APRD) guidelines for staffing the Daniel Meyer Pool (DMP) facility to ensure optimal safety for patrons, efficient operations, and effective resource management. Adherence to these guidelines is mandatory for all pool staff. The goal of these adjustments is to optimize staffing levels for patron safety, cost-effective operations, and responsible resource allocation.

II. SCOPE
   a. This protocol applies to all staff members at the DMP facility, including lifeguards, front desk staff, first aid station personnel, cleaning staff, and swim lesson instructors.

III. REFERENCES
   a. The following Oregon Health Authority (OHA) Rules help inform this staffing protocol for safe and efficient pool operation.

i. OAR 333-060 and OAR 333-062

IV. DEFINITIONS

a. **Lifeguard:** A certified individual responsible for the supervision of swimmers and ensuring safety at the pool facility.
b. **Pool Manager:** The individual with primary authority for overseeing pool operations and staff.
c. **Head Lifeguard:** A senior lifeguard with authority to make real-time staffing adjustments under the Pool Manager.
d. **Swimmer-to-lifeguard ratio:** The minimum number of certified lifeguards required per number of swimmers present in the water or on the pool deck.

V. PROTOCOL

a. Staffing Guidelines
    i. **Minimum Staffing Levels:** In order for the pool to be opened for the public, staff levels must meet minimum requirements set by OHA and APRD Facility Emergency Action Plans (EAP). A properly qualified/certified staff member must be present for each of the roles outlined in any one Daniel Meyer Pool Facility EAP.
b. Swimmer-to-Lifeguard Ratios
    i. **Standard Ratio:** A minimum of one (1) certified lifeguard must be on deck and actively supervising the pool for every twenty-five (25) swimmers present in the water or on the pool deck.
    ii. **Maximum On-Deck Lifeguards:** The total number of lifeguards actively supervising the pool deck at any given time shall not exceed four (4), regardless of swimmer count, unless an emergency or specific event requires additional approved staffing.
c. Staffing Adjustments and Managerial Authority

i. **Authority:** The Pool Manager and/or the Head Lifeguard on duty hold the authority (with support from APRD Recreation Manager or administrators) to make real-time adjustments to staff scheduling, including ending shifts early or calling in additional staff.
ii. **Conditions for Adjustment:** These decisions will be made based on, but not limited to, the following conditions:
    1. Significant fluctuations in current swimmer numbers.
    2. Changes in the local weather forecast that may impact attendance (e.g., sudden storms, prolonged heat, smoke, cold fronts).
    3. Anticipated increases or decreases in attendance based on historical data, events, or observed trends.

d. Staff Conduct and On-Duty Responsibilities
    i. **Breaks:** All staff members are entitled to designated breaks.
        1. During breaks, staff are expected to be out of public view and within the designated staff areas inside the facility.
        2. Staff on break should not be interacting with patrons, supervisors, or co-workers in a work capacity.
    ii. **On-Duty Attentiveness:** When on duty, staff are expected to be attentive and engaged in their assigned work duties at all times. This includes, but is not limited to:
        1. **Lifeguard Duties:** Constant dedicated scanning of the pool, proactive communication with patrons, emergency readiness.
        2. **Front Desk Management:** Greeting patrons, managing check-ins, answering inquiries, handling transactions.
        3. **First Aid Station:** Maintaining readiness of first aid supplies, responding to incidents.

4. **Cleaning Duties:** Maintaining cleanliness and hygiene of the pool deck, restrooms, locker rooms, and common areas.
5. **Pool Operation Associated Work:** Assisting with chemical checks, equipment setup/takedown, and other tasks essential to pool operation as directed by management.
6. **Swim Lesson Instruction:** Preparation for swim lesson activities, leading activities, management and skill assessment of assigned participants, communication with managers and participants' guardians.

VI. GENERAL PRINCIPLES

a. All staff are expected to uphold the highest standards of professionalism, vigilance, and customer service.
b. Safety is the paramount concern, and all staffing decisions and on-duty actions must reflect this priority.

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PROTOCOL

PROTOCOL:	2.04.002 Daniel Meyer Memorial Pool Daily Closure and Schedule Extension		
EFFECTIVE:		**CANCELS:**	
DIVISION(S):	Recreation	**NEXT REVIEW:**	
KEY TERMS:	Thunderstorms, Air Quality Index, Temperature, Swimmer Count, Inclement Weather, Schedule Extension, Management Discretion.		
APPROVED:	Name, Director	Name, City Attorney	

I. PURPOSE
   a. This protocol outlines the Ashland Parks and Recreation Department's (APRD) criteria for temporary closure of the Daniel Meyer Memorial Pool facility (DMP) to ensure the safety and well-being of patrons and staff, as well as to maintain cost-effective operations. It also outlines the criteria under which the pool facility may extend its operating hours beyond the regularly scheduled (daily) closing time.

II. SCOPE
   a. This protocol applies to DMP and the management staff responsible for making decisions regarding its operation, including temporary closures and schedule extensions.

III. REFERENCES
   a. The following Oregon Health Authority Rules help inform this staffing protocol for safe and efficient pool operation.

i. OAR 333-060 and OAR 333-062

IV. DEFINITIONS

a. **Thunderstorms:** Weather conditions involving thunder and lightning.
b. **Air Quality Index (AQI):** A measure of air quality, with "Unhealthy" typically defined as AQI 151+.
c. **Swimmer Count:** The number of patrons actively in the pool.
d. **Ambient Air Temperature:** The surrounding air temperature.
e. **Inclement Weather:** Severe or unseasonable weather conditions, such as heavy rain or cold temperatures.
f. **Management Discretion:** The authority of the APR Recreation Manager or administrator to make decisions based on their judgment and relevant factors.

V. PROTOCOL

a. DMP CLOSURE

This section outlines the criteria for temporary closure of the DMP facility. Decisions regarding pool closure will be made by the APRD Recreation Manager or administrative staff.

i. The pool facility will be closed under any of the following conditions:

a. **Thunderstorms**

i. **Criterion:** Thunderstorms are detected within a 10-mile radius of the pool facility.
ii. **Action:** Upon detection, the pool will be immediately cleared of all swimmers and patrons, and operations will cease until 30 minutes after the last thunder or lightning strike within the 10-mile radius. Staff will monitor weather conditions using reliable weather tracking tools. APR Management may determine closure for the

remainder of the day if storms are forecasted to continue through the remaining daily schedule.

b. **Poor Air Quality Index (AQI)**
    i. **Criterion A (Immediate Closure):** The AQI reaches or exceeds the "Unhealthy" category (typically AQI 151+) as reported by official local air quality monitoring stations.
    ii. **Criterion B (Lingering Impact):** Even if the AQI drops below the "Unhealthy" category, if staff members report significant and widespread negative impacts on their tolerance (e.g., respiratory discomfort, eye irritation) due to lingering poor air quality, management reserves the right to close the facility for the safety and comfort of staff.
c. **Temperature and Swimmer Count**
    i. **Criterion:** The ambient air temperature drops below 75°F (24°C) AND there are fewer than 10 swimmers actively in the pool.
    ii. **Action:** Management will assess the situation and may decide to close the facility for the remainder of the day or determine a re-opening schedule.
d. **No Swimmers / End of Daily Schedule**
    i. **Criterion:** There are no swimmers in the pool for a continuous period of 30 minutes, AND there are less than 2 hours remaining in the daily scheduled operating hours.
    ii. **Action:** The pool facility may be closed for the remainder of the day.
e. **Forecasted Inclement Weather at Opening**

i. **Criterion:** The weather forecast for the first 4 hours of the scheduled opening indicates both: A high probability of rain, AND A temperature below 75°F (24°C).
ii. **Action:** Management may decide to delay opening or close the facility for the entire day based on the severity of the forecast and potential impact on attendance and safety.

ii. GENERAL GUIDELINES FOR CLOSURE

a. **Decision Authority:** The decision to close the pool rests with the APRD Recreation Manager or administrator.
b. **Communication:** In the event of a closure, staff will communicate the reason for closure clearly and courteously to all patrons. Information will be posted at the facility entrance and, if feasible, communicated with website updates.
    i. Voicemail Greeting
    ii. Website Update
    iii. Front Door Signage
    iv. *Social media is generally an ineffective means to relay timely information to the community and will not be incorporated into communication plans for daily opening/closing schedule adjustments.*
c. **Reopening:** The pool will only reopen once the conditions that led to the closure have demonstrably improved and meet safety and operational standards.

b. DMP SCHEDULE EXTENSION

This section outlines the criteria under which the pool facility may extend its operating hours beyond the regularly scheduled (daily) closing time. Decisions regarding daily pool hour extensions will

be made by the designated APRD management staff, prioritizing both community demand and cost recovery.

i. The pool facility may remain open for an extended period, not exceeding 2 hours past the regularly scheduled closing time, if *all* of the following conditions are met:
    1. **Temperature and Swimmer Count**
        a. **Criterion:** The forecasted ambient air temperature is expected to remain at or above 90°F (32°C) for up to two hours past the regularly scheduled closing time.
        b. **Criterion:** More than 20 swimmers are actively present in the pool within one hour of the regularly scheduled closing time.
    2. **Management Discretion**
        a. **Criterion:** The APRD Recreation Manager or administrator determines that it is in the best interest of cost recovery and/or community demand to extend the pool's operating hours. This decision will consider factors such as staffing availability, operational costs, and the overall benefit to the community.

ii. GENERAL GUIDELINES FOR EXTENSION
    1. **Decision Authority:** The final decision to extend pool hours rests solely with the APRD Recreation Manager or administrator.
    2. **Communication:** If an extension is approved, staff will clearly communicate the new closing time to all patrons at the facility in advance of the original closing time.

a. *Social Media is generally an ineffective means to relay timely information to the community and will not be incorporated into communication plans for daily opening/closing schedule adjustments.*

3. **Maximum Extension:** Under no circumstances will the pool remain open for more than 2 hours past its regularly scheduled closing time, regardless of conditions.
4. **Staffing:** Adequate and certified staff must be available to cover the extended operating hours, adhering to all safety regulations and lifeguard-to-swimmer ratios.

Park Commission Meetings

Date	Agenda Item	Presenter
8/6	Park Commission Study Session Council Chamber 6 PM	
	Pioneer Hall & Community Center Rental fee	Houston
	Commissioner Numbered Position to At-Large Process	Houston
	East Main Street Park Design	Houston
	Park Protocol Review – Recreation - Pool	Flora
8/13	Park Commission Business Meeting Council Chamber 6 PM	
	Community Center/Pioneer Hall Rental Fee (Action)	Houston
	Parks Director Performance Review (Possible Action)	Bachman
	Commissioner Numbered Position to At-Large Process (Action)	Houston
9/3	Park Commission Study Session Council Chamber 6 PM	
	Training: Public Meeting Law	Zahran
9/10	Park Commission Business Meeting Council Chamber 6 PM	
	East Main Street Park Design (Action)	Houston
APRC Advisory and Management Advisory Committees		
10/13/2025	Ashland Senior Advisory Committee Senior Center 3:30 PM	
10/16/2025	Recreation Division Advisory Committee, the Grove 4:00 PM	
TBD	Trails Advisory Committee, Lithia Cabin	
TBD	Ashland Japanese Garden MAC Lithia Cabin 2:00 PM	
TBD	Bee City USA MAC	
TBD	Current Parks, Conservation, and Maintenance MAC	
Council Business / Budget Meetings/Commissions		
8/5/2025	City Council Bus Mtg – Management Resolution	
8/18/2025	City Council SS – East Main St. Park	
9/16/2025	City Council Bus Mtg – Pioneer Hall/Community Center Fees	
10/21/2025	Joint Meeting with City Council and Park Commission	

Department Work Plan

PROS Plan	
3/10	Senior Services Focus Group ✓
3/13	Trails Focus Group ✓
3/19	Natural Resources Focus Group ✓
3/20	Recreation Focus Group ✓
4/8	PROS Plan Kickoff Meeting Senior Center 5:30 - 7:00 PM ✓
4/17	South Ashland Neighborhood Meeting, Temple Emek Shalom ✓
4/23	Central Ashland Neighborhood Meeting, Stevenson Union ✓
4/24	North Ashland Neighborhood Meeting, United Methodist Church ✓
7/11	Commercial Focus Group - Chamber Meet and Greet Pioneer Hall 8:15 AM ✓
7/4	Youth and Family Survey/Community Values Survey July 4th Booth ✓
9/17	Second Community Meeting Senior Center 5:30 – 7:00 PM

1. Complete projects identified in the adopted Capital Improvement Plan for FY 26-27
   - Preventative Maintenance Projects
   - Lithia – Butler Perozzi Fountain Restoration
   - ADA Improvements
   - Lithia – Master Plan work plan projects
   - Hunter Park – Tennis Court Rehabilitation
   - Irrigation Controllers
   - Siskiyou Mountain – Trail Re-route
   - East Main – Phase I development
2. Improve recreation and senior programming access by replacing staff eliminated during COVID-19 and developing a cost recovery policy.
3. Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)
4. Establish Equipment Replacement and Repair program to be consistent with Citywide fleet standards.
5. Update employee onboarding, training, and safety program
6. Complete work plan items identified for FY 26-27 to implement the Lithia Park Master Plan
   - Fuels reduction between Glenview Rd & Ashland Creek
   - Hazard tree removal
   - Development and promotion of citizen science and/or other environmental education
   - Winburn Way traffic speed and road design
   - Trail map update
   - Replacement of interpretive signs for flora
7. Develop funding strategy for future capital projects, specifically:
   - Pool replacement project
   - East Main future development phase(s)

January	February	March
Budget Concepts (Odd years) Adopt CIP (Odd years)	Budget Direction VIP Annual Report	Recommend Budget Recreation Annual Report
April	**May**	**June**
	Environmental Education Annual Report	Ashland Senior Advisory Committee/Recreation Division Advisory Committee Charges (Information)
July	**August**	**September**
July 4th Parade		
October	**November**	**December**
Salmon Festival	Senior Services Annual Report	Ashland Parks Foundation Annual Report