



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

JOINT MEETING WITH CITY COUNCIL/PARK COMMISSION BUSINESS MEETING AGENDA

Wednesday, February 11, 2026

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

To attend the meeting or to provide public testimony, see participation instructions.

I. CALL TO ORDER

1. Land Acknowledgement**

II. ROLL CALL

III. QUARTERLY FINANCIAL UPDATE

1. Finance Update - Second Quarter FY 26 and Utility Receivables
2. General Fund Forecasting Discussion

IV. PUBLIC FORUM

V. CITY OF ASHLAND FIVE-YEAR STRATEGIC PLAN PROCESS

1. City of Ashland Five-Year Strategic Plan Process

VI. PARKS LEADERSHIP NEXT STEPS

1. Parks Leadership Next Steps

VII. ADJOURNMENT OUT OF JOINT SESSION

VIII. CALL TO ORDER

IX. APPROVAL OF MINUTES

1. Park Commission Study Session January 7, 2026
2. Park Commission Regular Business Meeting January 14, 2026

X. ADDITIONS OR DELETIONS TO THE AGENDA

XI. PUBLIC FORUM

XII. CONSENT AGENDA

1. Approval of Bylaws Ashland Senior Advisory Committee
2. Acknowledgement of Recreation Advisory Committee Meeting Minutes October 16, 2025

XIII. BUSINESS

1. Park Commission 2026 Liaison Assignments
2. Calle Guanajuato Agreements

XIV. ITEMS FROM COMMISSIONERS/STAFF

XV. UPCOMING MEETING DATES

1. Upcoming Meeting Dates:
 1. Park Commission Study Session March 4, 2026
 2. Park Commission Regular Business Meeting March 11, 2026
 3. Park Commission Study Session April 1, 2026





Parks & Recreation Commission Meeting Agenda

4. Park Commission Regular Business Meeting April 8, 2026
5. Ashland Senior Advisory Committee Meeting April 13, 2026
6. Recreation Division Advisory Committee April 16, 2026

XVI. 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.

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 would like to give testimony electronically, please contact Nancy Mero at nancy.mero@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please put “**Virtual Public Testimony**” in the subject line.

Written testimony will be accepted via email sent to Nancy Mero at nancy.mero@ashland.or.us. Please type “**Public Testimony**” in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to the Park Commissioners before the meeting. All testimony will be included in the meeting minutes.

** 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.





REGULAR BUSINESS MEETING

AGENDA BRIEF

February 11, 2026

Agenda Item	Finance Update–Second Quarter FY 26 and Utility Receivables	
Presenter	Bryn Morrison	Interim Finance Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

On a quarterly basis, the Finance Department presents the current quarter-end financial statements and provides a review of significant items.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance Goal:

“To ensure ongoing fiscal ability to provide desired and required services at an acceptable level.”

FINANCIAL CONSIDERATIONS

Presented in this packet are the Financial Statements for the period ending December 31, 2025, which is in the first year of the budget biennium and 50% of the fiscal year.

The December 2025 Financial Statements include the following reports:

- Summary of Fund Balances
- Statement of Revenues and Expenditures – City Wide
- Statement of Resources, Requirements, and Changes in Fund Balance – by Fund
- Summary of Cash & Investments

Revenues –

For the period ending December 31, 2025, the City received \$55.9M or 54.5% of budgeted revenues for the year which was 6.4% more than the prior year.

The year-over-year change in the **Taxes** category was primarily due to the increase in the Public Safety and Wildfire Reduction Fee and the establishment of the Parks Fee.

- The Food and Beverage Tax and Transient Lodging Tax are collected on a quarterly basis, and the first quarter was due October 31. The City has shown an increase over the previous year for the Food and Beverage tax of 12.5%, however this was mostly due to a continued audit the City and its third-party contractor are conducting. Transient Lodging Tax has increased over the previous year 14.8%.

License and Permit activity has increased since the last quarterly report compared to the prior year up from 72.5% to 87.1%.

Intergovernmental Revenue was higher than the previous year with the year over year change of 127.9% due to increased grant revenue for Public Works for upgrades to the TAP system and conflagration reimbursement for the Fire Department.

Charges for Services Revenue are higher than the previous year as expected with the year over year change of 102.4% due to the updates to the Miscellaneous Fees and Charges and Rates.

Fines and Forfeiture Revenue are higher than the previous year with the year over year change of 132% primarily due to increased Parking fine revenue.

Interest on Investment Revenue was lower than the previous year resulting in a year over year change of 83.9% but remains higher than historical figures.

Miscellaneous Revenues are higher than the previous year with the year over year change of 542% due to the sale of clean fuel credits in the Electric Fund and decommissioned assets in the Equipment Fund.

Expenditures –

For the period ending December 31, 2025, fund expenditures are within budget expectations. Personnel Services was 45% of budget and Materials and Services was 48.2% of budget. Debt Service is trending as

expected based on debt repayment schedules. Capital Outlay is trending as expected based on the timing of Capital projects.

Ending Fund Balances, Cash & Other -

As of December 31, 2025, Total Fund Balances City-Wide was \$88.8M, which was \$1.9M or 2.1% lower than the previous year. The General Fund Ending Fund Balance was \$19.5M, which was \$2.1M or 9.9% less than the prior year as expected when the 2025/27 biennium budget was developed and adopted. The increase in the ending fund balance in the General Fund compared to the previous quarter was due to the receipt of the property tax which occurs in November each year.

The Capital Improvement Fund is showing a negative ending fund balance as of December 31, 2025 due to cost overruns for the Community Center and Pioneer Hall. The ending fund balance for FY 2025 came in lower than expected, reducing the funding for this biennium. A transfer of appropriation from the General Fund Contingency will be required and will be presented to Council for approval in March. The estimate at this time is that \$200,000 will need to be transferred from the General Fund to the Capital Improvement Fund to cover the remainder of the expense for those two projects.

The Water Fund is showing a decrease in the ending fund balance due to Capital Projects that are underway. The Equipment Fund is showing an increase in the ending fund balance due to timing of asset purchases and the increase to the sale of assets.

Cash and Investments balance was \$85.2M which was \$648,820 or 1% more than the previous year remaining consistent. This balance is critical to our financial health and our ability to meet our ongoing operating needs and obligations.

Utility Receivable Update: The City's Utility Billing division continues to pursue delinquent balances owed on Utility Accounts. As part of the FY 2025 Audit, the City reduced the \$6.8M in the total amount owed by \$2.7M due to delinquent, closed account balances sent to collection and is progressing toward compliance either through payments or a payment plan agreements with the remaining customers. As of December 31, 2025, the total amount owed on Utility Accounts, which includes current charges, was \$5M. Of that \$2.6M was delinquent. \$1.4M are on a payment plan and \$1.2M are not and subject to delinquent processing. Below are the amounts by fund owing to the City.

Fund:	Utility Billing Receivable	
	As of Dec 31, 2025	Total Delinquent
General	\$ 693,688	\$ 405,838
Street	235,878	130,141
Wildfire Risk Reduction	66,753	17,339
Water	733,464	379,967
Wastewater	669,273	297,592
Stormwater	84,027	33,932
Electric	2,114,470	1,157,518
Telecommunications	393,958	186,797
	<u>\$ 4,991,511</u>	<u>\$ 2,609,123</u>

Amount on payment plans: \$ 1,416,953

Amount without payment plans: \$ 1,192,170

PROPOSED ACTIONS OR MOTION(S)

N/A

ATTACHMENTS

2nd Quarter Financial Report as of December 31, 2025

PREPARED BY:

Bryn Morrison



City of Ashland
Summary of Fund Balances
Preliminary as of December 31, 2025

Fund	Balance December 31, 2025	Balance December 31, 2024	Change From FY 2025	2025-2026 Requirements	Over(Under) Requirements
General Fund	\$ 19,461,734	\$ 21,608,244	\$ (2,146,510)	6,935,840	281%
Parks General Fund	-	\$ (0)	0	No Policy	N/A
Tourism Fund	747,685	752,940	(5,255)	No Policy	N/A
Housing Fund	163,360	219,872	(56,513)	No Policy	N/A
Community Block Grant Fund	19,389	154,900	(135,511)	No Policy	N/A
Reserve Fund	2,024,444	1,938,962	85,482	No Policy	N/A
Street Fund	3,917,459	3,705,052	212,407	1,243,454	315%
SDC Street Fund	3,022,676	2,342,029	680,647	No Policy	N/A
Wildfire Risk Reduction Fund	189,497	-	189,497	57,394	330%
Airport Fund	388,028	396,871	(8,843)	162,862	238%
Capital Improvements Fund	(143,359)	543,540	(686,899)	No Policy	N/A
Parks Capital Improvements Fund	3,250,233	3,811,989	(561,756)	No Policy	N/A
SDC Parks Fund	505,940	446,882	59,058	No Policy	N/A
Debt Service Fund	443,850	482,523	(38,673)	No Policy	N/A
Water Fund	17,970,632	19,578,930	(1,608,298)	3,021,117	595%
SDC Water Fund	645,288	968,626	(323,338)	No Policy	N/A
Wastewater Fund	7,832,513	7,190,247	642,266	2,187,956	358%
SDC Wastewater Fund	2,867,004	2,578,776	288,228	No Policy	N/A
Storm Drain Fund	2,238,665	2,116,800	121,865	237,612	942%
SDC Storm Drain Fund	65,830	42,948	22,882	No Policy	N/A
Electric Fund	8,533,336	8,823,796	(290,460)	4,648,750	184%
Telecommunications Fund	3,110,957	3,135,273	(24,316)	677,544	459%
Insurance Services Fund	2,283,923	1,802,440	481,483	1,421,579	161%
Health Benefits Fund	-	-	-	No Policy	N/A
Equipment Fund	8,294,325	7,155,588	1,138,737	2,271,000	365%
Parks Equipment Fund	-	-	-	No Policy	N/A
Cemetery Trust Fund	1,004,341	982,600	21,740	No Policy	N/A
	<u>\$ 88,837,749</u>	<u>\$ 90,779,826</u>	<u>\$ (1,942,078)</u>		
Total Fund Balances	<u>\$ 88,837,749</u>	<u>\$ 90,779,826</u>	<u>\$ (1,942,078)</u>		
<u>Restricted and Committed Funds</u>					
Restricted	\$ 12,961,563	\$ 17,160,967	\$ (4,199,404)		
Committed	23,948,249	24,949,972	(1,001,723)		
Unassigned	51,927,936	48,668,881	3,259,055		
	<u>\$ 88,837,749</u>	<u>\$ 90,779,820</u>	<u>\$ (1,942,071)</u>		
Total Fund Balances	<u>\$ 88,837,749</u>	<u>\$ 90,779,820</u>	<u>\$ (1,942,071)</u>		



City of Ashland
Statement of Revenues and Expenditures - City Wide

Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Fiscal Year 2026				Fiscal Year 2025		
	Year-To-Date Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Year-To-Date Actuals	Fiscal Year 2025 End -of-Year Actuals	Percent Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
City-Wide Revenues							
Taxes	\$ 20,673,975	\$ 32,326,291	64.0%	109.7%	\$ 18,846,616	\$ 28,517,601	66.1%
Licenses and Permits	507,366	1,273,955	39.8%	87.1%	582,625	1,101,054	52.9%
Intergovernmental Revenues	1,723,596	5,552,709	31.0%	127.9%	1,347,746	4,115,134	32.8%
Charges for Services - Rate & Internal	28,981,466	58,084,734	49.9%	102.4%	28,303,940	54,783,108	51.7%
Charges for Services - Misc. Service fees	329,353	672,000	49.0%	58.1%	566,675	564,371	100.4%
System Development Charges	254,150	555,000	45.8%	63.6%	399,498	721,708	55.4%
Fines and Forfeitures	128,927	229,500	56.2%	132.0%	97,656	182,961	53.4%
Assessment Payments	-	3,000	0.0%	0.0%	4,915	4,915	100.0%
Interest on Investments	1,776,893	3,405,000	52.2%	83.9%	2,118,550	3,887,246	54.5%
Miscellaneous Revenues	1,532,148	402,150	381.0%	542.0%	282,665	381,970	74.0%
Total Revenues	55,907,873	102,504,339	54.5%	106.4%	52,550,886	94,260,069	55.8%
Budgetary Resources:							
Other Financing Sources	-	41,010,975	0.0%	0.0%	82,592	1,042,229	7.9%
Transfers In	2,321,567	2,599,613	89.3%	68.1%	3,407,776	5,382,661	63.3%
Total Budgetary Resources	2,321,567	43,610,588	5.3%	66.5%	3,490,368	6,424,890	54.3%
Total Resources	58,229,440	146,114,927	39.9%	103.9%	56,041,254	100,684,959	55.7%
City-Wide Expenditures							
Personnel Services	20,402,588	45,305,990	45.0%	98.0%	20,814,699	40,248,933	51.7%
Materials and Services	22,471,130	46,636,551	48.2%	97.5%	23,057,166	44,990,336	51.2%
Debt Service	1,421,813	3,567,068	39.9%	59.6%	2,385,139	2,958,133	80.6%
Total Operating Expenditures	44,295,531	95,509,609	46.4%	95.8%	46,257,003	88,197,401	52.4%
Capital Construction							
Capital Outlay	7,946,360	33,096,776	24.0%	168.6%	4,713,108	11,049,592	42.7%
Transfers Out	2,321,567	2,599,613	89.3%	68.1%	3,407,776	5,382,661	63.3%
Contingencies	-	2,743,413	0.0%	N/A	-	-	N/A
Total Budgetary Requirements	2,321,567	5,343,026	43.5%	68.1%	3,407,776	5,382,661	63.3%
Total Requirements	54,563,458	133,949,411	40.7%	100.3%	54,377,887	104,629,653	52.0%
Excess (Deficiency) of Resources over Requirements	3,665,982	12,165,516	69.9%	220.4%	1,663,366	(3,944,694)	-42.2%
Working Capital Carryover	85,171,768	81,478,779	104.5%	95.6%	89,116,462	89,116,462	100.0%
Unappropriated Ending Fund Balance	\$ 88,837,749	\$ 93,644,295	94.9%	97.9%	\$ 90,779,828	\$ 85,171,768	106.6%



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
 Preliminary as of December 31, 2025
 (50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
110 General Fund Revenues							
Taxes	\$ 18,695,665	\$ 26,791,393	69.8%	107.2%	\$ 17,445,322	\$ 24,424,056	71.4%
Licenses and Permits	507,366	1,273,955	39.8%	87.1%	582,625	1,101,054	52.9%
Intergovernmental	568,257	940,554	60.4%	221.9%	256,070	1,204,430	21.3%
Charges for Services	5,170,798	10,907,625	47.4%	113.7%	4,546,388	11,121,520	40.9%
Fines	128,927	229,500	56.2%	132.0%	97,656	182,961	53.4%
Interest on Investments	315,400	851,000	37.1%	70.4%	448,034	850,261	52.7%
Miscellaneous	55,885	13,150	425.0%	39.4%	141,836	169,950	83.5%
Transfer In (Street Fund)	-	135,000	0.0%	N/A	-	-	N/A
Transfer In (Parks General Fund)	-	-	N/A	N/A	631,966	631,966	100.0%
Transfer In (Debt Service Fund)	900,000	900,000	100.0%	N/A	-	-	N/A
Transfer In (Parks CIP)	422,545	422,545	100.0%	0.0%	-	422,545	0.0%
Transfer In (Water Fund)	-	-	N/A	0.0%	50,000	50,000	100.0%
Transfer In (Parks Equipment Fund)	-	-	N/A	0.0%	473,608	473,608	100.0%
Transfer In (Health Benefits Fund)	-	-	N/A	0.0%	2,225,545	2,225,545	100.0%
Transfer In (Cemetery)	21,915	75,000	29.2%	83.8%	26,157	47,111	55.5%
Total Revenues and Other Sources	26,786,759	42,539,722	63.0%	99.5%	26,925,206	42,905,007	62.8%
110 General Fund Expenditures							
Administration Department	2,882,053	4,320,512	66.7%	169.6%	1,699,001	3,477,326	48.9%
Administration - Municipal Court	262,750	574,893	45.7%	101.0%	260,068	559,658	46.5%
Information Technology Department	670,650	1,372,610	48.9%	77.1%	869,705	1,612,123	53.9%
Finance Department	1,744,096	3,400,447	51.3%	98.4%	1,772,928	3,263,434	54.3%
City Recorder	-	-	N/A	0.0%	123,006	268,303	45.8%
Police Department	4,179,324	9,382,322	44.5%	86.5%	4,833,683	8,844,074	54.7%
Fire and Rescue Department	5,685,293	11,894,743	47.8%	92.3%	6,162,348	12,167,031	50.6%
Public Works Department	1,881,827	4,325,333	43.5%	94.3%	1,995,976	3,108,118	64.2%
Community Development	1,054,211	2,389,405	44.1%	97.8%	1,077,989	2,131,635	50.6%
Parks Department	3,409,733	7,750,540	44.0%	95.3%	3,579,483	7,812,768	45.8%
Transfer out (Tourism Fund)	-	53,961	0.0%	N/A	-	-	N/A
Transfer Out (Housing Fund)	100,000	100,000	100.0%	0.0%	-	100,000	0.0%
Transfer Out (Capital Improvements)	200,000	100,000	200.0%	0.0%	-	1,064,446	0.0%
Transfer Out (Debt Service Fund)	153,000	153,000	100.0%	0.0%	-	181,297	0.0%
Transfer Out (Equipment Fund)	473,607	473,607	100.0%	N/A	-	-	N/A
Transfer Out (Cemetery Fund)	500	500	100.0%	100.0%	500	500	100.0%



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal	Actual Percent Collected / Expended
			Percent Collected / Expended			Year 2025 End-of- Year Actuals	
	Current Fiscal Year				Prior Fiscal Year		
Contingency	-	1,256,376	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	22,697,044	47,548,249	47.7%	101.4%	22,374,686	44,590,713	50.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	4,089,716	(5,008,527)	181.7%	89.9%	4,550,519	(1,685,706)	-269.9%
Beginning Fund Balance	15,372,019	16,340,214	94.1%	90.1%	17,057,725	17,057,725	100.0%
Ending Fund Balance	\$ 19,461,734	\$ 11,331,687	171.7%	90.1%	\$ 21,608,244	\$ 15,372,019	140.6%
Reconciliation of Fund Balance:							
Restricted and Committed Funds		1,076,542					
Unassigned Fund Balance		\$ 18,385,193					



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
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)	-	-	N/A	N/A	631,966	631,966	N/A
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	-	N/A	N/A	631,966	631,966	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	-	-	N/A	N/A	(631,966)	(631,966)	N/A
Beginning Fund Balance	-	-	N/A	N/A	631,966	631,966	N/A
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>	<u>N/A</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>N/A</u>
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-	-					
Unassigned Fund Balance	<u>\$ -</u>	<u>-</u>					



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
240 Housing Fund							
Taxes	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Intergovernmental	-	-	N/A	N/A	-	-	N/A
Interest on Investments	2,500	8,000	31.3%	32.3%	7,730	12,894	60.0%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	100,000	100,000	100.0%	N/A	-	100,000	0.0%
Total Revenues and Other Sources	102,500	108,000	94.9%	1325.9%	7,730	112,894	6.8%
Personnel Services	-	-	N/A	N/A	-	-	0.0%
Materials and Services	66,616	218,642	30.5%	N/A	40,500	238,060	17.0%
Capital Outlay	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	66,616	218,642	30.5%	N/A	40,500	238,060	17.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	35,884	(110,642)	132.4%	-109.5%	(32,770)	(125,166)	26.2%
Beginning Fund Balance	127,476	110,642	115.2%	50.5%	252,642	252,642	100.0%
Ending Fund Balance	\$ 163,360	\$ -	0.0%	74.3%	\$ 219,872	\$ 127,476	172.5%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	163,360						
Unassigned Fund Balance	\$ -						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Fiscal Year 2026		Budget to Actual	Actual to Actual Year-over-Year Change	Preliminary Fiscal		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	1st Year of Biennial Budget	Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Year 2025 End-of- Year Actuals	
	Current Fiscal Year				Prior Fiscal Year		
250 Community Development Block Fund							
Intergovernmental	\$ -	\$ 281,943	0.0%	N/A	\$ 141,235	\$ 191,762	73.7%
Total Revenues and Other Sources	-	281,943	0.0%	N/A	141,235	191,762	73.7%
Personnel Services	17,228	39,536	43.6%	75.1%	22,952	32,527	70.6%
Materials and Services	-	279,026	0.0%	N/A	-	159,235	0.0%
Total Expenditures and Other Uses	17,228	318,562	5.4%	75.1%	22,952	191,762	12.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(17,228)	(36,619)	53.0%	-14.6%	118,283	-	N/A
Beginning Fund Balance	36,617	36,619	100.0%	100.0%	36,617	36,617	100.0%
Ending Fund Balance	\$ 19,389	\$ -	0.0%	12.5%	\$ 154,900	\$ 36,617	423.0%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	19,389						
Unassigned Fund Balance	\$ -						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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 (50% of Fiscal Year)

	Current Fiscal Year		Budget to Actual	Actual to Actual	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Fiscal Year 2025 Year-to-Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
255 Reserve Fund							
Interest on Investments	\$ 43,898	\$ 82,000	53.5%	85.4%	\$ 51,410	\$ 92,994	55.3%
Total Revenues and Other Sources	43,898	82,000	53.5%	53.5%	51,410	92,994	55.3%
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	43,898	82,000	53.5%	85.4%	51,410	92,994	55.3%
Beginning Fund Balance	1,980,546	1,987,552	99.6%	104.9%	1,887,552	1,887,552	100.0%
Ending Fund Balance	\$ 2,024,444	\$ 2,069,552	97.8%	104.4%	\$ 1,938,962	\$ 1,980,546	97.9%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	2,024,444						
Unassigned Fund Balance	<u>\$ (0)</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year			
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended	
260 Street Fund								
Taxes	\$ 799,968	\$ 2,600,000	30.8%	112.5%	\$ 711,025	\$ 2,216,306	32.1%	
Intergovernmental	904,208	1,753,294	51.6%	104.6%	864,330	1,744,738	49.5%	
Charges for Services - Rates	854,224	1,756,100	48.6%	102.5%	833,208	1,584,730	52.6%	
Charges for Services - Misc. Service Fees	-	15,000	0.0%	N/A	-	-	N/A	
System Development Charges	-	-	N/A	N/A	-	-	N/A	
Assessments	-	3,000	0.0%	0.0%	4,915	4,915	100.0%	
Interest on Investments	68,195	80,000	85.2%	71.1%	95,905	165,230	58.0%	
Miscellaneous	145	-	N/A	N/A	1,000	2,801	35.7%	
Other Financing Sources	-	7,215,157	0.0%	N/A	-	-	N/A	
Total Revenues and Other Sources	<u>2,626,740</u>	<u>13,422,551</u>	19.6%	104.6%	<u>2,510,383</u>	<u>5,718,719</u>	43.9%	
Public Works - Ground Maintenance	-	-	N/A	0.0%	146,726	214,089	68.5%	
Public Works - Street Operations	2,861,137	9,974,612	28.7%	94.9%	3,015,706	5,707,140	52.8%	
Public Works - Street Operations Debt	-	429,625	0.0%	0.0%	78,531	81,266	96.6%	
Public Works - Transportation SDC's	-	-	N/A	N/A	-	-	N/A	
Transfer Out (General Fund)	-	135,000	0.0%	N/A	-	-	N/A	
Contingency	-	127,493	0.0%	N/A	-	-	N/A	
Total Expenditures and Other Uses	<u>2,861,137</u>	<u>10,666,730</u>	26.8%	88.3%	<u>3,240,964</u>	<u>6,002,495</u>	54.0%	
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(234,397)	2,755,821	-8.5%	32.1%	(730,580)	(283,776)	257.4%	
Beginning Fund Balance	<u>4,151,856</u>	<u>3,815,163</u>	108.8%	93.6%	<u>4,435,632</u>	<u>4,435,632</u>	100.0%	
Ending Fund Balance	<u>\$ 3,917,459</u>	<u>\$ 6,570,984</u>	59.6%	105.7%	<u>\$ 3,705,052</u>	<u>\$ 4,151,856</u>	89.2%	
Reconciliation of Fund Balance:								
Restricted and Committed Funds	3,917,459							
Unassigned Fund Balance	<u>\$ (0)</u>							



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Fiscal Year 2026		Budget to Actual	Actual to Actual	Preliminary Fiscal		Actual Percent
	Fiscal Year 2026 1st Year Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Year 2025 End-of- Year Actuals	Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
263 SDC Street Fund							
System Development Charges	\$ 71,540	\$ 150,000	47.7%	66.2%	\$ 107,992	\$ 214,998	50.2%
Interest on Investments	72,536	100,000	72.5%	113.6%	63,841	125,608	50.8%
Other Financing Sources	-	-	N/A	N/A	-	536,427	0.0%
Total Revenues and Other Sources	144,076	250,000	57.6%	83.8%	171,833	877,033	19.6%
Materials and Services	-	25,000	0.0%	N/A	-	-	N/A
Capital Outlay	-	25,425	0.0%	N/A	-	116,431	0.0%
Debt Service	52,197	150,000	34.8%	N/A	-	-	N/A
Contingency	-	750	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	52,197	201,175	25.9%	N/A	-	116,431	0.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	91,878	48,825	188.2%	53.5%	171,833	760,602	22.6%
Beginning Fund Balance	2,930,798	2,120,196	138.2%	N/A	2,170,196	2,170,196	100.0%
Ending Fund Balance	\$ 3,022,676	\$ 2,169,021	139.4%	129.1%	\$ 2,342,029	\$ 2,930,798	79.9%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	3,022,676						
Unassigned Fund Balance	\$ -						



City of Ashland
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(50% of Fiscal Year)

	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to-Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
265 Wildfire Risk Reduction Fund							
Taxes	\$ 393,196	\$ 938,898	41.9%	N/A	\$ -	\$ -	N/A
Intergovernmental	-	192,918	0.0%	N/A	-	-	N/A
Interest on Investments	1,171	-	N/A	N/A	-	-	N/A
Transfer In (Water Fund)	50,000	50,000	100.0%	N/A	-	-	N/A
Total Revenues and Other Sources	444,367	1,181,816	37.6%	N/A	-	-	N/A
Personnel Services	221,475	652,939	33.9%	N/A	-	-	N/A
Materials and Services	33,396	112,318	29.7%	N/A	-	-	N/A
Contingency	-	22,958	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	254,871	788,215	32.3%	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	189,497	393,601	48.1%	N/A	-	-	N/A
Beginning Fund Balance	-	-	0.0%	N/A	-	-	N/A
Ending Fund Balance	<u>\$ 189,497</u>	<u>\$ 393,601</u>	48.1%	N/A	<u>\$ -</u>	<u>\$ -</u>	N/A
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-						
Unassigned Fund Balance	<u>\$ 189,497</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
280	Airport Fund						
Intergovernmental	\$ -	\$ 1,314,000	0.0%	N/A	\$ -	\$ (4,035)	0.0%
Charges for Services - Rates	110,013	190,000	57.9%	127.0%	86,613	191,287	45.3%
Interest on Investments	8,890	10,000	88.9%	99.5%	8,934	17,903	49.9%
Miscellaneous	-	-	N/A	N/A	-	2,000	0.0%
Other Financing Sources	-	171,000	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	<u>118,903</u>	<u>1,685,000</u>	7.1%	124.4%	<u>95,546</u>	<u>207,155</u>	46.1%
Materials and Services	93,666	209,718	44.7%	300.6%	31,161	73,572	42.4%
Capital Outlay	68,302	1,520,000	4.5%	N/A	5,000	39,975	12.5%
Contingency	-	6,292	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>161,968</u>	<u>1,736,010</u>	9.3%	447.9%	<u>36,161</u>	<u>113,547</u>	31.8%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(43,065)	(51,010)	15.6%	-72.5%	59,385	93,608	63.4%
Beginning Fund Balance	<u>431,093</u>	<u>242,850</u>	177.5%	127.7%	<u>337,485</u>	<u>337,485</u>	100.0%
Ending Fund Balance	<u>\$ 388,028</u>	<u>\$ 191,840</u>	202.3%	97.8%	<u>\$ 396,871</u>	<u>\$ 431,093</u>	92.1%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	388,028						
Unassigned Fund Balance	<u>\$ 0</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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 (50% of Fiscal Year)

	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
410 Capital Improvements Fund							
Intergovernmental	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Charges for Services - Misc. Service fees	-	-	N/A	N/A	79,632	(159,264)	-50.0%
Interest on Investments	6,238	22,000	28.4%	25.3%	24,683	37,072	66.6%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Transfer In (General Fund)	200,000	100,000	200.0%	N/A	-	1,064,446	0.0%
Total Revenues and Other Sources	206,238	122,000	169.0%	197.7%	104,315	942,254	11.1%
Public Works - Capital Outlay	722,336	636,634	113.5%	134.2%	538,319	1,547,059	34.8%
Finance - Open Space (Parks)	-	-	N/A	N/A	-	-	N/A
Transfer Out (Debt Service Fund)	-	-	N/A	N/A	-	-	N/A
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	722,336	636,634	113.5%	134.2%	538,319	1,547,059	34.8%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(516,098)	(514,634)	-0.3%	118.9%	(434,004)	(604,805)	71.8%
Beginning Fund Balance	372,739	514,634	72.4%	38.1%	977,544	977,544	100.0%
Ending Fund Balance	\$ (143,359)	\$ -	0.0%	-26.4%	\$ 543,540	\$ 372,739	145.8%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-						
Unassigned Fund Balance	\$ (143,359)						



City of Ashland
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 (50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
411 Parks Capital Improvement Fund							
Taxes	\$ 273,962	\$ 885,000	31.0%	112.5%	\$ 243,502	\$ 759,009	32.1%
Intergovernmental	21,420	860,000	2.5%	N/A	-	-	N/A
Interest on Investments	75,194	143,000	52.6%	78.3%	96,041	169,874	56.5%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	<u>370,575</u>	<u>1,888,000</u>	19.6%	109.1%	<u>339,543</u>	<u>928,883</u>	36.6%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	37,117	4,093,000	0.9%	37.6%	98,804	552,625	17.9%
Transfer Out (Debt Service Fund)	-	136,000	0.0%	N/A	-	185,643	0.0%
Transfer Out (General Fund)	422,545	422,545	100.0%	N/A	-	422,545	0.0%
Total Expenditures and Other Uses	<u>459,662</u>	<u>4,651,545</u>	9.9%	465.2%	<u>98,804</u>	<u>1,160,813</u>	8.5%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(89,087)	(2,763,545)	96.8%	-37.0%	240,739	(231,930)	-103.8%
Beginning Fund Balance	<u>3,339,320</u>	<u>3,934,374</u>	84.9%	93.5%	<u>3,571,250</u>	<u>3,571,250</u>	100.0%
Ending Fund Balance	<u>\$ 3,250,233</u>	<u>\$ 1,170,829</u>	277.6%	85.3%	<u>\$ 3,811,989</u>	<u>\$ 3,339,320</u>	114.2%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	3,250,233						
Unassigned Fund Balance	<u>\$ -</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to-Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
413 SDC Parks Fund							
System Development Charges - Parks	\$ 15,289	\$ 50,000	30.6%	79.4%	\$ 19,267	\$ 42,508	45.3%
Interest on Investments	10,742	19,000	56.5%	105.2%	10,213	19,999	51.1%
Other Financing Sources	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	26,031	69,000	37.7%	88.3%	29,480	62,507	47.2%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	325,000	0.0%	N/A	-	-	N/A
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	325,000	0.0%	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	26,031	(256,000)	110.2%	88.3%	29,480	62,507	47.2%
Beginning Fund Balance	479,909	476,362	100.7%	115.0%	417,402	417,402	100.0%
Ending Fund Balance	\$ 505,940	\$ 220,362	229.6%	113.2%	\$ 446,882	\$ 479,909	93.1%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	505,940						
Unassigned Fund Balance	<u>\$ -</u>						



City of Ashland
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 (50% of Fiscal Year)

	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
530 Debt Services							
Taxes	\$ 189,898	\$ 211,000	90.0%	101.4%	\$ 187,322	\$ 203,011	92.3%
Charges for Services - Internal	-	-	N/A	0.0%	630,798	1,261,595	50.0%
Interest on Investments	24,713	1,000	2471.3%	356.3%	6,936	25,929	26.7%
Transfer In (General Fund)	153,000	153,000	100.0%	N/A	-	181,297	0.0%
Transfer In (Parks CIP)	-	136,000	0.0%	N/A	-	185,643	0.0%
Total Revenues and Other Sources	367,611	501,000	73.4%	44.6%	825,055	1,857,475	44.4%
Debt Service	125,173	493,976	25.3%	9.0%	1,392,831	1,806,362	77.1%
Transfer Out (General Fund)	900,000	900,000	100.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	1,025,173	1,393,976	73.5%	73.6%	1,392,831	1,806,362	77.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(657,562)	(892,976)	26.4%	115.8%	(567,776)	51,113	-1110.8%
Beginning Fund Balance	1,101,412	1,097,889	100.3%	104.9%	1,050,299	1,050,299	100.0%
Ending Fund Balance	\$ 443,850	\$ 204,913	216.6%	92.0%	\$ 482,523	\$ 1,101,412	43.8%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	443,850						
Unassigned Fund Balance	\$ -						



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(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
670 Water Fund							
Intergovernmental	\$ 153,580	\$ -	N/A	178.4%	\$ 86,111	\$ 693,933	12.4%
Charges for Services - Rates	5,660,861	10,827,000	52.3%	103.0%	5,494,353	8,910,870	61.7%
Charges for Services - Misc. Service Fees	25,306	89,000	28.4%	39.1%	64,665	80,159	80.7%
Interest on Investments	384,449	749,000	51.3%	84.2%	456,411	832,320	54.8%
Miscellaneous	176	25,000	0.7%	26.5%	664	2,938	22.6%
Other Financing Sources	-	21,000,000	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	<u>6,224,373</u>	<u>32,690,000</u>	19.0%	102.0%	<u>6,102,203</u>	<u>10,520,220</u>	58.0%
Public Works - Conservation	51,738	302,100	17.1%	110.2%	46,950	87,300	53.8%
Public Works - Water Supply	291,821	3,658,164	8.0%	121.5%	240,248	466,146	51.5%
Public Works - Water Supply Debt	118,500	118,501	100.0%	100.0%	118,500	118,500	100.0%
Public Works - Water Distribution	2,390,762	6,198,868	38.6%	101.8%	2,347,993	6,302,878	37.3%
Public Works - Water Distribution Debt	203,729	208,283	97.8%	101.5%	200,734	207,306	96.8%
Public Works - Water Treatment	3,579,104	5,167,792	69.3%	461.8%	775,005	1,752,353	44.2%
Public Works - Water Treatment Debt	359,780	359,922	100.0%	100.0%	359,687	359,890	99.9%
Transfer Out (Wildfire Fund)	50,000	50,000	100.0%	100.0%	50,000	50,000	100.0%
Contingency	-	236,122	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>7,045,433</u>	<u>16,299,752</u>	43.2%	170.2%	<u>4,139,117</u>	<u>9,344,373</u>	44.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(821,060)	16,390,248	-5.0%	-41.8%	1,963,086	1,175,847	167.0%
Beginning Fund Balance	<u>18,791,692</u>	17,413,662	107.9%	106.7%	<u>17,615,845</u>	<u>17,615,845</u>	100.0%
Ending Fund Balance	<u>\$ 17,970,632</u>	<u>\$ 33,803,910</u>	53.2%	91.8%	<u>\$ 19,578,930</u>	<u>\$ 18,791,692</u>	104.2%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	6,000,000						
Unassigned Fund Balance	<u>\$ 11,970,632</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to-Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
673 SDC Water Fund							
System Development Charges - Water	\$ 68,636	\$ 175,000	39.2%	66.2%	\$ 103,705	\$ 192,551	53.9%
Interest on Investments	19,319	42,000	46.0%	80.9%	23,873	45,257	52.7%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	3,628,990	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	<u>87,955</u>	<u>3,845,990</u>	2.3%	68.9%	<u>127,578</u>	<u>237,808</u>	53.6%
Materials and Services	-	150,000	0.0%	0.0%	-	-	N/A
Capital Outlay	298,011	2,350,609	12.7%	12.7%	4,093	24,513	16.7%
Public Works - Debt SDC's	121,214	203,093	59.7%	59.7%	121,214	203,092	59.7%
Contingency	-	10,593	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>419,225</u>	<u>2,714,295</u>	15.4%	15.4%	<u>125,307</u>	<u>227,605</u>	55.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(331,270)	1,131,695	-29.3%	-14586.9%	2,271	10,203	22.3%
Beginning Fund Balance	<u>976,558</u>	649,599	150.3%	101.1%	966,355	966,355	100.0%
Ending Fund Balance	<u>\$ 645,288</u>	<u>\$ 1,781,294</u>	36.2%	66.6%	<u>\$ 968,626</u>	<u>\$ 976,558</u>	99.2%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	645,288						
Unassigned Fund Balance	<u>\$ -</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Fiscal Year 2026		Budget to Actual	Actual to Actual	Preliminary Fiscal		Actual Percent
	Fiscal Year 2026 1st Year Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Year 2025 End-of- Year Actuals	Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
675 Wastewater Fund							
Taxes	\$ -	\$ -	N/A	N/A	\$ -	\$ (7,442)	0.0%
Intergovernmental	-	-	N/A	N/A	-	98,752	0.0%
Charges for Services - Rates	3,325,006	6,505,000	51.1%	102.1%	3,257,129	6,192,564	52.6%
Charges for Services - Misc. Service Fees	-	-	N/A	N/A	-	-	N/A
System Development Charges	-	-	N/A	N/A	-	-	N/A
Interest on Investments	145,829	250,000	58.3%	89.4%	163,194	293,537	55.6%
Miscellaneous	-	-	N/A	N/A	26	43	60.0%
Other Financing Sources	-	4,507,052	0.0%	0.0%	82,592	505,802	16.3%
Total Revenues and Other Sources	3,470,836	11,262,052	30.8%	99.1%	3,502,941	7,083,256	49.5%
Public Works - Wastewater Collection	1,133,214	3,980,765	28.5%	96.5%	1,174,532	2,584,460	45.4%
Public Works - Wastewater Collection Debt	46,603	47,701	97.7%	110.9%	42,028	43,631	96.3%
Public Works - Wastewater Treatment	1,846,788	5,932,884	31.1%	112.5%	1,641,520	3,361,546	48.8%
Public Works - Wastewater Treatment Debt	184,669	926,579	19.9%	302.3%	61,088	127,142	48.0%
Contingency	-	223,028	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	3,211,274	11,110,957	28.9%	110.0%	2,919,168	6,116,779	47.7%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	259,562	151,095	171.8%	44.5%	583,772	966,477	60.4%
Beginning Fund Balance	7,572,951	5,168,802	146.5%	114.6%	6,606,474	6,606,474	100.0%
Ending Fund Balance	\$ 7,832,513	\$ 5,319,897	147.2%	108.9%	\$ 7,190,247	\$ 7,572,951	94.9%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-						
Unassigned Fund Balance	\$ 7,832,513						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to-Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
677 SDC Sewer Fund							
System Development Charges - Wastewater	\$ 89,291	\$ 150,000	59.5%	56.9%	\$ 156,857	\$ 248,826	63.0%
Interest on Investments	61,323	110,000	55.7%	109.1%	56,200	112,113	50.1%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	610,250	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	<u>150,614</u>	<u>870,250</u>	17.3%	70.7%	<u>213,057</u>	<u>360,939</u>	59.0%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	10,268	490,875	2.1%	161.2%	6,371	6,371	100.0%
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>10,268</u>	<u>490,875</u>	2.1%	161.2%	<u>6,371</u>	<u>6,371</u>	100.0%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	140,346	379,375	37.0%	67.9%	206,686	354,568	58.3%
Beginning Fund Balance	<u>2,726,658</u>	2,632,113	103.6%	114.9%	<u>2,372,090</u>	<u>2,372,090</u>	100.0%
Ending Fund Balance	<u>\$ 2,867,004</u>	<u>\$ 3,011,488</u>	95.2%	111.2%	<u>\$ 2,578,776</u>	<u>\$ 2,726,658</u>	94.6%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	2,867,004						
Unassigned Fund Balance	<u>\$ -</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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(50% of Fiscal Year)

	Fiscal Year 2026		Budget to Actual	Actual to Actual	Preliminary Fiscal		Actual Percent
	Fiscal Year 2026 1st Year Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Year 2025 End-of- Year Actuals	Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
680 Stormwater Fund							
Intergovernmental	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Charges for Services - Rates	402,939	850,000	47.4%	101.7%	396,023	778,512	50.9%
Charges for Services - Misc. Service Fees	-	-	N/A	N/A	-	-	N/A
System Development Charges	-	-	N/A	N/A	-	-	N/A
Interest on Investments	45,082	84,000	53.7%	84.8%	53,175	95,489	55.7%
Miscellaneous	-	-	N/A	N/A	-	2	0.0%
Other Financing Sources	-	503,526	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	<u>448,021</u>	<u>1,437,526</u>	31.2%	99.7%	<u>449,198</u>	<u>874,003</u>	51.4%
Public Works - Storm Water Operations	335,675	1,731,896	19.4%	80.5%	416,764	821,213	50.7%
Public Works - Storm Water Operations Debt	10,419	10,725	97.1%	99.0%	10,525	10,944	96.2%
Contingency	-	22,655	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>346,094</u>	<u>1,765,276</u>	19.6%	81.0%	<u>427,289</u>	<u>832,157</u>	51.3%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	101,928	(327,750)	131.1%	465.2%	21,909	41,846	52.4%
Beginning Fund Balance	<u>2,136,737</u>	<u>2,012,050</u>	106.2%	102.0%	<u>2,094,891</u>	<u>2,094,891</u>	100.0%
Ending Fund Balance	<u>\$ 2,238,665</u>	<u>\$ 1,684,300</u>	132.9%	105.8%	<u>\$ 2,116,800</u>	<u>\$ 2,136,737</u>	99.1%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-	-					
Unassigned Fund Balance	<u>\$ 2,238,665</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
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(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to-Date Actuals	Preliminary Fiscal Year 2025 End-of-Year Actuals	
683 SDC Storm Fund							
System Development Charges - Wastewater	\$ 9,394	\$ 30,000	31.3%	80.5%	\$ 11,676	\$ 22,825	51.2%
Interest on Investments	1,330	1,000	133.0%	140.0%	950	1,960	48.5%
Miscellaneous	-	-	N/A	N/A	-	-	N/A
Other Financing Sources	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	10,724	31,000	34.6%	84.9%	12,627	24,785	50.9%
Materials and Services	-	-	N/A	N/A	-	-	N/A
Capital Outlay	-	15,169	0.0%	N/A	-	-	N/A
Public Works - Debt SDC's	-	-	N/A	N/A	-	-	N/A
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	15,169	0.0%	N/A	-	-	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	10,724	15,831	67.7%	84.9%	12,627	24,785	50.9%
Beginning Fund Balance	55,106	36,821	149.7%	181.7%	30,321	30,321	100.0%
Ending Fund Balance	\$ 65,830	\$ 52,652	125.0%	153.3%	\$ 42,948	\$ 55,106	77.9%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	65,830						
Unassigned Fund Balance	\$ -						



City of Ashland
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	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
690 Electric Fund							
Intergovernmental	\$ 76,130	\$ 210,000	36.3%	N/A	\$ -	\$ 185,554	0.0%
Charges for Services - Rates	8,612,141	17,609,673	48.9%	102.0%	8,442,273	15,581,080	54.2%
Charges for Services - Misc. Service Fees	139,598	268,000	52.1%	51.3%	272,196	343,727	79.2%
Interest on Investments	166,671	296,000	56.3%	89.7%	185,708	329,899	56.3%
Miscellaneous	910,190	292,000	311.7%	3463.2%	26,281	56,106	46.8%
Other Financing Sources	-	3,375,000	0.0%	N/A	-	-	N/A
Total Revenues and Other Sources	9,904,731	22,050,673	44.9%	111.0%	8,926,458	16,496,366	54.1%
Electric - Conservation	580,664	1,752,846	33.1%	135.0%	430,048	889,241	48.4%
Electric - Supply	3,692,801	7,810,000	47.3%	91.0%	4,057,118	7,524,123	53.9%
Electric - Distribution	4,267,389	9,767,037	43.7%	94.6%	4,511,282	8,903,077	50.7%
Electric - Transmission	452,354	1,320,000	34.3%	83.5%	541,739	995,637	54.4%
Debt Service	-	221,812	0.0%	N/A	-	-	N/A
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	596,151	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	8,993,208	21,467,846	41.9%	94.3%	9,540,187	18,312,078	52.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	911,523	582,827	156.4%	-148.5%	(613,729)	(1,815,712)	33.8%
Beginning Fund Balance	7,621,813	8,961,820	85.0%	80.8%	9,437,525	9,437,525	100.0%
Ending Fund Balance	\$ 8,533,336	\$ 9,544,647	89.4%	96.7%	\$ 8,823,796	\$ 7,621,813	115.8%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-						
Unassigned Fund Balance	\$ 8,533,336						



City of Ashland
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	Fiscal Year 2026		Budget to Actual	Actual to Actual	Preliminary Fiscal		Actual Percent
	Fiscal Year 2026 1st Year Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Year 2025 End-of- Year Actuals	Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
695 Telecommunications Fund							
Intergovernmental	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Charges for Services - Rates	1,469,388	3,060,390	48.0%	106.6%	1,377,983	2,680,273	51.4%
Charges for Services - Misc. Service Fees	-	-	N/A	N/A	-	-	N/A
Interest on Investments	57,216	110,000	52.0%	77.0%	74,277	128,923	57.6%
Miscellaneous	-	-	N/A	N/A	509	1,875	27.1%
Total Revenues and Other Sources	<u>1,526,604</u>	<u>3,170,390</u>	48.2%	105.1%	<u>1,452,768</u>	<u>2,811,071</u>	51.7%
Personnel Services	474,978	1,159,709	41.0%	94.3%	503,538	951,365	52.9%
Materials & Services	726,867	1,538,897	47.2%	133.2%	545,547	1,358,651	40.2%
Capital Outlay	62,175	980,344	6.3%	38.2%	162,917	288,467	56.5%
Debt - Transfer to Debt Service Fund	-	-	N/A	0.0%	258,723	517,445	50.0%
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	80,958	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>1,264,020</u>	<u>3,759,908</u>	33.6%	85.9%	<u>1,470,724</u>	<u>3,115,928</u>	47.2%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	262,584	(589,518)	144.5%	-1462.4%	(17,956)	(304,857)	5.9%
Beginning Fund Balance	<u>2,848,373</u>	<u>2,733,125</u>	104.2%	90.3%	<u>3,153,230</u>	<u>3,153,230</u>	100.0%
Ending Fund Balance	<u>\$ 3,110,957</u>	<u>\$ 2,143,607</u>	145.1%	99.2%	<u>\$ 3,135,273</u>	<u>\$ 2,848,373</u>	110.1%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-	-					
Unassigned Fund Balance	<u>\$ 3,110,957</u>						



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	Current Fiscal Year				Prior Fiscal Year		
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
720 Insurance Service Fund							
Intergovernmental	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Charges for Services - Internal	994,072	1,614,939	61.6%	112.2%	885,618	1,772,393	50.0%
Interest on Investments	40,722	70,000	58.2%	103.9%	39,189	81,682	48.0%
Miscellaneous	167,197	20,000	836.0%	3408.6%	4,905	7,703	63.7%
Transfer In (All Funds)	-	-	N/A	N/A	-	-	N/A
Total Revenues and Other Sources	<u>1,201,990</u>	<u>1,704,939</u>	70.5%	129.3%	<u>929,712</u>	<u>1,861,778</u>	49.9%
Personnel Services	58,274	136,989	42.5%	1297.8%	4,490	4,490	100.0%
Materials and Services	1,470,416	1,482,566	99.2%	120.0%	1,225,841	1,349,725	90.8%
Contingency	-	48,587	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	<u>1,528,689</u>	<u>1,668,142</u>	91.6%	124.3%	<u>1,230,331</u>	<u>1,354,215</u>	90.9%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(326,699)	36,797	-887.8%	108.7%	(300,619)	507,563	-59.2%
Beginning Fund Balance	<u>2,610,622</u>	2,369,798	110.2%	124.1%	<u>2,103,059</u>	<u>2,103,059</u>	100.0%
Ending Fund Balance	<u>\$ 2,283,923</u>	<u>\$ 2,406,595</u>	94.9%	126.7%	<u>\$ 1,802,440</u>	<u>\$ 2,610,622</u>	69.0%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	<u>2,283,923</u>						
Unassigned Fund Balance	<u>\$ -</u>						



City of Ashland
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	Current Fiscal Year			Actual to Actual Year-over-Year Change	Prior Fiscal Year		Actual Percent Collected / Expended
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended		Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	
725 Health Benefits Fund							
Charges for Services	\$ -	\$ -	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)	-	-	N/A	N/A	2,225,545	2,225,545	N/A
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	-	N/A	N/A	2,225,545	2,225,545	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	-	-	0.0%	N/A	(2,225,545)	(2,225,545)	N/A
Beginning Fund Balance	-	-	0.0%	N/A	2,225,545	2,225,545	N/A
Ending Fund Balance	\$ -	\$ -	0.0%	N/A	\$ -	\$ -	N/A
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-	-					
Unassigned Fund Balance	\$ -	-					



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 (50% of Fiscal Year)

	Current Fiscal Year			Prior Fiscal Year			
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to- Date Actuals	Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended
730 Equipment Fund							
Intergovernmental	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Charges for Services - Internal	2,373,282	4,746,565	50.0%	101.3%	2,342,228	4,684,456	50.0%
Charges for Services - Misc. Service Fees	164,448	300,000	54.8%	109.5%	150,182	299,749	50.1%
Interest on Investments	185,094	297,000	62.3%	91.2%	202,974	359,062	56.5%
Miscellaneous	398,555	52,000	766.5%	370.9%	107,444	138,552	77.5%
Transfer In (General Fund)	473,607	473,607	100.0%	N/A	-	-	N/A
Total Revenues and Other Sources	3,594,986	5,869,172	61.3%	128.3%	2,802,828	5,481,819	51.1%
Public Works - Maintenance	1,252,038	2,681,677	46.7%	101.8%	1,229,918	2,487,239	49.4%
Public Works - Purchasing and Acquisition	1,638,374	2,271,000	72.1%	97.8%	1,675,642	2,663,150	62.9%
Transfer Out (Insurance Fund)	-	-	N/A	N/A	-	-	N/A
Contingency	-	80,450	0.0%	N/A	-	-	N/A
Total Expenditures and Other Uses	2,890,412	5,033,127	57.4%	99.5%	2,905,560	5,150,389	56.4%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	704,574	836,045	84.3%	-685.8%	(102,732)	331,430	-31.0%
Beginning Fund Balance	7,589,751	7,471,284	101.6%	104.6%	7,258,321	7,258,321	100.0%
Ending Fund Balance	\$ 8,294,325	\$ 8,307,329	99.8%	115.9%	\$ 7,155,588	\$ 7,589,751	94.3%
Reconciliation of Fund Balance:							
Restricted and Committed Funds	8,294,325						
Unassigned Fund Balance	<u>\$ 0</u>						



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Fiscal Year 2026		Budget to Actual	Actual to Actual	Fiscal Year 2025	Preliminary Fiscal	Actual Percent
	1st Year Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change	Year-to-Date Actuals	Year 2025 End-of-Year Actuals	Collected / Expended
	Current Fiscal Year				Prior Fiscal Year		
731 Parks Equipment Fund							
Charges for Services	\$ -	\$ -	N/A	N/A	\$ -	\$ -	N/A
Interest on Investments	-	-	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)	-	-	N/A	N/A	473,608	473,608	N/A
Contingency	-	-	N/A	N/A	-	-	N/A
Total Expenditures and Other Uses	-	-	N/A	N/A	473,608	473,608	N/A
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	-	-	0.0%	N/A	(473,608)	(473,608)	N/A
Beginning Fund Balance	-	-	0.0%	N/A	473,608	473,608	N/A
Ending Fund Balance	\$ -	\$ -	0.0%	N/A	\$ -	\$ -	N/A
Reconciliation of Fund Balance:							
Restricted and Committed Funds	-	-					
Unassigned Fund Balance	\$ -	-					



City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
Preliminary as of December 31, 2025
(50% of Fiscal Year)

	Current Fiscal Year				Prior Fiscal Year			
	Fiscal Year 2026 1st Year Actuals	Fiscal Year 2026 1st Year of Biennial Budget	Budget to Actual Percent Collected / Expended	Actual to Actual Year-over-Year Change	Fiscal Year 2025 Year-to-Date Actuals	Year-to-Date Preliminary Fiscal Year 2025 End-of- Year Actuals	Actual Percent Collected / Expended	
810 Cemetery Fund								
Charges for Services	\$ 8,740	\$ 17,442	50.1%	77.2%	\$ 11,327	\$ 23,828	47.5%	
Interest on Investments	21,915	41,000	53.5%	83.8%	26,157	47,111	55.5%	
Transfer In (General Fund)	500	500	100.0%	100.0%	500	500	100.0%	
Total Revenues and Other Sources	31,155	58,942	52.9%	82.0%	37,985	71,439	53.2%	
Transfer Out (General Fund)	21,915	75,000	29.2%	83.8%	26,157	47,111	55.5%	
Total Expenditures and Other Uses	21,915	75,000	29.2%	83.8%	26,157	47,111	55.5%	
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	9,240	(16,058)	157.5%	78.1%	11,827	24,328	48.6%	
Beginning Fund Balance	995,101	970,273	102.6%	102.5%	970,773	970,773	100.0%	
Ending Fund Balance	\$ 1,004,341	\$ 954,215	105.3%	102.2%	\$ 982,600	\$ 995,101	98.7%	
Reconciliation of Fund Balance:								
Restricted and Committed Funds	1,004,341							
Unassigned Fund Balance	\$ (0)							



City of Ashland
Summary of Cash and Investments
Preliminary as of December 31, 2025

Fund	Balance December 31, 2025	Balance December 31, 2024	Change From FY 2025
General Fund	\$ 18,690,503	\$ 21,764,723	\$ (3,074,220)
Tourism Fund	752,577	755,702	(3,125)
Housing Fund	163,360	260,373	(97,013)
Community Block Grant Fund	21,581	17,563	4,017
Reserve Fund	2,024,442	1,938,961	85,482
Street Fund	3,568,678	3,341,943	226,735
SDC Street Fund	3,014,817	2,332,804	682,013
Wildfire Risk Reduction Fund	123,367	-	123,367
Airport Fund	395,427	390,334	5,092
Capital Improvements Fund	(123,363)	738,443	(861,806)
Parks Capital Improvements Fund	3,250,958	3,811,688	(560,730)
SDC Parks Fund	504,075	444,799	59,276
Debt Service Fund	439,524	477,828	(38,304)
Water Fund	16,484,449	17,694,864	(1,210,415)
SDC Water Fund	658,286	960,699	(302,413)
Wastewater Fund	6,779,269	6,094,349	684,920
SDC Wastewater Fund	2,860,491	2,561,607	298,884
Stormwater Fund	2,105,872	1,984,717	121,155
SDC Stormwater Fund	65,492	42,278	23,214
Electric Fund	8,074,464	6,205,238	1,869,226
Telecommunications Fund	2,711,280	2,727,422	(16,142)
Insurance Services Fund	2,149,392	1,627,774	521,618
Equipment Fund	9,441,389	7,355,021	2,086,367
Cemetery Trust Fund	1,001,537	979,916	21,621
	\$ 85,157,868	\$ 84,509,048	\$ 648,820
 <u>Manner of Investment</u>			
General Banking Accounts	1,500,375	\$ 885,274	\$ 615,101
Local Government Inv. Pool	54,365,142	61,393,010	(7,027,868)
City Investments	29,292,350	22,230,764	7,061,586
	\$ 85,157,868	\$ 84,509,048	\$ 648,820
Total Cash and Investments	\$ 85,157,868	\$ 84,509,048	\$ 648,820



REGULAR BUSINESS MEETING

AGENDA BRIEF

February 11, 2026

Agenda Item	General Fund Forecasting Discussion	
Presenter	Bryn Morrison	Interim Finance Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

A financial forecast has been requested by Council showing a two and five year projection for the General Fund. Staff will present the current biennium as well as two additional biennium.

POLICIES, PLANS & GOALS SUPPORTED

Excellence in governance and city services
Sustainability through creativity, affordability, and rightsized service delivery

FINANCIAL CONSIDERATIONS

Presented in this packet is an update to the financial forecasts presented at the Council retreat December 1, 2025 which will help guide the discussion on future budgets and service delivery. Forecasting is necessary to make informed decisions on long-term financial sustainability. The goal of these forecasts is to provide an accurate view toward a realistic target to help ensure resources are aligned with achievable financial expectations.

With the rising cost of personnel and materials, and the uncertain economic outlook both locally and federally, it is essential to continue to evaluate revenue and expenditure streams and update these forecasts periodically. The process of developing these forecasts involved:

- Gathering and analyzing historical averages of revenue and expenditures and how they have increased or decreased.
- Developing a set of assumptions using a best and worst case scenario.
- Implementing collective bargaining agreements.
- Projecting revenue and expenditures based on the above factors.

ASSUMPTIONS

A ten year history for revenue and expenditures was used in developing the change in percentage for the best and worst case scenarios below:

	Best	Worst
	Scenario 1	Scenario 2
Property Tax	3.3%	3%
Other taxes	3%	2%
Franchise	4%	2%
Licenses and Permits	2.2%	0%
Intergovernmental	2%	0%
Charges for Services	3%	1%
Internal Charges	4%	5%
Fines	2%	1%
Miscellaneous	1%	0%
Interest	1%	0%
Regular Employees	4.0%	4.0%
Health Insurance	8.0%	15.0%
PERS	10.0%	13.0%
PERS PF	13.0%	16.0%
UAL	12.0%	15.0%
M&S	3.0%	6.0%
Capital	0.0%	5.0%

Additional Adjustments:

- Building Fund created for BN 2027/29, transfer will be needed from General Fund
- Equipment Replacement rents updated for actual planned rental charges
- All Internal Fees updated to cover cost of Administration, IT, Finance, and Public Works
- Vacancy rate used for best scenario averages 90%
- Vacancy rate used for worst scenario averages 95%
- Reallocation of 50% of Fire Marshall and Fire and Life Specialist to Wildfire Risk Reduction Fund
- Estimate of Utility Billing software costs and corresponding increase to internal charges
- Worst scenario assumes Fire OT remains over \$700,000
- Worst scenario includes equivalent funding of removed staff member for Finance support
- Worst scenario includes higher equipment costs for Police and Fire in out years
- Worst scenario includes Food and Beverage sunsetting in 2030

- Worst scenario includes increased deferred maintenance costs in Public Works budget of \$200,000 each year

Additional Adjustments from previous forecast:

- Reduced interest earnings as we are seeing 52% of budget currently and to reflect impact on decreased ending fund balance.
- Reduced PERS rates slightly with impact of Advisory rates provided by PERS. 1%
- Reduced Property Tax due to ongoing Appeal by Charter Communications. \$120,000

PROPOSED ACTIONS OR MOTION(S)

N/A

ATTACHMENTS

Scenario 1- Best Case

Scenario 2- Worst Case

PREPARED BY:

Bryn Morrison

General Fund Forecast

Best Case Scenario

	2024-25 Actual	2025-26 Forecast	Change	2026-27 Forecast	Change	2027-28 Forecast	Change	2028-29 Forecast	Change	2029-30 Forecast	Change	2030-31 Forecast	Change
Revenues	\$42,905,006	\$42,767,275	0%	\$43,246,251	1%	\$44,125,130	2%	\$45,393,291	3%	\$46,671,490	3%	\$47,931,876	3%
Taxes	20,183,671	22,371,155	10%	23,027,439	3%	23,704,694	3%	24,403,594	3%	25,124,836	3%	25,834,708	3%
Franchise Fees	4,240,385	4,410,000	4%	4,910,000	10%	5,106,400	4%	5,310,656	4%	5,523,083	4%	5,744,006	4%
Charges for Services	11,121,520	11,344,268	2%	11,699,840	3%	12,218,069	4%	12,605,428	3%	13,006,648	3%	13,422,249	3%
Intergovernmental Revenue	584,078	595,760	2%	607,675	2%	619,828	2%	632,225	2%	644,869	2%	657,767	2%
Grants	620,352	250,000	-148%	250,000	0%	250,000	0%	250,000	0%	250,000	0%	250,000	0%
Licenses and Permits	1,101,054	1,125,277	2%	1,150,033	2%	664,334	-73%	678,949	2%	693,886	2%	709,152	2%
Fines and Forfeitures	182,961	186,620	2%	190,353	2%	194,160	2%	198,043	2%	202,004	2%	206,044	2%
Operating Transfers In	3,850,774	1,532,545	-151%	497,545	-208%	497,545	0%	497,545	0%	497,545	0%	497,545	0%
Interest on Pooled Investments	850,261	780,000	-9%	740,000	-5%	695,000	-6%	640,000	-9%	550,000	-16%	430,000	-28%
Miscellaneous Revenues	169,950	171,650	1%	173,366	1%	175,100	1%	176,851	1%	178,619	1%	180,405	1%
Expenses	\$44,590,710	\$43,852,359	-2%	\$44,226,458	1%	\$44,896,001	1%	\$46,460,748	3%	\$48,238,704	4%	\$50,072,975	4%
Personal Services	28,941,626	29,652,411	2%	30,857,301	4%	31,325,984	1%	32,638,665	4%	34,021,185	4%	35,477,487	4%
Materials & Services	12,822,638	12,105,305	-6%	12,130,515	0%	12,471,375	3%	13,023,441	4%	13,418,877	3%	13,796,845	3%
Capital Outlay	1,480,203	1,441,142	-3%	885,142	-63%	445,142	-99%	445,142	0%	445,142	0%	445,142	0%
Operating Transfers Out	1,346,243	453,500	-197%	353,500	-28%	653,500	46%	353,500	-85%	353,500	0%	353,500	0%
Contingency Used		200,000	0	0	0	0	0	0	0	0	0	0	0
Beginning Fund Balance	\$17,057,723	\$15,372,019		\$14,286,935		\$13,306,728		\$12,535,857		\$11,468,400		\$9,901,186	
Ending Fund Balance	\$15,372,019	\$14,286,935		\$13,306,728		\$12,535,857		\$11,468,400		\$9,901,186		\$7,760,087	
Operating Expenditures	\$41,764,264	\$41,957,717		\$42,987,816		\$43,797,359		\$45,662,106		\$47,440,062		\$49,274,333	
Fund Balance Policy (16.67%)	\$6,962,103	\$6,994,351		\$7,166,069		\$7,301,020		\$7,611,873		\$7,908,258		\$8,214,031	
Excess/(Deficiency)	\$8,409,916	\$7,292,584		\$6,140,659		\$5,234,837		\$3,856,527		\$1,992,927		(\$453,945)	
Unassigned	\$13,516,988												

General Fund Forecast

Worst Case Scenario

	2024-25 Actual	2025-26 Forecast	Change	2026-27 Forecast	Change	2027-28 Forecast	Change	2028-29 Forecast	Change	2029-30 Forecast	Change	2030-31 Forecast	Change
Revenues	\$42,905,006	\$42,405,049	-1%	\$42,257,900	0%	\$41,931,553	-1%	\$42,928,441	2%	\$44,118,988	3%	\$45,320,778	3%
Taxes	20,183,671	22,228,171	9%	22,776,511	2%	22,589,961	-1%	23,168,948	2%	23,763,911	3%	24,340,875	2%
Franchise Fees	4,240,385	4,325,193	2%	4,455,193	3%	4,544,297	2%	4,635,182	2%	4,727,886	2%	4,822,444	2%
Charges for Services	11,121,520	11,344,268	2%	11,763,931	4%	12,356,163	5%	12,831,294	4%	13,332,270	4%	13,860,615	4%
Intergovernmental Revenue	584,078	584,078	0%	584,078	0%	584,078	0%	584,078	0%	584,078	0%	584,078	0%
Grants	620,352	250,000	-148%	250,000	0%	250,000	0%	250,000	0%	250,000	0%	250,000	0%
Licenses and Permits	1,101,054	1,101,054	0%	1,101,054	0%	601,054	-83%	601,054	0%	601,054	0%	601,054	0%
Fines and Forfeitures	182,961	184,791	1%	186,639	1%	188,505	1%	190,390	1%	192,294	1%	194,217	1%
Operating Transfers In	3,850,774	1,532,545	-151%	497,545	-208%	497,545	0%	497,545	0%	497,545	0%	497,545	0%
Interest on Pooled Investments	850,261	685,000	-24%	473,000	-45%	150,000	-215%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Miscellaneous Revenues	169,950	169,950	0%	169,950	0%	169,950	0%	169,950	0%	169,950	0%	169,950	0%
Expenses	\$44,590,710	\$46,346,775	4%	\$46,328,343	0%	\$47,610,533	3%	\$49,655,867	4%	\$52,092,130	5%	\$54,673,872	5%
Personnel Services	28,941,626	31,874,130	9%	32,697,520	3%	33,486,592	2%	35,170,199	5%	36,982,951	5%	38,938,959	5%
Materials & Services	12,822,638	12,178,004	-5%	12,242,386	1%	12,778,515	4%	13,543,436	6%	14,170,331	4%	14,799,653	4%
Capital Outlay	1,480,203	1,441,142	-3%	985,142	-46%	545,142	-81%	545,142	0%	545,142	0%	545,142	0%
Operating Transfers Out	1,346,243	453,500	-197%	453,500	0%	853,500	47%	453,500	-88%	453,500	0%	453,500	0%
Contingency Used		400,000	0	0	0	0	0	0	0	0	0	0	0
Beginning Fund Balance	\$17,057,723	\$15,372,019		\$11,430,293		\$7,359,850		\$1,680,870		(\$5,046,557)		(\$13,019,699)	
Ending Fund Balance	\$15,372,019	\$11,430,293		\$7,359,850		\$1,680,870		(\$5,046,557)		(\$13,019,699)		(\$22,372,793)	
Operating Expenditures	\$41,764,264	\$44,452,133		\$44,889,701		\$46,211,891		\$48,657,225		\$51,093,488		\$53,675,230	
Fund Balance Policy (16.67%)	\$6,962,103	\$7,410,171		\$7,483,113		\$7,703,522		\$8,111,159		\$8,517,285		\$8,947,661	
Excess/(Deficiency)	\$8,409,916	\$4,020,122		(\$123,263)		(\$6,022,652)		(\$13,157,716)		(\$21,536,984)		(\$31,320,454)	
Unassigned	\$13,516,988												



REGULAR BUSINESS MEETING AGENDA BRIEF

Month Day, 2026

Agenda Item	IV. City of Ashland Five-Year Strategic Plan Process	
Presenters	Tonya Graham Jim Bachman	Mayor Park Commission Chair
Item Type	Action <input type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

The City of Ashland is launching a community-driven Strategic Plan to help chart our shared future. The plan will guide service delivery, set priorities, and invest resources over the coming years, with staff perspectives playing an important role along side community input. January 28, 2026, a workshop was held for City Council in Pioneer Hall. Park Commission Chair Bachman and Mayor Graham will share highlights and next steps regarding the City’s strategic planning process.

PREPARED BY: Rachel Dials, Acting Director



**REGULAR BUSINESS MEETING
AGENDA BRIEF**

February 11, 2026

Agenda Item	V. Parks Leadership Next Steps	
Presenter	Carmel Zahran	Deputy City Attorney
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SITUATION AND BACKGROUND

The Ashland Parks and Recreation Department’s structure, funding, and relationship with the larger City organization have changed over time. These changes have created obstacles for how the City delivers recreational opportunities and maintains our park land, impacting Ashland residents, and the larger economy and visitors alike.

With the Parks Director position currently vacant, there is an opportunity to review the Department’s history alongside the pinch the Department has experienced regarding financial and governance constraints. It will help us understand the current context and what steps or paths may guide us forward to better fulfill the Ashland Park Commission’s mission “to provide and promote recreational opportunities and to preserve and maintain public land.”

At the joint session, the Deputy City Manager, Deputy City Attorney, and Acting Parks Director will present an overview of the changes to the Department, as well as some structural obstacles within the existing system that need to be addressed.

Ashland Park Commission Purpose

By City Charter, the Park Commission “shall have control and management of all the lands herein dedicated for park purposes...” (Article XIX, Section 3). The Recreation Commission is comprised of Park Commissioners. (Article XXII). As stated on the City’s website, Ashland Park Commission’s mission is to provide and promote recreational opportunities and to preserve and maintain public lands.

Meanwhile, the City Council has ultimate financial responsibility for the Park Commission – with both bodies subject to financial and legal constraints, as set forth in policies, procedures, and law.

Department Funding & Structure History¹

- 1908 Ashland voters voted to set aside property along Ashland Creek for park land, establish the Park Commission to manage that land, and adopt a permanent tax levy to support parks.
- 1990's Measure 5 and Measure 50 required that the permanent tax levy for Parks had to be levied and received by the City of Ashland. The City of Ashland provided a set millage to Parks & Recreation into a separate Parks General Fund annually, and Parks and Recreation continues to operate autonomously and be accounted for separately from the rest of the City government.
- 1994 Ashland voters approved the first Youth Activities Levy that issued additional property taxes to support parks management and recreation.
- 2006 Senior Services was added to the Parks Department portfolio.
- 2007 A court ruling elsewhere in the state pointed to the need to transfer the Youth Activities Levy to the Ashland School District, which voters approved as the Youth Activities and Academics Levy.
- 2008 The Parks Department received its last year of Youth Activities Levy funding.
- 2013 Instead of providing a set millage to Parks and Recreation annually, the City transfers funds annually as a "charge for service." This changes Parks and Recreation to a blended component unit, meaning Parks and Recreation is a legally separate entity but significantly relies upon the oversight, policies, and financial resources of the City.
- 2024 At the auditor's recommendation, the Parks General Fund is rolled into the City's General Fund.
- 2025 City Council adopts Ordinance 3248 establishing the Ashland Parks and Recreation Department as a department of the City. This removes the Ashland Park Commission status as a separate legal entity.

Parks Director Role

The changes in the funding and structure of the Parks Department have changed the role and scope of the Parks Director. Below are significant changes from years past, put in place by Ordinance 3248.

¹ This history is from a compilation of sources and documents that may not have been verified. This timeline will be updated as information is confirmed, corrected, and added.

- Employee Oversight – The Parks Director is responsible for supervision only. The City Manager bargains and implements the labor contract for park employees; the City Manager, via the Human Resources Department, sets the employee policies; and the City Manager approves of all hires and terminations.
- Budgeting & Spending – All budgeting and major spending is performed under the direction of the City Manager and is subject to City Council approval.
- Reporting Structure – The Parks Director is responsible to the Park Commission on all strategic and policy matters related to the control and management of park land, and responsible to the City manager on all operation, financial, and compliance matters.

Current Challenges from Staff Leadership's Perspective

- Policy implementation – The most needed tools to successfully implement policies are budget oversight and employee oversight. While the Parks Director takes policy direction from the Park Commission, the director does not have full budgetary control. This calls for a high level of alignment needed between the Park Commission, the City Manager, and the City Council. When that alignment is not there, the Parks Director is unable to successfully do their job. An example of this was the establishment of a rental structure for Parks Department facilities.
- Capital projects – The Parks Department is responsible for its own capital projects as part of its role managing and maintaining park lands and facilities. These capital projects, however, often involve significant land use, building, electrical, and other City services to accomplish. The separation of duties between the Parks Department and Public Works puts Parks' capital projects at greater risk of coordination issues, timing issues, and permitting issues. An example of this is the East Main Park project and the ice rink canopy permitting process.
- Unique systems require unique candidates – Ashland's governance structure for our park lands and operations is unique. The new reporting structure requires a Parks Director who is familiar with day-to-day operations and oversight of a parks department, and who has the skills and experience to work with an elected board that provides policy oversight and direction. Since most municipal Parks Departments do not report to an elected board, it is difficult to find candidates with the requisite experience.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Prior to hiring a new Parks Director, City leadership would like to implement changes that candidly address the core issues faced by the Parks Department and the City this past year. While some of these changes will be able to occur at the operational level, others may require Park Commission and City Council guidance.

In the immediate time frame, staff recommend:

- Recommendation #1: Delay hiring of Parks Director while necessary changes are identified and implemented.
- Recommendation #2: Hold Park Commission meetings alongside City Council so that both entities can hear the same public engagement, city constraints, and staff input from all departments at the same time.

POLICIES, PLANS & GOALS SUPPORTED

Excellence in governance and city services (City Council values); Citywide standards and operational alignment (AMC 2.28.610 Ashland Parks and Recreation).

FINANCIAL CONSIDERATIONS

The Parks Director position is budgeted at a total cost of \$21,430 per month in FY26 and \$22,660 per month in FY27. Any delay in hiring will be treated as vacancy savings within the Parks Department budget.

ATTACHMENTS - None



MINUTES FOR STUDY SESSION

PARK COMMISSION

January 7, 2026

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman, Gardiner, Landt, Weiner

Staff Present: Deputy City Manager Rooklyn, Deputy Director Dials, Division Manager – Senior Services Mettler, Parks Division Manager Caldwell, Executive Assistant Mero

Absent: Director Houston

Chair Bachman announced they had just concluded an executive session from which there would be no action.

I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:10 PM

II. **ROLL CALL** – Gardiner, Weiner, Bachman, Adams, and Landt all present.

III. **PUBLIC FORUM**

Sharon Bryson (did not share her city of residence): Spoke against the use of Glyphosate particularly in Ashland neighborhoods. Said the claim of worker safety is weak.

Mentioned a bill banning the use of herbicides in Oregon went before the legislature last session. It did not pass. Other place have and are in the process of banning herbicides.

IV. **ASHLAND ROTARY CENTENNIAL ICE RINK UPDATE** – Deputy Director Dials

Public Forum

Ed Finklea, Ashland: President of the new Ashland Rotary Club. Spoke to the Rotary's financial backing of the Ice Rink (\$25,000 in 2005). Private/public partnerships are important for providing services. Rotary donated the trailer and are considering giving funds for buying new skates. He is at the meeting as himself, but said the Club is committed to the asset and believe it should be continued.

Agenda Item	IV. Ashland Rotary Centennial Ice Rink Update	
Presenter	Rachel Dials	Deputy Director
Item Type	Commission Requested <input type="checkbox"/> Request for Direction <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SITUATION & BACKGROUND – Staff will give an update on the status of the required building permit of occupancy for the Ice Rink structure. The permit is required due to changing the designation of the structure from temporary to permanent.

ATTACHMENTS – NONE

PREPARED BY: Rachel Dials, Deputy Director

Ice rink update

Ice Rink Update



History: Parks Department transitioned from seasonal ice rink structure to keeping it up permanently to reduce costs

Required building permit due to change from temporary to permanent structure.

- Updated Structural Plans from manufacturer
- Determined the plans needed an Oregon PE Stamp
- Hired Architect to complete application process and ensure compliance with Oregon Building Codes
- Completed Special Inspection (structural engineer assessment)

Issue: Manufacturer (XFS) laid off structural engineer prior to getting Oregon PE Stamp and sending the updated structural plans

Current Status: **Structural engineer has been retained by XFS and as of December 29, has retained an Oregon license.**



Ice Rink Update

Fabric Structure Structural Analysis

- XFS has performed the structural analysis needed. Load calculations have been received that are needed to assess if the existing footings are adequate. **The structure does not meet the current snow load requirements.**

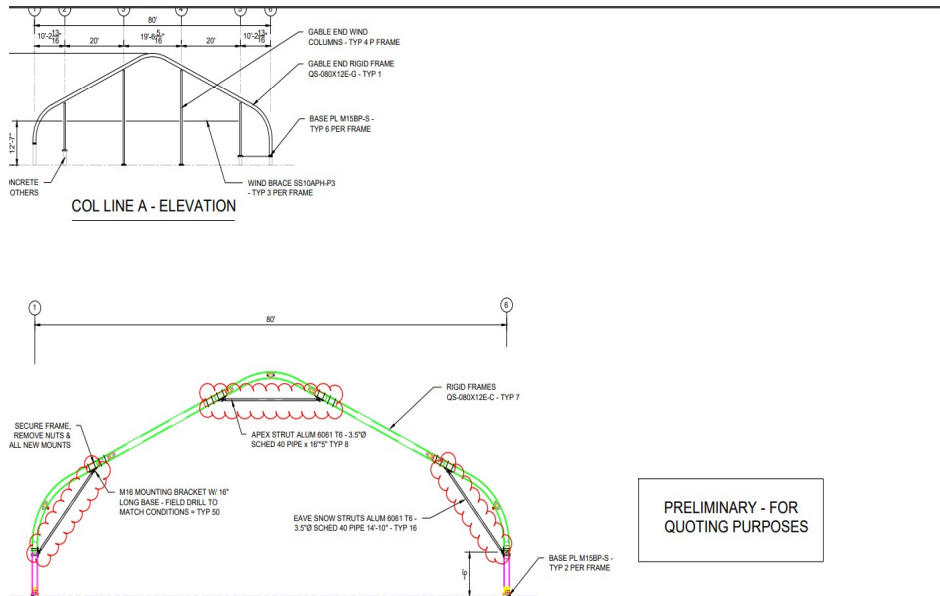
XFS Snow Kit

- An add-on kit(struts) will need to be installed to strengthen structure to meet the updated snow load requirements. XFS can provide this kit and is currently putting together a proposal to supply.

the XFS can



Ice Rink Update





Ice Rink Update

Footing Analysis

Holding off on performing this analysis until the snow load kit proposal is received. Footings analysis work should take around one week.

Final Permit Submittal

final permit documents should take about 2 days and then would be submitted to the City of Ashland Planning Department for a quick turnaround.



Currently In a holding pattern waiting for more information. Not likely the rink will open this season.

Questions/Discussion:

- Why hold off on the footing analysis? Would that have to be done regardless? A: Holding off due to the potential cost of the snow load kit. Possibly decide against pursuing the permanent structure permit.
- The Department is considering returning to the practice of putting up/taking down the structure each year? A: Currently looking at all the alternatives. The structure does not meet the snow load requirements, so improvements will have to be made regardless.
- Are they new requirements? A: Yes, new since the structure was originally put up in 2013.
- Would the permitting be required if we continued with the structure as temporary?
A: No
- * Request to keep the Commission updated between meetings as things change.
- * Request to have a placeholder for an update on the ice rink for the January 14 Park Commission Business Meeting.

Request acknowledged.

V. WINBURN WAY SAFETY UPDATE – Deputy Director Dials

January 7, 2026

Agenda Item	V. Winburn Way Safety Update	
Presenter	Rachel Dials	Deputy Director
Item Type	Commission Requested <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SITUATION & BACKGROUND - The Lithia Park Master Plan (LPMP) identified a recommendation to address safety on Winburn Way. As part of the FY26-27 Parks and Recreation Department (Department) Work Plan, the Park Commission (PC) identified that the Department would work on a proposed solution to improve safety on Winburn Way through Lithia Park. This is in addition to the previous PC direction to add ADA improvements on Winburn Way to the Japanese Garden.

In March 2025, the PC created a working group comprised of Commissioner Gardiner, Commissioner Weiner, and Director Houston. The working group spent seven months reviewing options, assessing safety needs, and reviewing feedback from the community, other departments, and committees, and reviewing plans associated with this project.

Based off public and PC feedback, the preferred direction is developing a project that will entail adding parallel ADA parking stalls, improving the ADA access to the Japanese garden, and installing an eight-foot designated pedestrian route inside the roadway.

At the December 3rd, PC meeting staff was asked to bring back a rendering of design options with and without the center line that also includes the ADA improvements near the Japanese Garden.

Staff will give a brief presentation of the options.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Would the Commissioners like to move a design option forward for action at the January 14 2026 PC Regular Business meeting?

POLICIES, PLANS & GOALS SUPPORTED - This will address the Department Work Plan's item number six.

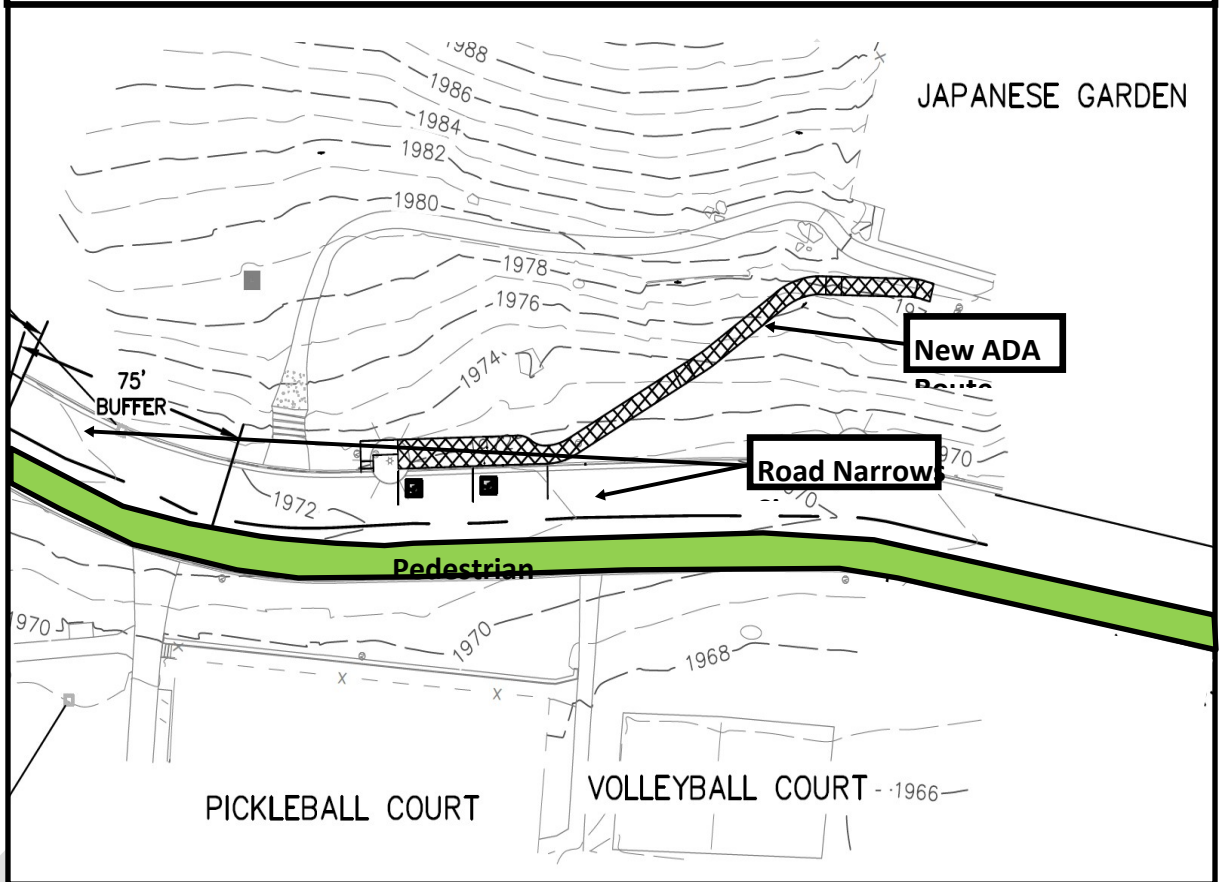
FINANCIAL CONSIDERATIONS - There is an approved capital budget line item for up to \$50,000 to complete this project and other LPMP tasks identified under item number six in the Department Work Plan.

ATTACHMENTS

- Winburn Way design option without a center lane
- Winburn Way design option with a center lane

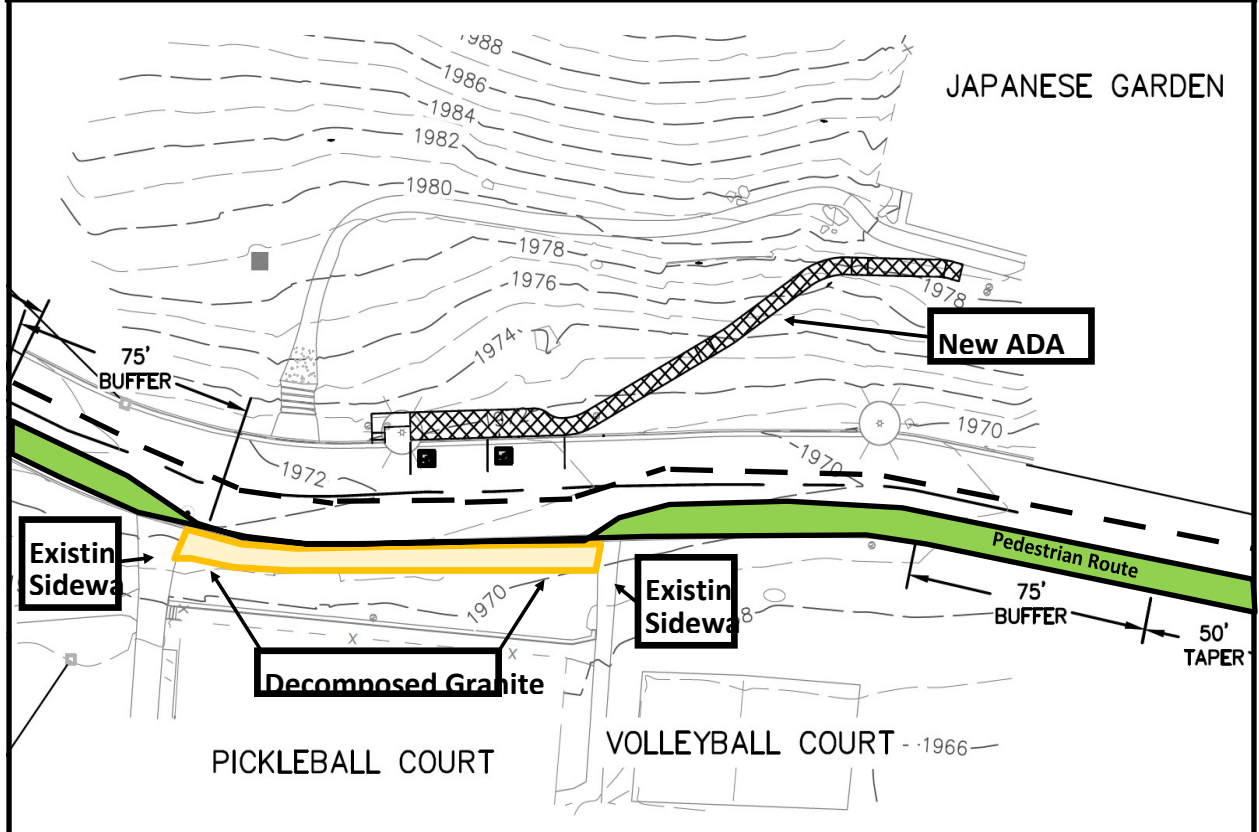
Lithia Park: Winburn Safety

No center traffic lines



Lithia Park: Winburn Safety

Center traffic lines



PREPARED BY: Rachel Dials, Deputy Director



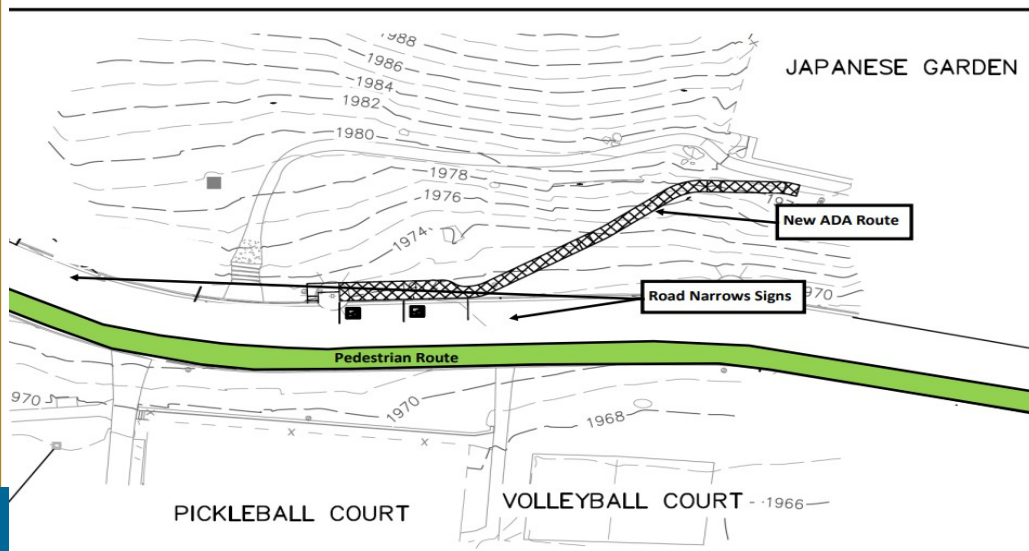
Winburn Way

- ❑ Staff presented information on Winburn Way at the December 3rd Regular Business Meeting.
- ❑ Commissioners tabled any discussion regarding the Winburn Way/Granite Street Y intersection
- ❑ Commissioners asked staff to bring back renderings of the two design options for Winburn Way
 - one with a center line that incorporates the ADA improvements
 - one without the center line that incorporates the ADA improvements



Lithia Park: Winburn Safety Project

No center traffic lines option



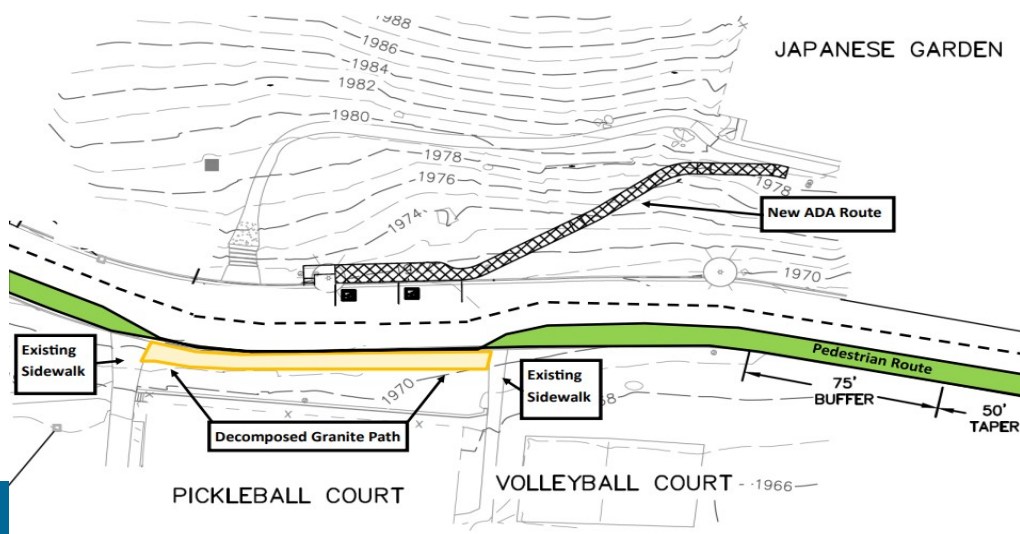


Winburn Way



Lithia Park: Winburn Safety Project

Center traffic lines option



8

Winburn Way



Winburn Way-ADA Improvements

- ❑ Staff did work with a local engineering company (Adkins Engineering) for drawings for ADA & Parking improvements near the Japanese Garden. Included in the drawings:
 - ❑ Install of 5' concrete ADA accessible path
 - ❑ Install 8' wide concrete ADA unloading area
 - ❑ Install 5'x5 ADA landing with max 1.5% slope
 - ❑ Install for 9' wide, 24' long ADA parking space and a loading zone parallel to curb

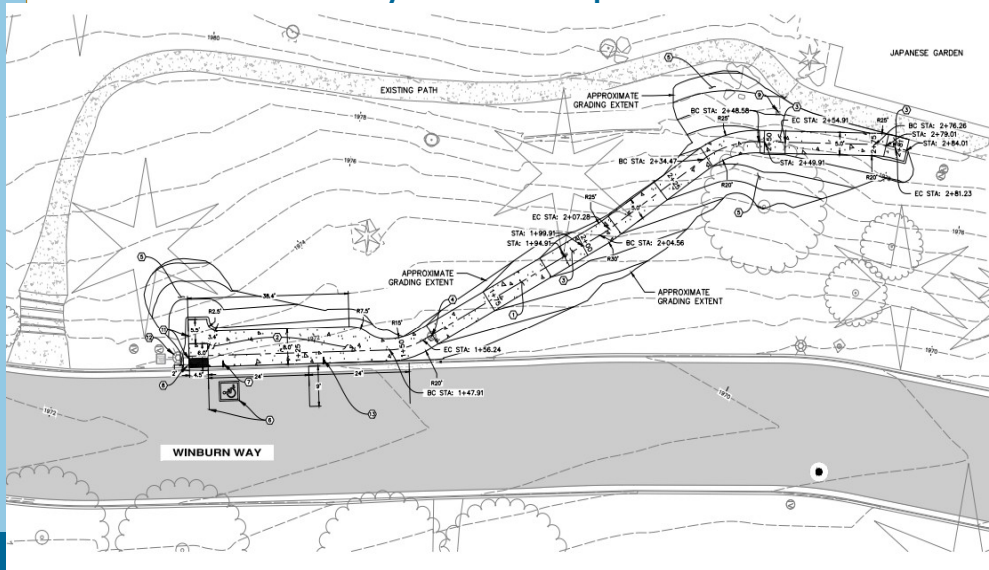
This plan is different than the one that was approved by the PC in Oct 2024.



9



Winburn Way-ADA Improvements



Winburn Way

Transportation Advisory Committee: TAC met on December 18th and provided the following motion to be sent to Parks as part of the ongoing discussion:

“David moves to emphasize that TAC discussed Parks’ proposed options at length and TAC formally supports maintaining the status quo. This motion serves to reiterate TAC’s position to uphold the current arrangement of Winburn Way along Lithia Park. Kahn seconds. Graf abstains from voting; Motion receives YES vote from remaining TAC members present.”

Premise was lack of evidence from crashes and near misses to warrant substantial changes to the existing system.



Questions/Discussion:

- Do the presented engineered plans meet ADA requirements? A: Yes

- Challenge issued to that statement. Contends the plans do not meet ADA requirements. Exceeds allowable grade in sections which necessitates landings and handrails. Engineers need to justify the plans. A: We can do that.
- Additional concern, have to remove branches from a Magnolia. Earlier engineered drawing included the pathway only from street level to the top of the stairs. Director Houston claimed that areas of the existing pathway didn't meet ADA specs.
- Suggestion: adjust the pathway to avoid the trees and make it a longer gentler grade. Absolute necessity that any new trail be ADA compliant before moving forward. Recommend avoiding putting in a handrail as they are excessively expensive.
- The premise of there not having been any accidents is valid. We can't improve safety statistics. The issue is the *perception* of a lack of safety. Not personally comfortable in the safety of the area. Dedicated pedestrian path is desirable. Commission owes it to the community. It's known that narrowing a street's width results in traffic calming.
- Favor moving the project forward without the center line. Favor including a landing and/or switchbacks on the pathway – going beyond ADA standards.
- Important to have the pedestrian pathway on the Pickleball side and to widen it by the ADA parking stalls.
- Confident that the engineered plans meet the specs for ADA accessibility.
- Looked at past meeting minutes/recordings and the original plans for parking were where the volleyball court is. Recommended looking at that proposal again. Should at least price out a DG path which would take pedestrians out of the street.
- Further disagreement that the plans meet ADA standards.
- This point regarding ADA specs needs to be discussed in an office meeting not here tonight.
- Suggestion to have a center line adjacent to the parking spaces, at least.
- Reminder that the Commission is looking at the current plan because it is the most cost effective. Other plans are more expensive and more intrusive into the park. This plan also most closely follows the existing route. Having a partial center line could be confusing.
- Think of this plan as the first phase of the project. Can make adjustments in the future. Not in favor of starting the whole project over again but rather moving forward.
- Support (long-term) for a DG ped path down to the bandshell.

Staff Direction: Bring back these two options for discussion and confirm plans meet ADA standards for the January 14 meeting.

- No support for a path that carves up the Magnolia.
- In the current plans one branch would need to be removed from the Magnolia.

- As discussed, also bring back to Jan 14 meeting a third option of the roadway plan with no center line and the short DG path.

VI. LOOKAHEAD REVIEW – Deputy Director Dials

Date	Agenda Item	Presenter
1/14	Park Commission Regular Business Meeting Council Chamber 6 PM	
	Election of Chair/Vice Chair (Action)	Bachman
	Golf Course Annual Report (Information)	Weaver
	Winburn Way Safety (Action)	Caldwell
2/4	Park Commission Study Session Council Chamber 6:00 PM	
	VIP Annual Report (Information)	Shelton
2/11	Joint Meeting with City Council, Council Chamber 6:00 PM	APRD Hosts
	Calle Guanajuato Agreements (Action)	Dials
3/4	Park Commission Study Session Council Chamber 6:00 PM	
APRC Advisory and Management Advisory Committees		
1/15/2026	Recreation Division Advisory Committee, the Grove 3:30 PM	
1/12/2026	Ashland Senior Advisory Committee, Senior Center 3:30 PM	
1/28/2026	Trails Advisory Committee, the Grove 4:15 PM	
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		
1/20/2026	2 nd Reading of Amendment 3275 to AMC 10.68 Public Parks	
Public Meetings		

Direction: Include an Ice Rink update at the February 11 joint meeting with Council.

VII. ADJOURNMENT – Chair Bachman adjourned the meeting at 6:52 PM.

Respectfully submitted by Nancy A. Mero, Executive Assistant

DRAFT



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

January 14, 2026

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Weiner, Bachman, Gardiner, Landt

Staff Present: Deputy City Manager Rooklyn, Deputy Attorney Zahran, Parks Division Manager Caldwell, Senior Services Division Manager Mettler, Project Coordinator Terry, Executive Assistant Mero

Absent: Director Houston, Acting Director Dials, Commissioner Adams

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:17 PM. Announced the Commission met in executive session and will not be taking any action this evening on their deliberations.
- II. **ROLL CALL** – Commissioners Weiner, Bachman, Gardiner, and Landt all present
- III. **APPROVAL OF MINUTES** – Chair Bachman
 - 1. Park Commission December 3, 2025 Business Meeting
 - 2. Park Commission December 10, 2025 Retreat PROS Plan Strategic Goals Review
 Chair Bachman asked for unanimous consent to approve the minutes. Vice Chair Landt noted he did not attend the December 10 meeting so could not vote on the minutes from that meeting. No objections, minutes approved by unanimous consent.
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA** – Chair Bachman
 - 1. Ashland Senior Advisory Committee (ASAC) Member Appointments
 - 2. Recreation Division Advisory Committee (RDAC) Member Appointment

Questions/Discussion:

- Both new members applying for ASAC will round out the committee very nicely.

Motion: I move to approve the appointments.

Motion: Weiner

Second: Gardiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

ASAC and RDAC member appointments approved.

VII. BUSINESS

1. Election of Chair/Vice Chair – Chair Bachman

SUMMARY - The Ashland Park Commission (PC) elect's officers at the first regular business meeting of the calendar year. Commissioners will nominate PC members for the positions of chair and vice chair. A vote for each position will be conducted by the current chair. Upon conclusion of the voting, the chair elect will run the remainder of the meeting.

POLICIES, PLANS & GOALS SUPPORTED - City Charter XIX.

FINANCIAL CONSIDERATIONS - N/A

PROPOSED ACTIONS OR MOTION(S) - Nominate and vote to select a chair and vice chair for calendar year 2026.

ATTACHMENTS - N/A

PREPARED BY: Nancy A. Mero, Executive Assistant

Motion: I would like to nominate Jim Bachman for 2026 Park Commission (PC) Chair.

Spoke to nomination:

- Bachman has done an admirable job as Chair the past year and look forward to him leading us forward into the new year.

Motion: Gardiner

Second: Landt

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

Motion: I would like to nominate Mike Gardiner for Vice Chair.

Spoke to nomination:

- Mike has been in leadership positions over the years and I'm sure he is going to do a great job.

Motion: Landt

Second: Weiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

2. **2026 Park Commission Liaison Appointments** – Chair Bachman

SUMMARY - The Ashland Park Commission reviews liaison needs and makes appointments annually at the first regular business meeting of the calendar year.

POLICIES, PLANS & GOALS SUPPORTED - City Charter XIX

FINANCIAL CONSIDERATIONS - N/A

PROPOSED ACTIONS OR MOTION(S) - Move to approve the 2026 Park Commission Liaison Appointments.

ATTACHMENTS - 2025 Park Commission Liaison Appointments

2025 APRC Liaison Assignments

Advisory Committees

- Ashland Senior Advisory Committee (ASAC) - Commissioner Gardiner
- Recreation Division Advisory Committee (RDAC) - Commissioner Bachman
- Trails Advisory Committee (TAC) - Commissioner Adams

Management Advisory Committees

- Bee City USA - Commissioner Bachman
- Current Parks, Conservation and Maintenance - Commissioner Bachman
- Oak Knoll Golf Course - Commissioner Landt
- Ashland Japanese Garden - Commissioner Landt

2025 APRC Representation on Non-APRC Committees and Boards

- Ashland Parks Foundation Board (501(c)3) - Commissioner Gardiner
- Forest Lands Management Advisory Committee (City MAC) - Commissioner Weiner
- Joint Powers Committee (Bear Creek Greenway) - Commissioner Landt
- Public Arts Advisory Committee (City MAC) - Commissioner Gardiner

Respectfully Submitted by APRC Chair Bachman for Full Commission Approval APRC

Regular Business Meeting - January 8, 2025



PREPARED BY: Nancy A. Mero, Executive Assistant

Bachman: Not an action item. We are a month late on this because we have been busy. Prior to the February 11, PC meeting, Chair Bachman asked Commissioners to let him know if they want to continue in their current liaison appointments or perhaps try being a liaison for a different committee. Considering adding a liaison to the Transportation Advisory Committee, to be more connected with them and the transportation plan.

3. **Oak Knoll golf Course Annual Report** – Parks Division Manager Caldwell and Golf Course Manager Weaver

SUMMARY – Parks Division Manager Kevin Caldwell will give a presentation for the 24/25 year for the Oak Knoll Golf Course. The presentation will include:

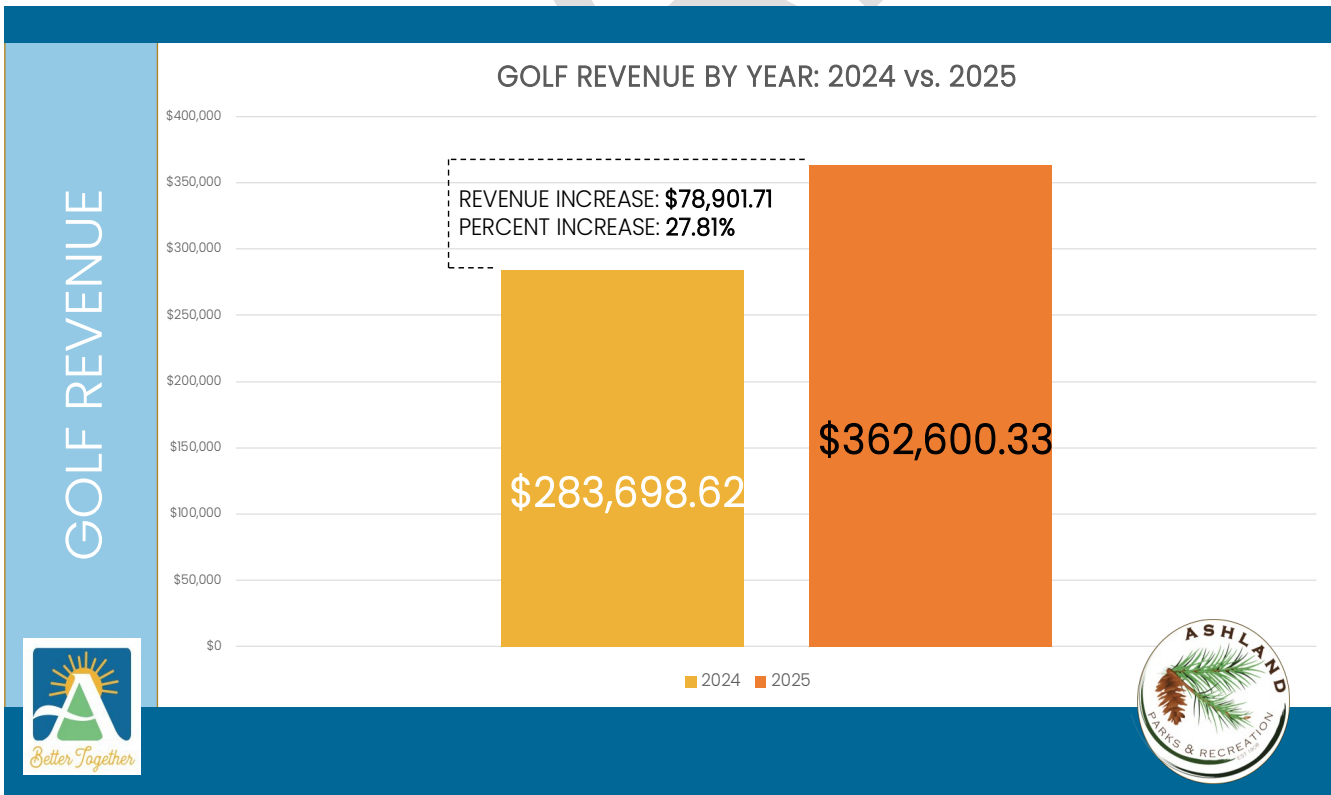
- Revenue and Rounds of Golf
- Irrigation Costs
- Status of the Driving Range and Replacement
- Golf Tournaments
- Current and Future Challenges

PREPARED BY: Kevin Caldwell, Parks Division Manager



Annual Golf Report

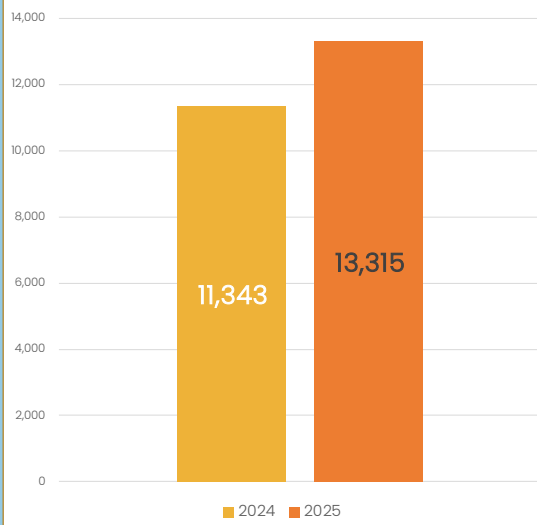
Park Commission Regular Business Meeting | January 14, 2026



GOLF REVENUE



9-HOLE ROUNDS OF GOLF SOLD



DRIVING RANGE TOKENS SOLD



DRIVING RANGE STATUS



DRIVING RANGE STATUS



- ❑ Storm on the evening of November 4, 2025, damaged all the poles and netting on the east side of the driving range. On November 6th Parks staff took down the remaining poles/netting on the west side of driving range due to the safety hazard.
- ❑ In total, 35 poles were damaged including 52,000 sq. feet of netting and steel cables.
- ❑ The driving range has been closed since November 5th, and we do not have an opening date at this time.
- ❑ The damaged poles and netting/cables have been removed from the driving range.



DRIVING RANGE STATUS



- ❑ Estimated replacement cost from our insurance is \$277,222.90. The City has received payment from our insurance company in the amount of \$163,495.20.
 - ❑ This amount is the cash value of damages minus our \$25,000 deductible and \$88,727.70 depreciation.
- ❑ Staff received a scope of work and fee estimate for \$41,000 to design a replacement but more resilient driving range. This scope of work is currently being reviewed by our insurance company.
- ❑ We are hopeful that we can complete the design and bid process this summer for fall construction.



TOURNAMENTS



Oak Knoll staff continue to partner with local organizations to hold special events at Oak Knoll.

In 2025 we hosted the following events:

- Monthly men's league tournament
- Elks Lodge tournament
- Asher Homes tournament
- Inaugural City Staff tournament
- Women's indivisible concert



TOURNAMENTS



2025 Department Champions:
Water Distribution

2026 **Projected**
Champions:
Parks and Recreation



OKGC CHALLENGES



- ❑ Remaining relevant with the loss of amenities like the driving range and the restaurant. The driving range and restaurant help attract customers to our facility and increase our revenue. We hope to have both operational this fall.
- ❑ Increasing our revenue with limited staffing and resources. To continue our revenue growth, we need additional resources. Currently we have 3 FTE's and seasonal staff that support Oak Knoll operations and maintenance.
- ❑ The irrigation system at Oak Knoll is aging (1970's) and continues to degrade with consistent leaks in the piping. We continue to repair the system, however new piping and control wires are recommended.
- ❑ Budget instability due to the fluctuating irrigation seasons and comparative high costs for City water. We continue to look for ways to help lower our irrigation costs.



Questions/Discussion

- Is cost per user ever calculated? A: That data exists for rounds per golfer, but wouldn't account for walkers, people hanging out with golfers, etc. Rounds played by annual pass holders also hard to measure.
- As the number of events held at the course increases, it would be good to track the number of users (in addition to golfers) to show the value to the community.
- For next year's report a suggestion to include revenue data from more past years than just the previous year to better demonstrate the positive upward trend.
- Is there money in the current budget to cover the cost of repairing the Driving range not covered by insurance? A: No
- Is our intention to sequester the insurance money for the Driving Range engineering scope of work? A: Yes
- Best case scenario, the scope would be ready by fall.
- Question about the retention pond's capacity. A: Cannot increase the capacity of the retention pond to store more water.
- Have we ever approached the City for a special rate on water? A: Twice since Caldwell has been with Parks. Will we do so again? A: Absolutely

4. **Winburn Way Safety** – Parks Division Manager Caldwell

SUMMARY – Staff reviewed roadway designs for Winburn Way and ADA accessibility plans near the Japanese Garden at the January 8, 2026, Study Session. Staff were directed to:

- **Develop a third design for Winburn Way:** This option to include the decomposed granite (DG) path but exclude the center line.
- **Revisit 2024 ADA plans:** Include an alternative option previously reviewed by the PC in 2024.

During the study session, questions arose regarding whether the proposed designs meet current ADA standards. We have identified four potential sets of specifications that can apply to park improvements:

1. **ABA:** Architectural Barriers Act
2. **ADA (2010):** Americans with Disabilities Act
3. **ORAR:** Outdoor Recreational Access Routes
4. **PROWAG:** Public Right of Way Accessibility Guidelines

Staff initially chose ORAR specifications, as they are better suited for natural areas and parks. However, we have requested guidance from Public Works to ensure we are using the most appropriate standards. We hope to include their recommendation in the upcoming presentation.

Attached are two sets of drawings (2024 Plans and 2024 Alternative Plans). These were considered early in the design phase but were not originally pursued due to the extensive construction required to bring the existing paths up to code.

POLICIES, PLANS & GOALS SUPPORTED - This will address the Department Workplan's item number six.

FINANCIAL CONSIDERATIONS - Each option for Winburn Way and any ADA improvements near the Japanese Garden will have associated costs. There is an approved capital budget line item for up to \$50,000 to complete this project and other Lithia Park Master Plan items.

PROPOSED ACTIONS OR MOTION(S)

- Move to approve Winburn Way Roadway Design Option 1, 2, or 3
- Move to approve one of the Japanese Garden ADA plans.

If there is no motion, staff requests direction on next steps.

ATTACHMENTS –

Winburn Way Roadway Design Options:

- Option 1: No center line with an 8 foot pedestrian path
- Option 2 : Center line with a DG Path

- Option 3: No center line with a DG Path

ADA plans and alternatives:

- 2025 plans with a path near the Madrone tree
- 2024 plans that connect into current pathway
- 2024 alternative plans that connect into current pathway

Outdoor Recreational Access Routes (ORAR'S) Summary of accessibility standards for federal outdoor developed areas.

PREPARED BY: Rachel Dials, Deputy Director

Winburn Way

Winburn Way

- Staff presented information on Winburn Way at the January 7 study session.
- Commissioners asked staff to bring back a third option for Winburn Way
 - DG path with no center line on Winburn Way
- ADA access to the J. Garden was discussed. Staff was asked to bring back the 2024 plans.
 - 2024 plans were not pursued due to the extensive construction required to bring the existing paths up to code.





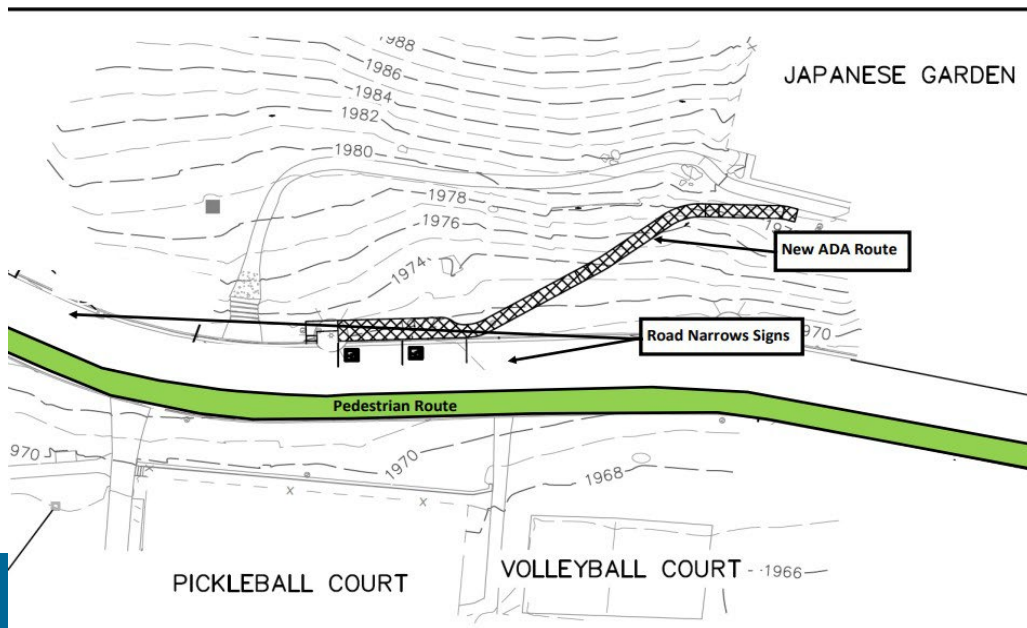
Winburn Way –Capital Improvement Projects Budget

- Current funds are set aside in the CIP for these projects
- \$100,000 identified for the biennium for ADA Improvements
- \$250,000 identified for Lithia Park Master Plan “work plan”



Lithia Park: Winburn Safety Project

No center traffic lines option



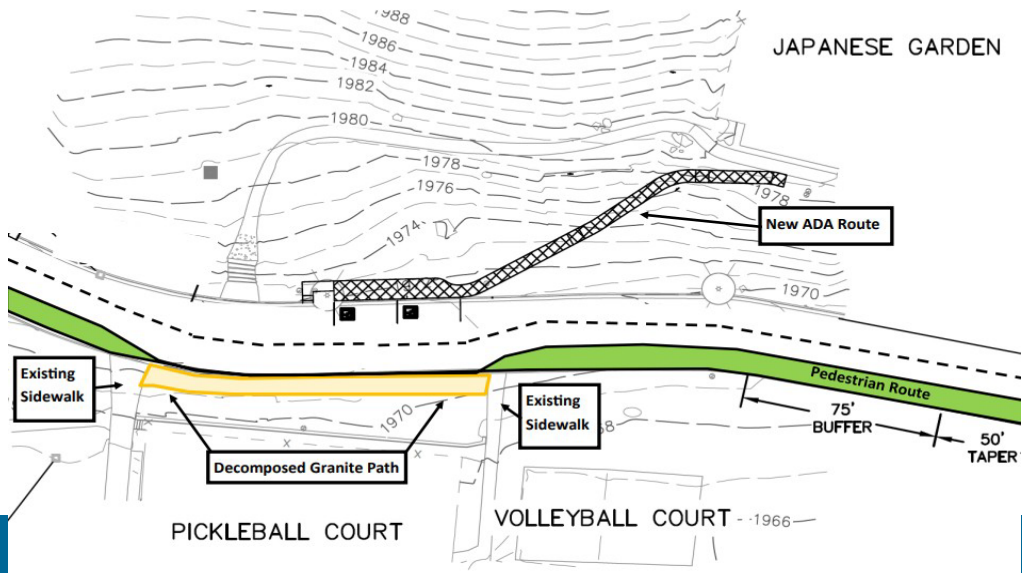


Winburn Way



Lithia Park: Winburn Safety Project

Center traffic lines option

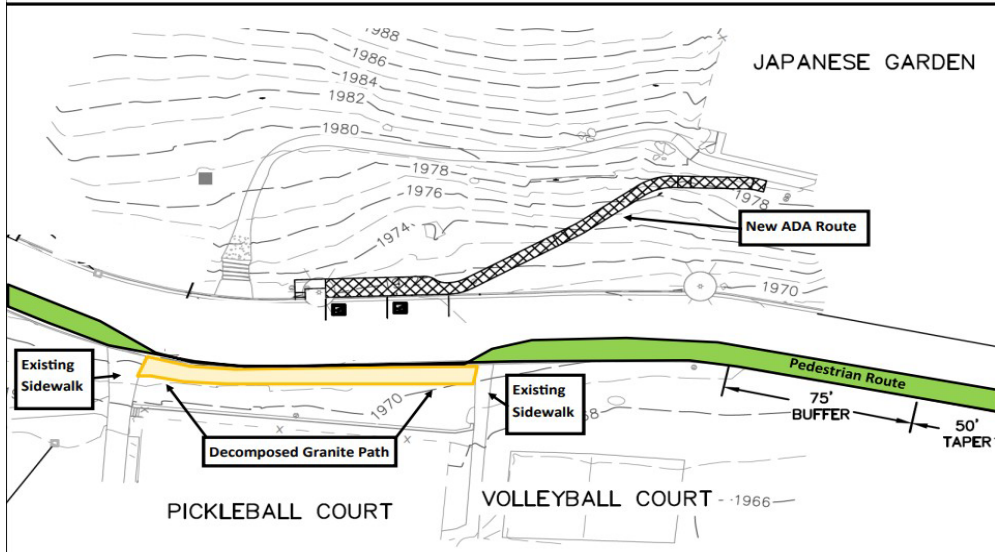


Winburn Way



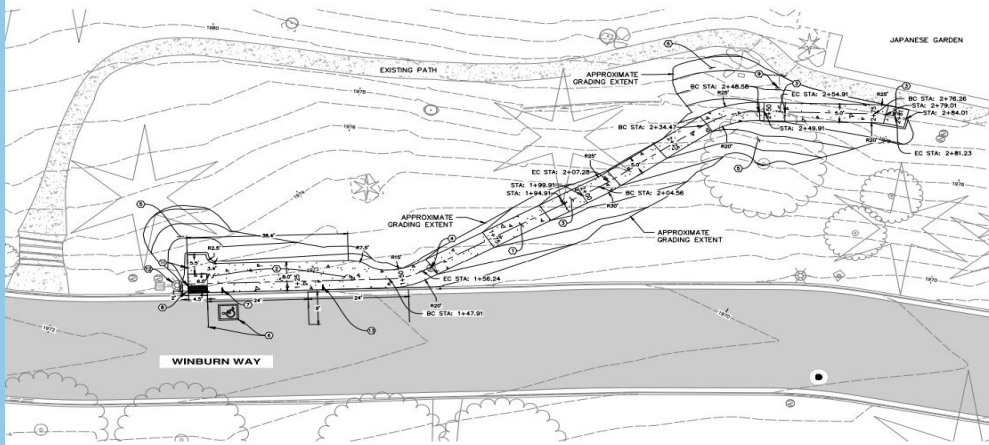
Lithia Park: Winburn Safety Project

No Center Line Decomposed Granite Path



Winburn Way-ADA Improvements-2025

Winburn Way

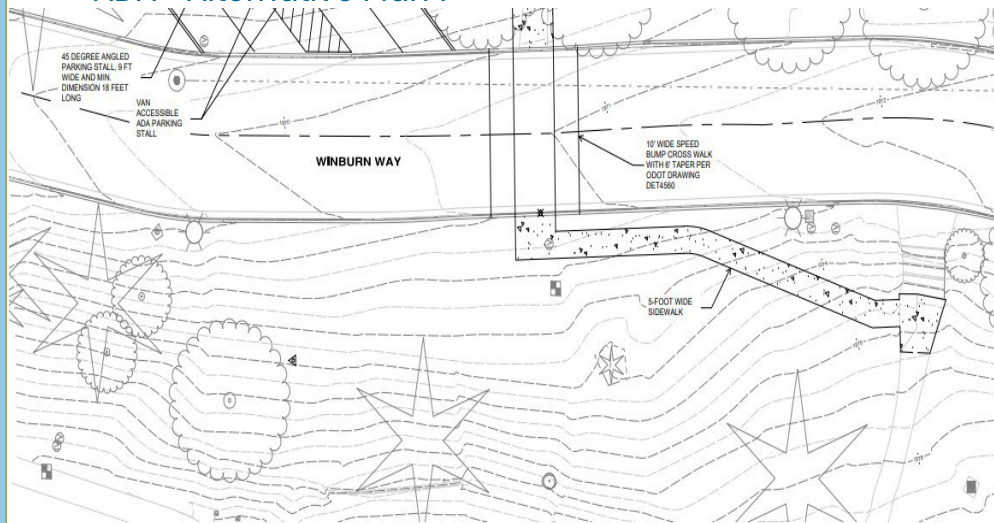


This design **does meet** ORAR requirements.

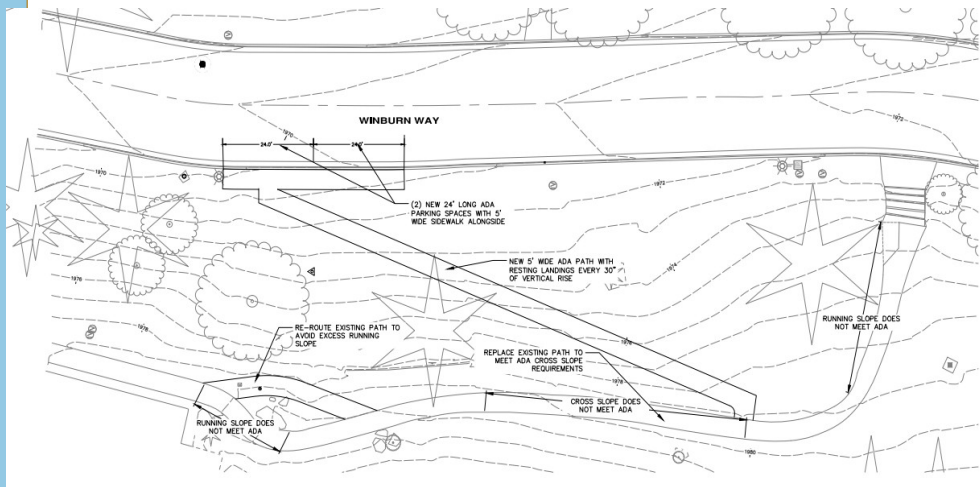


ADA - Alternative Plan 1

Winburn Way



ADA –Alternative Plan 2



Next Steps Winburn Way

- Move to approve Winburn Way Roadway Design Option 1, 2, or 3
- Move to approve one of the Japanese Garden ADA plans.
- If there is no motion, staff requests direction on next steps



Questions/Discussion

- Suggestions to separate the roadway work from the ADA accessible path – all agreed.

Motion: I move to approve Option 3 as the Winburn Way Safety plan.

Spoke to motion:

- Can always add lines, etc. in the future if needed.
- Looked at several options, by process of elimination came up with a good one.
- Currently anticipated to be the most cost effective. Hard to know without real numbers.
- What about the crosswalks previously discussed? A: Don't need to be in the motion - can just be direction to staff.

Motion: Landt

Second: Gardiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

ADA Accessible Path

- As previously discussed, should consider making the accessible path more gradual and to the south.
- There is only a conceptual drawing at this point. With direction staff will get to work on the engineered plans.
- Suggestion to hire a landscape architect to work on some of the challenges of making an ADA accessible pathway without taking off a main branch of the Magnolia, etc.
- Current plan doesn't address needing an additional curb cut at the ADA parking spots so that people can safely get out of their vehicle.
- With Lithia Park we should be looking at the 100 year cycle. We should aim for the highest not the lowest bar. Need to hire someone with design skills to make the pathway attractive and functional, tie it into the historic staircase that come into the park from Granite Street.
- Suggestion to orient plans in the same direction for future presentations.
- Not ready for a motion. More work to be done.
- Zahran: making sure staff has clear direction: There will be internal concept designs first followed by a formal engineered design? A: Yes
- Request for ballpark cost estimate before the engineered design.

Caldwell heard: Explore ADA – Alt Plan 1 and connection above the existing stairs. The upper path will need to go away because it doesn't meet ADA specs. ADA – Alt Plan 2 is kind of intermediate. We can explore additional options.



- Moving the ADA parking spots would entail moving the DG path on the opposite side of the road. A: Yes
- The current designs are entirely conceptual.
- Direction: incorporate everything we've talked about into a plan minimizing grading with gradual slopes.

5. Ashland Rotary Centennial Ice Rink Update – Parks Division Manager Caldwell

Ice rink update

Ice Rink Update



- **Fabric Structure Structural Analysis**
 - XFS has performed the structural analysis needed. Load calculations have been received that are needed to assess if the existing footings are adequate. **The structure does not meet the current snow load requirements.**
- **XFS Snow Kit**
 - Staff is pursuing the cabling option will need to be installed to strengthen the structure to meet the updated snow load requirements. Using cables is the less expensive option and we are waiting to hear back on a timeline for install. Cost will be around \$12,100 plus additional shipping.



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Ice rink update

Ice Rink Update

- **Footing Analysis**
 - Footings analysis is in process.
- **Opening Lot for Parking**
 - Fire marshal can approve a temp permit for 180 days every 12 months. We are evaluating on when it makes sense open parking lot based on snow season and timeline for XFS install.
 - Staff is dismantling the rink now.
- **Final Permit Submittal**
 - final permit documents should take about 2 days and then would be submitted to the City of Ashland Planning Department for a quick turnaround.



22

SITUATION & BACKGROUND – Staff will give an update on the status of the required building permit of occupancy for the Ice Rink structure. The permit is required due to changing the designation of the structure from temporary to permanent.

ATTACHMENTS – N/A

PREPARED BY: Rachel Dials, Deputy Director

Questions/Discussion

- The kit is for the temporary permit or permanent? A: Permanent.
- When might the permit be issued? A: Unsure but possibly by April.
- Then the Ice Rink will be able to open for the next season? A: That is my understanding.
- There is no way the rink will open this season? A: That is correct.
- Kit will pass Planning Commission muster? A: That is my understanding.

6. **10 Year Strategic PROS Plan – Next Steps** – Chair Bachman

SUMMARY – Park Commission Chair Bachman will give an update on the PROS Plan and lead a discussion on potential next steps.

PREPARED BY: Nancy A. Mero, Executive Assistant

- Chair Bachman noted that as Parks is a department of the City he wants to sync work on the Parks' PROS Plan with the City's Strategic Plan process. See how Parks fits into the overall plan.

Chair Bachman invited Deputy City Manager Rooklyn to speak:

SSW Consulting out of the Portland area is designing the City's Strategic Plan. Kicking off the process with a workshop focused on City Council and staff leadership for the context of Ashland. Parks Chair has been invited to attend as well as one-on-one interviews to make sure Parks' voice is part of the collective.

Feedback from the workshop will be used to design specific questions for community partners and eventually the public. Feedback from partners and the public will be used in a deep dive with staff. Want to heavily involve the Parks department.

An iterative process expected to wrap up by July – August. City will ultimately use results to help shape the budget over at least the next two bienniums. Would like to have a plan complete by September.

Questions/Discussion:

- The entire plan will wrap up by July? A: We hope to have a draft plan by July. September is the deadline for having an adopted plan to coincide with when departments start shaping the budget.
- Parks has a lot of data already, and are going to fall in step with the city's plan. Happy for the collaboration.
- Will the City use any of the information Parks has gathered in their PROS Plan process? A: PROs plan appears to Rooklyn to be highly technical with a lot of data driven metrics, KPIs, etc. City is coming from a different angle. Less technical and more based through a community engagement lens to let the community give the bigger picture and put their values in place so that the City can then perform some deep diving around specific actions. The PROs plan feedback will fit within the City's overarching goals and should be shared with the consultant.
- The PROs Plan survey was fantastic in some ways but lacking in others. The number of respondents reached statistical significance, but methodology failed. Will the City be utilizing a randomized process? A: Will know more when work with the consultants begin. The only randomized survey the City uses is every two years they send out postcards for their livability survey. Noted some survey fatigue in the community. Looking to have face-to-face engagement in their strategic plan process.
- SSW Consultants asked Rooklyn to share PROS Plan survey data with them.

Questions/Discussion on the PROS Plan

- What are the next steps for PROS Plan? A: Don't know yet. Want to get a feel for the City's strategic plan first. Since the Commissioners weren't involved in the development of the first part of the PROS plan, want to go back and set some high level goals. Get ready for the next budget cycle. Want to get the goal setting session on the agenda. It will be a four-hour meeting on a Saturday.

VIII. ITEMS FROM COMMISSIONERS/STAFF

- a. Liaison Report
 - Gardiner: Attended an ASAC meeting Monday Jan 12 with two new members. The committee is now full. It is unfortunate that they are only meeting quarterly now.
 - Public Arts Committee meeting tomorrow night.
- Still work to do in the Advisory Committee space. Charges and that sort of thing. Need to reemphasize that Committees report to the Commission, not staff. A larger item coming up on that in February.

IX. UPCOMING MEETING DATES

1. Recreation Division Advisory Committee January 15, Community Center 3:30 PM
2. City of Ashland Town Hall January 21, Ashland High School Auditorium 5:30 PM
3. Trails Advisory Committee January 28, the Grove 4:15 PM
4. Park Commission Study Session February 4, Council Chamber 6:00 PM
5. Park Commission Business Meeting February 11, Council Chamber 6:00 PM

X. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 7:27 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant

DRAFT



REGULAR BUSINESS MEETING AGENDA BRIEF

February 11, 2026

Agenda Item	VII. Consent Agenda: Approval of Ashland Senior Advisory Committee Bylaws	
Presenter	Natalie Mettler	Division Manager – Senior Services
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

At the January 12 meeting of the Ashland Senior Advisory Committee (ASAC) the members moved to adopt the updated bylaws for the committee.

POLICIES, PLANS & GOALS SUPPORTED

Park Commission Policy CP.R.2024.09.11

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(S)

I move to approve the draft bylaws for the Ashland Senior Advisory Committee.

ATTACHMENTS

Updated bylaws for the Ashland Senior Advisory Committee

PREPARED BY: Natalie Mettler, Division Manager for Senior Services



Park Commission

Ashland Senior Advisory Committee Bylaws

Overview

The Park Commission (PC) established the Ashland Senior Advisory Committee (ASAC) on February 26, 2018.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Ashland Senior Advisory Committee (ASAC).

ARTICLE II. PURPOSE

ASAC's purpose is to make recommendations to the PC on matters related to the Senior Services Division and to coordinate with the APRD Director and Division Manager on matters related to the general operations, quality, promotions and programming of the Senior Services Division. The Committee may also advocate for senior needs in City policies, with partner agencies and within other contexts.

ARTICLE III. MEMBERSHIP

The ASAC membership shall be composed of up to seven (7) voting members, as follows:

- Up to seven (7) members representing program participants and community partners
- One (1) non-voting Ex Officio member from the PC

ASAC members are appointed by the PC Chair. If a position is vacated mid-term or remains unfilled at the start of a term, the PC Chair will appoint a member for unexpired term of that position; if there is less than one (1) year remaining in the vacated term, the new member's term will be for the remainder plus four (4) years per Ashland Municipal Code 2.10.015.

Ex-Officio members are appointed by their respective governing bodies and do not have term limits.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify ASAC Chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12)

months, may be released from their term. The PC Chair will make these decisions, in consultation with staff.

ARTICLE IV. MEETINGS OF MEMBERS

ASAC shall meet quarterly or as needed. The Chair shall coordinate with staff to cancel or add meetings. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the committee shall consist of a majority of voting members. All issues to be voted on shall be decided by the simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy or by other methods by members who are absent from a meeting.

All ASAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE V. OFFICERS

Each year, ASAC will accept nominations and elect a Chair and Vice-Chair by simple majority vote of members present at a meeting. Elections will be held at the last meeting of the calendar year.

ARTICLE VI. WORKING GROUPS

The ASAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups shall report their findings back to ASAC in a public meeting.

ARTICLE VI. STAFF

The Division Manager and/or APRD Director, or designated representative, will attend and assist in the planning, advertising and management of ASAC meetings.

ARTICLE VII. CONFLICT OF INTEREST

ASAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE VIII. MINUTES

ASAC (or an APRD staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE IX. YEARLY REPORT

With the assistance of the Division Manager, ASAC shall present a yearly report at a regular public meeting of the PC.

ARTICLE X. DISSOLUTION

By motion of the PC, ASAC may be dissolved or merged with another similar organization conducting substantially the same activities.

ARTICLE XI. AMENDMENTS

ASAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the PC.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks Commission on January 26, 2026, as the Bylaws of this committee.

Jim Bachman, PC Chair

ATTEST: Rachel Dials, APRD Acting Director



MINUTES

RECREATION DIVISION ADVISORY COMMITTEE

October 16, 2025

THE GROVE, OTTE-PETERSON ROOM, 1195 E Main – 3:30 PM

- I. **CALL TO ORDER** – Vice Chair Grimm called the meeting to order at 3:34 p.m.
- II. **ROLL CALL**
- a) **Present Members:** Vice Chair Cori Grimm, Risa Buck, John Spitzley, Katharine Danner, Julia Chapman
 - b) **Present Staff:** Director Rocky Houston, Deputy Director Rachel Dials, Recreation Manager Lonny Flora, Environment Education program Manager Kirsten Came
 - c) **Not Present:** Chair Michael Dotson, Jim Bachman (Commission Liaison)
- III. **APPROVAL OF MINUTES**
- a) July 17 RDAC Meeting Minutes motion to approve by member Buck and 2nd by member Danner. All approve.
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**
- a) NONE
- V. **PUBLIC FORUM**
- a) NONE.
- VI. **BUSINESS**
- a) **APRC Liaison Report:** in the absence of Commissioner Bachman, Director Houston gave a report on:
 - timelines for E. Main Park and Hunter Park Tennis Courts,
 - Winburn Way discussion that will be happening on November 5 at a study session
 - b) **Recreation Division Updates:** Deputy Director Dials informed members on
 - Pedal Power Youth Bike program
 - Updates on Pioneer Hall & the Community Center
 - Marketing related to the digital program guide
 - Recent Otsukimi Moon Gazing Event on Oct 5

- Manager Came discussed the upcoming Salmon Field Day that will be hosted at North Mountain Park on Oct. 18 that is being coordinated by a local partner, Salmon Watch.
- c) **Daniel Meyer Pool Season Review:** Manager Flora gave an end of season review for the [Daniel Meyer Pool Season](#). Member Buck commented on the pool availability decreasing over the last 20 + years. member Chapman suggested that APR could consider higher fees for concession items and a season pass.
- d) **Draft Bylaws for RDAC:** Deputy Director Dials gave an overview of the changes to the bylaws per Ashland Municipal Code 2.10.015 for city advisory committees. A motion to approve the bylaws with two minor changes: Logo change and change the word "commission to department". Motion to approve as amended by member Spitzley and 2nd by member Chapman. All Yes. Updated Approved
- e) **PROS Plan Update:** Director Houston gave an update on the PRO's Plan. A draft will be available for review in early Spring, 2026.
- f) **Items from Committee Members:**
- Member Spitzley gave an update on the Ashland Oregon Pickleball Club. Currently 385 members and that they have a new website ashlandpickleball.org and that they are currently seeking to become a 501c3 nonprofit.
 - Vice Chair Grimm and Member Buck gave feedback on the current Indoor Use facility policy that is posted on the City Website.

VII. UPCOMING MEETING DATES:

- a) The next meeting will be held January 15, 3:30pm at The Grove. The Committee will discuss frequency of meetings at the January meeting.

Meeting adjourned at 5:31pm.



REGULAR BUSINESS MEETING AGENDA BRIEF

February 11, 2026

Agenda Item	VIII.2. 2026 Park Commission Liaison Assignments	
Presenter	Jim Bachman	Park Commission Chair
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

The Ashland Park Commission reviews liaison needs and makes appointments annually typically at the first regular business meeting of the calendar year.

POLICIES, PLANS & GOALS SUPPORTED

City Charter XIX

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(S)

Move to approve the 2026 Park Commission liaison assignments

ATTACHMENTS

2026 Park Commission Liaison Assignments

PREPARED BY: Nancy A. Mero, Executive Assistant

2026 Park Commission (PC) Liaison Assignments

Advisory Committees

- Ashland Senior Advisory Committee (ASAC) – Commissioner Gardiner
- Recreation Division Advisory Committee (RDAC) – Commissioner Bachman
- Trails Advisory Committee (TAC) – Commissioner Adams

Management Advisory Committees

- Bee City USA – Commissioner Bachman
- Current Parks, Conservation, and Maintenance – Commissioner Bachman
- Oak Knoll Golf Course – Commissioner Landt
- Ashland Japanese Garden – Commissioner Landt

2026 PC Representation on Non-PC Committees and Boards

- Ashland Parks Foundation Board – Commissioner Gardiner, President
- Forest Lands Management Advisory Committee (City MAC) – Commissioner Weiner
- Joint Powers Committee (Bear Creek Greenway) – Commissioner Landt
- Public Arts Advisory Committee (City MAC) – Commissioner Gardiner



REGULAR BUSINESS MEETING AGENDA BRIEF

February 11, 2026

Agenda Item	XIII.2. Calle Guanajuato Lease Agreements	
Presenter	Rachel Dials	Acting Director
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

The following applicants have submitted requests for commercial space on Calle Guanajuato and the front of Lithia Park for the 2026 season. Staff is seeking Commissioner approval of these applications.

Requests

Draft 2026 Boundary Map Location

- | | |
|--|---|
| <ul style="list-style-type: none"> • Skout • Café Lumina • Little Tokyo • Louie’s Bar and Grill • Bar Juillet • Oberon’s • Greenleaf • Mix Bake Shop • Lithia Artisans Market | <ul style="list-style-type: none"> R-6, R-6a, PP-8, PP-9 PP-3a & PP-5 PP-4, R-5 & PP-4b Part of R-4a, R-4b & PP-2 Part of R-3 Part of R-3& Part of R-4a R-2 & PP-3 R-1a & R-1b A-1, A-1b, front of Lithia Park |
|--|---|

Each year, restaurants adjacent to Calle Guanajuato and the Lithia Artisans Market can request rental space for seating and artisan booth placement. Once the agreements are approved, APRD staff, restaurant owners, and the manager of the Lithia Artisans Market collaboratively address any issues or concerns prior to the season opening.

The 2026 draft boundary map of rental spaces on Calle Guanajuato is included in the packet as well as schematics for a large and small Artisans Market in front of the park and on adjacent City of Ashland sidewalk space. These maps illustrate generally where restaurants and artisans will be located for the 2026 season. Each restaurant and the Lithia Artisans Market have submitted a request and a site plan in accordance with the Calle Policy.

Major Proposed Changes

The table below outlines the major proposed changes to this year’s leases. These changes stem from feedback from the Lithia Artisan’s Market, Calle restaurant owners, and Deputy City Manager Jordan Rooklyn. They are intended to help increase vendor and restaurant sales, better integrate leases with park assets for improved vibrancy, and reduce coordination burdens between businesses. These proposed changes are recommended as a pilot for this summer season and will be reviewed prior to future leases.

<i>Last Year’s Leases</i>	<i>Proposed Change</i>	<i>Reason for Change</i>
On Saturdays, approx. 10 Lithia Artisan Market vendors were on the Calle interior.	Remove Lithia Artisan Market vendors from the Calle interior. Keep “anchor vendors” at the Calle entrances.	<ul style="list-style-type: none"> • Provide restaurant owners with more seating capacity on the busiest days of the week. • Reduce the burden on restaurants for reconfiguring seating every weekend.
Lithia Artisan Market had space along the Lithia Park front sidewalk, in front of the Lithia Park entrance, in front of 51 Winburn Way, and along the Calle.	Consolidate Lithia Artisan Market vendors into one location; integrate market with Lithia Park.	<ul style="list-style-type: none"> • Allow stronger branding and visual presence for Lithia Artisan’s Market. • Maintain the iconic entrance to Lithia Park. • Make Lithia Park a more natural connection with the market, inviting shopping visitors into the park and park visitors to shopping.

- See the attached maps for Lithia Artisan Market locations on Saturdays (Large Market) and Sundays (Small Market). These maps denote general booth locations and booth types; the exact number, spacing, and booth sizes in each area will be a collaboration with Lithia Artisan’s Market and APRD staff. APRD staff were consulted and expressed concern regarding soil compaction around the perimeter of the front lawn and parking strip and on the south side lawn near the Ash trees. An increase in the number of vendors would greatly increase foot traffic on the front lawn in and around the trees. Staff’s recommendation would be to work with the Lithia Artisans Market to ensure that booths stay clear of tree roots by marking areas where the Artisans can place their booths.

Season of Operation

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

- The current Calle Guanajuato policy states: “The default season of operation is

Memorial Day through Labor Day. "

- Once the Calle Guanajuato was reconstructed in 2014, more restaurants were interested in using it for longer periods and the Commission allowed an extended season, from mid-March through Mid-November.
- For the 2025-26 season, the Commission approved three options for seasons:
 - March 10 through November 9 (8 months)
 - March 10 through December 31 (9.5 months)
 - January 1 through March 9 (2.5 months).
- **For the 2026-27 season staff propose similar options:**
 - March 10-November 8, 2026 (8 months)
 - March 10-December 31, 2026 (9.5 months)
 - January 1, 2027-March 7, 2027 (2.5 months)

Fees:

In 2023, the Commission approved a three-year fee schedule for the restaurants and artisans. Restaurants will be charged for either five or seven days per week, based on their selected season of operation and square footage. The Lithia Artisans Market is charged for two days per week. This is a one-time payment that covers the entire rental period, which historically has lasted from mid-March through mid-November (eight months). This year, fees will be reviewed in May with all other City and Parks and Recreation fees.

POLICIES, PLANS & GOALS SUPPORTED

- Calle Guanajuato Commercial Use Policy #101

FINANCIAL CONSIDERATIONS

Revenue is consistent with fluctuations that happen as restaurants open and close. Revenue for the Calle Guanajuato is \$50,000 to \$60,000 per year depending on these fluctuations.

PROPOSED ACTIONS OR MOTION(S)

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

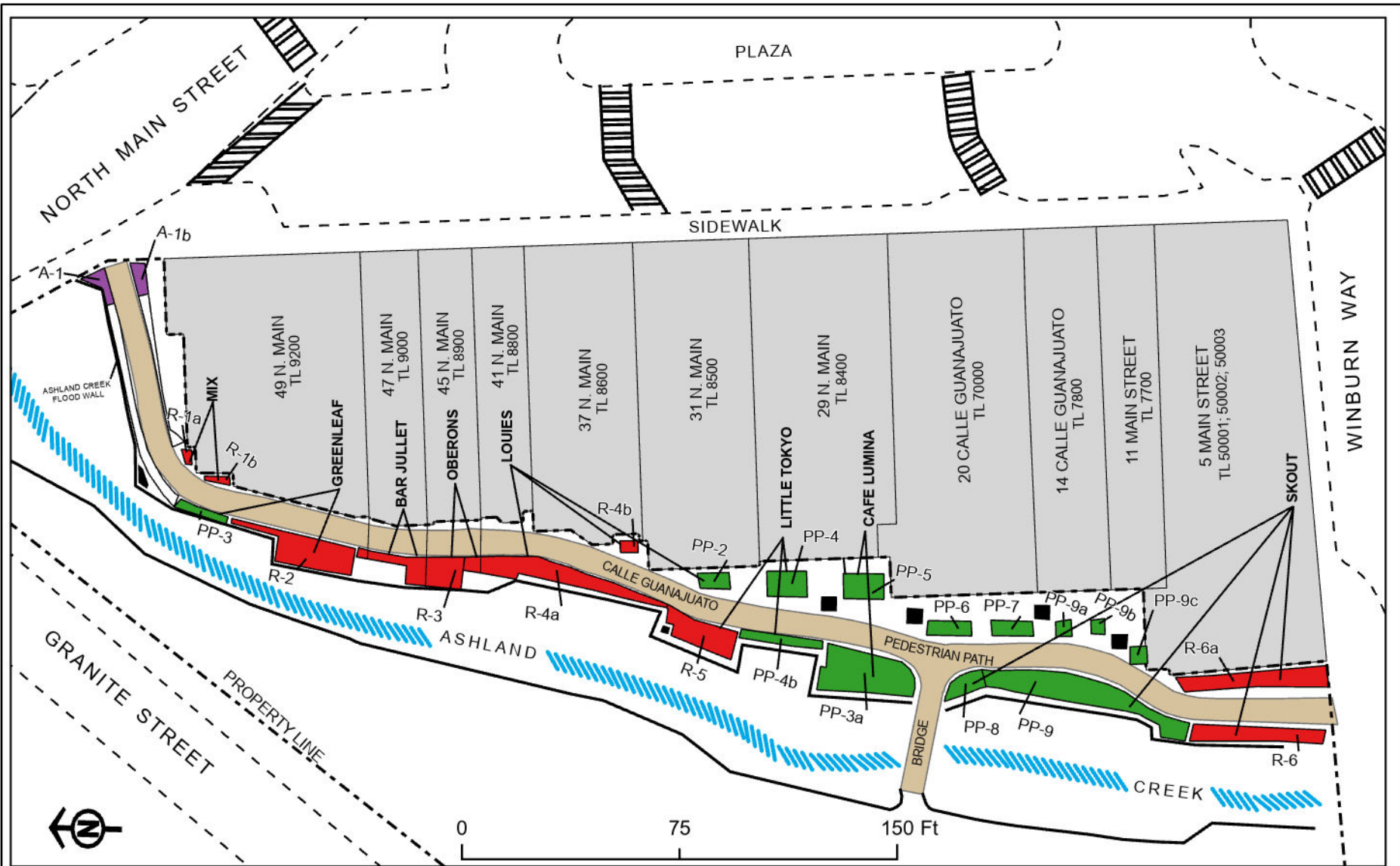
- Move to approve the 2026 Calle Guanajuato Boundary Map.
- Move to approve an eight (8) month season March 10-November 8, 2026, a nine and one half (9.5) month season March 10-December 31, 2026, and off season use from January 1, 2026-March 9, 2027 giving restaurants and the Lithia Artisan Market the option to extend the months of the season of operation with a plan in place by November 1 to remove equipment, chairs, tables, etc., if a flood threatens.
- Move to approve the Lithia Artisans Market use of the front of Lithia Park during the regular season of March through November 8 with no use of grass areas if one half inch or more of rain falls within a three-day period prior to the rental. Locations for the booths will be marked by APRD staff.

- Move to approve the nine (9) requests listed in the staff report for Calle Guanajuato for the 2026 Season.

ATTACHMENTS

- 2026 Draft Boundary Map
- 2026 Lithia Artisans Market front of Lithia Park small and large market options
- Calle Guanajuato Commercial Use Policy

PREPARED BY: Rachel Dials, Acting Director



CALLE GUANAJUATO BOUNDARY MAP DRAFT

approved by APRC on _____



LEGEND	
■	PILOT PROJECT 2026
■	RESTAURANT SPACE (7 DAYS PER WK)
■	ARTISAN SPACE (WEEKENDS)
■	CONCRETE TREE WELLS

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

Small Market Configuration



 Canopies

Large Market Configuration



Canopies



Umbrellas



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

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

APPROVED BY COMMISSIONER ACTION

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

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

PURPOSE

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

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

CALLE GUANAJUATO COMMERCIAL USE POLICY OBJECTIVES

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

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

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

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

GENERAL PROVISIONS

Application Process

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

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

CONDITIONAL USE REVIEW CRITERIA

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

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

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

VII. **Accessory Regulations:**

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

PERMIT/CONTRACT AWARD PROCESS

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

RESTAURANT AND CONCESSION FEE SCHEDULE

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

TITLE CALLE GUANAJUATO COMMERCIAL USE POLICY	Page 5 of 7	POLICY No. 101
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- II. Payment for approved permits must be made in full by the second Friday of May each season, unless otherwise stated by the Commissioners during fee schedule and operating season review.
 - a. If fees are not received as described above, the permit shall be revoked.

OPERATING SEASON

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

RESTAURANT CANCELLATION/REVOICATION.

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

SITE SHARING

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


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DEFINITIONS

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

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

Approved:  Date: 3/1/19
Mike Gardiner, APRC Chair

Approved, as to form:  Date: 2/26/19
Dave Lohman, City Attorney

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