



# Council Business Meeting Agenda

ASHLAND CITY COUNCIL  
BUSINESS MEETING AGENDA  
Tuesday, November 21, 2023  
Council Chambers, 1175 E Main Street

View on Channel 9 or Channels 180 and 181 (Charter Communications)  
or live stream via [rvtv.sou.edu](http://rvtv.sou.edu) select RVTV Prime.

HELD HYBRID (In-Person or Zoom Meeting Access)

Public testimony will be accepted for both general public forum items and agenda items.

**Please complete the online Public Testimony Form ([ashland.or.us/Council](http://ashland.or.us/Council)),  
for WRITTEN and ELECTRONIC testimony only.** Indicate on the Public Testimony Form if you wish to  
provide WRITTEN testimony, or if you wish to speak ELECTRONICALLY during the meeting.

**Please submit your testimony no later than 10 a.m. the day of the meeting.**

## 6 p.m. Regular Business Meeting\*

### I. CALL TO ORDER

1. Land Acknowledgement\*\*

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL

### IV. MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS

1. Update 5G Ordinance

### V. APPROVAL OF MINUTES \*\*\*

1. Minutes of the November 6, 2023 – Study Session Meeting
2. Minutes of November 3, 2023 – Special Business Meeting

### VI. SPECIAL PRESENTATIONS

1. Fire and Police Citizen Lifesaving Award Presentation

### VII. CITY MANAGER REPORT

### VIII. PUBLIC FORUM (15 minutes – Public input or comment on City business not included on the agenda)

### IX. CONSENT AGENDA

1. Liquor License for Go Bowled LLC at 1469 Siskiyou Boulevard
2. Public Arts Committee Appointment







# Council Business Meeting Agenda

## X. PUBLIC HEARINGS

## XI. UNFINISHED BUSINESS

1. Resolution- 2023-26 BN 23-25 Budget Transfer
2. Amend Resolution 2023-06 to Change the Forest Lands Standing Advisory
3. Special Procurement contract with Lomakatsi Restoration Project for Forestry Services
4. First Reading - 3227 - An ordinance allowing Alcohol Use in Parks

## XII. NEW BUSINESS

1. First Quarter Financial Update
2. City Charter Amendments for May Election
3. Shelter Goals

## XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Contract for Fire and Rescue Ambulance
2. First Reading Prohibited Camping Ordinance

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

## XV. ADJOURNMENT OF BUSINESS MEETING

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

- \* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

### \*\* LAND ACKNOWLEDGEMENT

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha – "Where the Crow Lights" – that is now the Ashland City Plaza.

- \*\*\*Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, [ashland.or.us/Agendas.asp](http://ashland.or.us/Agendas.asp).





**ADMINISTRATION**

Sabrina Cotta, Deputy City Manager

## Memo

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TO: Mayor & City Council  
FROM: Sabrina Cotta, Acting City Manager  
DATE: November 21, 2023

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### **RE: 5G Timeline & Next Steps**

#### Proposed Next Steps:

1. Minor updates based on review with small team of Council.
  - a. Resource: Jeff Dahle
  - b. Timing: Beginning November
2. Send to City of Ashland Legal to ensure completeness in form.
  - a. Resource - Ashland City Attorney's Office
  - b. Timing by mid-November
3. Provide opportunity for key staff review: PW and Comm Dev.
  - a. Resource: Scott Fleury / Brandon Goldman
  - b. Timing: Third week of November
4. Vet final and best with an attorney focused on municipalities rights related to telecom action.
  - a. Resource: Reba Crocker
  - b. Timing: By third week of December?
5. Set a public input meeting for feedback, Q&A on the proposed ordinance.
  - a. Resource: Planning Committee
  - b. Timing: Mid-January
6. Assess feedback for any final changes.
  - a. Resource: City Manager and City Attorney
  - b. Timing: End of January
7. Advance the best and final for first and second reading to Council.
  - a. Resource: Ashland City Council
  - b. Timing: February

#### Open Questions

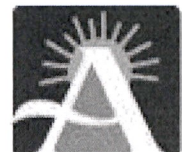
1. Best approach to batch application -- seek input from staff
2. Design Standards, LOC recommended Design Standards, and AMC 18 -- Consider leveraging existing design standards to right of way? Does this negate the need for a resolution?
3. Clarify the existence of an application/ check list for telecom purposes.

#### **ADMINISTRATION**

20 East Main Street  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.6002  
Fax: 541.488.5311

[joe.lessard@ashland.or.us](mailto:joe.lessard@ashland.or.us)  
[sabrina.cotta@ashland.or.us](mailto:sabrina.cotta@ashland.or.us)





**ASHLAND CITY COUNCIL  
CITY ATTORNEY INTERVIEWS  
Thursday, November 2, 2023  
Council Chambers, 1175 E Main Street**

**CITY ATTORNEY SELECTION  
Friday, November 3, 2023  
Council Chambers, 1175 E Main Street**

**Thursday, November 2, 2023**

**Executive Session**

Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne and Hansen were present. Staff present included Human Resources Director Molly Taylor, and Deputy City Manager Sabrina Cotta. The item discussed was:

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

**Friday, November 3, 2023**

**Executive Session**

Mayor Graham, Councilor Hyatt, Bloom, Kaplan, DuQuenne and Hansen were present. Councilor Dahle was not present. Staff present included Human Resources Director Molly Taylor and Deputy City Manager Sabrina Cotta. The item discussed was:

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

**12:00 p.m. Special Called Business Meeting\***

**I. CALL TO ORDER**

Mayor Tonya Graham called the meeting to order at 12:00 p.m.

**II. ROLL CALL**

Mayor Graham, Councilor Hyatt, Bloom, Kaplan, DuQuenne, and Hansen were present. Councilor Dahle attended the meeting via Zoom.

**II. NEW BUSINESS**

**Presentation by Emily Rehder from Jensen Strategies**

Recruitment started with Council adopting the position profile. The profile guided the development of the recruitment materials. The positions was advertised for four weeks nationally. The recruitment team performed initial zoom interviews with the semi-finalists. The Council then selected the candidates to move forward as finalists. Those candidates were interviewed by



Department Directors and the Council. Mayor Graham added that in the Executive Session earlier that morning the Council considered the applications.

**1. City Attorney selection announcement**

**Council Hyatt/Bloom m/s - I move council extend an offer of employment for Carmel Zahran for the position of Ashland City Attorney.**

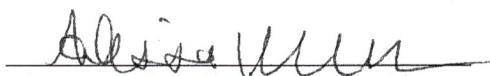
**Discussion** – Hyatt expressed her thanks to the candidates. Mrs. Zahran’s application was strong and compelling, and she has the perfect balance of litigation and transactional experience. Zahran is dedicated to this community and is the right choice for the City moving forward. Bloom stated that he agrees with Hyatt. Kaplan added his appreciation to the candidates and thanks to Dough McGeary for his service. He is looking forward to full time person in seat. Hansen spoke that he is excited in cultivating a new long-term relationship with our new Attorney and Zahran is an excellent candidate and awesome human being. Dahle expressed this thanks to the applicants and appreciation to all those involved in this process. DuQuenne looks forward to working with Zahran and her passion for the community. Graham spoke that the City attorney office has been in transition for a while and excited to bring on a full time attorney.

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

**III. ADJOURNMENT OF BUSINESS MEETING**

**Councilor Bloom/DuQuenne m/s to adjourn the meeting at. Voice Vote: ALL AYES. Motion passed.**  
The meeting adjourned 12:06 p.m.

Respectfully Submitted by:

  
City Recorder Alissa Kolodzinski

Attest:

  
Mayor Tonya Graham

**ASHLAND CITY COUNCIL  
STUDY SESSION MINUTES  
November 6, 2023**

Mayor Graham called the meeting to order 5:30 p.m.

**1. Public Input – None**

**2. Balancing Homelessness Services with Public Space Regulations for a More Livable City**

Deputy City Manager Sabrina Cotta explained this was an update on the law around the behaviors council had previously discussed. She introduced Housing Program Manager Linda Reid, Police Chief Tighe O'Meara and Assistant City Attorney Carmel Zahran. Staff was looking at mimicking the City of Medford's ordinance. Medford used a coordinated effort in their approach to homelessness that involved compassion, providing services, and if necessary, enforcing time, place, and manner. There was an ethic of protecting public spaces, so they were enjoyed by everyone.

Housing Program Manager Linda Reid provided a presentation (see packet for entire presentation) that included:

- **General overview of homeless services that the city supports in Ashland.**
- **HUD Continuum of Care Program**
- **Jackson County Continuum of Care (CoC)**
- **City of Ashland Housing Program**
- **What does the Affordable Housing Program Do?**
- **Homelessness Continuum of Services**

Ms. Reid explained the Annual Point in Time Count of the unhoused and how it provided a snapshot of who was unsheltered and chronically homeless and why they left their living situations. There was an increase in elderly experiencing homelessness.

Ms. Zahran and Acting City Manager Doug McGeary continued with the presentation:

- **Legal Department's Outline**
- **Case law Review Robinson v CA, Martin v. Boise**
- **Case Law review Martin v. Boise take aways, Post Martin**
- **Case law Review Johnson v. Grants Pass**

They spoke to Martin v. Boise and Johnson v. Grants Pass. Ms. Zahran explained if someone was camping illegally and there was no other place the city had set up for them to go, they were allowed to remain where they were. Mr. Geary spoke about the definition of involuntary homeless and how it applied to law enforcement.



- **Johnson v. Grants Pass: Take Aways, Post Johnson v. Grants Pass**

Martin v. Boise started in 2018 and Johnson v. Grants Pass began in 2020. The cases could go before the supreme court at some point. There was not a clear understanding of warm and dry.

- **Relevant Legislation: HB3124**
- **Relevant Legislation: HB3115**
- **Proposed Amendments to AMC 10.46**

Staff addressed the 72-hour campsite period. Under Oregon law, if it is a crime an officer does not have to witness it and if it was a violation, the officer has to observe it.

Chief O'Meara confirmed the bike path might be included in an enhanced law enforcement area (ELEA). They were discussing establishing an ELEA in south Ashland.

- **10.46.010 Definitions (A) "Apparent value or utility"**
- **10.46.010 (D) "Established camping site"**

They could tighten up Apparent value or utility by excluding items not related to bedding and cooking if it was determined to be waste and garbage debris.

- **10.46.010 E. "Designated space or shelter"**

Staff would clarify the language under this section.

- **10.46.010 Definitions (G) "Involuntarily homeless"**
- **10.46.020 Camping Prohibited (B) "The prohibition on camping may be temporarily suspended"**
- **10.46.020 Camping Prohibited (C) "Camping is strictly prohibited"**

Councilor DuQuenne suggested including all parks under strictly prohibited camping spaces instead of just Lithia Park. Councilor Bloom thought parks with playgrounds should be included in the strictly prohibited section. He suggested including parks in the enhanced law enforcement areas. He asked for support to increase the distance from schools, childcare providers, shelters, and freeway entrances from 250 feet to 500 feet. He suggested increasing the distance from other campsites to 150 feet and 250 feet from any river or stream.

Councilor Hyatt suggested including the greenway.

Council wanted to understand the practical impact of increasing these distances and including parks. Staff would investigate having a map showing the prohibited and allowed camping spaces if distances were changed. Council agreed.

Council extended the meeting 30 more minutes.

Council agreed to having staff add the greenway and bike path to the map showing the impact of increased distance requirements.

Mr. McGeary read and explained what an enhanced law enforcement area was and meant.

Councilor Hansen noted that 150-feet was half a football field and 500-feet was the equivalent of a 50-story building. He was interested in establishing additional enhanced law enforcement areas to include south Ashland and the greenway. Ms. Zahran further explained the ELEA process. Mayor Graham suggested adding this as a separate topic to a future agenda.

- **10.46.020 Camping Prohibited (D) Involuntarily Homeless persons who use vehicles for shelter in a lawful parking space in the following circumstances:**

Chief O'Meara explained 100% of citizen complaints were related to car camping.

Councilor Dahle noted Exceptions D, E, and F, were the only place that spoke to leaving behind garbage and debris, animals being leashed, and dumping of gray water. He suggested adding language that included, "**but not limited to camping in vehicles**". Council agreed.

- **10.46.020 Camping Prohibited (E) Except as provided herein, the City will remove established campsites and unclaimed property having Apparent Value or Utility from a campsite as provided by ORS 195.505.**

Ms. Zahran noted ORS 195.505 included HB3124. Chief O'Meara explained it was normal practice to have someone from OHRA present when a campsite is removed.

- **10.46.020 Camping Prohibited (E)(b) Property held having no apparent value or utility, unless hazardous, will be held for fourteen (14) days upon the demand of owners, and processed as follows:**

Councilor Hyatt wanted to ensure this could be consistently enforced and supported in regard to storage space and staff.

- **10.46.030 Prohibited Occupancy (B) Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV Violation.**

Councilor Bloom proposed matching the City of Medford, increase the violation to a Class C Misdemeanor that requires 30 days of jail with a maximum fine of \$500 or 30 hours of Community Service. Ms. Zahran explained the Class C Misdemeanor would be for regulating camping and could be used in a two strikes scenario where a person received two citations first. Chief O'Meara further explained a Class C Misdemeanor did not necessarily mean jail. The defendant could receive a criminal citation to appear in lieu of custodial arrest.

Mayor Graham extended the meeting another thirty minutes with council consensus.

Council agreed to a graduated process to a Class C Misdemeanor with the understanding it could be expunged after one year.



Ms. Zahran continued with the presentation:

- **Ashland Livability Team**

Chief O'Meara confirmed they had enough staff to support a livability team.

- **Measure 110 Dynamic**

Council agreed to issue a formal statement about Measure 110 and directed staff to research what might be done regarding the preemption elements in the measure.

Council was interested in discussing the temperature thresholds resolution for the emergency shelter.

**Public Comment**

**Priscilla High/Ashland/**Lived in south Ashland and shared her concerns on the increase of unhoused people and the impact it had on residents and property values.

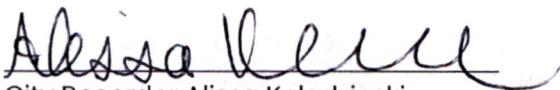
**Judie Bunch/Ashland/**Lives within two blocks of the shelter and underpass and described safety concerns.

**Ken McKelvi/Ashland/**Shared how they bought their house and how they felt about the city purchasing the shelter in their neighborhood without informing the neighbors. This is their tax money, and they all deserved a discussion.

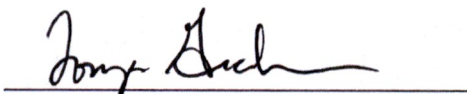
**Debbie Neiswander/Ashland/**Was an advocate for the homeless and had issues with the proposed ordinance. She thought it was criminalizing homelessness.

**3. Adjournment of Study Session**

**Councilor Bloom/DuQuenne m/s to adjourn the meeting at 8:05 p.m. Voice Vote: ALL AYES. Motion passed.** The meeting was adjourned at 8:05p.m.

  
City Recorder Alissa Kolodzinski

Attest:

  
Mayor Tonya Graham



# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                    |               |  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|
| Agenda Item | Approval of Liquor License Request for Go Bowled LLC                                                                                                               |               |  |
| From        | Alissa Kolodzinski                                                                                                                                                 | City Recorder |  |
| Contact     | recorder@ashland.or.us; 541-488-5307                                                                                                                               |               |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> |               |  |

## **SUMMARY**

This is a request for approval of a liquor license application for Go Bowled, 1469 Siskiyou Boulevard, Ashland, OR 97520.

## **POLICIES, PLANS & GOALS SUPPORTED**

AMC Chapter 6.32 Liquor License Review.

## **BACKGROUND AND ADDITIONAL INFORMATION**

This is a liquor license application for a New Outlet with Limited On-Premises of a commercial liquor license.

## **FISCAL IMPACTS**

N/A

## **STAFF RECOMMENDATION**

Staff recommends approval of the liquor license application. The City has determined that the location of this business complies with the City's land use requirements. The applicant has a Business License and has registered as a restaurant.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to approve the liquor license for Go Bowled located at 1469 Siskiyou Boulevard, Ashland, OR 97520.

## **REFERENCES & ATTACHMENTS**

Attachment 1: Application



# LIQUOR LICENSE APPLICATION

Page 2 of 4

## APPLICANT INFORMATION

**Identify** the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Go Bowled LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

**Trade Name** of the Business (name customers will see):

Go Bowled

**Premises street address** (The physical location of the business and where the liquor license will be posted):

1469 Siskiyou Blvd.

City:

Ashland

Zip Code:

97520

County:

Jackson

Business phone number:

(541) 480-6560

Business email:

GoBowled@gmail.com

**Business mailing address** (where we will send any items by mail as described in OAR 845-004-0065[1]):

1467 Siskiyou Blvd. PMB 536

City:

Ashland

State:

OR

Zip Code:

97520

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☐ No

**AUTHORIZED REPRESENTATIVE** – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

**I give permission for the below named representative to:**

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Sign application forms regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

**Representative Name:**

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

# LIQUOR LICENSE APPLICATION

Page 1 of 4

**Check** the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

**Select** the license type you are applying for.

More information about all license types is available online.

## Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: (Use the DISTT form **HERE**)

## ☒ Limited On-Premises

- ☐ Off Premises
- ☐ Warehouse
- ☐ Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

**After providing your recommendation, return this application to the applicant WITH the recommendation marked below**

**City OR County name:** (not both)

(Please specify city **OR** county)

**Date application received:**

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Trade Name



# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Mark Hedford

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

# LIQUOR LICENSE APPLICATION

Page 4 of 4

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

|                                   |                                                                                                       |                           |                                           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------|
| <u>Mark Hedford</u><br>Print name | <u></u><br>Signature | <u>10/10/2023</u><br>Date | <u></u><br>Atty. Bar Info (if applicable) |
| <u></u><br>Print name             | <u></u><br>Signature                                                                                  | <u></u><br>Date           | <u></u><br>Atty. Bar Info (if applicable) |
| <u></u><br>Print name             | <u></u><br>Signature                                                                                  | <u></u><br>Date           | <u></u><br>Atty. Bar Info (if applicable) |
| <u></u><br>Print name             | <u></u><br>Signature                                                                                  | <u></u><br>Date           | <u></u><br>Atty. Bar Info (if applicable) |





# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                    |               |  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|
| Agenda Item | Public Arts Committee Appointment                                                                                                                                  |               |  |
| From        | Alissa Kolodzinski                                                                                                                                                 | City Recorder |  |
| Contact     | recorder@ashland.or.us, 541-488-5307                                                                                                                               |               |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> |               |  |

## **SUMMARY**

Approval of Mayor Graham's recommendation for the appointment of Beca Blake, Position #1, to the Public Arts Committee with a term ending April 30, 2026.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Ashland Municipal Code (AMC) Chapter 2.17.

## **FISCAL IMPACTS**

N/A

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to approve the Mayor's recommendation for the appointment of Beca Blake to the Public Arts Committee with a term ending April 30, 2026.

## **REFERENCES & ATTACHMENTS**

Attachment 1: Application-Blake

**From:** [City of Ashland, Oregon](#)  
**To:** [Dorinda Cottle; City Recorder](#)  
**Subject:** Application for Committee or Commission Submitted  
**Date:** Saturday, November 11, 2023 10:22:42 PM

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[EXTERNAL SENDER]

\*\*\* FORM FIELD DATA \*\*\*

Name: **Beca Blake**

Committee or Commission interested in: **Public Arts Committee PAAC**

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Occupation : **nonprofit consultant, grant writer, fine arts, administration**

Educational background: **2022 Certificate of Nonprofit Management PB SOU 2021 BFA Visual Art SOU 2020 BS Business Administration SOU 1999 Certificate of Body Therapy, Licensed Therapist North Carolina School of Natural Healing 1992-1995 BFA Visual Art University of Texas at Austin (incomplete)**

Related Experience: **I have been actively involved in the arts as an artist and arts administrator for over 25 years. While living in Hawaii, as a licensed therapist, I also worked as an independent contractor in cultural public event promotion and production on the four major islands of Hawaii. I have been managing artists and producing my own art work for over 25 years as well. I hold many certificates in a variety of cultural arts. From 2018-2022 I accomplished extensive academic training in contemporary higher educational and business culture with a strong focus in organizational leadership, ethics, equity, diversity, inclusion. conceptual art, creative thinking, soft skills, emotional intelligence, conflict resolution. communications, group dynamics, and more. I achieved all of my degree and certificate coursework with Summa cum Laude Honors (4.0GPA) across all disciplines and departments despite personal and global hardships. I have a strong work ethic and I am high performer. I am sometimes slow to on-board new commitments due to my need to prioritize and work efficiently within my capacity. I have been attending the SOU Creativity Conference since 2019, I presented at the SOUCC in 2023. I am currently the Grant and Fundraising officer of the Ashland Galleries association. I am also a nonprofit consultant and business administrator. I specialize in change and startup organizational structure and leadership. I have a strong interest in public art. I am currently developing a thesis within my art practice pertaining to Creativity for Social Change and Conceptual Art. I combine public charity and art when possible.**

Interests: **I have a strong interest in public art. I know I can learn a tremendous amount from this team. I enjoy the team members on this committee and value their dedication and skills. I am interested in gaining experience and sharing what skills I might have to offer.**

Availability: **Yes. I am available to attend special meetings in addition to the regularly scheduled meetings. I can meet in the daytime afternoon or in the evenings. I have two children, so I tend to need my morning time to manage my household and help my children with their schooling needs.**

Additional Information : **I drove through Ashland in 1997 and I thought it was lovely. At the time, I was living in the Carolinas. I then moved to Maui, Hawaii. I moved to Ashland full time in 2015 after leaving Maui. My two children have been raised in this**



valley with family that has been here for generations, part American Indian on their father's side. I have been contributing to the schools and community for over 10 years. I was living in Ashland up until July 2022. I now own a home in Phoenix, Oregon. In 2018, as soon as my children were old enough for me to return to schooling, I enrolled in the University to further my career and education. I specifically chose to accomplish a certificate of nonprofit management after seeing a need for this knowledge in the community while I was participating with community organizations. I achieved two degrees and a certificate in my 5 years of schooling without acquiring debt by holding a high GPA and earning scholarships. Helping out with community organizations and on committees is my way of reciprocating and participating in the local leadership. My business administration degree is in the field of Innovation and Leadership. I am trained to apply creative thinking, problem solving, human resource solutions, group dynamics, EDI, authenticity, ethics, transparency, and more qualities that are required when working on a team and making important administrative decisions.

Signature: **Beca Blake**

\*\*\* USER INFORMATION \*\*\*

SubscriberID: -1

SubscriberUserName:

SubscriberEmail:

RemoteAddress: **66.241.70.76**

RemoteHost: **66.241.70.76**

RemoteUser:



# Council Business Meeting

November 21, 2023

|                    |                                                                                                                                                                                                                                             |                                                          |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Agenda Item</b> | BN 23-25 Budget Transfer – Contingency Transfer for Replacement of City Network Switches                                                                                                                                                    |                                                          |
| <b>From</b>        | Sabrina Cotta<br>Jason Wegner<br>Mariane Berry                                                                                                                                                                                              | Deputy City Manager<br>DoIT Director<br>Finance Director |
| <b>Contact</b>     | <a href="mailto:Sabrina.Cotta@ashland.or.us">Sabrina.Cotta@ashland.or.us</a> ; <a href="mailto:Jason.Wegner@ashland.or.us">Jason.Wegner@ashland.or.us</a> ;<br><a href="mailto:Mariane.Berry@ashland.or.us">Mariane.Berry@ashland.or.us</a> |                                                          |
| <b>Item Type</b>   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Presentation <input type="checkbox"/>                                                               |                                                          |

## SUMMARY

During the course of the Biennium there are times that budget adjustments are necessary. Per the Oregon Local Budgeting Manual, the amount which may be transferred from Contingency by resolution is limited to 15 percent of the total appropriations in the fund (ORS 294.463(2)). The proposed budget transfer of Contingency is under the 15% limit that can be transferred to an expenditure line item.

Staff is requesting a budget transfer from General Fund Contingency to the Information Technology budget due to a city-wide emergent need to replace network switches.

## POLICIES, PLANS & GOALS SUPPORTED

Value Statement: Quality infrastructure and facilities through timely maintenance and community investment.

## BACKGROUND AND ADDITIONAL INFORMATION

Oregon budget law (ORS 294.463(2)) provides for a transfer from Operating Contingency to another appropriation category. This Budget Transfer Request will move funds from the General Fund Contingency to the Information Technology (I.T.) budget in the amount to \$222,000. The adjustment consists of a transfer of less than 15% of total appropriation in the fund and in the IT budget, and thus Oregon budget law allows adoption by Council Resolution with no public hearing required.

This request comes from an emergent need to replace and upgrade the network switches across the City. Recently, one of our server rooms caught fire due to faulty switches. It was determined that the make and age of these switches must be replaced as soon as possible to mitigate any other issues going forward. The estimated cost for this upgrade is \$222,000. Staff is requesting a transfer from Contingency for this pressing need.

The following represents the appropriation transfer:

|                                        |                                                |                   |
|----------------------------------------|------------------------------------------------|-------------------|
| <b>Transfer of Appropriation</b>       |                                                |                   |
| From: General Fund                     | To: IT Capital Outlay - Network Switch Upgrade | 222,000           |
| <b>Total Transfer of Appropriation</b> |                                                | <b>\$ 222,000</b> |

## FISCAL IMPACTS

This Budget Transfer moves funds from Contingency to the IT budget.







# Council Business Meeting

## **SUGGESTED NEXT STEPS**

That the Council adopt the attached resolution to authorize the budget adjustment as defined within this report for an amendment to the 2023-25 BN budget.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to adopt Resolution 2023-26 authorizing a 2023-25 BN budget adjustment.

## **REFERENCES & ATTACHMENTS**

Attachment 1: Resolution Adopting the Budget Transfer

Attachment 2: Staff Budget Transfer Request

## **RESOLUTION NO. 2023-26**

### **A RESOLUTION ADOPTING A BUDGET TRANSFER FOR CHANGES TO THE 2023-25 BIENNIUM BUDGET**

#### **RECITALS:**

- A. The City of Ashland 2023-25 Biennium Budget was adopted on June 6, 2023, for the period of July 1, 2023 through June 30, 2025.
- B. The City of Ashland (City) is authorized by ORS 294.263(2) to approve a budget transfer from Contingency to the Information Technology budget for one or more of the following reasons:
  - 1. An occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.
  - 2. A pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
  - 3. Funds were made available by another unit of federal, state or local government and the availability of such funds could not have been ascertained at the time of the preparation of the budget for the current year.

#### **THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the City of Ashland determine that it is necessary to approve a budget transfer, establishing the following amendments:



|                          | <u>Transfers</u>     |                   |
|--------------------------|----------------------|-------------------|
|                          | <u>Appropriation</u> | <u>Resource</u>   |
| <u>General Fund</u>      |                      |                   |
| IT Department            | 222,000              |                   |
| General Fund Contingency |                      | 222,000           |
|                          | <b>\$ 222,000</b>    | <b>\$ 222,000</b> |

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this 7th day of November 2023, and takes effect upon signing by the Mayor.

---

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 7th day of November 2023.

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Tonya Graham, Mayor

Reviewed as to form:

---

Douglas M. McGeary, Acting City Attorney



## Budget Transfer Request

Date: 10/30/2023

Department: Information Technology

Explanation of request:

Transfer from Contingency to cover immediate need to replace and upgrade the city's aging network switches.

### Transfer From

| Account Number           | Line Item Name | Amount               |
|--------------------------|----------------|----------------------|
| 990110.905000            | GF Contingency | \$ 222,000.00        |
|                          |                |                      |
|                          |                |                      |
|                          |                |                      |
|                          |                |                      |
| Total Amount of Transfer |                | <u>\$ 222,000.00</u> |

### Transfer To

| Account Number           | Line Item Name      | Amount               |
|--------------------------|---------------------|----------------------|
| 027500.70400             | I.T. Capital Outlay | \$ 222,000.00        |
|                          |                     |                      |
|                          |                     |                      |
|                          |                     |                      |
|                          |                     |                      |
| Total Amount of Transfer |                     | <u>\$ 222,000.00</u> |

Requested By: Jasmin Wey

Approved By: Marianne Berry 10/30/23  
Department Head



## Mariane Berry

---

**From:** Sabrina Cotta  
**Sent:** Tuesday, October 24, 2023 9:23 AM  
**To:** Mariane Berry  
**Cc:** Jason Wegner  
**Subject:** FW: COA switch upgrades  
**Attachments:** NNZS251.pdf; QT\_2512623\_V1.pdf; QT-DH-CoA-Juniper Replacement Project 5yr support Budgetary-1091223-2.pdf; Switch Info.xlsx

Hi all,

I would like to move forward with asking Council for contingency funds to do this entire upgrade. A fire in our server room speaks to the need to move forward with this. We cannot have another fire and we need to be able to operate to provide services to the community. Let me know what you need from me on this but am sure you all can handle it just fine. I will start to let Councilmembers know this is coming.

Thanks!

## Sabrina Cotta, Deputy City Manager

*She/her/hers*



## City of Ashland

City Manager's Office

20 East Main Street, Ashland, OR 97520

541.552.2106|TTY 800.735.2900|541.488.5311 fax

*This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records Law for disclosure and retention. If you have received this message in error, please contact me at (541) 552-2106. Thank you.*

---

**From:** Jason Wegner <jason.wegner@ashland.or.us>  
**Sent:** Wednesday, September 27, 2023 3:24 PM  
**To:** Sabrina Cotta <sabrina.cotta@ashland.or.us>  
**Subject:** Fw: COA switch upgrades

Hi Sabrina,

Here's our cost breakdown to replace the city network switches. Chad's chart below is the simplest way to consume information, the attached documents are included if you need to dive deeper.

This effort replaces all switches in the city that are of the same make and age of the one that caught fire in the head-end earlier this month. Given the dire consequences of another fire, I recommend we complete this project as soon as possible. We were very lucky this time.

Jason Wegner, GISP, Director



## City of Ashland

### Department of Innovation and Technology

20 East Main St, Ashland, Oregon 97520

541.552.2417 | TTY 800.735.2900

[jason.wegner@ashland.or.us](mailto:jason.wegner@ashland.or.us)

Online [ashland.or.us](http://ashland.or.us); social media (Facebook @CityOfAshlandOregon | Twitter @CityofAshland)

*This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records Law for disclosure and retention. If you have received this message in error, please contact me at 541.552.2417.*

---

**From:** Chad Sobotka <[chad.sobotka@ashland.or.us](mailto:chad.sobotka@ashland.or.us)>

**Sent:** Wednesday, September 27, 2023 2:19 PM

**To:** Esteban Hernandez <[esteban.hernandez@ashland.or.us](mailto:esteban.hernandez@ashland.or.us)>; Jason Wegner <[jason.wegner@ashland.or.us](mailto:jason.wegner@ashland.or.us)>; Dan Hendrix <[dan.hendrix@ashland.or.us](mailto:dan.hendrix@ashland.or.us)>

**Subject:** COA switch upgrades

The numbers are in! Here's the breakdown:

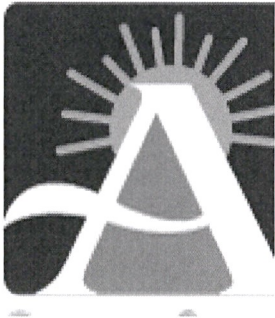
|                | Qty | Price       |
|----------------|-----|-------------|
| Switches       | 38  | \$176,799   |
| Battery Backup | 20  | \$12,650    |
| APC Controller | 20  | \$6,000     |
| CAT6a Cables   | 600 | \$1,500     |
| Fiber Cables   | 90  | \$270       |
| Optics         | 90  | \$4,085     |
| Sub-Total      |     | \$201,304   |
| Buffer         | 10% | \$20,130.38 |
| Grand Total    |     | \$221,434   |

Some notes about the total price tag:

- We *may* get additional cost savings on the switches when we go to purchase.
- All switches include 5 years of support.
- I did not do a complete inventory of APC UPSes. There's no way we will need 20 battery backups. We may just need to purchase the APC Controller or even just replace the battery on the switches.

- We are using 540 copper ports on the network. We won't replace every patch cable, but I'd like to replace as many as possible. The CAT6a cable that I selected are the thin ones so everything should look clean.
- The fiber cables are the same thing. We won't need to replace every cable.
- We are upgrading our entire network to 10 gig BiDi (single strand). Where possible, we will split the dual strands so we have redundancy between the new core and the remote locations.
- I felt like a buffer of 10% is adequate. Given that buffer, we should come in under budget.
- There are a few things I didn't quote, like the Neat Patch cable management.

**Chad Sobotka, AFN Operations Manager**



**City of Ashland**

**Department of Innovation and Technology**

90 N Mountain Ave, Ashland, Oregon 97520

541-552-2402 | TTY 800.735.2900

[chad.sobotka@ashland.or.us](mailto:chad.sobotka@ashland.or.us)

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## QUOTE CONFIRMATION

CHAD SOBOTKA,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| NNZS251 | 9/27/2023  | NNZS251         | 0455834    | \$18,650.00 |

### QUOTE DETAILS

| ITEM                                                                                                                                                      | QTY | CDW#    | UNIT PRICE | EXT. PRICE  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------|-------------|
| <u>APC Smart-UPS X 1000VA SmartConnect Port Tower Extended Run, LCD, 120V</u><br>Mfg. Part#: SMX1000C<br>Contract: Oregon IT Hardware VAR Contract (5603) | 20  | 6370450 | \$632.50   | \$12,650.00 |
| <u>APC UPS Network Management Card 3</u><br>Mfg. Part#: AP9640<br>Contract: Oregon IT Hardware VAR Contract (5603)                                        | 20  | 5907784 | \$300.00   | \$6,000.00  |

|                    |                    |
|--------------------|--------------------|
| <b>SUBTOTAL</b>    | \$18,650.00        |
| <b>SHIPPING</b>    | \$0.00             |
| <b>SALES TAX</b>   | \$0.00             |
| <b>GRAND TOTAL</b> | <b>\$18,650.00</b> |

| PURCHASER BILLING INFO                                                                                                                                                                  | DELIVER TO                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>CITY OF ASHLAND<br>CITY HALL<br>20 E MAIN ST<br>ASHLAND, OR 97520-1850<br><b>Phone:</b> (541) 552-2010<br><b>Payment Terms:</b> Net 30 Days-Govt State/Local | <b>Shipping Address:</b><br>CITY OF ASHLAND<br>ASHLAND COMPUTE<br>90 N MOUNTAIN AVE<br>ASHLAND, OR 97520-2014<br><b>Shipping Method:</b> UPS Ground |
|                                                                                                                                                                                         | <b>Please remit payments to:</b><br><br>CDW Government<br>75 Remittance Drive<br>Suite 1515<br>Chicago, IL 60675-1515                               |



### Sales Contact Info

**Tyler Leedy** | (877) 885-4399 | [tyler.leedy@cdwg.com](mailto:tyler.leedy@cdwg.com)

| LEASE OPTIONS |                  |             |                 |
|---------------|------------------|-------------|-----------------|
| FMV TOTAL     | FMV LEASE OPTION | BO TOTAL    | BO LEASE OPTION |
| \$18,650.00   | \$510.82/Month   | \$18,650.00 | \$587.10/Month  |

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

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For more information, contact a CDW account manager

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# Solid Optics

Quote 2512623.1

Company: City of Ashland / Ashland Fiber Network  
Contact: Chad Sobotka  
Phone: 541.552.2402  
Email: chad@ashlandfiber.net  
Date of quote: 09-27-2023

| # | Qty | Product ID       | Product Description                                                                   | Unit price    | Extended Price |
|---|-----|------------------|---------------------------------------------------------------------------------------|---------------|----------------|
| 1 | 45  | SFP-10G-BX20D-SO | 10G-BX-D SFP+, 1330nm Tx/1270nm Rx, 20km, LC simplex connectors,<br>DOM, Solid Optics | \$ 45.00      | \$ 2,025.00    |
| 2 | 45  | SFP-10G-BX20U-SO | 10G-BX-U SFP+, 1270nm Tx/1330nm Rx, 20km, LC simplex connectors,<br>DOM, Solid Optics | \$ 45.00      | \$ 2,025.00    |
|   |     |                  |                                                                                       | Price:        | \$ 4,050.00    |
|   |     |                  |                                                                                       | Sales Tax 0%: | \$ 0.00        |
|   |     |                  |                                                                                       | Freight:      | \$ 35.00       |
|   |     |                  |                                                                                       | Total:        | \$ 4,085.00    |

Warranty: Lifetime Warranty  
Terms: Net 30  
Quote is valid until: 10-27-2023  
Coding details: Juniper Compatible  
  
Your Account Manager: Sherry Ollins  
Phone: 310-804-3266  
Email: Sherry@solid-optics.com



**QUOTATION**

| DATE    | Expires | QUOTE #   |
|---------|---------|-----------|
| 9/21/23 | 30 Days | 1091223-2 |

**City of Ashland**

Chad Sobotka  
20 East Main St  
Ashland, OR 97520  
[chad.sobotka@ashland.or.us](mailto:chad.sobotka@ashland.or.us)  
(541) 552-2441

**PNW Security, LLC**

3925 NE Skidmore  
Portland, OR 97211  
971-570-0134  
[derek@pnwsecurity.com](mailto:derek@pnwsecurity.com)



|     | Account Manager    |                                                                                                                                                        | Terms       | Ship VIA            |     | FEIN       |               |
|-----|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|-----|------------|---------------|
|     | Derek Hanson       | Reflects NASPO Oregon AR 229 (State of Oregon Participation Number is 4725)                                                                            | Net 30      | Origin              |     | 27-0395534 |               |
| Qty | Item               | Description                                                                                                                                            | List Price  | Extended List Price |     | Cost       | Extended Cost |
|     |                    | <b>Juniper Materials</b>                                                                                                                               |             |                     |     |            |               |
|     |                    | <b>Juniper EX4100-48P</b>                                                                                                                              |             |                     |     |            |               |
| 14  | EX4100-48P         | EX4100 48P 10/100/1000BASET POE+ 4X10G SFP+ UPLINK PORTS 4X25G SFP28                                                                                   | \$10,211.00 | \$142,954.00        | 60% | \$4,084.40 | \$57,181.60   |
| 14  | JPSU-920-AC-AFO    | EX3400 920W AC Power Supply, frontto- back airflow                                                                                                     | \$1,747.00  | \$24,458.00         | 60% | \$698.80   | \$9,783.20    |
| 14  | CBL-PWR-C13-US-48P | Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight                                                                                               | \$72.00     | \$1,008.00          | 60% | \$28.80    | \$403.20      |
| 14  | SUB-EX48-1S-5Y-COR | 5 Year Wired Assurance Subscription for EX48 port switches including JTAC Support; Juniper Care Core Support for EX4100 48 port devices.               | \$1,285.00  | \$17,990.00         | 20% | \$1,028.00 | \$14,392.00   |
|     |                    | <b>Juniper EX4100-24P</b>                                                                                                                              |             |                     |     |            |               |
|     |                    |                                                                                                                                                        |             |                     |     |            |               |
| 6   | EX4100-24P         | EX4100 24-Port 10/100/1000BaseT PoE+, 4x 10G SFP+ Uplink ports, 4x 25G SFP28 Stacking/Uplink ports, redundant fans, 1 AC PSU JPSU-920- AC-AFO included | \$6,400.00  | \$38,400.00         | 60% | \$2,560.00 | \$15,360.00   |
| 6   | JPSU-920-AC-AFO    | EX3400 920W AC Power Supply, frontto- back airflow                                                                                                     | \$1,747.00  | \$10,482.00         | 60% | \$698.80   | \$4,192.80    |
| 6   | CBL-PWR-C13-US-48P | Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight                                                                                               | \$72.00     | \$432.00            | 60% | \$28.80    | \$172.80      |
| 6   | SUB-EX24-1S-5Y-COR | 5 Year Wired Assurance Subscription for EX48 port switches including JTAC Support; Juniper Care Core Support for EX4100 24 port devices.               | \$780.00    | \$4,680.00          | 20% | \$624.00   | \$3,744.00    |
|     |                    | <b>Juniper EX4100-F-12P</b>                                                                                                                            |             |                     |     |            |               |
|     |                    |                                                                                                                                                        |             |                     |     |            |               |
| 13  | EX4100-F-12P       | Juniper Networks EX Series EX4100-F-12P - switch - 12 ports - managed                                                                                  | \$4,369.00  | \$56,797.00         | 60% | \$1,747.60 | \$22,718.80   |
| 13  | SUB-EX12-1S-5Y-COR | 5 Year Wired Assurance Subscription for EX48 port switches including JTAC Support; Juniper Care Core Support for EX4100 12 port devices.               | \$400.00    | \$5,200.00          | 20% | \$320.00   | \$4,160.00    |
| 13  | EX4100-F-12-PAT    | Rack Mount Power Adapter Tray for EX4100-F-12P and EX4100-F-12T Switches Only                                                                          | \$151.00    | \$1,963.00          | 60% | \$60.40    | \$785.20      |
|     |                    | <b>Juniper EX4400-24X</b>                                                                                                                              |             |                     |     |            |               |
|     |                    |                                                                                                                                                        |             |                     |     |            |               |
| 2   | EX4400-24X         | 24x10GbaseX switch with 2x100G uplink ports. MACsec AES256. Airflow out of PSU. Optional module-4x10G or 4x25G                                         | \$21,595.00 | \$43,190.00         | 60% | \$8,638.00 | \$17,276.00   |
| 2   | SUB-EX24-1S-5Y-N   | 5 Year Wired Assurance Subscription for EX4400 Series Switches including Next Day Support                                                              | \$1,098.00  | \$2,196.00          | 20% | \$878.40   | \$1,756.80    |

|                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|
| <b>PNW Security, LLC</b>                                                                                                   |
| 3925 NE Skidmore<br>Portland, OR 97211<br>971-570-0134<br><a href="mailto:derek@pnwsecurity.com">derek@pnwsecurity.com</a> |



|                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Ashland</b>                                                                                                                               |
| Chad Sobotka<br>20 East Main St<br>Ashland, OR 97520<br><a href="mailto:chad.sobotka@ashland.or.us">chad.sobotka@ashland.or.us</a><br>(541) 552-2441 |

| Account Manager                                                                                                                      |                  | Ship VIA                                                                                                                                                                            | FEIN        |                     |             |            |               |              |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|-------------|------------|---------------|--------------|
| Derek Hanson                                                                                                                         |                  | Net 30                                                                                                                                                                              | Origin      | 27-0395534          |             |            |               |              |
| Qty                                                                                                                                  | Item             | Description                                                                                                                                                                         | List Price  | Extended List Price |             | Cost       | Extended Cost |              |
| 2                                                                                                                                    | EX4400-48P       | Juniper EX4400-48P                                                                                                                                                                  | \$13,217.00 | \$26,434.00         | 60%         | \$5,286.80 | \$10,573.60   |              |
|                                                                                                                                      |                  | 48x1G POE switch with 2x100G uplink/ stacking ports. 90W POE. MACsec AES256 capable (optional license sold separately). Optional extension module (sold separately): 4x10G or 4x25G |             |                     |             |            |               |              |
| 2                                                                                                                                    | SUB-EX48-1S-5Y-N | 5 Year Wired Assurance Subscription for EX4400 Series Switches including Next Day Support                                                                                           | \$1,930.00  | \$3,860.00          | 20%         | \$1,544.00 | \$3,088.00    |              |
| 1                                                                                                                                    | EX4400-48F       | Juniper EX4400-48F                                                                                                                                                                  | \$19,227.00 | \$19,227.00         | 60%         | \$7,690.80 | \$7,690.80    |              |
|                                                                                                                                      |                  | 12x10G SFP+, 36x1G SFP port fiber switch with 2x100G uplink/stacking ports. MACsec AES256 capable                                                                                   |             |                     |             |            |               |              |
| 1                                                                                                                                    | EX4400-EM-4Y     | 4x25G SFP28 extension module for EX4400 series of switches. MACsec AES256                                                                                                           | \$4,940.00  | \$4,940.00          | 60%         | \$1,976.00 | \$1,976.00    |              |
| 1                                                                                                                                    | SUB-EX48-1S-5Y-N | 5 Year Wired Assurance Subscription for EX4400 Series Switches including Next Day Support                                                                                           | \$1,930.00  | \$1,930.00          | 20%         | \$1,544.00 | \$1,544.00    |              |
| Extended List Price -Grand Total                                                                                                     |                  |                                                                                                                                                                                     |             | \$406,141.00        |             |            |               |              |
| NOTES:                                                                                                                               |                  |                                                                                                                                                                                     |             |                     | Materials   |            |               | \$176,798.80 |
| 1. Prices do not include shipping charges (unless noted). All shipping charges are FOB origin and will be added at time of invoice.  |                  |                                                                                                                                                                                     |             |                     |             |            |               |              |
| 2. Prices do not include tax. All applicable sales taxes will be added at time of invoice.                                           |                  |                                                                                                                                                                                     |             |                     |             |            |               |              |
| 3. All quotes are calculated using US Dollars.                                                                                       |                  |                                                                                                                                                                                     |             |                     |             |            |               |              |
| 4. Quotes are valid for 14 days. In the event the expiration date expires, please contact your account manager for an updated quote. |                  |                                                                                                                                                                                     |             |                     |             |            |               |              |
| 5. Prices are valid only if this quotation is accepted in its entirety.                                                              |                  |                                                                                                                                                                                     |             |                     | Shipping    |            |               | \$650.00     |
|                                                                                                                                      |                  |                                                                                                                                                                                     |             |                     | Grand Total |            |               | \$176,798.80 |





# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                                                                                                                                                                                       |            |  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--|
| Agenda Item | Amending Resolution 2023-06 to Change the Forest Lands Standing Advisory Committee to the Forest Lands Management Advisory Committee                                                                                                                                                                                                  |            |  |
| From        | Ralph Sartain                                                                                                                                                                                                                                                                                                                         | Fire Chief |  |
| Contact     | Ralph.Sartain@ashland.or.us 541-482-2770                                                                                                                                                                                                                                                                                              |            |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/><br>Consent <input type="checkbox"/> Public Hearing <input type="checkbox"/> New Business <input checked="" type="checkbox"/> Old Business <input type="checkbox"/> |            |  |

## **SUMMARY**

This item updates Resolution 2023-06 to reclassify the Forest Lands Standing Advisory Committee as the Forest Lands Management Advisory Committee, as originally codified in Resolution 2022-24. Staff and members of the Forest Lands Committee support this change to correct an inadvertent misclassification when consolidating previous versions of Council resolutions restructuring the City's Commissions and Committees. This reduces staff time and allows for flexibility in membership of the Forest Lands MAC.

## **POLICIES, PLANS & GOALS SUPPORTED**

This change supports the intent of the City Manager to review the City's Commissions and Committees and come up with a streamlined approach to maintain and encourage citizen involvement while creating flexibility and reducing staff time required to manage commission and committee business.

The Forest Lands Committee serves a vital role in linking public interest in our municipal forestlands with planning and project implementation. The public's interest can be served by having Forest Lands in Management Advisory Committee status.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The attached version of Resolution 2023-06 (redlined updates) includes changes to make the Forest Lands Standing Advisory Committee a Management Advisory Committee.

## **FISCAL IMPACTS**

A savings in staff time.

## **SUGGESTED NEXT STEPS**

Motion to amend Resolution 2023-06:

- I move to amend Resolution 2023-06 to move the Forest Lands Standing Advisory Committee to the status of Management Advisory Committee.





# Council Business Meeting

## **REFERENCES & ATTACHMENTS**

Resolution 2023-06

Proposed Resolution 2023-24

**RESOLUTION NO. 2023-24**

**A RESOLUTION AMENDING RESOLUTION 2023-06 ESTABLISHING CITY COUNCIL  
AND MANAGEMENT ADVISORY COMMITTEES**

**RECITALS:**

- A. Whereas the citizens of Ashland has a strong history of voluntary service to their community including on advisory bodies to the City of Ashland (City); and
- B. Whereas the City Council wishes to update resolution the May 16, 2023, Resolution 2023-06 to make the Forest Lands Standing Advisory Committee a Management Advisory Committee as was originally intended and now supported by staff and members of the commission.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND,  
OREGON, RESOLVES AS FOLLOWS:**

The City Council amends Resolution 2023-06 to remove the Forest Lands Standing Advisory Committee as a Standing Advisory Committee (as listed in Section 3.b of Resolution 2023-06) and adds the Forest Lands Management Advisory Committee as a Management Advisory Committee (MAC) (as other MACs are listed in Section 4 of Resolution 2023-06).

ADOPTED by City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023

ATTEST:

\_\_\_\_\_  
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to Form:  
Carmel S. Zahran,  
Assistant City Attorney





**RESOLUTION NO. 2023-06**

**A RESOLUTION UPDATING AND CONSOLIDATING RESOLUTIONS 2022-24 AND  
2022-32 ESTABLISHING CITY COUNCIL AND MANAGEMENT ADVISORY  
COMMITTEES**

**RECITALS:**

- A. Whereas the citizens of Ashland have a strong history of voluntary service to their community, including on advisory bodies to the City of Ashland (City); and
- B. Whereas Ashland citizens have important practical and technical knowledge on issues and topics important to sustaining the quality of life in the city and on the operational effectiveness of the City of Ashland organization; and
- C. Whereas the City Council of the City of Ashland has an interest in promoting continued community participation in advising the City Council and City management.
- D. Whereas on September 20, 2022, the City Council adopted Resolution 2022-24 establishing the following Standing Advisory Committees:
  - Climate and Environment Advisory Committee (CEAC)
  - Historic Preservation Advisory Committee (HPAC)
  - Housing and Human Services Advisory Committee (HHSAC)
  - Public Arts Advisory Committee (PAAC)
  - Social Equity and Racial Justice Advisory Committee (SERJAC)
- E. Whereas on November 1, 2022 the City Council adopted Resolution 2022-32 also establishing the following Standing Advisory Committees:
  - Transportation Advisory Committee (TAC)
  - Forest Lands Advisory Committee (FLAC)
- F. Whereas the City Council wishes to update and consolidate the actions included in Resolutions 2022-24 and 2022-32 establishing Standing Advisory Committees.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,  
RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council replaces Resolutions 2022-22 and 2022-32 with this resolution updating and consolidating their actions to create City Council Advisory Committees and Management Advisory Committees.

**SECTION 2. Procedure and Guidance** for advisory committees to the City Council and City staff include the following:

- A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be considered as City policy or the establishing of City policy or as final decisions of the City and are therefore not subject to administrative or judicial appeal.

Each advisory committee will provide service that does not conflict with the functioning of City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. Attendance at an orientation or training session for standing advisory committee members, when offered, is required before they are permitted to further exercise voting rights at committee meetings. The City Manager will provide at least an annual orientation or training session update to all standing advisory committees and will be responsible for assigning City staff support for the work of the advisory committees.

Except as otherwise expressly stated, standing advisory committees shall observe policies and meeting and conduct rules consistent with those set forth for commissions and boards in AMC 2.10, Uniform Policies and Operating Procedures for Advisory Commissions and Boards, including its meeting and attendance, and code of ethics provisions.

- B. Advisory committee members shall serve as individuals exercising their own best judgement and not as delegates for their respective organization or groups. Committees and their members are not official representatives of the City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of the City's policy or operational perspectives. Prior to speaking publicly on behalf of their respective advisory committee, members must secure the permission of their committee to represent the activities or recommendations of their committee.
- C. A quorum of each standing advisory committee shall consist of more than one-half ( $\frac{1}{2}$ ) of the total number of its current Council-confirmed voting members, but in no case fewer than three (3) members. Appointed voting and alternative members of a standing advisory committee may not name a substitute or alternate member to attend a meeting of their advisory committee on their behalf. Nonvoting ex-officio members, staff, and liaisons do not count toward the quorum.

Appointed voting and alternate members of a standing advisory committee need not be physically present at a meeting if another means of attendance (e.g., telephonic, internet, etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions may require the affirmative vote of at least two-thirds of the members present.

A voting or alternative member of a standing advisory committee should provide at least a 48-hour notice to both their committee's chairperson and the City Manager appointed



ex-officio committee staff support member regarding any planned absence from a scheduled meeting of the advisory committee. In the event an unexpected or emergency absence, the member should notify their advisory committee's chairperson, or the appointed staff support individual within a reasonable time in advance of the meeting.

If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting.

- D. Standing advisory committees may request voluntary testimony but may not compel an individual or organization to appear before it or respond to questions.
- E. Advisory bodies may consult with other city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the City Council or City Management. It will be the responsibility of advisory committee chairpersons to work or meet informally as needed to coordinate the activities or coordination of matters between their committee and other advisory committees.
- F. Standing advisory committee members (voting, alternative and non-City staff ex-officio) will be appointed by the Mayor with the consent of the City Council. Council confirmed standing advisory committee appointments shall have three (3) year terms. Members of city commissions with corresponding responsibilities as the standing advisory committees will be invited by the City Recorder to confirm their interest in appointment by the Mayor without the necessity of submitting a formal new appointment application. New applicants must submit formal application with the City Recorder for Committee appointment. All regular terms commence with appointment and shall expire on April 30 of the third year. In the case that a new committee member is appointed to fill the remainder of a recently vacated voting position, the new member will be eligible for re-appointment at the end of the partial term they are completing. The City Manager will appoint all ex-officio City staff support committee members which shall not have a vote on advisory committee matters. The Mayor, with City Council confirmation, will appoint Council liaisons to each of the standing advisory committees. Council liaisons shall be non-voting ex-officio members of the corresponding committees.
- G. Standing advisory committees shall be governed by AMC 2.10 – Uniform Policies and Operating Procedures for Advisory Commission and Boards. Council liaisons will be assigned for standing advisory committees per AMC 2.04.100. Standing advisory committees will be reviewed by the City Council approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.
- H. In keeping with the diversity, equity, and inclusion goals of the City of Ashland, efforts will be made to ensure that information regarding standing advisory committee vacancies and the application process is readily available and advisory committees are made up of



residents that represent the diverse populations within the City. All committees shall assist the City of Ashland in ensuring that city programs related to the charge of the committee are equitable for all community members, including low-income, young people, persons of color, the elderly, and those living with disabilities. Standing advisory committees may have up to two additional voting, ex-officio student/youth members who are of high school or college age (see also Section I below).

- I. Unless otherwise stipulated below, voting and alternate standing advisory committee members will be comprised of individuals who reside within the City except one (1) member from each advisory committee may be an at-large member living within the City's urban growth boundary. Unless otherwise provided, all nonvoting ex-officio members are not required to be residents within the City or the urban growth boundary. Voting and alternate members must be over eighteen (18) years of age.
- J. All standing advisory committees serve at the pleasure of the City Council and shall deliver to the Council an annual report on their activities and accomplishments in the preceding year and provide to the Council for its approval the priorities and workplan for the succeeding year. Standing advisory committees are expected to work with and advise the City Management and City Attorney to insure their committee recommendations are aligned with City Council priorities and can be implemented within the City's resources and legal authority.

Commissions transitioning under this resolution to become either standing advisory committees, or potentially to MAC status, are requested to complete any current work to develop recommendations for the City Council and advance them for consideration. These recommendations may advance either as a direct final report or presentation to the City Council or may be advance to the corresponding advisory committee or City Manager for reporting to the City Council.

- K. The City Attorney is directed to return to the City Council in a timely manner with any updates, changes, or deletions to the Ashland Municipal Code to establish the here identified standing advisory committees as replacements for their corresponding city commissions or boards and to establish them as "Regular" advisory bodies per AMC 2.04.

**SECTION 3. Standing Advisory Committees** to the City Council are established and responsible for the purposes indicated in the following:

- A. Climate and Environment Policy Advisory Committee (CEPAC)  
A Climate and Environment Advisory Committee (CEAC) is established by the City Council. The CEAC should reflect and represent a wide range of community interests and perspectives. Such interests should include, but not be limited to, climate change and environment, public health, energy efficiency and renewable energy, low and moderate-income households needs, economic development, social equity, and sustainable economic development.

The CEAC will consist of up to twelve (12) voting members. The CEAC will strive to include at least two (2) voting members who are 35 years old or younger at the time of appointment. Three of the voting member positions are reserved for one (1) representative of the solid waste franchisee for the City; and one (1) representative from Southern Oregon University (SOU) administration/faculty; one (1) representative from the Ashland School District administration/facility. The City Manager will appoint one (1) nonvoting ex-officio member to provide support to the committee.

The CEAC shall be responsible for assisting the City in the following:

- i. Making recommendations on strategies, actions and programs related to the implementation and updating of the Climate and Energy Action Plan in furtherance of its climate mitigation and adaption goals and strategies per AMC 9.40, recognizing that the Council may also request advice on other environmental matters from time to time. The issues the Climate and Environmental Policy Advisory Committee shall advise Council on include, but are not limited to:
  - A. Recommendations for the City of Ashland's Climate and Energy Action Plan (CEAP) and any updates to the CEAP.
  - B. Modifications to benchmarks, targets, or actions contained in the climate plan as needed to incorporate the best available science and practices to achieve the City of Ashland's climate-related goals and targets.
  - C. The process for considering amendments and updates to the CEAP.
  - D. Monitoring CEAP implementation progress for the community and for the City operations.
  - E. Ensuring that the CEAP incorporates long-term social, economic, and environmental goals.
  - F. Climate education
- ii. Recommending CEAP implementation steps or improvements on behalf of the community and for City operations
- iii. Providing information to staff and the City Council to ensure that benchmarks, targets, or actions develop for, or by the City of Ashland incorporate the best available science and practices to achieve the intended climate or environmental related goals and targets.
- iv. Providing recommendations to ensure the City of Ashland's climate and environmental planning incorporates long-term social, economic, and environmental goals, including social equity for low-income households, persons of color, the young and elderly, and those with disabilities.
- v. Educating and advocating for Ashland's environmental goals, including its Community Climate Recovery Goals.

B. Forest Land Advisory Committee (FLAC)

The Forest Lands Advisory Committee (FLAC) is established and shall consist of up to nine (9) voting members, including a member of the Ashland Parks Commission, and up



to eight (8) nonvoting ex-officio members who will participate as needed. The ex-officio, non-voting member positions are reserved for representatives from the USDA Forest Service Ashland Ranger District, the Oregon Department of Forestry, the City's Director of Public Works, Director of Community Development, Fire Chief, Police Chief, and Director of Parks and Recreation Department or their designees. The City Manager will also appoint one (1) nonvoting ex-officio member to provide support to the committee.

The FLAC shall be responsible for assisting the City in the following:

- i. Supporting the implementation of the Ashland Forest Plan, originally developed and adopted by the City of Ashland in June, 1992, including City adopted updates or revisions.
- ii. Recommending integrated, interdisciplinary approaches and programs for the development of forest ecosystem management plans and related activities in the Ashland watershed.
- iii. Developing a strong community volunteer program to assist in the implementation of the Ashland Forest Plan.
- iv. Recommending forest management practices to the City Council and City staff.
- v. Helping to ensure that plans integrate forest management needs and concerns of the City and of private land owners in the wildland urban interface.
- vi. Promoting public knowledge and acceptance of the Ashland Forest Plan's programs.

C. Historic Preservation Advisory Committee (HPAC)

An Historic Preservation Advisory Committee (HPAC) is established by the City Council. The HPAC will consist of up to nine (9) voting members, and two nonvoting ex-officio members including the Chairperson of the Planning Commission, and one (1) representative appointed by the City Manager to provide support to the committee from the City's Community Development Department. To qualify the HPAC's as the City of Ashland's Certified Local Government (CLG) Commission, the majority of appointments for voting members of the HPAC, to the extent volunteer members are available in the City, will have direct historic preservation experience or meet the professional qualifications (including archaeology, architectural history, conservation, cultural anthropology, curation, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning and history) under Oregon State Historic Preservation Office requirements.

The HPAC shall be responsible for assisting the City in the following:



- vii. Recommending to the Planning Commission and the City Council, areas or properties of significant historical value and interest for consideration to be designated historical properties.
- viii. Recommending ordinances and other measures designed to protect and foster interest in the improvement of designated historical properties.
- ix. Reviewing literature and sources of funding concerning the protection and improvement of designated historic properties.
- x. Advising City staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type II and Type III Planning Action involving new construction or alterations to existing historic resources.
- xi. Advising applicants and staff upon request on sign permits, building permits and other projects involving new construction or alterations within Ashland's designated Historic Districts.
- xii. Advising the Planning Commission, the Ashland Park Commission, other city advisory commissions, boards and committees, and city departments regarding historic components of government projects under consideration within Ashland's designated Historic Districts.
- xiii. Advising City staff and the Planning Commission on project applications for funding.
- xiv. Assisting in promoting public support for the preservation and recognition of Ashland's historic past.
- xv. Advising City staff and the Planning Commission on aesthetic standards for historic areas.

D. Housing and Human Services Advisory Committee (HHSAC)

A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. The mission of the HHSAC is to assess and make recommendations to the City for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being. Members will be from a broad spectrum of citizens including individuals with a background in social services, unhoused and marginal income population services, economic and housing development, universal housing design, and elderly and disabled persons needs.

The HHSAC will consist of nine (9) voting members, one (1) nonvoting ex-officio liaison from Southern Oregon University (SOU), and one (1) nonvoting ex-officio member appointed by the City Manager to provide housing program support.

The HHSAC shall be responsible for assisting the City in the following:

- i. Assessing the making recommendations on the continuum of housing and human services needs of the community and funding strategies relating to housing and human services.
- ii. Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children and families in Ashland, and other related human services programs.
- iii. Making recommendations to the City Council on Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and Housing Trust Fund and related allocations.
- iv. Assisting in identifying federal, state, county, and private funding for implementation of housing and human services programs.
- v. Fostering public knowledge of and support for official city housing and human services Programs.
- vi. Enhancing cooperation between the public and private sectors by promoting integrated approaches that provide suitable housing, a healthy living environment, and expanded economic opportunities for low and moderate-income persons.
- vii. Evaluate, reviewing, and recommending to the Planning Commission and City Council innovative land use strategies targeted to promote a broad variety of needed housing types.
- viii. Monitoring housing discrimination complaints and corrective actions within the City, and advising the City Council on potential measures to be taken to further equal opportunity to all persons to live in suitable housing facilities regardless of race, color, religion, sexual orientation, gender identity, national origin, source of income, or familial status.

E. Public Arts Advisory Committee (PAAC)

A Public Arts Advisory Committee (PAAC) is established by the City Council. The mission of the PAAC is to enhance the cultural and aesthetic quality of life in Ashland by actively supporting the placement of public art in public spaces and serving to preserve and develop public access to the arts. The continued vitality of the arts in the City of Ashland is a vital part of the future of the City as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Ashland and enrich the participants in the arts as well as those who observe them.

The PAAC will consist of nine (9) voting members of which six (6) voting members will be from a broad spectrum of citizens including artists and those with a background in the



arts, arts organizations, education, structural and landscape architecture. Up to three (3) of these six (6) voting members of the PACC may reside outside the City limits. The three (3) remaining voting members of the PAAC will be citizens at-large and residents of the City. The City Manager may also appoint two (2) non-voting ex-officio members to the PAAC, one (1) of which will be from the City's Public Works Department, to provide support to the committee.

The PAAC shall adhere to and fill the role of the Public Art Commission as it may be designated in AMC 2.29 – Public Art. The PAAC shall also be responsible for assisting the City in the following:

- i. Providing advice to ensure the arts continue to be of value as an integral part of Ashland.
- ii. Assisting in promoting the arts in Ashland to enrich the lives of its citizens through education and demonstration.
- iii. Advising the City Council and City management on standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art.
- iv. Advising the City of Ashland on how best to assist local organizations that provide local leadership on arts related matters to make the arts a more important part of community life.
- v. Assisting the City council, the Ashland Parks Commission, Historic Preservation Advisory Committee, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- vi. Advising the Planning Commission, the Ashland Parks Commission, other city advisory commission and committees, and city departments regarding artistic components of all municipal government projects under consideration by the City. The PAAC may also serve as a resource for assessing the artistic components of land use developments.
- vii. Advising the City Council on policies and programs to enhance and encourage the planning, placement, and maintenance of public displays of art in locations open to the public within the community.
- viii. Encouraging connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values.
- ix. Recognizing and encourage groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the City.
- x. Assist in the pursuit of gifts and grants for support of arts programs and activities and the procurement of public art.

F. Transportation Advisory Committee (TAC)

A Transportation Advisory Committee (TAC) is established by the City Council. The TAC shall provide advice and guidance to the City Council, other Standing Advisory Committees, and City departments on transportation matters.

The TAC will consist of up to nine (9) voting members and ten (10) ex-officio members who will participate as needed. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation. The ex-officio, non-voting member positions are reserved for four (4) representatives from the City's Community Development, Police, Fire and Rescue Departments, and Parks and Recreation Departments; one (1) representative from Southern Oregon University (SOU) administration/faculty; one (1) representative from the Ashland School District administration/facility; one (1) representative from the Oregon Transportation Department; one (1) representative from the Rogue Valley Transportation District; one (1) representative from the Jackson County Roads Department; and, the City's Director of Public Works (1), or their designee, to provide support to the committee.

The TAC shall assist the City in by reviewing and advising on issues or topics as they relate to all modes of transportation, including the following:

- i. Transportation safety policies and programs
- ii. Long range transportation plans and ancillary transportation plans (sidewalk and safe routes to school, transit, traffic, parking, etc.);
- iii. Type III Planning Actions during the pre-application process;
- iv. The transportation section of the City's Capital Improvements Program (CIP);
- v. Multi-modal transportation issues; and
- vi. Traffic implementation designs.

The Committee may also advocate to promote all modes of transportation to ensure that modal equity is a reality in Ashland.

The TAC may assign subcommittees to focus on specific transportation topics of concern and report their information to the full TAC for final review and recommendations. Subcommittees will be established for a specified purpose and duration and will consist of at least three voting members appointed by the TAC. The TAC Chair and Director of Public Works shall determine what matters warrant subcommittee involvement, and meetings shall be convened on an as-needed basis.

G. Social Equity and Racial Justice Advisory Committee (SERJAC)



A Social Equity and Racial Justice Advisory Committee (SERJAC) is established by the City Council. The SERJAC will consist of nine (9) voting members and one (1) nonvoting ex-officio member designated by the City Manager to provide support to the committee. Voting members will include members from a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative cross section of historically marginalized or underrepresented groups, such as Black, Aboriginal peoples, people of color, LGBTQ+, the elderly and disabled persons.

The SERJAC shall be responsible for assisting the City in the following:

- i. Encouraging understanding and celebration of the diversity of the City's population and visitors and promote amicable intergroup relations within the City.
- ii. Recommending policies, measures, and practices to bring about social and racial equity and a greater inclusion for all who live, work, or visit in the City, including counter measures to systematic racism, homophobia, sexism, classism, and other racial and social inequities impacting Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iii. Recommending efforts to increase economic opportunities for Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iv. Advising on diversity, equity, and inclusion (DEI) and human rights training for the City of Ashland's staff, commissions/boards, other advisory committees, and the City Council.
- v. To seek, at least every two (2) years, a broad spectrum of input from community members on emerging issues and needs of the Ashland community as they relate to diversity, equity, inclusion, human rights, and intergroup relations.

**SECTION 4. Management Advisory Committees (MAC)** may be established to serve at the request of the City Manager or Department Heads to provide technical advice, and community support and input that can assist in preparing recommendations to enhance City operations or program implementation or for City Council consideration.

MACs are generally intended to be project or program specific but can meet as often and as long as necessary to meet their requested role or functions. Some MACs may meet only occasionally when requested, while others may meet regularly or semi-regularly over extended periods of time per the role assignment or needed term for their assistance. Membership on MACs will be established based on the type of advice sought and availability of potential qualified participants, urgency of issue or program being addressed, timeframe for the committee's role/participation, availability of City staff support resources, and/or other circumstances or considerations

affecting the ability for effective MAC role participation. The rules of procedure, if necessary, for each MAC will also be established by the City Manager or appointing Department Director at the time of the corresponding MAC's establishment. The City Council may refer issues or tasks to consideration by a MAC by vote of the City Council request to the City Manager. MACs may include project or program topics related, but not limited to the following:

- Airport Operations
- City Band
- System Development Charges
- Transportation
- Trees and Urban Forest
- Wildfire Safety

**SECTION 5.** This resolution is effective upon adoption.

ADOPTED by the City Council this 16th day of May, 2023.

ATTEST:

DocuSigned by:

Melissa Huhtala

A02A82A0E5F2482...

Melissa Huhtala, City Recorder

SIGNED and APPROVED this 16 day of May, 2023.

Tonya Graham

Tonya Graham, Mayor

Reviewed as to form:

Doug McGear

Doug McGear, Interim City Attorney



# Council Business Meeting

**Date: November 21, 2023**

|                    |                                                                                               |                  |
|--------------------|-----------------------------------------------------------------------------------------------|------------------|
| <b>Agenda Item</b> | Special Procurement Request for Approval for Contract to Lomakatsi Restoration Project        |                  |
| <b>From</b>        | Chris Chambers                                                                                | Forestry Officer |
| <b>Contact</b>     | <a href="mailto:Chris.chambers@ashland.or.us">Chris.chambers@ashland.or.us</a> (541) 552-2066 |                  |

## **SUMMARY**

The Fire Department is seeking approval of a Special Procurement to Lomakatsi Restoration Project (LRP) to implement wildfire safety and forestry work on municipal lands governed by the Ashland Forest Plan. Lomakatsi will implement the first phase of climate change adaptation work necessary for community safety, ecological integrity, and watershed protection. City forestlands management was previously provided by long-time contractor Small Woodland Services, Inc that no longer hosts a workforce. Lomakatsi has a long relationship with the City and community from decades of work in and around Ashland including as a partner under a Master Stewardship Agreement for the Ashland Forest Resiliency Stewardship Project in the Ashland Watershed. Through this experience, Lomakatsi has acquired unique and highly desirable skills and knowledge that will benefit the City's interest in adapting our forests to the changing climate.

## **POLICIES, PLANS & GOALS SUPPORTED**

**City Council Goal:** Address Climate Change

**City Council Goal:** Reduce Wildfire and Smoke Risk

**City Plans:** Ashland Natural Hazard Mitigation Plan, Community Wildfire Protection Plan, 2016 Ashland Forest Plan and 2023 Forest Plan Climate Change Addendum.

**Citizen Budget Goals:** Wildfire Safety was the highest budget priority from resident in-person and online polling in spring 2023.

## **PREVIOUS COUNCIL ACTION**

Council approved Special Procurements for past contracts utilizing City and federal funds to support the AFR project, including in BN13-15, BN15-17, and BN17-19 with Lomakatsi Restoration Project.

Council created the AFR project water fee funding source with associated Resolution during the 2013-15 Biennium. The fee was increased with an updated Resolution for the 2019-2021 Biennium.

Council unanimously passed the 2023 Ashland Forest Plan Climate Change Addendum.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Since the initial 1992 Ashland Forest Plan, the City and Ashland Parks and Recreation Commission (APRC) have taken a proactive approach to forest ecosystem management to reduce wildfire threat to the community and municipal watershed while maintaining other critical ecosystem values such as habitat and recreation. Over those decades, work has involved restoration projects (I,II,III) aimed at reversing trends of accumulating fuels, species changes, and the lack of regular, low-intensity fires. Climate change, including unprecedented tree die-off, has now forced a different paradigm of forest stewardship as adaptation to heat, drought, and intensifying fires requires us to change course. To that end, Council passed the 2023 Forest Plan Climate Change Addendum in April. That addendum acknowledged the escalating and projected effects of climate change and anticipated project work that would need to take place to adapt our forests to the changing climate.

This contract will allow the City to work with long-time partner Lomakatsi Restoration Project on the first phase of climate adaptation, made more urgent by the recent die-off of as much as 45% of dominant trees across the lower Ashland watershed and adjacent Siskiyou Mountain Park.

Lomakatsi will assist the City's wildfire division by assessing areas of dead, dying, and overly dense trees, marking trees that need to be removed, tallying trees, assisting with helicopter yarding and fuels management, and collecting data to help report outcomes to the community and Council.

Beginning in the 2013-2015 biennium, the City Council elected to contribute funding to the AFR Project from an assessment placed on water meters throughout Ashland. During the 2019 budget process, the City Council expanded the application of water fee dollars to include all lands (only federal in the past) strategic to the City's interest in wildfire safety, including municipal lands.

Given their history of partnership with the City, good community standing, and experience in the forest ecosystems of the Ashland Watershed, Lomakatsi Restoration Project is a unique asset that would benefit the City and citizens as a contractor on this phase of climate adaptation work.

### **FISCAL IMPACTS**

Available funding in the Wildfire Division and a recent budget supplement passed by City Council adding over \$141,000 of previously unappropriated funds are sufficient at this point to fund this contract in full.

### **STAFF RECOMMENDATION**

Staff recommends approval of the Special Procurement to Lomakatsi Restoration Project for forestry services.

### **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

"I move that the City Council, acting as local contract review board, approve this special procurement contract to Grayback Forestry, Inc not to exceed \$250,000 through June 30, 2025 for forestry work critical to our watershed and community safety."

### **REFERENCES & ATTACHMENTS**

Contract for Good and Services  
Form for Special Procurement, Request for Approval  
Determination of Feasibility Memo from Staff  
2023 Ashland Forest Plan Climate Change Addendum



## GOODS & SERVICES AGREEMENT (GREATER THEN \$25,000)

### **CITY OF ASHLAND**

20 East Main Street  
Ashland, Oregon 97520  
Telephone: 541/488-5587  
Fax: 541/488-6006

PROVIDER: Lomakatsi Restoration Project

PROVIDER'S CONTACT: Marko Bey

ADDRESS: 645 Washington Street  
Ashland, OR 97520

PHONE: (541) 488-0208

This Goods and Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and Lomakatsi Restoration Project., a domestic business corporation ("hereinafter "Provider"), for wildfire fuels reduction and forestry services.

### **1. PROVIDER'S OBLIGATIONS**

1.1 Provide resources as ordered by the City to accomplish objectives set forth by the City and the Ashland Forest Resiliency Partnership to accomplish prescribed burning, forest thinning, piling, and other forestry related activities as set forth in the "SUPPORTING DOCUMENTS" attached hereto and, by this reference, incorporated herein. Provider expressly acknowledges that time is of the essence of any completion date set forth in the SUPPORTING DOCUMENTS, and that no waiver or extension of such deadline may be authorized except in the same manner as herein provided for authority to exceed the maximum compensation. The goods and services defined and described in the "SUPPORTING DOCUMENTS" shall hereinafter be collectively referred to as "Work."

1.1.1 **Supporting Documents/Conflicting Provisions:** This Agreement and any exhibits or other supporting documents shall be construed to be mutually complimentary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the exhibits or supporting documents.

1.2 Provider shall obtain and maintain during the term of this Agreement and until City's final acceptance of all Work received hereunder, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence for Bodily Injury and Property Damage.

1.2.1 The insurance required in this Article shall include the following coverages:

- Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage; and
- Automobile Liability.

1.2.2 Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:

- Name as additional insured "the City of Ashland, Oregon, its officers, agents and employees" with respect to claims arising out of the provision of Work under this Agreement;
- Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;



- Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
  - Provider shall immediately notify the City of any change in insurance coverage
  - Provider shall supply an endorsement naming the City, its officers, employees and agents as additional insureds by the Effective Date of this Agreement; and
  - Be evidenced by a certificate or certificates of such insurance approved by the City.
- 1.3 All subject employers working under this Agreement are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. As evidence of the insurance required by this Agreement, the Provider shall furnish an acceptable insurance certificate prior to commencing any Work under this Agreement.
- 1.4 Provider agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of this Agreement when employed by Provider. Provider agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Provider agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.
- 1.5 In all solicitations either by competitive bidding or negotiation made by Provider for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Providers of the Provider's obligations under this Agreement and Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination laws.
- 1.6 **Living Wage Requirements:** If the amount of this Agreement is \$21,507.75 or more, Provider is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Provider is also required to post the notice attached hereto as "Exhibit A" predominantly in areas where it will be seen by all employees.

## 2. CITY'S OBLIGATIONS

- 2.1 City shall pay Provider at the rates specified in the pricing portions in the SUPPORTING DOCUMENTS as full compensation for all Work to be performed pursuant to this agreement.
- 2.2 In no event shall Provider's total of all compensation and reimbursement under this Agreement exceed the sum of \$250,000 without express, written approval from the City official whose signature appears below, or such official's successor in office. Provider expressly acknowledges that no other person has authority to order or authorize additional Work which would cause this maximum sum to be exceeded and that any authorization from the responsible official must be in writing. Provider further acknowledges that any Work delivered or expenses incurred without authorization as provided herein is done at Provider's own risk and as a volunteer without expectation of compensation or reimbursement.

## 3. GENERAL PROVISIONS

- 3.1 This is a non-exclusive Agreement. City is not obligated to procure any specific amount of Work from Provider and is free to procure similar types of goods and services from other providers in its sole discretion.



- 3.2 Provider is an independent contractor and not an employee or agent of the City for any purpose.
- 3.3 Provider is not entitled to, and expressly waives all claims to City benefits such as health and disability insurance, paid leave, and retirement.
- 3.4 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.
- 3.5 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.
- 3.6 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
- 3.7 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Jackson County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 3.8 Provider shall defend, save, hold harmless and indemnify the City and its officers, employees and agents from and against any and all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or relating to the activities of Provider or its officers, employees, contractors, or agents under this Agreement.
- 3.9 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.
- 3.10 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Provider and the City set forth in this Agreement.
- 3.11 Deliveries will be F.O.B destination. Provider shall pay all transportation and handling charges for the Goods. Provider is responsible and liable for loss or damage until final inspection and acceptance of the Goods by the City. Provider remains liable for latent defects, fraud, and warranties.
- 3.12 The City may inspect and test the Goods. The City may reject non-conforming Goods and require Provider to correct them without charge or deliver them at a reduced price, as negotiated. If Provider does not cure any defects within a reasonable time, the City may reject the Goods and cancel this Agreement in whole or in part. This paragraph does not affect or limit the City's rights, including its rights under the Uniform Commercial Code, ORS Chapter 72 (UCC).
- 3.13 Provider represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with SUPPORTING DOCUMENTS and be free from defects in labor, material and manufacture. Provider shall transfer all warranties to the City.

#### **4. SUPPORTING DOCUMENTS**

The following documents are, by this reference, expressly incorporated in this Agreement, and are collectively referred to in this Agreement as the "SUPPORTING DOCUMENTS:"

- The Provider's "*Proposal for Implementation of Ashland Forestlands Climate Change Adaptation Project*" document

#### **5. REMEDIES**

5.1 In the event Provider is in default of this Agreement, City may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:

- 5.1.1 Termination of this Agreement;
- 5.1.2 Withholding all monies due for the Work that Provider has failed to deliver within any scheduled completion dates or any Work that have been delivered inadequately or defectively;
- 5.1.3 Initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;
- 5.1.4 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

5.2 In no event shall City be liable to Provider for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Provider exceed the amount due, Provider shall pay immediately any excess to City upon written demand provided.

#### **6. TERM AND TERMINATION**

##### **6.1 Term**

This Agreement shall be effective from the date of execution on behalf of the City as set forth below (the "Effective Date"), and shall continue in full force and effect until June 30th, 2025 unless sooner terminated as provided in Subsection 6.2.

##### **6.2 Termination**

- 6.2.1 The City and Provider may terminate this Agreement by mutual agreement at any time.
- 6.2.2 The City may, upon not less than thirty (30) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.
- 6.2.3 Either party may terminate this Agreement, with cause, by not less than fourteen (14) days' prior written notice if the cause is not cured within that fourteen (14) day period after written notice. Such termination is in addition to and not in lieu of any other remedy at law or equity.

#### **7. NOTICE**

Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, or by mailing using registered or certified United States mail, return receipt requested, postage prepaid, to the address set forth below:

##### **If to the City:**

City of Ashland – Fire Department  
Attn: Chris Chambers, Forestry Officer  
455 Siskiyou Boulevard  
Ashland, Oregon 97520  
Phone: (541) 482-2770



**With a copy to:**

City of Ashland – Legal Department  
20 E. Main Street  
Ashland, OR 97520  
Phone: (541) 488-5350

**If to Provider:**

Lomakatsi Restoration Project  
Attn: Marko Bey  
645 Washington Street, Ashland, OR 97520  
[marko@lomakatsi.org](mailto:marko@lomakatsi.org)  
(541) 482-0208

**8. WAIVER OF BREACH**

One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

**9. PROVIDER'S COMPLIANCE WITH TAX LAWS**

**9.1** Provider represents and warrants to the City that:

9.1.1 Provider shall, throughout the term of this Agreement, including any extensions hereof, comply with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Provider; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.1.2 Provider, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Provider; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.2 Provider's failure to comply with the tax laws of the State of Oregon and all applicable tax laws of any political subdivision of the State of Oregon shall constitute a material breach of this Agreement. Further, any violation of Provider's warranty, as set forth in this Article 9, shall constitute a material breach of this Agreement. Any material breach of this Agreement shall entitle the City to terminate this Agreement and to seek damages and any other relief available under this Agreement, at law, or in equity.

**IN WITNESS WHEREOF** the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

**CITY OF ASHLAND:**

By: \_\_\_\_\_  
City Manager

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Lomakatsi Restoration Project (PROVIDER):**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Purchase Order No. \_\_\_\_\_

(**W-9** is to be submitted with this signed Agreement)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Date



**SPECIAL PROCUREMENT  
REQUEST FOR APPROVAL**

**To:** City Council, Local Contract Review Board

**From:** Chris Chambers, Fire Department

**Date:** October 30, 2023

**Subject:** REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

In accordance with ORS279B.085, this request for approval of a Special Procurement is being presented to the City Council for approval. This written request for approval describes the proposed contracting procedure and the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth ORS 279B.085(4).

1. **Requesting Department Name:** Ashland Fire & Rescue
2. **Department Contact Name:** Chris Chambers, Forestry Officer
3. **Type of Request:**        Class Special Procurement X Contract-specific Special Procurement
4. **Time Period Requested:** From 11/07/23 To: 6/30/2025
5. **Total Estimated Cost:** Not to exceed \$250,000
6. **Short title of the Procurement:** Ashland Forestlands Climate Adaptation Project

**Supplies and/or Services or class of Supplies and/or Services to be acquired:**

The services will include project boundary layout, tree marking, cruising, technical support, project monitoring and data collection, inspection and reporting, and accounting. . Lomakatsi will provide the workforce necessary to accomplish these tasks using experienced, trained personnel.

**Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

**Background:** The City has contracted with Lomakatsi Restoration as a partner in the Ashland Forest Resiliency Stewardship Project under a Master Agreement starting in 2013 and lasting until 2019. During that time the City Council approved two contracts via Special Procurement.

8. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

Lomakatsi Restoration Project has been a trusted non-profit partner of the City of Ashland through 13 years of the Ashland Forest Resiliency Stewardship Project and various grant programs before AFR. Lomakatsi's AFR project experience is specific to the Ashland Watershed, a diverse and challenging setting to conduct forestry operations. Given the skills and tasks now needed by the City for work on its own forestlands, Lomakatsi Restoration is uniquely qualified to meet the City's needs using their years of work experience in the same landscape as a partner to the City of Ashland. The City lacks the internal capacity to field a workforce that would accomplish the project outcomes outlined by the Ashland Forest Plan and as spelled out in the City Council's goals for watershed and community wildfire safety.

**9. Findings to Satisfy the Required Standards:** This proposed special procurement:

  X   (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

Regionally, there are no other workforce options who provide ecologically sensitive skill sets and expertise that Lomakatsi has accumulated over decades of work with local governments, federal agencies, tribes, and water districts. As a non-profit, Lomakatsi is a known community entity that has developed community trust that will benefit the City in carrying out challenging work on our publicly owned forests.

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(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); **and**

  X   (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

As mentioned above, Lomakatsi Restoration, as a non-profit, will charge the City actual operating costs plus an accepted federal overhead rate.

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(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); **or**

  X   (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted there under because:

Lomakatsi's experience in the Ashland Watershed has allowed them to accumulate site-specific knowledge of local ecology, public expectations, and tested methods of implementation that have yielded excellent outcomes on over 7,000 acres of previous work. With nearly three decades of community-based forestry on municipal lands, the public has an expectation of quality, ecologically informed work. Lomakatsi, as a partner in the AFR project since 2010, understands the community, our history of high-quality work, and the expectations to continue with the same quality of work. This is unique and highly valued by Ashland's citizens.

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(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

### **Public Notice:**

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a



public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

After the Special Procurement has been approved by the City Council, the following public notice will be posted on the City's website to allow for the seven (7) day protest period.

Date Public Notice first appeared on [www.ashland.or.us](http://www.ashland.or.us) –November 8<sup>th</sup>, 2023

## **PUBLIC NOTICE**

### **Approval of a Special Procurement**

**First date of publication:** November 8<sup>th</sup>, 2023

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on April 5<sup>th</sup>, 2016.

*This Special Procurement is a "Contract- specific Special Procurement". The proposed contracting procedure is direct award to Lomakatsi Restoration Project for site specific forestry work on land owned by the citizens of Ashland. Lomakatsi has unique experience as a partner in the Ashland Forest Resiliency project and has completed over 7,000 acres of similar work in the Ashland Watershed in conjunction with the Ashland citizenry and City staff.*

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing Representative, 90 N. Mountain, Ashland, OR 97520. The seven (7) day protest period will expire at 5:00pm on November 15<sup>th</sup>, 2023.

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

# Memo

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DATE: October 30, 2023

TO: City Council

FROM: Chris Chambers, Forestry Officer/Ashland Fire & Rescue

RE: Ashland Forest Adaptation Project: Lomakatsi Restoration Project contract

The Ashland Municipal Code requires additional justification for any Special Procurement over \$350,000. Per ORS 279B.036, *Determination of feasibility of procurement*, which in first part states that “a contracting agency may proceed with a procurement if the contracting agency reasonably determines in writing that using the contracting agency’s own personnel or resources to perform the services that the contracting agency intends to procure is not feasible.”

A cost analysis is unnecessary if the contracting agency finds it “lacks the specialized capabilities, experience or technical or other expertise necessary to perform the services.” ORS 279B.036 (1)(a). Ashland Fire & Rescue (AF&R) must still “compare [AF&R’s] capability, experience or expertise in the field most closely involved in performing the services with a potential contractor’s capability, experience or expertise in the same or a similar field.” *Id.*

*Staff analysis: Ashland Fire & Rescue’s internal expertise and workforce capacity does not fit the need for the identified work either by skills possessed or capability to perform the identified tasks. The vast majority of AF&R’s workforce are firefighter/paramedics who have little technical forestry expertise or training that would lend to accomplishment of the pertinent outcomes in Ashland’s forestlands and watershed. In addition, the AF&R workforce is necessarily tied to emergency response duties and cannot be out of the City where response time would be reduced, which would endanger public safety. Due to these factors, using our own personnel is not feasible.*







# Lomakatsi Restoration Project

*Restoring Ecosystems, Sustaining Communities*

645 Washington Street, Ashland, OR, 97520

(541) 488-0208 | FAX (541) 488-4909

[www.lomakatsi.org](http://www.lomakatsi.org)

**Special Funding Request to City of Ashland**

**October 30, 2023**

To: Chris Chambers, Forest Officer, Ashland Fire & Rescue

From: Marko Bey, Executive Director, Lomakatsi Restoration Project

RE: Proposal for Implementation of *Ashland Forestlands Climate Change Adaptation Project*

Chris,

Please share this proposal prepared for the Ashland City Council by Lomakatsi Restoration Project (Lomakatsi) to provide technical support services for forest health treatments on City forestlands as part of the Ashland Forestlands Climate Change Adaptation Project (AFCCAP) with funding from the City of Ashland. Thank you for your time and consideration.

## **Lomakatsi Restoration Project Role in AFCCAP Stewardship Project Partnership**

Lomakatsi provides expertise and capacity in project development, planning, management, fine-scale ecological forestry treatment design for commercial thinning activities, monitoring, and implementation for ecosystem restoration projects. Lomakatsi employs a highly specialized local technical team of foresters, ecosystem management technicians, forest ecologists, and forestry operations specialists trained specifically to implement ecological prescriptions while working in complex social settings.

Lomakatsi has been a partner of the City of Ashland (COA) for over 25 years on various forest and riparian restoration and fuel hazard reduction projects as part of multiple COA programs and initiatives. Since 2010, Lomakatsi has served as one of the principal partners on the nationally recognized Ashland Forest Resiliency Stewardship Project, working with the COA, U.S. Forest Service, and The Nature Conservancy. Lomakatsi now proposes to use COA funds to support forest health activities on City forestlands to address the impacts of flatheaded fir borers and Douglas fir mortality, and the associated impacts to soils and fire risk for the community of Ashland and ecosystem services. Working under the direction of the COA Forestry Division, Lomakatsi will provide technical capacity in project planning, conduct ecological monitoring, and assist with quality control during commercial thinning contract operations.

## **About Lomakatsi Restoration Project**

Lomakatsi Restoration Project is a nonprofit, grassroots organization that develops and implements forest and watershed restoration projects in Oregon and northern California ([www.lomakatsi.org](http://www.lomakatsi.org)). Lomakatsi has a proven record of success implementing restoration projects for the past 28 years across thousands of acres of forests and miles of streams. Lomakatsi provides expertise and capacity in project development, planning, management, fine-scale ecological treatment design, monitoring, and implementation for ecosystem

restoration projects. Lomakatsi coordinates closely with multiple funding partners and manages a diverse workforce in complex social settings supported by critical community outreach.

### **Scope of work, strategic location, and cost**

Lomakatsi is proposing to accomplish commercial ecological forestry presale preparations for future salvage treatments that the COA will contract to timber operators and forestry service providers. End results of the presale work will include the removal of trees that are recently dead or are dying due to drought and beetle infestation. It is expected that the schedule of payments for the proposed scope of work will be split between the project-type cost scenarios described below, with flexibility to adjust the proportions to scenarios as dictated by the AFCCAP. The AFCCAP partnership has agreed on the need for additional COA funding to support the accomplishment of these project type acres.

#### **1. Pre-sale Administration (\$125,000)**

Lomakatsi will conduct pre-sale administration tasks to prepare the project area for implementation. This includes field activities to support ecological timber removal operations and prepare pertinent data to contractors and log buyers.

- Boundary Marking
- Tree Marking
- Cruising
- Technical Support (Marking guides)

#### **2. Sale Administration (\$50,000)**

During implementation, Lomakatsi will ensure that standards and specifications are met by the contractor and communicated appropriately to AFCCAP staff.

- Implementation Monitoring:
- Field Inspection and Reporting
- Log Load Accounting

#### **3. Post-Sale (\$25,000)**

Conditions post-treatment will be monitored to evaluate the effectiveness of treatment activities and determine whether goals and objectives were met and to what degree.

- Effectiveness monitoring and reporting

Costs for above tasks and others as directed as part of AFCCAP **are not to exceed \$250,000.**

Thank you for your consideration of this special procurement request. I welcome you to reach out with any questions or concerns.

**Marko Bey**

Executive Director

**Lomakatsi Restoration Project**

645 Washington St., Ashland, OR, 97520

[www.lomakatsi.org](http://www.lomakatsi.org)

Office (541) 488-0208





# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                                                                                                                                                                                       |                  |  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| Agenda Item | First Reading – 3227 – An ordinance allowing Alcohol Use in Parks                                                                                                                                                                                                                                                                     |                  |  |
| From        | Leslie Eldridge                                                                                                                                                                                                                                                                                                                       | Interim Director |  |
| Contact     | <a href="mailto:Leslie.Eldridge@ashland.or.us">Leslie.Eldridge@ashland.or.us</a> 541-552-2251                                                                                                                                                                                                                                         |                  |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/><br>Consent <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Old Business <input type="checkbox"/> |                  |  |

## **SUMMARY**

First Reading of a proposed ordinance to Allow Alcohol Use in Parks for Specific Circumstances. The presented ordinance language was unanimously recommended to City Council by the Parks and Recreation Commissioners on Oct 11, 2023.

## **POLICIES, PLANS & GOALS SUPPORTED**

### APRC Biennium Goals

- Seek out and support opportunities for community building through programs and events in our parks, open spaces and trail networks that celebrate art, music, sports and nature.

### Council Priorities

- Community Investment: Downtown revitalization
- Quality of Life: Arts and Entertainment
- Economic Opportunity/Vitality: Diversify the local economy; broaden options for tourism/visitors; attract more families to live in Ashland.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Currently, the Ashland Municipal Code Chapter 10.68.090: Intoxicating liquor prohibited states:  
*It is unlawful for any person to take any intoxicating liquor or beverage into any portion of the public parks of the City, (with notable exceptions for the Calle Guanajuato, Oak Knoll Golf Course and Oregon Shakespeare Festival (OSF)).*

Allowing the limited sale/service of alcohol within parks in conjunction with an APRC Special Event permit, an OLCC permit and an APRC Alcohol Use in Parks Permit has several benefits. First, it attracts event organizers to choose Ashland parks for their events, as alcohol service is often perceived as a desirable feature of many events. Second, it enables revenue generation for vendors and event organizers, so the entire enterprise is more economically feasible. Finally, increased events and activities within the park will bring increased visitation and corresponding economic activity to local businesses.

Staff have worked to provide legal and policy structure to support limited and focused use of alcohol in parks. The current structure provides ONLY for permitted events that physically separate alcohol service/sale to individuals that are 21+ years of age (i.e., a Beer/Wine Garden) OR are holding an



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event in a space in the park where entrance/exit can be controlled and only 21+ adults are present (ex. The Ashland Japanese Garden). Events such as weddings or parties of mixed ages in the same physical location are NOT supported at this time by the proposed structure presented today. Additionally, the APRC Rules included in this packet limit the type of alcohol service to wine, beer, hard cider, as opposed to “hard” alcohol. However, staff have crafted broad ordinance language to allow for change in APRC rules and policies into the future.

Key points:

1. The Special Event Permit is already a requirement for parks events. A supplementary Alcohol Use in Parks Application, along with an OLCC permit, would be added as a requirement if service of alcohol is requested.
2. General Liability insurance of 2 million is always required for events and liquor liability would be an added requirement for the insurance.
3. Security requirements will be handled on a case-by-case basis, and at the discretion of the APRC Director or designee.
4. The first phase of this new policy allows only beer, wine, hard cider, as opposed to “hard” alcohol. However, the ordinance language does not specify a type of allowed alcohol. Staff recommend starting this policy with the most conservative approach possible: with a lower percentage alcohol in a controlled setting. As staff experience, capacity, and systems develop, APRC hopes to provide for other types and settings of alcohol use in parks.
5. There is a current non-refundable “Alcohol Fee” of \$150 in the Miscellaneous Fees and Charges document approved by City Council. This fee was established when APRC used to manage Pioneer Hall and the Community Center for weddings and other events. APRC proposes to use this existing fee for the first phase of this new policy until the Miscellaneous fees and Charges get reviewed again May/ June of 2024.

## **FISCAL IMPACTS**

Allowance of alcohol in parks during special events has the potential to increase revenues to parks in the form of additional fees for services. It also can serve as an attractor to visitors/tourists, thereby increasing economic activity to local businesses.

APRC anticipates that some level of additional planning and staff support is needed to facilitate a predicted increase in events and accompanying event logistics.

## **DISCUSSION QUESTIONS**

- Why does the parks policy only allow service of wine, beer and cider, as opposed to “hard” alcohol?
- Why does the parks policy mandate a “Beer Garden” or cordoned off service area?
- What level of City and APRC staff support is needed to facilitate these events?
- What potential does this change have to bring in additional revenue to APRC?

## **SUGGESTED NEXT STEPS**

Staff recommends that Council approve First Reading of Ordinance No 3227 and send it to Second Reading.





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## **REFERENCES & ATTACHMENTS**

- APMC Special Events Permit (Already in use)  
<https://www.ashland.or.us/page.asp?navid=18133>
- OLCC permit (State permit for alcohol service)  
<https://www.oregon.gov/olcc/Pages/portalservicepermits.aspx>
- Alcohol Use in Parks Supplementary Application (Attached)
- APMC Rules for Alcohol Service in Parks (Attached)
- Ordinance 3227 Draft

## DRAFT Alcohol Use in Parks Supplementary Application

*NOTE: This application must be submitted in conjunction with an APRC Special Events Permit and requires proof of an OLCC permit. All events are subject to the Rules for Alcohol Use in Parks*

1. **Which Park will be used for the event? Please be sure to specify exactly where your event will be held in the selected park.**

(If you have filled out an OLCC "Plan to manage a special event" please attach it to this form.

[https://www.oregon.gov/olcc/docs/liquor license and license process/tsl plan to manage special events.pdf](https://www.oregon.gov/olcc/docs/liquor_license_and_license_process/tsl_plan_to_manage_special_events.pdf))

2. **What will be the start and end time of alcohol service? \_\_\_\_\_ to \_\_\_\_\_.**

3. **Describe where alcohol service (Beer/Wine Garden) will be located. Please attach a map that clearly delineates the proposed area.**

4. **Please describe the barriers used to cordon off the area for the alcohol service and include a site plan with exact location of the service and the event. *For outdoor alcohol service OLCC requires: "a barrier that is of sufficient height, sturdiness, and is not movable. The barrier should allow people to enter and exit only through specific points and prevent alcohol from leaving the area. Two examples of a barrier are a fence and a "moat" system. Such a barrier can be portable (set-up and take-down) but it should not be easily moveable after it is set-up.***

5. **Detail your Security Plan below. If you are using a private security company, provide the name of the company and describe the services they will provide.**



# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Rick Landt  
Leslie Eldridge  
Jim Lewis  
Jim Bachman  
Justin Adams



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## FINAL DRAFT

### *APRC Rules for Alcohol Use in Parks*

1. The Sale and consumption of malt beverages, wine, and hard cider by the drink for consumption is allowed in a controlled setting, with licensed service (OLCC Permit) within the parks system by a special permit.
2. Only events where an OLCC permit (Licensed Service) is required will be allowed.
  - a. **Licensed Service** is defined as:
    - (1) An event where malt beverages, wine or hard cider will be sold
    - (2) An event where alcohol is available (but not being sold), and the event host is charging or accepting donations of goods for admission, or where payment is required to attend the event.
3. If the applicant fails to obtain an OLCC permit, this permit will be null and void.
4. A copy of the OLCC permit must be presented to APRC staff prior to the permit being issued.
  - a. *All OLCC forms can be found here:*  
[https://www.oregon.gov/olcc/lic/Pages/license\\_form\\_publications.aspx](https://www.oregon.gov/olcc/lic/Pages/license_form_publications.aspx)
5. Applicants must be at least 25 years of age.
6. Special Event and (2) alcohol use applications and a 3) detailed site plan is due at least 60 days prior to the event; no exceptions. We strongly encourage event organizers to begin planning with APRC at least 180 days prior to the event to ensure all requirements are met.
7. All sales and consumption must be within an enclosure as defined by the OLCC and detailed on the APRC Alcohol Use Application.
8. General Liability Insurance is required to consume alcohol on City of Ashland property. If alcohol is being served at an event Liquor Liability Insurance is required as well. Both certificates of insurance (COI) are required in the amount of \$2,000,000 per occurrence and must name City of Ashland as additionally insured.
9. Permit is only valid for the identified purpose and date.
10. Event organizers are required to provide a zero-waste event. All glass containers must be kept within control of the OLCC licensed server.
11. Permit will not be issued for event hours prior to 11am or later than 9pm in conjunction with the established noise ordinance AMC 9.08.170.
12. Permits are issued on a first-come, first-served basis and are dependent on availability of park areas and conflicts with other uses.
13. The Ashland Parks and Recreation Director or designee shall retain full discretion to determine security requirements.
14. Payment of established fees and charges are required, as provided in the Miscellaneous Fees and Charges Document adopted by the City Council.

15. Fees will be refunded minus administrative costs incurred if the event is not approved.
16. The event is confirmed when all the following have been received and approved by APRC staff within the established timelines and requirements. Those include:
- ☐ The APRC Special Event Permit
  - ☐ The APRC Alcohol Use Application
  - ☐ General Liability Insurance and Liquor Liability Insurance certificates that name the City of Ashland as additional insureds.
  - ☐ Proof of OLCC Permit approval.
  - ☐ Permit fee payments in full have been received by APRC.



## ORDINANCE NO. 3227

### AN ORDINANCE AMENDING SECTION 10.68 OF THE ASHLAND MUNICIPAL CODE: INTOXICATING LIQUOR PROHIBITED

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are bold underlined.

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

##### 10.68.090 ~~Intoxicating Liquor Prohibited~~ Alcohol Use in Parks

It is unlawful for any person to take any intoxicating liquor or beverage into any portion of the public parks of the City, except ~~that as authorized by the Ashland Parks and Recreation Director or designee, consistent with established parks rules and regulations.~~ that as authorized by the Ashland Parks and Recreation Director or designee, consistent with established parks rules and regulations.

~~A. Intoxicating liquor or beverages may be transported through the Lithia Park extension area which is located between North Main Street and Winburn Way and between Ashland Creek to the west and the Plaza to the east.~~

~~B. This section and the prohibitions on the possession and use of intoxicating liquor shall not apply to that portion of the park that is leased to the Oregon Shakespeare Festival Association.~~

~~C. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Calle Guanajuato only when such is served with prepared meals and with the express approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.~~

~~D. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Oak Knoll Golf Course only when such is served as part of the City Golf Course operation or approved concession with the approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.~~

~~E. Any person who violates any provision of this Chapter is subject to Section 1.08.0230 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)~~ Any violation of this section is a Class II violation subject to the penalties and procedures in AMC 1.08.030.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to form:

\_\_\_\_\_  
Douglas M. McGeary, Acting City Attorney





# Council Business Meeting

November 21, 2024

|             |                                                                                                                                                                                          |                  |  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| Agenda Item | First Quarter 2024 Financial Update                                                                                                                                                      |                  |  |
| From        | Mariane Berry                                                                                                                                                                            | Finance Director |  |
| Contact     | <a href="mailto:Mariane.berry@ashland.or.us">Mariane.berry@ashland.or.us</a>                                                                                                             |                  |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input checked="" type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> |                  |  |

## **SUMMARY**

On a quarterly basis, the Finance Department presents the current quarter-end financial statements and provides an overview 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."

## **BACKGROUND AND ADDITIONAL INFORMATION**

The City is in the first year of a two-year budget. Currently, revenues and expenditures are being incurred as expected. Separately in this meeting, there is a budget transfer request from Contingency to the I.T. Department for the replacement of aging network switches city-wide, and that will be summarized in that staff report.

The attached financial statements are presented by fund. These statements are also available on the City's website. Please note, we are still going through our Annual Audit, and our financial statements and activity ending June 30, 2023, have not been finalized or published. As such, the beginning balances of these first quarter financials are subject to change for any audit-period adjustments.

As a benchmark, the first quarter is 25% of the current year. For the quarter ending September 30<sup>th</sup>, 2023, General Fund revenue is 11.6% of total, which is primarily due to the timing of property taxes that are not collected until the second quarter of the fiscal year.

Other significant changes effective July 1, 2023, include System Development Charges (SDC) were separated out into individual funds by function, e.g., SDC Water Fund, SDC Parks Fund, etc. SDCs are one-time fees charged on new development, and certain types of redevelopment, to help pay for existing and planned infrastructure to serve the development. Previously, these were part of their respective fund, however under ORS 223.297 – 223.314, specific requirements direct the use of these capital improvement funds, thus the City separated the funds apart for greater reporting and compliance ease. When reviewing individual funds that were affected, the beginning balance may not necessarily tie to last year's ending fund balance for this reason. Additionally, the Parks General Fund and Parks Equipment Fund were dissolved into the City's General Fund, and the Health Benefits Reserve Fund was reallocated into the existing individual funds that represented the employees for which the expense was related.

One item to note, the Ashland Municipal Airport is currently undergoing a Taxiway Reconstruction and Rehabilitation Project, which is primarily supported by two grants. The ending fund balance at September 30, 2023 reflects a negative balance due to the typical nature of the grant reimbursement process. The fund is



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made whole in October. It is an accounting presentation, and no bank account was overdrawn or policy in violation.

## **FISCAL IMPACTS**

None

## **REFERENCES & ATTACHMENTS**

Attachment 1: Fiscal Year 2024 – 1<sup>st</sup> Quarter Financial Statements



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                         |                                                         |                                           |  |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|--|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |  |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| <b>110 General Fund</b>                                                              |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| Taxes                                                                                | \$ 2,188,616                         | \$ 24,638,791                                      | 8.9%                                                   | 99.2%                                        | \$ 2,205,231                              | \$ 23,302,862                                           | 9.5%                                      |  |
| Licenses and Permits                                                                 | 515,748                              | 1,264,100                                          | 40.8%                                                  | 152.1%                                       | 339,013                                   | 1,068,226                                               | 31.7%                                     |  |
| Intergovernmental                                                                    | 163,996                              | 2,660,064                                          | 6.2%                                                   | 10.1%                                        | 1,626,181                                 | 4,041,869                                               | 40.2%                                     |  |
| Charges for Services                                                                 | 1,708,229                            | 13,037,604                                         | 13.1%                                                  | 41.4%                                        | 4,123,210                                 | 12,521,935                                              | 32.9%                                     |  |
| Fines                                                                                | 92,970                               | 174,500                                            | 53.3%                                                  | 250.2%                                       | 37,163                                    | 220,916                                                 | 16.8%                                     |  |
| Interest on Investments                                                              | 143,716                              | 300,000                                            | 47.9%                                                  | 237.1%                                       | 60,613                                    | 464,243                                                 | 13.1%                                     |  |
| Miscellaneous                                                                        | 113,481                              | 84,150                                             | 134.9%                                                 | 646.0%                                       | 17,565                                    | 214,022                                                 | 8.2%                                      |  |
| Transfer In (City General Fund)                                                      | -                                    | -                                                  | N/A                                                    | 0.0%                                         | 886,749                                   | 3,546,996                                               | 25.0%                                     |  |
| Transfer In (Parks CIP Fund)                                                         | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Transfer In (Parks CIP)                                                              | -                                    | 422,545                                            | 0.0%                                                   | 0.0%                                         | -                                         | -                                                       | N/A                                       |  |
| Transfer In (Water Fund)                                                             | 50,000                               | 50,000                                             | 100.0%                                                 | N/A                                          | 50,000                                    | 50,000                                                  | 100.0%                                    |  |
| Transfer In (Cemetery)                                                               | 6,852                                | 148,364                                            | 4.6%                                                   | 198.1%                                       | 3,459                                     | 20,826                                                  | 16.6%                                     |  |
| Total Revenues and Other Sources                                                     | 4,983,609                            | 42,780,118                                         | 11.6%                                                  | 53.3%                                        | 9,349,185                                 | 45,451,895                                              | 20.6%                                     |  |
| Administration Department                                                            | 964,626                              | 4,625,295                                          | 20.9%                                                  | 227.4%                                       | 424,148                                   | 2,032,558                                               | 20.9%                                     |  |
| Administration - Municipal Court                                                     | 112,570                              | 544,256                                            | 20.7%                                                  | 114.7%                                       | 98,164                                    | 414,831                                                 | 23.7%                                     |  |
| Administration - Health Benefits Fund                                                | -                                    | -                                                  | N/A                                                    | N/A                                          | 1,272,642                                 | 2,668,448                                               | 47.7%                                     |  |
| Information Technology Department                                                    | 427,080                              | 2,128,890                                          | 20.1%                                                  | 184.2%                                       | 231,857                                   | 1,315,699                                               | 17.6%                                     |  |
| Finance Department                                                                   | 711,366                              | 3,259,278                                          | 21.8%                                                  | 128.4%                                       | 554,008                                   | 2,504,582                                               | 22.1%                                     |  |
| City Recorder                                                                        | 60,725                               | 283,519                                            | 21.4%                                                  | 102.6%                                       | 59,209                                    | 227,266                                                 | 26.1%                                     |  |
| Police Department                                                                    | 1,954,592                            | 9,203,005                                          | 21.2%                                                  | 112.8%                                       | 1,733,170                                 | 6,865,534                                               | 25.2%                                     |  |
| Fire and Rescue Department                                                           | 3,005,387                            | 14,916,007                                         | 20.1%                                                  | 97.6%                                        | 3,079,521                                 | 10,952,799                                              | 28.1%                                     |  |
| Public Works Department                                                              | 636,203                              | 5,085,801                                          | 12.5%                                                  | 85.6%                                        | 742,807                                   | 2,986,759                                               | 24.9%                                     |  |
| Community Development                                                                | 456,648                              | 2,471,617                                          | 18.5%                                                  | 92.4%                                        | 494,313                                   | 1,804,429                                               | 27.4%                                     |  |
| Parks Department                                                                     | 1,476,421                            | 7,141,629                                          | 20.7%                                                  | 85.4%                                        | 1,727,918                                 | 6,771,629                                               | 25.5%                                     |  |
| Transfer Out (Parks)                                                                 | -                                    | -                                                  | N/A                                                    | 0.0%                                         | 886,749                                   | 3,546,996                                               | 25.0%                                     |  |
| Transfer out (Tourism Fund)                                                          | -                                    | -                                                  | N/A                                                    | 0.0%                                         | 775,474                                   | 775,474                                                 | 100.0%                                    |  |
| Transfer Out (Housing Fund)                                                          | -                                    | 100,000                                            | 0.0%                                                   | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Transfer Out (Capital Improvements)                                                  | -                                    | 100,000                                            | 0.0%                                                   | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Transfer Out (Debt Service Fund)                                                     | -                                    | 110,000                                            | 0.0%                                                   | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Transfer Out (Cemetery Fund)                                                         | 500                                  | 500                                                | 100.0%                                                 | 100.0%                                       | 500                                       | 500                                                     | 100.0%                                    |  |
| Contingency                                                                          | -                                    | 1,079,443                                          | 0.0%                                                   | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Total Expenditures and Other Uses                                                    | 9,806,117                            | 51,049,240                                         | 19.2%                                                  | 81.2%                                        | 12,080,480                                | 42,867,504                                              | 28.2%                                     |  |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | (4,822,508)                          | (8,269,122)                                        | 41.7%                                                  | 176.6%                                       | (2,731,295)                               | 2,584,391                                               | -105.7%                                   |  |
| Beginning Fund Balance                                                               | 21,710,158                           | 19,559,426                                         | 111.0%                                                 | 113.5%                                       | 19,125,767                                | 19,125,767                                              | 100.0%                                    |  |
| Ending Fund Balance                                                                  | \$ 16,887,650                        | \$ 11,290,304                                      | 149.6%                                                 | 103.0%                                       | \$ 16,394,472                             | \$ 21,710,158                                           | 75.5%                                     |  |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| Restricted and Committed Funds                                                       | 523,770                              |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| Unassigned Fund Balance                                                              | \$ 16,363,880                        |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                |                                       |                                           |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|----------------------------------|---------------------------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023<br>Date Actuals | Year-to-<br>Year 2023<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                  |                                       |                                           |
| <b>230</b>                                                                           | <b>Tourism Fund</b>                  |                                                    |                                                        |                                              |                                  |                                       |                                           |
| Taxes                                                                                | \$ -                                 | \$ 947,438                                         | 0.0%                                                   | N/A                                          | \$ -                             | \$ 870,482                            | N/A                                       |
| Interest                                                                             | 6,295                                | 12,000                                             | 52.5%                                                  | N/A                                          | 2,187                            | 17,267                                | N/A                                       |
| Miscellaneous                                                                        | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                | -                                     | N/A                                       |
| Transfer In (General Fund)                                                           | -                                    | -                                                  | N/A                                                    | N/A                                          | 775,474                          | 775,474                               | 100.0%                                    |
| Total Revenues and Other Sources                                                     | 6,295                                | 959,438                                            | 0.7%                                                   | N/A                                          | 777,661                          | 1,663,223                             | N/A                                       |
| Personnel Services                                                                   | 19,117                               | 71,970                                             | 26.6%                                                  | N/A                                          | 7,035                            | 59,478                                | N/A                                       |
| Materials and Services                                                               | 129,250                              | 1,161,338                                          | 11.1%                                                  | N/A                                          | 161,917                          | 611,663                               | 26.5%                                     |
| Contingency                                                                          | -                                    | 37,051                                             | 0.0%                                                   | N/A                                          | -                                | -                                     | N/A                                       |
| Total Expenditures and Other Uses                                                    | 148,367                              | 1,270,359                                          | 11.7%                                                  | N/A                                          | 168,953                          | 671,141                               | N/A                                       |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | (142,071)                            | (310,921)                                          | 54.3%                                                  | N/A                                          | 608,708                          | 992,082                               | N/A                                       |
| Beginning Fund Balance                                                               | 992,082                              | 1,015,037                                          | 97.7%                                                  | N/A                                          | -                                | -                                     | N/A                                       |
| Ending Fund Balance                                                                  | \$ 850,011                           | \$ 704,116                                         | 120.7%                                                 | N/A                                          | \$ 608,708                       | \$ 992,082                            | N/A                                       |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                  |                                       |                                           |
| Restricted and Committed Funds                                                       | 850,011                              |                                                    |                                                        |                                              |                                  |                                       |                                           |
| Unassigned Fund Balance                                                              | \$ -                                 |                                                    |                                                        |                                              |                                  |                                       |                                           |



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                 |                                                                                   | Budget to Actual    |                             |                      |                       | Preliminary Fiscal        |                   |             | Actual Percent |
|---------------------------------|-----------------------------------------------------------------------------------|---------------------|-----------------------------|----------------------|-----------------------|---------------------------|-------------------|-------------|----------------|
|                                 |                                                                                   | Fiscal Year 2024    | Fiscal Year 2024            | Percent              | Actual to Actual      | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected / |                |
|                                 |                                                                                   | 1st Year Actuals    | 1st Year of Biennial Budget | Collected / Expended | Year-over-Year Change | Date Actuals              | Year Actuals      | Expended    |                |
|                                 |                                                                                   | Current Fiscal Year |                             |                      |                       | Prior Fiscal Year         |                   |             |                |
| 240                             | Housing Fund                                                                      |                     |                             |                      |                       |                           |                   |             |                |
|                                 | Taxes                                                                             | \$ -                | \$ -                        | N/A                  | N/A                   | \$ -                      | \$ -              | N/A         |                |
|                                 | Intergovernmental                                                                 | -                   | -                           | N/A                  | N/A                   | (37,649)                  | -                 | N/A         |                |
|                                 | Interest on Investments                                                           | 1,773               | 1,000                       | 177.3%               | 191.5%                | 926                       | 10,631            | 8.7%        |                |
|                                 | Miscellaneous                                                                     | -                   | -                           | N/A                  | N/A                   | -                         | 4,800             | 0.0%        |                |
|                                 | Transfer In (General Fund)                                                        | -                   | 100,000                     | 0.0%                 | N/A                   | -                         | -                 | N/A         |                |
|                                 | Total Revenues and Other Sources                                                  | 1,773               | 101,000                     | 1.8%                 | -4.8%                 | (36,724)                  | 15,431            | -238.0%     |                |
|                                 | Personnel Services                                                                | -                   | -                           | N/A                  | N/A                   | -                         | -                 | N/A         |                |
|                                 | Materials and Services                                                            | -                   | 200,000                     | 0.0%                 | 0.0%                  | 4,862                     | 55,969            | 8.7%        |                |
|                                 | Capital Outlay                                                                    | -                   | -                           | N/A                  | N/A                   | -                         | -                 | N/A         |                |
|                                 | Total Expenditures and Other Uses                                                 | -                   | 200,000                     | 0.0%                 | 0.0%                  | 4,862                     | 55,969            | 8.7%        |                |
|                                 | Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | 1,773               | (99,000)                    | 101.8%               | -4.3%                 | (41,586)                  | (40,538)          | 102.6%      |                |
|                                 | Beginning Fund Balance                                                            | 240,123             | 221,798                     | 108.3%               | 85.6%                 | 280,661                   | 280,661           | 100.0%      |                |
|                                 | Ending Fund Balance                                                               | \$ 241,896          | \$ 122,798                  | 197.0%               | 101.2%                | \$ 239,075                | \$ 240,123        | 99.6%       |                |
| Reconciliation of Fund Balance: |                                                                                   |                     |                             |                      |                       |                           |                   |             |                |
|                                 | Restricted and Committed Funds                                                    | 241,896             |                             |                      |                       |                           |                   |             |                |
|                                 | Unassigned Fund Balance                                                           | \$ -                |                             |                      |                       |                           |                   |             |                |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                         |                                                         |                                           |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| 250 <b>Community Development Block Fund</b>                                          |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| Intergovernmental                                                                    | \$ 1,227                             | \$ 201,812                                         | 0.6%                                                   | N/A                                          | \$ 26,218                                 | \$ 256,256                                              | 10.2%                                     |
| Total Revenues and Other Sources                                                     | 1,227                                | 201,812                                            | 0.6%                                                   | N/A                                          | 26,218                                    | 256,256                                                 | 10.2%                                     |
| Personnel Services                                                                   | 16,576                               | 34,407                                             | 48.2%                                                  | 152.4%                                       | 10,879                                    | 37,179                                                  | 29.3%                                     |
| Materials and Services                                                               | 1,227                                | 204,024                                            | 0.6%                                                   | N/A                                          | 26,218                                    | 219,077                                                 | 12.0%                                     |
| Total Expenditures and Other Uses                                                    | 17,802                               | 238,431                                            | 7.5%                                                   | 48.0%                                        | 37,097                                    | 256,256                                                 | 14.5%                                     |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | (16,576)                             | (36,619)                                           | 54.7%                                                  | N/A                                          | (10,879)                                  | -                                                       | N/A                                       |
| Beginning Fund Balance                                                               | 36,617                               | 36,619                                             | 100.0%                                                 | 100.0%                                       | 36,617                                    | 36,617                                                  | 100.0%                                    |
| Ending Fund Balance                                                                  | \$ 20,041                            | \$ -                                               | 0.0%                                                   | 77.9%                                        | \$ 25,738                                 | \$ 36,617                                               | 70.3%                                     |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| Restricted and Committed Funds                                                       | 20,041                               |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| Unassigned Fund Balance                                                              | \$ -                                 |                                                    |                                                        |                                              |                                           |                                                         |                                           |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Budget to Actual                     |                                                    |                                    |                                              |                                           |                                                         |                                           |  |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|--|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |  |
|                                                                                      | Current Fiscal Year                  |                                                    |                                    |                                              | Prior Fiscal Year                         |                                                         |                                           |  |
| 255                                                                                  | Reserve Fund                         |                                                    |                                    |                                              |                                           |                                                         |                                           |  |
| Interest on Investments                                                              | \$ 13,055                            | \$ 25,000                                          | 52.2%                              | 200.1%                                       | \$ 6,526                                  | \$ 39,451                                               | 16.5%                                     |  |
| Total Revenues and Other Sources                                                     | 13,055                               | 25,000                                             | 52.2%                              | 52.2%                                        | 6,526                                     | 39,451                                                  | 16.5%                                     |  |
| 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<br>Expenditures and Other Uses | 13,055                               | 25,000                                             | 52.2%                              | 200.1%                                       | 6,526                                     | 39,451                                                  | 16.5%                                     |  |
| Beginning Fund Balance                                                               | 1,794,212                            | 1,784,761                                          | 100.5%                             | 102.2%                                       | 1,754,761                                 | 1,754,761                                               | 100.0%                                    |  |
| Ending Fund Balance                                                                  | \$ 1,807,267                         | \$ 1,809,761                                       | 99.9%                              | 102.6%                                       | \$ 1,761,287                              | \$ 1,794,212                                            | 98.2%                                     |  |
| Reconciliation of Fund Balance:                                                      |                                      |                                                    |                                    |                                              |                                           |                                                         |                                           |  |
| Restricted and Committed Funds                                                       | 1,807,267                            |                                                    |                                    |                                              |                                           |                                                         |                                           |  |
| Unassigned Fund Balance                                                              | \$ (0)                               |                                                    |                                    |                                              |                                           |                                                         |                                           |  |



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

| 260                                                   | Street Fund |                      |                      | Budget to Actual  | Actual to Actual<br>Year-over-Year<br>Change |                    |        | Actual Percent<br>Collected /<br>Expended |
|-------------------------------------------------------|-------------|----------------------|----------------------|-------------------|----------------------------------------------|--------------------|--------|-------------------------------------------|
|                                                       |             | Fiscal Year 2024     | Fiscal Year 2024     | Percent           |                                              | Preliminary Fiscal |        |                                           |
|                                                       |             | 1st Year of Biennial | 1st Year of Biennial | Collected /       |                                              | Year 2023 End-of-  |        |                                           |
|                                                       |             | 1st Year Actuals     | Budget               | Expended          |                                              | Year Actuals       |        |                                           |
| Current Fiscal Year                                   |             |                      |                      | Prior Fiscal Year |                                              |                    |        |                                           |
| Taxes                                                 | \$ 160,914  | \$ 2,346,102         | 6.9%                 | 92.7%             | \$ 173,602                                   | \$ 788,818         | 22.0%  |                                           |
| Intergovernmental                                     | 402,903     | 1,652,500            | 24.4%                | 99.7%             | 404,063                                      | 1,686,912          | 24.0%  |                                           |
| Charges for Services - Rates                          | 420,355     | 1,666,100            | 25.2%                | 100.2%            | 419,506                                      | 1,687,905          | 24.9%  |                                           |
| Charges for Services - Misc. Service Fees             | -           | 15,000               | 0.0%                 | 0.0%              | 406                                          | 406                | 100.0% |                                           |
| System Development Charges                            | -           | -                    | N/A                  | N/A               | -                                            | -                  | N/A    |                                           |
| Assessments                                           | -           | 3,000                | 0.0%                 | N/A               | -                                            | 1,455              | 0.0%   |                                           |
| Interest on Investments                               | 26,517      | 80,000               | 33.1%                | 139.9%            | 18,956                                       | 114,013            | 16.6%  |                                           |
| Miscellaneous                                         | -           | -                    | N/A                  | N/A               | 6,200                                        | 9,221              | 67.2%  |                                           |
| Other Financing Sources                               | -           | 8,984,110            | 0.0%                 | N/A               | -                                            | -                  | N/A    |                                           |
| Total Revenues and Other Sources                      | 1,010,689   | 14,746,812           | 6.9%                 | 98.8%             | 1,022,733                                    | 4,288,729          | 23.8%  |                                           |
| Public Works - Ground Maintenance                     | 27,306      | 270,000              | 10.1%                | 37.7%             | 72,452                                       | 240,233            | 30.2%  |                                           |
| Public Works - Street Operations                      | 2,020,845   | 10,583,812           | 19.1%                | 196.6%            | 1,027,935                                    | 4,943,326          | 20.8%  |                                           |
| Public Works - Street Operations Debt                 | -           | 2,423,865            | 0.0%                 | N/A               | -                                            | -                  | N/A    |                                           |
| Public Works - Transportation SDC's                   | -           | -                    | N/A                  | N/A               | -                                            | -                  | N/A    |                                           |
| Transfer Out (Insurance Fund)                         | -           | -                    | N/A                  | N/A               | -                                            | -                  | N/A    |                                           |
| Contingency                                           | -           | 130,294              | 0.0%                 | N/A               | -                                            | -                  | N/A    |                                           |
| Total Expenditures and Other Uses                     | 2,048,151   | 13,407,971           | 15.3%                | 186.1%            | 1,100,387                                    | 5,183,559          | 21.2%  |                                           |
| Excess(Deficiency) of Revenues and Other Sources over |             |                      |                      |                   |                                              |                    |        |                                           |
| Expenditures and Other Uses                           | (1,037,462) | 1,338,841            | -77.5%               | 1336.0%           | (77,654)                                     | (894,830)          | 8.7%   |                                           |
| Beginning Fund Balance                                | 1,818,350   | 1,701,979            | 106.8%               | 32.8%             | 5,535,938                                    | 5,535,938          | 100.0% |                                           |
| Ending Fund Balance                                   | \$ 780,888  | \$ 3,040,820         | 25.7%                | 14.3%             | \$ 5,458,283                                 | \$ 4,641,108       | 117.6% |                                           |
| Reconciliation of Fund Balance:                       |             |                      |                      |                   |                                              |                    |        |                                           |
| Restricted and Committed Funds                        | 780,888     |                      |                      |                   |                                              |                    |        |                                           |
| Unassigned Fund Balance                               | \$ (0)      |                      |                      |                   |                                              |                    |        |                                           |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Budget to Actual    |                                |                         |                          | Preliminary Fiscal        |                   | Actual Percent<br>Collected /<br>Expended |
|--------------------------------------------------------------------------------------|---------------------|--------------------------------|-------------------------|--------------------------|---------------------------|-------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024    | Fiscal Year 2024               | Percent                 | Actual to Actual         | Fiscal Year 2023 Year-to- | Year 2023 End-of- |                                           |
|                                                                                      | 1st Year Actuals    | 1st Year of Biennial<br>Budget | Collected /<br>Expended | Year-over-Year<br>Change | Date Actuals              | Year Actuals      |                                           |
|                                                                                      | Current Fiscal Year |                                |                         |                          | Prior Fiscal Year         |                   |                                           |
| <b>263 SDC Street Fund</b>                                                           |                     |                                |                         |                          |                           |                   |                                           |
| System Development Charges                                                           | \$ 64,739           | \$ 150,000                     | 43.2%                   | 150.8%                   | \$ 42,917                 | \$ 155,273        | 27.6%                                     |
| Interest on Investments                                                              | 7,197               | -                              | N/A                     | N/A                      | -                         | -                 | N/A                                       |
| Other Financing Sources                                                              | -                   | 1,516,950                      | 0.0%                    | N/A                      | -                         | -                 | N/A                                       |
| Total Revenues and Other Sources                                                     | 71,936              | 1,666,950                      | 4.3%                    | 167.6%                   | 42,917                    | 155,273           | 27.6%                                     |
| Materials and Services                                                               | -                   | 25,000                         | 0.0%                    | N/A                      | -                         | -                 | N/A                                       |
| Capital Outlay                                                                       | -                   | 1,516,950                      | 0.0%                    | N/A                      | -                         | -                 | N/A                                       |
| Contingency                                                                          | -                   | 46,259                         | 0.0%                    | N/A                      | -                         | -                 | N/A                                       |
| Total Expenditures and Other Uses                                                    | -                   | 1,588,209                      | 0.0%                    | N/A                      | -                         | -                 | N/A                                       |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 71,936              | 78,741                         | 91.4%                   | 167.6%                   | 42,917                    | 155,273           | 27.6%                                     |
| Beginning Fund Balance                                                               | 2,978,031           | 3,002,755                      | 99.2%                   | N/A                      | -                         | -                 | N/A                                       |
| Ending Fund Balance                                                                  | \$ 3,049,966        | \$ 3,081,496                   | 99.0%                   | 7106.7%                  | \$ 42,917                 | \$ 155,273        | 27.6%                                     |
| <b>Reconciliation of Fund Balance:</b>                                               |                     |                                |                         |                          |                           |                   |                                           |
| Restricted and Committed Funds                                                       | 3,049,966           |                                |                         |                          |                           |                   |                                           |
| Unassigned Fund Balance                                                              | \$ -                |                                |                         |                          |                           |                   |                                           |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                |                                               |                                           |  |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|----------------------------------|-----------------------------------------------|-------------------------------------------|--|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023<br>Date Actuals | Year-to-<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |  |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                  |                                               |                                           |  |
| <b>280 Airport Fund</b>                                                              |                                      |                                                    |                                                        |                                              |                                  |                                               |                                           |  |
| Intergovernmental                                                                    | \$ -                                 | \$ 1,529,700                                       | 0.0%                                                   | N/A                                          | \$ -                             | \$ 77,798                                     | N/A                                       |  |
| Charges for Services - Rates                                                         | 26,645                               | 170,000                                            | 15.7%                                                  | N/A                                          | 58,391                           | 198,047                                       | 29.5%                                     |  |
| Interest on Investments                                                              | 2,487                                | 3,000                                              | 82.9%                                                  | 223.2%                                       | 1,114                            | 6,740                                         | 16.5%                                     |  |
| Miscellaneous                                                                        | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                | 4,622                                         | 0.0%                                      |  |
| Total Revenues and Other Sources                                                     | 29,132                               | 1,702,700                                          | 1.7%                                                   | 49.0%                                        | 59,505                           | 287,207                                       | 20.7%                                     |  |
| Materials and Services                                                               | 15,429                               | 95,350                                             | 16.2%                                                  | 72.0%                                        | 21,443                           | 72,919                                        | 29.4%                                     |  |
| Capital Outlay                                                                       | 944,745                              | 1,613,000                                          | 58.6%                                                  | N/A                                          | 9,244                            | 113,463                                       | 8.1%                                      |  |
| Contingency                                                                          | -                                    | 2,861                                              | 0.0%                                                   | N/A                                          | -                                | -                                             | N/A                                       |  |
| Total Expenditures and Other Uses                                                    | 960,174                              | 1,711,211                                          | 56.1%                                                  | 3128.9%                                      | 30,687                           | 186,382                                       | 16.5%                                     |  |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | (931,042)                            | (8,511)                                            | -10839.3%                                              | -3230.8%                                     | 28,818                           | 100,825                                       | 28.6%                                     |  |
| Beginning Fund Balance                                                               | 398,996                              | 86,831                                             | 459.5%                                                 | 133.8%                                       | 298,171                          | 298,171                                       | 100.0%                                    |  |
| Ending Fund Balance                                                                  | \$ (532,046)                         | \$ 78,320                                          | -679.3%                                                | -162.7%                                      | \$ 326,990                       | \$ 398,996                                    | 82.0%                                     |  |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                  |                                               |                                           |  |
| Restricted and Committed Funds                                                       | (532,046)                            |                                                    |                                                        |                                              |                                  |                                               |                                           |  |
| Unassigned Fund Balance                                                              | \$ 0                                 |                                                    |                                                        |                                              |                                  |                                               |                                           |  |

\* Negative Airport balance is due to timing of grant revenue received in October 2023



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Budget to Actual    |                                |                         |                          | Preliminary Fiscal        |                   | Actual Percent<br>Collected /<br>Expended |
|--------------------------------------------------------------------------------------|---------------------|--------------------------------|-------------------------|--------------------------|---------------------------|-------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024    | Fiscal Year 2024               | Percent                 | Actual to Actual         | Fiscal Year 2023 Year-to- | Year 2023 End-of- |                                           |
|                                                                                      | 1st Year Actuals    | 1st Year of Biennial<br>Budget | Collected /<br>Expended | Year-over-Year<br>Change | Date Actuals              | Year Actuals      |                                           |
|                                                                                      | Current Fiscal Year |                                |                         |                          | Prior Fiscal Year         |                   |                                           |
| <b>410 Capital Improvements Fund</b>                                                 |                     |                                |                         |                          |                           |                   |                                           |
| Intergovernmental                                                                    | \$ 1,158,200        | \$ 2,058,100                   | 56.3%                   | 56.3%                    | \$ -                      | \$ -              | N/A                                       |
| Charges for Services - Misc. Service fees                                            | 52,554              | -                              | 56.3%                   | 56.3%                    | 53,190                    | 207,475           | 25.6%                                     |
| System Development Charges - Parks                                                   | -                   | -                              | 56.3%                   | 56.3%                    | -                         | -                 | N/A                                       |
| Interest on Investments                                                              | 8,697               | 10,000                         | 87.0%                   | 190.8%                   | 4,558                     | 27,519            | 16.6%                                     |
| Miscellaneous                                                                        | -                   | -                              | N/A                     | N/A                      | -                         | -                 | N/A                                       |
| Transfer In (General Fund)                                                           | -                   | 100,000                        | 0.0%                    | N/A                      | -                         | -                 | N/A                                       |
| Total Revenues and Other Sources                                                     | 1,219,451           | 2,168,100                      | 56.2%                   | 2111.7%                  | 57,747                    | 234,994           | 24.6%                                     |
| Public Works - Capital Outlay                                                        | 1,166,350           | 3,111,174                      | 37.5%                   | N/A                      | 3,970                     | 44,932            | N/A                                       |
| Finance - Open Space (Parks)                                                         | -                   | -                              | N/A                     | N/A                      | -                         | 5,000             | N/A                                       |
| Transfer Out (Debt Service Fund)                                                     | -                   | -                              | N/A                     | N/A                      | 110,000                   | 110,000           | N/A                                       |
| Transfer Out (Insurance Fund)                                                        | -                   | -                              | N/A                     | N/A                      | -                         | -                 | N/A                                       |
| Contingency                                                                          | -                   | -                              | N/A                     | N/A                      | -                         | -                 | N/A                                       |
| Total Expenditures and Other Uses                                                    | 1,166,350           | 3,111,174                      | 37.5%                   | N/A                      | 113,970                   | 159,932           | 71.3%                                     |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 53,101              | (943,074)                      | 105.6%                  | -94.4%                   | (56,223)                  | 75,062            | -74.9%                                    |
| Beginning Fund Balance                                                               | 998,426             | 1,035,362                      | 96.4%                   | 82.6%                    | 1,208,242                 | 1,208,242         | 100.0%                                    |
| Ending Fund Balance                                                                  | \$ 1,051,527        | \$ 92,288                      | 1139.4%                 | 91.3%                    | \$ 1,152,019              | \$ 1,283,304      | 89.8%                                     |
| <b>Reconciliation of Fund Balance:</b>                                               |                     |                                |                         |                          |                           |                   |                                           |
| Restricted and Committed Funds                                                       | 1,051,527           |                                |                         |                          |                           |                   |                                           |
| Unassigned Fund Balance                                                              | \$ 0                |                                |                         |                          |                           |                   |                                           |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                   | Fiscal Year 2024    |                      | Budget to Actual | Actual to Actual | Preliminary Fiscal        |                   | Actual Percent |
|-----------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|---------------------------|-------------------|----------------|
|                                                                                   | Fiscal Year 2024    | 1st Year of Biennial | Percent          | Year-over-Year   | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected /    |
|                                                                                   | 1st Year Actuals    | Budget               | Collected /      | Change           | Date Actuals              | Year Actuals      | Expended       |
|                                                                                   | Current Fiscal Year |                      |                  |                  | Prior Fiscal Year         |                   |                |
| 411 Parks Capital Improvement Fund                                                |                     |                      |                  |                  |                           |                   |                |
| Taxes                                                                             | \$ 53,768           | \$ 803,460           | 6.7%             | N/A              | \$ 178,529                | \$ 2,905,207      | 6.1%           |
| Intergovernmental                                                                 | 101,000             | 1,889,600            | 5.3%             | N/A              | 110,000                   | 110,000           | 100.0%         |
| Interest on Investments                                                           | 23,032              | 30,000               | 76.8%            | 329.6%           | 6,987                     | 55,025            | 12.7%          |
| Miscellaneous                                                                     | -                   | 50,000               | 0.0%             | N/A              | -                         | -                 | N/A            |
| Total Revenues and Other Sources                                                  | 177,800             | 2,773,060            | 6.4%             | 60.2%            | 295,516                   | 3,070,232         | 9.6%           |
| Materials and Services                                                            | -                   | -                    | N/A              | N/A              | -                         | 4,675             | N/A            |
| Capital Outlay                                                                    | 643,939             | 6,216,100            | 10.4%            | 297.8%           | 216,204                   | 881,483           | 24.5%          |
| Transfer Out (Debt Service Fund)                                                  | -                   | 186,347              | 0.0%             | N/A              | 188,596                   | 188,596           | 100.0%         |
| Transfer Out (General Fund)                                                       | -                   | 422,545              | 0.0%             | N/A              | -                         | -                 | N/A            |
| Total Expenditures and Other Uses                                                 | 643,939             | 6,824,992            | 9.4%             | 159.1%           | 404,800                   | 1,074,754         | 37.7%          |
| Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | (466,139)           | (4,051,932)          | 88.5%            | 426.5%           | (109,284)                 | 1,995,478         | -5.5%          |
| Beginning Fund Balance                                                            | 3,973,971           | 5,590,786            | 71.1%            | 200.9%           | 1,978,493                 | 1,978,493         | 100.0%         |
| Ending Fund Balance                                                               | \$ 3,507,832        | \$ 1,538,854         | 228.0%           | 187.7%           | \$ 1,869,210              | \$ 3,973,971      | 47.0%          |
| Reconciliation of Fund Balance:                                                   |                     |                      |                  |                  |                           |                   |                |
| Restricted and Committed Funds                                                    | 2,199,600           |                      |                  |                  |                           |                   |                |
| Unassigned Fund Balance                                                           | \$ 1,308,232        |                      |                  |                  |                           |                   |                |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                   | Fiscal Year 2024 |                      | Budget to Actual | Actual to Actual | Preliminary Fiscal        |                   | Actual Percent |
|-----------------------------------------------------------------------------------|------------------|----------------------|------------------|------------------|---------------------------|-------------------|----------------|
|                                                                                   | Fiscal Year 2024 | 1st Year of Biennial | Percent          | Year-over-Year   | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected /    |
|                                                                                   | 1st Year Actuals | Budget               | Collected /      | Change           | Date Actuals              | Year Actuals      | Expended       |
|                                                                                   |                  | Current Fiscal Year  |                  |                  | Prior Fiscal Year         |                   |                |
| 413                                                                               | SDC Parks Fund   |                      |                  |                  |                           |                   |                |
| System Development Charges - Parks                                                | 44,082           | 50,000               | 88.2%            | 699.7%           | 6,300                     | 35,690            | 17.7%          |
| Interest on Investments                                                           | 865              | -                    | N/A              | N/A              | -                         | -                 | N/A            |
| Miscellaneous                                                                     | -                | -                    | N/A              | N/A              | -                         | -                 | N/A            |
| Total Revenues and Other Sources                                                  | 44,947           | 50,000               | 89.9%            | 713.4%           | 6,300                     | 35,690            | 17.7%          |
| Materials and Services                                                            | -                | -                    | N/A              | N/A              | -                         | -                 | N/A            |
| Capital Outlay                                                                    | -                | 227,832              | 0.0%             | N/A              | -                         | -                 | N/A            |
| Contingency                                                                       | -                | 6,835                | 0.0%             | N/A              | -                         | -                 | N/A            |
| Total Expenditures and Other Uses                                                 | -                | 234,667              | 0.0%             | N/A              | -                         | -                 | N/A            |
| Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | 44,947           | (184,667)            | 124.3%           | 713.4%           | 6,300                     | 35,690            | 17.7%          |
| Beginning Fund Balance                                                            | 320,568          | 284,878              | 112.5%           | N/A              | -                         | -                 | N/A            |
| Ending Fund Balance                                                               | \$ 365,515       | \$ 100,211           | 364.7%           | 5801.4%          | \$ 6,300                  | \$ 35,690         | 17.7%          |
| Reconciliation of Fund Balance:                                                   |                  |                      |                  |                  |                           |                   |                |
| Restricted and Committed Funds                                                    | 365,515          |                      |                  |                  |                           |                   |                |
| Unassigned Fund Balance                                                           | \$ -             |                      |                  |                  |                           |                   |                |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                |                          |                                                         |                                           |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|----------------------------------|--------------------------|---------------------------------------------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023<br>Date Actuals | Year-to-<br>Year Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                  |                          |                                                         |                                           |
| <b>530 Debt Services</b>                                                             |                                      |                                                    |                                                        |                                              |                                  |                          |                                                         |                                           |
| Taxes                                                                                | \$ 1,643                             | \$ 206,238                                         | 0.8%                                                   | N/A                                          | \$ 1,511                         | \$ 213,819               | 0.7%                                                    |                                           |
| Charges for Services - Internal                                                      | 315,399                              | 1,261,595                                          | 25.0%                                                  | 100.0%                                       | 315,343                          | 1,261,373                | 25.0%                                                   |                                           |
| Interest on Investments                                                              | 2,513                                | 9,000                                              | 27.9%                                                  | 304.9%                                       | 824                              | 16,050                   | 5.1%                                                    |                                           |
| Transfer In ( General Fund)                                                          | -                                    | 110,000                                            | 0.0%                                                   | N/A                                          | 110,000                          | 110,000                  | 100.0%                                                  |                                           |
| Transfer In ( Parks CIP)                                                             | -                                    | 186,347                                            | 0.0%                                                   | N/A                                          | 188,596                          | 188,596                  | 100.0%                                                  |                                           |
| Total Revenues and Other Sources                                                     | 319,555                              | 1,773,180                                          | 18.0%                                                  | 51.9%                                        | 616,274                          | 1,789,838                | 34.4%                                                   |                                           |
| Debt Service                                                                         | 1,243,311                            | 1,757,126                                          | 70.8%                                                  | N/A                                          | 1,228,061                        | 1,757,747                | 69.9%                                                   |                                           |
| Total Expenditures and Other Uses                                                    | 1,243,311                            | 1,757,126                                          | 70.8%                                                  | N/A                                          | 1,228,061                        | 1,757,747                | 69.9%                                                   |                                           |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | (923,757)                            | 16,054                                             | -5754.1%                                               | 151.0%                                       | (611,787)                        | 32,091                   | -1906.4%                                                |                                           |
| Beginning Fund Balance                                                               | 1,041,892                            | 815,165                                            | 127.8%                                                 | 103.2%                                       | 1,009,801                        | 1,009,801                | 100.0%                                                  |                                           |
| Ending Fund Balance                                                                  | \$ 118,135                           | \$ 831,219                                         | 14.2%                                                  | 29.7%                                        | \$ 398,014                       | \$ 1,041,892             | 38.2%                                                   |                                           |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                  |                          |                                                         |                                           |
| Restricted and Committed Funds                                                       | 118,135                              |                                                    |                                                        |                                              |                                  |                          |                                                         |                                           |
| Unassigned Fund Balance                                                              | \$ -                                 |                                                    |                                                        |                                              |                                  |                          |                                                         |                                           |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                         |                                                         |                                           |  |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|--|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |  |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| <b>670 Water Fund</b>                                                                |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| Intergovernmental                                                                    | \$ 45,740                            | \$ -                                               | N/A                                                    | N/A                                          | \$ -                                      | \$ 26,250                                               | 0.0%                                      |  |
| Charges for Services - Rates                                                         | 3,208,357                            | 8,555,000                                          | 37.5%                                                  | 101.1%                                       | 3,172,784                                 | 8,585,183                                               | 37.0%                                     |  |
| Charges for Services - Misc. Service Fees                                            | 47,675                               | 89,000                                             | 53.6%                                                  | 259.7%                                       | 18,355                                    | 45,677                                                  | 40.2%                                     |  |
| System Development Charges                                                           | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                         | -                                                       | 0.0%                                      |  |
| Interest on Investments                                                              | 99,417                               | 200,000                                            | 49.7%                                                  | 201.7%                                       | 49,287                                    | 304,255                                                 | 16.2%                                     |  |
| Miscellaneous                                                                        | 26                                   | 25,000                                             | 0.1%                                                   | N/A                                          | 25                                        | 1,289                                                   | 2.0%                                      |  |
| Other Financing Sources                                                              | -                                    | 8,760,062                                          | 0.0%                                                   | N/A                                          | -                                         | 3,417,270                                               | 0.0%                                      |  |
| Total Revenues and Other Sources                                                     | 3,401,214                            | 17,629,062                                         | 19.3%                                                  | 105.0%                                       | 3,240,450                                 | 12,379,924                                              | 26.2%                                     |  |
| Public Works - Conservation                                                          | 23,358                               | 294,439                                            | 7.9%                                                   | 85.6%                                        | 27,303                                    | 111,717                                                 | 24.4%                                     |  |
| Public Works - Water Supply                                                          | 200,966                              | 4,993,034                                          | 4.0%                                                   | 100.3%                                       | 200,338                                   | 963,353                                                 | 20.8%                                     |  |
| Public Works - Water Supply Debt                                                     | -                                    | 118,502                                            | 0.0%                                                   | N/A                                          | -                                         | 127,843                                                 | 0.0%                                      |  |
| Public Works - Water Distribution                                                    | 1,156,814                            | 7,772,570                                          | 14.9%                                                  | 118.4%                                       | 976,637                                   | 3,759,910                                               | 26.0%                                     |  |
| Public Works - Water Distribution Debt                                               | -                                    | 206,009                                            | 0.0%                                                   | N/A                                          | -                                         | 269,195                                                 | 0.0%                                      |  |
| Public Works - Water Treatment                                                       | 348,871                              | 6,244,414                                          | 5.6%                                                   | 74.3%                                        | 469,253                                   | 3,535,917                                               | 13.3%                                     |  |
| Public Works - Water Treatment Debt                                                  | -                                    | 448,695                                            | 0.0%                                                   | N/A                                          | -                                         | 73,495                                                  | 0.0%                                      |  |
| Debt Service                                                                         | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Transfer Out (General Fund to AFR)                                                   | 50,000                               | 50,000                                             | 100.0%                                                 | N/A                                          | 50,000                                    | 50,000                                                  | 100.0%                                    |  |
| Transfer Out (Insurance Fund)                                                        | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Contingency                                                                          | -                                    | 219,645                                            | 0.0%                                                   | N/A                                          | -                                         | -                                                       | N/A                                       |  |
| Total Expenditures and Other Uses                                                    | 1,780,009                            | 20,347,308                                         | 8.7%                                                   | 103.3%                                       | 1,723,532                                 | 8,891,430                                               | 19.4%                                     |  |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 1,621,206                            | (2,718,246)                                        | 159.6%                                                 | 106.9%                                       | 1,516,918                                 | 3,488,494                                               | 43.5%                                     |  |
| Beginning Fund Balance                                                               | 16,625,587                           | 12,341,551                                         | 134.7%                                                 | 116.3%                                       | 14,299,291                                | 14,299,291                                              | 100.0%                                    |  |
| Ending Fund Balance                                                                  | \$ 18,246,792                        | \$ 9,623,305                                       | 189.6%                                                 | 115.4%                                       | \$ 15,816,210                             | \$ 17,787,785                                           | 88.9%                                     |  |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| Restricted and Committed Funds                                                       | 6,000,000                            |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |
| Unassigned Fund Balance                                                              | \$ 12,246,792                        |                                                    |                                                        |                                              |                                           |                                                         |                                           |  |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

| 673                             | SDC Water Fund                                                                    | Fiscal Year 2024    | Fiscal Year 2024     | Budget to Actual | Actual to Actual | Preliminary Fiscal        |                   | Actual Percent |
|---------------------------------|-----------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|---------------------------|-------------------|----------------|
|                                 |                                                                                   | Fiscal Year 2024    | 1st Year of Biennial | Percent          | Year-over-Year   | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected /    |
|                                 |                                                                                   | 1st Year Actuals    | Budget               | Collected /      | Change           | Date Actuals              | Year Actuals      | Expended       |
|                                 |                                                                                   | Current Fiscal Year |                      |                  |                  | Prior Fiscal Year         |                   |                |
|                                 | System Development Charges - Water                                                | 94,205              | 175,000              | 53.8%            | 148.4%           | 63,468                    | 175,610           | 36.1%          |
|                                 | Interest on Investments                                                           | 2,260               | -                    | N/A              | N/A              | -                         | -                 | N/A            |
|                                 | Miscellaneous                                                                     | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
|                                 | Other Financing Sources                                                           |                     | 2,712,021            | 0.0%             | N/A              |                           | -                 | N/A            |
|                                 | Total Revenues and Other Sources                                                  | 96,465              | 2,887,021            | 3.3%             | 152.0%           | 63,468                    | 175,610           | 36.1%          |
|                                 | Materials and Services                                                            | -                   | 150,000              | 0.0%             | 0.0%             | -                         | -                 | N/A            |
|                                 | Capital Outlay                                                                    | 2,590               | 3,139,129            | 0.1%             | N/A              | -                         | -                 | N/A            |
|                                 | Public Works - Debt SDC's                                                         | -                   | 205,256              | 0.0%             | N/A              | -                         | 33,333            | 0.0%           |
|                                 | Public Works - Improvement SDC's                                                  | -                   | -                    | N/A              | 0.0%             | 15,408                    | 443,393           | 3.5%           |
|                                 | Contingency                                                                       | -                   | 103,587              | 0.0%             | N/A              | -                         | -                 | N/A            |
|                                 | Total Expenditures and Other Uses                                                 | 2,590               | 3,597,972            | 0.1%             | 16.8%            | 15,408                    | 476,726           | 3.2%           |
|                                 | Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | 93,875              | (710,951)            | 113.2%           | 195.3%           | 48,061                    | (301,116)         | -16.0%         |
|                                 | Beginning Fund Balance                                                            | 861,082             | 1,183,793            | 72.7%            | N/A              | -                         | -                 | N/A            |
|                                 | Ending Fund Balance                                                               | \$ 954,957          | \$ 472,842           | 202.0%           | 1987.0%          | \$ 48,061                 | \$ (301,116)      | -16.0%         |
| Reconciliation of Fund Balance: |                                                                                   |                     |                      |                  |                  |                           |                   |                |
|                                 | Restricted and Committed Funds                                                    | 954,957             |                      |                  |                  |                           |                   |                |
|                                 | Unassigned Fund Balance                                                           | \$ -                |                      |                  |                  |                           |                   |                |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                   | Budget to Actual    |                             |                      |                       | Preliminary Fiscal        |                   |                      |
|-----------------------------------------------------------------------------------|---------------------|-----------------------------|----------------------|-----------------------|---------------------------|-------------------|----------------------|
|                                                                                   | Fiscal Year 2024    | Fiscal Year 2024            | Percent              | Actual to Actual      | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Actual Percent       |
|                                                                                   | 1st Year Actuals    | 1st Year of Biennial Budget | Collected / Expended | Year-over-Year Change | Date Actuals              | Year Actuals      | Collected / Expended |
|                                                                                   | Current Fiscal Year |                             |                      |                       | Prior Fiscal Year         |                   |                      |
| <b>675 Wastewater Fund</b>                                                        |                     |                             |                      |                       |                           |                   |                      |
| Taxes                                                                             | \$ -                | \$ -                        | N/A                  | N/A                   | \$ -                      | \$ -              | N/A                  |
| Intergovernmental                                                                 | -                   | -                           | N/A                  | N/A                   | -                         | -                 | N/A                  |
| Charges for Services - Rates                                                      | 1,675,972           | 6,200,000                   | 27.0%                | 99.6%                 | 1,682,304                 | 6,390,372         | 26.3%                |
| Charges for Services - Misc. Service Fees                                         | -                   | -                           | N/A                  | N/A                   | -                         | -                 | N/A                  |
| System Development Charges                                                        | -                   | -                           | N/A                  | N/A                   | -                         | -                 | N/A                  |
| Interest on Investments                                                           | 39,998              | 80,000                      | 50.0%                | 146.3%                | 27,348                    | 156,722           | 17.5%                |
| Miscellaneous                                                                     | -                   | -                           | N/A                  | N/A                   | 63                        | 957               | 6.6%                 |
| Other Financing Sources                                                           | (738)               | 4,175,146                   | 0.0%                 | N/A                   | 42,097                    | 4,090,784         | 1.0%                 |
| Total Revenues and Other Sources                                                  | 1,715,233           | 10,455,146                  | 16.4%                | 97.9%                 | 1,751,813                 | 10,638,835        | 16.5%                |
| Public Works - Wastewater Collection                                              | 660,480             | 3,680,667                   | 17.9%                | 114.8%                | 575,536                   | 2,334,818         | 24.7%                |
| Public Works - Wastewater Collection Debt                                         | -                   | 44,456                      | 0.0%                 | N/A                   | -                         | 45,256            | 0.0%                 |
| Public Works - Wastewater Treatment                                               | 873,385             | 6,534,208                   | 13.4%                | 66.3%                 | 1,316,667                 | 7,767,104         | 17.0%                |
| Public Works - Wastewater Treatment Debt                                          | 61,088              | 127,699                     | 47.8%                | N/A                   | 61,088                    | 128,251           | 47.6%                |
| Transfer Out (Insurance Fund)                                                     | -                   | -                           | N/A                  | N/A                   | -                         | -                 | N/A                  |
| Contingency                                                                       | -                   | 179,633                     | 0.0%                 | N/A                   | -                         | -                 | N/A                  |
| Total Expenditures and Other Uses                                                 | 1,594,953           | 10,566,663                  | 15.1%                | 81.7%                 | 1,953,291                 | 10,275,429        | 19.0%                |
| Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | 120,280             | (111,517)                   | 207.9%               | -59.7%                | (201,478)                 | 363,406           | -55.4%               |
| Beginning Fund Balance                                                            | 6,471,665           | 4,407,490                   | 146.8%               | 77.6%                 | 8,336,733                 | 8,336,733         | 100.0%               |
| Ending Fund Balance                                                               | \$ 6,591,945        | \$ 4,295,973                | 153.4%               | 81.0%                 | \$ 8,135,255              | \$ 8,700,139      | 93.5%                |
| <b>Reconciliation of Fund Balance:</b>                                            |                     |                             |                      |                       |                           |                   |                      |
| Restricted and Committed Funds                                                    | -                   | -                           |                      |                       |                           |                   |                      |
| Unassigned Fund Balance                                                           | \$ 6,591,945        |                             |                      |                       |                           |                   |                      |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                 |                                                                                   | Budget to Actual    |                      |             | Preliminary Fiscal |                           |                   | Actual Percent |
|---------------------------------|-----------------------------------------------------------------------------------|---------------------|----------------------|-------------|--------------------|---------------------------|-------------------|----------------|
|                                 |                                                                                   | Fiscal Year 2024    | Fiscal Year 2024     | Percent     | Actual to Actual   | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected /    |
|                                 |                                                                                   | 1st Year Actuals    | 1st Year of Biennial | Collected / | Year-over-Year     | Date Actuals              | Year Actuals      | Expended       |
|                                 |                                                                                   |                     | Budget               | Expended    | Change             |                           |                   |                |
|                                 |                                                                                   | Current Fiscal Year |                      |             |                    | Prior Fiscal Year         |                   |                |
| 677                             | SDC Sewer Fund                                                                    |                     |                      |             |                    |                           |                   |                |
|                                 | System Development Charges - Wastewater                                           | 120,790             | 150,000              | 80.5%       | 307.9%             | 39,231                    | 132,155           | 29.7%          |
|                                 | Interest on Investments                                                           | 5,640               | -                    | N/A         | N/A                | -                         | -                 | N/A            |
|                                 | Miscellaneous                                                                     | -                   | -                    | N/A         | N/A                | -                         | -                 | N/A            |
|                                 | Other Financing Sources                                                           | -                   | 658,294              | 0.0%        | N/A                | -                         | -                 | N/A            |
|                                 | Total Revenues and Other Sources                                                  | 126,430             | 808,294              | 15.6%       | 322.3%             | 39,231                    | 132,155           | 29.7%          |
|                                 | Materials and Services                                                            | -                   | -                    | N/A         | N/A                | -                         | -                 | N/A            |
|                                 | Capital Outlay                                                                    | 35,996              | 747,450              | 4.8%        | N/A                | -                         | -                 | N/A            |
|                                 | Public Works - Debt SDC's                                                         | -                   | -                    | N/A         | N/A                | -                         | -                 | N/A            |
|                                 | Public Works - Improvements SDC's                                                 | -                   | -                    | N/A         | 0.0%               | 15,234                    | 125,291           | 12.2%          |
|                                 | Contingency                                                                       | -                   | 22,424               | 0.0%        | N/A                | -                         | -                 | N/A            |
|                                 | Total Expenditures and Other Uses                                                 | 35,996              | 769,874              | 4.7%        | 236.3%             | 15,234                    | 125,291           | 12.2%          |
|                                 | Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | 90,434              | 38,420               | 235.4%      | 376.8%             | 23,998                    | 6,864             | 349.6%         |
|                                 | Beginning Fund Balance                                                            | 2,235,338           | 1,585,034            | 141.0%      | N/A                | -                         | -                 | N/A            |
|                                 | Ending Fund Balance                                                               | \$ 2,325,771        | \$ 1,623,454         | 143.3%      | 9691.7%            | \$ 23,998                 | \$ 6,864          | 349.6%         |
| Reconciliation of Fund Balance: |                                                                                   |                     |                      |             |                    |                           |                   |                |
|                                 | Restricted and Committed Funds                                                    | 2,325,771           |                      |             |                    |                           |                   |                |
|                                 | Unassigned Fund Balance                                                           | \$ -                |                      |             |                    |                           |                   |                |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                   |                 | Fiscal Year 2024    |                      | Budget to Actual | Actual to Actual | Preliminary Fiscal        |                   | Actual Percent |
|-----------------------------------------------------------------------------------|-----------------|---------------------|----------------------|------------------|------------------|---------------------------|-------------------|----------------|
|                                                                                   |                 | Fiscal Year 2024    | 1st Year of Biennial | Percent          | Year-over-Year   | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected /    |
|                                                                                   |                 | 1st Year Actuals    | Budget               | Collected /      | Change           | Date Actuals              | Year Actuals      | Expended       |
|                                                                                   |                 | Current Fiscal Year |                      |                  |                  | Prior Fiscal Year         |                   |                |
| 680                                                                               | Stormwater Fund |                     |                      |                  |                  |                           |                   |                |
| Intergovernmental                                                                 | \$              | \$                  | -                    | N/A              | N/A              | \$                        | -                 | N/A            |
| Charges for Services - Rates                                                      |                 | 200,321             | 775,000              | 25.8%            | 100.1%           | 200,147                   | 800,610           | 25.0%          |
| Charges for Services - Misc. Service Fees                                         |                 | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
| System Development Charges                                                        |                 | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
| Interest on Investments                                                           |                 | 14,069              | 16,000               | 87.9%            | 211.1%           | 6,665                     | 41,088            | 16.2%          |
| Miscellaneous                                                                     |                 | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
| Other Financing Sources                                                           |                 | -                   | 390,220              | N/A              | N/A              | -                         | -                 | N/A            |
| Total Revenues and Other Sources                                                  |                 | 214,391             | 1,181,220            | 18.1%            | 103.7%           | 206,812                   | 841,698           | 24.6%          |
| Public Works - Storm Water Operations                                             |                 | 211,287             | 1,665,767            | 12.7%            | 141.8%           | 149,001                   | 670,811           | 22.2%          |
| Public Works - Storm Water Operations Debt                                        |                 | -                   | 11,150               | 0.0%             | N/A              | -                         | 11,350            | 0.0%           |
| Contingency                                                                       |                 | -                   | 32,043               | 0.0%             | N/A              | -                         | -                 | N/A            |
| Total Expenditures and Other Uses                                                 |                 | 211,287             | 1,708,960            | 12.4%            | 141.8%           | 149,001                   | 682,161           | 21.8%          |
| Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses |                 | 3,103               | (527,740)            | 100.6%           | 5.4%             | 57,811                    | 159,537           | 36.2%          |
| Beginning Fund Balance                                                            |                 | 2,042,119           | 2,036,637            | 100.3%           | 109.4%           | 1,867,493                 | 1,867,493         | 100.0%         |
| Ending Fund Balance                                                               | \$              | 2,045,222           | \$ 1,508,897         | 135.5%           | 106.2%           | \$ 1,925,304              | \$ 2,027,030      | 95.0%          |
| Reconciliation of Fund Balance:                                                   |                 |                     |                      |                  |                  |                           |                   |                |
| Restricted and Committed Funds                                                    |                 | -                   |                      |                  |                  |                           |                   |                |
| Unassigned Fund Balance                                                           | \$              | 2,045,222           |                      |                  |                  |                           |                   |                |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                 |                                                                                   | Fiscal Year 2024    |                      | Budget to Actual | Actual to Actual | Preliminary Fiscal        |                   | Actual Percent |
|---------------------------------|-----------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|---------------------------|-------------------|----------------|
|                                 |                                                                                   | Fiscal Year 2024    | 1st Year of Biennial | Percent          | Year-over-Year   | Fiscal Year 2023 Year-to- | Year 2023 End-of- | Collected /    |
|                                 |                                                                                   | 1st Year Actuals    | Budget               | Collected /      | Change           | Date Actuals              | Year Actuals      | Expended       |
|                                 |                                                                                   | Current Fiscal Year |                      |                  |                  | Prior Fiscal Year         |                   |                |
| 683                             | SDC Storm Fund                                                                    |                     |                      |                  |                  |                           |                   |                |
|                                 | System Development Charges - Wastewater                                           | 5,307               | 30,000               | 17.7%            | 133.8%           | 3,965                     | 15,089            | 26.3%          |
|                                 | Interest on Investments                                                           | 11                  | -                    | N/A              | N/A              | -                         | -                 | N/A            |
|                                 | Miscellaneous                                                                     | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
|                                 | Other Financing Sources                                                           | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
|                                 | Total Revenues and Other Sources                                                  | 5,318               | 30,000               | 17.7%            | 134.1%           | 3,965                     | 15,089            | 26.3%          |
|                                 | 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            |
|                                 | Public Works - Storm Water SDC's                                                  | -                   | -                    | N/A              | N/A              | -                         | -                 | N/A            |
|                                 | Contingency                                                                       | -                   | 455                  | 0.0%             | N/A              | -                         | -                 | N/A            |
|                                 | Total Expenditures and Other Uses                                                 | -                   | 15,624               | 0.0%             | N/A              | -                         | -                 | N/A            |
|                                 | Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses | 5,318               | 14,376               | 37.0%            | 134.1%           | 3,965                     | 15,089            | 26.3%          |
|                                 | Beginning Fund Balance                                                            | -                   | 14,954               | 0.0%             | N/A              | -                         | -                 | N/A            |
|                                 | Ending Fund Balance                                                               | \$ 5,318            | \$ 29,330            | 18.1%            | 134.1%           | \$ 3,965                  | \$ 15,089         | 26.3%          |
| Reconciliation of Fund Balance: |                                                                                   |                     |                      |                  |                  |                           |                   |                |
|                                 | Restricted and Committed Funds                                                    | 5,318               |                      |                  |                  |                           |                   |                |
|                                 | Unassigned Fund Balance                                                           | \$ -                |                      |                  |                  |                           |                   |                |

\* Due to the creation of SDC funds, the fund balances do not represent the same presentation as FY23 year-end.

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

| 690                                                                                  | Electric Fund | Budget to Actual    |                                |                         |                          | Preliminary Fiscal        |                   | Actual Percent<br>Collected /<br>Expended |
|--------------------------------------------------------------------------------------|---------------|---------------------|--------------------------------|-------------------------|--------------------------|---------------------------|-------------------|-------------------------------------------|
|                                                                                      |               | Fiscal Year 2024    | Fiscal Year 2024               | Percent                 | Actual to Actual         | Fiscal Year 2023 Year-to- | Year 2023 End-of- |                                           |
|                                                                                      |               | 1st Year Actuals    | 1st Year of Biennial<br>Budget | Collected /<br>Expended | Year-over-Year<br>Change | Date Actuals              | Year Actuals      |                                           |
|                                                                                      |               | Current Fiscal Year |                                |                         | Prior Fiscal Year        |                           |                   |                                           |
| Intergovernmental                                                                    | \$ 35,887     | \$ 1,150,000        | 3.1%                           | N/A                     | \$ -                     | \$ 12,618                 | 0.0%              |                                           |
| Charges for Services - Rates                                                         | 4,338,857     | 17,609,673          | 24.6%                          | 95.8%                   | 4,526,850                | 17,733,520                | 25.5%             |                                           |
| Charges for Services - Misc. Service Fees                                            | 95,399        | 268,000             | 35.6%                          | 53.6%                   | 177,846                  | 471,103                   | 37.8%             |                                           |
| Interest on Investments                                                              | 47,074        | 65,000              | 72.4%                          | 284.3%                  | 16,556                   | 116,165                   | 14.3%             |                                           |
| Miscellaneous                                                                        | 8,154         | 292,000             | 2.8%                           | 68.7%                   | 11,873                   | 337,473                   | 3.5%              |                                           |
| Other Financing Sources                                                              | -             | 3,000,000           | 0.0%                           | N/A                     | -                        | -                         | N/A               |                                           |
| Total Revenues and Other Sources                                                     | 4,525,371     | 22,384,673          | 20.2%                          | 95.6%                   | 4,733,125                | 18,670,879                | 25.4%             |                                           |
| Administration - Conservation                                                        | 255,938       | 1,587,981           | 16.1%                          | 142.9%                  | 179,131                  | 812,038                   | 22.1%             |                                           |
| Electric - Supply                                                                    | 977,922       | 7,670,000           | 12.7%                          | 57.7%                   | 1,694,588                | 5,912,216                 | 28.7%             |                                           |
| Electric - Distribution                                                              | 2,478,631     | 10,504,237          | 23.6%                          | 128.3%                  | 1,932,496                | 8,829,686                 | 21.9%             |                                           |
| Electric - Transmission                                                              | 153,765       | 1,100,000           | 14.0%                          | 57.3%                   | 268,544                  | 972,754                   | 27.6%             |                                           |
| Debt Service                                                                         | -             | 243,663             | 0.0%                           | N/A                     | -                        | -                         | N/A               |                                           |
| Transfer Out (Insurance Fund)                                                        | -             | -                   | N/A                            | N/A                     | -                        | -                         | N/A               |                                           |
| Contingency                                                                          | -             | 565,976             | 0.0%                           | N/A                     | -                        | -                         | N/A               |                                           |
| Total Expenditures and Other Uses                                                    | 3,866,256     | 21,671,857          | 17.8%                          | 94.9%                   | 4,074,759                | 16,526,694                | 24.7%             |                                           |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 659,115       | 712,816             | 92.5%                          | 100.1%                  | 658,367                  | 2,144,185                 | 30.7%             |                                           |
| Beginning Fund Balance                                                               | 7,168,132     | 6,080,192           | 117.9%                         | 142.7%                  | 5,023,947                | 5,023,947                 | 100.0%            |                                           |
| Ending Fund Balance                                                                  | \$ 7,827,247  | \$ 6,793,008        | 115.2%                         | 137.7%                  | \$ 5,682,314             | \$ 7,168,132              | 79.3%             |                                           |
| Reconciliation of Fund Balance:                                                      |               |                     |                                |                         |                          |                           |                   |                                           |
| Restricted and Committed Funds                                                       | -             |                     |                                |                         |                          |                           |                   |                                           |
| Unassigned Fund Balance                                                              | \$ 7,827,247  |                     |                                |                         |                          |                           |                   |                                           |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|
|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                         |                                                         |                                           |
| <b>695 Telecommunications Fund</b>                                                   |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| Intergovernmental                                                                    | \$ -                                 | \$ -                                               | N/A                                                    | N/A                                          | \$ -                                      | \$ -                                                    | N/A                                       |
| Charges for Services - Rates                                                         | 704,396                              | 2,679,467                                          | 26.3%                                                  | 99.4%                                        | 708,324                                   | 2,817,541                                               | 25.1%                                     |
| Charges for Services - Misc. Service Fees                                            | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                         | -                                                       | N/A                                       |
| Interest on Investments                                                              | 19,559                               | 45,000                                             | 43.5%                                                  | 221.3%                                       | 8,840                                     | 56,319                                                  | 15.7%                                     |
| Total Revenues and Other Sources                                                     | 723,955                              | 2,724,467                                          | 26.6%                                                  | 100.9%                                       | 717,164                                   | 2,873,860                                               | 25.0%                                     |
| Personnel Services                                                                   | 167,183                              | 1,054,852                                          | 15.8%                                                  | 88.9%                                        | 187,954                                   | 720,249                                                 | 26.1%                                     |
| Materials & Services                                                                 | 310,008                              | 1,332,196                                          | 23.3%                                                  | 125.9%                                       | 246,282                                   | 1,073,265                                               | 22.9%                                     |
| Capital Outlay                                                                       | 12,985                               | 1,139,375                                          | 1.1%                                                   | N/A                                          | 7,623                                     | 72,468                                                  | 10.5%                                     |
| Debt - Transfer to Debt Service Fund                                                 | 129,361                              | 517,445                                            | 25.0%                                                  | 100.3%                                       | 129,018                                   | 516,073                                                 | 25.0%                                     |
| Transfer Out (Insurance Fund)                                                        | -                                    | -                                                  | N/A                                                    | N/A                                          | -                                         | -                                                       | N/A                                       |
| Contingency                                                                          | -                                    | 87,135                                             | 0.0%                                                   | N/A                                          | -                                         | -                                                       | N/A                                       |
| Total Expenditures and Other Uses                                                    | 619,537                              | 4,131,003                                          | 15.0%                                                  | 108.5%                                       | 570,878                                   | 2,382,055                                               | 24.0%                                     |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 104,418                              | (1,406,536)                                        | 107.4%                                                 | 71.4%                                        | 146,286                                   | 491,805                                                 | 29.7%                                     |
| Beginning Fund Balance                                                               | 3,175,716                            | 3,021,118                                          | 105.1%                                                 | 118.3%                                       | 2,683,911                                 | 2,683,911                                               | 100.0%                                    |
| Ending Fund Balance                                                                  | \$ 3,280,134                         | \$ 1,614,582                                       | 203.2%                                                 | 115.9%                                       | \$ 2,830,197                              | \$ 3,175,716                                            | 89.1%                                     |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| Restricted and Committed Funds                                                       | 905,528                              |                                                    |                                                        |                                              |                                           |                                                         |                                           |
| Unassigned Fund Balance                                                              | \$ 2,374,606                         |                                                    |                                                        |                                              |                                           |                                                         |                                           |



**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended<br>Current Fiscal Year | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|
|                                                                                      |                                      |                                                    |                                                                               |                                              |                                           |                                                         |                                           |
|                                                                                      |                                      |                                                    |                                                                               |                                              |                                           |                                                         |                                           |
| <b>720 Insurance Service Fund</b>                                                    |                                      |                                                    |                                                                               |                                              |                                           |                                                         |                                           |
| Intergovernmental                                                                    | \$ -                                 | \$ -                                               | N/A                                                                           | N/A                                          | \$ -                                      | \$ -                                                    | N/A                                       |
| Charges for Services - Internal                                                      | 407,818                              | 1,692,526                                          | 24.1%                                                                         | 86.3%                                        | 472,681                                   | 1,896,954                                               | 24.9%                                     |
| Interest on Investments                                                              | 6,362                                | 8,000                                              | 79.5%                                                                         | 478.9%                                       | 1,328                                     | 17,915                                                  | 7.4%                                      |
| Miscellaneous                                                                        | 70,640                               | 20,000                                             | 353.2%                                                                        | 271692.3%                                    | 26                                        | 24,122                                                  | 0.1%                                      |
| Transfer In (All Funds)                                                              | -                                    | -                                                  | N/A                                                                           | N/A                                          | -                                         | -                                                       | N/A                                       |
| Total Revenues and Other Sources                                                     | 484,821                              | 1,720,526                                          | 28.2%                                                                         | 102.3%                                       | 474,035                                   | 1,938,991                                               | 24.4%                                     |
| Materials and Services                                                               | 954,147                              | 1,528,209                                          | 62.4%                                                                         | 81.0%                                        | 1,177,512                                 | 1,577,177                                               | 74.7%                                     |
| Contingency                                                                          | -                                    | 48,816                                             | 0.0%                                                                          | N/A                                          | -                                         | -                                                       | N/A                                       |
| Total Expenditures and Other Uses                                                    | 1,049,935                            | 1,577,025                                          | 66.6%                                                                         | 89.2%                                        | 1,177,512                                 | 1,577,177                                               | 74.7%                                     |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | (565,115)                            | 143,501                                            | -393.8%                                                                       | 80.3%                                        | (703,477)                                 | 361,814                                                 | -194.4%                                   |
| Beginning Fund Balance                                                               | 1,192,624                            | 1,167,481                                          | 102.2%                                                                        | 143.5%                                       | 830,810                                   | 830,810                                                 | 100.0%                                    |
| Ending Fund Balance                                                                  | \$ 627,509                           | \$ 1,310,982                                       | 47.9%                                                                         | 492.8%                                       | \$ 127,333                                | \$ 1,192,624                                            | 10.7%                                     |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                                               |                                              |                                           |                                                         |                                           |
| Restricted and Committed Funds                                                       | 627,509                              |                                                    |                                                                               |                                              |                                           |                                                         |                                           |
| Unassigned Fund Balance                                                              | \$ -                                 |                                                    |                                                                               |                                              |                                           |                                                         |                                           |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      |                                      | Budget to Actual                                   |                                    |                                              |                                           |                                                         |                                           |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023 Year-to-<br>Date Actuals | Preliminary Fiscal<br>Year 2023 End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
| Current Fiscal Year                                                                  |                                      |                                                    |                                    |                                              | Prior Fiscal Year                         |                                                         |                                           |
| 730                                                                                  | Equipment Fund                       |                                                    |                                    |                                              |                                           |                                                         |                                           |
| Intergovernmental                                                                    | \$ -                                 | \$ -                                               | N/A                                | N/A                                          | \$ -                                      | \$ -                                                    | N/A                                       |
| Charges for Services - Internal                                                      | 1,132,352                            | 4,529,408                                          | 25.0%                              | 110.9%                                       | 1,020,971                                 | 4,083,399                                               | 25.0%                                     |
| Charges for Services - Misc. Service Fees                                            | 89,710                               | 220,000                                            | 40.8%                              | 79.0%                                        | 113,595                                   | 353,159                                                 | 32.2%                                     |
| Interest on Investments                                                              | 52,444                               | 100,000                                            | 52.4%                              | 235.9%                                       | 22,233                                    | 144,097                                                 | 15.4%                                     |
| Miscellaneous                                                                        | 16                                   | 52,000                                             | 0.0%                               | N/A                                          | 166,622                                   | 280,597                                                 | 59.4%                                     |
| Total Revenues and Other Sources                                                     | 1,274,523                            | 4,901,408                                          | 26.0%                              | 96.3%                                        | 1,323,421                                 | 4,861,252                                               | 27.2%                                     |
| Public Works - Maintenance                                                           | 610,231                              | 2,422,338                                          | 25.2%                              | 107.1%                                       | 569,807                                   | 2,319,469                                               | 24.6%                                     |
| Public Works - Purchasing and Acquisition                                            | 429,658                              | 4,707,619                                          | 9.1%                               | 53.5%                                        | 803,653                                   | 1,501,667                                               | 53.5%                                     |
| Transfer Out (Insurance Fund)                                                        | -                                    | -                                                  | N/A                                | N/A                                          | -                                         | -                                                       | N/A                                       |
| Contingency                                                                          | -                                    | 72,015                                             | 0.0%                               | N/A                                          | -                                         | -                                                       | N/A                                       |
| Total Expenditures and Other Uses                                                    | 1,039,889                            | 7,201,972                                          | 14.4%                              | 75.7%                                        | 1,373,459                                 | 3,821,136                                               | 35.9%                                     |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 234,633                              | (2,300,564)                                        | 110.2%                             | -468.9%                                      | (50,039)                                  | 1,040,116                                               | -4.8%                                     |
| Beginning Fund Balance                                                               | 6,914,621                            | 7,197,226                                          | 96.1%                              | 117.7%                                       | 5,874,505                                 | 5,874,505                                               | 100.0%                                    |
| Ending Fund Balance                                                                  | \$ 7,149,254                         | \$ 4,896,662                                       | 146.0%                             | 122.7%                                       | \$ 5,824,466                              | \$ 6,914,621                                            | 84.2%                                     |
| Reconciliation of Fund Balance:                                                      |                                      |                                                    |                                    |                                              |                                           |                                                         |                                           |
| Restricted and Committed Funds                                                       | 7,149,255                            |                                                    |                                    |                                              |                                           |                                                         |                                           |
| Unassigned Fund Balance                                                              | \$ (0)                               |                                                    |                                    |                                              |                                           |                                                         |                                           |

**City of Ashland**  
**Statement of Resources, Requirements, and Changes in Fund Balance**  
Preliminary as of September 30, 2023  
(25% of Fiscal Year)

|                                                                                      | Current Fiscal Year                  |                                                    |                                                        |                                              | Prior Fiscal Year                |                                  |                                               |                                           |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------|----------------------------------|----------------------------------|-----------------------------------------------|-------------------------------------------|
|                                                                                      | Fiscal Year 2024<br>1st Year Actuals | Fiscal Year 2024<br>1st Year of Biennial<br>Budget | Budget to Actual<br>Percent<br>Collected /<br>Expended | Actual to Actual<br>Year-over-Year<br>Change | Fiscal Year 2023<br>Date Actuals | Year-to-<br>Year 2023<br>Actuals | Preliminary Fiscal<br>End-of-<br>Year Actuals | Actual Percent<br>Collected /<br>Expended |
|                                                                                      |                                      |                                                    |                                                        |                                              |                                  |                                  |                                               |                                           |
| <b>810 Cemetery Fund</b>                                                             |                                      |                                                    |                                                        |                                              |                                  |                                  |                                               |                                           |
| Charges for Services                                                                 | \$ 5,528                             | \$ 13,000                                          | 42.5%                                                  | 171.6%                                       | \$ 3,221                         | \$ 15,366                        | 21.0%                                         |                                           |
| Interest on Investments                                                              | 6,852                                | 12,000                                             | 57.1%                                                  | 198.1%                                       | 3,459                            | 20,826                           | 16.6%                                         |                                           |
| Transfer In (General Fund)                                                           | 500                                  | 500                                                | 100.0%                                                 | 100.0%                                       | 500                              | 500                              | 100.0%                                        |                                           |
| Total Revenues and Other Sources                                                     | 12,880                               | 25,500                                             | 50.5%                                                  | 179.4%                                       | 7,179                            | 36,692                           | 19.6%                                         |                                           |
| Transfer Out (General Fund)                                                          | 6,852                                | 148,364                                            | 4.6%                                                   | 198.1%                                       | 3,459                            | 20,826                           | 16.6%                                         |                                           |
| Total Expenditures and Other Uses                                                    | 6,852                                | 148,364                                            | 4.6%                                                   | 198.1%                                       | 3,459                            | 20,826                           | 16.6%                                         |                                           |
| Excess(Deficiency) of Revenues and Other Sources over<br>Expenditures and Other Uses | 6,028                                | (122,864)                                          | 104.9%                                                 | 162.0%                                       | 3,721                            | 15,866                           | 23.5%                                         |                                           |
| Beginning Fund Balance                                                               | 946,761                              | 946,395                                            | 100.0%                                                 | 101.7%                                       | 930,895                          | 930,895                          | 100.0%                                        |                                           |
| Ending Fund Balance                                                                  | \$ 952,789                           | \$ 823,531                                         | 115.7%                                                 | 101.9%                                       | \$ 934,616                       | \$ 946,761                       | 98.7%                                         |                                           |
| <b>Reconciliation of Fund Balance:</b>                                               |                                      |                                                    |                                                        |                                              |                                  |                                  |                                               |                                           |
| Restricted and Committed Funds                                                       | 952,789                              |                                                    |                                                        |                                              |                                  |                                  |                                               |                                           |
| Unassigned Fund Balance                                                              | \$ 0                                 |                                                    |                                                        |                                              |                                  |                                  |                                               |                                           |



**City of Ashland**  
**Summary of Fund Balances**  
Preliminary as of September 30, 2023

| Fund                                  | Balance<br>September 30, 2023 | Balance<br>September 30, 2022 | Change From<br>FY 2023 | 2023-2024<br>Requirements | Over(Under)<br>Requirements |
|---------------------------------------|-------------------------------|-------------------------------|------------------------|---------------------------|-----------------------------|
| General Fund                          | \$ 16,887,650                 | \$ 16,394,472                 | \$ 493,178             | 5,997,105                 | 173%                        |
| Tourism Fund                          | 850,011                       | 608,708                       | 241,302                | No Policy                 | N/A                         |
| Housing Fund                          | 241,896                       | 239,075                       | 2,821                  | No Policy                 | N/A                         |
| Community Block Grant Fund            | 20,041                        | 25,738                        | (5,697)                | No Policy                 | N/A                         |
| Reserve Fund                          | 1,807,267                     | 1,761,287                     | 45,980                 | No Policy                 | N/A                         |
| Street Fund                           | 780,888                       | 5,458,283                     | (4,677,395)            | 608,622                   | 28%                         |
| SDC Street Fund                       | 3,049,966                     | 42,917                        | 3,007,050              | No Policy                 | N/A                         |
| Airport Fund                          | (532,046)                     | 326,990                       | (859,035)              | (543,299)                 | -4828%                      |
| Capital Improvements Fund             | 1,051,527                     | 1,152,019                     | (100,492)              | No Policy                 | N/A                         |
| Parks Capital Improvements Fund       | 3,507,832                     | 1,869,210                     | 1,638,622              | No Policy                 | N/A                         |
| SDC Parks Fund                        | 365,515                       | 6,300                         | 359,214                | No Policy                 | N/A                         |
| Debt Service Fund                     | 118,135                       | 398,014                       | (279,879)              | No Policy                 | N/A                         |
| Water Fund                            | 18,246,792                    | 15,816,210                    | 2,430,583              | 2,098,592                 | 484%                        |
| SDC Water Fund                        | 954,957                       | 48,061                        | 906,896                | No Policy                 | N/A                         |
| Wastewater Fund                       | 6,591,945                     | 8,135,255                     | (1,543,309)            | 2,187,956                 | 201%                        |
| SDC Wastewater Fund                   | 2,325,771                     | 23,998                        | 2,301,774              | No Policy                 | N/A                         |
| Storm Drain Fund                      | 2,045,222                     | 1,925,304                     | 119,919                | 146,568                   | 1295%                       |
| SDC Storm Drain Fund                  | 5,318                         | 3,965                         | 1,352                  | No Policy                 | N/A                         |
| Electric Fund                         | 7,827,247                     | 5,682,314                     | 2,144,933              | 4,115,598                 | 90%                         |
| Telecommunications Fund               | 3,280,134                     | 2,830,197                     | 449,937                | 457,525                   | 419%                        |
| Insurance Services Fund               | 627,509                       | 127,333                       | 500,176                | 668,486                   | -6%                         |
| Equipment Fund                        | 7,149,254                     | 5,824,466                     | 1,324,788              | 4,897,619                 | 46%                         |
| Cemetery Trust Fund                   | 952,789                       | 934,616                       | 18,173                 | No Policy                 | N/A                         |
|                                       | <u>\$ 78,155,622</u>          | <u>\$ 69,634,732</u>          | <u>\$ 8,520,890</u>    |                           |                             |
| Total Fund Balances                   | <u>\$ 78,155,622</u>          | <u>\$ 69,634,732</u>          | <u>\$ 8,520,890</u>    |                           |                             |
| <u>Restricted and Committed Funds</u> |                               |                               |                        |                           |                             |
| Restricted                            | \$ 11,001,361                 | \$ 9,777,244                  | \$ 1,224,117           |                           |                             |
| Committed                             | 18,396,336                    | 12,014,094                    | 6,382,242              |                           |                             |
| Unassigned                            | 48,757,925                    | 47,843,394                    | 914,532                |                           |                             |
| Total Fund Balances                   | <u>\$ 78,155,622</u>          | <u>\$ 69,634,732</u>          | <u>\$ 8,520,890</u>    |                           |                             |

Note: Negative Airport balance is due to timing of grant revenue received in October 2023



# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                                                                                                                                                                                       |                     |  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| Agenda Item | City Charter Amendment for May election                                                                                                                                                                                                                                                                                               |                     |  |
| From        | Sabrina Cotta                                                                                                                                                                                                                                                                                                                         | Acting City Manager |  |
| Contact     | Cotta.sabrina@ashland.or.us                                                                                                                                                                                                                                                                                                           |                     |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Presentation <input type="checkbox"/><br>Consent <input type="checkbox"/> Public Hearing <input type="checkbox"/> New Business <input type="checkbox"/> Old Business <input type="checkbox"/> |                     |  |

## **SUMMARY**

At the October 16, 2023, Study Session staff was directed to provide to Council a timeline and ballot language for charter changes for the spring election. The two articles to be considered are:

- Article 14 – Chief of Police: Powers and Duties, Section 2
  - Update the language in Article 14, Section 2 allowing the Chief of Police to designate an officer to
  - attend City Council meetings and act in his/her stead as Sergeant-at-Arms
- Article 3 – Elective Officers and Article 6 – Recorder
  - Remove the City Recorder as an elected official and any article provisions related to the duties of that role in recognition of the substantial reduction in the position's responsibilities to become solely administrative in nature.

## **POLICIES, PLANS & GOALS SUPPORTED**

Excellence in governance and City Services.

Sustainability through creativity, affordability, and right sized service delivery.

## **BACKGROUND AND ADDITIONAL INFORMATION**

### **Timeline – May 21, 2024, Election**

December 19, 2023 – City Council consider proposed ballot language

January 16, 2024 – City Council vote on final ballot language resolution

March 1, 2024 – City ballot title filing deadline (SEL 805)

March 21, 2024 – City measure filing deadline (City-SEL 802)

March 25, 2024 – Voters' pamphlet filing deadline (measure arguments)

### **Proposed Ballet Language**

See attached SEL 802 and Explanatory Statements.

## **FISCAL IMPACTS**

Article 14 – Chief of Police: Powers and Duties, Section 2: No fiscal impact

Article 3 – Elective Officers and Article 6 – Recorder: Human Resources will need to conduct a thorough review of job description to include duties and research comparable cities wages. There is potential for long-term salary savings to better align job responsibilities and salary by transitioning this position to a non-elected position.

## **SUGGESTED NEXT STEPS**



# Council Business Meeting

Provide staff with direction on proposed ballot language for potential charter changes.

## **REFERENCES & ATTACHMENTS**

October 16, 2023 Study Session Council Communication

SEL802 Recorder

Explanatory Statement – Recorder

SEL802 Sergeant at Arms

Explanatory Statement – Sergeant at Arms





# Council Study Session

October 16, 2023

|                    |                                                                                                                                                                                                                                                                                                                                       |              |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Agenda Item</b> | Charter Amendment Discussion                                                                                                                                                                                                                                                                                                          |              |
| <b>From</b>        | Joesph Lessard                                                                                                                                                                                                                                                                                                                        | City Manager |
| <b>Contact</b>     | <a href="mailto:Joe.lessard@ashland.or.us">Joe.lessard@ashland.or.us</a> 541-552-2103                                                                                                                                                                                                                                                 |              |
| <b>Item Type</b>   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Presentation <input type="checkbox"/><br>Consent <input type="checkbox"/> Public Hearing <input type="checkbox"/> New Business <input type="checkbox"/> Old Business <input type="checkbox"/> |              |

## **SUMMARY**

Over time the City's operational requirements have changed creating a need to update sections of the City Charter. At the request of Council, staff has reviewed prior Charter Commission recommendations and current internal processes finding two areas for addressing within the charter that relate to its following articles:

- Article 14 – Chief of Police: Powers and Duties, Section 2
- Article 3 – Elective Officers and Article 6 – Recorder

Staff recommends, due to operational needs, that Council begin consideration of placing two ballot items on the upcoming spring ballot to:

- 1) Update the language in Article 14, Section 2 allowing the Chief of Police to designate an officer to attend City Council meetings and act in his/her stead as Sergeant-at-Arms; and
- 2) Remove the City Recorder as an elected official and any article provisions related to the duties of that role in recognition of the substantial reduction in the position's responsibilities to become solely administrative in nature.

If the Charter amendment to the Recorder's office passes, a City staff member would take on the City Recorder role, aligning it more closely with the evolving nature of the position, which over time, has transitioned from one that primarily involved discretionary functions to one predominantly focused on administrative responsibilities. The Recorder position will be under the supervision of the office of management to ensure timeliness and professionalism befitting for the City of Ashland.

## **POLICIES, PLANS & GOALS SUPPORTED**

Excellence in governance and City Services.

Sustainability through creativity, affordability, and right sized service delivery.

## **BACKGROUND AND ADDITIONAL INFORMATION**

### **Article 14 – Chief of Police: Powers and Duties, Section 2**

This article states: "The Chief of Police shall attend all meetings of the City Council and perform the duties of the Sergeant-at-Arms of that body..." Staff has determined this language in the Charter is too restrictive and recommends the Charter be amended to state *The Chief of Police, or their designee*. This wording would allow the Chief of Police the discretion to make operational decisions for the department based on needs and staffing and allow greater flexibility to the Chief of Police regarding work schedule.





# Council Study Session

## Article 3 – Elective Officers and Article 6 – Recorder

These articles outline the Recorder as an elected position, term, powers and duties, vacancy, and absence guidelines. Staff has determined the following:

- Ashland is unique in that no other City recorders in the area are elected.
- The duties of this position have changed over time particularly in regard to financial duties. The Recorder no longer conducts audits nor performs fund accounting for the City.
- The City is in need of a trained position filled by an individual who can complete records requests & management, records retention, licensing needs and council duties in a thorough and timely manner.
- This position as an elected officer presents considerable risk to the City of job duties are unfulfilled or completed in a manner not in accordance with state law.
- The job duties of the recorder do not need to be done by an elected official.
- The League of Oregon Cities did research in 2016 and found that Ashland, Elgin, Jacksonville and Prescott were the only cities in the entire state that had elected recorders.

## **FISCAL IMPACTS**

Article 14 – Chief of Police : Powers and Duties, Section 2: No fiscal impact

Article 3 – Elective Officers and Article 6 – Recorder: Human Resources will need to conduct a thorough review of job description to include duties and research comparable cities wages. General research was conducted on recorder wages and the following was found:

| City           | Population    | Low Salary    | High Salary   | Elected    |
|----------------|---------------|---------------|---------------|------------|
| Lake Oswego    | 41,148        | \$3,843       | \$4,671       | No         |
| Keizer         | 39,376        | \$3,154       | \$4,114       | No         |
| McMinnville    | 34,515        | \$3164        | \$4,747       | No         |
| Tualatin       | 27,914        | \$3098        | \$3935        | No         |
| West Linn      | 27,420        | \$3295        | \$4500        | No         |
| Klamath Falls  | 22,501        | \$2589        | \$3748        | No         |
| <b>Ashland</b> | <b>21,642</b> | <b>\$3846</b> | <b>\$3846</b> | <b>Yes</b> |
| Milwaukie      | 21,305        | \$3108        | \$3966        | No         |
| Sherwood       | 20,22         | \$3760        | \$4769        | No         |

Along with ensuring efficiencies within the office by transitioning the position to a professional position, there is potential for long-term salary savings to better align job responsibilities and salary by transitioning this position to a non-elected position. More research will need to be done if this position is removed from the charter to determine role and responsibilities and commensurate salary.



# Council Study Session

2024 Spring Election Cost: No fiscal impact to the City of Ashland. The Clerk of the City Council Pro Tem has contacted the Jackson County elections Office and confirmed that when a ballot measure is included in a Primary or General Election in even numbered years, the County Clerk budgets and pays for election costs.

## **SUGGESTED NEXT STEPS**

Provide staff with direction to return to Council with potential timeline and ballot language of potential charter changes to be considered for spring election ballot measures.

## **REFERENCES & ATTACHMENTS**

- City Charter – Article 3 Elective Officers
- City Charter – Article 6 Recorder
- City Charter – Article 14 Chief of Police: Powers and Duties



### ARTICLE 3 Elective Officers

**Section 1. Elective Officers** The elective officers of the City shall be: a Mayor, Recorder, six (6) Council Members, five (5) Park Commissioners and a Municipal Judge. (Charter amendment 5-23-78)

**Section 2. Qualifications** All elective officers except the Municipal Judge shall be residents and qualified voters in the City. (Charter amendment 5-23-78).

**Section 3. Salaries** Any change in the amount of the present compensation received by elective officers, except for the Recorder and Municipal Judge, shall be submitted to the vote of the people; however, the salary of the elected Recorder shall be in the amount being paid in 1974 and be adjusted starting with the fiscal year 1974-75 in the same percentage as the average salary adjustments of the other supervisory employees and department heads of the City of Ashland; further, the salary of the Municipal Judge will initially be the same as for the year 1978-79 and thereafter to be adjusted in the same percentage as the average salary adjustment of the other supervisory employees and department heads of the City of Ashland. (Charter amendment 5-23-78).

**Section 4. Vacancies** An office shall be deemed vacant upon the incumbent's death; adjudicated incompetence; conviction of a felony; other offense pertaining to his/her office, or unlawful destruction of public records; resignation; recall from office or ceasing to possess the qualifications for the office; or, in the case of the Mayor or Council Member, upon his/her absence from the City for thirty (30) days without the consent of the Council or upon his/her absence from meetings of the Council for sixty (60) days without like consent, and subsequent declaration of the vacancy by a two-thirds affirmative vote of the Council.

A vacant elective office in the City shall be filled within sixty (60) days by the Council electing some qualified person to fill such vacancy. The appointee's term of office shall begin immediately upon appointment and shall continue until a successor, elected at the next biennial election, takes office for the unexpired term. The Council shall have the power, by a two-thirds affirmative vote, to expel any member of the Council for disorderly conduct in Council or inattention to duties. No Council member shall be expelled without notice and a hearing by the Council.

**Section 5. Term** The term of all elective officers shall begin the first day of January following their election.

**Section 6. Interest in City Contracts** During the term of office, no elective officer shall violate any provision of the State of Oregon Code of Ethics as contained in ORS Chapter 244. (Amended by vote 11-8-94.)

## ARTICLE 6 Recorder

**Section 1. Term** The Recorder in office at the time this Charter takes effect shall continue in office until the end of his/her term of office as fixed by the Charter of the City in effect at the time this Charter is adopted. At each biennial general election held in 1970, and every fourth year thereafter, a Recorder shall be elected for a term of four (4) years.

**Section 2. Powers and Duties** The Recorder shall act as Clerk of the Council and shall keep plain and correct records of all business and proceedings of the Council. He/she shall maintain a file of all papers presented to him/her officially, and safely keep all files, records and papers of the corporation pertaining to his/her office, and these shall be open to the public. At the expiration of his/her term of office, he/she shall turn over to his/her successor any and all records, books, and papers pertaining to said office.

The Recorder must draw all orders for the proper payment of monies against the proper funds that have been appropriated by the City Council, and, together with the Mayor, sign the same. He/she may make periodic audits of all City accounting records.

The Recorder, shall, as soon as the Council shall make a general levy of the taxes for the city, certify the same, together with any and all special benefits and assessments then due, to the Clerk of the County Court.

The Recorder shall record, in a book to be kept for that purpose, all ordinances and resolutions passed by the City Council, and the same shall be signed by the Recorder, as well as signed and approved by the Mayor therein.

**Section 3. Vacancy** A willful absence of the Recorder from the City for more than thirty (30) days without the consent of the Council, carelessness or inattention to the duties of the Recorder, shall be grounds for the Council to declare the office vacant; and it may fill such vacancy in the same manner as vacancies in the office of Council members are filled.

**Section 4. Absence** In the Recorder's absence, the Mayor shall appoint a Clerk of the Council Pro Tem who, while acting in that capacity, shall have all the authority and duties of the Recorder.

#### **ARTICLE 14 Chief of Police: Powers and Duties**

**Section 1.** The Chief of Police shall be the conservator of the peace within the limits of the City of Ashland and, in addition to the authority vested in him/her by the City Council, he/she shall have the authority and jurisdiction of a constable, and shall qualify and discharge the duties of constable, in the same manner and to the same effect as required of constables under the statutes of this State. He/she shall, within the County of Jackson, arrest any and all persons guilty of any breach of the peace committed in his/her presence, and take them before the judge of the City Court, or some Justice of the Peace for trial. He/she shall also have the power, under any warrant from the Judge, or any Justice of the Peace, to arrest any person in any part of the State of Oregon for any criminal offense or the violation of any City ordinance and, in case the Council shall establish a police force for the City, he/she shall by virtue of his/her office be Chief of such force.

**Section 2.** The Chief of Police shall attend all meetings of the City Council, and perform the duties of the Sergeant-at-Arms of that body, watch over, care for and preserve all the City property and good morals of the City; and it shall be his/her duty, and the duty of any and all police officers, to see that all the laws and ordinances of the City, and the provisions of this Charter, are enforced, to file complaint with the City Judge against any persons violating any of the provisions of this Charter, or the laws or ordinances of the City; and a failure or neglect to faithfully perform any or all of such duties shall be cause for removal from office by the City Council.



# Notice of Measure Election

City

SEL 802

rev 01/18 ORS 250.035, 250.041,  
250.275, 250.285, 254.095, 254.465

## Notice

Date of Notice

TBD

Name of City or Cities

City of Ashland

Date of Election

May 2024

**Final Ballot Title** The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

**Caption** 10 words which reasonably identifies the subject of the measure.

Proposed Amendment to the Ashland City Charter removing the Recorder as an Elective Officer.

**Question** 20 words which plainly phrases the chief purpose of the measure.

Shall the Ashland City Charter be amended to remove the Recorder and Recorder Duties as an elected position from the City Charter?

**Summary** 175 words which concisely and impartially summarizes the measure and its major effect.

A "Yes" vote for this measure amends the City Charter to allow for the City of Ashland to hire an individual with appropriate training and skill to fill the Recorder position.

A "No" vote for this measure maintains the existing language in the City Charter which outlines the sole qualifications for being elected Recorder as residing within City limits and current registration to vote.

**Explanatory Statement** 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; **or**

→ any initiative or referendum, if required by local ordinance.

**Explanatory Statement Attached?**

☐ Yes

☐ No

**Authorized City Official** Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

*By signing this document:*

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

## EXPLANATORY STATEMENT FOR COUNTY VOTERS' PAMPHLET

NAME OF PERSON RESPONSIBLE FOR CONTENT: TBD

NAME OF ORGANIZATION PERSON REPRESENTS, IF ANY: City of Ashland

BALLOT TITLE CAPTION: Proposed Amendment to the Ashland City Charter removing the Recorder as an Elective Officer.

MEASURE NUMBER: TBD

---

(Explanatory Statement Shall Be Typed)

**A "Yes" vote for this measure amends the City Charter to allow for the City of Ashland to hire an individual with appropriate training and skill to fill the Recorder position. Currently there are no minimum professional skill qualifications for this position. The only qualifiers are residing within City limits and being a registered voter. The recorder is an administrative position that requires decision to be made based on knowledge, skills, and abilities outside of the number of votes garnered in an election.**

**A "No" vote for this measure maintains the existing language in the City Charter which outlines the sole qualifications for being elected Recorder and fulfilling the duties of Recorder as outlined in the City Charter as registered voter within the City of Ashland.**

---

WORD COUNT TOTAL: \_\_\_\_\_

THE TOTAL WORD COUNT CANNOT EXCEED 500 WORDS.

---

SIGNATURE OF PERSON RESPONSIBLE FOR THE CONTENT OF THE EXPLANATORY STATEMENT

---

DATE

## INSTRUCTIONS FOR EXPLANATORY STATEMENT FOR COUNTY VOTERS' PAMPHLET

1. Explanatory Statement **must be typed**.
2. Explanatory Statement will not be returned for proofreading.
3. The word total for an explanatory statement must not exceed 500 words or numbers. If an explanatory statement exceeds the 500 word/number limit, the county clerk shall end the statement at 500 words or numbers.
4. An explanatory statement must be signed by the person responsible for the content of the argument.



# Notice of Measure Election

City

SEL 802

rev 01/18 ORS 250.035, 250.041,  
250.275, 250.285, 254.095, 254.465

## Notice

**Date of Notice**

TBD

**Name of City or Cities**

City of Ashland

**Date of Election**

May 2024

**Final Ballot Title** The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

**Caption** 10 words which reasonably identifies the subject of the measure.

Proposed Amendment to Ashland City Charter Article XIV-Chief of Police Section2.

**Question** 20 words which plainly phrases the chief purpose of the measure.

Shall the City of Ashland City Charter be amended to allow the Chief of Police or uniformed designee to attend City Council meetings to act as the Sergeant-at-Arms of that body.

**Summary** 175 words which concisely and impartially summarizes the measure and its major effect.

A "Yes" vote for this measure amends the City Charter to allow the Chief of Police to designate another individual to act as the Sergeant-at-Arms of at City Council meetings in the event the Chief of Police is unable to attend.

A "No" vote means the existing language in the City Charter remains that the Chief of Police shall attend all meetings of the City Council.

**Explanatory Statement** 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; **or**

→ any initiative or referendum, if required by local ordinance.

**Explanatory Statement Attached?**

☐ Yes

☐ No

**Authorized City Official** Not required to be notarized.

**Name**

**Title**

**Mailing Address**

**Contact Phone**

*By signing this document:*

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

**Signature**

**Date Signed**

## EXPLANATORY STATEMENT FOR COUNTY VOTERS' PAMPHLET

NAME OF PERSON RESPONSIBLE FOR CONTENT: TBD

NAME OF ORGANIZATION PERSON REPRESENTS, IF ANY: City of Ashland

BALLOT TITLE CAPTION: Proposed Amendment to Ashland City Charter Article XIV-Chief of Police Section 2

MEASURE NUMBER: TBD

---

### (Explanatory Statement Shall Be Typed)

Article XIV-Chief of Police Powers and Duties Section 2 currently requires "The Chief of Police shall attend all meetings of the City Council, and perform the duties of the Sergeant-at-Arms of that body,...." The Charter's current language does not allow for any consideration to schedule, illness, or training opportunities that may conflict with the City Council meetings.

This Measure would allow for the Chief of Police to designate another uniformed individual to fulfill the Sergeant-at-Arms duties in the event the Chief of Police is unable to fulfill that duty.

Results of a "No" Vote.

If this measure does not pass, the existing charter language will remain in place which does not allow for anyone other than the Chief of Police to act as Sergeant-at-Arms at City Council meetings.

---

WORD COUNT TOTAL: \_\_\_\_\_

THE TOTAL WORD COUNT CANNOT EXCEED 500 WORDS.

---

SIGNATURE OF PERSON RESPONSIBLE FOR THE CONTENT OF THE EXPLANATORY STATEMENT

---

DATE





# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                                                                                                                                                                                       |       |  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|
| Agenda Item | Shelter Goals                                                                                                                                                                                                                                                                                                                         |       |  |
| From        | Tonya Graham                                                                                                                                                                                                                                                                                                                          | Mayor |  |
| Contact     | Tonya.graham@ashland.or.us                                                                                                                                                                                                                                                                                                            |       |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/><br>Consent <input type="checkbox"/> Public Hearing <input type="checkbox"/> New Business <input checked="" type="checkbox"/> Old Business <input type="checkbox"/> |       |  |

## **SUMMARY**

Mayor Graham has integrated input from the first Council discussion and the neighborhood group into this list of proposed goals for the facility at 2200 Ashland Street and the surrounding neighborhood. By having clear goals, the City and community will be able to identify next steps for a variety of issues, develop a master plan for the facility and site, and effectively assess progress over time.

Through the establishment of these goals, and taking meaningful steps toward meeting them, the City will ensure that the facility is a good neighbor and a benefit to this neighborhood, which has seen escalating challenges linked to homelessness over the past few years. The geographic boundaries of the section of town these goals refer to will need to be further refined, but it is generally referred to as “south Ashland” and includes Ashland Street between the Ashland Hills Inn and the intersection with Siskiyou Boulevard and East Main Street to Siskiyou Blvd.

## **Proposed Goals:**

- Provide immediate safety for Ashland residents who are experiencing homelessness
- Reduce and maintain reduced levels of the garbage and litter found on neighborhood streets, around businesses, in Clay Street Park, and along the bike path and train tracks
- Provide a pathway to long-term housing for Ashland residents who are experiencing homelessness
- Improve the sense of safety in the neighborhood, especially along the bike path under the overpass and at Siskiyou School
- Support the dignity of Ashland residents who are experiencing homelessness by providing for their basic needs on a temporary basis so that they can transition to more





# Council Business Meeting

permanent housing

- Reduce the risk of wildfire in the neighborhood caused by cigarette smoking and illegal cooking
- Provide a means by which Ashland residents who are experiencing homelessness can contribute back to the community as they are receiving services at the facility
- Invest in ensuring that the rate of certain crimes (household theft, trespassing, drug dealing etc.) as well as drug and alcohol use and overdoses, is no higher in this section of town than in the rest of Ashland
- Support economic development and public art efforts that build, energize, and beautify south Ashland, which welcomes visitors as a gateway to the city.

## **Next Steps the neighborhood is asking Council to consider:**

- Create a regular system for the city to reduce and remove: garbage, litter, biohazard waste, drug paraphernalia, furniture and discarded items, human waste, or any other public safety hazards on neighborhood streets, around businesses, in Clay Street Park, and along the bike path and train tracks, and throughout south Ashland.
- Provide safety in South Ashland, especially along the bike path under the overpass and at Siskiyou School but also throughout the entirety of south Ashland through strong policy, ordinances and empowering law enforcement.
- Provide education to businesses and property owners about ordinances and trespass processes.

## **REFERENCES & ATTACHMENTS**

Memo: Shelter Items Follow-up

**ADMINISTRATION**

Sabrina Cotta, Acting City Manager

Memo

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TO: Mayor & City Council  
FROM: Sabrina Cotta, Acting City Manager  
DATE: November 21, 2023

---

**RE: Shelter Items Follow-up**

There has been a request to address several additional items related to the shelter at 2200 Ashland Street. Currently there is \$32,000 left this fiscal year to address needs around the unhoused.

Lighting

Request: Lighting on the overpass to illuminate the bike path that travels beneath the Ashland Street bridge.

Timing: Action requested by end of November.

Action: The City has a request into ODOT about placing lighting on the bridge as ODOT owns the bridge. Several items are under consideration:

- The availability of electricity to illuminate versus the need for a solar option.
- Placement of lighting- on the bridge versus grounded.
- Potential issues to consider- dark skies, residential windows that may be affected. Motion sensor lighting is under consideration.

Next steps: After confirmation from ODOT on options for lighting placement. Staff will place the appropriate lighting to illuminate the underpass.

Lighting: bike path

Request: Lighting on the bike path placed to not shine in windows.

Timing: Action requested by end of November.

Action: None. There is currently no budget to address size project. Uncertainty about scope as bike path is several miles long.

Next Steps: Council can request staff come back with a scoped project to include removal of a current CIP project to do this project instead, cost estimate, and budget supplemental.

Fencing

Request: Ensure gaps along the bike path fence are sealed and replace the wooden section of fence with chain link.

**ADMINISTRATION**

20 East Main Street  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.6002  
Fax: 541.488.5311

[joe.lesnard@ashland.or.us](mailto:joe.lesnard@ashland.or.us)  
[sabrina.cotta@ashland.or.us](mailto:sabrina.cotta@ashland.or.us)





## ADMINISTRATION

Sabrina Cotta, Acting City Manager

Timing: Action requested by end of November.

Action: The City is currently discussing how to replace the wooden section of fence with chain link as well as which department will reprioritize workload to address this.

Next Steps: Department identification and project execution.

### APD Presence

Request: Increased APD presence in the area of 2200 Ashland Street and surrounding areas.

Timing: ASAP

Action: APD has increased presence and is currently working on an office in the Albertson's shopping center (Suds ur duds site).

Next steps: Continue with current action.

### Relocation of Shower Trailer:

Request: Move the shower trailer to the other side of the building (Ashland Street side)

Timing: ASAP

Action: None. Due to the location of utilities this cannot be relocated. The City is legally, per stipulation of the grant being used to fund the shelter, to provide showers.

Next steps: None

### Relocation of porta potties:

Request: Relocate the porta potties to the Ashland Street side of the shelter facility.

Timing: ASAP

Action: None. Due to ADA requirements and Fire response egress needs these items cannot be relocated at this time.

### Neighborhood Clean-up

Request: Utilize Parks and Recreation Volunteer Coordinator and Resources to initiate a volunteer clean-up effort in the area surrounding the 24/7 shelter.

Timing: December

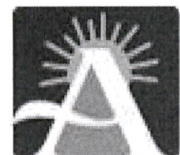
Action: Parks & Recreation will make their clean-up supplies and waivers available in December as well as spread the word through their established volunteer groups. The Mayor will coordinate the effort from there for volunteers. Public Works and the City Manager's Office can coordinate the pick-up of the debris/trash.

## ADMINISTRATION

20 East Main Street  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.6002  
Fax: 541.488.5311

[joe.lesard@ashland.or.us](mailto:joe.lesard@ashland.or.us)  
[sabrina.cotta@ashland.or.us](mailto:sabrina.cotta@ashland.or.us)







# Council Business Meeting

November 21, 2023

|           |                                                                                                                                                                    |            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|           | Contract for Fire and Rescue Ambulance                                                                                                                             |            |
| From      | Ralph Sartain                                                                                                                                                      | Fire Chief |
| Contact   | Ralph.sartain@ashland.or.us                                                                                                                                        |            |
| Item Type | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> |            |

## **SUMMARY**

In the adopted budget we were authorized to purchase two ambulances. As you are aware the single role has gone into service and the ambulance, we had hoped would be able to work while we were waiting for full processing had suffered from mechanical issues including breaking down while responding to a call. Council had authorized an Emergency Procurement for that ambulance, and we are happy to report we will be picking this ambulance up on December 18<sup>th</sup>.

For this purchase Braun Northwest paid a fee to allow the authorization and use of the Ford Transit Van as an Ambulance in the State of Oregon. This is the only company to offer the Ford Transit Ambulance in the State. For this they are a single source purchase, and all due diligence has been used to determine if additional vendors could be located.

As Council is aware from the business proposal, we are switching the single-role EMS providers into a smaller and more economical vehicle for the amount of driving they are doing while maintaining a fleet of three heavier ambulance chassis for our dual role-FF/EMT/EMT-P's. As part of the build out we had located the Ambulance Chassis for \$125-128,000. Because of supply chain issues and inflation those same vehicles are now \$158,215. This ambulance will be used by our teams of single roles as we build out our fleet and our program. Any overage in the account for the two ambulances will be offset in a decrease in the cost of the Heavy Brush which was also appropriated in this budget process.

We have secured the ambulance and now need to have approval from the Council to spend the money already appropriated in the 2023-2025 BN Budget.

## **POLICIES, PLANS & GOALS SUPPORTED**

Implementation of single role ambulance service.

## **Prior Council Communications**

Citizen Budget Committee presentation

Council Adoption of recommended budget

Line-Item transfer for fleet purchases

## **FISCAL IMPACTS**

Budgeted \$158,215 for single-role ambulance purchase.

## **DISCUSSION QUESTIONS**

None

## **SUGGESTED NEXT STEPS**



# Council Business Meeting

I move to sign the contract for the procurement of the budgeted ambulance from Braun NW Inc, Chehalis WA.

## **REFERENCES & ATTACHMENTS**

Form 6

Braun Demonstrator Proposal

**SOLE-SOURCE DETERMINATION AND WRITTEN FINDINGS****GOODS AND SERVICES****Greater than \$100,000**

**To:** *Sabrina Cotta, Interim City Manager*

**From:** *Ralph Sartain, Fire Chief*

**Date:** *Nov 21, 2023*

**Re:** **Sole Source Determination and Written Findings for Goods and Services**

In accordance with AMC 2.50.090(F), the Department Head shall determine in writing that there is only one provider of a product or service of the quality and type required available.

**Estimated total value of contract:** *\$158,215*

**Project name:** *Single-Role Ambulance Purchase*

**Description of goods and services:** *2024 North Star Type II Ambulance Demonstrator #3605-2 on a 2023 Ford Transit AWD Medium Roof Cargo Van*

**Background:**

*A business plan was presented to council for the creation of a Single-Role Emergency Services Provider (SREMS). Part of the build out of the model is to provide more economical ground ambulances to the SREMS. We attempted to purchase the Ford Transit vans shortly after approval of the SREMS program. We found that the Ford Transit Ambulance was used in multiple other states, however, Oregon had not yet authorized the licensing as a EMS test had not been completed. Braun NW paid for the test and now can license the Ford Transit Ambulances.*

*We chose this style of Ambulance for many reasons including product availability, cost, the engine and transmission specifications, comfort of staff and patients in this Type II Ambulance. We also looked at service records of similar van style ambulances and found that Ford was a more reliable product. As Braun NW is the only provider of the Ford Transit Ambulance in the State of Oregon they are a sole source provider and a competitive bid process is not necessary.*



**Findings:**

[The findings below must include factual information supporting the determination].

**Market Research Overall finding:** *We have called 4 ambulance service providers and Braun is the only one who is now able to carry and build the Ford Transit Ambulance Van Chassis.*

[In accordance with ORS 279B.075, these are the examples of findings that should be addressed. **Select at least one of the findings and prepare the determination** as it specifically relates to the goods or services being procured. More than one finding can be addressed. The findings are as follows.]

**Pursuant to ORS 279B.075 (2)(a):** Provide findings supporting your determination that the efficient utilization of existing goods requires the acquisition of compatible goods or services from only one source.

*The Ford Chassis ambulance can be serviced at our service center and any major repair can go to the local Ford dealership. The other style van ambulances cannot be serviced at our shop and need to be sent out of the area for major repairs. Braun NW is the only ambulance service provider who has paid for the test needed to license the Ambulance in the State of Oregon.*

**Pursuant to ORS 279B.075 (2)(b):** Provide findings supporting your determination that the goods or services required for the exchange of software or data with other public or private agencies are available from only one source. *N/A*

**Pursuant to ORS 279B.075 (2)(c):** Provide findings supporting your determination that the goods or services are for use in a pilot or an experimental project. *N/A*

**Pursuant to ORS 279B.075 (2)(d):** Any other findings that support the conclusion that the goods or services are available from only one source. *N/A*

## **PUBLIC NOTICE:**

Pursuant to OAR 137-047-0275 (2), a Contracting Agency shall give public notice of the Contract Review Authority's determination that the Goods and Services or class of Goods and Services are available from only one source in a manner similar to the public notice of Competitive Sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services to be acquired by a Sole Source Procurement. The Contracting Agency shall give such public notice at least seven days before Award of the Contract.

After the Sole Source Procurement has been approved by the City Council, the following public notice will be posted on the City's website to allow for the seven (7) day protest period.

**Date Public Notice first appeared on** [www.ashland.or.us](http://www.ashland.or.us) - *[Enter date]*

### **PUBLIC NOTICE**

#### **Approval of a Sole Source Procurement**

**First date of publication:** *[Enter date]*

A request for approval of a Sole Source procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[Enter date]*.

It has been determined based on written findings that the following Goods and Services are available from only one source.

*2024 North Star Type II Ambulance Demonstrator #3605-2 on a 2023 Ford Transit AWD Medium Roof Cargo Van*

The contract terms, conditions and specifications may be reviewed upon request by contacting *Ralph Sartain, Fire Chief, 455 Siskiyou Blvd Ashland*

An affected person may protest the determination that the goods and services are available from only one source in accordance with OAR 137-047-0710. A written protest shall be delivered to the following address: *City of Ashland, Ralph Sartain, Fire Chief, Ashland Fire & Rescue, 455 Siskiyou Blvd, Ashland, OR* The seven (7) day protest period will expire at 5:00pm on *[Enter date-seven calendar days from first date of publication]*

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Sole Source procurement.





150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

**DEMONSTRATOR PROPOSAL**

November 1, 2023

Ashland Fire & Rescue  
Attn: Ralph Sartain  
455 Siskiyou Blvd.  
Ashland, OR 97520  
[ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us)  
541-552-2229

RE: One (1) 2024 North Star Type II Ambulance Demonstrator #3605-2

Braun Northwest is pleased to offer the following proposal:

One (1) 2024 North Star Type II Ambulance Demonstrator #3605-2 on a 2023 Ford Transit AWD Medium Roof Cargo Van gas chassis per enclosed specifications dated 10/30/23 and drawings dated 09/19/23.

Total F.O.B. Chehalis, WA ..... \$158,215.00\*  
Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: \*April/May 2024, based upon current manufacturing plan. Please note this date can change based upon changes to production and chassis arrival.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

*\*Note: Vehicle offered on first come first served basis and is being offered to other agencies. Pricing above and option page is based upon signed proposal and option page being returned prior to unit entering production. Should unit be in production when signed proposal is returned, pricing will be adjusted accordingly and some options might not be able to be offered any longer.*

*\*\*The above pricing is valid until December 31<sup>st</sup>, 2023. Any proposal, signed and returned after this date will have a price increase associated with it, to be completed via change order.*

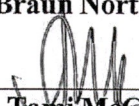
*(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

*Braun Northwest, Inc. is an Oregon dealer (#8475873) with insurance information available upon request.*

*Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.*

Respectfully Submitted by:  
Braun Northwest, Inc.

We agree to accept the above proposal:  
Ashland Fire & Rescue

  
Tami McCallum, V.P. Sales

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

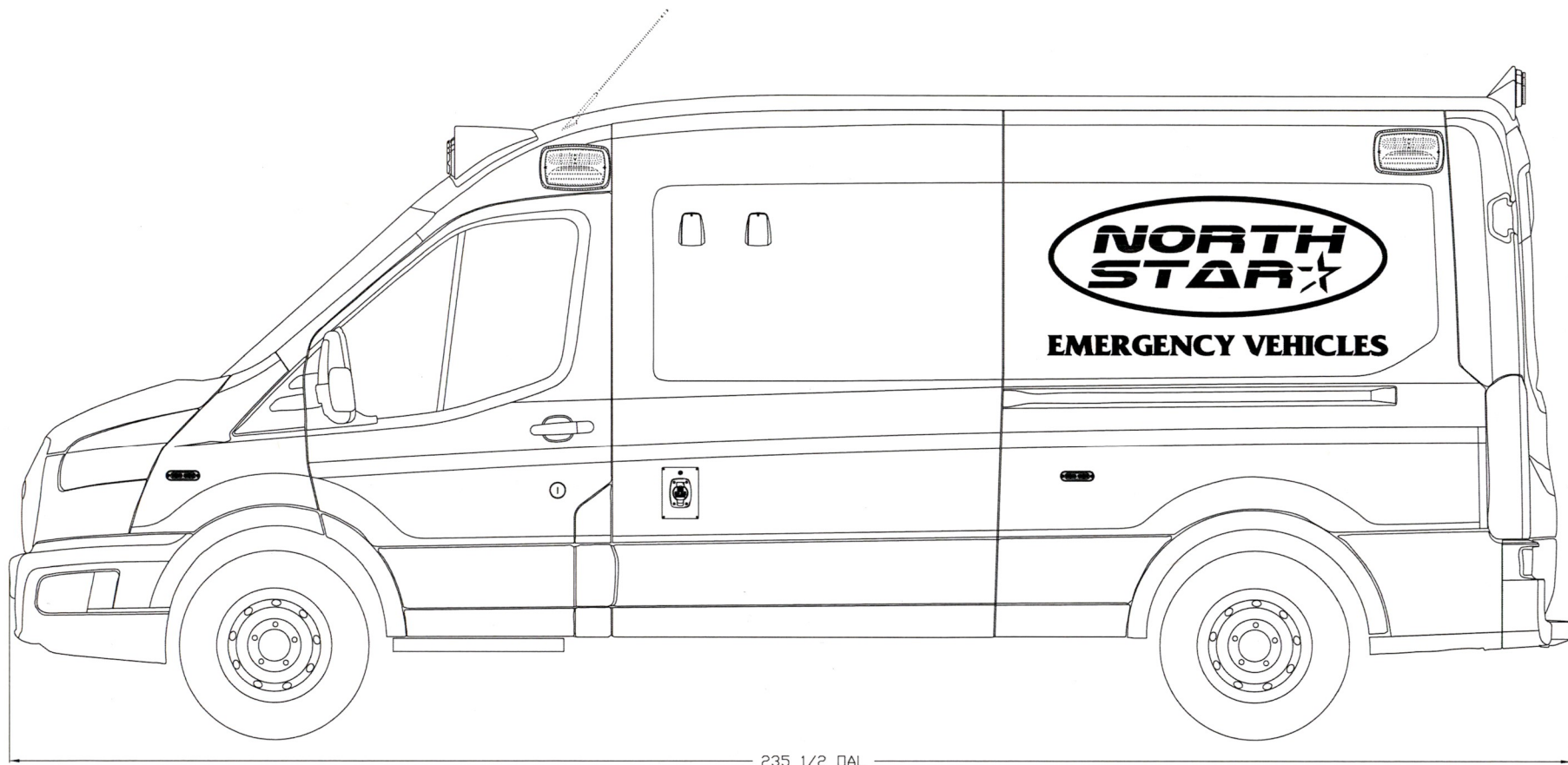


TM  
cc DW  
Enclosures: specifications, drawings.

**EMERGENCY VEHICLES**

[www.braunnw.com](http://www.braunnw.com)



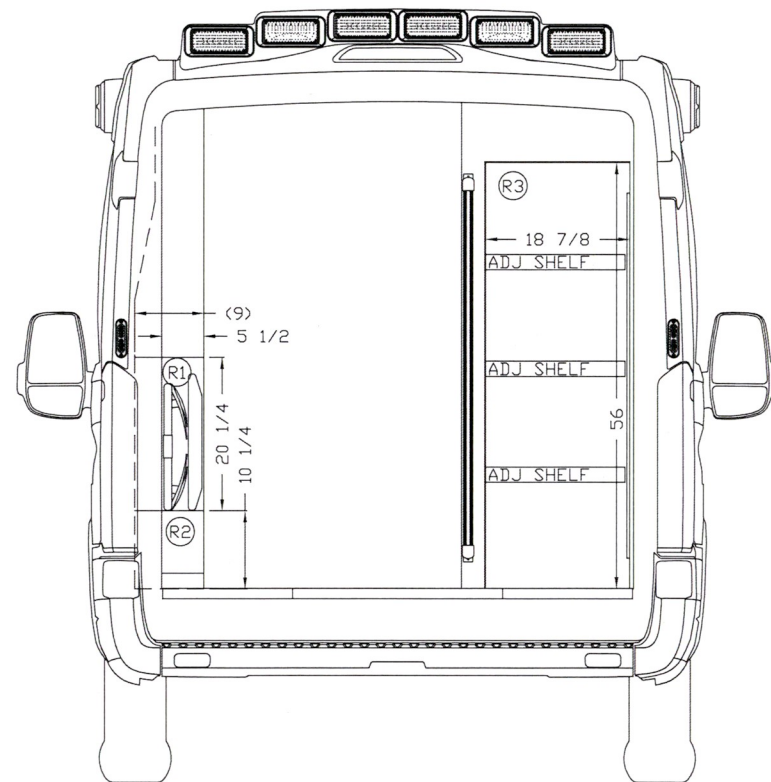
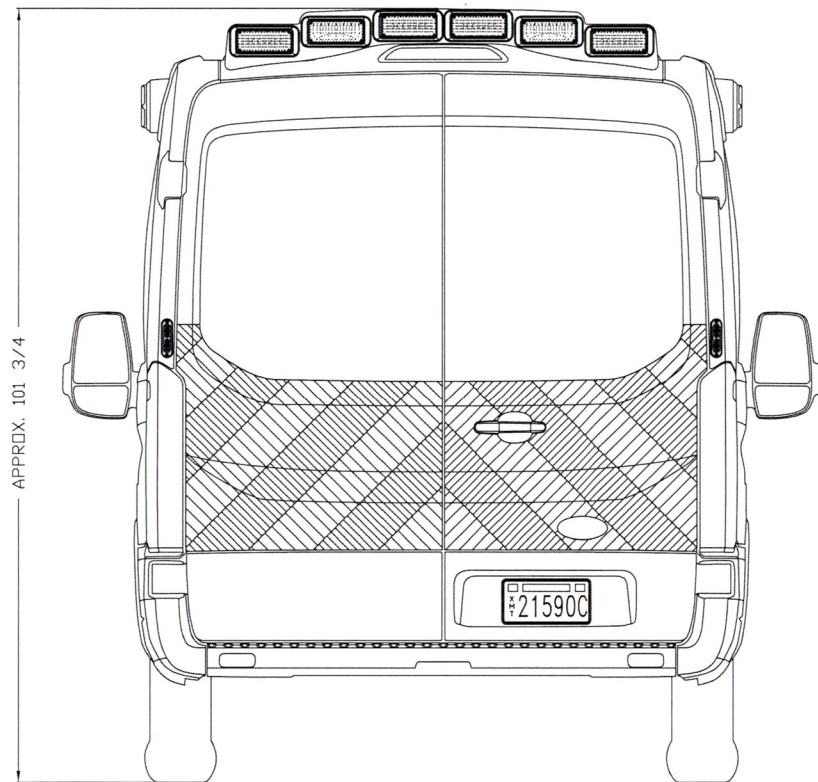


235 1/2 DAL

## Braun Northwest, Inc.

|            |                               |            |        |     |
|------------|-------------------------------|------------|--------|-----|
| Department | SALES                         |            |        | Rev |
| Dwg. Name  | 202X_TRANSIT_DEMO1            |            |        |     |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |            |        |     |
| Date       | 09/19/2023                    | Drawing By | T.A.S. |     |

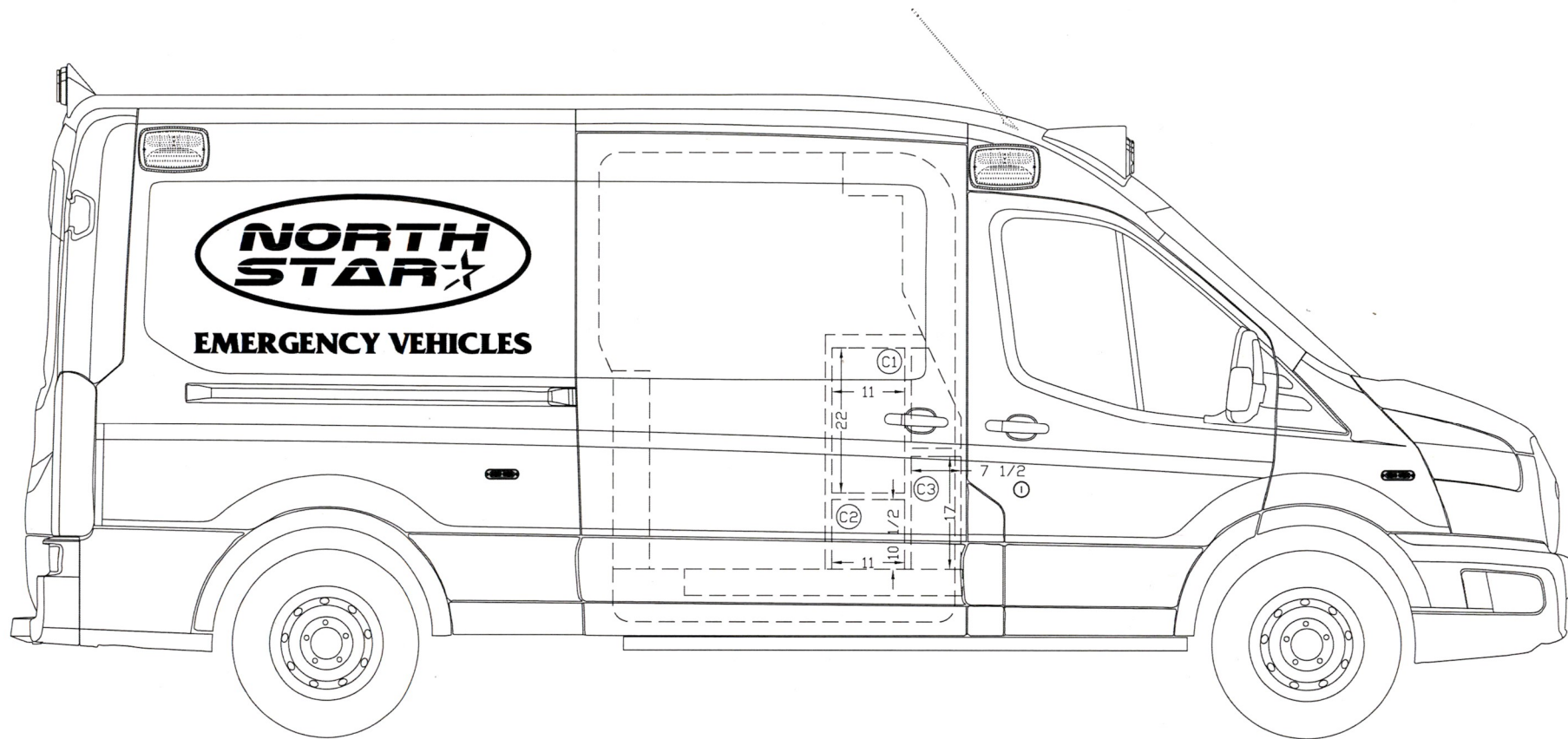
TITLE: EXTERIOR S/S VIEW



## Braun Northwest, Inc.

|            |                               |                   |
|------------|-------------------------------|-------------------|
| Department | SALES                         | Rev               |
| Dwg. Name  | 202X_TRANSIT_DEMO2            |                   |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |                   |
| Date       | 09/19/2023                    | Drawing By T.A.S. |

TITLE: EXTERIOR REAR VIEW

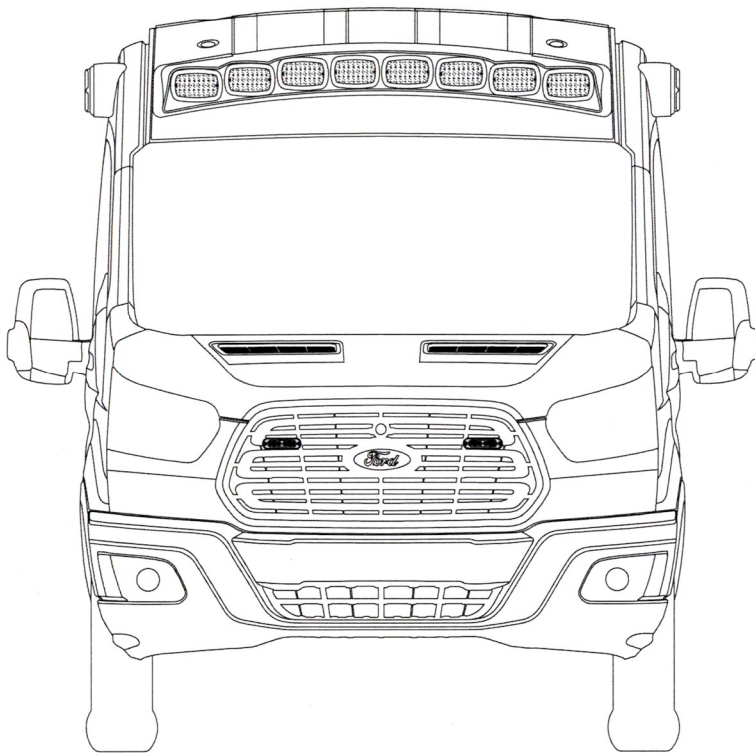


# Braun Northwest, Inc.

|            |                               |                   |
|------------|-------------------------------|-------------------|
| Department | SALES                         | Rev               |
| Dwg. Name  | 202X_TRANSIT_DEMO3            |                   |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |                   |
| Date       | 09/19/2023                    | Drawing By T.A.S. |

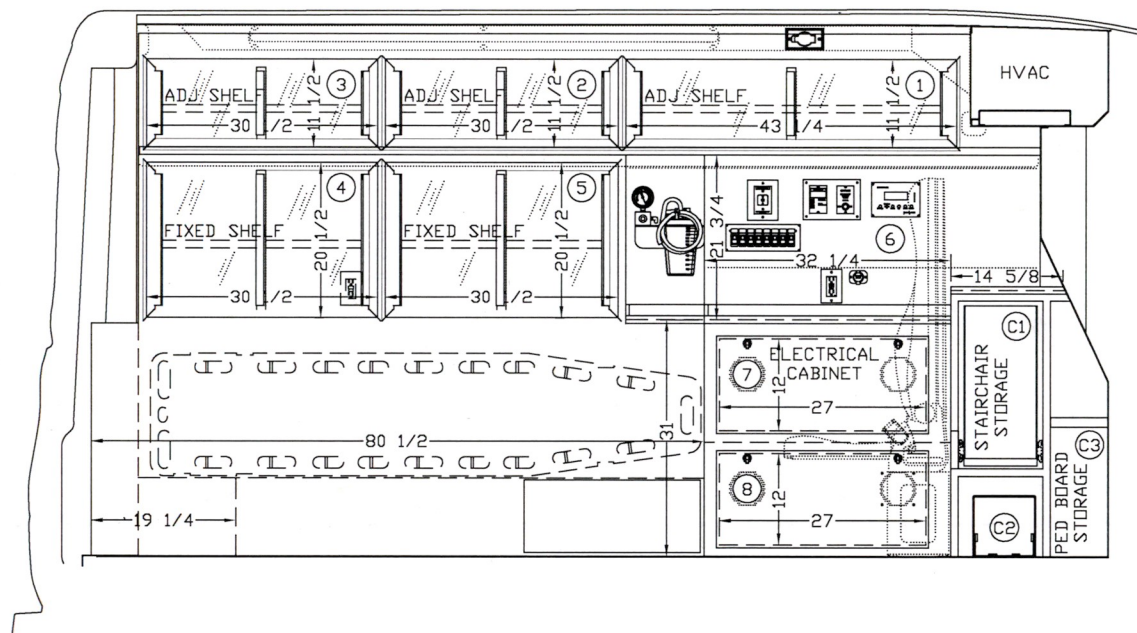
TITLE: EXTERIOR C/S VIEW





|                       |                               |            |        |
|-----------------------|-------------------------------|------------|--------|
| Braun Northwest, Inc. |                               |            |        |
| Department            | SALES                         |            | Rev    |
| Dwg. Name             | 202X_TRANSIT_DEMO4            |            |        |
| Client                | 202X MEDIUM ROOF TRANSIT DEMO |            |        |
| Date                  | 09/19/2023                    | Drawing By | T.A.S. |

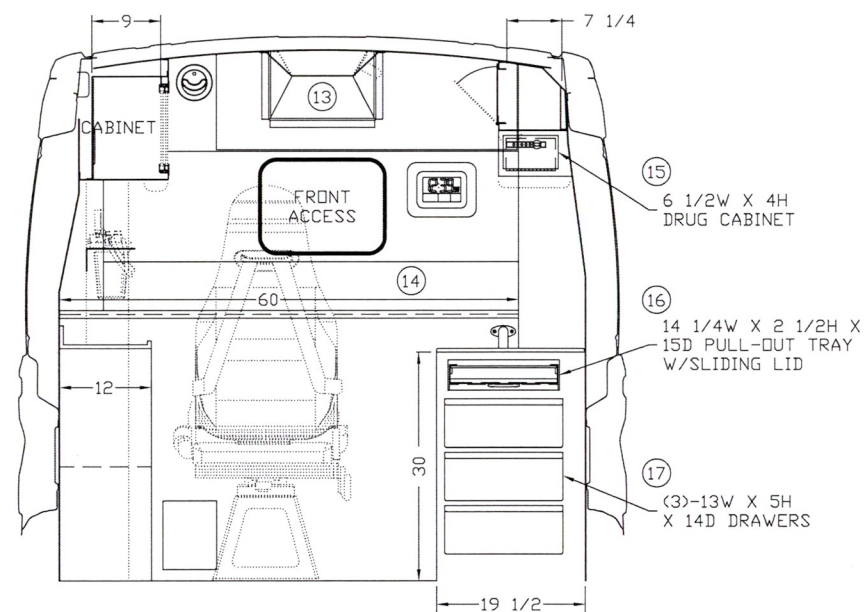
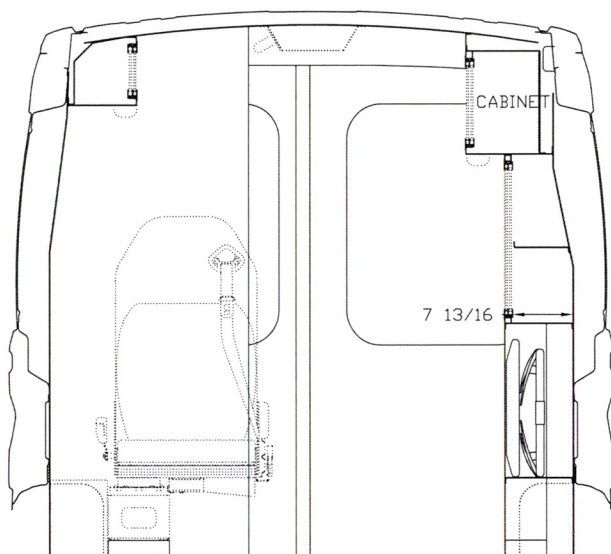
TITLE: EXTERIOR FRONT VIEW



# Braun Northwest, Inc.

|            |                               |            |        |     |
|------------|-------------------------------|------------|--------|-----|
| Department | SALES                         |            |        | Rev |
| Dwg. Name  | 202X_TRANSIT_DEMO5            |            |        |     |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |            |        |     |
| Date       | 09/19/2023                    | Drawing By | T.A.S. |     |

TITLE: INTERIOR S/S VIEW

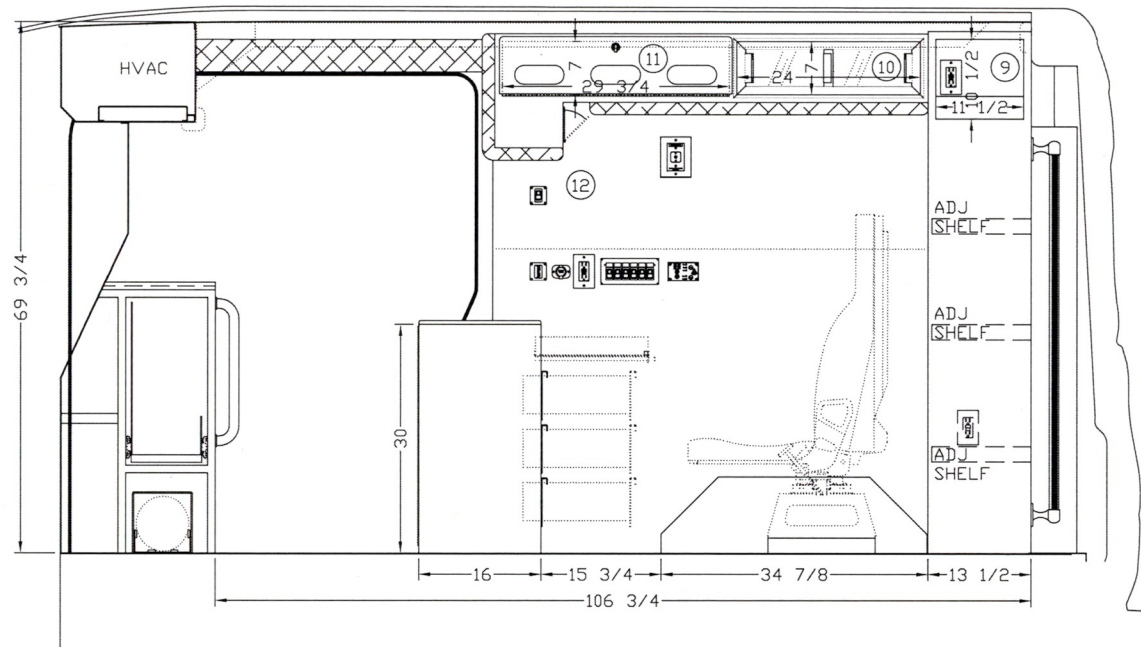


## Braun Northwest, Inc.

|            |                               |            |        |     |
|------------|-------------------------------|------------|--------|-----|
| Department | SALES                         |            |        | Rev |
| Dwg. Name  | 202X_TRANSIT_DEMO6_8          |            |        |     |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |            |        |     |
| Date       | 09/19/2023                    | Drawing By | T.A.S. |     |

TITLE: INTERIOR REAR VIEW

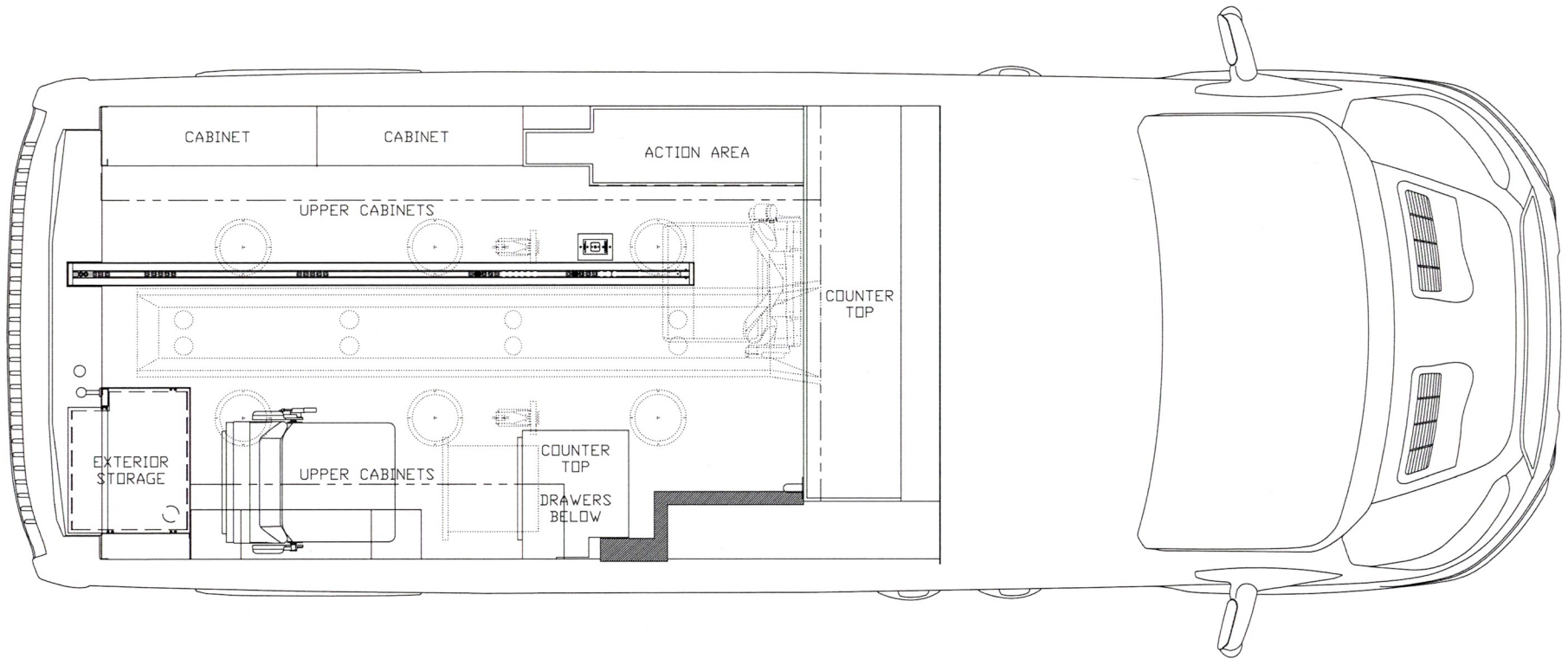




## Braun Northwest, Inc.

|            |                               |                   |
|------------|-------------------------------|-------------------|
| Department | SALES                         | Rev               |
| Dwg. Name  | 202X_TRANSIT_DEMO7            |                   |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |                   |
| Date       | 09/19/2023                    | Drawing By T.A.S. |

TITLE: INTERIOR C/S VIEW



## Braun Northwest, Inc.

|            |                               |            |        |
|------------|-------------------------------|------------|--------|
| Department | SALES                         |            | Rev    |
| Dwg. Name  | 202X_TRANSIT_DEMO9            |            |        |
| Client     | 202X MEDIUM ROOF TRANSIT DEMO |            |        |
| Date       | 09/19/2023                    | Drawing By | T.A.S. |

TITLE: PLAN VIEW

**BRAUN NORTHWEST, INC.**  
**DETAILED SPECIFICATIONS**  
**FOR**  
**FORD TRANSIT**  
**DEMO AMBULANCE**  
**3605-2**

**1 CHASSIS**

**1.01 OEM CHASSIS**

- 2023 Ford Transit 350 W2C Medium Roof Cargo Van, meeting all the specifications of Section 1.01
  - 3 year/36,000-mile Basic Warranty
  - Ambulance Prep Package **(47B)**
  - Provided by Braun Northwest
  - Single Rear Wheel

**1.01.01 SPECIFIC RATINGS**

- Drive –AWD
- G.V.W.R. – 9,500 lb.
- Wheelbase – 148"
- Rear Differential – 3.73 ratio, limited slip rear axle

**1.01.02 POWER TRAIN**

- Engine – Gasoline
  - 3.5L EcoBoost V6 gas engine
  - 50 State Emissions **(425)**
  - Engine block heater
- Transmission
  - Ten speed automatic overdrive transmission with SelectShift
  - Auxiliary transmission oil cooler

**1.01.03 STEERING**

- Power Assisted steering
- Telescoping, tilt steering wheel
- AdvanceTrac w/Roll Stability Control (RSC)
- Side Wind Stabilization

**1.01.04 SHOCK ABSORBERS/STABILIZER BARS**

- OEM front stabilizer bar
- Heavy-duty shock absorbers rear

**1.01.05 BRAKES**

- Anti-lock 4-wheel disc HD brakes
- Parking brake



**1.01.06****TIRES AND WHEELS**

- Five OEM 235/65R16C all-season tires
- Five OEM 16" x 6.5 steel wheels
- Spare tire and steel wheel shipped loose (Section 8.01 related)
- Tire Pressure Monitoring System

**1.01.07X****ELECTRICAL**

- Alternator – OEM Dual 250 amp, total 500 amp **(63C)**
- Batteries – OEM Dual AGM **(63E)**
- Hill Start Assist
- OEM modified vehicle wiring system **(53K)**
- Auxiliary fuse panel **(87E)**

**1.01.08X****INSTRUMENT PANEL AND CONTROLS**

- Gauges
  - Speedometer
  - Tachometer
  - Fuel Level
  - Coolant Temperature
- Cruise Control **(60C)**
- Ford Pass® Connect 4G Wi-Fi Modem
- Audio – Sync 4 with AM/FM stereo, 12" display, Blue Tooth, Dual USB Port **(58B)**

**1.01.09X****CAB EXTERIOR**

- Bumper - Front
- Bumper – Rear, black
- Grille – Front, Honeycomb Mesh with Carbon Black Surround
- Tow Hooks, rear
- Front License Plate Bracket
- Extended Length Running Boards **(68J)**
- Horn – OEM electric, dual note **(85D)**
- Windows
  - Privacy Glass **(92E)**
  - Fixed Rear Cargo Door Glass and Fixed Passenger-side Glass **(17B)**
- Windshield wipers – Automatic, rain sensing
- Doors
  - Dual rear hinged with deep tinted fixed glass; 253° opening rear hinged doors
  - Curbside sliding door with fixed deep tinted glass
- Stepwell pads, black
- Mirrors
  - Two power adjustment, manual folding, short arm **(545)**
  - Rear view day/night mirror
- Lighting
  - Halogen headlamps
  - Wiper Activated Headlamps **(91B)**
  - Fog Lamps **(55D)**
  - Daytime running headlamps **(942)**
  - Roof Marker lamps
- Fuel tank – OEM 31 Gallons, Extended Fuel Tank **(655)**

- Auxiliary fuel port
- High Resolution Digital Back Up Camera **(61E)**
- Reverse Sensor System **(43R)**

#### **1.01.10X**

#### **CAB INTERIOR**

- Trim Level – XL
- Upfit Package **(67C)**
  - Large Center Console **(67E)**
- Cab Seats – OEM
  - Vinyl, 2-way manual driver and passenger
  - Combination lap and shoulder harness
- Flooring – Vinyl, front only
- Scuff Plate Kit for rear cargo doors and side cargo door **(85A)**
- Climate Control – OEM
  - Rear heater/AC prep package
  - Dehumidifying air conditioning system
  - Rear Window Defroster, included in privacy glass **(92E)**
- Airbags
  - Driver and right-front passenger front
  - Passenger side cut-off switch
  - Safety canopy system with roll-fold side curtain airbags
- Other
  - Locking glove box
  - Cloth headliner, front only
  - Vinyl sun visors with illuminated vanity mirrors **(85C)**
  - Dome light, with dual map lights
  - A-Pillar assist handle, driver and passenger
  - Power door locks & windows
  - Remote keyless entry with 2 key fobs
  - AntiTheft **(59D)**
- One 12V PowerPoint outlet
- 400W power outlet **(90D)**

#### **1.01.11**

#### **COLORS**

- Exterior – Oxford White **(YZ)**
- Interior – Palazzo Gray

**1.02****CHASSIS MODIFICATIONS**

The following modifications will be made to the chassis by Braun Northwest

**1.02.43****FLOOR REINFORCEMENT**

A 15" square x 0.375" aluminum plate above a 15" square, 10-ga steel plate with 1.5" forward flange down shall be attached to the bottom of the van floor for reinforcement of the airway seat attachment. Two pieces of 6"W x 0.375" aluminum flat bar shall be attached to the bottom of the van floor for reinforcement of the curbside attendant seat attachment.



**2****PATIENT COMPARTMENT CONSTRUCTION****2.01****MATERIAL**

FORMED SHEETING

SIZE

ALLOY

Interior Cabinets

0.090

Aluminum

Stainless Steel

16 ga., 20 ga.

304 # 4B

**2.02****DIMENSIONS**

Overall Vehicle Dimensions (Specifications are listed as minimums.)

|                           |        |        |          |
|---------------------------|--------|--------|----------|
| Length                    | 19 ' " | 8 "    | 235.50 " |
| Width (excluding mirrors) | 6 ' "  | 9.3 "  | 81.30 "  |
| Height (Approximate)      | 8 ' "  | 6.13 " | 102.13 " |

Note: Overall height includes rear light housing (Section 6.30.02 related).

Interior Dimensions (Specifications are listed as minimums.)

|        |                           |          |
|--------|---------------------------|----------|
| Length | Forward Wall to Rear Wall | 126.00 " |
| Height | Floor to Ceiling          | 69.75 "  |

**2.08****MODULE EXTERIOR COMPARTMENTS**

All compartments shall be constructed from formed 0.125" aluminum, securely welded to the subfloor and structural framing. A baffled drain hole shall be provided in all exterior compartment bottoms that extend below the floor line. All exterior adjustable shelves shall be mounted on heavy-duty aluminum track, which is securely welded to compartment interiors. Each shelf shall support at least 300 lb of equipment.

**COMPARTMENT #R1****Dimensions** – 5.5"W x 20.25"H x 80.5"D**Location** – Streetside, lower (aft-facing)**Shelving** – None**Door(s)** – None, open to the rear (backboards held in place by streetside rear OEM door).**Lighting** – None**Additional Instructions** –

1. Compartment shall provide storage for two *customer-supplied-and-installed* items: one backboard and one scoop stretcher.

**COMPARTMENT #R2****Dimensions** – 5.5"W x 10.25"H x 19.25"D (6"W x 8.5"H opening)**Location** – Streetside, aft, lower(aft-facing)**Shelving** – None**Door(s)** – None**Additional Instructions** –

1. This compartment is intended to allow the use of the dead space aft of the wheel well for storage of *customer-supplied-and-installed* equipment.
2. Compartment opening shall have a 2" lip.

**COMPARTMENT #R3**

**Dimensions** – 18.75"W x 56"H x 13.5"D

**Location** – Rear, streetside (aft-facing)

**Shelving** – Three adjustable, each with a 2.5"D wire access hole

**Door(s)** – None

**Lighting** – None

**Additional Instructions** –

1. One 120VAC GFCI duplex receptacle shall be installed on the streetside wall, lower (Section 6.21X related).
2. One 48"L vertical grab bar with rubber inserts shall be installed on the aft side of the Compartment, toward the streetside (Section 5.05X related). Grab bar shall not interfere with closing of rear curbside passage door.
3. A flange in the vehicle's vertical/longitudinal plane will be added to the aft face of this compartment, curbside of the grab bar, to close the gap between the compartment and the rear door.

**COMPARTMENT #C1 – Stair Chair**

**Dimensions** – 11"W x 22"H x 42"D

**Location** – Forward of head of cot attendant seat

**Additional Instructions** –

1. This compartment shall have a one fixed painted aluminum roll-out tray with two 42" slides, with 300 lb combined capacity with the left slide being of a locking type. A 1" restraint strap with quick release buckle shall be installed on the tray for a *customer-supplied-and-installed* Stryker stair chair (Section 4.27 related).

**COMPARTMENT #C2 – Oxygen Storage**

**Dimensions** – 11"W x 10.5"H x 60"D

**Location** – Below Compartment #C2

**Additional Instructions** –

1. A custom cylinder bracket with UHMW slides and one retaining pin shall be installed by BNW in this compartment for a *customer-supplied-and-installed* M-size oxygen cylinder (Section 4.10X related).

**COMPARTMENT #C3 – Pediatric Board Storage**

**Dimensions** – 7.5"W x 17"H x 60"D

**Location** – Forward of Compartments #C1 and C2

**Door** – None

**Additional Instructions** –

1. This compartment recess shall provide horizontal transverse storage for one *customer-supplied-and-installed* pediatric board.

## 2.10

### PATIENT COMPARTMENT INTERIOR CABINETS

Shall be formed of 0.090" aluminum and shall be securely mounted to the structural framing. All interior shelves shall be mounted on 1" wide aluminum track.

#### CABINET #1

**Dimensions** – 43.25"W x 11.5"H x 9"D

**Location** – Streetside, above Action Area

**Shelving** – One adjustable

**Door(s)** – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch.

**Lighting** – Under-cabinet LED strip light (Section 6.14 related)

**Additional Instructions** – None

#### CABINET #2

**Dimensions** – 30.5"W x 11.5"H x 9"D

**Location** – Streetside, upper center

**Shelving** – One adjustable

**Door(s)** – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch.

**Lighting** – None

**Additional Instructions** – None

#### CABINET #3

**Dimensions** – 30.5"W x 11.5"H x 9"D

**Location** – Streetside, upper rear

**Shelving** – One adjustable

**Door(s)** – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch.

**Lighting** – None

**Additional Instructions** – None

#### CABINET #4

**Dimensions** – 30.5"W x 20.5"H x 5"D at top (8"D at bottom)

**Location** – Streetside, aft, upper

**Shelving** – One fixed shelf

**Door(s)** – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch.

**Lighting** – None

**Additional Instructions** –

1. A 120VAC GFCI duplex receptacle shall be installed in this cabinet (Section 6.21X related).



**CABINET #5**

**Dimensions** – 30.5"W x 20.5"H x 5"D at top (8"D at bottom)

**Location** – Streetside, middle upper

**Shelving** – One fixed shelf

**Door(s)** – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch.

**Lighting** – None

**Additional Instructions** – None

**ACTION AREA (#6)**

**Dimensions** – 32.25"W x 21.75"H x 12"D

**Location** – Streetside

**Additional Instructions** –

1. The following items shall be installed on the back wall:
  - a. An oxygen outlet (Section 5.11X related)
  - b. Electric oxygen panel with digital pressure display and solenoid/bypass valve (Section 5.11X related)
  - c. Attendant control panel (Section 6.13B related)
  - d. One 120VAC GFCI duplex receptacle (Section 6.21X related)
  - e. One 12VDC receptacle (Section 6.25 related).
  - f. A Samlex EVO-RC inverter remote control panel (Section 6.31 related).
2. A Wilsonart "Northern Melange" 9195MLA speckled gray acrylic full depth solid surface countertop with a 0.5" retaining lip and a 2"H backsplash shall be installed.
3. The suction collector and regulator shall be installed in a 10.25"W x 20.5"H x 4"D recess aft of the action area (Section 5.13A related).

**CABINET #7 – Electrical**

**Dimensions** – 27"W x 12"H x 12"D

**Location** – Streetside, below Action Area

**Shelving** – None

**Door(s)** – Removable painted aluminum panel with punched ventilation and two black quarter-turn latches.

**Additional Instructions** –

1. This cabinet shall house the electrical module (Section 6 related). Door shall have two precision punched panels to aid in ventilation.

**CABINET #8**

**Dimensions** – 27"W x 12"H x 12"D

**Location** – Streetside, forward lower

**Shelving** – None

**Door(s)** – Removable painted aluminum panel with punched ventilation and two black quarter-turn latches.

**Lighting** – None

**Additional Instructions** –

1. A Samlex 1200-watt inverter with a 12VDC muffin fan with temperature switch shall be installed in this cabinet (Sections 6.31 related).
2. A two-position load center shall be installed with circuit breakers (Section 6.21X related).

**CABINET #9**

**Dimensions** – 11.5"W x 10.5"H x 21.25"D

**Location** – Curbside, upper aft

**Shelving** – None

**Door(s)** – None

**Lighting** – None

**Additional Instructions** –

1. One 120VAC GFCI duplex receptacle shall be installed on the back wall (Section 6.21X related).
2. A cord access hole shall be provided through the bottom of the cabinet.

**CABINET #10**

**Dimensions** – 24"W x 7"H x 7.1875"D

**Location** – Curbside, upper middle

**Shelving** – None

**Door(s)** – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch.

**Lighting** – None

**Additional Instructions** –

1. A 12VDC fluid warmer with 4" surround shall be hardwired in this cabinet (Section 6.35 related).

**CABINET #11 – Glove Storage**

**Dimensions** – 29.75"W x 7"H x 7.1875"D

**Location** – Curbside, upper center

**Shelving** – None

**Door(s)** – Bottom-hinged painted aluminum with a black quarter-turn latch with three cut-outs

**Lighting** – None

**Additional Instructions** –

1. This cabinet shall provide storage for three glove boxes in horizontal orientation (Section 5.32 related).

### **CURBSIDE ATTENDANT AREA (#12)**

**Location** – Curbside

#### **Additional Instructions –**

1. The following shall be installed on the back wall:
  - a. An oxygen outlet (Section 5.11X related)
  - b. Digital thermostat (Section 5.17X related)
  - c. Attendant control panel (Section 6.13B related)
  - d. 120VAC GFCI duplex receptacle (Section 6.21X related)
  - e. 12VDC receptacle (Section 6.25 related)
  - f. One combination USB-A/C port (Section 6.25 related)
  - g. A momentary rocker switch to activate the dome timer shall be installed just aft of the side passage doorway (Section 6.16 related).
2. A Wilsonart "Northern Melange" 9195MLA speckled gray acrylic full depth solid surface countertop without lip or backsplash shall be installed.
3. An EVS 1760 vac-form attendant seat with 3-point black seatbelt and SB186-8C swivel base shall be installed in this area (Section 5.10X related).
4. A full-height painted aluminum access panel shall be installed on the front of the drawer stack.

### **CABINET #13 – HVAC**

**Location** – Front, upper center

#### **Additional Instructions –**

1. This cabinet shall house the combo AC/Heater unit and the suction pump (Section 5.17X and 5.12 related).
2. A fixed head pad shall be installed on the curbside upper corner (Section 5.03X related), with an atomic clock underneath (Section 5.24 related).
3. Conditioned air shall be distributed through a ceiling-mounted horizontal plenum with seven individually-adjustable louvered vents (Section 5.17X related).
4. An exhaust vent shall be installed towards the streetside, with an adjustable louver (Section 5.20 related).
5. An air return shall be provided on the curbside face of the HVAC cabinet (Section 5.19 related).
6. A 60"L yellow powder-coated horizontal grab bar shall be installed on the curbside of the plenum (Section 5.05X related).

### **CABINET #14 – FORWARD COUNTERTOP**

**Dimensions** – 60"W x 14.5"D

**Location** – Front, behind head-of-cot attendant seat

**Shelving** – None

**Door(s)** – None

#### **Additional Instructions –**

1. A Wilsonart "Northern Melange" 9195MLA speckled gray acrylic full depth solid surface countertop with a 0.5" retaining lip shall be installed.
2. One EVS 2169 vac-formed, dove gray, seamless attendant seat with flip-up bottom, folding back, and black backpack belting system shall be pedestal mounted against the forward wall, facing aft, at the head of the cot position. The seat shall include a two-point black seatbelt to be used in conjunction with the backpack belting (Sections 3.08X and 5.10X related).
3. One 18" vertical grab bar shall be installed near the curbside door, on the aft wall of the cabinet (Section 5.06 related).



**CABINET #15 – Drug Cabinet**

**Dimensions** – 6.5"W x 4"H x 9"D

**Location** – Streetside, under Cabinet #11, facing aft

**Shelving** – None

**Door(s)** – Bottom-hinged painted aluminum with a Simplex lock

**Lighting** – None

**Additional Instructions** –

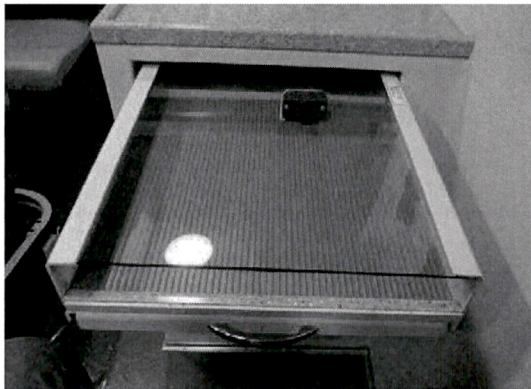
1. This cabinet is intended for storage of drugs (Section 5.36X related).

**CABINET #16 – Pull-out writing surface**

**Location** – Curbside half-stack, forward of attendant seat

**Additional Instructions** –

1. One 14.25"W x 2.5"H x 15"D aft-facing inverted pan-style pull out tray with concealed slides and clear polycarbonate sliding lid shall be installed. The tray shall operate on 14" slides and 300-lb capacity slides and have a gas shock hold open/closed device to ensure the tray does not accidentally open or close during operation of the vehicle. The tray shall have 2.5"H side flanges and 0.625" front and back flanges with a chrome handle on the aft flange. A 0.5" x 0.5" strip of acrylic countertop material shall be placed inboard of the front flange to serve as a wrist rest. A pre-wire shall be capped and coiled (Section 6.18A related).

**CABINET #17 – Custom Drawers**

**Location** – Curbside half-stack, forward of attendant seat

**Additional Instructions**

1. Three 13"W x 5"H x 14"D aluminum drawers with paddle slam latches shall be installed, facing aft. Each drawer shall operate on 12" slides rated at 300 lbs. per set and have a gas shock hold open/closed device to ensure drawers do not accidentally open or close during operation of the vehicle. Drawers shall be of formed 0.125" aluminum, painted to match the interior. Drawers shall each have machine-stamped divider supports along the front and back sides with two removable ABS dividers provided per drawer.
2. A full-height painted aluminum closeout shall be installed on the forward-facing side of the drawer stack, for service access.

**2.13X****CAB TO PATIENT COMPARTMENT PASSAGE**

A painted aluminum partition with a 16"W x 12"H pass-thru shall be provided. The side facing the cab shall be carpeted with gray automotive carpeting.

**2.15****ELECTROLYSIS PREVENTION**

All external materials and fasteners shall be selected to prevent electrolysis and corrosion due to dissimilar materials and exposure to the elements. Exterior fasteners used for direct connection to painted aluminum surfaces shall be coated with a corrosion inhibitor.

### **3** **COATINGS AND FINISHES**

#### **3.03X PAINT TYPE**

Shall be Sherwin Williams acrylic urethane on interior patient compartment surfaces, and OEM paint on exterior body.

#### **3.04.01 CHASSIS COLOR**

Base color: Chassis shall be OEM Oxford White (YZ)

#### **3.05 LETTERING/DECALS**

##### **Streetside**

###### **Item #S1**

Logo: North Star oval logo  
Color: Blue  
Size: 4"H Lettering  
Material: Vinyl  
Location: Side of vehicle, aft

###### **Item #S2**

Decal: "EMERGENCY VEHICLES"  
Color: Blue  
Size: 2.7"  
Material: Vinyl  
Location: Side of vehicle below item S1

##### **Curbside**

###### **Item #C1**

Logo: North Star oval logo  
Color: Blue  
Size: 4"H Lettering  
Material: Vinyl  
Location: Side of vehicle, aft

###### **Item #C2**

Decal: "EMERGENCY VEHICLES"  
Color: Blue  
Size: 2.7"  
Material: Vinyl  
Location: Side of vehicle below item C1

#### **3.06 COMPARTMENT FINISH**

All interior cabinetry shall be sanded, etched, washed, primed, coated with textured polyurea thermoplastic elastomer, and painted white with light gray splatter paint (G2-33631 Alt 2 / GLV-51748).

All shelves and trays shall be sanded, etched, washed, primed, and painted white with light gray splatter paint (G2-33631 Alt 2 / GLV-51748).



**3.07 INTERIOR CABINETRY FINISH**

All interior cabinetry shall be sanded, etched, washed, primed, coated with textured polyurea thermoplastic elastomer, and painted white with light gray splatter paint (G2-33631 Alt 2 / GLV-51748).

All shelves and trays shall be sanded, etched, washed, primed, and painted white with light gray splatter paint (G2-33631 Alt 2 / GLV-51748).

**3.08 PATIENT COMPARTMENT UPHOLSTERY**

Patient compartment upholstery material shall be Dove Gray Spradling Perform 60 seamless vinyl.

**3.09 PATIENT COMPARTMENT FLOORING MATERIAL**

Shall be Genome (#TFM2702) Altro Transflor Meta Slip-Retardant Sheet flooring providing durability, ease of maintenance and stain resistance. It shall contain a high concentration of microscopic aluminum oxide particles and colored quartz crystals suspended throughout the thickness with silicon carbide grains in the entire wear surface for slip-retardant performance. It shall have an overall thickness of 0.11" nominal. Flooring shall be manufactured for Wear Resistance to meet ASTM C 501, indentation resistance in accordance with ASTM F 1303 and ASTM F 970, Grade 1 standards, shall meet ASTM D 2047 Slip Retardant, ASTM F 970 Static Load, ASTM E648, CMVSS, FMVSS 302, CAN ULC S102.2 Fire Data Tests over 0.50" solid core, industrial grade plywood capped with 0.125" aluminum. The flooring shall have an overall thickness of 0.080" nominal.

**3.10 COMPARTMENT LINING**

Compartment floors shall be lined with easy sweep mats which are removable for ease of cleaning.

**3.11 CABINET LINING**

Interior cabinet shall be lined with easy sweep mats which are removable for ease of cleaning.

**3.12 SURFACES AND FINISHES**

All Braun NW-installed surfaces and finishes shall be impervious to soap, disinfectants, and water, to permit washing and sanitizing.

## **4**

## **MODULE EXTERIOR**

### **4.10 EXTERIOR CYLINDER STORAGE**

Storage for a *customer-supplied-and-installed* M-size oxygen cylinder shall be provided in Compartment #C2 with a custom cylinder bracket with 1.25" diameter steel retention pin (Section 2.10 related). Three 6-7/8" x 7-3/8" pieces of 12mm backer board shall be shipped loose to serve as shims for shorter cylinders (Section 8.01 related).

### **4.27 STAIR CHAIR STORAGE**

Storage for a *customer-supplied-and-installed* Stryker stair chair shall be provided in Compartment #C1 with a painted aluminum slide-out tray with two 42" slides with 300-lb combined capacity, and a restraint strap. One slide shall be locking to hold the tray in the stowed and extended positions.

## **5**

### **PATIENT COMPARTMENT INTERIOR**

All interior hangers, supports, fasteners, latches, and hinges shall be of a near-flush-type design. The patient compartment shall be free of sharp projections. Exposed edges and corners shall be broken with a radius or protected with 1" high-density foam covered with heavy-duty vinyl color-matched upholstery.

#### **5.01X UPPER WALL COVERING**

Shall be painted aluminum, sprayed with textured polyurea thermoplastic elastomer and painted white with light gray splatter (G2-33631 Alt 2 / GLV-51748) (Section 3.07 related).

#### **5.02 HEADLINER**

The headliner shall be constructed of 0.090" aluminum which is sanded, etched, washed, primed, and coated with textured polyurea thermoplastic elastomer, and painted white with light gray splatter paint (G2-33631 Alt 2 / GLV-51748) to match the interior.

#### **5.03X PATIENT COMPARTMENT HEAD PADS/CUSHIONS**

Head pads located over all rear access openings, under Cabinet #1, above the Action Area (#6), on the partition wall, and on the forward and lower edges of the upper curbside cabinets shall be 0.5" or 1" foam covered with heavy-duty seamless vinyl matching upholstery.

#### **5.04 LOWER WALL COVERING**

The lower portion of the streetside wall shall be painted aluminum, sprayed with textured polyurea and painted white with gray splatter.

#### **5.05X GRAB RAIL**

One 60"L x 1.250" diameter stainless-steel grab rail with three support brackets shall be securely mounted to on the curbside of the horizontal HVAC plenum (Section 5.17X related).

Grab rail shall be powder-coated yellow.

#### **5.06 ACCESS DOOR GRAB RAILS**

One 48"L vertical grab bar with slip-resistant inserts shall be installed on the aft side of Compartment #R3 (Section 2.10 related).

One 18"L vertical grab bar shall be installed near the curbside door, located on the aft wall of Compartment #C1.

Grab rail shall be powder-coated yellow.

#### **5.07 IV HANGERS**

Two retractable dual IV hangers with stabilizers shall be surface-mounted over the cot, one towards streetside forward and one toward the curbside forward.



**5.08C****COT MOUNT**

A Stryker #6390-700-001 floor plate shall be installed by BNW, to position the aft end of the cot 11" forward of the rear doors (Section 8.02 related).

A 20-amp breaker and 10 ga. 12 VDC power and ground prewire shall be installed, running from the electrical cabinet to the frame rail, terminating in a 36" capped and coiled pigtail forward of the rear axle.

No rear rail clamp shall be installed.

**5.10X****ATTENDANT SEATS**

One EVS 1760 vac-formed, dove gray, seamless attendant seat with flip-up bottom, a black 3-point belt and a SB186-8SC base shall be installed on the curbside. The seat shall be moved as far aft as possible and still be able to turn 90 degrees.

One EVS 2169 vac-formed, dove gray, seamless attendant seat with flip-up bottom, folding back, and black backpack belting system shall be pedestal mounted against the forward wall, facing aft, at the head of the cot position. The seat shall include a two-point black seatbelt to be used in conjunction with the backpack belting. The EVS CBPED1760/1860 pedestal seat base shall be rotated flat against the partition, and be secured to the floor using all six holes in the seat base.

Reinforcement shall be added beneath the van floor at each attendant seat attachment point (Section 1.02.43 related). A fabricated, painted aluminum booster bracket shall be installed beneath the curbside attendant seat to raise the seat as much as possible while maintaining 43" vertical clearance between the attendant seat base cushion and the upper cabinets. The seat base mounting bolts shall pass through the seat base, booster bracket, van floor, and below-floor reinforcement plates.

**5.11X****OXYGEN SYSTEM**

The entire oxygen system to be assembled with certified oxygen hose (1000 PSI burst strength) with brass fittings, pressure tested, and certified. The electric oxygen system shall be controlled through an electric solenoid with manual bypass, have an LED content display, and audible low-pressure alarm. The display shall be installed on the streetside action area wall (#6).

A momentary contact switch labeled "ELECT. 02" shall be installed in each attendant panel to control the on/off function of the electric oxygen system via an InPower module (Section 6.13B related). Pressing the top of the switch shall turn on the electrical oxygen system display and open the solenoid valve. Pressing the bottom of the switch shall turn off the electrical oxygen display and close the solenoid valve.

Three Ohio-type outlets shall be installed:

- One in Action Area #6
- One on the Curbside Attendant Area #12 wall
- One in ceiling over cot

One oxygen tank wrench shall be provided and shipped loose (Section 8.01 related).

**5.12****SUCTION PUMP**

The unit shall have an electric pump as the source of suction, installed in cabinet #8 and be vented to the outside of the vehicle under the vehicle body. The pump shall be controlled by an on/off switch labeled "SUCTION" on the attendant panel in Action Area #6.

**5.13A****SUCTION COLLECTOR**

A Rico #RS4X-1001B suction regulator and wall-mount bracket with a 1200cc Rico disposable canister shall be installed on the wall of Action Area #6.

**5.14**

**SEATBELTS**

Black DOT-compliant seatbelts shall be installed at each seating position. The forward-facing curbside seat shall have a black three-point emergency locking retractor seatbelt and the streetside head of cot attendant seat shall have a black 2-point emergency locking retractor lap belt and black backpack-style upper automatic locking seatbelts.

**5.16X**

**INSULATION**

The patient compartment sides, ends, roof, and doors shall be insulated to enhance the interior environment and to prevent heat, cold, and external noise from entering the Patient compartment. The insulation shall be a non-settling foam plank material of 0.5", 0.75", or 1.5", thickness depending upon location and available space. Plank insulation shall be polyisocyanurate. Reflectix double reflective insulation shall be applied to the inside of all exterior surfaces where hose or cable access prevents use of plank insulation.

**5.17X**

**PATIENT COMPARTMENT CLIMATE CONTROL SYSTEM**

The patient compartment HVAC system shall incorporate a combination heating/air conditioning unit with 43,300 BTU/hr. heating and 32,000 BTU/hr. cooling capacity. The unit shall have a 580 CFM fan and controls independent of the cab system. A 12VDC booster pump shall be installed to optimize the heating capacity in the patient compartment. A return air path with open area equal to at least twice the blower outlet area shall be incorporated into the evaporator closeout. The patient compartment climate control system shall be controllable by a digital thermostat located on the curbside wall. A formed aluminum horizontal plenum, painted to match the interior with seven adjustable louvers, shall be installed on the ceiling. A Beam #015715 wall port shall be installed in the horizontal plenum, forward to provide direct heat to a patient. A hose shall be shipped loose (Section 8.01 related).

**5.18B**

**EXTERNAL AIR INTAKE**

To supplement heated or cooled air with fresh air, an external air intake shall be provided on the side of the vehicle. The intake shall consist of an opening protected by a chrome Perko vent cover. An upward-directed vent hose shall be connected to the inside of the Perko vent to prevent the collection of moisture. A bug screen shall be installed inside the Perko vent.

**5.19**

**AIR RETURN**

A return air path with an open area equal to at least twice the blower outlet area shall be incorporated into the evaporator closeout.

**5.20**

**EXHAUST VENT**

A motor-powered exhaust vent with a chrome Perko cover shall be installed on the streetside wall, forward. Momentary contact switches labeled "VENT" shall be installed in the streetside and curbside attendant panels to control the on/off function of the exhaust vent. Pressing the top of either switch shall turn on the exhaust vent. Pressing the bottom of either switch shall turn off the exhaust vent (Section 6.13B related).

**5.24**

**CLOCK**

An atomic-controlled clock shall be installed on the aft side of the partition, towards curbside. The clock shall be LCD display and show hours (12/24 selectable), minutes, seconds, date, day, and temperature. Clock shall be powered by two AA alkaline batteries.

**5.26X****SHARPS/WASTE CONTAINER**

One 7 qt. waste container and one Sage #85131 5 qt. sharps container with a mailbox lid, both with stainless-steel brackets, shall be installed at customer inspection (Section 8.04 related).

**5.31****INTERIOR FIRE SUPPRESSION**

One ABC 5 lb fire extinguisher with an Amerex #861H SAE-J3043 compliant bracket shall be installed at customer inspection (Section 8.04 related).

**5.32****GLOVE STORAGE**

Storage for three glove boxes shall be provided in Cabinet #11.

**5.36X****MEDICATIONS SAFE**

Cabinet #15 shall provide locking drug storage, with a Simplex lock.

**5.40****MEDICATIONS SAFE**

A carbon monoxide detector shall be installed at customer inspection (Section 5.40 related).



## **6X ELECTRICAL**

All added body and chassis electrical equipment shall be served by circuits separate and distinct from the vehicle chassis circuits. All vehicle wiring shall be copper and conform to all SAE J1128 requirements. The wiring shall be colored, numbered, or function coded every 3" for permanent identification and correspond with the vehicle schematics. Solderless, insulated connectors shall be used. Slotted Panduit-style wiring duct shall be used in power component module to ensure air circulation throughout power component wiring. The wiring shall be routed in conduit or looms and wiring shall be secured to the underbody or frame with insulated metal cable straps. All power distribution cabling shall be covered with a protective split loom. Where wiring passes over the exhaust, a heat shield shall be installed. The power component module shall be equipped with positive locking plugs. All wiring devices, switches, outlets, etc., except circuit breakers, shall be rated to carry 125% of the maximum ampere load for which the circuit is protected.

The vehicle electrical system shall be tested and certified to AMD 005 requirements.

### **6.01 ELECTRICAL LOAD DEVICES**

Body electrical wiring shall utilize overload protective devices of the automotive-type circuit breaker. In addition, one single pole, 20-amp circuit breaker shall be provided for future use. The circuit breakers, relays, and other electrical items shall be located in included as part of the enclosed electrical component module located in Cabinet #18.

### **6.02 VOLTMETER/AMMETER**

A single display voltmeter/ammeter shall be installed on the side of the console, driver's side, which simultaneously displays voltage and alternator current when the ignition is on (Section 6.09X related). Display flashes to indicate low voltage.

A buzzer shall indicate low voltage.

### **6.04C IGNITION CONTROL**

Chassis electrical circuits shall be controlled by the ignition switch as provided by the OEM chassis manufacturer. The auxiliary chassis-related functions shall be powered by one InPower #SSC20-100 solid state contactor, triggered by the chassis ignition.

### **6.05A PATIENT COMPARTMENT POWER**

Patient compartment shall be controlled by a driver's console-mounted switch labeled "MODULE DISC." which activates an InPower #SSC42-275 solid state contactor (Section 6.09 related). An ignition interlock shall disconnect module power 15 minutes after the vehicle's ignition is turned off. The interlock shall also allow module power to be reactivated independently for 15-20 minutes by cycling the ignition switch.

### **6.06 WIRING ACCESS**

All cabinets and compartments shall have removable panels as needed to access wiring harnesses and hoses.

### **6.07 BACK-UP ALARM**

An SAE J994-compliant self-adjusting back-up alarm shall be installed.

### **6.08 SERVICE LOOP**

A 6" service loop of wire or harness shall be provided at all electrical components, terminals, and connection points.

6.09X

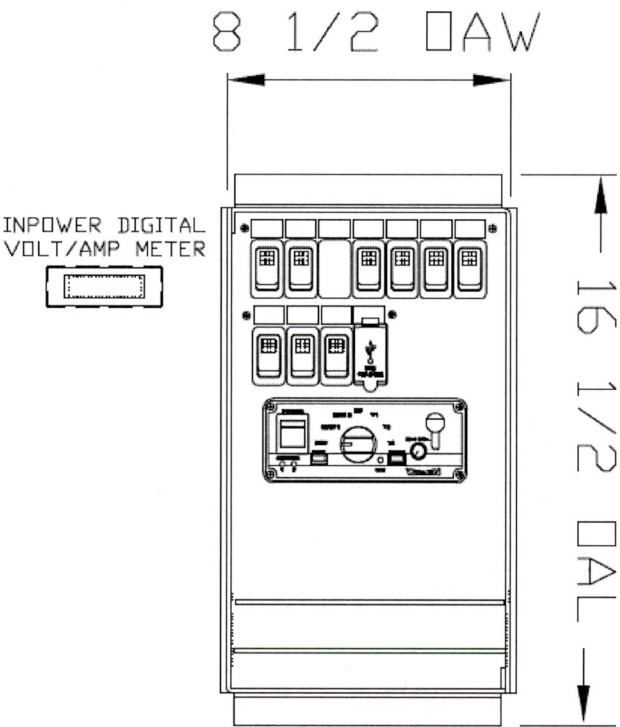
CUSTOM DRIVER'S CONSOLE/MAP BOX

A custom driver's console made of black-powder-coated formed aluminum shall be installed between the seats. It shall have a custom switch panel with the following layout, and a map holder with one mill-finished aluminum divider.

|              |               |       |            |             |            |                  |
|--------------|---------------|-------|------------|-------------|------------|------------------|
| 1.           | 2.            | 3.    | 4.         | 5.          | 6.         | 7.               |
| Module Disc. | Emerg. Master | Spare | Left Scene | Right Scene | Rear Scene | Dome (Hi/Lo/Off) |

|       |       |       |         |
|-------|-------|-------|---------|
| 8.    | 9.    | 10.   | 11.     |
| Spare | Spare | Spare | USB A/C |

|                                 |
|---------------------------------|
| Siren (Section 6.30.09 related) |
|---------------------------------|



CONSOLE  
PROPOSAL  
DRAWING

Additional Items:

A prewire shall be installed for future *customer-supplied-and-installed* radio equipment (Section 6.18A related).

#### 6.10 SWITCHES

Switches installed in the driver's console and attendant panels shall be rocker-type and permanently marked by function.

#### 6.13B ATTENDANT CONTROL PANELS

A six-switch attendant control panel shall be located on the streetside Action Area #6 wall with the following switch layout:

|                     |      |                       |                    |         |         |
|---------------------|------|-----------------------|--------------------|---------|---------|
| 1.                  | 2    | 3.                    | 4.                 | 5.      | 6.      |
| Dome<br>(Hi/Lo/Off) | Vent | Elect. O <sub>2</sub> | Attendant<br>Light | Suction | USB A/C |

A six-switch attendant control panel shall be located on the curbside wall in the Curbside Attendant Area (#12) with the following switch layout:

|                     |      |                       |                    |       |       |
|---------------------|------|-----------------------|--------------------|-------|-------|
| 1.                  | 2    | 3.                    | 4.                 | 5.    | 6.    |
| Dome<br>(Hi/Lo/Off) | Vent | Elect. O <sub>2</sub> | Attendant<br>Light | Blank | Spare |

A digital thermostat shall be located adjacent to the attendant control panel (Section 5.17X related).

#### 6.14 CABINET LIGHTING

The wall area below Cabinets #1, #10, and 11 shall be lighted utilizing under-cabinet LED strip lighting. The streetside and curbside under-cabinet lighting shall be controlled by two momentary-contact on/off switches labeled "ATTENDANT LIGHT", one in each attendant panel, which control all attendant lights (Section 6.13B related). Pressing the top of either switch shall turn on the lights, pressing the bottom of either switch shall turn off the lights.

#### 6.16 PATIENT COMPARTMENT INTERIOR LIGHTING

Shall be designed to keep vehicle height to a minimum without interfering with the structural integrity of the roof. Patient interior compartment lighting shall consist of six dual intensity Whelen #80C0EHCR LED recessed lights - one bank of three lights shall be positioned toward streetside and three lights toward curbside.

Dome light switches shall be momentary contact HI-LO-OFF switches labeled "DOME". Pressing the top of either switch shall increase intensity. Pressing the bottom of either switch shall decrease intensity. A single switch labeled "DOME" shall be provided on the driver's console to control both banks of dome lights (Section 6.09X related).

The curbside bank of lights shall be automatically activated when the rear or side doors are opened or by a momentary rocker switch labeled "DOME TIMER" mounted on the wall near the curbside passage door, which shall activate a battery hot timer. Pressing the switch once shall initiate 15-minute timed operation of the lights. Pressing the switch again shall cancel the timed operation.



## 6.18A

### COMMUNICATIONS EQUIPMENT

The customer shall be responsible for powering up and tuning of any radio equipment.

#### Item #1

**Description:** Prewire, including 10 ga. power and 10 ga. ground, for future *customer-supplied-and-installed* equipment.

**Location:** From electrical panel to driver's console (Section 6.09X related).

**Additional Instructions:** Prewiring to be capped and labeled at both locations. Wiring shall be installed at the power component module behind the Panduit cover.

#### Item #2

**Description:** Prewire, including 12 ga. power and 12 ga. ground, for future *customer-supplied-and-installed* equipment.

**Location:** From electrical panel to closeout on forward side of Cabinet #16.

**Additional Instructions:** Prewiring to be capped and labeled at both locations. Wiring shall be installed at the power component module behind the Panduit cover.

## 6.19

### ANTENNA MOUNTS AND CABLES

Two NMO universal antenna mount with KHFUD cable and Larsen HyPer master universal connector and mini-UHF adapter shall be installed on the vehicle. Antenna base access shall be through a dome light opening, and the cables shall terminate, one in Cabinet #8 and one in the driver's console (Section 6.09X related).

## 6.21X

### 120VAC/SHORELINE CIRCUIT BOX

Utility power shall be furnished from 120VAC shorepower via a Kussmaul 20-amp Super Auto-Eject amp plug with a white cover on a stainless-steel plate with a green indicator light and **contoured gasket** located on the driver's side of vehicle.

Circuit breakers shall be installed in Cabinet #8 for overcurrent protection and circuit isolation. The cord end for the shoreline shall be shipped loose (Section 8.01 related).

All exposed receptacles shall be ground fault circuit interrupting (GFCI) and shall have a power on indicating light.

Five interior 120VAC GFCI duplex receptacle shall be mounted:

- One in Cabinet #4
- One in Action Area #6
- One in Cabinet #9
- One in Curbside Attendant Area #12
- One in Compartment #R3

## 6.23

### BATTERY CHARGER

A 60-amp battery charger shall be provided as part of the Samlex 1200 inverter system (Section 6.31 related).

## 6.25

### 12VDC POWER SUPPLY

Two 12VDC, 15-amp lighter-style power point receptacles shall be provided;

- One in Action Area #6
- One in Curbside Attendant Area (#12)

A Kussmaul combination USB-A/USB-C switch-insert-style charging ports shall be installed:

- One in Action Area #6
- One in the driver's console (Section 6.09X related)
- One in Curbside Attendant Area (#12), forward of the 120VAC receptacle.

All 12 VDC power point receptacles, USB charge ports, 12 VDC charging circuits, electric air compressors, powered cots, and cool cabinets, if present, shall be powered from a 12 VDC auxiliary bus. An InPower LVD20-100-SPC540 low voltage disconnect switch shall deliver power to the auxiliary bus only when the supply voltage to the vehicle batteries is at or above 13.0 VDC.

**6.30X****EMERGENCY WARNING SYSTEMS**

All emergency lighting shall be controlled by the "EMERG. MASTER" switch on the driver's console (Section 6.09 related). When the switch is on, module power is on, and the vehicle is not in park, all emergency lighting shall be activated, and the hands-free function of the siren shall be enabled. The white lights shall be disabled when the vehicle is shifted into park.

**6.30.01X****FRONT LIGHTBAR**

Shall be a white Whelen #M6PTM5F lightbar housing, with eight Whelen M6 flashers with chrome flanges, pattern curbside to streetside as follows:

| Location   | Lens Color | Model | Light Color | Type | Light   | Flash Pattern | Additional |
|------------|------------|-------|-------------|------|---------|---------------|------------|
| Curbside   | Clear      | M6RC  | Red         | LED  | Flasher | A/F 150       |            |
|            | Clear      | M6C   | Clear       | LED  | Flasher | A/F 150       |            |
|            | Clear      | M6RC  | Red         | LED  | Flasher | A/F 150       |            |
|            | Clear      | M6C   | Clear       | LED  | Flasher | A/F 150       |            |
| Center     |            |       |             |      |         |               |            |
|            | Clear      | M6RC  | Red         | LED  | Flasher | A/F 150       |            |
| Streetside | Clear      | M6C   | Clear       | LED  | Flasher | A/F 150       |            |
|            | Clear      | M6RC  | Red         | LED  | Flasher | A/F 150       |            |
|            | Clear      | M6C   | Clear       | LED  | Flasher | A/F 150       |            |

The flashers shall be controlled by the "EMERG. MASTER" switch the driver's console (Section 6.09X related). The forward-facing white lights shall be disabled when the vehicle is shifted into park.

**6.30.02X****REAR FLASHERS**

Shall be installed in a white Whelen 700 Series Bar #7PT8R; light, pattern curbside to streetside as follows:

|            |                                                                                                                                                                                                                             |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Curbside   | Whelen 700 Series #70C02FRR Clear lens red flasher with chrome housing<br>Whelen 700 Series #7SC0ENZRL LED Scenelight (Section 6.30.04 related)<br>Whelen 700 Series #70C02FAR Clear lens amber flasher with chrome housing |
| Center     | OEM Brake Light<br>Whelen 700 Series #70C02FAR Clear lens amber flasher with chrome housing<br>Whelen #7SC0ENZRL LED Scenelight (Section 6.30.04 related)                                                                   |
| Streetside | Whelen 700 Series #70C02FRR Clear lens red flasher with chrome housing                                                                                                                                                      |

The flashers shall be controlled by the "EMERG. MASTER" switch the driver's console (Section 6.09X related). The upper red flashers shall be disabled when the vehicle is shifted into park.



### **6.30.03X      FLASHERS**

Four Whelen #M9V2RC Clear Lens Red Split Flasher/Scene Super-LED lights with chrome flanges shall be mounted, two each on the curbside and streetside of the vehicle in upper corners. The forward lights shall be installed on a Whelen #M9HTM5FC bezel and the rear lights shall be installed on a Whelen M9HTM5RC position the light correctly. Lights shall be controlled by the "EMERG. MASTER" switch on the driver's console (Section 6.09 related). The upper flashers shall be disabled when the vehicle is shifted into park.

Two Whelen ION T-Series #TLIA Clear Lens Amber flashers with #TIONFC chrome flanges shall be installed vertically on the rear of the vehicle, one on each side of the rear passage doors. The flashers shall be controlled by "EMERG. MASTER" switch on the driver's console (Section 6.09X related).

### **6.30.04X      SCENELIGHTS**

The scene lights are part of the M9V2RC lights as noted in 6.30.03X.

Two Whelen 700 Series #7SC0ENZR scenelights with chrome flanges shall be installed above the rear passage doors.

The curbside passage door shall activate the curbside scenelights; the rear scenelights shall be activated by the rear passage doors or when the vehicle is placed in reverse. The scenelights shall also be controlled by the respective switches on the driver's console (Section 6.09X related).

### **6.30.06X      INTERSECTION LIGHTS**

Four Whelen ION T-Series #TLIR Clear Lens Red flashers with #TIONFC chrome flanges shall be installed, one on each cab fender and one above each vehicle wheel well. Lights shall be controlled by the "EMERG. MASTER" switch on the driver's console (Section 6.09X related).

### **6.30.08X      GRILLE LIGHTS**

Two Whelen ION-T Series LED flashers with #TIONFC chrome housings and two Whelen TIONBKT1 brackets shall be installed on the OEM grille, brackets to aim the flashers directly forward:

| Curbside             | Streetside             |
|----------------------|------------------------|
| #TLIR Clear Lens Red | #TLIC Clear Lens Clear |

Lights shall be controlled by the "EMERG. MASTER" switch on the driver's console (Section 6.09X related).

A pre-wire shall be provided from the electrical panel to the grille area for future use of White Lights as wig wags.

A pre-wire shall be provided from the electrical panel to the grille area for future use of a grille light as steady red.

### **6.30.09      SIREN**

A Whelen 295SLSA1, 200-watt siren shall be installed in the driver's console (Section 6.09X related). Standard features shall include Radio Rebroadcast, Public Address, Manual, Wail, Yelp, Air horn, and Piercer tones. The siren's hands-free function shall operate through the OEM horn ring circuit when the sirens rotary selector is in the HF position and the "EMERG. MASTER" switch is on.

### **6.30.10      SIREN SPEAKERS**

Two Whelen #SAE315P 100-watt speakers with mounting brackets shall be installed in the OEM bumper cutout.

**6.31****INVERTER**

A Samlex 1200-watt pure sine wave inverter with a 60-amp battery charger shall be installed in Cabinet #8, with a 12VDC muffin fan and temperature switch (Section 6.21X related). An EVO-RC inverter remote control panel shall be installed in Action Area #6. The inverter shall be configured to turn on and off with ignition.

**6.35X****FLUID WARMER**

An Ultra Heat, Inc. IVW-718AX 12VDC 7" x 18" 12VDC IV warmer shall be hardwired in Cabinet #10 and connected to the 12VDC aux bus. The warmer shall be thermostatically controlled at 95 to 105 degrees F. Space for 10 one-liter bags of fluids shall be provided with a 4" surround to contain the fluid bags.

**7.01A****OWNERS MANUAL**

Shall be provided with the vehicle and shall include the following items:

1. Braun Northwest Contact Information
1. Warranties
2. Service and Operations Manual
3. Electrical Drawings
4. Parts list
5. Specifications and Drawings
6. Certifications
  - a. NFPA Statement of Exceptions
  - b. Weight Analysis Document
  - c. AMD 005 Low Voltage Electrical System Test
  - d. AMD 010 Water Leak Test
  - e. AMD 015 Ambulance Main Medical Gas System Test
  - f. AMD 021 Aspirator System Test
  - g. AMD 025 Occupant Head Clearance Zones Test
  - h. AMD 027 Line Voltage Electrical Systems Test
  - i. Optical warning system certification of compliance
  - j. Siren manufacturer's certification of compliance
7. Product Manuals
8. Second OEM chassis key

**7.03****LABELS**

The following labels shall be provided:

| <b>Label Description</b>                                     | <b>Location</b>                                                                                                                                 |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Braun Northwest Paint Label                                  | Inside of the electrical cabinet door                                                                                                           |
| FMVSS Certification Label                                    | Adjacent to the chassis OEM stickers, typically on the B pillar (or inside of the electrical cabinet door if there is not room on the B pillar) |
| Tire and Loading Information Label (for under 10k GVWR only) |                                                                                                                                                 |
| Overall Height and GVWR                                      | Visible to the driver while seated                                                                                                              |
| Medical Gas Test Certification                               | Near the medical gas cylinder                                                                                                                   |
| Shorepower Inlet Rating                                      | Near the shorepower inlet                                                                                                                       |
| Line Voltage Receptacle Rating                               | At each receptacle                                                                                                                              |



**8.01 LOOSE EQUIPMENT**

The following equipment shall be shipped loose with the vehicle:

1. Touch Up Paint, one bottle each:
  - A. White #G2-33631 Alt 2 (interior)
  - B. Light Gray (#GLV-51748).
2. One 20-amp plug cord end for shoreline
3. Oxygen tank wrench
4. 12.5 ft hypothermic hose
5. Three 6-7/8" x 7-3/8" pieces of 12mm backer board to serve as shims for short M-size oxygen cylinders

**8.04 EQUIPMENT INSTALLED AT CUSTOMER INSPECTION**

1. One 7 qt. waste container
2. One 2 qt sharps container
3. Two stainless-steel brackets sharps/waste brackets
4. One carbon monoxide detector
5. One 5 lb ABC fire extinguisher with SAE J3043 compliant bracket

\* \* \* \* \*



# Council Business Meeting

November 21, 2023

|             |                                                                                                                                                                    |                      |  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|
| Agenda Item | Balancing Homelessness Services with Public Space Regulations for a More Livable City                                                                              |                      |  |
| From        | Douglas M McGeary                                                                                                                                                  | Acting City Attorney |  |
| Contact     | Doug.mcgeary@ashland.or.us                                                                                                                                         |                      |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> |                      |  |

## **SUMMARY**

Over the past two decades, the legal landscape surrounding homelessness and transient populations in Oregon has evolved significantly. The City of Ashland has not been immune to these changes and has experienced a substantial impact. Ashland's ordinances and law enforcement practices have continuously adapted to cope with the growing influx of homeless individuals. However, recent federal and state laws have imposed additional requirements on cities, necessitating specific adjustments to Ashland's longstanding laws and approach to camping and public space occupation.

Over the last year and a half, the city has diligently worked to establish alternative shelter spaces for homeless individuals. As a result, the city is now at a crucial juncture, poised to revise its prohibited camping ordinance. This revision aims to effectively guide homeless individuals toward using the newly established shelter spaces while ensuring legal compliance and addressing the broader issue of homelessness in our community.

This proposed ordinance modifies our existing ordinances. These changes are designed to strike a balance between recognizing the unique challenges faced by the homeless population and safeguarding the integrity of our public spaces.

## **POLICIES, PLANS & GOALS SUPPORTED**

Current city priorities encompass upholding effective code enforcement, promoting equity of access, and strong supportive city services, and broadening social and economic opportunities for every member of our community.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Civil rights lawsuits filed in federal courts have contested the legality of camping prohibitions, resulting in restrictions on the conventional enforcement of these measures. These legal challenges have invoked the 8th Amendment, which safeguards individuals against cruel and unusual punishment. In a series of rulings, the courts have maintained that it is essentially impermissible to penalize individuals for engaging in basic life activities, such as sleeping, lying, or sitting, particularly when they are involuntarily homeless and lack alternative locations to conduct these essential daily functions. You can find an in-depth explanation of the developing case law in this field on [homelessness](#), provided by the League of Oregon Cities.

Regardless of federal law interpretation, Oregon's legislature has anticipated the need for comprehensive protections for homeless individuals on public property. This has led to the passage of laws such as HB 3115 and HB 3124, which went into effect in July, 2023. The City of Ashland has partially suspended the enforcement of its ordinances that prohibit camping on public property. This suspension remains in effect until the city has fully







## Council Business Meeting

implemented the requirements mandated by federal case law and these certain protective measures mandated by the state. These protective measures encompass the provision of alternative camping sites, such as the Dusk to Dawn campsite, and the availability of an Emergency Shelter as an alternative refuge for those who are genuinely experiencing involuntary homelessness.

The proposed ordinances aim to restore the city's capacity and necessity to regulate camping on public property in a way that differentiates between addressing behavior rather than the status of individuals who are involuntarily homeless. Prohibited Camping and Prohibited Occupancy are updated versions of ordinances previously employed by our city, as well as by most municipalities throughout the state. What sets Ashland apart is its distinctive prohibition on camping or occupying a specific public area with the intent of excluding others from its use, rather than establishing a temporary campsite for the purpose of "maintaining a temporary place to live," which is typically the norm in ordinances of other Oregon cities. This shift in approach signifies a departure from prohibiting individuals from living in public spaces and, instead, places emphasis on addressing the issue of individuals establishing residency or asserting a sense of ownership over public property. The definition of occupancy also establishes the times in which people are prohibited from exclusively using public spaces for camping, lying or sitting and the length of time for such use during the permitted times.

The changes to the prohibited camping ordinance concentrate on clarifying definitions for phrases that have either been utilized or left ambiguous by federal courts, as well as in HB 3115 and HB 3124. For instance, the term "involuntarily homeless" in the proposed ordinance aligns precisely with the courts' established definition of the term. In contrast, HB 3115 and HB 3124 employ terms like "established camping site" and "apparent value or utility" to respectively specify the duration a campsite must remain in place and what belongings can or cannot be left at that campsite. Without clear definitions, the city remains vulnerable to judicial interpretation of these phrases, which could significantly affect the city's ability to prevent recurrent violations of camping regulations and determine how to handle the substantial volume of property left behind at illegal campsites.

The remaining adjustments to these ordinances are crafted to align with established "time, place, and manner" regulations commonly applied in constitutional analyses of government laws. These ordinances are designed to prevent individuals from camping on streets, parks, or other unsuitable areas. Defendants are given the option to cease their occupation of the site, or they may face citation and penalties. The restrictions related to the "time" and duration for camping, lying, or sitting, as previously explained, are specified within the definition of "occupy or occupancy."

In terms of location or "place" restrictions, certain areas are designated as inherently prohibited for any form of camping. These areas are typically identified as sensitive areas to ensure public safety, well-being, and the preservation of public spaces, such as parks and buildings. There are amendments to the ordinance that address unique challenges posed by camping in cars or RVs on public streets. Additionally, there are considered changes to the City's Persistent Violation ordinance to not only correct the boundaries of the existing Enhanced Law Enforcement Area ("ELEA") but to create ELEAs for other areas that are especially sensitive or prone to increased unlawful activity and then becoming an attraction for more such activity.





# Council Business Meeting

Regarding "manner" regulation, this ordinance anticipates situations where individuals experiencing involuntary homelessness may not find available shelter spaces within the city limits. In such cases, the city may enter into contracts with organizations across the region that offer accessible shelter, easily reachable via local public transit, and designed and operated to safeguard involuntarily homeless individuals and other vulnerable populations for up to 72 hours at a single location. Oregon's new laws also establish specific responsibilities for the city in managing property left behind by both homeless individuals and others who may have left their belongings due to lack of alternatives. In these instances, the ordinance sets reasonable limits on what the city is required to store and the quantity thereof.

## **FISCAL IMPACTS**

None

## **STAFF RECOMMENDATIONS**

Staff recommends that Council approve First Reading of Ordinance No 3228 and send it to second Reading for its enactment.

## **ACTIONS, OPTIONS, AND POTENTIAL MOTIONS**

1. I move to approve First Reading of Ordinance No. 3228 AN ORDINANCE RELATING TO PROHIBITED CAMPING AND PROHIBITED OCCUPANCY; AMENDING AMC CHAPTER 10.46.020 AND AMC 10.46.030 and send it to Second Reading.

## **REFERENCES & ATTACHMENTS**

Proposed ORDINANCE RELATING TO PROHIBITED CAMPING AND PROHIBITED OCCUPANCY; AMENDING AMC CHAPTER 10.46.020 AND AMC 10.46.030

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE RELATING TO PROHIBITED CAMPING AND PROHIBITED  
OCCUPANCY; AMENDING AMC CHAPTER 10.46.010 THROUGH AMC 10.46.050

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

**WHEREAS, the City of Ashland must balance and prioritize several interests: recognition of the essential human dignity of everyone in the City of Ashland; the need to have safe and orderly conditions in City rights-of-way for the safety and benefit of everyone in Ashland; the right of everyone in Ashland to have shelter and safety; and respect for public spaces and public property in service to the entire community.**

**It is in the public interest to regulate public streets and dedicated rights of way in a way that could allow all to use the roads and sidewalks as they are intended and in the way that they remain safe and accessible. Similarly, it is in the public interest to regulate park spaces, playgrounds, and other public areas protected by the nature of their cultural and historic character and their importance to the businesses and community that relies upon and enjoys their preservation.**

**The City acknowledges that living on its streets is often a last resort for individuals. For many of these persons the lack access to shelter is involuntary due to unforeseen circumstances beyond a person's control that occurs when a person lacks viable options to obtain housing due to factors such as economic hardship, loss of social network, health or disability, or having exhausted available options for temporary or permanent housing assistance.**

**This chapter is intended to regulate the use of public rights-of-way and City property to protect and preserve the above described public places for their designed and intended purposes, while providing alternative space and shelter to rest and sleep for persons who lack access to suitable temporary shelter due to either financial inability or the unavailability of free, viable options.**

**While recent federal case law is unclear as to whether the city can differentiate between those who voluntarily choose to live homeless from those who are homeless involuntarily, this chapter and the City's enforcement efforts are primarily intended to minimizing public health and safety concerns related to survival camping in public areas, taking into account the resources and opportunities available to those experiencing involuntary homelessness.**

**Those persons who are involuntarily homeless should feel secure that they will not be penalized for their condition. The objective of this ordinance is to differentiate between those who genuinely lack alternatives and use public spaces out of necessity, and those who have access to suitable alternative spaces and shelter but instead willfully exploit public**



1 spaces for personal gain or advantage, to the detriment of the general public that includes  
2 the involuntarily homeless population.

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

4 SECTION 10.46. Ashland Municipal Code Chapter 10.46 is hereby amended as follows:

5  
6 Section 10.46.010. Definitions.

7 A. “Apparent Value or Utility” in reference to personal property means property that is  
8 essential in practicality and significance to the owner's daily life and well-being, and  
9 includes but is not limited to, clothing, bedding, personal hygiene items, identification  
10 documents, and any tools or resources necessary for survival and meeting basic needs,  
11 maintaining dignity, and facilitating self-care. This definition does not include such  
12 property as non-functional or broken items, excessive or redundant items, hazardous or  
13 dangerous materials, or items with limited or no personal value.

14 B. “To camp” means to set up or to remain in or at a campsite.

15 C. “Campsite” means any place where bedding, sleeping bag, or other material used for  
16 bedding purposes, or any stove, fire, or cooking apparatus, other than in a designated picnic area,  
17 is placed, established, maintained, or occupied, so as to exclude the use of public property by the  
18 general public, whether or not such place incorporates the use of any tent, lean-to, shack, or any  
19 other structure, or any vehicle or part thereof.

20 D. “Established Camping site” means a campsite that has been in its current location for at  
21 least five days. In the absence of evidence regarding the age of a campsite, a camping site is  
22 presumed established.

23 E. “Designated Space” are those areas designated by management to be a resting place for  
24 the involuntarily homeless.

25 F. “Shelter” are those areas of adequate shelter that are readily accessible by local public  
26 transit and that are designed and reasonably operated for the purpose of protecting  
27 involuntarily homeless persons and other at-risk populations.

28 G. “Involuntarily Homeless” means a person who lacks access to suitable temporary  
29 shelter due to either financial inability or the unavailability of free, viable options.  
30



1 H. “Occupy” or “Occupancy” means to maintain physical control over a publicly owned  
2 area of 50 square feet or greater by a person or person’s private property, wherein the  
3 effect is that the general public is excluded from the use of the public property for more  
4 than two (2) hours during daytime hours between 8:00 AM and 8:00 P.M.  
5

6 SECTION 10.46.020 . Camping Prohibited  
7

- 8 A. Except as otherwise provided herein, no person shall camp in or upon any sidewalk,  
9 street, alley, lane, public right-of-way, business-front, park, playground, Enhanced Law  
10 Enforcement Area(s) defined in AMC 10.120.010, or any other publicly owned  
11 property or under any bridge or viaduct, ~~unless otherwise specifically authorized by~~  
12 ~~this code, by the owner of the property, or by emergency declaration under AMC~~  
13 ~~2.62.030.~~  
14 B. The prohibition on camping may be temporarily suspended under the following  
15 conditions:  
16 a. A camping exemption due to an emergency in accordance with AMC 2.62;  
17 b. The offender is Involuntarily Homeless, and a Designated Space or Shelter is  
18 unavailable.  
19 C. Camping is strictly prohibited under any circumstance that includes existence of a  
20 fire or gas stove, or when the campsite exceeds 100 square feet, or when located on,  
21 attached to, or within:  
22 i. Sidewalks, bikepaths, and walk-ways,  
23 ii. Lithia Park and parks with playgrounds,  
24 iii. The Enhanced Law Enforcement Area(s) defined in AMC 10.120.010  
25 250 feet of a preschool, kindergarten, elementary or secondary school,  
26 or a childcare center licensed, certified or authorized under ORS  
27 329a.250-329a.460, ORS 418.205 to 418.970: OAR 419-410-0010 to  
28 OAR 419-490--0170,  
29 v. 250 feet of a Designated Space or Shelter;  
30

- vi. 250 feet of freeway entrance or exits;
- vii. 150 feet of other campsites;
- viii. 100 yards of any river or stream; and
- ix. Any fence, trees, building, or vehicle.

**D. Involuntarily Homeless persons may use vehicles for shelter in a lawful parking space in the following circumstances:**

- a. The vehicle must be operational and must be moved at least 1000 feet from its original location every 24 hours.
- b. The parking space cannot be within a 100' radius of any residence.
- c. No building or erecting of any structures connecting or attaching to vehicles is permitted, including tents that are not designed and manufactured to be attached to a vehicle.
- d. Persons may not accumulate, discard or leave behind garbage, debris, unsanitary hazardous materials, or other items of no Apparent Value or Utility in public rights-of-way, on City property, or on any adjacent public or private property.
- e. All animals must be under the keeper's control or otherwise leashed or crated at all times.
- f. Dumping of gray water (i.e. wastewater from baths, sinks, and the like) or black water (i.e. sewage) into any facilities or places not intended for gray water or black water disposal is prohibited. This includes but is not limited to storm drains, which are not intended for disposal of gray water or black water.

**E. The City Manager has the authority to establish additional administrative rules regarding time, place, and manner regulations as deemed necessary to address particular situations arising from conditions affecting Involuntarily Homeless individuals, and that are intended to safeguard the safety, health, and welfare of both the general public and those who are Involuntarily Homeless.**



1 ~~B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of~~  
2 ~~the Ashland Municipal Code. Any violation of this section is a Class IV Violation. (Ord.~~  
3 ~~3137, amended, 2017; Ord. 3026, amended, 08/03/2010; Ord. 2972, amended, 11/04/2008)~~

4 SECTION 10.46.030. Sleeping on Benches. Prohibited Occupancy.

5 A. Subject to AMC 10.46.020 or authorized permit, no person shall occupy a public  
6 area or street furniture during the time as provided in definitions of "Occupancy" defined  
7 under AMC 10.46.010 H. Property owned by violators shall be subject to the removal  
8 process in 10.46.040. No person shall sleep on public benches between the hours of 9:00  
9 p.m. and 8:00 a.m.

10  
11 B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the  
12 Ashland Municipal Code. Any violation of this section is a Class IV Violation. (Ord. 3137,  
13 amended, 2017; Ord. 3026, amended, 08/03/2010)

14 SECTION 10.46.040. Removal of Campsite

15  
16 A. Except as provided herein, the City will remove Established Campsites and  
17 unclaimed property having Apparent Value or Utility from a campsite as provided  
18 by ORS 195.505, as such statute may be amended or renumbered from time to time.

19 B. The following campsites are subject to immediate removal:

20 a. Campsites that are not Established Campsites;

21  
22 b. An exceptional emergency at an Established Campsite, including but not  
23 limited to, possible site contamination by hazardous materials, a public  
24 health emergency, fire hazards, or other immediate danger to human life or  
25 safety

26 c. The occurrence or presence of evidence of criminal activity or violation of the  
27 Ashland Municipal Code (excluding this offense)

28 C. Hazardous materials, including but not limited to syringes, drug paraphernalia,  
29 moldy items, discarded food, items soiled with feces, urine, or vomit, open alcohol  
30 containers, rotting garbage, or other items in a similar insanitary condition may be  
immediately discarded upon removal of the individuals from the campsite.



1 D. Except for the items set forth above in subpart C that may be immediately  
2 discarded, personal property a City employee or agent determines has no Apparent  
3 Value or Utility will be held by the City for 14 days after its removal from the  
4 campsite. During the 14-day holding period, the owner may request the return of  
5 the property by appealing the determination that the property has no Apparent  
6 Value or Utility. If no appeal is received by the City within 14 days, the City may  
7 discard the property. The appeal will undergo the following procedure:

- 8 a. The owner may appeal the determination in accordance with AMC 2.30,  
9 seeking to have the determination rescinded and the property returned. The  
10 appeal notice shall specify the relief sought and the reason for said relief.
- 11 b. Upon conducting a de novo review, the Hearing Officer shall affirm the  
12 determination if the preponderance of evidence demonstrates that the  
13 property does not conform to the definition of having Apparent Value or  
14 Utility as defined in AMC 10.46.010(A).
- 15 c. If the appeal is unsuccessful, the City may immediately discard the property.  
16 If the appeal is successful, the property shall be made available to the owner  
17 within one business day of the conclusion of the successful appeal. If the  
18 property is not retrieved within the later of (a) 14 days after the successful  
19 appeal or (b) 30 days from when the property was first removed by the City,  
20 then the City may discard the property.

21 ~~A. Prior to removing the campsite, the City shall post a notice, 24 hours in advance. All~~  
22 ~~posted notices shall be in English and Spanish. A City enforcement officer shall not issue a~~  
23 ~~citation for violation of Chapter 10.46 if the citation would be issued within 200 feet of the~~  
24 ~~notice (identified above) and within two hours before or after the notice was posted.~~

25 ~~B. At the time that a 24-hour notice is posted, the City shall inform a local agency that~~  
26 ~~delivers social services to homeless individuals where the notice has been posted.~~

27 ~~C. The local agency may arrange for outreach workers to visit the campsite where a notice~~  
28 ~~has been posted to assess the need for social service assistance in arranging shelter and~~  
29 ~~other assistance.~~

30 ~~D. All personal property shall be given to the police department whether 24-hour notice is~~  
~~required or not. The property shall be stored for a minimum of 60 days during which it~~

1 will be reasonably available to any individual claiming ownership. Any personal property  
2 that remains unclaimed for 60 days may be disposed of consistent with state law and AMC  
3 2.44 for disposition of found, lost, unclaimed or abandoned property, as applicable. For  
4 purposes of this paragraph, "personal property" means any item that is reasonably  
5 recognizable as belonging to a person and that has apparent utility. Items that have no  
6 apparent value or utility or are in an unsanitary or putrescent condition may be  
7 immediately discarded. Weapons, drug paraphernalia and items that appear to be either  
8 stolen or evidence of a crime shall be given to the police department.

9 E. ~~The 24-hour notice required under subsection D of this section shall not apply:~~

10 1. ~~When there are grounds for law enforcement officials to believe that illegal~~  
11 ~~activities other than camping are occurring.~~

12 2. ~~In the event of an exceptional emergency such as possible site contamination by~~  
13 ~~hazardous materials or when there is immediate danger to human life or safety. (Ord.~~  
14 ~~2972, amended, 11/04/2008)~~

15 SECTION 10.46.050. Mitigation of Penalties

16  
17 A. An offender's first and second violation of this section is punishable by an AMC Class  
18 IV fine.

19 B. After the issuance of two camping violations, the third camping violation is a Class C  
20 Misdemeanor, unless either of the first two violations is overturned by a court of competent  
21 jurisdiction.

22 C. The court shall consider in mitigation of any punishment imposed upon a person convicted  
23 of prohibited camping whether or not the person immediately removed the campsite upon being  
24 cited. For purpose of this section, removal of the campsite shall include all litter, including but  
25 not limited to bottles, cans, garbage, rubbish and items of no Apparent Value or Utility,  
26 deposited by the person in and around the campsite. All litter in and around the campsite shall be  
27 presumed to be deposited by the person convicted of prohibited camping. Such presumption shall  
28 be rebuttable, however. If an offender who has been cited under this ordinance can show  
29 meaningful engagement with a referred service provider or a similar one before a court  
30 hearing regarding the violation of this ordinance, the judge may exercise discretion to  
reduce the criminal charge or waive the fine. (Ord. 3026, amended, 08/03/2010; Ord. 2972,  
amended, 11/04/2008)



1 SECTION 10.46.060. Application outside City

2  
3 Pursuant to ORS 226.010, this chapter applies to acts committed on park property owned by the  
4 City that is located outside the City. (Ord. 2972, amended, 11/04/2008)

5  
6  
7 **SECTION 3. Codification.** Provisions of this ordinance shall be incorporated in the City Code,  
8 and the word “ordinance” may be changed to “code”, “article”, “section”, or another word, and  
9 the sections of this ordinance may be renumbered or re-lettered, provided however, that any  
10 Whereas clauses and boilerplate provisions (*i.e.*, Sections [No(s.)] need not be codified, and the  
11 City Recorder is authorized to correct any cross-references and any typographical errors.

12  
13 The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C)  
14 of the City Charter on the \_\_\_\_ day of \_\_\_\_\_, 2023, and duly PASSED and  
15 ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

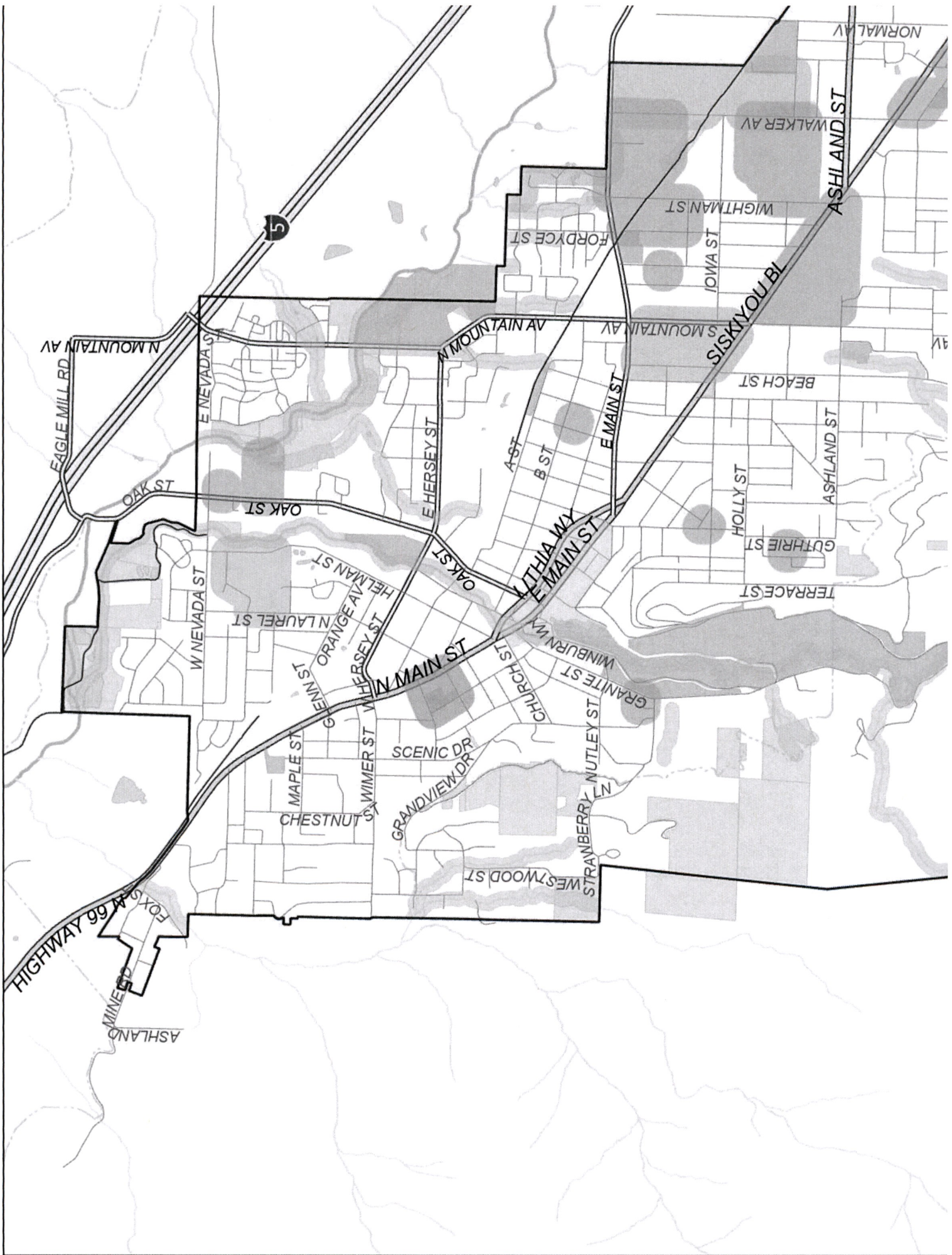
16 ATTEST:

17  
18 \_\_\_\_\_  
Dana Smith, Acting City Recorder

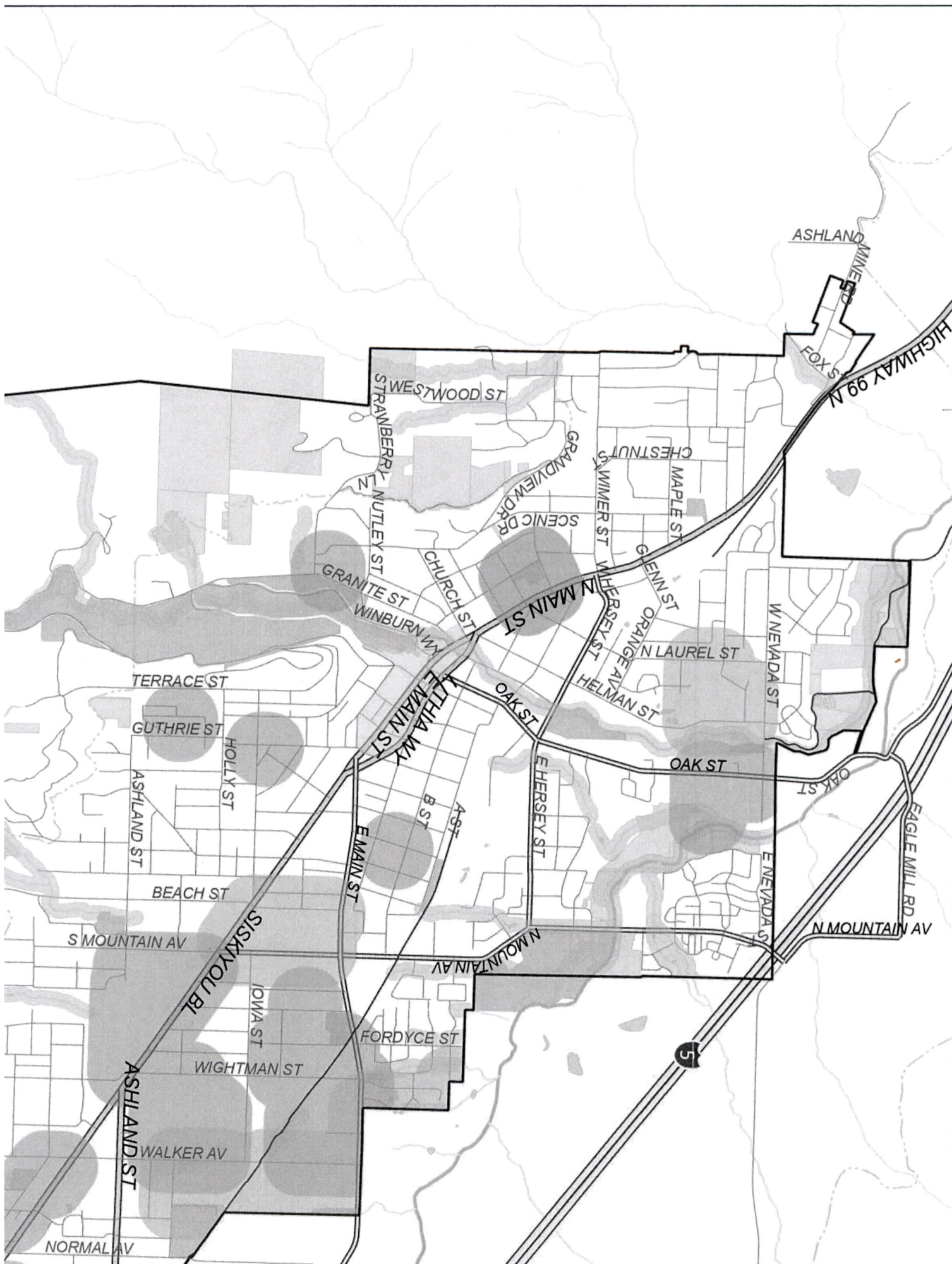
19 SIGNED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2023.

20  
21  
22 \_\_\_\_\_  
Tonya Graham, Mayor











Mayor Announcement

### Speaker Request Form

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(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date

11/21/23

Name

PAUL MOZINA

#### Regular Meeting

Agenda topic/item number

IV

OR

Mayor's announcement

Topic for public forum (non agenda item)

#### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge:

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Tonight's Meeting Date

11/21/29

Name

Kelly Marosule

Regular Meeting

Agenda topic/item number \_\_\_\_\_

OR

Topic for public forum (non agenda item) \_\_\_\_\_

50 Ordinance

Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

**Challenge for Conflict of Interest or Bias**

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Tonight's Meeting Date \_\_\_\_\_

Name

MIRIAM REED

**Regular Meeting**

Agenda topic/item number 56 OR

Topic for public forum (non agenda item) \_\_\_\_\_

**Land Use Public Hearing**

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

**Challenge for Conflict of Interest or Bias**

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Tonight's Meeting Date

11/21/23

Name

Cynthia Lee

### Regular Meeting

Agenda topic/item number

59

OR

Topic for public forum (non agenda item)

### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### **Challenge for Conflict of Interest or Bias**

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Tonight's Meeting Date

Name

### Regular Meeting

Agenda topic/item number

OR

Topic for public forum (non agenda item)

### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### Challenge for Conflict of Interest or Bias

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LomaKatsp

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Tonight's Meeting Date Nov. 21 2023

Name ERIC NAVICKAS



#### Regular Meeting

Agenda topic/item number x1.3. LomaKatsp OR

Topic for public forum (non agenda item) \_\_\_\_\_

#### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

##### **Challenge for Conflict of Interest or Bias**

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Written Comments/Challenge: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Tonight's Meeting Date

11/21

Name

Cynthia Zee

### Regular Meeting

Agenda topic/item number

Forest thinning OR

Topic for public forum (non agenda item)

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

#### **Challenge for Conflict of Interest or Bias**

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Written Comments/Challenge: \_\_\_\_\_

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Tonight's Meeting Date

11-21-2023

Name

Heron Boyce

### Regular Meeting

Agenda topic/item number

OR

Topic for public forum (non agenda item)

Lamontej Contract

### Land Use Public Hearing

Please indicate the following:

For:

Against:

✓

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge:

Ecology Reduction

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Alcohol in Parks

### Speaker Request Form

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(Comments can be added to the back of this sheet if necessary)
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|                                              |
|----------------------------------------------|
| Tonight's Meeting Date <u>Nov. 21, 2023</u>  |
| Name <u>ERIC NAVICKAS</u><br>(please print)  |
| Address (no P.O. Box) <u>239 GRANITE ST.</u> |

### Regular Meeting

Agenda topic/item number X1.4. Alcohol in Parks  
OR

Topic for public forum (non agenda item) \_\_\_\_\_

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge: \_\_\_\_\_

|  |
|--|
|  |
|  |
|  |

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Camping

### Speaker Request Form

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Tonight's Meeting Date

11/21/23

Name

TRINA SANFORD

### Regular Meeting

Agenda topic/item number

CAMPING OR

Topic for public forum (non agenda item)

### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### **Challenge for Conflict of Interest or Bias**

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Written Comments/Challenge:

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Camping

### Speaker Request Form

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(Comments can be added to the back of this sheet if necessary)
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|                                                                         |                   |
|-------------------------------------------------------------------------|-------------------|
| Tonight's Meeting Date                                                  | <u>11-21-2023</u> |
| Name                                                                    | <u>Herrington</u> |
| <div style="background-color: black; height: 50px; width: 100%;"></div> |                   |

### Regular Meeting

Agenda topic/item number \_\_\_\_\_

OR

Topic for public forum (non agenda item) \_\_\_\_\_

Homeless/prohibited Camping Ordinance

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: ✓

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge: Human Rights issues

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Camping

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Tonight's Meeting Date 11/21/23

Name ECHO FIELDS

#### Regular Meeting

Agenda topic/item number XIII Camping Ordinance OR

Topic for public forum (non agenda item) \_\_\_\_\_

#### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Camping

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Tonight's Meeting Date

11/21/23

Name

Debra Neisewander

### Regular Meeting

Agenda topic/item number

OR

Topic for public forum (non agenda item)

homeless ordinance

### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge:

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Camping

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Tonight's Meeting Date Nov 21, 2023

Name Judie Bunch

### Regular Meeting

Agenda topic/item number Camping OR dance

Topic for public forum (non agenda item) \_\_\_\_\_

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

#### **Challenge for Conflict of Interest or Bias**

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Written Comments/Challenge: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I'm Judie Bunch, and I'm here on behalf of the South Ashland Neighborhood and Business Coalition. There are over 50 members in this group and it is growing every day. Just a few of us will speak tonight but our comments represent a large number of constituents.

We are not anti-homeless. We are compassionate people who care for our community and the people in it, regardless of their housing status. We are committed to preserving public health, safety, wellness for housed and unhoused residents, our visitors, businesses and schools. We are concerned about the degradation of south Ashland.

There is a concentration of subsidized housing and social services in the south section of town. By providing more robust social services in this area, the City is attracting more transient individuals to the neighborhoods, businesses, and along the bike path. A portion of this population loiter and behave in erratic or aggressive ways, or leave trash and human waste behind. There is also a significant increase in drug activity, paraphernalia, and overdose in our part of town. This is not acceptable, and is jeopardizing the health and safety of the neighborhood.

The city's decision to locate additional services in this area was made without involving neighborhood residents and businesses. The decision impacts a vulnerable part of town. The task of helping unhoused people must be shared by the entire community. Social services must be spatially distributed throughout the city so that no individual neighborhood is unduly affected. The city must engage stakeholders in an open, transparent, and MEANINGFUL way. Your policy, goals and measures regarding the unhoused population must address existing and potential neighborhood impacts.

We support strong policy to protect our public spaces. We are asking that you vote in favor of the proposed camping ordinance, and that the ordinance extend 500 feet to match the City of Medford. We have a responsibility to our unhoused but we also have a responsibility to our children. Having defined areas that restrict camping near schools, parks, bike paths, and childcare facilities strikes that balance. Playgrounds are for children, sidewalks are for pedestrians, and the Greenway is for bicycles and pedestrians. Keeping these spaces clear has immediate effects on the health and safety of our community.

Thank you.

Judie Bunch  
Camping Ordinance



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Tonight's Meeting Date

11/21/23

Name

TOM MARR

### Regular Meeting

Agenda topic/item number

XIII

OR

Camping Ordinance

Topic for public forum (non-agenda item)

### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### Challenge for Conflict of Interest or Bias

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Written Comments/Challenge:

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Tonight's Meeting Date

11/21/25

Name

Trina Sanford

(please print)

Address (no P.O. Box)

Phone

Email

### Regular Meeting

Agenda topic/item number

Shelter OR Goals

Topic for public forum (non agenda item)

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

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Tonight's Meeting Date 11/21/23

Name Rachel Jones

### Regular Meeting

Agenda topic/item number shelter OR

Topic for public forum (non agenda item) \_\_\_\_\_

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

#### **Challenge for Conflict of Interest or Bias**

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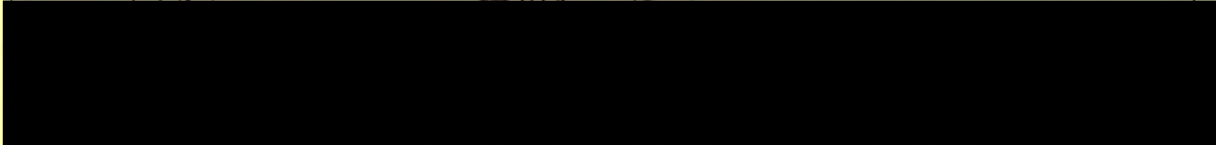


**Speaker Request Form**  
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*Camping ordinance  
new business*

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Tonight's Meeting Date Nov. 21  
Name Judie Burch Judie Burch



Regular Meeting

*shelter goods  
~~Camping ordinance~~*

Agenda topic/item number 2

OR

Topic for public forum (non agenda item) \_\_\_\_\_

Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

**Challenge for Conflict of Interest or Bias**

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Written Comments/Challenge: \_\_\_\_\_

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Tonight's Meeting Date

11/21/23

Name

GERY ESPOSITO

### Regular Meeting

Agenda topic/item number

HOMELESS SHELTER

Topic for public forum (non agenda item)

### Land Use Public Hearing

Please indicate the following:

For:

Against:

#### Challenge for Conflict of Interest or Bias

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Tonight's Meeting Date Nov 21, 2023

Name Allison Wildman

### Regular Meeting

Agenda topic/item number shelter OR

Topic for public forum (non agenda item) \_\_\_\_\_

### Land Use Public Hearing

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

#### **Challenge for Conflict of Interest or Bias**

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Written Comments/Challenge: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**From:** City of Ashland, Oregon <[administration@ashland.or.us](mailto:administration@ashland.or.us)>  
**Sent:** Saturday, November 18, 2023 10:32 AM  
**To:** City Recorder <[recorder@ashland.or.us](mailto:recorder@ashland.or.us)>; Dorinda Cottle <[dorinda.cottle@ashland.or.us](mailto:dorinda.cottle@ashland.or.us)>  
**Subject:** Council Public Testimony Form Submitted

[EXTERNAL SENDER]

\*\*\* FORM FIELD DATA \*\*\*

Full Name: **Rich Rohde**

Phone: **5416216647**

Email: [rvoarich@yahoo.com](mailto:rvoarich@yahoo.com)

Meeting Date : **November 21, 2023**

Type of Testimony: **WRITTEN**

Written Testimony: **Mayor and Ashland City Councilors: First I want to acknowledge that the new version of the anti camping ordinance you are considering at the Novembe 21 meeting has been improved from the first version at the last meeting. Taking out the term "voluntary homeless" is a step forward. The Ashland anti-homeless anti-camping ordinance is Unnecessary, extra punitive, probably unconstitutional and will destroy some of the trust that has been developing despite the obstacles of the anti-homeless lobby. This has been thrust into our community without any chance for involvement, consultation or compromise. We need to stop this continuance of conflict. The best practice for addressing social and health policies is always to include those with lived experienc in the planning. This was not done in developing this policy that is without any public involvement. Let us join together to continue the positive solutions that Ashland has been making through building trust and collaboration on our issues of emergency housing. We need to end this Negative, punitive, criminalizing ordinance to now. The issue of camping while homeless should be directed to the soon to be Ashland Homeless Master Plan folks to solve not criminalize.**

\*\*\* USER INFORMATION \*\*\*

SubscriberID: **-1**

SubscriberUserName:

SubscriberEmail:

RemoteAddress: **66.241.70.76**

RemoteHost: **66.241.70.76**

RemoteUser:



**From:** City of Ashland, Oregon <[administration@ashland.or.us](mailto:administration@ashland.or.us)>

**Sent:** Monday, November 20, 2023 6:07 PM

**To:** City Recorder <[recorder@ashland.or.us](mailto:recorder@ashland.or.us)>; Dorinda Cottle <[dorinda.cottle@ashland.or.us](mailto:dorinda.cottle@ashland.or.us)>

**Subject:** Council Public Testimony Form Submitted

[EXTERNAL SENDER]

\*\*\* FORM FIELD DATA\*\*\*

Full Name: **sarah paul**

Phone: **5414829558**

Email: [SARAH@ASHLANDCREEK.NET](mailto:SARAH@ASHLANDCREEK.NET)

Meeting Date : **NOV 21 2023**

Type of Testimony: **WRITTEN**

Written Testimony: **I don't think that people who cannot find a place to sleep should be penalized for camping. A camping area should be provided. If Ashland feels it is so important to stop people from camping, it should have spent resources on a facility with more than 32 beds.**

\*\*\* USER INFORMATION \*\*\*

SubscriberID: **-1**

SubscriberUserName:

SubscriberEmail:

RemoteAddress: **66.241.70.76**

RemoteHost: **66.241.70.76**

RemoteUser:

**From:** City of Ashland, Oregon <[administration@ashland.or.us](mailto:administration@ashland.or.us)>

**Sent:** Tuesday, November 21, 2023 10:08 AM

**To:** City Recorder <[recorder@ashland.or.us](mailto:recorder@ashland.or.us)>; Dorinda Cottle <[dorinda.cottle@ashland.or.us](mailto:dorinda.cottle@ashland.or.us)>

**Subject:** Council Public Testimony Form Submitted

[EXTERNAL SENDER]

\*\*\* FORM FIELD DATA\*\*\*

Full Name: **Nancy Roberts**

Phone:

Email: [nroberts03r@aol.com](mailto:nroberts03r@aol.com)

Meeting Date : **11/21/2023**

Type of Testimony: **WRITTEN**

Written Testimony: **I am a resident of Ashland. I have read the Acting City Attorney's report and proposed ORDINANCE RELATING TO PROHIBITED CAMPING AND PROHIBITED OCCUPANCY; AMENDING AMC CHAPTER 10.46.010 THROUGH AMC 10.46.050. I ask the City Council members to approve the first reading of this proposal as it serves the greater good for all in the City of Ashland. Thank you**

\*\*\* USER INFORMATION \*\*\*

SubscriberID: **-1**

SubscriberUserName:

SubscriberEmail:

RemoteAddress: **66.241.70.76**

RemoteHost: **66.241.70.76**

RemoteUser:



**From:** City of Ashland, Oregon <[administration@ashland.or.us](mailto:administration@ashland.or.us)>

**Sent:** Monday, November 20, 2023 2:32 PM

**To:** City Recorder <[recorder@ashland.or.us](mailto:recorder@ashland.or.us)>; Dorinda Cottle <[dorinda.cottle@ashland.or.us](mailto:dorinda.cottle@ashland.or.us)>

**Subject:** Council Public Testimony Form Submitted

[EXTERNAL SENDER]

\*\*\* FORM FIELD DATA\*\*\*

Full Name: **Mark Brouillard**

Phone: **2066617085**

Email: [mtbrouillard@msn.com](mailto:mtbrouillard@msn.com)

Meeting Date : **11/21/2023**

Type of Testimony: **WRITTEN**

Written Testimony: **When a constant stream of complaints about 5G fills the air as it does twice monthly, it can indeed have tangible unintended consequences for a city's economic well-being. Here are a few ways in which this might happen: 1. Deterrence of Investments: If the complaints create an atmosphere of uncertainty and negativity, potential investors might be hesitant to commit to projects or initiatives related to 5G infrastructure. This can slow down economic development and limit job creation. 2. Stalled Technological Advancements: Cities often rely on cutting-edge technology to enhance various services, from transportation to healthcare. Persistent complaints may discourage the implementation of 5G technology, hindering the city's ability to stay competitive and offer state-of-the-art services. 3. Attrition of Talent: Cities that embrace technological advancements tend to attract skilled professionals and businesses in the tech sector. If a city becomes known for resisting or complaining about 5G, it may struggle to retain or attract top talent, leading to a brain drain that impacts economic growth. 4. Negative Public Image: Continuous complaints can contribute to a negative public image. This can affect tourism, the local housing market, and the overall desirability of the city for residents and businesses alike. 5. Missed Opportunities for Innovation: 5G has the potential to spur innovation in various industries. If the focus remains on complaints rather than exploring how 5G can benefit the city, there's a risk of missing out on opportunities for innovation and growth. We need 5G and we need it now. We cannot take another financial hit against the city's economic landscape. Since it seems that poems get the most attention with regards to 5G here goes: In the realm of speed and bytes, we stand, A world transformed by a digital hand. Whispers of progress in the air, A tale of 5G, beyond compare. Faster than ever, the data flows, A symphony of connectivity that steadily grows. In the blink of an eye, messages sent, A seamless dance of bits, no time misspent. Highways of information, swift and wide, No corner untouched, no place to hide. Streaming dreams with crystal clarity, A technological leap, a boundless rarity. Healthcare elevated, a lifeline anew, Surgeons and patients, the distance through. Remote diagnostics, a healing grace, 5G connects hearts in a life-saving embrace. Smart cities awaken, sensors in sync, Traffic tamed, pollution's blink. Efficiency reigning, a greener scene, A sustainable future, where we convene. Autonomous wonders traverse the street, 5G steering, a journey so fleet. Cars that communicate, navigate, and learn, A revolution on wheels, a page to turn. Education soaring on digital wings, Classrooms without walls, where learning sings. Global access to knowledge's door, 5G opens it wide, forevermore. Industries transformed, innovation at its core, A world of possibilities, opening every door. Economic growth, a rising tide, In the 5G era, where we abide. But in this tale of progress and speed, Concerns arise, caution we heed. Privacy guarded, security tight, A dance with 5G, balanced and right. As we ride the waves of this digital sea, 5G, a beacon of connectivity. A tool to shape a world brand new, In its embrace, we find breakthrough. Cheers.**

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**From:** City of Ashland, Oregon <[administration@ashland.or.us](mailto:administration@ashland.or.us)>  
**Sent:** Monday, November 20, 2023 3:37 PM  
**To:** City Recorder <[recorder@ashland.or.us](mailto:recorder@ashland.or.us)>; Dorinda Cottle <[dorinda.cottle@ashland.or.us](mailto:dorinda.cottle@ashland.or.us)>  
**Subject:** Council Public Testimony Form Submitted

[EXTERNAL SENDER]

\*\*\* FORM FIELD DATA\*\*\*

Full Name: **Ana D. Castellanos**

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Meeting Date : **11/21/2023**

Type of Testimony: **WRITTEN**

Written Testimony: I am writing on behalf of the decision for the Ashland City Council to vote on the homeless camping ban, also known as: the criminalization of homeless individuals. I am against this decision per my own personal testimony, as described in this letter. I have personally experienced homelessness eight times. Each of those times was due to unemployment or the affects of abuse or injustice with either a former employer or Landlord/Property Management company. I did NOT become homeless due to an addiction to drugs or alcohol, or for my decision to willfully commit a crime. The lack of available affordable housing, compounded by the lack of adequate counseling services, and the fact that people discriminate against the low-income and homeless, and anyone who is different from them has caused the increase in homeless in our community ? especially during the COVID-19 pandemic. It is more difficult for an individual with a criminal record to get hired at a job with an affordable monthly earning; minimum wage jobs don't pay enough for the employee to afford paying for the high monthly rent in our community. Moreso, individuals with a criminal record experience difficulties in finding a rental. Thus, when they get turned down for a job and housing, their only choice is to live on the streets and set up a tent wherever they can. Although I haven't personally experienced this, I want you to know that I may soon experience this, due to the fact that I have worked for employers with shady business practices that I didn't approve of, and have also been dealing with abusive and deceptive Landlords who continue to blame me for their choices ? all because I refuse to be taken advantage of by them and choose to stand up against their unjust ways; I believe in living a life of integrity. The evidence of that is in the fact that I have not gone back to my old ways of committing crimes to get the money that I need; I was transformed. Should you pass the ordinance to forbid camping and I end up having to become homeless in the near future, I will only end up in jail. Studies have shown that it's more expensive to pay the price for the incarceration of the homeless, than to provide the homeless individuals with housing. This includes me, because I'm in the middle of the application process for applying for Disability Benefits. Furthermore, because I truly care about my community, I continue to work as a volunteer Security Officer in our community, and gladly report every violation. Hence the reason why I'm at war with unethical employers and Landlords; evil-doers hate justice. I'm not only fighting for myself. I'm also fighting for others who are suffering as I am, who are choosing to remain silent. I stand for the silent! Please reconsider your decision to ban camping for the homeless. As an individual who experiences chronic homelessness, I have a plan for the homeless in our community, and I'm willing to share my plan with you, as well as work to assist with the homeless. Thank you for your understanding! Ana D. Castellanos

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Didn't Speak

Shelter

**Speaker Request Form**

**THIS FORM IS A PUBLIC RECORD**

**ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC**

- 1) Complete this form and return it to the City Recorder prior to the discussion of the item you wish to speak about.
- 2) Speak to the City Council from the table podium microphone.
- 3) State your name and address for the record.
- 4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
- 5) If you present written materials, please give a copy to the City Recorder for the record.
- 6) You may give written comments to the City Recorder for the record if you do not wish to speak.  
(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date

11/21/23

Name

Tom Marx

**Regular Meeting**

Agenda topic/item number

XII 3

OR

Shelter Goals

Topic for public forum (non-agenda item)

**Land Use Public Hearing**

Please indicate the following:

For: \_\_\_\_\_

Against: \_\_\_\_\_

**Challenge for Conflict of Interest or Bias**

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: \_\_\_\_\_

*The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland City Council generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.*

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.