Council Business Meeting Agenda

ASHLAND CITY COUNCIL
BUSINESS MEETING AGENDA
Tuesday, June 6, 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 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, 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 10:00 a.m. the day of the meeting.**

6:00 P.M. Regular Business Meeting*

I. **CALL TO ORDER**
   1. Land Acknowledgement****1**
II. **PLEDGE OF ALLEGIANCE**
III. **ROLL CALL**
IV. **MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS**
   1. Juneteenth National Independence Day Proclamation
   2. Proclamation Celebrating National Polinator Week

V. **APPROVAL OF CITY COUNCIL MINUTES *****
   1. Minutes of the June 14, 2022, Business Meeting
   2. Minutes of the May 24, 2022, Special Business Meeting
   3. Minutes of the May 15, 2023, Study Session
   4. Minutes of the May 16, 2023, Business Meeting
   5. Minutes of the May 25, 2023, Special Study Session

VI. **SPECIAL PRESENTATIONS & AWARDS**
   1. Don Bieghler, City Band Director Recognition
   2. Climate and Environment Policy Advisory Committee (CEPAC): Greenhouse Gas Emissions Recommendations
VII. **CITY MANAGER REPORT**
VIII. **PUBLIC FORUM (15 minutes)** (Public input or comment from the audience on City business not included on the agenda.)

Council Business Meeting Agenda

IX. **CONSENT AGENDA**

1. City Attorney Profile and Recruitment Process
2. Liquor License Approval for BP Products North America (DBA ARCO AM-PM) at 2380 Highway 66
3. Planning Commission Appointments
4. Climate and Environment Policy Advisory Committee Appointment
5. Public Arts Committee Appointment

X. **PUBLIC HEARINGS**

(Hearings shall conclude at 8:00 p.m. and be continued to a future date to be set by the Council, unless the Council, by a two-thirds vote of those present, extends the hearing(s) until up to 9:30 p.m. at which time the Council shall set a date for continuance and shall proceed with the balance of the agenda.)

1. Public Hearing for the BN 2023-2025 Budget and Property Tax Levy
    a. Resolution 2023-10 Adopting BN 2023-2025 Budget and Appropriations
    b. Resolution 2023-11 Certifying City of Ashland Services
    c. Resolution 2023-12 Declaring the City's Election to Receive State Revenues
    d. Resolution 2023-13 Levying Property Taxes for the Fiscal Year July 1, 2023 through June 30, 2024
    e. Resolutions 2023-15 Allocating Transit Lodging Tax proceeds to Travel Ashland
2. Resolution 2023-14 Adopting Miscellaneous Fees and Charges for Fiscal Year July 1, 2023 through June 30, 2024

XI. **UNFINISHED BUSINESS**

XII. **NEW BUSINESS**

1. Governor's Emergency Order 2023-02 related "All In" Overnight Shelter Grant
2. Early Learning Small Grant Opportunity-support for up to 35 additional early learning seats in Ashland

XIII. **ORDINANCES, RESOLUTIONS AND CONTRACTS**

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.

CITY OF ASHLAND
Better Together

A Proclamation Celebrating Juneteenth National Independence Day

WHEREAS: President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863; and

WHEREAS: News of the Emancipation Proclamation did not reach parts of the southern and southwestern United States until June 19, 1865; and

WHEREAS: For two years, enslaved Black Americans in Texas remained in brutal bondage, immorally and illegally deprived of their freedom and basic rights; and

WHEREAS: The 19th of June, referred to as Juneteenth has been commemorated as the de facto ending of slavery by African American communities for over 150 years; and

WHEREAS: The State of Oregon enacted "black exclusion" laws preventing African Americans from settling in or owning property in the state; and

WHEREAS: We are reminded that America's struggle for independence did not end in 1776 or 1865, but continues to this day; and

WHEREAS: The City of Ashland is committed to recognizing its history of racial discrimination and exclusion; and

WHEREAS: The Juneteenth National Independence Day Act was signed into law as a national holiday on Thursday, June 17, 2021; and

NOW, THEREFORE, I, Tonya Graham, on behalf of the Ashland City Council, urge all our citizens to reflect on how far we have come and how far we must still go to meet the promise of our nation's founding, and ask each of us to celebrate June 19 and the emancipation of all Black Americans as a call to eradicate systemic racism and to honor all those who have lived and died in pursuit of racial justice and social equity. In Ashland we are better together.

Dated June 6, 2023

Tonya Graham, Mayor

Melissa Huhtala, City Recorder

Better Together

CITY OF ASHLAND
Better Together

A PROCLAMATION FOR BEE CITY USA POLLINATOR WEEK

WHEREAS, pollinators such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinators provide significant environmental benefits that are necessary for maintaining healthy, diverse ecosystems in towns and cities; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, the City of Ashland manages parks, public landscaping, and other public lands that may include greenways and wildlife habitats; and

WHEREAS, the City of Ashland provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats; and

NOW, THEREFORE, I, Tonya Graham, Mayor of the City of Ashland, do hereby proclaim the week of June 19-25, 2023, as our municipality's observance of

National Pollinator Week
and, as Ashland is an affiliate of
Bee City USA ®
do urge all citizens to recognize this observance.

Making The World Safer For Pollinators
Bee City USA®
One City At A Time
beecityusa.org

In Ashland we are Better Together.

Dated this 6th day of June 2023

Tonya Graham, Mayor

Melissa Huhtala, City Recorder

Better Together

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CITY OF ASHLAND

ASHLAND CITY COUNCIL
SPECIAL BUSINESS MEETING DRAFT MINUTES
Tuesday, June 14, 2022

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

HELD HYBRID (Limited In-Person Social Distancing Seating and Zoom Meeting Access)
The Special Business Meeting will be held in Council Chambers, 1175 E. Main Street.
Written and oral testimony will be accepted for public input. For written testimony, email public-testimony@ashland.or.us using the subject line: Ashland City Council Public Testimony.

For oral testimony, fill out a Speaker Request Form at ashland.or.us/speakerrequest and return to the City Recorder.

1:00 PM SPECIAL COUNCIL BUSINESS MEETING*

I. CALL TO ORDER

Mayor Akins called the Special Meeting to order at 1 PM.

II. PLEDGE OF ALLEGIANCE

Councilor Jensen led the Pledge of Allegiance.

III. ROLL CALL

Hyatt, Graham, DuQuenne, Seffinger, Jensen and Moran were present.

IV. MAYOR'S ANNOUNCEMENTS

Land Acknowledgement**

Moran read the Land Acknowledgment.

V. APPROVAL OF MINUTES

Minutes of Boards, Commissions and Committees***

VI. SPECIAL PRESENTATIONS & AWARDS

VII. PUBLIC FORUM

Susan Hall – Ashland – Spoke regarding the survey.

VIII. CITY MANAGER REPORT

IX. CONSENT AGENDA

X. PUBLIC HEARINGS

XI. UNFINISHED BUSINESS

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Public Forum

Leda Shapiro – Ashland – Spoke regarding the deficit. She spoke that we cannot avoid cutting and take a serious look at this.

Ted Hall – Ashland – Spoke to his concerns and suggested solutions regarding PERS Liability Accounting.

1. FY 2022-23 General Fund Budget Status, Recommendations & Staff Direction

City Manager Joe Lessard gave a brief Staff report.

Lessard and Interim Finance Director Alison Chan went over a PowerPoint Presentation ***(see attached).***

Chan discussed PERS Liability.

Council discussed PERS options and requested clarification from Staff. Chan spoke that she would prefer information in writing from PERS regarding this issue.

Lessard continued with the PowerPoint Presentation. Items discussed were:

- Visions for Success/Mayor & City Council Ballot Results
  - Organization
  - Proposed Commissions & Advisors
  - Proposed Commission & Advisors – Mayor & City Council Ballot Results
  - Commission & Advisory Boards/Committees
  - Commission & Advisory Boards/Committees - Mayor & City Council Ballot Results
  - City Owned Properties – Surplus City Properties – Mayor & City Council Ballot Results
  - Ashland's Characteristics
  - Risk Assessment
  - Looking Ahead
  - General Fund Budget – Strategic Choices
  - General Fund Budget Status
- 2022-23 Park & Recreation Budget – Strategic Choices
  - Voter Ballot Recommendation
  - City Commission Changes
  - Review/Revisit

Council discussed the budget.

Council took a brief recess at 2:57 PM

Council continued discussing the budget and the process of supplemental budgets.

Council discussed CIP Funds.

Lessard continued with the PowerPoint Presentation. Items discussed:

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- 2022-23 Recommendations/Next Steps
  - Voter Ballot Recommendation – Potential Alternative Ballot Measure

Hyatt/Moran moved to extend the meeting for 15 minutes. Discussion: None. **All Ayes. Motion passed unanimously.**

Moran suggested to bring back language for the ballot measure.

Moran clarified that with the measure it is saying all city employees would report to the City Manager except the City Attorney, City Recorder and the Judge.

Lessard suggested having a Study Session regarding this issue.

Council discussed the timeline.

XII. NEW AND MISCELLANEOUS BUSINESS

XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Second Reading of Ordinance No.3209 Relating to Transient Lodging Taxes; Amending Ashland Municipal Code 4.24.070

Chan gave a brief Staff report.

Graham/Hyatt moved to approve second reading of Ordinance No. 3209. Discussion: None. Roll Call Vote: Jensen, DuQuenne, Hyatt, Graham, Moran and Seffinger: YES. Motion passed unanimously.

2. Resolution 2022-14 Allocating Tourism Grants for FY2022-23 ***(moved to a future agenda)***

3. Resolution 2022-15 Adopting the Allocation of Restricted Transient Lodging Tax (TLT) Portion for FY 2023-25 Biennium

Chan gave a brief Staff report.

Graham suggested for a deeper conversation regarding this issue. Council agreed to a deeper discussion for FY 2024-2025. Chan explained that FY 2024-2025 would need to be discussed prior to the budget.

Hyatt/DuQuenne moved approval of Resolution 2022-15, a Resolution of the City Council of the City of Ashland allocating anticipated Transient Lodging Tax Tourism Restricted revenues for 2023 only and a future discussion for 2024 & 2025. Discussion: None. Roll Call Vote: Moran, Seffinger, DuQuenne, Jensen, Graham and Hyatt: YES. Motion passed unanimously.

4. Resolution 2022-13 Adopting Miscellaneous Fees and Charges ***(moved to a future agenda)***

5. Resolution 2022-17 Adopting a Supplemental Budget

Chan gave a brief Staff report.

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Hyatt/Seffinger moved approval of a Resolution adopting a supplemental budget for changes to the 2021/23 Biennial Budget. Discussion: Hyatt spoke in agreement to Chan's suggestions. Seffinger spoke in agreement with Hyatt. Chan spoke regarding restricted revenue and the importance that restricted funds are spent where they are stated they will be spend so all is clear. Moran thanked Chan. Graham spoke to the importance that the Community knows there have not been any breaches in the process. Chan spoke that nothing has been done inappropriately, now it is just cleaner. Jensen stated that an idea that there was some kind of shell game is inappropriate. Roll Call Vote: DuQuenne, Jensen, Seffinger, Graham, Moran and Hyatt: YES. Motion passed unanimously.

6. Resolution 2022-16 Adopting Financial Management Policy

Chan gave a brief Staff report.

Council discussed where this information came from and why the changes needed to be made.

Lessard spoke that the Budget Process is a stressful time and the recommendations came forward in ways to reduce stress.

Jensen/Graham moved to adopt the Financial Management Policy as stated. Discussion: Jensen spoke in support of the guidelines and what is good for the goose is good for the gander. Graham thanked Chan. Moran spoke in appreciation to Chan. Roll Call Vote: Moran, Graham, Hyatt, Jensen, DuQuenne and Seffinger: YES. Motion passed unanimously.

Lessard acknowledged Chan for all of her hard work that she has done.

7. First Reading of Ordinance No. 3210 Relating to Notice of Meetings; Amending Ashland Municipal Code 2.04.020 ***(moved to a future agenda)***

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

XV. ADJOURNMENT OF BUSINESS MEETING

The Special Council Meeting was adjourned at 4:52 PM.

Respectfully Submitted by:

City Recorder:

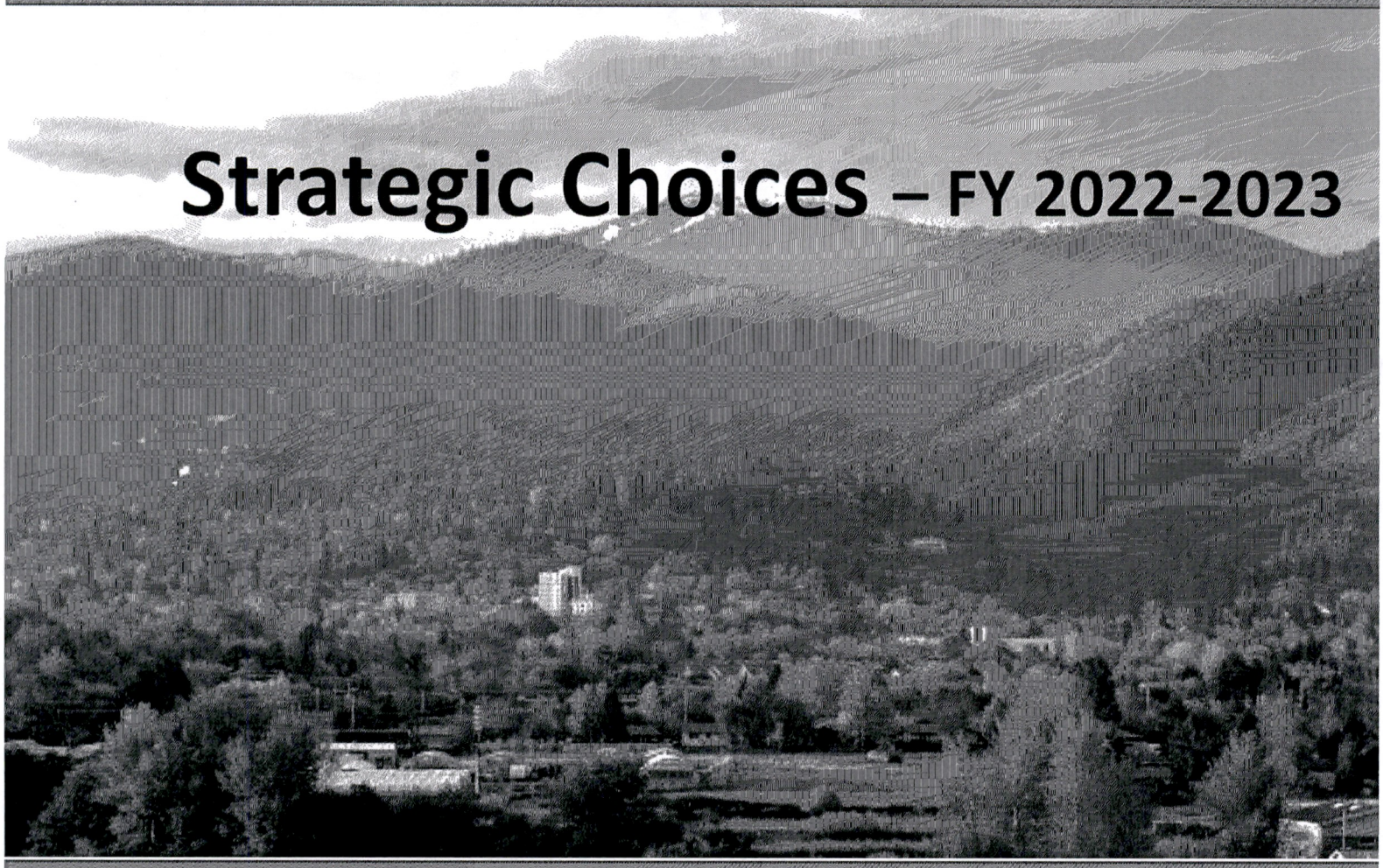
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Melissa Huhtala
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Melissa Huhtala

Attest:

Tonya Graham, Council Chair

Strategic Choices – FY 2022-2023



CITY OF
ASHLAND

Mayor and City Coun

Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

✓ General Fund Deficit Status

✓ Organizational Staffing/Structure
- Vision & Values
- Ashland's Characteristics
  - Strengths, Demographics & Risks
  - Economics & Opportunities
- Organizational Status
  - Cause-Effect
  - Services Silos

✓ General Fund Budget Status
- Priorities & Adjustments

✓ City

✓ CIP E
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✓ Surp

➢ **PERS**

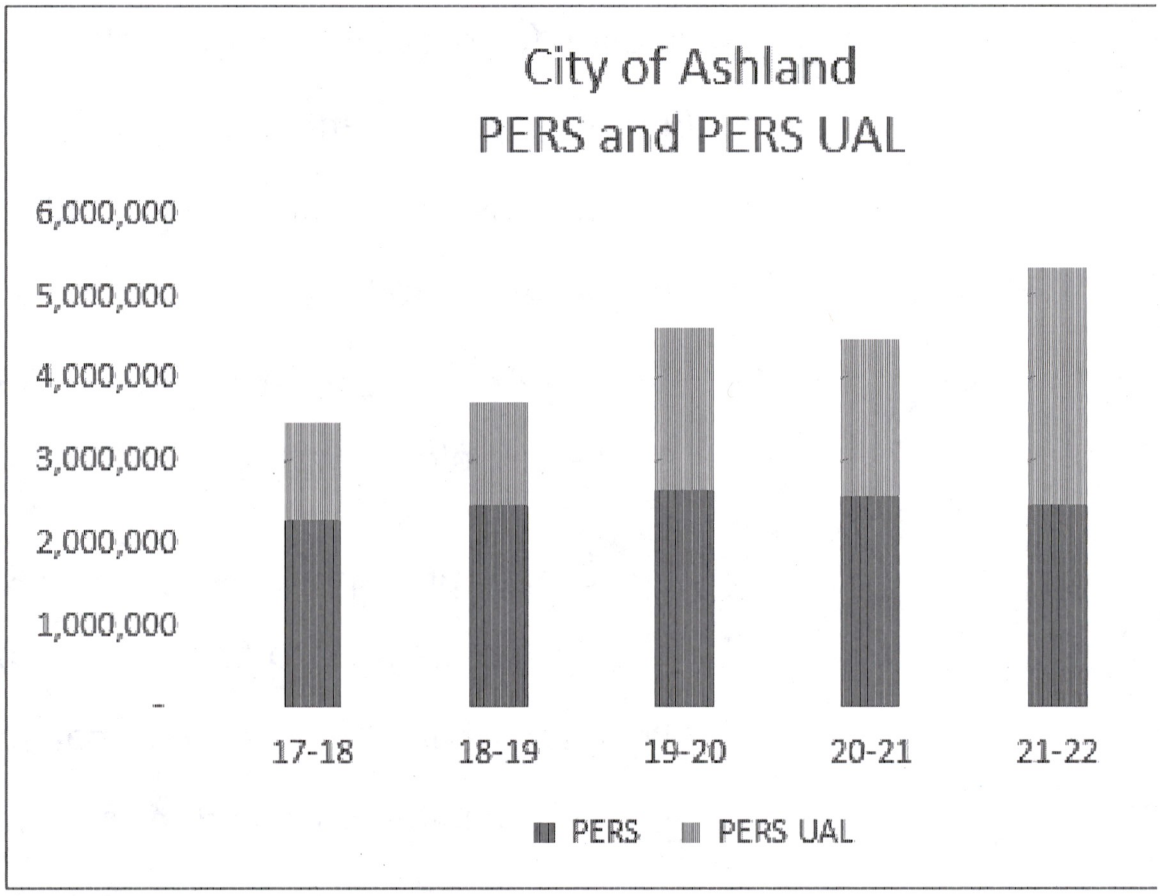
○ 2022

Strategic Choices – PERS Liability

- PERS liability for past system investment shortfalls & actuarial ch
  - Allocated to each entity participant in the PERS system
  - Allocation is a biannual total by PERS
    - Annual total does not change due to employee count
  - Annual total charged by PERS as a rate per employee
    - Per employee rate is adjusted by employee count

- Alternate budget presentations of the PERS liability (PERS)
  - Allocation of liability to each department's Personnel line it
  - Allocation of liability to each department's Materials & Sup
  - Budget as a liability - as a debt in a transparent, single fund

Strategic Choices – PERS Liability



Questions?

Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

✓ General Fund Deficit Status

✓ Organizational Staffing/Structure
- Vision & Values
- Ashland's Characteristics
  - Strengths, Demographics & Risks
  - Economics & Opportunities
- Organizational Status
  - Cause-Effect
  - Services Silos

✓ General Fund Budget Status
- Priorities & Adjustments

✓ City

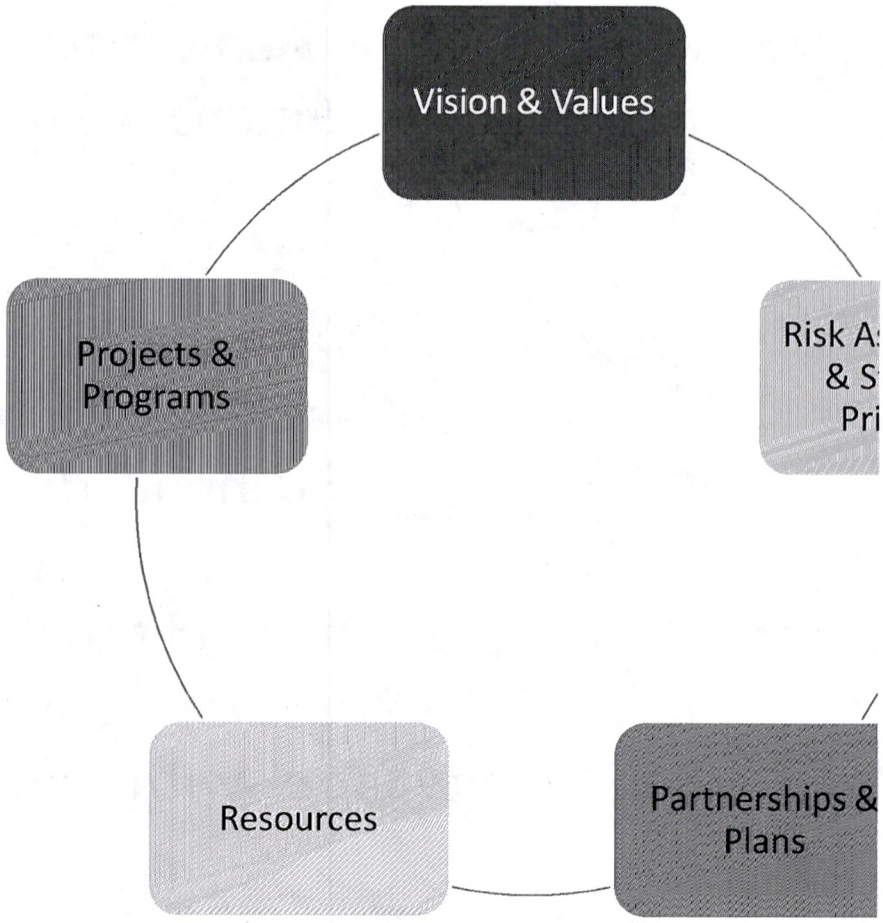
✓ CIP E
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✓ Surp

✓ PERS

➢ **2022**

Strategic Choices - Vision & Plan/Do/Act Cycle



Strategic Choices – Vision for Success – Mayor & City

- *Ashland is a resilient, sustainable community that lives w means and maintains the distinctive quality of place for known.*

- *We will continue to be a unique and caring city that stre environmental conservation, fosters artistic expression, to new ideas and innovation.*

- *We will plan and direct our efforts to fulfill this Vision fo term with a constant view toward being an open, welco community for all with a positive economic future.*

Strategic Choices – Values for Success – Mayor & Cit

Values that support the Vision:

- **Community**
  - Community affordability, including in available housing and chi
  - Belonging through mutual respect and openness, inclusion, an
  - Quality of life that underpins the city's economic vibrancy
  - Environment resilience, including addressing climate change a conservation
  - Regional cooperation, including in support for public safety an

Strategic Choices – Values for Success – Mayor & Cit

Values that support the Vision:

- **Organization**
  - Respect for the citizens we serve and the work we do
  - Excellence in governance and city services
  - Sustainability through creativity, affordability and right sized se
  - Public safety, including emergency preparedness for climate ch
  - Quality infrastructure and facilities through timely maintenanc investment

Proposed Commissions & Advisors

Governance/Discretion

1. Park & Recreation Commission
2. Planning Commission
3. Historic Commission

City Council – Sitting Advisory Boards

1. Housing & Human Services Board
2. Environmental Board

combine
- Climate Policy Commission
- Conservation & Climate Outreach Commission

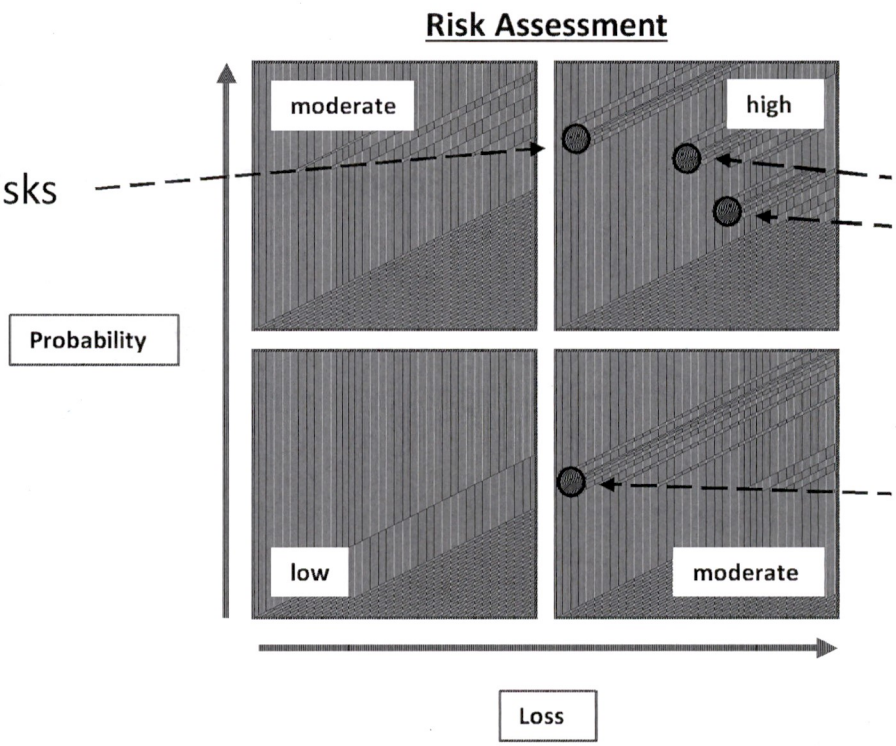
3. Public Arts Board
4. Social Equity and Racial Justice Committee

City Council/Staf

1. Airport Boarc
2. Municipal Au
3. System Deve
4. Transportatic
5. Forest Land &
6. Urban Forest
7. Band Board

Strategic Choices - Risk Assessment

- Economic Risks

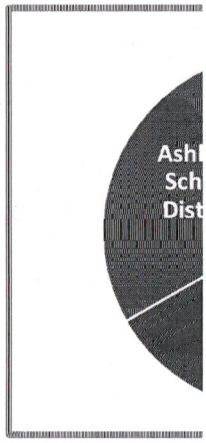


Strategic Choices

- **Priorities**
  - Emergency Operations Center (EOC)
    - EOC Officer
  - Diversity, Equity & Inclusion initiatives
    - Organizational assessment and Community Openness Report/Next Steps ("welcoming initiative")
  - Houseless Shelter
  - Affordable Child Care & Early Childhood Education
  - Customer Service Orientation
    - Planning & Development Facilitation
  - Fire & Rescue Staffing

- **Risk Response**
  - Emergency Reserve
  - EOC Officer & Emergency Response Funding
  - Innovation & Technology Director
  - DEI assessment & TLT Business "welcome" funding
  - City Recorder agenda support
  - City Marketing/Communications Officer

- **Joint Planni**
  - Southe
  - Ashlan
  - City of
  - Commu



Strategic Choices – Looking Ahead (FY 2022-23 & ≥ !

- Public Safety
  - Regional Response
    - Police
    - Fire & Rescue (urban & wildfire)
    - EOC (event & recovery)
    - EMS Service (self supporting)
  - Regional Prevention
    - Environmental Services
      - Open Space Management
      - Wildfire Risk Reduction
- Customer Service Culture
  - Planning & Development Facilitation
  - Organization Next Steps
- Communicat
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  - Activity
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  - City Fa

General Fund Budget – Strategic Choices

- **FY2022-23 Operating Expenditure Reductions**

  - **Est. Budget Deficit** -1,000,000
  - **Food & Beverage Tax Reallocation** -2,000,000
    Subtotal **+3,000,000**

  - **Expenditure Reductions**
    - Vacancy Savings +780,000
    - Reductions +727,000*
      Subtotal **+1,507,000**

  - **Recurring Revenue**
    - > Budget Revenue **+1,350,000**

    (unrestricted TLT & Property Tax)

  - **Expense Adjustments**
    - EOC Officer -140,000
    - DEI Assessment & Training -40,000
    - Innovation & Tech. Officer -40,000
    - Immediate Emergency Response -237,000
      Subtotal **-457,000**

- **One-time**
  (>budget G

- **Emergency**
  (one time e

General Fund Budget – Strategic Choices

- **FY2022-23 Operating Expenditure Reductions**

  - **Est. Budget Deficit** -1,000,000
  - **Food & Beverage Tax Reallocation** -2,390,000
    Total Deficit **-3,390,000**

  - **Expenditure Reductions**
    - Vacancy Savings +780,000
    - Reductions +715,000*
      Subtotal **+1,495,000**

  - **Recurring Revenue**
    - > Budget Revenue **+1,350,000**

    (unrestricted TLT & Property Tax)

  - **Expense Adjustments**
    - EOC Officer -140,000
    - DEI Assessment & Training -40,000
    - Innovation & Tech. Officer -40,000
    - Planning & Development Facilitation -120,000
    - Immediate Emergency Response 0
      Subtotal **-340,000**

- **One-time**
  (>budget G

- **Emergency**
  (one time e

General Fund Budget Status

- **Expenditure Reductions**

Departments	Reductions	Vacancy	T
○ City Council	24,000		2
○ Municipal Court	59,000		5
○ Administration	28,600		2
○ City Attorney			
○ City Recorder			
○ Innovation & Technology		30,000	3
○ Human Resources	27,000		2
○ Finance	156,200	60,000	2
○ Police		200,000	2
○ Fire		220,000	2
○ Community Development	8,000	50,000	5
○ Public Works	62,200	80,000	1
○ Parks & Recreation	350,000	140,000	4
Subtotal	**715,000**	**780,000**	**1,4**

General Fund Budget – Strategic Choices

- **FY 2022-23 Food and Beverage Tax uses per AMC 4.34 Food and Beverage Tax (201**
  - Beginning in fiscal year 2023, the Council may, through the statutory budget process, appropriate taxes under this chapter as follows:

    a. Not less than twenty-five percent (25%) for the

    - acquisition,
    - planning,
    - development,
    - repair and
    - rehabilitation of City parks.

    b. Not less than an amount necessary to pay for debt service on any borrowir street repair and rehabilitation per the City of Ashland Pavement Managemen Program.

    c. Up to two percent (2%) for the collection and administration of the tax.

    d. Except as provided in subsection D of this section, any remaining amounts be appropriated for purposes consistent with this chapter unless other purpo: are approved by a Council-adopted ordinance enacted by a vote of the Ashlan electorate.

2022-23 Park & Recreation Budget – Strategic Choice

- **Budget Adjustments**

<u>O&M Budget</u>		
○ Adopted Budget	+7,713,455	
○ Budget Reductions	- 420,000	
○ Add Marketing Position Funding	+70,000	(charge to Touri
○ Vacancy Savings	-140,000	
Adjusted O&M Budget	**+7,223,455**	(6.4% change)
<u>Food & Bev. Tax Adjustments</u>		
○ Un-transferred Funds	385,000	(can be reapprop
○ Unbudgeted Revenue	+2,005,000	(can be appropr
Total CIP Funds	**+2,390,000**	

Strategic Choices – 2022-23 Recommendations / Nex

- **<u>Voter Ballot Recommendation</u> – potential alternative ballot measure**

  Caption: Proposed amendment to the City of Ashland's Fooc ordinance.

  Question: Shall the City of Ashland's Food and Beverage Tax authorize its use for police, fire and rescue, wildfire preventi and trails, recreation and senior services, and emergency eve

Strategic Choices – 2022-23 Recommendations / Ne

- **Voter Ballot Recommendation**
  - City Charter, Article VIII-A City Manager, Section 4, Subsection 4

    Section 4. The City Manager Must:

    4. Appoint, supervise and remove all non-elected department heads an other city employees, except as follows:

    a. The Ashland Parks and Recreation Commission shall have responsib for appointing, supervising, and removing its employees, subject to law, Ashland Municipal Code, written mutual agreements between City Council and Ashland Parks and Recreation Commission, and for written City administrative policies.

    b. b. Employees who report directly to the Mayor and City Council sha appointed, supervised, and removed by the Mayor and City Council shall be termed appointive officers.

Strategic Choices – 2022-23 Recommendations / Ne

- **Voter Ballot Recommendation**

  Caption: Proposed amendment to the City Charter of the City
  Manager oversee and supervise all city employees except those
  as appointed by the City Council or elected by public vote.

  Question: Shall Article VIII-A of the City Charter establishing th
  be amended to delegate authority to appoint, supervise, and re
  of Ashland to the City Manager, except for City Council appointe
  Attorney or elected officials like the Park Commission, City Judg

Strategic Choices – 2022-23 Recommendations / Nex

- **City Commission Changes**
  - Update City ordinances to recognize Council consensus changes to s
  - Review advisory role/task assignments and consider "sunset" provis

- **Review/Revisit**
  - August 19, 2014, MOU between Ashland City Council and Ashland P Commission
  - May 1, 2007, Resolution 2007-14 Appointing Park Commission to Fa
  - AMC 2.16 to change Recreation Commission duties and appointmer powers

Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

✓ General Fund Deficit Status

✓ Organizational Staffing/Structure
  - Vision & Values
  - Ashland's Characteris
    - Strengths, Dem
    - Economics & Op
  - Organizational Status
    - Cause-Effect
    - Services Silos

✓ General Fund Budget Status
  - Priorities & Adjustments

✓ City

✓ CIP F

Final Questions

✓ Surp

✓ PERS

✓ 2022

ASHLAND CITY COUNCIL
SPECIAL BUSINESS MEETING AGENDAS
Monday, May 23, 2022, and Tuesday, May 24, 2022

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

HELD HYBRID (Limited In-Person Social Distancing Seating and Zoom Meeting Access)
The Special Business Meeting will be held in Council Chambers, 1175 E. Main Street.
Written and oral testimony will be accepted for public input. For written testimony, email public-testimony@ashland.or.us using the subject line: Ashland City Council Public Testimony.

For oral testimony, fill out a Speaker Request Form at ashland.or.us/speakerrequest and return to the City Recorder.

3:30 PM SPECIAL BUSINESS MEETING*

I. CALL TO ORDER

Mayor Akins called the meeting to order at 3:30 PM.

II. PLEDGE OF ALLEGIANCE

Graham led the Pledge of allegiance.

III. ROLL CALL

Councilors' Graham, Hyatt, Moran, DuQuenne and Jensen were present. Councilor Seffinger arrived at 3:45.

IV. MAYOR'S ANNOUNCEMENTS

Land Acknowledgement**

Mayor Akins read the Land Acknowledgement.

I. NEW AND MISCELLANEOUS BUSINESS – CONTINUED

Public Input

Susan Hall – Ashland – Spoke in concern regarding PERS. She spoke that the City Can not be paying for any new hire PERS anymore and urges Staff and Council to be clear with the negotiations that this is driving the City into a deficit.

City Manager Joe Lessard and Finance Director Alison Chan continued with the PowerPoint Presentation. (***Continued on Slide 40 see attached).***

Items discussed were:

- General Fund Departments

- City Organization Profile
- City Economic & Deficit Status
- Organizational Staffing/Structure
- City Commissions
- CIP Budget
- Surplus City Property
- PERS Liability Accounting
- 2022-23 Expenditure Adjustments & Future Outlook

Seffinger arrived at 3:45 PM.

- Total Workforce 245.25 FTE
- Turnover Rates – Deputy City Manager Sabrina Cotta went over the turnover rates. Hyatt questioned if this was current FTEs. Cotta answered yes. Moran questioned how many vacancies are there. Staff will have to get back to Council on this item.
  Joe explained that one of the things that Staff is finding regarding turnover is that Staff can go elsewhere with less stress/workload which in turn leads Ashland to become less competitive with other Regions.
  Council discussed options of transferring FTE's to other Departments. Lessard explained that the difficulty is deciding what changes you make and from which department.
  Council discussed in-house hiring.
- Organizational Charts
- Finance Department- Chan gave an overview. She spoke that there is a lot of turnover in Finance.
- Human Resources/Court – Chan gave an overview. She spoke that the HR analyst has just been filled and currently Cotta is the HR Director until filled.
- Utility billing Clerk – Cotta explained that currently Risk Management is frozen.
- Ashland Police Department - Council discussed the Public Safety Fee and numbers of Staff. It was explained that the Police Department is roughly 30% down in Staffing.
- Ashland Fire and Rescue – Cotta gave an overview. She explained AFR is short Staffed. Lessard spoke that Fire Chief is also the Fire Marshal.
- Recorder – Lessard spoke that the Recorder took on more duties during this time due to cutting some administrative positions. As a result of taking on more duties certain things such as scanning have fallen behind.
- Parks & Recreation – Cotta gave an overview.
- Community Development – Cotta gave an overview.
- Public Works – Cotta gave an overview.
  Council discussed the water conservation freeze.
- Innovation & Technology – Cotta gave an overview. She spoke that this is a new Department. Council discussed risk in the IT Department. Staff spoke that they are working on the risk.

The PowerPoint Presentation continued. Items discussed were:

General Fund Sources

  - Unrestricted
  - Restricted

- General Fund Uses
    - Departments
- CIP

General Fund Budget Status

- Sources Growth vs. uses growth
- Signs of Budget Instability
- Balancing the Budget with Limited Resources

Council discussed creating the City brand and bring in Tourism.

Council discussed sources of growth, level of services, funding and revenue.

Council took a 30 Minute Recess. Council resumed at 6:00 PM.

GF Budget Status continued:

- Expenditure Reductions – Lessard went over the reductions and vacancies.

He spoke that Staff is suggesting relocating a Municipal Court staff member to the Administration office; this position would be a half time position to support the City Recorder and City Manager.

He spoke regarding Parks and Recreation. He spoke regarding City Wide marketing and a Communication Officer position.

Council discussed options and fiscal impacts regarding this item.

Public Testimony

Rick Landt – Ashland -Parks Commissioner – Spoke regarding reductions in General Fund regarding Forest half of the reductions are from parks and reductions plus reductions 1/3 are from parks. He spoke that Parks has the most unfilled positions. He spoke to the importance of supporting the APRC.

He spoke regarding the marketing position and suggested that it is not a decision the City Manager makes based on the City Charter.

Lessard and Chan continued with the PowerPoint Presentation:

General Fund Budget – Strategic Choices

- Operating Expenditure Reductions

Council discussed the Emergency Reserve Fund and process.

Council discussed the EOC officer position. Fire Chief Sartain spoke briefly regarding this position.

Strategic Choices – Risk Assessment

- Balance 2022-23 Budget
    - Budget Priorities
    - Emergency Operations Center

- Emergency Reserve
- Support Local Economy
- Organization Stability

Trails were discussed.

Council compensation and Council insurance was discussed.

Graham suggested adding Climate Resilience to the Strategic Choice Priority List.

Commissions & Advisory Boards/Commissions

Proposed Commissions & Advisors

- Governance/Discretion
- City Council Sitting Advisory Boards
- City Council/Staff – Ad Hoc Advisory

Community Development Director Bill Molnar discussed options for the Planning Commission and Historic Commission combining.

Council discussed options.

Council discussed Ad-Hoc vs Commissions.

Hyatt/Graham moved to extend the meeting to meet the needs of the agenda. Discussion: None. All Ayes.

Strategic Choices – Capital Improvement Plan (CIP)

Public Works Director Scott Fleury went over the CIP slides. Items discussed were:

- Project Implementation
- Street CIP
- Storm Drain CIP
- Wastewater CIP
- Water CIP
- Wastewater Treatment Plant
- Water Treatment Plant
- Water Treatment Plant Risks

CIP Ballot was distributed.

Grant options were discussed.

It was suggested for Council to look through the CIP slides and to bring back to a future Council Meeting.

Lessard continued with the PowerPoint Presentation:

City Owned Properties – Surplus City Properties

- North Mountain Property
- 380 Clay Street Property
- B Street Yard Property
- Imperatrice Property

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Council decided to look over the materials and directed Staff to bring back to a future Council Meeting.

II. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Approval of Two Contracts for Construction and Engineering Services During Construction for the Wastewater Treatment Plant Outfall Relocation Project No. 2013-212

Fleury gave a brief Staff report.

Jensen/Hyatt moved approval of a personal services agreement with Jacobs Engineering Group, Inc. for engineering services during construction in the amount of $996,550 and a public improvement contract with Pilot Rock Excavation in the amount of $2,555,186. Discussion: Jensen spoke that it is time to move forward. Hyatt spoke that this meets our legal obligations. She spoke that it is appropriate and necessary and supports our climate action values as a community.

Roll Call Vote: Hyatt, Graham, Seffinger and Jensen: YES. Moran and DuQuenne: NO. Motion passed 4-2.

2. Resolution 2022-10 Adopting a Supplemental Budget Amendment for the Wastewater Fund

Chan gave a brief Staff report.

Hyatt/Graham moved to adopt Resolution 2022-10 authorizing a 2021/23 supplemental budget. Discussion: Hyatt spoke that this project ensures that we are not acting recklessly. To not do this work violates the Federal Clean Water Act. Graham spoke that Council has fortunately decided to move forward with this project. **Roll Call Vote: Jensen, Seffinger, Graham and Hyatt: YES. Councilor Moran: NO. Motion passed 4-1.**

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

IV. ADJOURNMENT OF BUSINESS MEETING

The Special Council Business Meeting was adjourned at 8:07 PM

Respectfully submitted by:

DocuSigned by:
Melissa Huhtala
A02A82A0E5F2482...

City Recorder Melissa Huhtala

Attest:

Council President Graham

*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)]

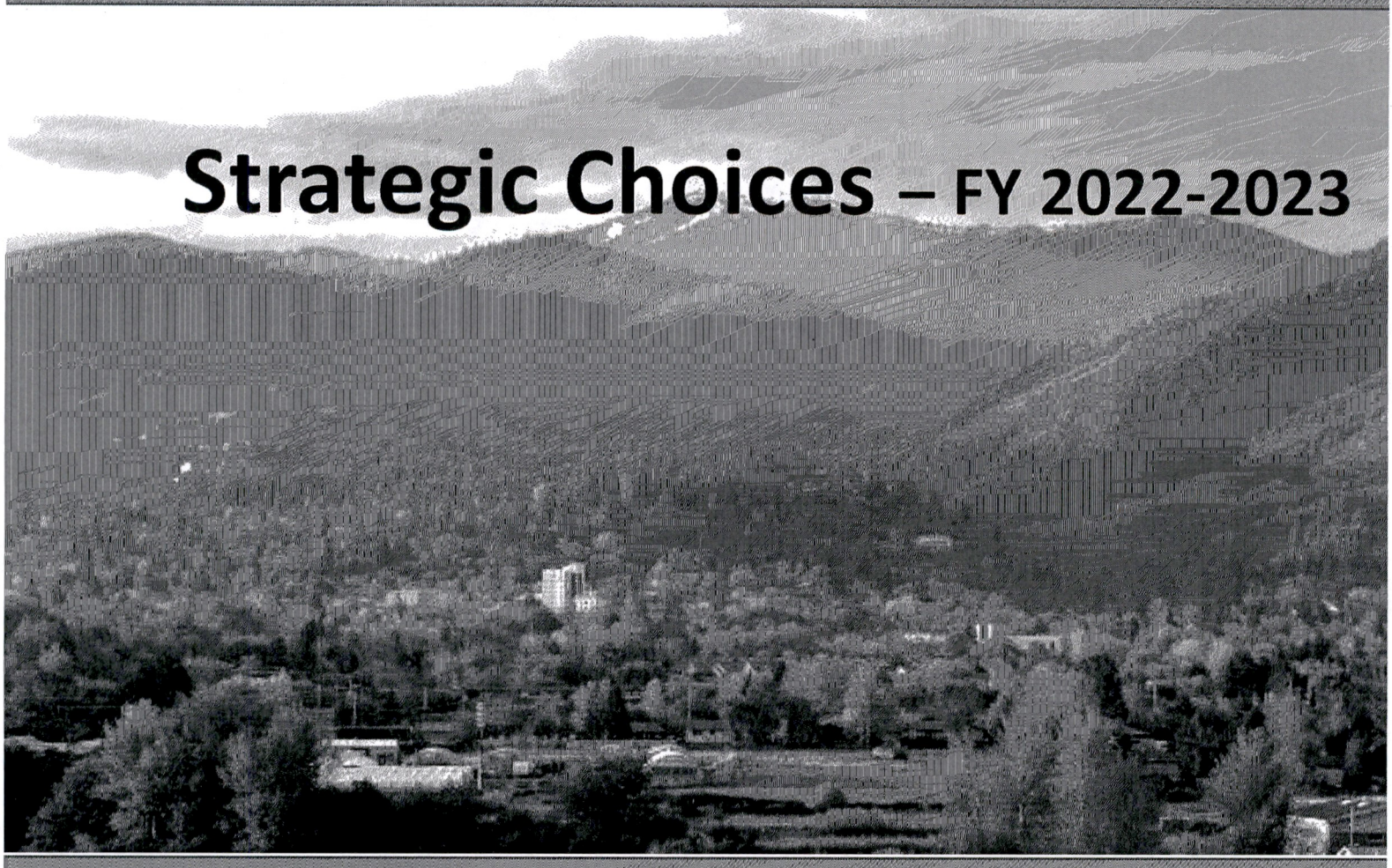
****LAND ACKNOWLEDGEMENT**

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's Boards and Commissions meetings may be found at the City's website, https://www.ashland.or.us/Agendas.asp . Use the View By box to select the Board or Commission information you are seeking.

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).

Strategic Choices – FY 2022-2023



CITY OF
ASHLAND

Mayor and City Counc

Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

  - ➢ **General Fund Deficit Status**

  - Organizational Staffing/Structure
    - Vision & Values
    - Ashland's Characteristics
      - Strengths, Demographics & Risks
      - Economics & Opportunities
    - Organizational Status
      - Cause-Effect
      - Services Silos

  - General Fund Budget Status
    - Priorities & Adjustments

  - City
  - CIP E
    -
    -
    -
    -
  - Surp
  - PERS
  - 2022

General Fund - Budget Deficit Status

- **Manager's responsible for adopted budget**
  - Expenditure reductions due to General Fund budget deficit

  - Current Deficit Estimate
    - 2022-23 Budgeted Deficit $1,000.000
    - Food & Beverage Tax Reallocation $2,000,000
      Total Deficit $3,000,000

  - April 1, 2022 Financial Operations Memo
    - Freeze vacant positions unless otherwise authorized
      - Vacancy savings to be used for deficit coverage
    - Travel & training restricted except for certifications and to maint readiness
    - Department budget reduction plans

General Fund - Budget Deficit Status

- **Food & Beverage Tax is a Restricted Revenue**
  - 1993 parks lands and open space parks program acquisition &
  - 2009 Add wastewater debt (80%) & parks CIP (20%)
  - 2016 voters enact Council-approved ordinance that includes pa administration (2%), fixed amounts for wastewater, and adds s rehabilitation provision
  - AMC 4.344.020

    C.5.d Except as provided in subsection D of this se remaining amounts shall be appropriated for purp with this chapter unless other purposes are appro adopted ordinance enacted by a vote of the Ashlar

Strategic Choices

Questions?

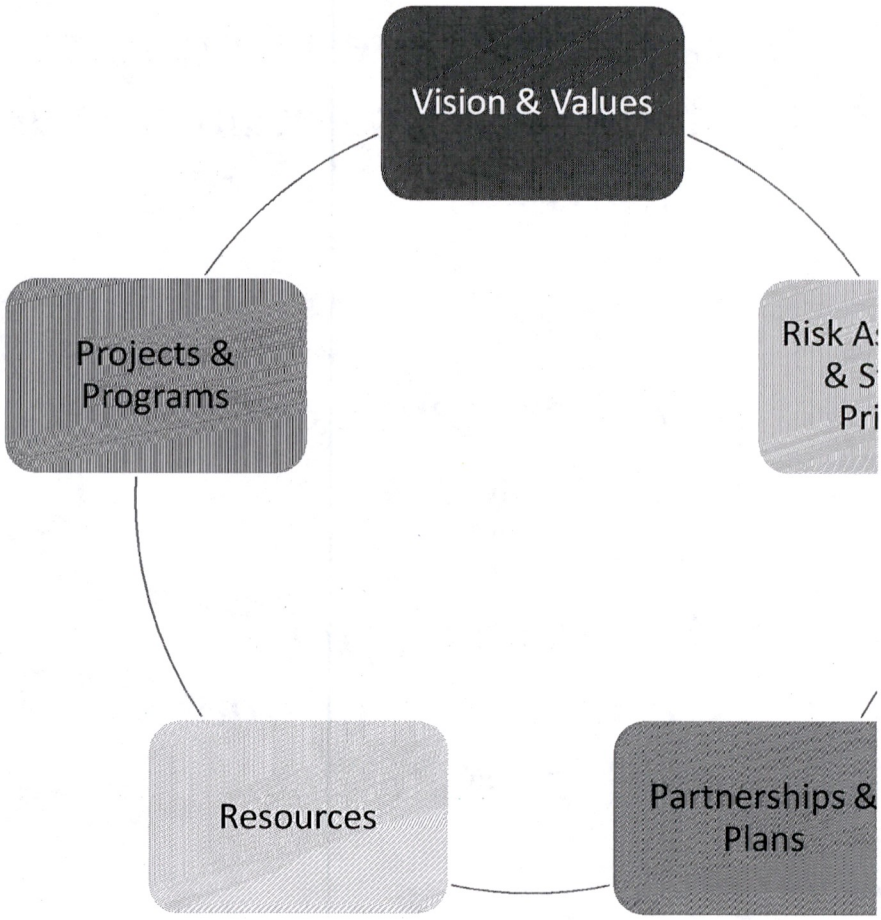
Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

  - ✓ General Fund Deficit Status
  - ➢ **Organizational Staffing/Structure**
    - **Vision & Values**
    - **Ashland's Characteristics**
      - **Strengths, Demographics & Risks**
      - **Economics & Opportunities**
    - **Organizational Status**
      - **Cause-Effect**
      - **Services Silos**
  - General Fund Budget Status
    - Priorities & Adjustments

  - City
  - CIP E
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  - Surp
  - PERS
  - 2022

Strategic Choices - Vision & Plan/Do/Act Cycle



Strategic Choices – Vision for Success

- *Ashland is a resilient, sustainable community that lives*
  means and maintains the distinctive quality of place for
  known.

- *We will continue to be a unique and caring city that stre*
  environmental conservancy, fosters artistic expression,
  to new ideas.

- *We will plan and direct our efforts to fulfill this Vision fo*
  term with a constant view toward building a welcoming
  with a positive economic future.

Strategic Choices – Values for Success

Values that support the Vision:

- **Community**
  - Belonging through mutual respect and openness, inclusion, an
  - Quality of life that underpins the city's economic vibrancy
  - Environment resilience, including addressing climate change a conservation
  - Community affordability, including in available housing
  - Regional cooperation, including in support for public safety an

Strategic Choices – Values for Success

Values that support the Vision:

- **Organization**
  - Respect for the citizens we serve and the work we do
  - Excellence in governance and city services
  - Sustainability through creativity, affordability and right sized se
  - Public safety, including emergency preparedness for climate ch
  - Quality infrastructure and facilities through timely maintenanc investment

Mayor & City Council – Vision Ballot

- ***Ashland is a resilient, sustainable community that lives within its means and maintains the dist for which it is known.***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

- ***We will continue to be a unique and caring city that stresses environmental conservancy, foste and is open to new ideas.***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

- ***We will plan and direct our efforts to fulfill this Vision for the long-term with a constant view t welcoming community with a positive economic future.***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

Mayor & City Council – Values Ballot

- **Community**
  - Belonging through mutual respect and openness, inclusion, and equity
  - Quality of life that underpins the city's economic vibrancy
  - Environment resilience, including addressing climate change and resource conser
  - Community affordability, including in available housing
  - Regional cooperation, including in support for public safety and the houseless
- **Organization**
  - Respect for the citizens we serve and the work we do
  - Excellence in governance and city services
  - Sustainability through creativity, affordability and right sized service delivery
  - Public safety, including emergency preparedness for climate change risk
  - Quality infrastructure & facilities through timely maintenance and community inv
  - Other: _____
  - Other: _____

Ashland's Characteristics

- **Strengths**
  - High quality of life
  - Natural environment
  - Strong tourism economy
  - Significant historic resources
  - Education focus
    - Strong local schools
    - Southern Oregon University
  - Vibrant arts and cultural amenities

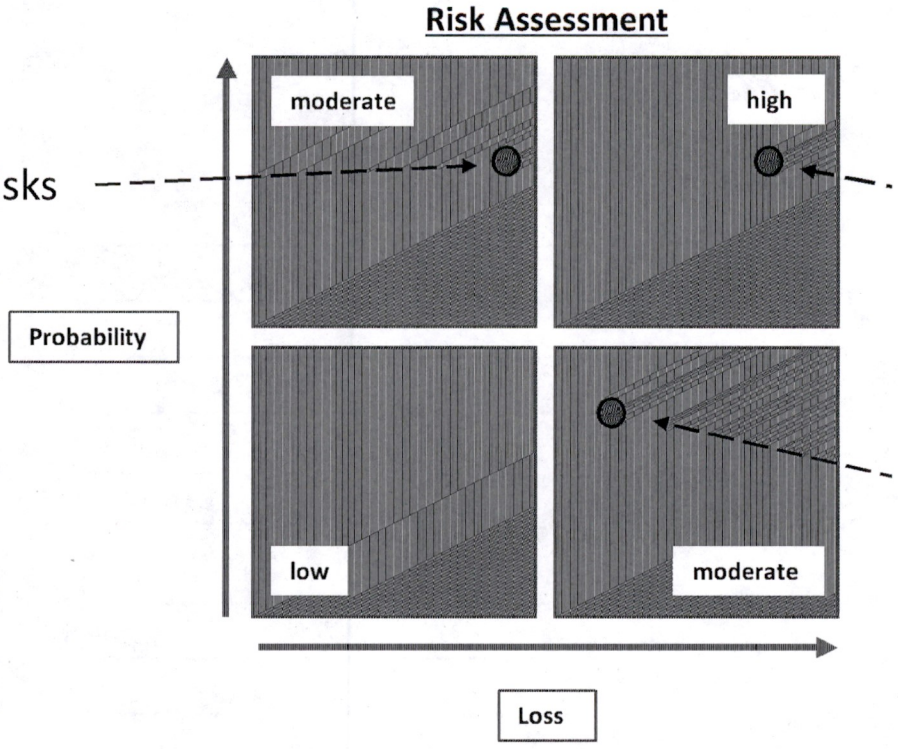
- **Demographics**
  - Limited p
  - Aging pop
  - Small hou

Ashland's Characteristics

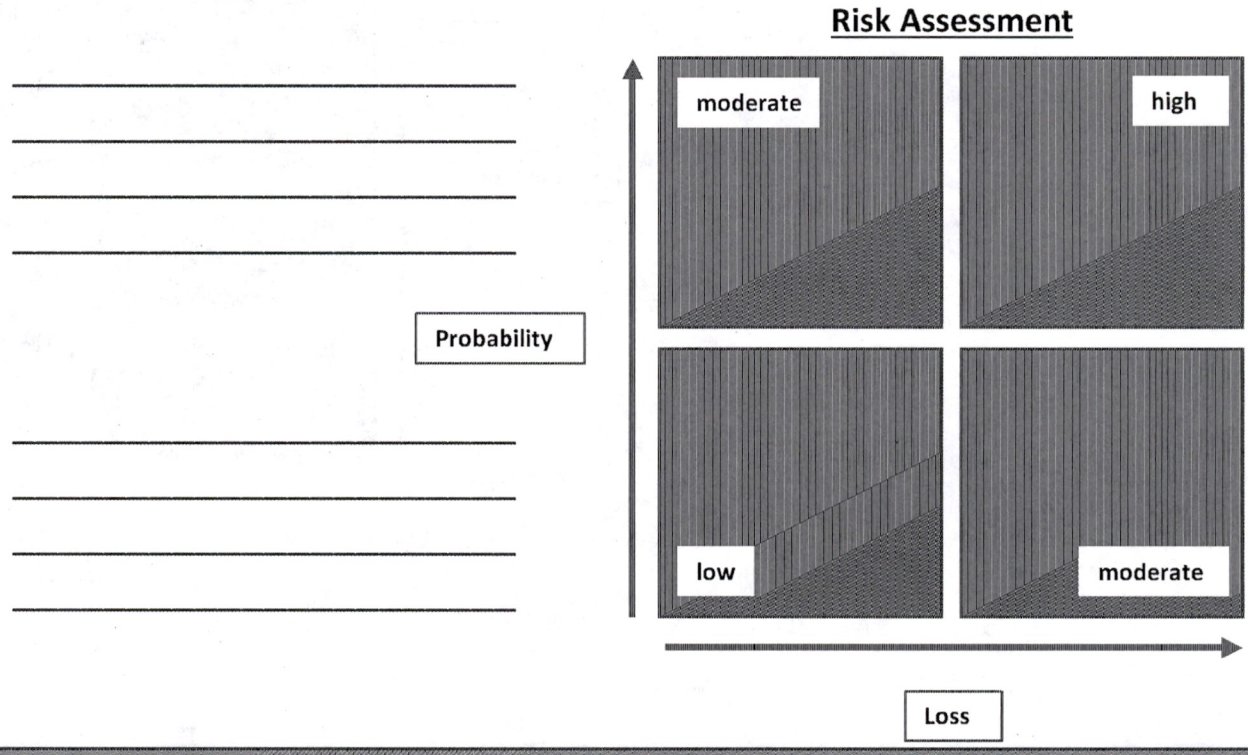
- **Risks**
  - Public Safety
    - Fire (urban, wildfire & smoke)
    - Pandemic
  - Environmental
    - Climate Change
      - Extreme weather
      - Changing biodiversity
      - Water resources
    - Flood
    - Earthquake
  - Economic
    - Char
    - Serv
      - —
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    - High
      - —
      - —
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    - Econ
      - —
  - Organizat
    - Turn
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Strategic Choices - Risk Assessment

- Economic Risks

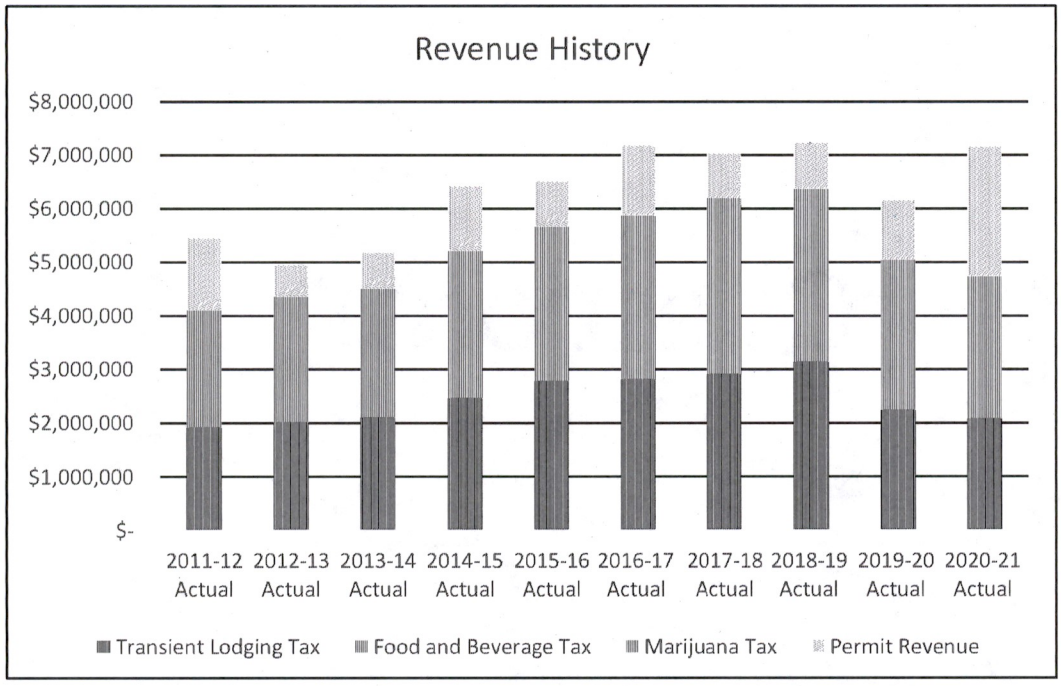


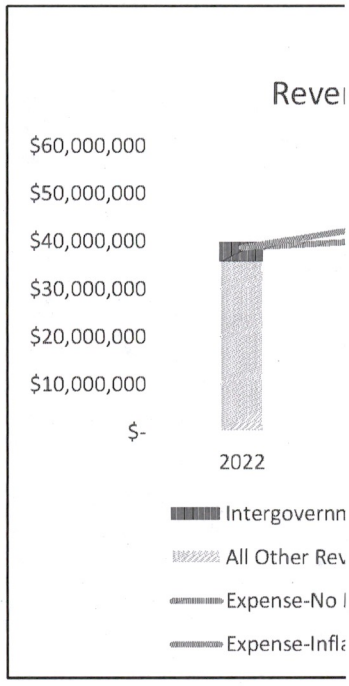
Mayor & City Council – Risks Assessment Ballot



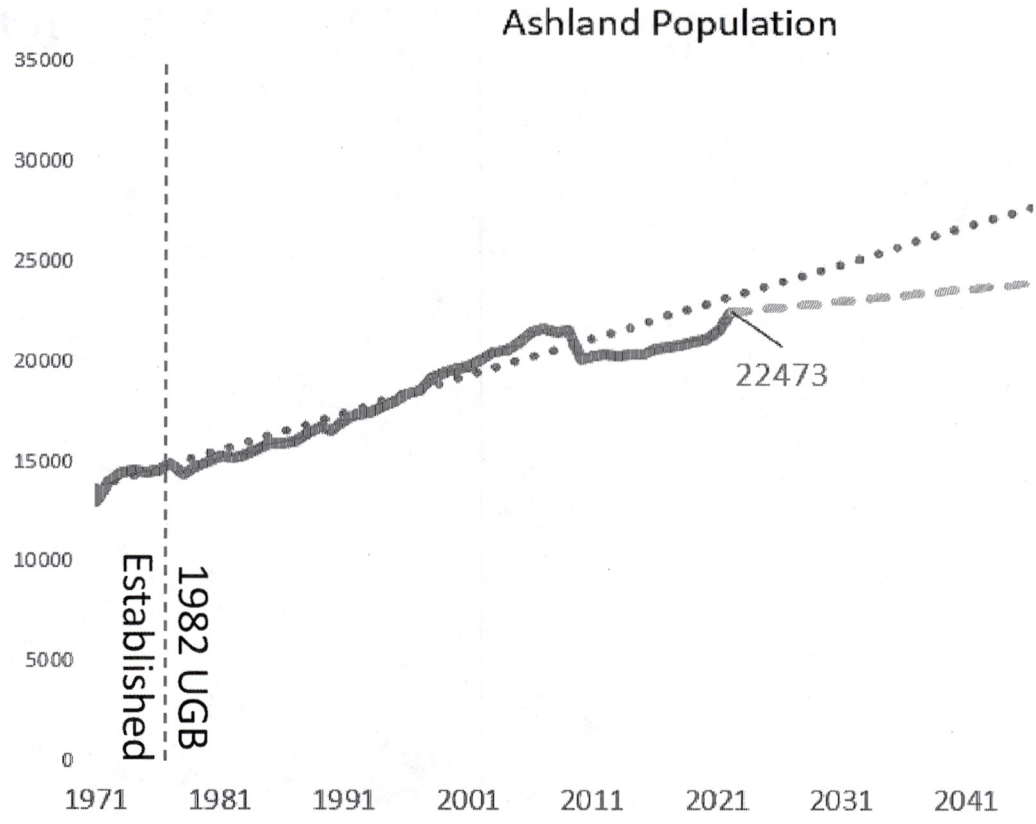
Questions?

Ashland's Characteristics – Economics





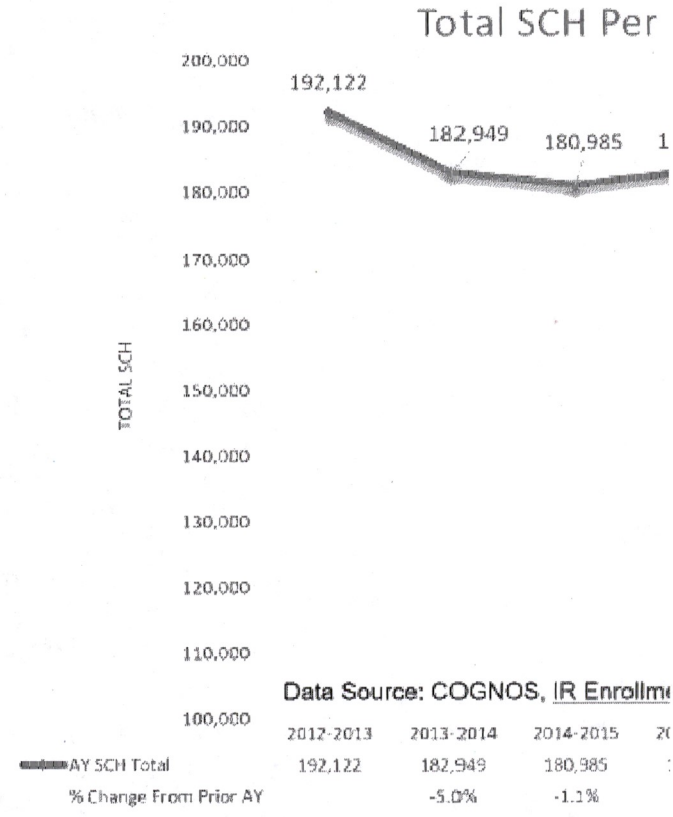
Ashland's Characteristics – Economics



Population growth rate projected to slow over the

SOU Enrollment Status

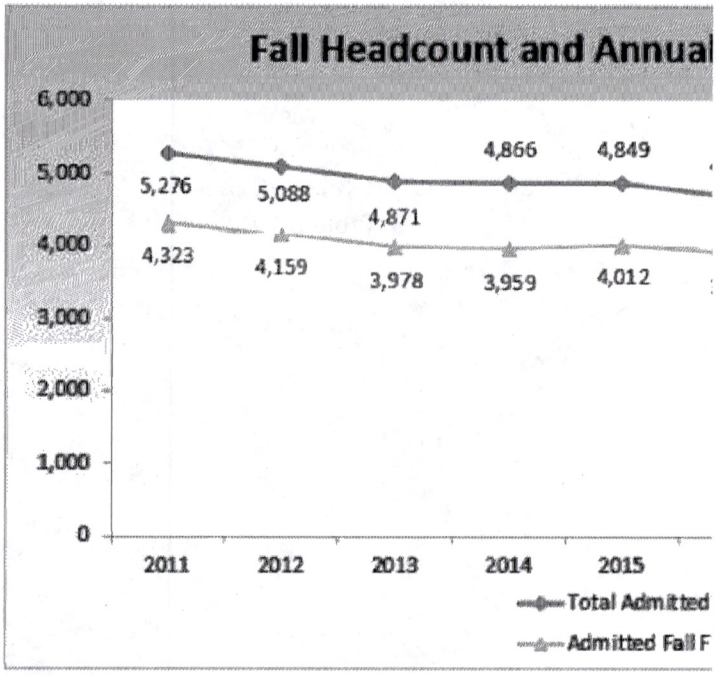
Enrollment Contex
Student Credit Hou



SOU Enrollment Status

Fall 2021 Headco

	2011	2012	2013	2014	2015
Total Admitted	5,276	5,088	4,871	4,866	4,849
Admitted Fall FTE Enrollment	4,323	4,159	3,978	3,959	4,012



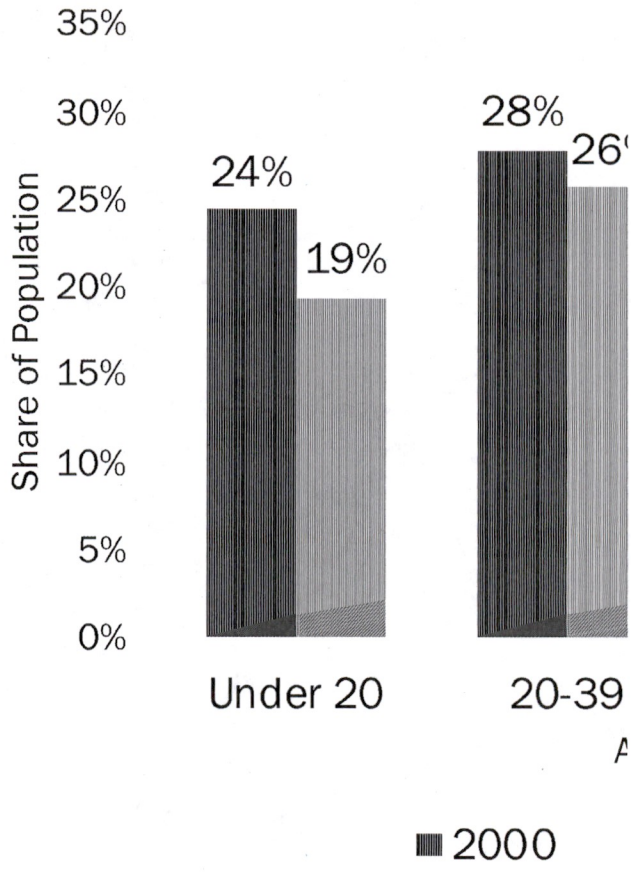
* Source SOU Institutional Research

** Figures do not include Nursing Enrollment or Non-admitted Stude

Ashland's Characteristics

Population Growth by Age, Ashland, 2000 to 2014-2018

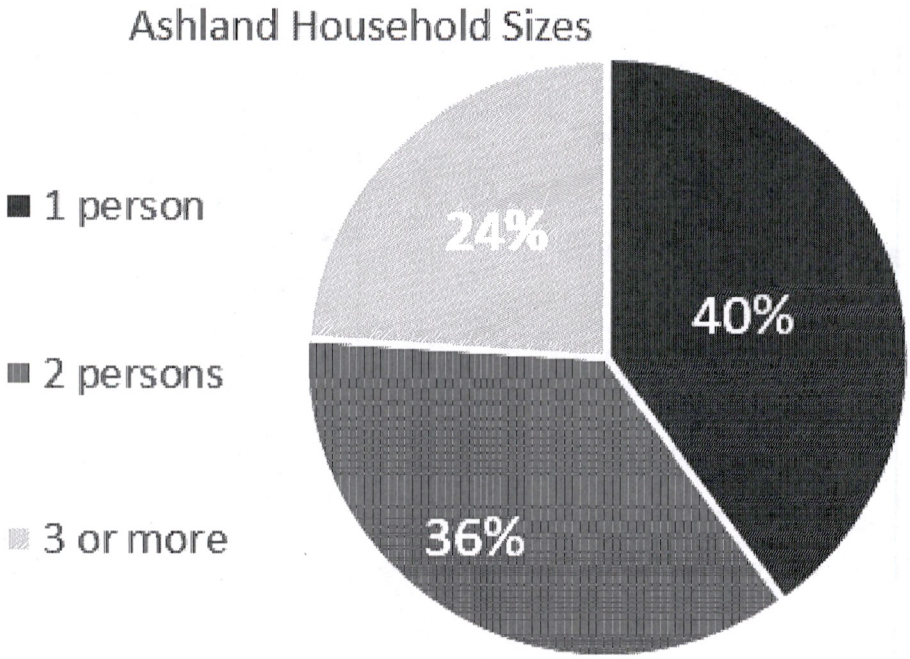
Source: U.S. Census Bureau, 2000 Decennial Census Table P012 and 2014-2018 ACS, Table B01001.

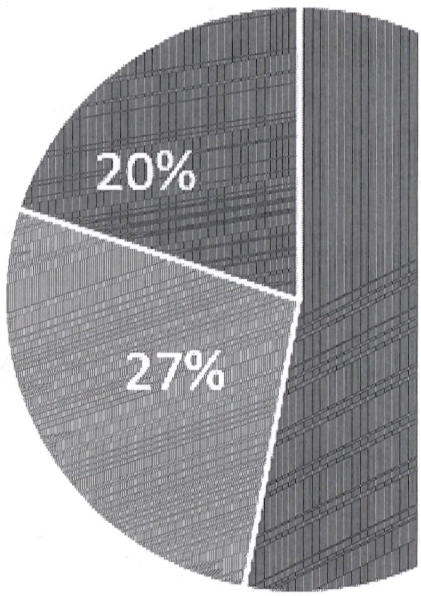


- Ashland's population is increasingly made up o

Household Size, Ashland, Jackson County, and Oregon, 2014-2018

Source: U.S. Census Bureau, 2014-2018 ACS 5-year estimate, Table B25010.



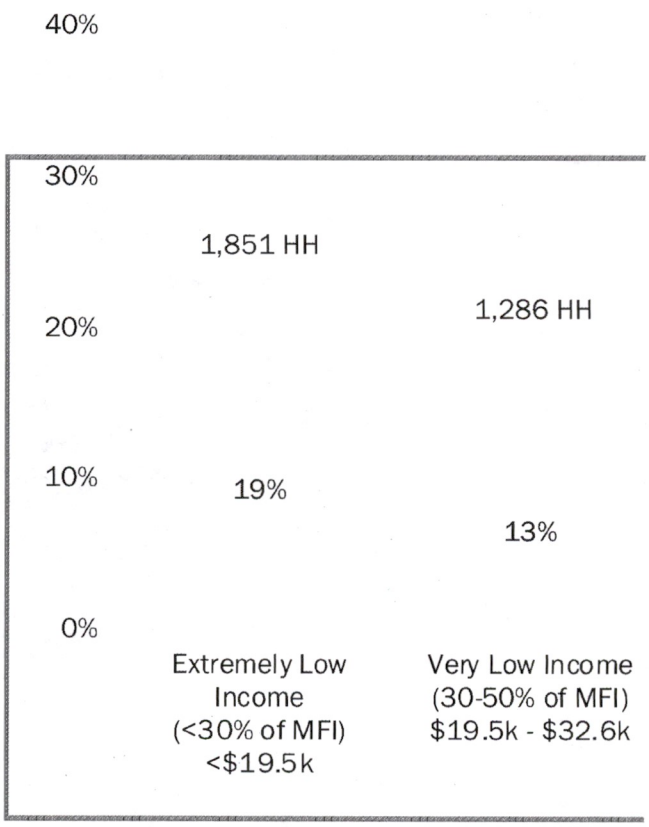


- 3/4th of households are comprised of just 1 or 2 p
- 1/5th of households have children present

Ashland's Characteristics - Share of Households by in

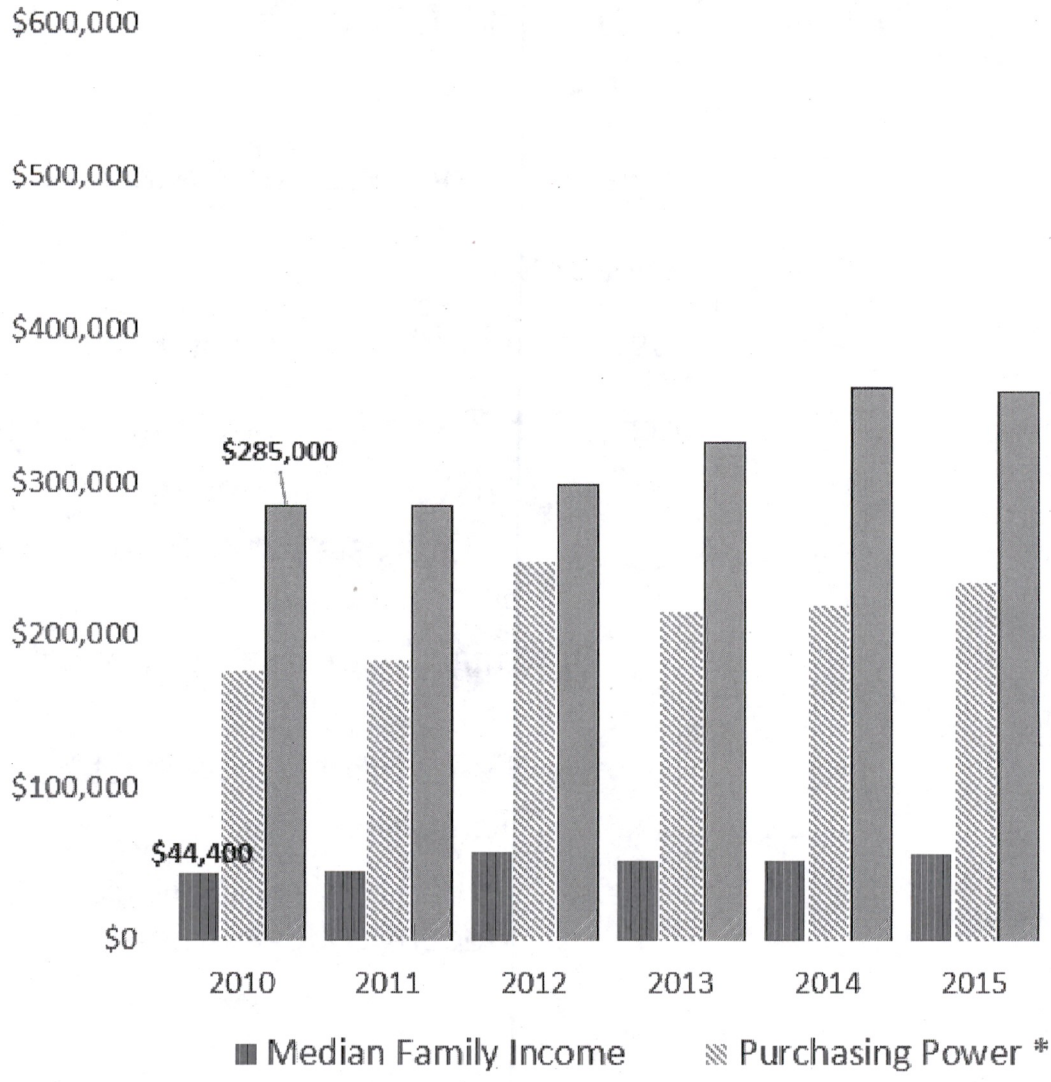
- Nearly ½ of the households in Ashland:
  - Are low income
  - Spend over 30% of income on housing

- Housing ownership is increasingly unaffordable
  - Including for middle and high-income households (earning ≤165% area median income - $107,000)



2019 Median income (100% MFI) = $65,100

Median income lags behind escalating housing costs



Incomes: Department Housing and Urban Development annual median income for the Medford-Ashland MSA (family of 4).

Purchasing Power assumes: a 30year fixed rate loan at 5% Interest; 20% down payment; $3000 annual property taxes, $2800 annual insurance

Housing costs: Rogue Valley Association of Realtors: Southern Oregon Multiple Listing Service.

Ashland's Demographics Summary

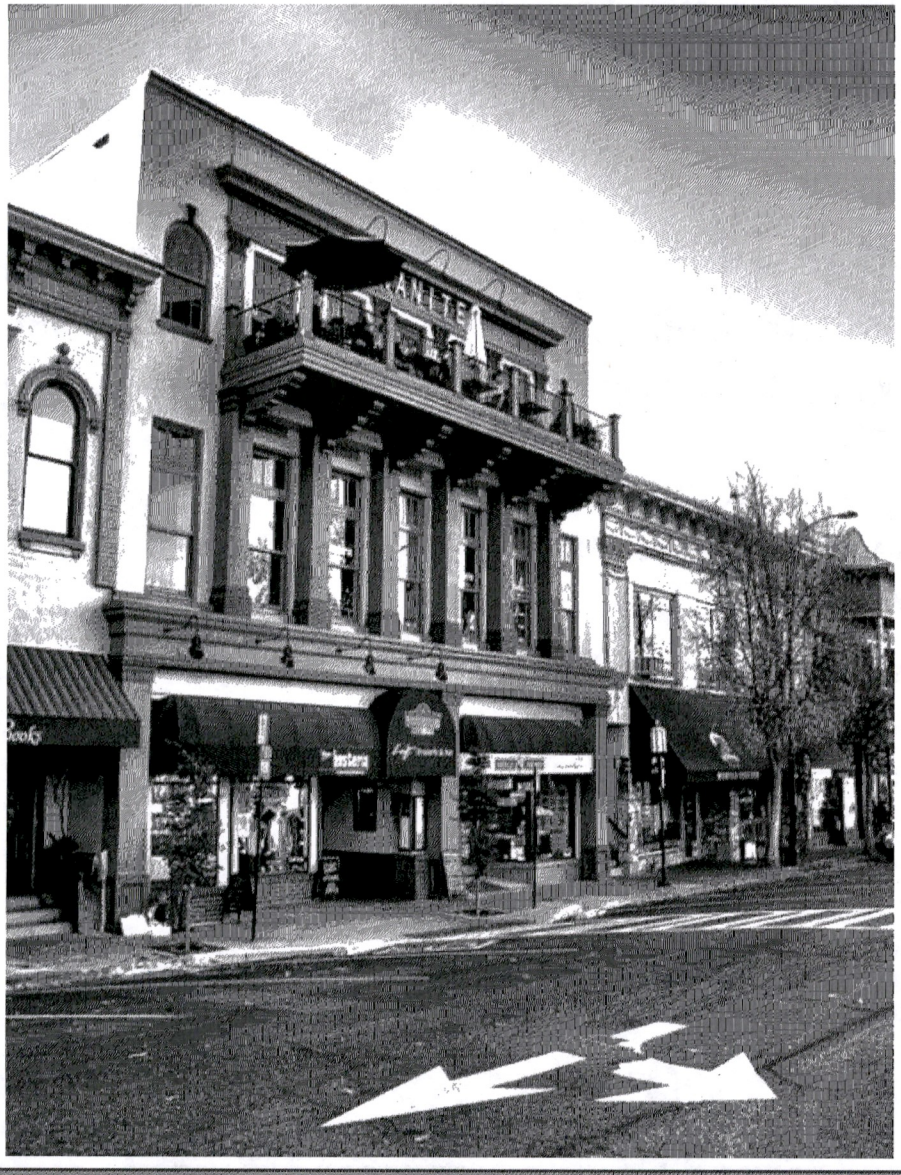
- Slow population growth is expected to continue
- Aging population
- Avg. household of only 1 or 2 people
- Increasing divide between higher and lower households
  - Median cost of home was $550,000 in 2021
    - Requires a household income of approx. $120,000 a ye
  - Only high income/asset households can afford to purchase
  - Middle-income & low-asset households being displaced
    - Middle-income
    - Young professionals
    - Recent college graduates

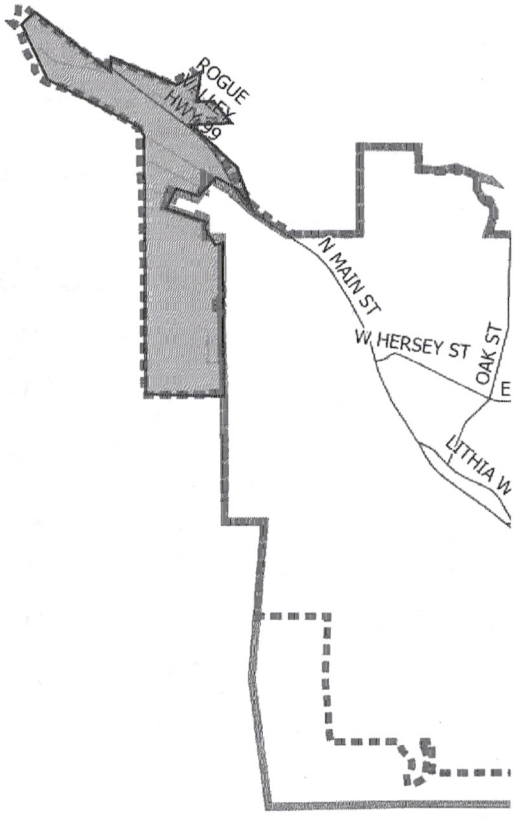
Ashland's Characteristics – Urban Form

- Compact urban form
  - Slow growth
  - Limited Urban Growth Boundary
  - No urban reserve areas
  - Build out
    - 90% Residential in City Limits
    - 80% Residential in UGB

- Current Activity Centers
  - Entertainment – Downtown
  - Education – Southern Oregon Univ.

- Market
  - High m
  - Aging h
  - Locked
  - 20+ co
    - In



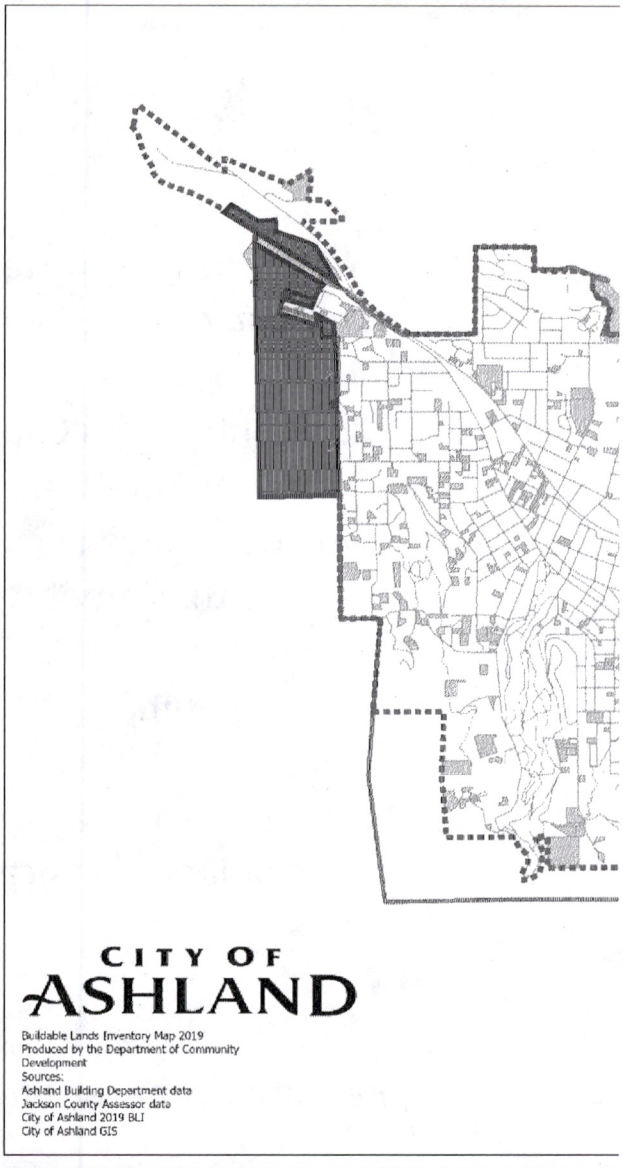


CITY OF ASHLAND

Buildable Lands Inventory Map 2019
Produced by the Department of Community Development
Sources:
Ashland Building Department data
Jackson County Assessor data
City of Ashland 2019 BLI
City of Ashland GIS

Developable Lands

- 11,081 existing housing units within Ashland (2020 Census)
- City <u>plus</u> UGB
  - Residential = 475 net buildable acres
- City
  - 90% buildout for residential units
- City <u>plus</u> UGB
  - 80% buildout for residential units



CITY OF ASHLAND

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City of Ashland GIS

Developable Lands

- City <u>plus</u> UGB
  - 2754 housing unit capacity remaining (2021-2041 HCA)

- City - Residential Lots Capacity
  - Maximum potential - one or two added dwellings per lot
  - 500 lots that meet this criteria
  - total potential of 597 additional dwelling units

- City - Larger lot/property capacity
  - 875 dwelling units capacity

- UGB
  - 1,300 dwelling units capacity
  - Requires annexation to develop



Strategic Choices - Developable Lands - Affordable and Workforce Housing Developm

Required Affordability- Annexations

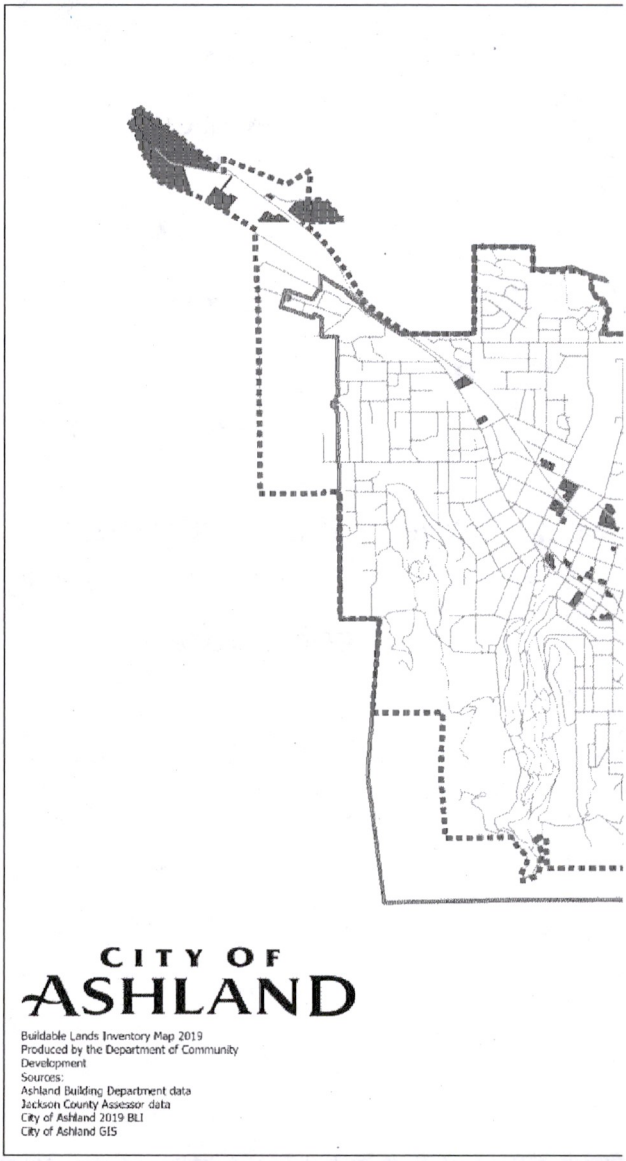
- Dwelling capacity outside City Limits = 1300 units
  - 25% affordable units required (depending on income targets)
- **325** new deed restricted affordable housing units expected

V

- Subsidy requi
- City support
  - Fee Wai
  - System D
  - Land De
  - Zoning In
  - Grants (
  - Urban R

Developable Lands

- City plus UGB - Commercial Employment/Industrial land
  - 185 net buildable acres available
- Employment Lands
  - Typically consumes less than 2-acres per year
- 20+ year supply of Commercial & Employment lands
  - Includes Croman Mill District
- 30% of future employment through redevelopment of properties

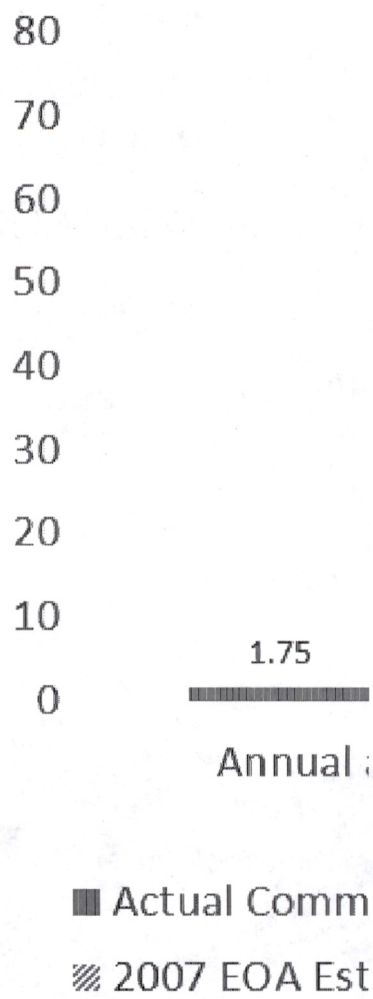


CITY OF ASHLAND

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City of Ashland 2019 BLI
City of Ashland GIS

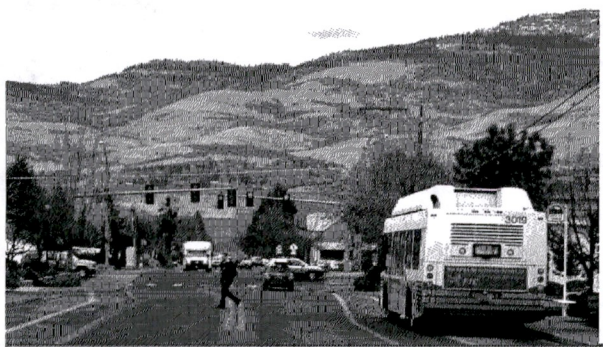
Developable Lands

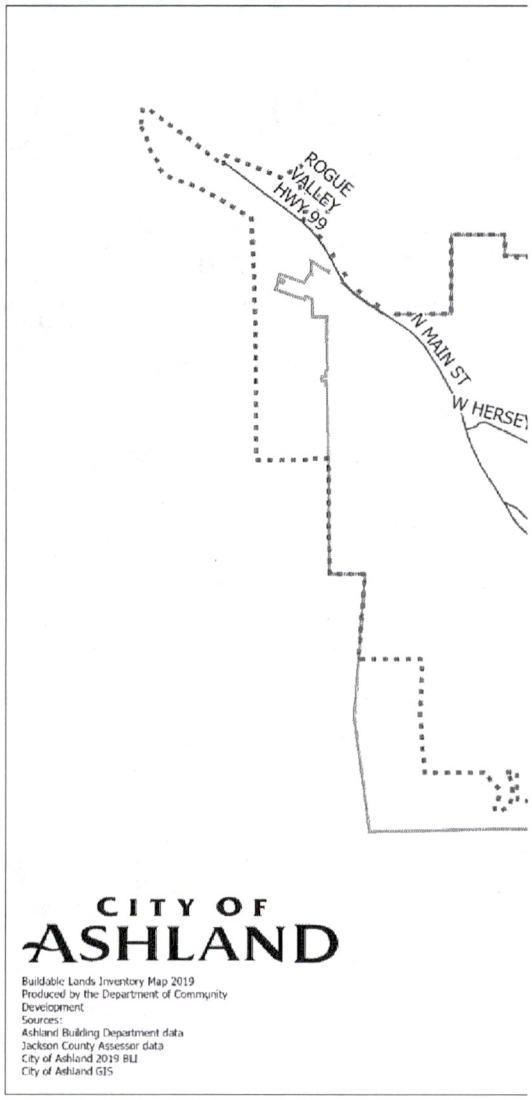
- Development of commercial
  - Approx. 1/5th of the est. 2007 Economic Opportunities Analysis



Strategic Choices - Opportunities

- Housing and Business development along Transit Routes
- Climate Friendly Areas
- Housing Production Strategies
- City and University Collaboration





CITY OF ASHLAND

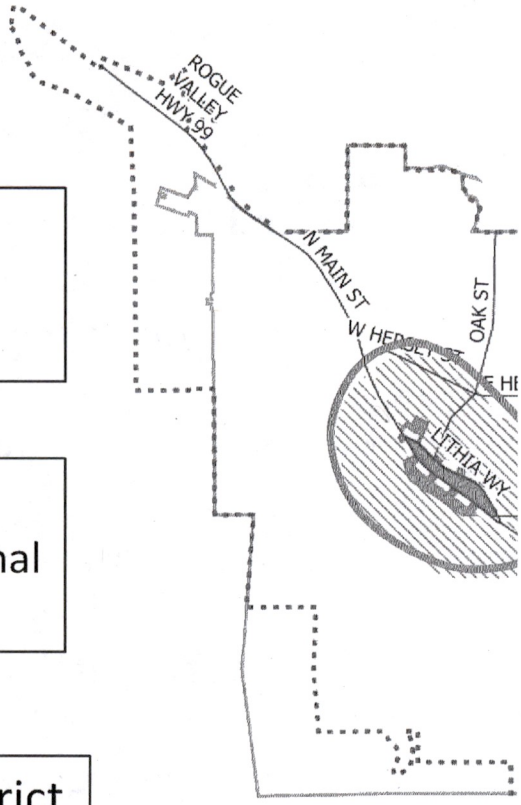
Buildable Lands Inventory Map 2019
Produced by the Department of Community Development
Sources:
Ashland Building Department data
Jackson County Assessor data
City of Ashland 2019 BLI
City of Ashland GIS

Strategic Choices - Activity Centers (Investment Districts)

- **Entertainment** - Downtown District
  - Historic district, arts, culture, entertainment

- **Education** - University District
  - Education, student housing, professional services, retail and restaurants

- **Future Employment** - Croman Mill District
  - Current Croman Mill Plan – Local businesses, Office, light industrial, mixed use residential

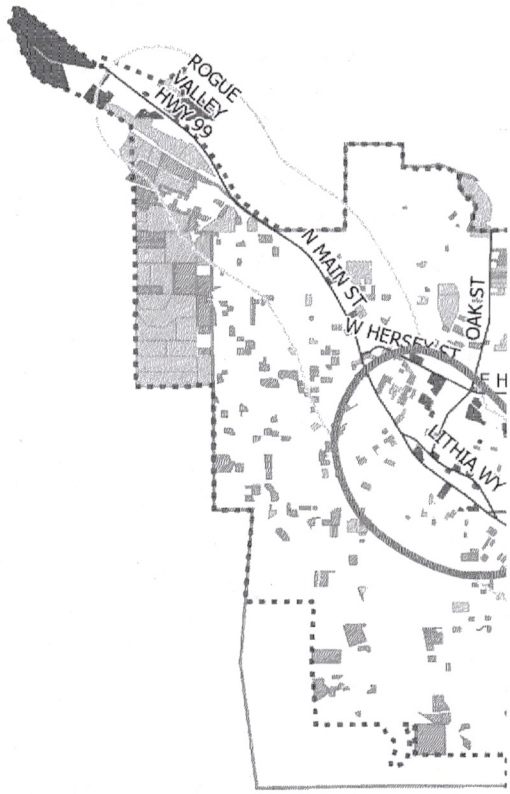


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Ashland Building Department data
Jackson County Assessor data
City of Ashland 2019 BLI
City of Ashland GIS

Strategic Choices - Transit Supportive Development

- **Land Use benefits**
  - mixed-use development
  - Promote economic development
- **Transportation benefits**
  - reducing congestion
  - increasing pedestrian activity
- **Environmental benefits**
  - Reduce vehicle emissions
  - reducing urban sprawl onto farmland
  - Sustainable and resilient community

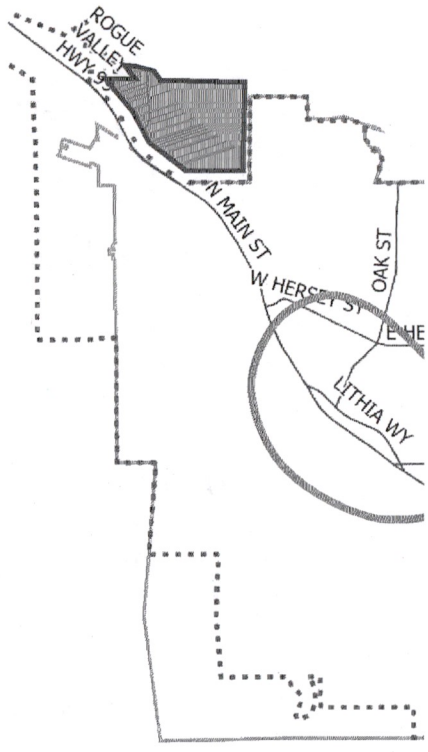


CITY OF ASHLAND

Buildable Lands Inventory Map 2019
Produced by the Department of Community Development
Sources:
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City of Ashland 2019 BLI
City of Ashland GIS

Strategic Choices - Future Growth (next 40+ years)

- Evaluate opportunities for future expansion of Ashland's UGB
- Activity center investments
- Potential areas for *urban reserve areas*:
  - Northside of E. Main St.
  - Tolman Creek/Siskiyou Blvd
  - Billings Farm



CITY OF ASHLAND

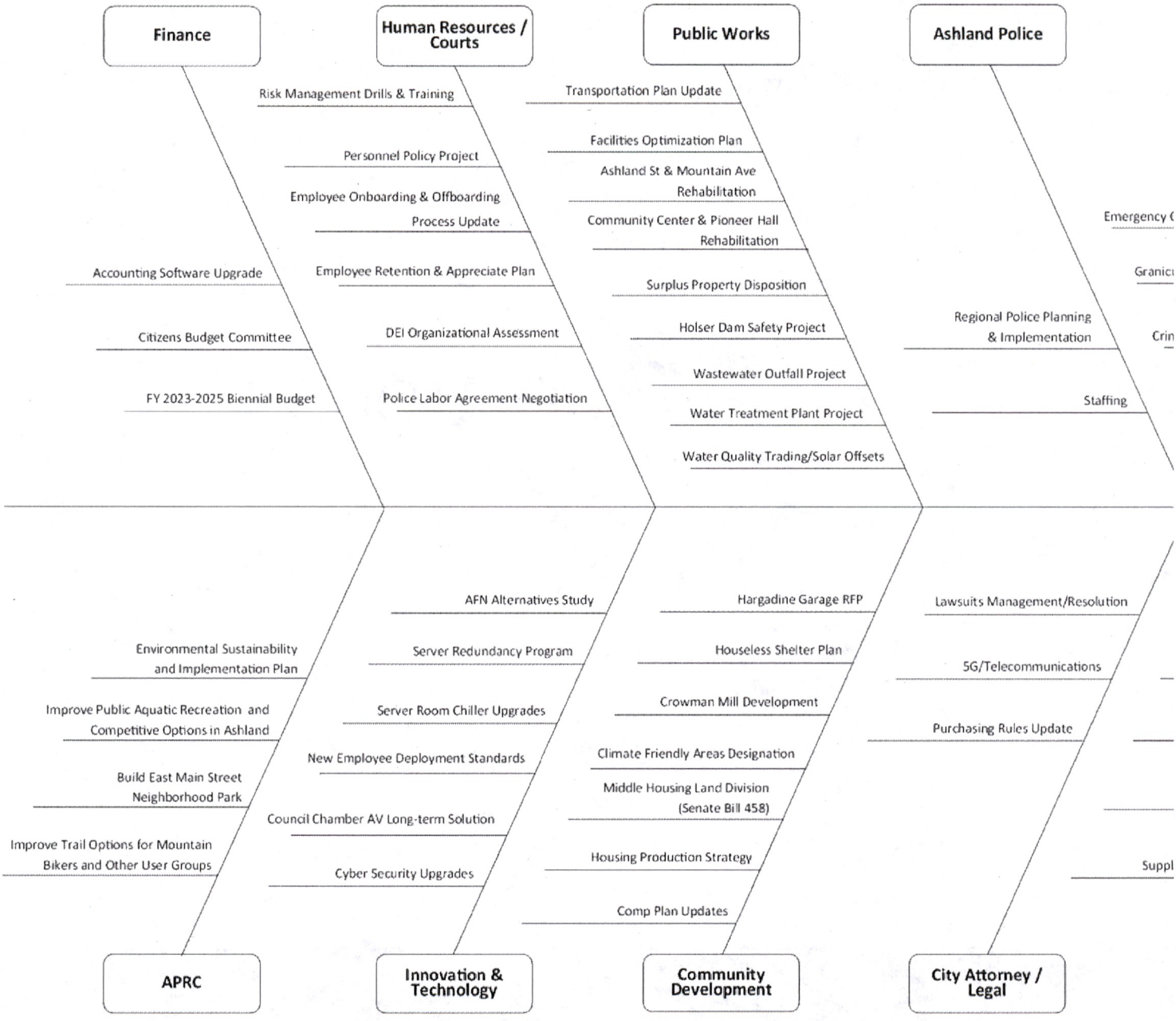
Buildable Lands Inventory Map 2019
Produced by the Department of Community Development
Sources:
Ashland Building Department data
Jackson County Assessor data
City of Ashland 2019 BLI
City of Ashland GIS

Strategic Choices - Urban Form Summary

- Unlock existing housing and employment capacity
  - Housing Production Strategy 2022
  - Address site contamination and/or infrastructure costs
  - Economic diversity and resiliency strategy

- Encourage concentration of development of housing and businesses
  - Activity Center Focus
  - Strategic public facility investments
  - Prioritize health, economic development, mobility, education, safety a
  - Public-Public and Public-Private partnerships

Questions?

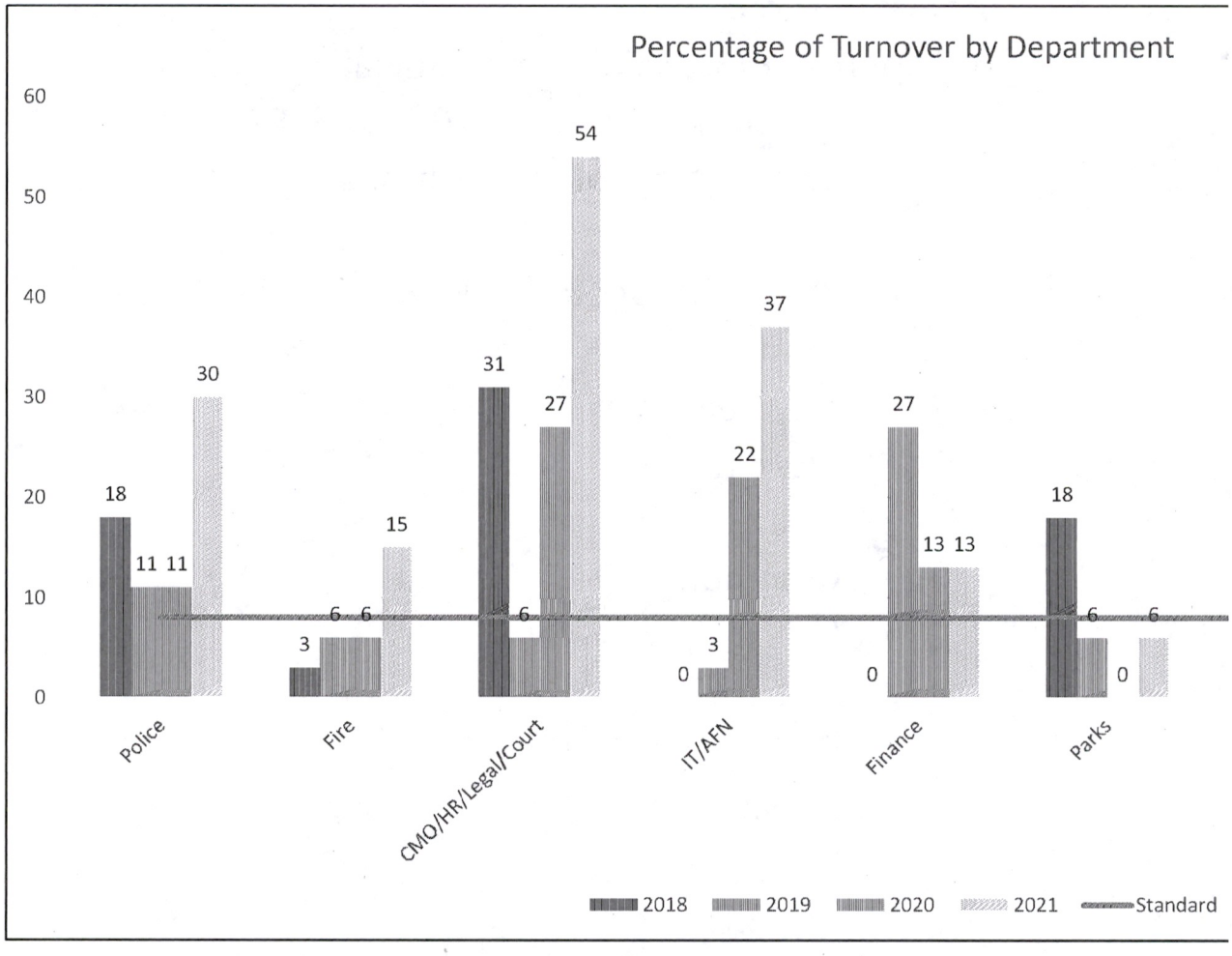

Finance
Human Resources / Courts
Public Works
Ashland Police
Risk Management Drills & Training
Transportation Plan Update
Facilities Optimization Plan
Personnel Policy Project
Ashland St & Mountain Ave Rehabilitation
Employee Onboarding & Offboarding Process Update
Community Center & Pioneer Hall Rehabilitation
Emergency
Accounting Software Upgrade
Employee Retention & Appreciate Plan
Surplus Property Disposition
Granic
Citizens Budget Committee
DEI Organizational Assessment
Holser Dam Safety Project
Regional Police Planning & Implementation
Crin
Wastewater Outfall Project
FY 2023-2025 Biennial Budget
Police Labor Agreement Negotiation
Water Treatment Plant Project
Staffing
Water Quality Trading/Solar Offsets
AFN Alternatives Study
Hargadine Garage RFP
Lawsuits Management/Resolution
Environmental Sustainability and Implementation Plan
Server Redundancy Program
Houseless Shelter Plan
5G/Telecommunications
Improve Public Aquatic Recreation and Competitive Options in Ashland
Server Room Chiller Upgrades
Crowman Mill Development
Purchasing Rules Update
New Employee Deployment Standards
Climate Friendly Areas Designation
Build East Main Street Neighborhood Park
Middle Housing Land Division (Senate Bill 458)
Council Chamber AV Long-term Solution
Improve Trail Options for Mountain Bikers and Other User Groups
Housing Production Strategy
Suppl
Cyber Security Upgrades
Comp Plan Updates
APRC
Innovation & Technology
Community Development
City Attorney / Legal

City Organization Profile

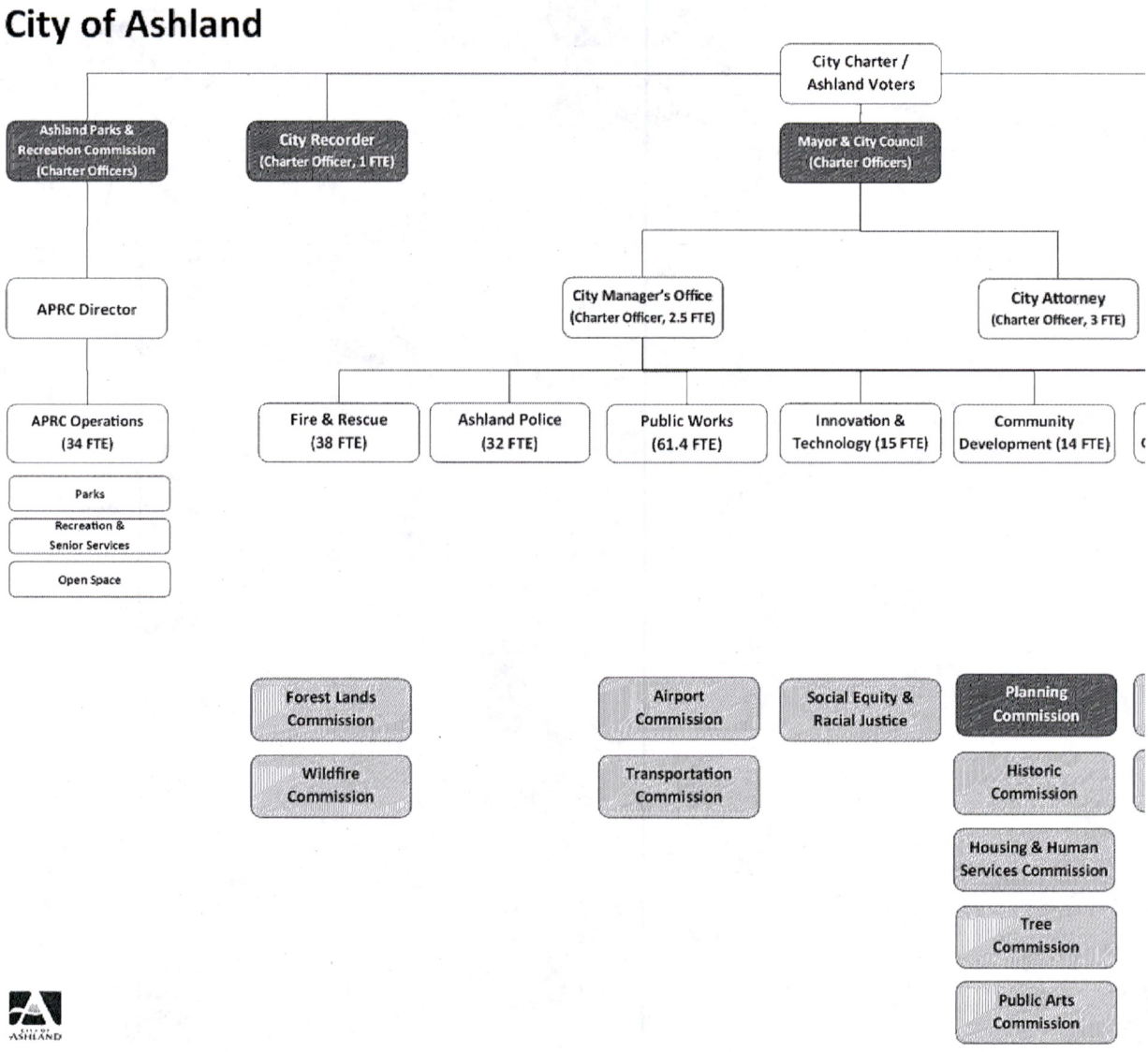
- **Total Workforce**
  - Approx. 245.25 Full Time Equivalents (FTEs)
    - Includes approx. 30-40 Park & Rec. & Streets temporary positions
  - Department Budgeted FTEs
    - Admin.
    - City Recorder
    - City Attorney
    - Finance
    - Community Dev.
    - Police
    - Fire
    - Parks & Recreation
    - Public Works
    - Electric

      Total
  - Bargaining u
    - IBEW C
    - IBEW E
    - Labore
    - Fire
    - Police
    - Non-af
      - M
      - Pa

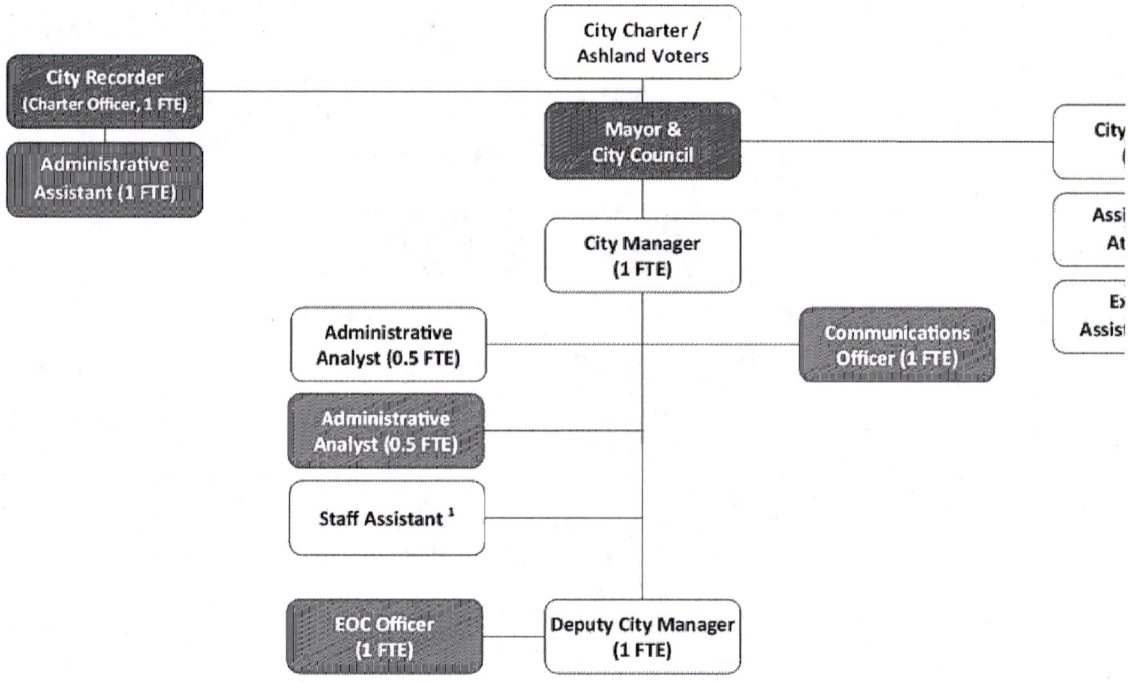
Organizational Risk - Turnover Rates



Strategic Choices - Organizational Assessment

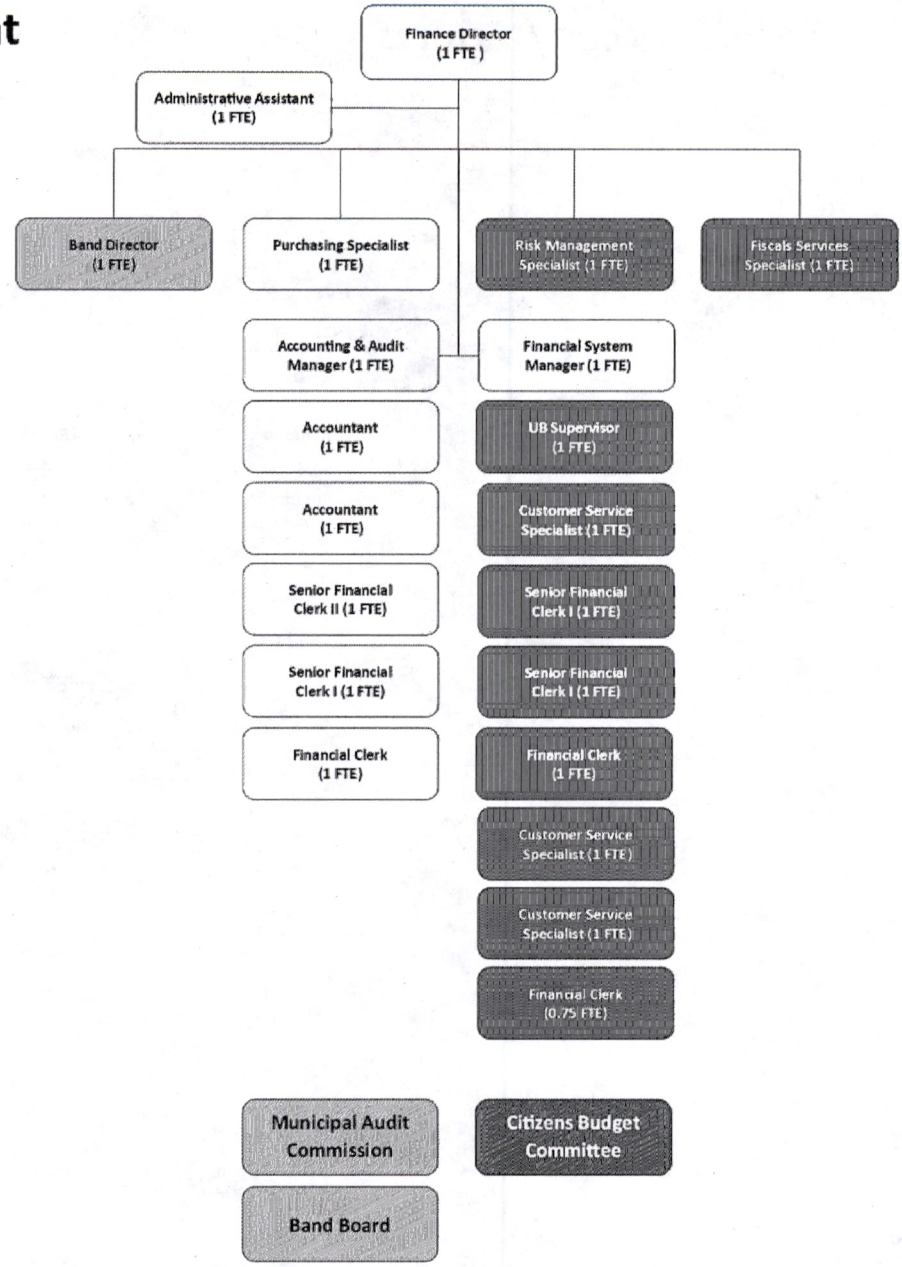


City of Ashland
Administration

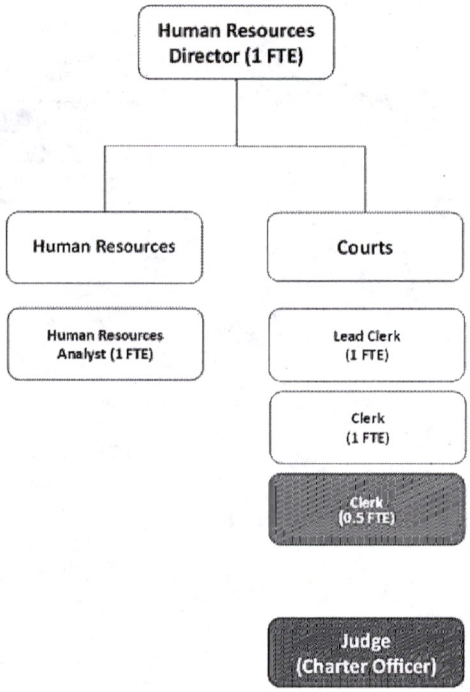


Social Equity & Racial Justice Commission

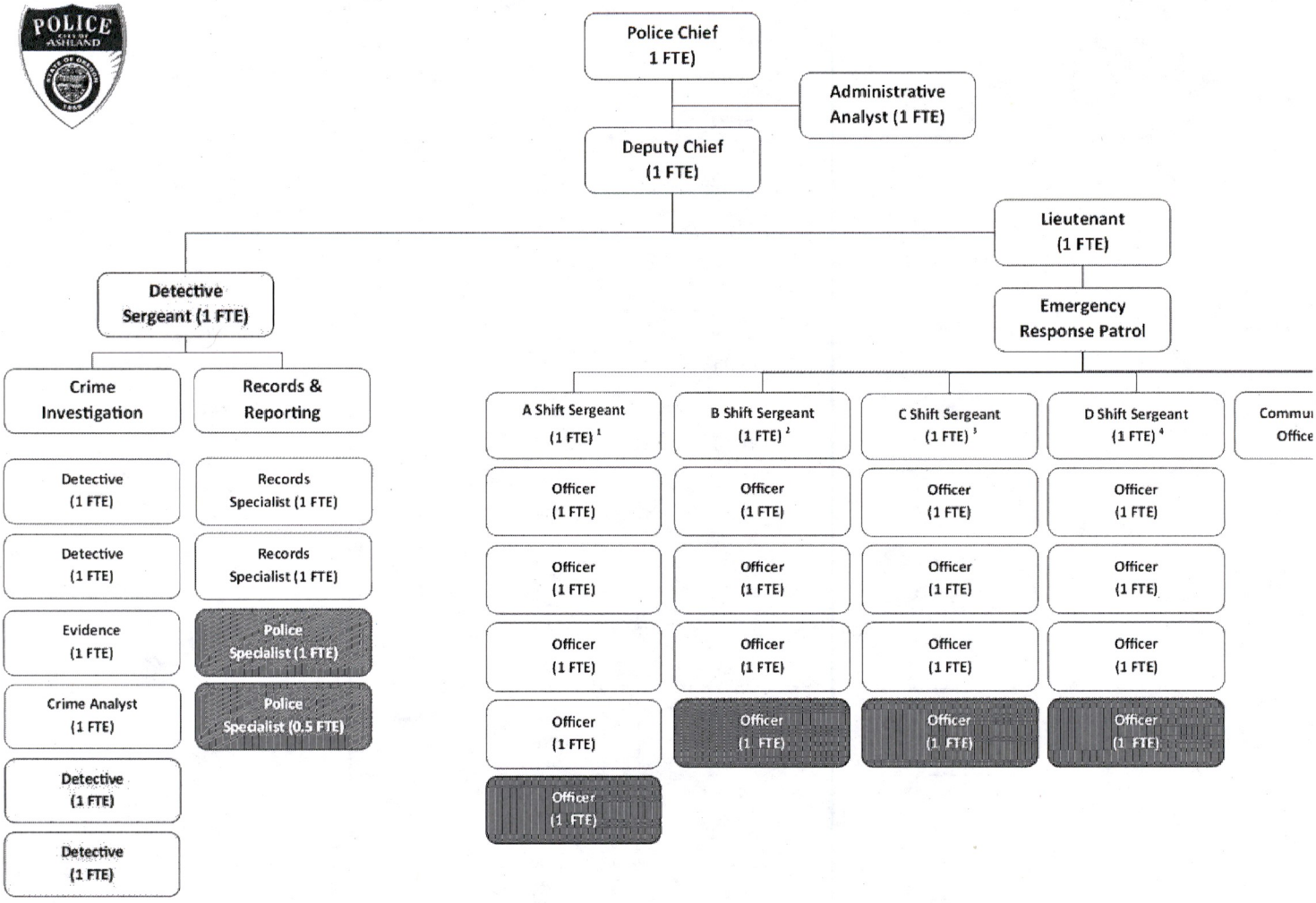
Finance Department



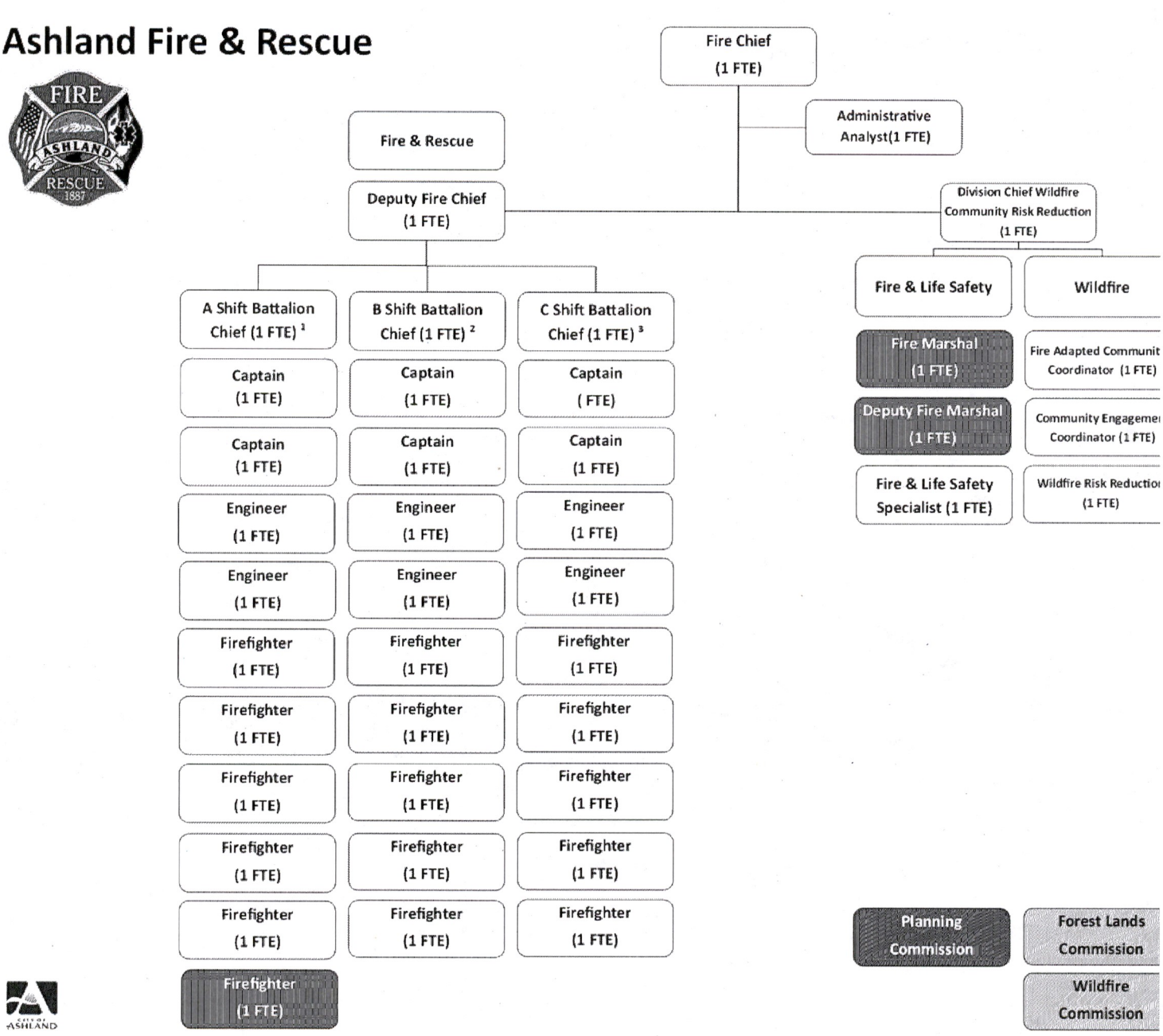
Human Resources / Courts



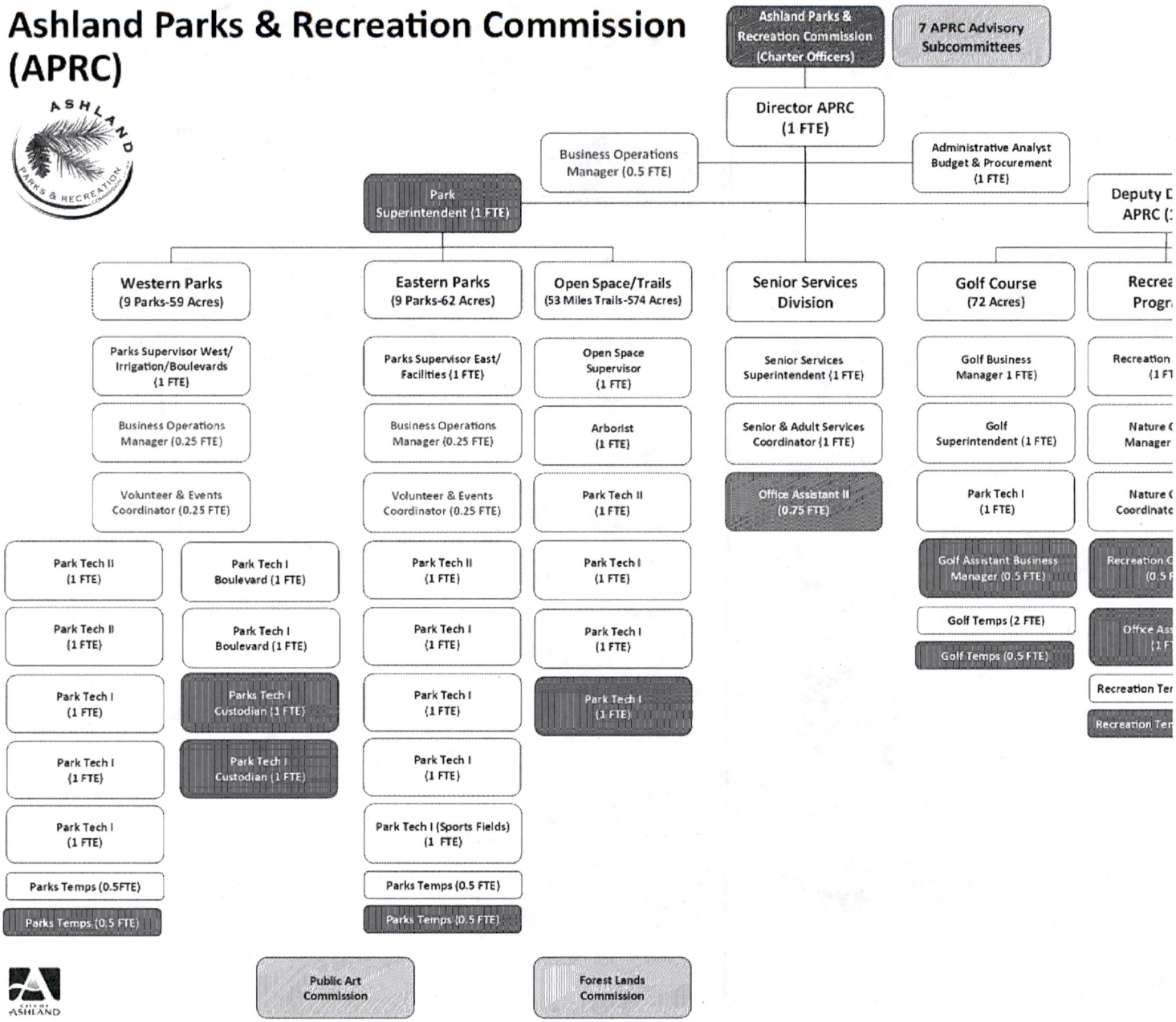
Ashland Police Department



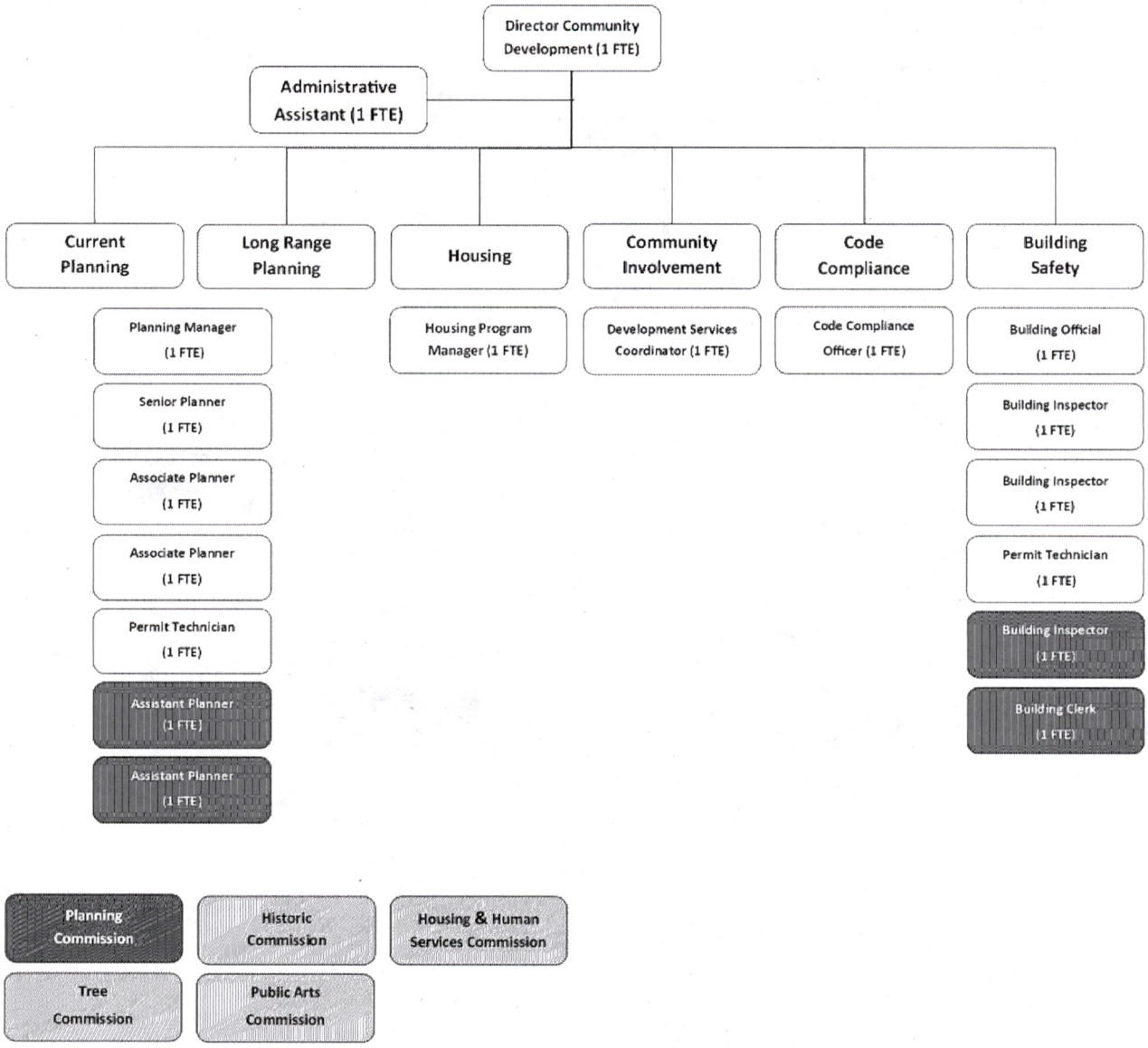
Ashland Fire & Rescue



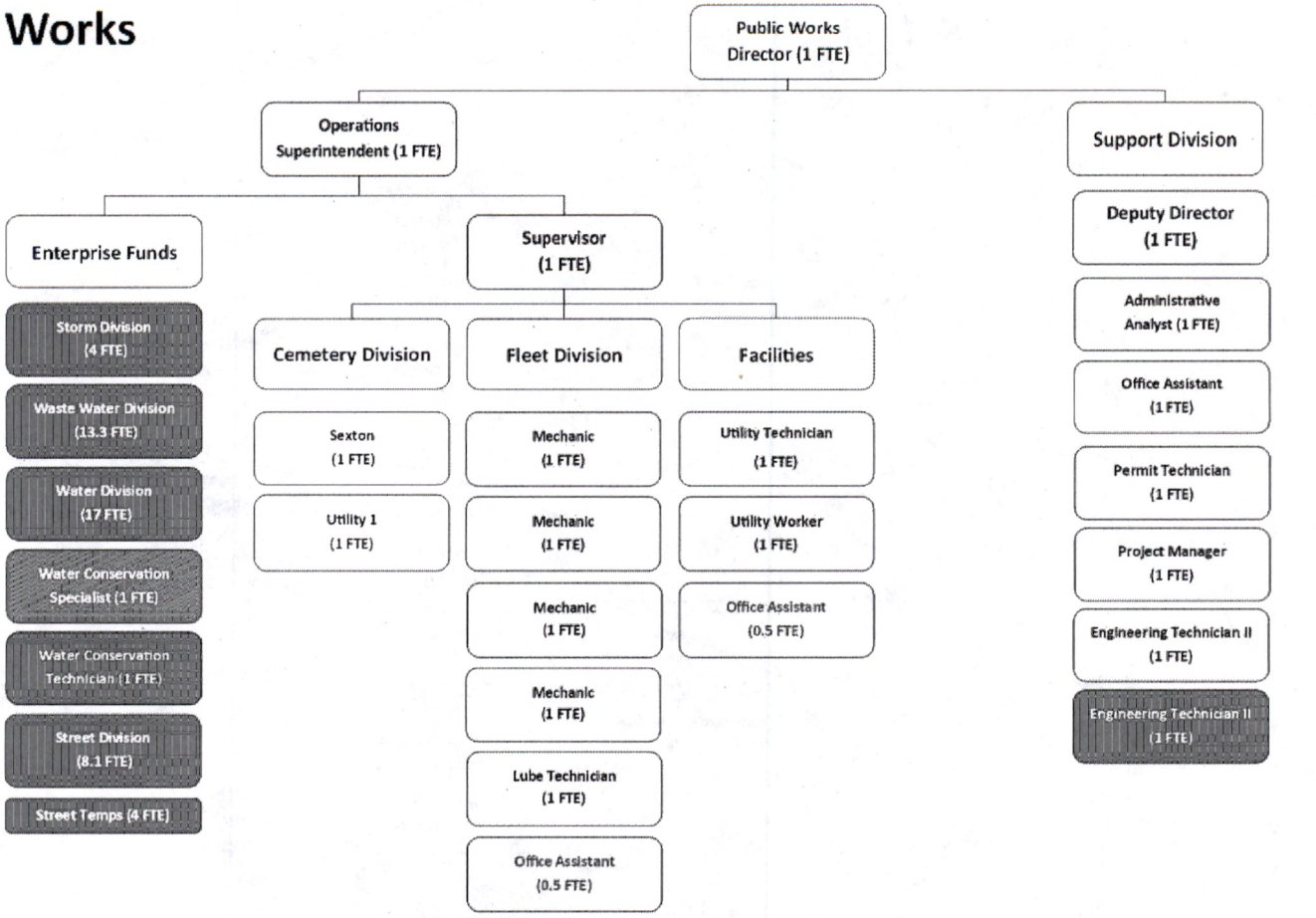
Ashland Parks & Recreation Commission (APRC)

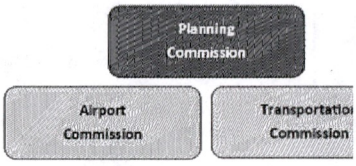


Community Development

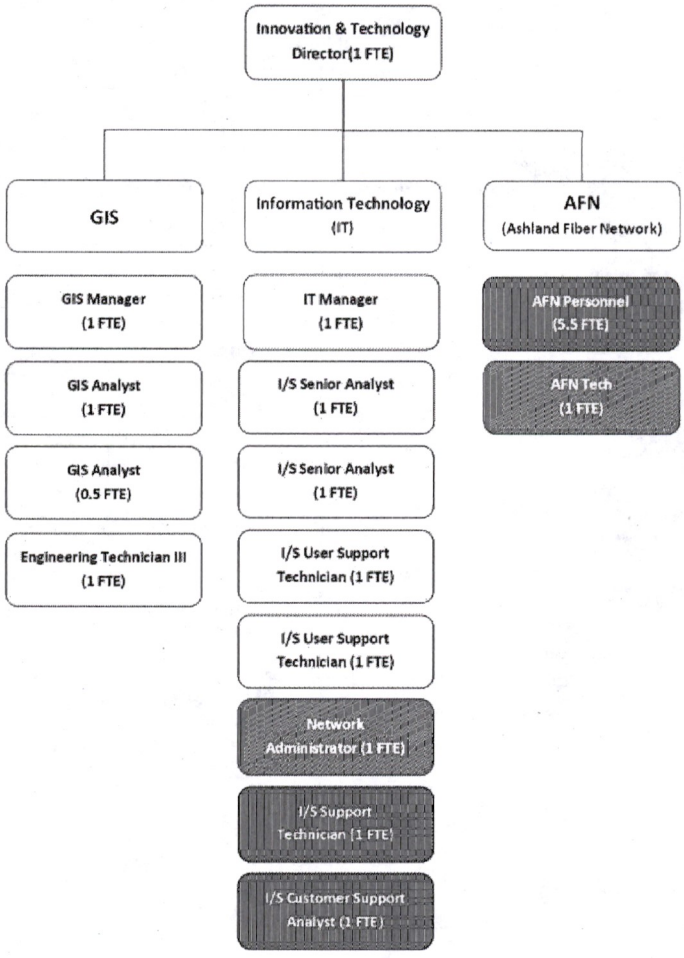


Public Works





Innovation & Technology



Questions?

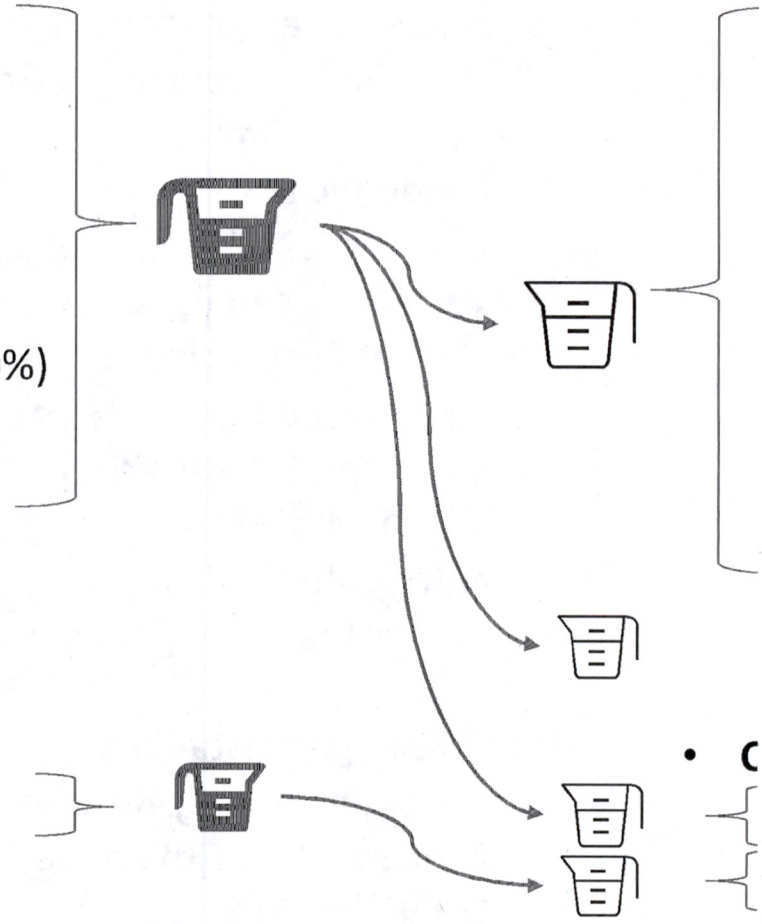
Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

  - ✓ General Fund Deficit Status
    - City
  - ✓ Organizational Staffing/Structure
    - CIP E
    - Vision & Values
    - Ashland's Characteristics
      - Strengths, Demographics & Risks
      - Economics & Opportunities
    - Organizational Status
      - Cause-Effect
      - Services Silos
    - Surp
    - PERS
  - ➢ **General Fund Budget Status**
    - **Priorities & Adjustments**
      - 2022

General Fund Sources

- **Unrestricted**
  - Property Tax
  - Charges for Services
  - Marijuana Tax
  - Franchise Fees
  - Intergovt. Revenue (grants)
  - Licenses & Permits
  - Transient Lodging Tax (TLT; 70%)
  - Fines & Forfeitures
  - Interest Earnings
- **Restricted**
  - Food & Beverage Tax



General Fund Budget Status

- **Sources growth vs. uses growth**
  - Property Tax Revenue Compression
    - Base Property Tax Growth = 3%
    - Slow Growth
  - Pandemic Impact
    - Reduced Transit Lodging Tax (TLT)
    - Reduced Food & Beverage Tax (F&BT)
  - Market Cost Increases
    - Including supply chain issues
  - Inflation (current > 8%)
  - Staff Turnover Costs
  - PERS Unfunded Liability (PERS UAL)
  - Higher than avg. public property percent

- **Signs of Budget Instability**
  - Spent Emergency Reserve
  - Allocated F&BT to Park & Rec. O&M
  - Employee Turnover

- **Balancing tl**
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General Fund Budget Status

- **Expenditure Reductions**

Departments	Reductions	Vacanc
○ City Council	24,000	
○ Municipal Court	59,000	
○ Administration	28,600	
○ City Attorney		
○ City Recorder		
○ Innovation & Technology		30,0(
○ Human Resources	27,000	
○ Finance	156,200	60,0
○ Police		200,0
○ Fire		220,0
○ Community Development	20,000	50,0
○ Public Works	62,200	80,0
○ Parks & Recreation	350,000*	140,0
Subtotal	**727,000**	**780,0**
Reductions Total		**1,507,0**

General Fund Budget – Strategic Choices

- **Operating Expenditure Reductions**

○ **Est. Budget Deficit**		-3,000,000
○ **Expenditure Reductions**		
	Vacancy Savings	+780,000
	Reductions	+727,000*
	Subtotal	**+1,507,000**
○ **Recurring Revenue**		
▪ > Budget Revenue (unrestricted TLT & Property Tax)		**+1,350,000**
○ **Expense Adjustments**		
▪ EOC Officer		-140,000
▪ DEI Assessment		-40,000
▪ Innovation & Tech. Officer		-40,000
▪ Immediate Emergency Response		-237,000
	Subtotal	**-457,000**

- **One-tim**
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- **Emerger**
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Strategic Choices - Risk Assessment

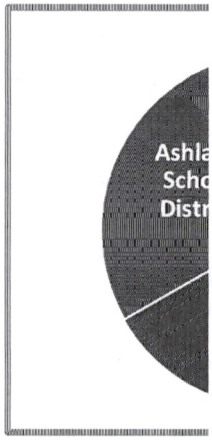
- **Budget Priorities**
  1. Balance 2022-23 Budget
     - Within Budget Authority
     - Within available funding
     - Focus on systemic reductions
       - Vacancy & travel/training
       - Budget reductions
  2. Emergency Operations Center (EOC)
     - EOC Officer
     - Communications Officer
     - Immediate Emergency Response
  3. Emergency Reserve
  4. Support Local Economy
     - Marketing/Communic Officer
     - Business community " initiative
  5. Organizational Stability
     - DEI Assessment
     - No current employee

Strategic Choices

- **Priorities**
  - Emergency Operations Center (EOC)
    - EOC Officer
  - Diversity, Equity & Inclusion initiatives
    - Organizational assessment & training Business community "welcoming" initiative
  - Houseless Shelter Planning
  - Affordable Child Care & Early Childhood Education planning

- **Risk Response**
  - Emergency Reserve
  - EOC Officer & Emergency Response Funding
  - Innovation & Technology Director
  - DEI assessment & TLT Business "welcome" funding
  - City Recorder agenda support
  - City Marketing/Communications Officer

- **Joint Planni**
  - Southe
  - Ashlan
  - City of
  - Commu



Questions?

Strategic Choices - Agenda

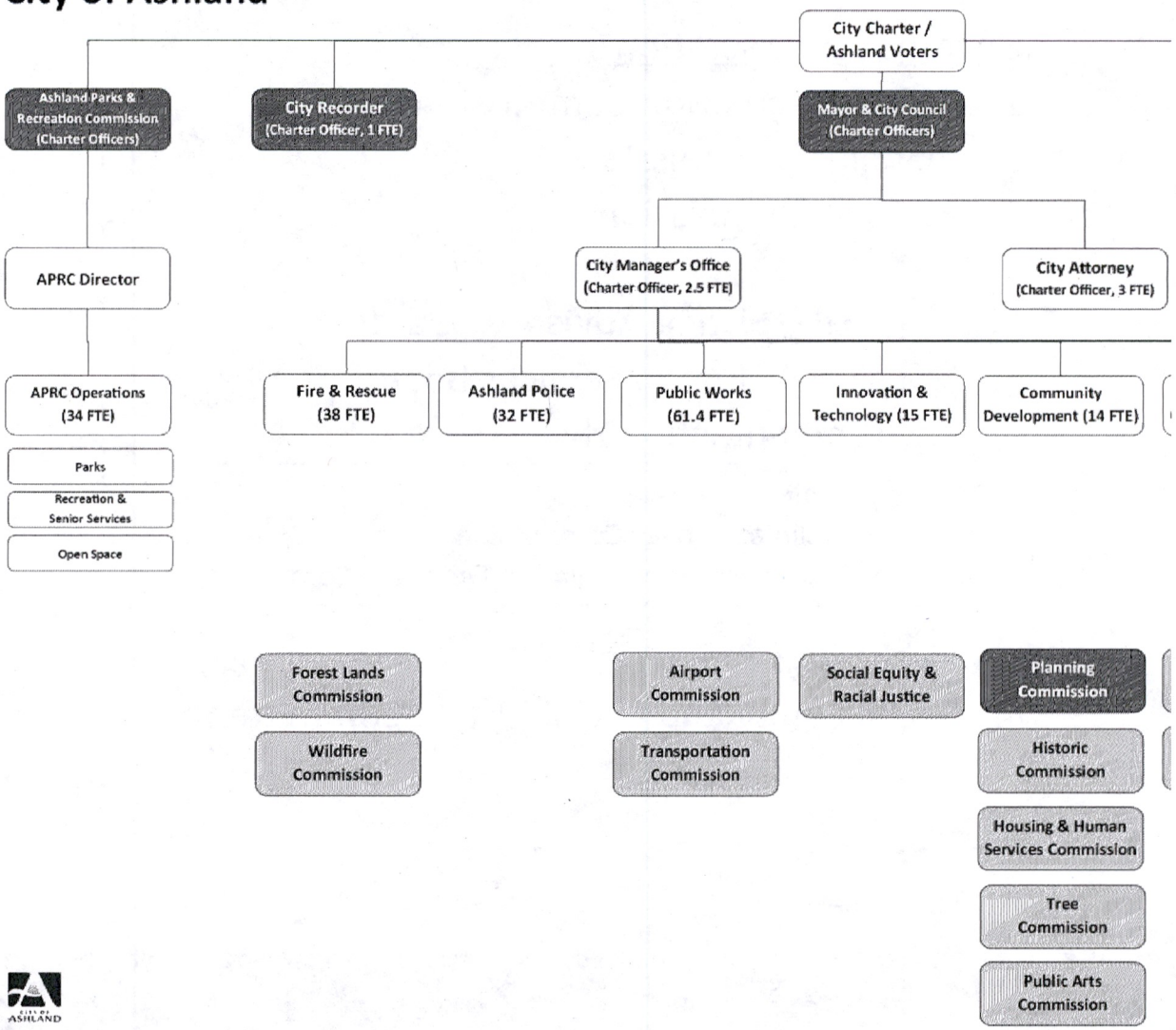
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    - Organizational Status
      - Cause-Effect
      - Services Silos
  - ✓ General Fund Budget Status
    - Priorities & Adjustments

  - ➢ **City**
  - ○ CIP E
    - ▪
    - ▪
    - ▪
    - ▪
  - ○ Surp
  - ○ PERS
  - ○ 2022

Commissions & Advisory Boards/Committees

City of Ashland



Proposed Commissions & Advisors

Governance/Discretion

1. Park & Recreation Commission
2. Planning Commission
3. Historic Commission

City Council – Sitting Advisory Boards

1. Housing & Human Services Board
2. Environmental Board

combine
- Climate Policy Commission
- Conservation & Climate Outreach Commission

3. Public Arts Board
4. Social Equity and Racial Justice Committee

City Council/Staf

1. Airport Boarc
2. Municipal Au
3. System Deve
4. Transportatic
5. Forest Land &
6. Urban Forest
7. Band Board

Ashland – Current Commissions

Commissions

	Continue	**Discontinue**	**Co**
Governance/Discretion & Planning			
1. Historic Commission	_____	_____	
2. Housing & Human Services Commission	_____	_____	
3. Transportation Commission	_____	_____	
Environment			
4. Climate Policy Commission	_____	_____	
5. Conservation And Climate Outreach Commission	_____	_____	
6. Forest Land Commission	_____	_____	
7. Tree Commission	_____	_____	
8. Wildfire Safety Commission	_____	_____	
Community Character			
9. Public Arts Commission	_____	_____	
10. Social Equity and Racial Justice Commission	_____	_____	
11. Band Board	_____	_____	
Management			
12. Airport Commission	_____	_____	
13. Municipal Audit Commission	_____	_____	

Questions?

Strategic Choices - Agenda

- **FY 2022-23 General Fund Status & Recommendations**

✓ General Fund Deficit Status

✓ Organizational Staffing/Structure

- Vision & Values
- Ashland's Characteristics
  - Strengths, Demographics & Risks
  - Economics & Opportunities
- Organizational Status
  - Cause-Effect
  - Services Silos

✓ General Fund Budget Status

- Priorities & Adjustments

✓ City

➢ **CIP E**

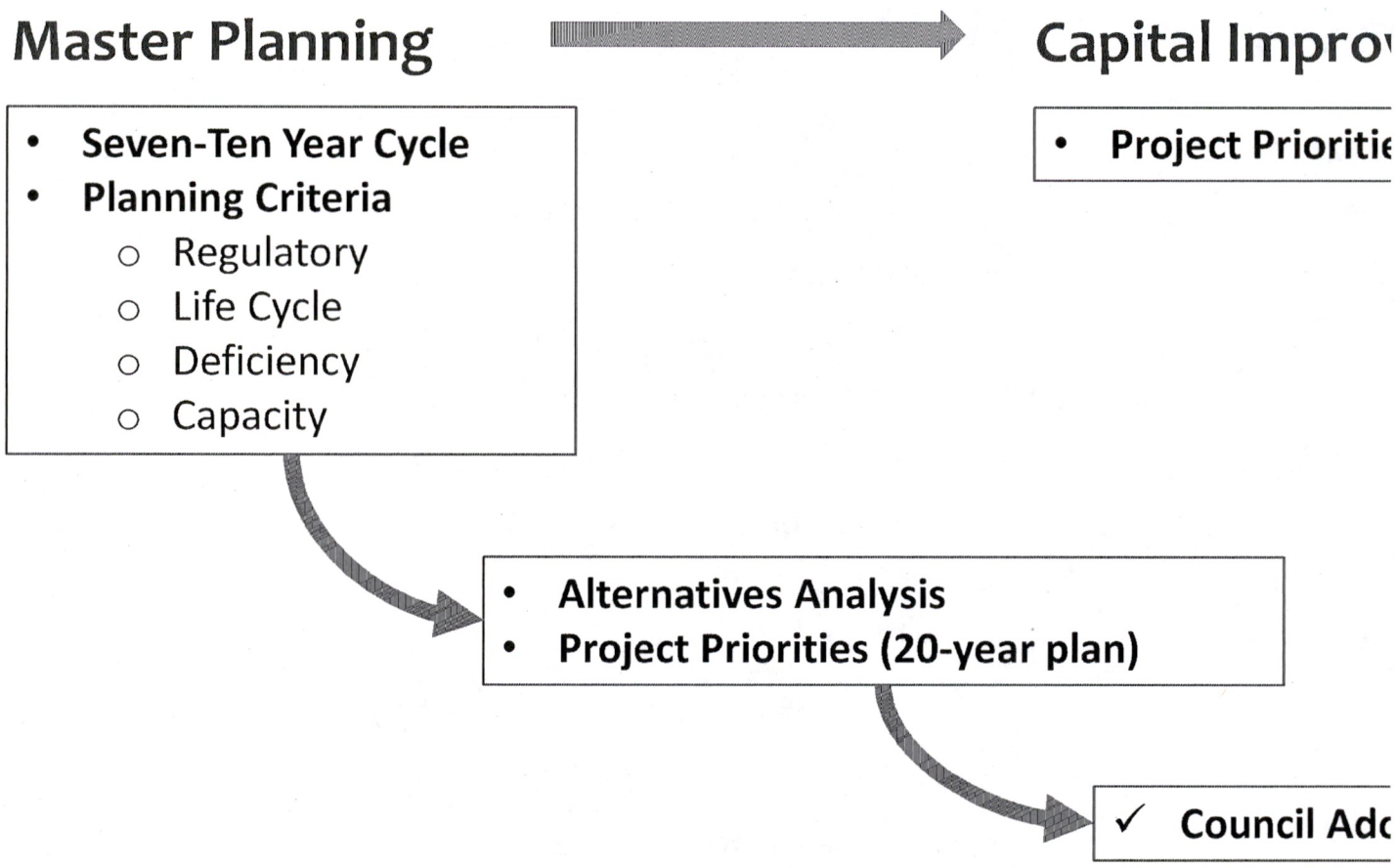
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○ PERS

○ 2022

Strategic Choices – Capital Improvement Plan (CIP)



Strategic Choices - Project Implementation

- **Council Approvals**

- Priority Project Implement
  - ✓ Preliminary Engineeri
  - ✓ Final Engineering
  - ✓ Construction Adminis
  - ✓ Construction Contrac

*Note: Any project over $75K for Engineering and $100k for construction requires Council approva

Strategic Choices - Street CIP

Transportation System Improvements
2022-2027 Construction Years

	Project Description		FY22	FY23	FY24	FY25
Regulatory	Lithia Way (OR 99 NB)/E Main Street Intersection Improvements		$ 73,750			
Life Cycle	Ashland St - Siskiyou Blvd to Faith St	58.76	$ 2,500,000			
	N Mountain Ave - I-5 Overpass to E Main St	59.36	$ 1,000,000	$ 2,225,000		
	Oak St - City Limits to E Main St	36.09			$ 1,500,000	$ 1,000,000
	Siskiyou Blvd - E Main St to Walker Ave	37.87				$ 3,500,000
	Wightman St - Quincy St to Siskiyou Blvd	17.30				
	Maple St - Chestnut St to N Main St	32.36				
	Tolman Creek Rd - E Main St to Ashland St	65.30				
	Walker Ave - E Main St to Siskiyou Blvd	45.77				
	A St - Oak St to Eighth St	53.89				
	Grandview Drive Improvements - Phase II				$ 350,000	
Deficiency	City Wide Chip Seal Project (CMAQ)		$ 53,592			
	N Main Street RRFB Installation - Nursey Street & Van Ness Avenue		$ 75,000			
	Clay Street - 300-ft north of Takelma to Siskiyou Boulevard		$ 2,012,500	$ 3,035,814		
Capacity	N Main Street/Highway 99 - N Main Street to Schofield Street			$ 73,750		
	Beaver Slide - Water Street to Lithia Way			$ 73,750		
	Diane Street - Clay Street to Tolman Creek Road			$ 29,500		
	Walker Avenue - Oregon Street to Woodland Drive				$ 295,000	
	Tolman Creek Road - Siskiyou Boulevard to City Limits (west side)					$ 226,875
	Garfield Street - E Main Street to Siskiyou Boulevard					$ 135,000
	A Street - Oak Street to 100' west of 6th Street					
	Carol Street - Patterson Street to Hersey Street					
	Wightman Street Bicycle Boulevard – E Main Street to Siskiyou Boulevard		$ 81,420			
	Laurel Street Bicycle Boulevard - From Orange Street to Nevada Street		$ 54,280			
	B Street Bicycle Boulevard - From Oak Street to N Mountain Avenue			$ 108,560		
	Oregon/Clark Street Bicycle Boulevard - Indiana Street to Harmony Lane			$ 54,280		
	8th Street Bicycle Boulevard - A Street to E Main Street			$ 27,140		
	Maple/Scenic Drive/Nutley Street Bicycle Boulevard - From N Main Street to Winburn Way				$ 149,270	
	Walker Avenue Bicycle Boulevard - From Siskiyou Boulevard to Peachey Road					$ 54,280
	Main Street Bicycle Boulevard - From Helman Street to Siskiyou Boulevard					
	Lithia Way Bicycle Boulevard – From Oak Street to Helman Street					
	Normal Avenue Bike Lane - From E Main Street to Siskiyou Boulevard. Coordinate with Project R19					
	Normal Avenue Extension					
Other/Safety	20 Is Plenty Program		$ 25,000	$ 25,000		
	Walker Avenue Festival Street (Siskiyou Boulevard to Ashland Street)					$ 200,000
	Ashland Street (OR 66)/Oak Knoll Drive-E Main Street Intersection Improvements					
	Hardesty Site Development & Equipment Storage		$ 80,000	$ 80,000		

Strategic Choices - Storm Drain CIP

	Stormdrain Improvements Plan 2022-2027 Construction Years					
		FY22	FY23	FY24	FY25	
	Project Description					
Regulatory	Cemetery Creek Basin Stormwater Quality Improvement (hydrodynamic separator)	$ 11,250				
Capacity	E Main Street @ Emerick Street	$ 235,000				
	Siskiyou Boulevard @ University Way	$ 129,000				
	Dewey Street @ E Main St		$ 247,000			
	N Mountain Avenue @ Railroad Tracks		$ 188,000			
	Gresham Street @ Beach Avenue			$ 391,000		
	Morton Street - Pennsylvania Street to Iowa Street				$ 217,000	$
	Maple Street @ Chestnut Street					$
Other	Hardesty Site Development & Equipment Storage	$ 40,000	$ 40,000			

Strategic Choices - Wastewater CIP

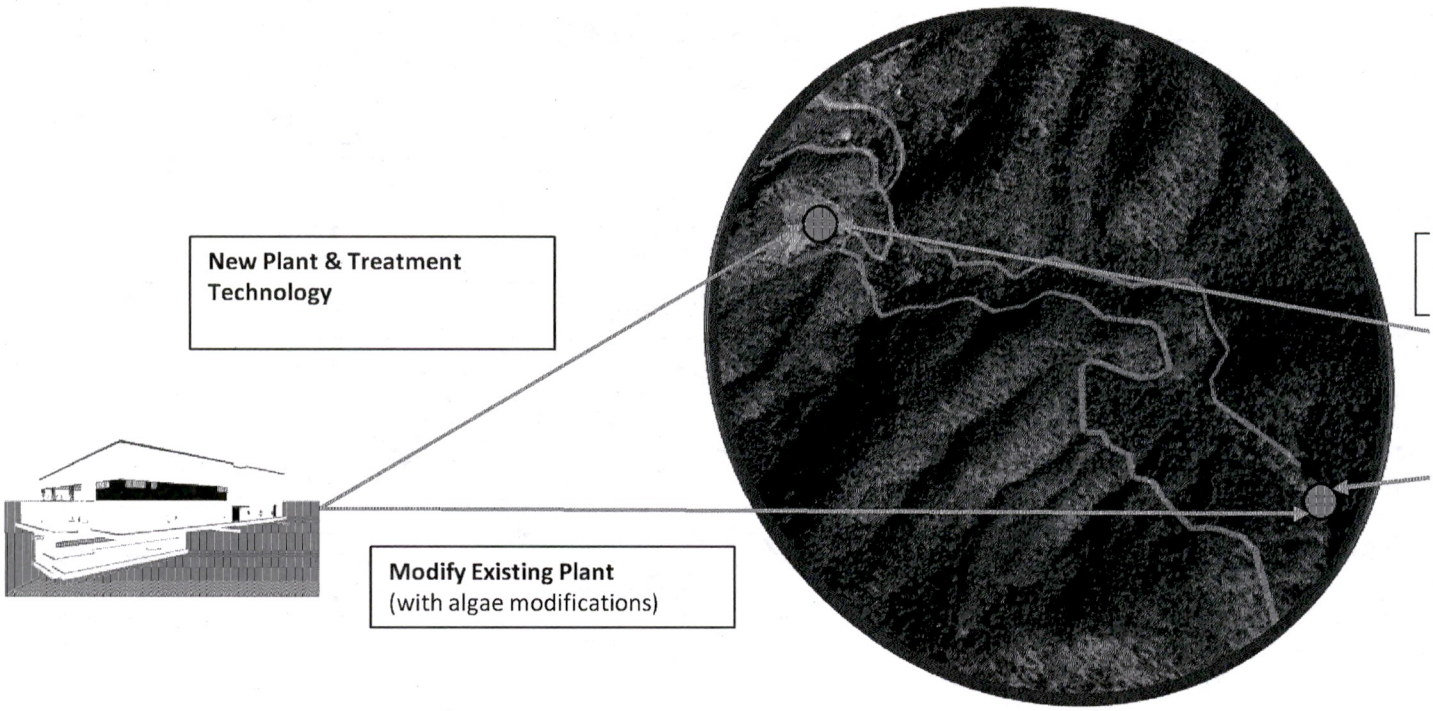
	Wastewater System Improvements 2022-2027 Construction Years Project Description	FY22	FY23	FY24	FY25	
Regulatory	WWTP Process Improvements (Miscellaneous)	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$
	Shading (Capital Cost + first 6 years of O&M)	$ 709,000	$ 453,000	$ 493,000	$ 273,000	$
	UV System Upgrades	$ 1,400,000				
	Outfall Relocation / Fish Screen	$ 1,250,000	$ 1,250,000			
	WWTP Process Improvements (Headworks)	$ 2,200,000	$ 1,000,000	$ 560,000		
	Secondary Clarifier 2 Improvements		$ 397,500	$ 397,500		
	Membrane Replacement (two trains)			$ 600,000	$ 600,000	
	Biosolids Treatment Improvements				$ 250,000	
Deficiency	Wastewater Miscellaneous Trenchless Pipe Lining			$ 125,000	$ 125,000	$
	WWTP Process Improvements (Harmonics)		$ 110,000			
Capacity	Wastewater Miscellaneous In-House Replacement	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$
	Wastewater Line Upsizing - 18" & 24" Parallel Trunkline - Wightman to Tolman Creek Road	$ 712,000	$ 712,000			
	Maple St - Chestnut St to Scenic Dr			$ 44,000		
	Tolman Creek Rd - Abbott Ave to Ashland St			$ 92,000		
	A St - First St to Eighth St				$ 446,000	
	Garfield St - E Main St to Quincy St				$ 59,000	
	Granite St - Baum St to Nutley St, Strawberry Ln to Pioneer St, N of Ashland Creek Dr					$
	N Laurel St - W Hersey St to Orange Ave					
Other	Hardesty Site Development & Equipment Storage	$ 80,000	$ 80,000			

Strategic Choices - Water CIP

	Water System Improvements 2022-2027 Construction Years Project Description	FY22	FY23	FY24	FY25	
Regulatory	Dam Safety Improvements	$ 2,400,000	$ 2,400,000	$ 850,000	$ 850,000	
	Reeder Reservoir Sediment Removal		$ 140,000			$
	Annual Pipe Replacement	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$
	Distribution Pipe Projects	$ 1,021,000	$ 342,000	$ 467,000	$ 507,000	$
	Transmission Pipe Projects			$ 117,000	$ 467,000	
	ODOT Bridge Pipe Relocation (Coleman Creek in Phoenix)	$ 58,170				
Life Cycle	TID Canal Piping: Starlite to Terrace Street			$ 1,500,000	$ 1,500,000	
	Hillview BPS Replacement					$
	Hydrant Replacement Program	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$
	Telemetry Upgrades			$ 80,000		
Deficiency	East & West Fork Transmission Line Rehabilitation	$ 1,050,000	$ 1,050,000			
	7.5 MGD Water Treatment Plant	$ 2,700,000	$ 15,400,000	$ 22,600,000		
	Regional BPS Programming Updates					$
Capacity	TAP BPS Backup Power	$ 60,000	$ 350,000			
	Tolman Creek Road PRV Station					
	Talent BPS Generator Upgrade (Option 1)					
	Talent BPS Expansion for Talent and Ashland (Option 1)					

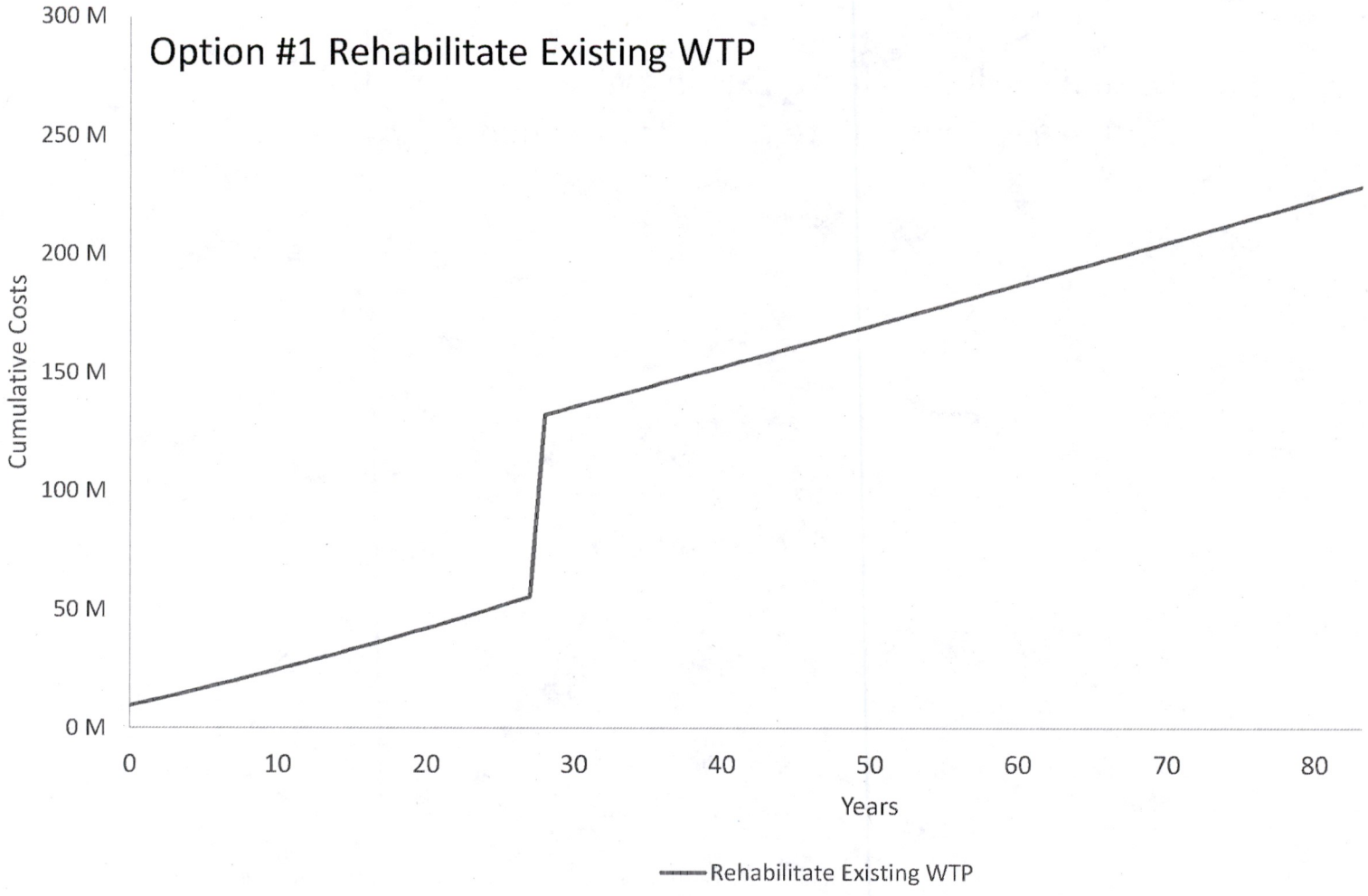
Water Treatment Plant

➢ Report Differences

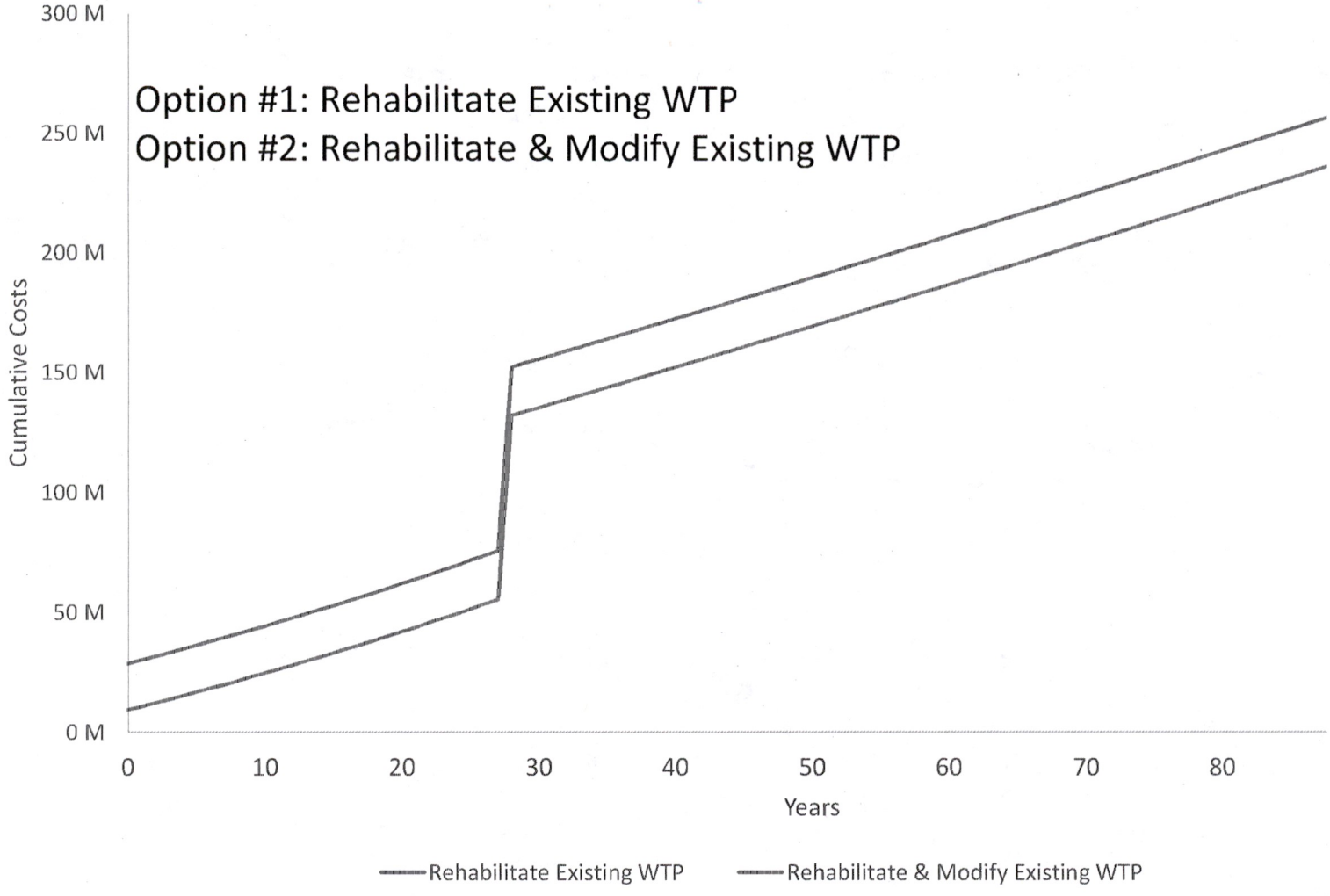


- 2021 HDR
  - Modify Existing (increased treatment)
  - New Treatment Plant

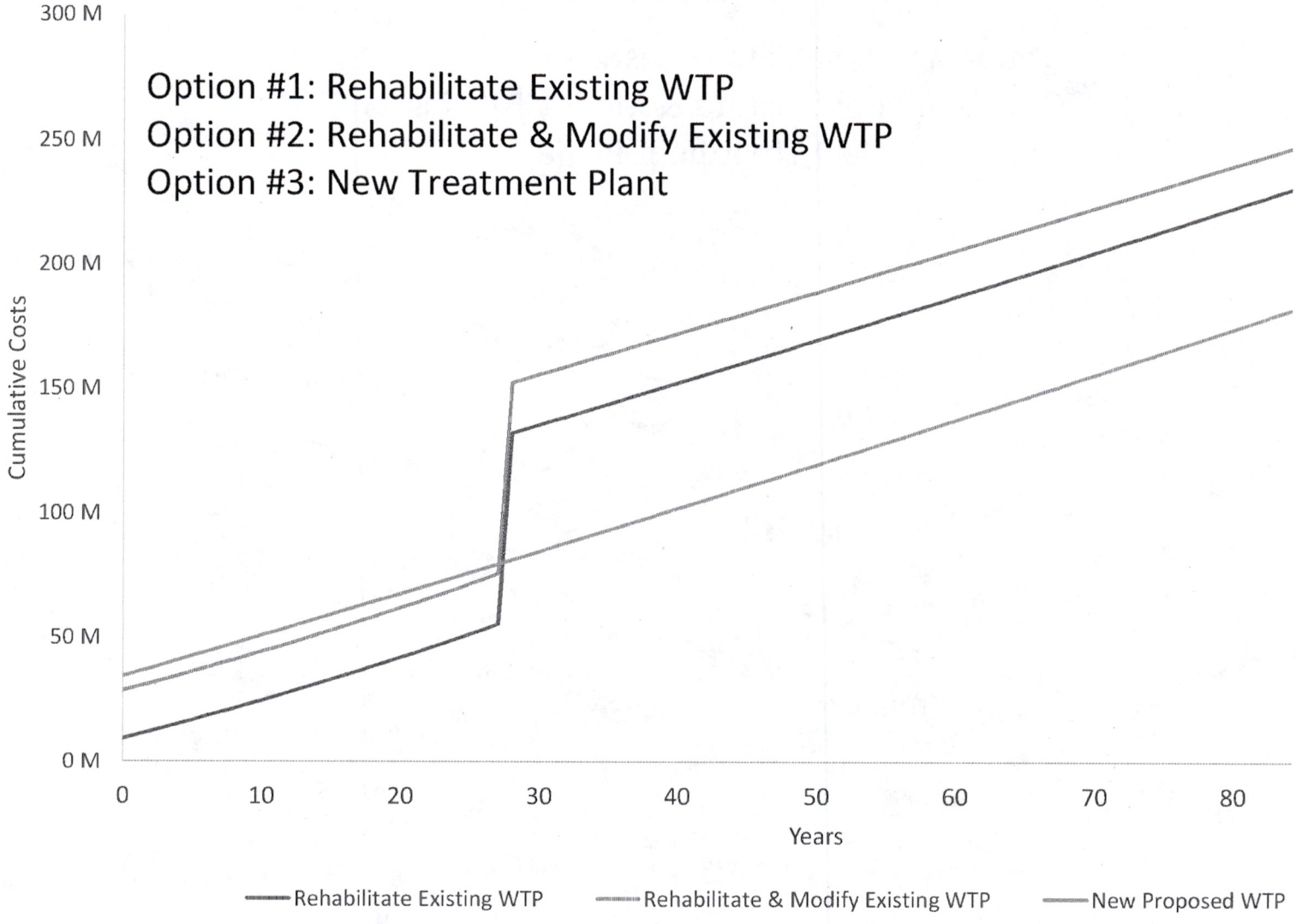
Water Treatment Plant

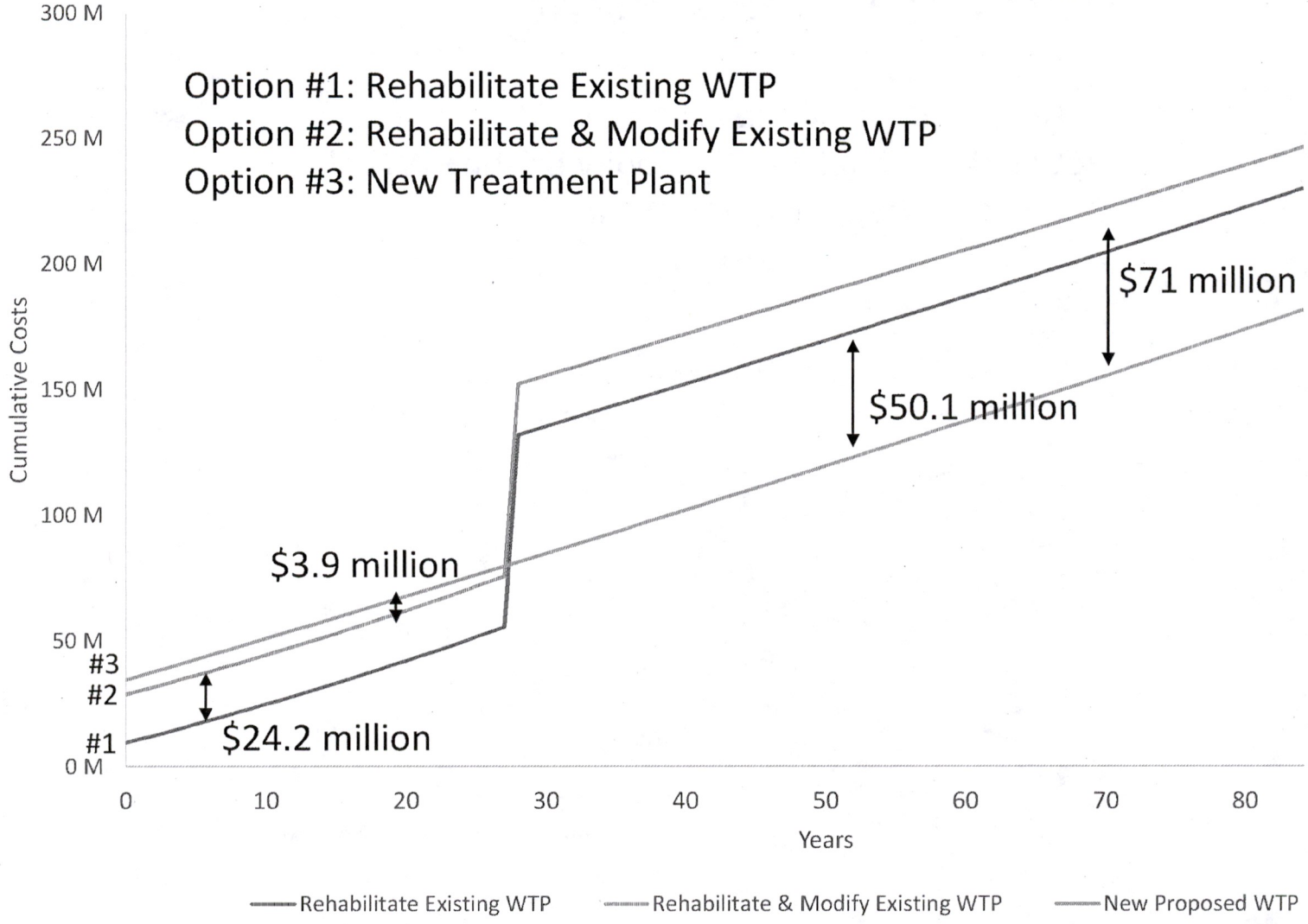


Water Treatment Plant

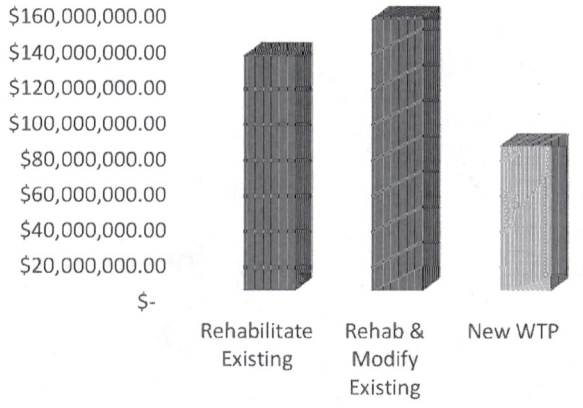


Water Treatment Plant

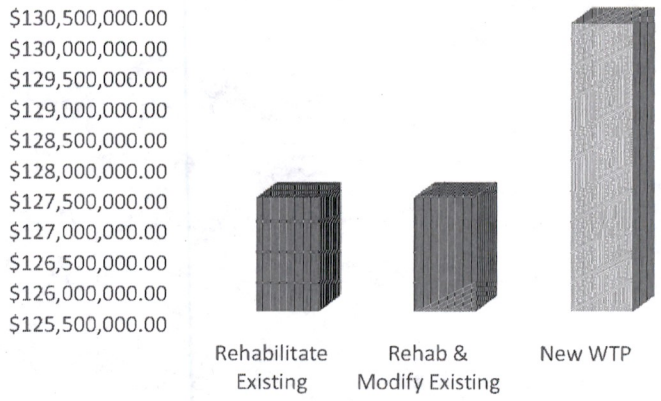



Option #1: Rehabilitate Existing WTP
Option #2: Rehabilitate & Modify Existing WTP
Option #3: New Treatment Plant
$71 million
$50.1 million
$3.9 million
$24.2 million
#3
#2
#1
300 M
250 M
200 M
150 M
100 M
50 M
0 M
Cumulative Costs
0
10
20
30
40
50
60
70
80
Years
Rehabilitate Existing WTP
Rehabilitate & Modify Existing WTP
New Proposed WTP

Cumulative Costs Years 0-28



Cumulative Costs Years 29-100



Rehabilitate Existing	Option #1 Year 0-28
Cummulative Cost	$132,155,505

Rehabilitate Existing	Option #1 Year 29-100
Cummulative Cost	$127,349,642

Rehabilitate & Modify Existing	Option #2 Year 0-28
Cummulative Cost	$152,405,188

Rehabilitate & Modify Existing	Option #2 Year 29-100
Cummulative Cost	$127,349,642

New WTP	Option #3 Year 0-28
Cummulative Cost	$81,378,571

New WTP	Option #3 Year 29-100
Cummulative Cost	$130,208,761

Water Treatment Plant - Risks

- **Water Treatment Plant**
  - Rate Predictability
  - Water Quality
    - Taste & Odor
  - **Regulatory**
    - Algal Toxin
  - **Environmental/Safety**
    - Fire
    - Landslide
    - Seismic
    - Flood



Mayor & City Council – CIP Ballot

- ***Transportation CIP Changes***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

- ***Storm Drain CIP Changes***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

- ***Wastewater CIP Changes***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

- ***Water CIP Changes***

  Yes/No: _____ *Edits/Other:* _____

  _____

  _____

Questions?

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ASHLAND CITY COUNCIL
STUDY SESSION
MINUTES
May 15, 2023

Mayor Tonya Graham called the meeting to order at 5:32 p.m.

Mayor Graham, Councilor Hyatt, Bloom, Kaplan, DuQuenne and Hansen were present. Councilor Dahle was not present.

1. New Senior Staff Introductions
The council met with new senior staff.

2. Public Input - None

3. 2023-2025 BN Budget Funding Priorities
Deputy City Manager Sabrina Cotta provided a presentation on the BN 2023-2025 Unfunded Priorities (see attached):

- Unfunded Needs in Priority Order
- Grant Money
- Questions

Council talked through their priorities. Wildfire fighting, hiring a fire marshal, a fire training officer, and EMS staff took precedence. City Manager Joe Lessard addressed **8. 4 Single Role EMS Staff.** He recommended waiting until the second year of the biennium to see where the revenue was then deciding how many positions to hire. He also suggested focusing on items 1-8 and see what funds remained for item **9. Deferred Maintenance City Hall (Grade F)**.

Council discussed wildfire funding for community members and the need for additional support, possibly from citizens. Concern was expressed regarding residents under property management companies that refuse to address fire mitigation. Mr. Lessard would look into the weed abatement and nuisance ordinances. Council added **10. Additional Wildfire Funding** to the list.

Staff explained **3. Tyler Cloud Hosting**, MUNIS, provided critical infrastructure for utility billing. The city was behind in maintaining systems. Current maintenance drained Innovation Technology Department staff time as well.

Staff summarized the list, 1-8 and 10 would be addressed with 9, and 11-13 rolled into a contingency. Council discussed the economic development position and having staff continue to perform that position's duties but bring back a gap analysis to a future meeting. Council agreed to looking at it later.

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Council went on to discuss grant funding and possibly allocating more to the Chamber of Commerce's Travel Ashland grant. Council wanted to retain the small grant funds and postponed the discussion.

Council discussed using the ending fund balance on the electric utility for weatherization. Electric Department Director Tom McBartlett explained the excess was going towards not increasing rates for this year and possibly the next. Ms. Cotta added they could use conservation credits, not utility rates, to move conservation efforts forward. Council wanted a program that would help citizens understand and connect the programs available to them.

Councilor Kaplan expressed his disappointment with the conversation loan program and suggested a study session dedicated to the issue.

4. Oregon Urban Rural Community Forestry Project Presentation

Climate and Energy Analyst Chad Woodward introduced Mike Oxendine, the head of the non-profit organization Oregon Urban Rural Community Forestry. Mr. Oxendine provided background on his organization. He was seeking a letter of support from council to apply for grant funding from the Inflation Recovery Act grant. The timeline was short with a deadline of June 1, 2023, to apply for grant funding. He provided the following presentation (see attached):

- Oregon Urban Rural & Community Forestry
- How Are We Doing? Urban Forest
- Logo and Partner Logos
- Street Tree Inventory
- Structure of the Urban Forest – Tree Diversity Age and Species
- Percentage of Trees by Species
- Urban Forestry Maser Plan
- The Future of Southern Oregon's Urban Forest What We need.

Mr. Oxendine explained how tree mortality occurred and its impact on the health of people. Alternately, trees increased mental health, energy expenditures, and provided protection from wind events, and firestorms. Since the Almeda fire, the city of Talent documented a 62-degree difference without tree canopy. Council appreciated the information and would sign the letter of support during the business meeting on May 16, 2023.

5. Adjournment of Study Session

The Study Session adjourned at 7:27 p.m.

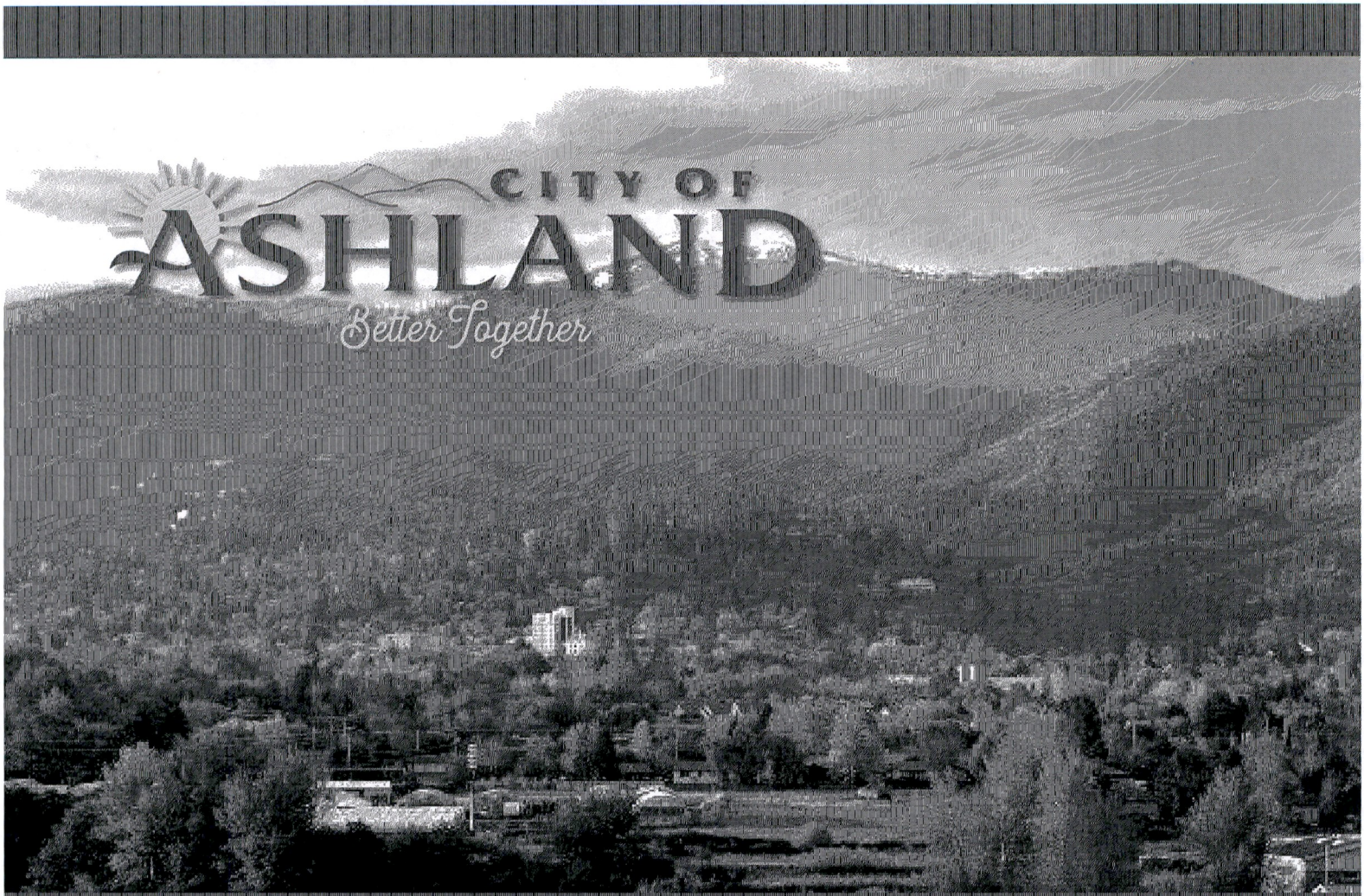
Respectfully Submitted by:

DocuSigned by:
Melissa Huhtala
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City Recorder Melissa Huhtala

Attest:

Mayor Tonya Graham



BN 2023-2025 Unfun
Priorities

Unfunded Needs in Priority Order

Priority #	Item	Department	
1	Fire Marshall	Fire Department	$101,920 +
2	Fire Training Officer	Fire Department	$97,065 +
3	Tyler Cloud Hosting	Finance/DoIT	$150,000
4	Incode Update	Courts	$10,000
5	Server Operating System Updates	DoIT	$40,000
6	Network Infrastructure Upgrades	DoIT	$215,000
7	Pre-Approved ADU plans	Community Development	$15,000
8	4 Single Role EMS staff	Fire Department	$301,348 +
9	Deferred Maintenance City Hall (Grade F)	City-wide	$10,000,00
10.	Deferred Maintenance Council Chambers (Grade D)	City-wide	$1,000,000
11.	Additional funding or Community Center (Grade F) and Pioneer Hall (Grade D)	City-wide	?

Grant Money

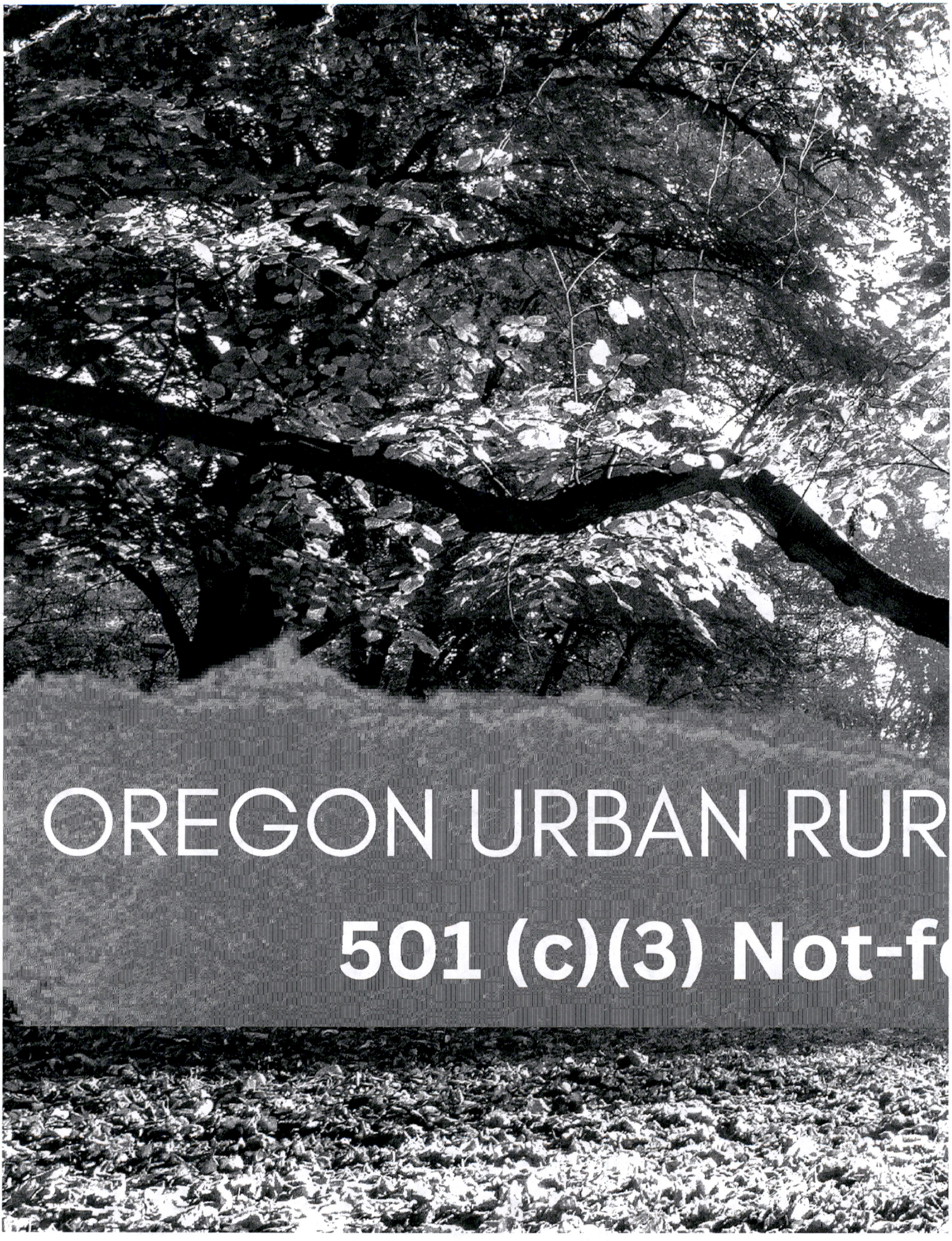
Fund	Type	Description	Funds	2024
General Fund	Community	Firewide program	Restricted	$ 1,264,700
	Community	Fire operations - assistance to firefighters	Restricted	92,500
	Community	Police Traffic Grants	Restricted	14,000
	Social Services	Non-profit grant applications, ie houseless resources	Unrestricted	67,000
Tourism Fund	Tourism	Various*	Restricted	586,338
	Tourism	Grant match for business façade improvements	Restricted	175,000
	Tourism	Grant match for traffice control or other event needs	Restricted	100,000
Community Block	Social Services	Community block grants	Restricted	201,812
				$ 2,501,350

**Major Breakdown of Tourism Grants - Restricted Tourism (Transient Occupance Tax)*

Ashland Chamber of Commerce	446,338
Oregon Shakespeare Festival	60,000
Other	80,000
Total	586,338

QUESTIONS?



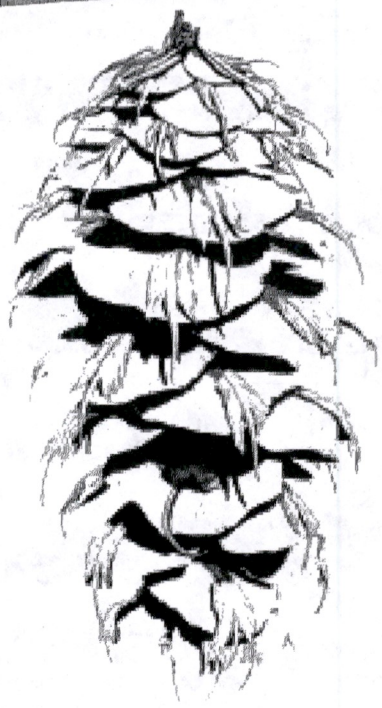

OREGON URBAN RUR
501(c)(3) Not-f

HOW AR

URBA

- MORE APPEALING PLACES TO LIVE AND WO
- REDUCING URBAN HEAT ISLAND EFFECT.
- MANAGING STORMWATER AND/OR IMPROVIN
- IMPROVING PUBLIC HEALTH.
- REJUVENATING BUSINESS DISTRICTS, THER

  SALES AND TAXES.
- ENHANCING EDUCATIONAL ENVIRONMENTS (
- SAVING ENERGY.
- MITIGATING CLIMATE CHANGE.
- FOSTERING MORE COHESIVE SOCIAL ENVIRC



OREGON URBAN RURAL & COMMUNITY FORESTRY

EST. 2023

HOME HUB DATA EAB

DBH Range Choose Value

CHARTS AND GRAPHS

ECOSYSTEM BENEFITS

Total Tree Value and Savings

Total Annual Monetary Benefit: $1,807.63

Benefits are only calculated for trees with defined species, DBH, condition, and crown light exposure based on i-Tree research.

CARBON (LIFETIME)

Carbon Storage	CO_2 Storage	CO_2 Storage Monetary Benefit
1,071,032.20 (lbs)	3,927,115.80 (lbs)	$91,333.47

CARBON (ANNUAL)

Carbon Monetary Benefit	CO_2 Sequestered
$1,512.11	65,016.82 (lbs)

AIR QUALITY (ANNUAL)

Air Quality Monetary Benefit	Pollutants Removed
$14.08	394.28 (lbs)

STORMWATER (ANNUAL)

Stormwater Monetary Benefit	Runoff Avoided	Interception
$281.44	4,210.37 (ft^3)	148,494.33 (ft^3)

i-Tree Powered

REPORTS

STREET TR

STRUCTURE OF URBAN FORE

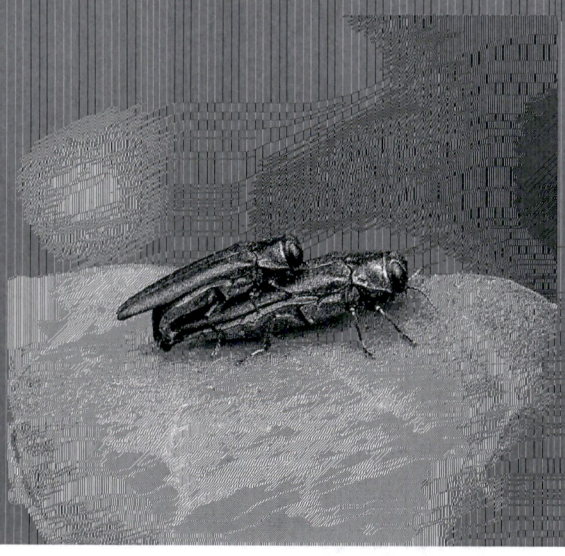
TREE DIVERSITY AGE AND SPECIES

Why is it so critical to have age diversity?

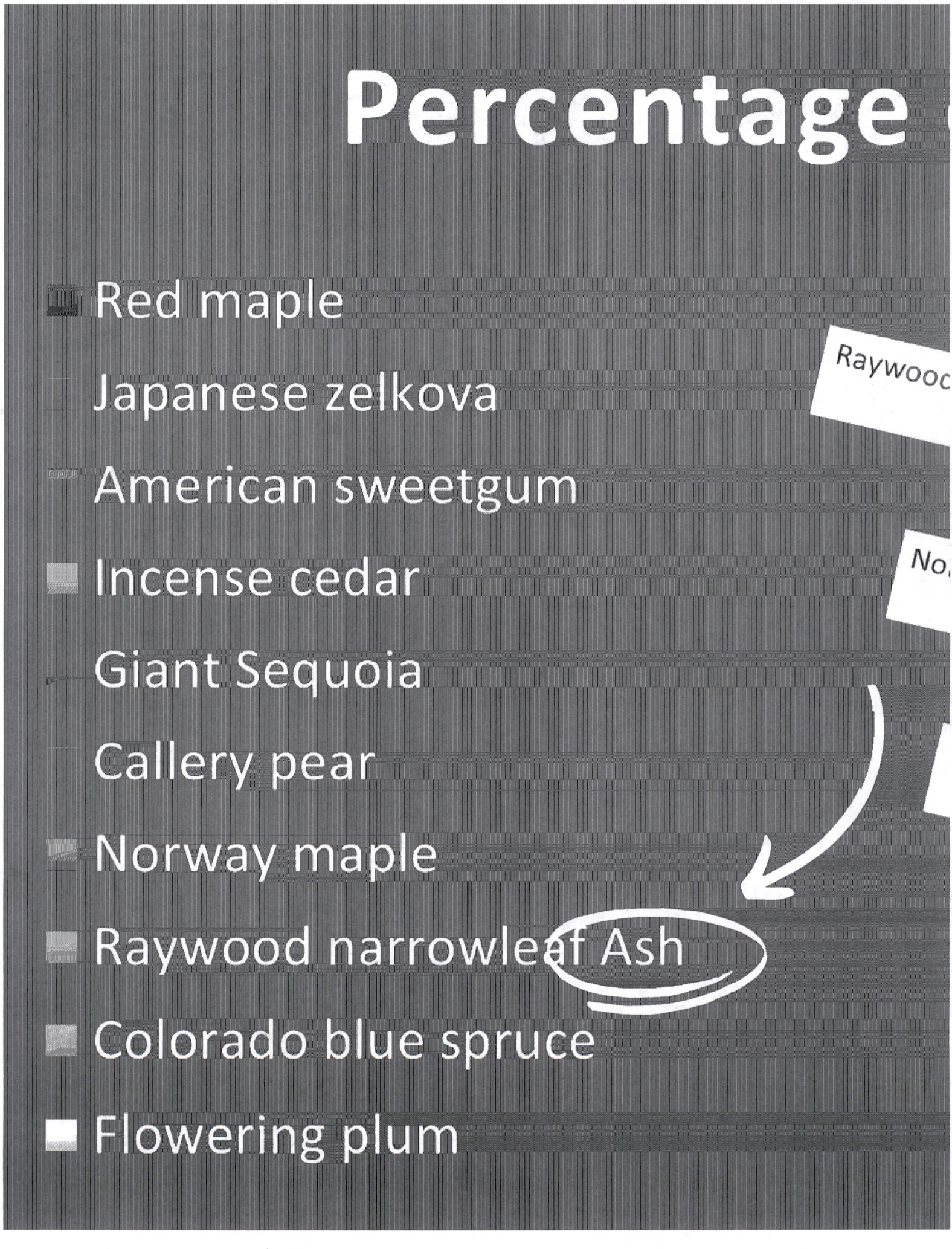
- TREE SENESCENCE
- STORM DAMAGE
- LIFE EXPECTANCY
- PLANT SUCCESSION
- ECOLOGICAL VALUE



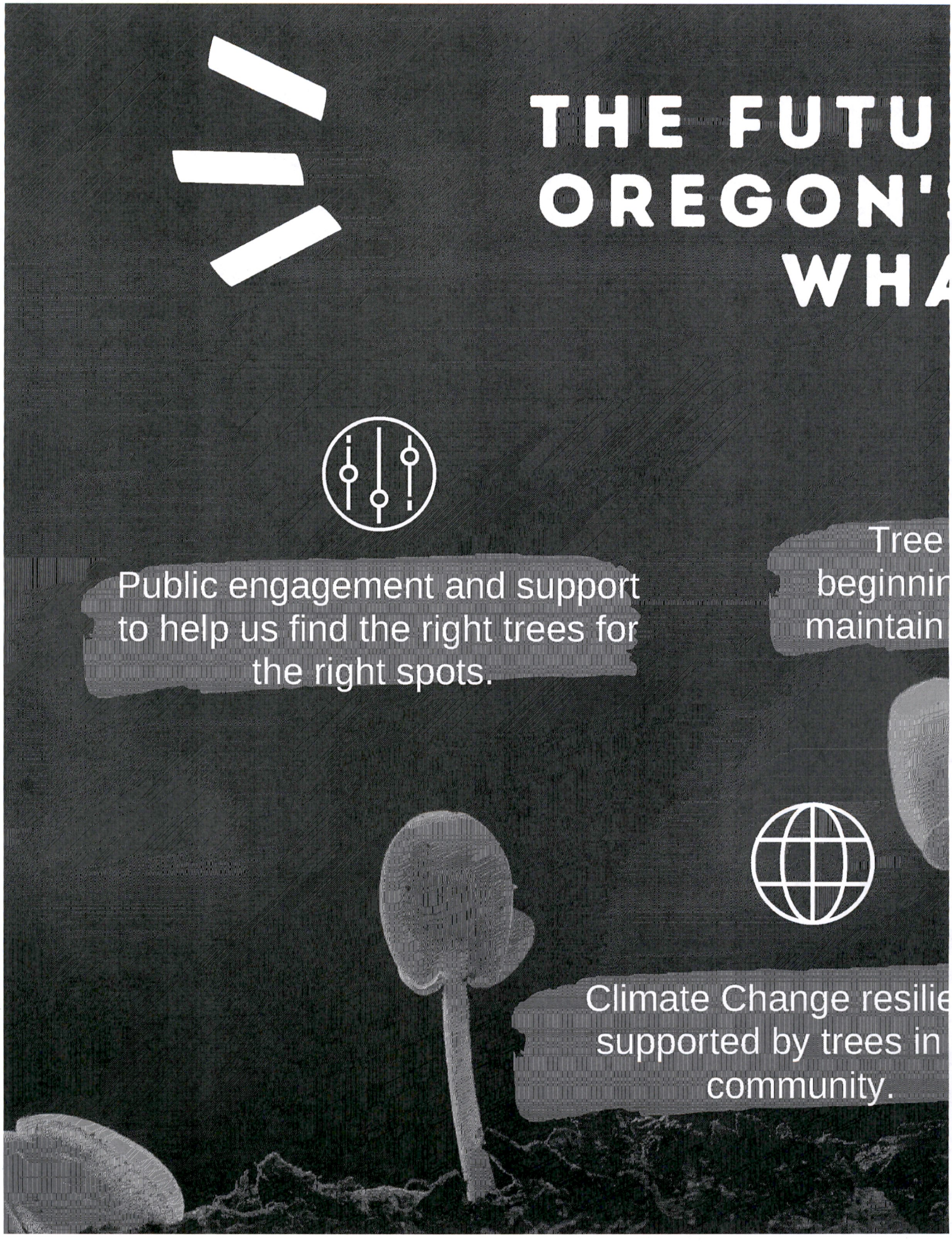
Why is it critical to have species diversity?



- BIOTIC THREATS
- ABIOTIC THREATS
- HABITAT VALUE
- 10/20/30 RULE
- ECOLOGICAL VAL


Percentage
Red maple
Japanese zelkova
American sweetgum
Incense cedar
Giant Sequoia
Callery pear
Norway maple
Raywood narrowleaf Ash
Colorado blue spruce
Flowering plum
Raywooc
No


UR
N
PLANT
EQUITY
DIVERS
COMMUNITY
ENGAGEMENT
GRANT
VOLUNT


THE FUTU
OREGON'
WHA
Public engagement and support to help us find the right trees for the right spots.
Tree
beginnin
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Climate Change resilie
supported by trees in
community.

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ASHLAND CITY COUNCIL
BUSINESS MEETING
MINUTES
May 16, 2023

I. Executive Session

Mayor Graham, Councilor Hyatt, Bloom, Kaplan, DuQuenne, and Hansen were present. Staff present: City Manager Joe Lessard, Deputy City Manager Sabrina Cotta, Acting City Attorney Doug McGeary, Assistant City Attorney Carmel Zahran, Parks Commission Chair Rick Landt, Parks Commissioner Justin Adams, Jim Bachman, and Leslie Eldridge were present. Councilor Jeff Dahle was absent.

Council, the Commission, and staff discussed the following items:

1. To conduct deliberations with persons the City of Ashland has designated to negotiate real property transactions pursuant to ORS 192.660(2)(e).
2. Consultation with the City Attorney on current or likely litigation pursuant to ORS 192.660(2)(h).

II. CALL TO ORDER

Mayor Tonya Graham called the meeting to order at 6:08 p.m.

1. Land Acknowledgement

Councilor DuQuenne read the land acknowledgement.

III. PLEDGE OF ALLEGIANCE

Councilor Hyatt led the Pledge of Allegiance.

IV. ROLL CALL

Mayor Graham, Councilor Hyatt, Bloom, Kaplan, DuQuenne and Hansen were present. Councilor Dahle was absent.

V. MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS

Mayor Graham announced the Historic Preservation awards and events.

Mayor Graham recessed the meeting at 6:10 p.m. The meeting resumed at 6:26 p.m.

VI. APPROVAL OF CITY COUNCIL MINUTES

1. **Minutes of the May 23, 2022, Special Meeting**
2. **Minutes of the May 1, 2023, Study Session**
3. **Minutes of the May 2, 2023, Business Meeting**

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Councilor Hyatt/Kaplan m/s to approve the minutes of the May 23, 2022, Special Meeting, the May 1, 2023, Study Session, and the May 2, 2023, Business Meeting.
Roll Call Vote: Councilor Hansen, DuQuenne, Hyatt, Bloom, and Kaplan, YES. Motion passed.

VII. SPECIAL PRESENTATIONS

1. Travel Ashland Quarterly Report

Katharine Cato, the Director of Travel Ashland. And Tammi Mendels, the manager of the Travel Oregon Welcome Center provided the following presentation (see attached):

- Quarterly Report January – April 2023
- Contents
- Travel Ashland's role and work
- A track record of positive impact
- Where we are now
- Program Analytics – Earned Media Coverage January-April 2023
- Website and Social Analytics - Website Metrics
- Social Metrics
- Social Posts with high reach Sprint 2023
- Key Takeaways
- Paid Media Performance
- Search January – March 2023
- Search Highlights
- Search Creative Examples
- YouTube January – March
- Display January – March
- Winter Wine & Culinary - Wanderers
- Winter Wine & Culinary – Quick Escapes
- Outdoor Enthusiasts – Ski
- Basecamp Crater Lake – Winter – Outdoors
- Family Getaways Winter Outdoors
- Family Getaways Winter
- March Events
- Display – January – March Placement Examples
- PTA: Polygonal Targeted Audiences
- We Invite You Back December – February
- PTA – Performance – January – February - Display
- PTA – Performance – January – February - Social
- Welcome to Winter – PTA & Display
- Our current display campaigns include…
- Destination Friends – General – Late Spring
- Oregon Wine Month – May 2023
- Wanderers-Outdoor – Fishing – Late Spring
- Lodging Industry Statistics: January – March 2023
- Culinary Industry Statistics
- Ashland Mystery Fest October 20th – 22, 2023
- Travel Ashland Advisory Committee
- Thank you!

VIII. CITY MANAGER REPORT

City Manager Joe Lessard reviewed the Look Ahead.

IX. PUBLIC FORUM

Kelly Marcotulli/Ashland/Spoke about the webinar and resolution she had sent to council earlier concerning studies on 5G. She wanted to be on an ad hoc committee regarding 5G.

David Wick/Ashland/Spoke from a document he submitted into the record regarding Ashland as a City of Peace (see attached).

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X. **CONSENT AGENDA**

1. **Housing and Human Services Advisory Committee Appointments**
2. **Climate and Environment Policy Advisory Committee Appointments**
3. **Planning Commission Appointment**
4. **Liquor License Approval for CU2.0 (DBA "Resistance Wine Company") at 322 Pioneer St. N.**
5. **Liquor License Approval for Pasta Piatti, Inc. (DBA "Pie & Vine ") at 358 E. Main St.**
6. **Liquor License Approval for White House "Bridal, Inc. (DBA "Charlotte's Weddings") at 37 N. Main St.**
7. **Liquor License Approval for Sauce Whole Foods Café at 1640 Ashland St.**

Councilor Bloom/DuQuenne m/s to approve the Consent Agenda. Roll Call Vote: Councilor Kaplan, Hyatt, Hansen, DuQuenne, and Bloom, YES. Motion passed.

XI. **PUBLIC HEARINGS** - none

XII. **UNFINISHED BUSINESS** - none

XIII. **NEW BUSINESS**

1. **Emergency Traffic Routes and Non-Congregate City Facilities Security Camera Policy**

City Manager Joe Lessard provided background and explained this was a proposal to establish a policy to monitor locations during emergency events or for general security purposes. It was not intended for general congregate locations.

Public Works Director Scott Fleury referenced the maps in the council communication deemed critical locations to monitor. Staff had recently met with Ashland Mine Road residents who were interested in an emergency evacuation route with cameras as well. The camera system would eventually connect through the Oregon Department of Transportation's Trip Check system and could be used on a regional level. The general locations for cameras were major collector arterial roadways like Oak Street, Tolman Creek Road, Siskiyou Boulevard, Ashland Street, and the overpass at Ashland Street Clay Street. He confirmed the cameras would not be used for traffic citations, only to monitor traffic conditions. The cameras would not be connected to the radar database for patrol.

Mr. Fleury responded to a question regarding costs. Camera prices varied. Each department that wanted a camera installed would have it in their budget. This was a recent request, so costs were not factored into department budgets yet. However, there was grant funding for security camera installation through CIS.

If citizens were unable to access the cameras through Trip Check, they could view it via YouTube. Staff would coordinate with the Innovation Technology team regarding YouTube access.

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Mr. Lessard explained the current policy had council approving camera locations on a case-by-case basis. Anything that did not match the policy would come through Council.

Mr. Fleury confirmed staff had only looked at primary routes and had not considered other locations at this time.

Public Comment

Morgan Strickland/Ashland/Represented the Ashland Mine Road neighborhood. Having cameras would benefit the 130 households that had only one way out. They wanted several cameras set up in the neighborhood.

Martin Elderidge/Ashland/Lived in the Ashland Mine Road neighborhood and provided camera and converter box costs. Currently, there was an Airbnb on the Billings Ranch property that would require a mask over in that direction.

Councilor Hansen/Bloom m/s to approve the proposed Emergency Traffic Routes and Non-Congregate City Facilities Security Camera Policy. DISCUSSION: Councilor Hansen commented that the cameras would allow people to plan in case of an emergency. The investment was small relative to the value. Councilor Bloom thought it was an easy common-sense solution. Councilor Kaplan noted how the Ashland Mine Road neighborhood were proactively working together. Councilor DuQuenne appreciated working together, and that the speakers shared camera costs. Mayor Graham thought it was a good start.
Roll Call Vote: Councilor Kaplan, Hyatt, Hansen, DuQuenne, and Bloom, YES. Motion passed.

2. Class Special Procurement Sourcing Method Approval for Asphalt Patching

Public Works Operations Deputy Director Mike Morrison worked with the purchasing manager to put the procurements together. All the procurements were efficiency gains. Public Works Director Scott Fleury explained item #5 was a line item in the Wastewater Treatment Plant operations budget. He went on to confirm council was the local contract approving board.

Councilor Hyatt/Hansen m/s the approval of the special procurement process outlined for Asphalt Patching services, which ensures greater efficiency across city departments, and streamlines navigating such patch sourcing in the course of city service delivery. DISCUSSION: Councilor Hyatt valued staff being cost conscious and noted it did not negate the competitive process. Councilor Hansen agreed. **ROLL CALL VOTE: Councilor DuQuenne, Hansen, Hyatt, Bloom, and Kaplan, YES. Motion passed.**

3. Class Special Procurement Sourcing Method Approval for City Bulk Fuel

Public Works Operations Deputy Director Mike Morrison explained this would allow staff to bid out the fuel as needed and was another efficiency gain.

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Councilor Hyatt/Bloom m/s the approval of the special class procurement method for bulk fuel purchases. ROLL CALL VOTE: Councilor Kaplan, Hyatt, DuQuenne, Bloom, and Hansen, YES. Motion passed.

4. **Class Special Procurement Sourcing Method Approval for Firefighter Health and Cancer Screenings**

Fire Chief Ralph Sartain explained the Fire Department had accepted the fund and this was a for the request for proposal process. Chief Sartain described how firefighters were at a higher risk of cancer and heart disease due to the exposure of fire toxins, the type of foam used, as well as the poly carbons in turnouts.

Councilor Hyatt/ Bloom m/s the approval of the contract-specific special procurement process for Firefighter Health and Cancer screenings and to award the public contract to 1582, LLC directly. DISCUSSION: Councilor Hyatt thanked staff and noted the flexibility of the department through the procurement process deserved mention. This was a regulatory requirement, was appropriate, and the right thing to do. Councilor Bloom agreed. Mayor Graham noted there was research for safer products for firefighters.
Roll Call Vote: Councilor Bloom, DuQuenne, Hansen, Kaplan, and Hyatt, YES. Motion passed.

5. **Class Special Procurement Sourcing Method Approval for SNF Polydyne (Liquid Polymer)**

Public Works Operations Deputy Director Mike Morrison explained this would allow staff to purchase the chemical directly.

Councilor Hyatt/Bloom m/s the approval of the contract specific, special procurement for liquid polymer in support of WWTP operations and approve the contract be awarded to SNF Polydyne with a term of July 1, 2023, through June 30, 2028. DISCUSSION: Councilor Hyatt commented on the Public Works Departments efforts to be cost conscious, efficient and effective. Councilor Bloom supported the request. **Roll Call Vote: Councilor Kaplan, DuQuenne, Hyatt, Hansen, and Bloom, YES. Motion passed.**

6. **Class Special Procurement Sourcing Method Approval for Vehicle and Equipment Repairs and Maintenance**

Public Works Operations Deputy Director Mike Morrison explained this would allow Fleet Maintenance to bypass the three-bid process for issues like transmission repair. It was more efficient to go to one repair facility.

Councilor Hyatt/Hansen m/s the approval of a special class procurement method for specialized vehicle and equipment repair and maintenance that ensures safe operation of city assets and continuity of services with the least disruption possible to the community. DISCUSSION: Councilor Hyatt commented it went to safety and continuity of operations. Councilor Hansen thought it made sense. Councilor DuQuenne thanked staff for providing

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the fiscal impact in the council communication. Mr. Morrison thanked Purchasing Manager Kariann Olson for her work on the council communications. **Roll Call Vote: Councilor Hyatt, Hansen, Bloom, DuQuenne, and Kaplan, YES. Motion passed.**

XIV. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Resolution 2023-09 Adopting Financial Management Policy Updates

Deputy City Manager Sabrina Cotta explained this was an update to the Financial Management Policies to change the General Fund from 20% to 16.67% per the Government Finance Officers Associations guidelines. It also dissolved funds in the Parks and Recreation Fund, Central Services Fund, Health Benefits Fund and Park Equipment Fund. The following funds will be added, SDC Street Fund, Tourism Fund, Housing Fund, SDC Water Fund, SDC Wastewater Fund and SDC Stormwater Fund. Ms. Cotta clarified the Housing Trust Fund was not a trust, so they were changing the name. It would not change the process for how the funds were utilized.

These changes would free up more cash to be utilized while preserving an appropriate amount in the ending fund balance. The proposed budget had the 16.67% already in there. If council approved, there would be no issues with the Citizens Budget Committee. Not approving the resolution would cause issues. Each fund had their own policy attached. This realigned the ending fund balance policy and allowed more services. It pertained to the general fund only. There were multiple departments within the general fund.

Councilor Kaplan supported reducing the minimum unassigned fund balance in the general fund but wanted a similar analysis for the other funds. As of March 31, 2023, there was a total of $52million unassigned balance. He thought there was a more efficient way to mitigate volatility without creating a large unassigned fund balance. He was not prepared to support a policy that kept a minimum fund balance at those high levels for those funds without seeing a much more clear justification for doing so. Ms. Cotta explained it was one way to save money over time for large projects. Having 25% set for the electric fund was an industry standard, and what the rate consultants recommended. They can be adjusted but it would require a deeper dive and could affect the city's credit rating, the ability to bond and get debt.

Ms. Cotta confirmed having the SDC accounts broken out was an outcome from the special called meetings in May 2022. She went on to explain how carry over happened. It was industry standard to have carry over in perpetuity and used for projects. Cities were required to have a minimum carry over. This ending fund balance would not affect the carry over.

Councilor Kaplan was not ready to support the policy. He was convinced it was appropriate and wanted more information. It was excessive and there were other ways to manage ending fund balances. Mayor Graham confirmed these were line-item changes in the budget presented to the Citizens Budget Committee. If council did not pass the resolution, it would result in further cuts to the budget before their meeting that Thursday.

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Councilor Kaplan questioned why it had to be resolved by Thursday. It was something that needed to be loaded before the end of the fiscal year or change the policy. He thought the enterprise fund level was increased to 25% December of 2020. Mayor Graham explained the reason this item was before the council at this time was that the Citizens Budget Committee was not authorized to create policy. Putting forward a budget that required the council to change policy is not advised. Council needed to consider the policy change ahead of time, so the Citizens Budget Committee knew it was supported by council. If council voted no tonight, their assumptions of which that budget is built must be changed in time for Citizens Budget Committee to have adequate time to discuss the cuts made. That was why Thursday was the deadline. If it came to council afterwards and council said no, there would be an impasse and significant changes to the budget.

Finance Director Mariane Berry further clarified the decision for council was the addition and dissolution of funds added or taken out and related only to the general fund changing from 25% to 16.67%. All other funds remain the same as approved previously. Ms. Berry reviewed the decision and validated the 16.67% was a legitimate decision. In working capital, carryovers were a natural occurrence in every government entity. The 16.67% was also supported by the GFOA. This was also discussed with the city's financial advisors. This would be the only change to the ending fund policy. Staff were willing to go back and look at the others but for tonight, the budget currently proposed was based on the 16.67%.

Councilor Kaplan suggested approving that piece of the policy or as presented but with a firm commitment to bring back a review of the entire fund policy by a date certain.

Mayor Graham explained the reason there was no additional information about the other fund balances was that they were not the ones on the table. This policy was approved by a prior council at the end of 2020. They would not expect to have a deeper dive into elements that were not changing. Council could modify the motion or do two separate motions.

Councilor Bloom/Hyatt m/s to adopt the updated Financial Management Policies and the General Fund Balance Policy to 16.67%. DISCUSSION: Councilor Bloom thought it was clear this only affected the general fund balance policy. He was comfortable moving forward and having a separate discussion about the other funds later. Councilor Hyatt supported the primary purpose to change the policy balance to 16.67% but thought it was important the SDC were broken out for clarity and that the house trust name change occurred.

Councilor Hyatt/Kaplan m/s to amend the motion to include an examination of all ending fund balances and review those funds with a required ending fund balance policy by July 30, 2023.

Councilor Hyatt withdrew the amendment.
Councilor Kaplan explained it was about the minimum unassigned fund balance having a remedy if the balance dropped below that minimum.

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Councilor Kaplan/Hyatt amended the motion to have a fuller discussion of minimum unassigned fund balance policies by July 31, 2023. Roll Call Vote on Amendment: Councilor Kaplan, DuQuenne, Bloom, Hansen, and Hyatt, YES. Amendment passed.
Further DISCUSSION on the main motion: Councilor Bloom thought the amendment made sense and appreciated the compromise. Mayor Graham thought it was prudent.
Roll Call Vote on the main motion: Councilor Hyatt, Kaplan, Hansen, Bloom, YES; Councilor DuQuenne, NO. Motion passed 4-1.

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

1. 2023-2025 BN Budget Funding Priorities

City Manager Joe Lessard spoke to the Council Priorities – Unfunded Needs slide (see attached) and wanted to ensure staff had identified the priorities correctly.

Councilor Hansen/Bloom m/s to approve this re-prioritized list for staff.
DISCUSSION: Councilor Hansen commented they were all in agreement that defending the community against wildfire and structure fire was a top priority. There were other goals they wanted and there was a budget process not approved and an election result that would provide direction on funding. He supported the list. Councilor Bloom added the fire department and marshal needed to be funded. If the measure does not pass, these will continue to be unfunded needs. Council needed to remember their commitment to the public going forward. **Roll Call Vote: Councilor Kaplan, Hyatt, Hansen, DuQuenne, and Bloom, YES. Motion passed.**

Deputy City Manager Sabrina Cotta explained there was money appropriated for an electrification conservation program. Staff proposed $1million towards electrification initiatives. Councilor Kaplan clarified it should be energy efficiency or electric energy efficiency focused, not just electrification and spoke in support of the future program. Mr. Lessard would come back with recommendations. This would be part of the Electric Department effort.

Ms. Cotta went on to clarify the money would come out of the Electric funds ending fund balance. She recommended appropriating it now, otherwise they would have to wait for the next biennium. Mr. Lessard confirmed the conservation budget was $2million in the Electric Utility for the biennium.

Councilor Hansen asked why this information was not included in the packet. May Graham responded this was a follow up from the study session the night before.

Electric Director Tom McBartlett explained half of the conservation budget was rate funded and the other half funded by the Bonneville Power Administration. This was increasing the rate revenue portion of that conservation budget with an earmark for electrification energy efficiency projects.

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Councilor Hansen/Kaplan m/s to accept this increase in the energy conservation budget. DISCUSSION: Councilor Hansen thought it was great the city was increasing a good program and making it better. Councilor Kaplan was pleased to support the motion. Councilor Bloom agreed with the motion but was frustrated it was not on the agenda. In the future, he wanted items included on the agenda. Mayor Graham thought it was an important next step and allowed the city to do the work using money leveraged from federal government, and potentially from the loan program they have applied for. It was a different way of operating. **Roll Call Vote: Councilor Bloom, DuQuenne, Hansen, Hyatt, and Kaplan, YES. Motion passed.**

2. Early Learning Ad Hoc Committee

Councilor Hyatt provided the background on the new ad hoc committee. She drafted the ad hoc committee charge. The mission, goal, and value statement tied in with what council had drafted. She walked council through the document.

Councilor Bloom noted how difficult it was finding childcare and early learning. He was looking forward to what they come back with. Councilor Kaplan agreed. It was critically important for our community. He suggested adding exploring ways to make the information and resources available as they become accessible. Councilor Hyatt agreed to add the Jackson County Early Learning HUB list of providers. The Chamber of Commerce also had a list that needed updating. She would include where to find resources in the charge.

Councilor Hansen/DuQuenne m/s to adopt this document as an organizational charge for the Early Learning ad hoc Committee. DISCUSSION: Councilor Hansen appreciated the item being brought forward. This was a national problem. There were economic opportunities. The ability to find quality childcare and be able to go to work was huge. Councilor DuQuenne was grateful. It was much needed and overdo. This was an opportunity for people who lived and worked in Ashland. Councilor Hyatt thanked council for their support and the city administration for being an engine. It would take a team. By taking care of our children, we take care of families and community. This was an excellent way to go. **Roll Call Vote: Councilor Bloom, DuQuenne, Kaplan, Hansen, and Hyatt, YES. Motion passed.**

3. Oregon Urban Rural Community Forestry Project Presentation

Executor Director Mike Oxendine of Oregon Urban Renewal Forestry described his not-for-profit organization. He was in the process of applying for IRA grant funding that would enable his agency to work with every municipality in three counties and 123 K-12 schools to help create master plans. He corrected a statement made the night before and confirmed that Ashland did have a canopy assessment. He was there to request a non-binding partnership agreement that would be attached to his grant application.

Cat Gould/Ashland/Served on the Tree Management Advisory Committee and was a new member of CEPAC. She spoke in support of Mr. Oxendine's letter and the services his organization could provide. She went on to explain the benefits of tree canopies.

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Councilor Bloom/Kaplan m/s to direct staff to a draft letter of support for the Oregon Urban Renewal Forestry organization for their grant application. DISCUSSION: Councilor Bloom liked the presentation and wished Mr. Oxendine the best. Councilor Kaplan thought the presentation yesterday was educational and compelling. **ROLL CALL VOTE: Councilor Hansen, Hyatt, DuQuenne, Kaplan, and Bloom, YES. Motion passed.**

XVI. ADJOURNMENT OF BUSINESS MEETING

Councilor Bloom/DuQuenne m/s to adjourn the meeting at 9:00 p.m. Voice Vote: ALL AYES. Motion passed. The meeting adjourned 9:00 p.m.

Respectfully Submitted by:

DocuSigned by:
Melissa Huhtala
A02A82A0E5F2482...

City Recorder Melissa Huhtala

Attest:

Mayor Tonya Graham

Quarterly Report

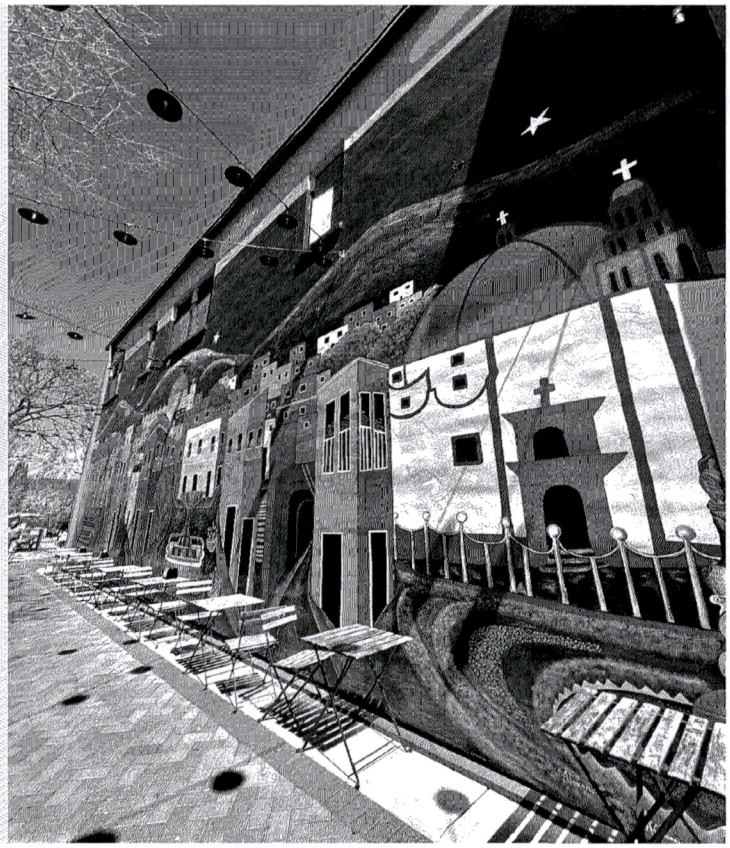
January - April 2023

Ashland City Council
May 16th, 2023

Travel ASHLAN

Live your daydreams

CONTENTS



Travel Ashland Role
Our work and impact

Where we are now
Springing forward

Program Analytics
Earned media coverage
Website and Social Analytics
Paid Media Performance – Search

Strategic Campaigns
Current Campaigns and looking a

Industry Statistics
Ashland lodging industry
Culinary Industry

Photo by Katie Guest @GuestLife

Travel Ashland's role and work

- Travel Ashland **leverages** lodging tax grant dollars to promote our destination and **diversify our visitor**, by providing the **furthest, effective market outreach and destination managment** that businesses and partners depend upon.

- **Ashland continues to welcome new, more active and spontaneuous visitor personas.** Spring showed a softness in domestic leisure travel currently being felt throughout the country due to increased international travel. Stabilization is forecasted for 2024 – 2025.

- We are proactively in dialogue with our **stakeholders, regional and state industry partners** in regards to OSF's current challenges and Ashland's visitor economy. As partners, we craft the current message to best tell the story of Ashland overall, in an ever-changing landscape.

- We are seeing recovery and **revenues exceeding pre-pandemic.** Given the foundation of our visitor study and strong brand platform, we are focusing on **diversifying tourism and revitalizing downtown** in our Economic development work. For example, we are analyzing the obstacles for those who want to produce events and how we can work more collaboratively to foster more **fertile ground and alignment.**

- We are engaged in the trails council conversation and the **Ashland trails project** in regards to producing a smaller more focused map that is needed while supporting our outdoor partners and lands.



Photo by Katie Guest @Guestlife



A track record of positive

- For the past 40 years, your investment has en Ashland to **generate lodging tax dollars** with partners and operators to fuel Ashland's econ Ashland is the tourism branch of the Ashland Commerce.

- We have **increased lodging tax and food & b revenue** year over year, aside from the pande helped to generate strong recovery since.

- These dollars and the impact of visitation also year-round **workforce,** enhance our **quality o essential services** and sustain **amenities** that value. It underscores why we live here.

- Our work inspires visitors to travel here **year-r** supports our tourism related businesses.

- Of the lodging tax generated**: 70%** goes to th fund; **30%** are restricted tourism dollars that, must be reinvested back into the tourism indu

Photo courtesy of NHG

Where we are now

- We are promoting **Oregon Wine Month for May** through our channels. Each month, we promote **events** throughout the region such as Art Beyond and World Music Festival. We are planning for 4th, Halloween, Festival of Light and a new event I will share later. We are excited to promote **Mt. Ashland** new summer operations.

- **Early summer promotions** are underway with **targeted campaigns, such as Dream Like a Local,** reaching our personas and key markets that we continually assess and update based on engagement and visitation.

- With our new YouTube channel we are sharing our **seasonal videos** and will produce the **spring shoot** next week showcasing shopping, trails and outside dining. This garners fresh imagery and footage.

- Travel Ashland's **Industry platform page launched** to support our partners with resources, research and outreach.

- **The Visitor Guide** will publish early June along with the new **Living & Doing Business Relocation Guide** '23-'24, digitally and printed.

- Through our collaboration Ashland was awarded **3 new conferences in the past month** for future years including the Oregon Mayor's Association and River Management Systems.



Photo by Jesse Cudworth

Program Analytics

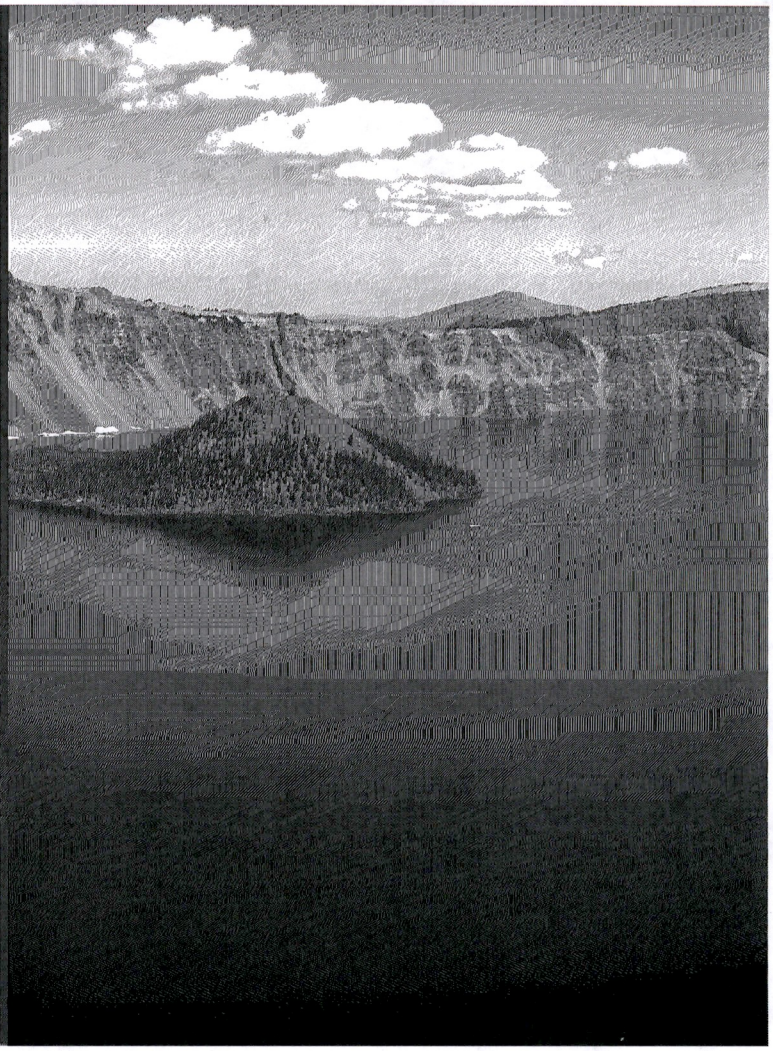


Photo by Bob Palermini

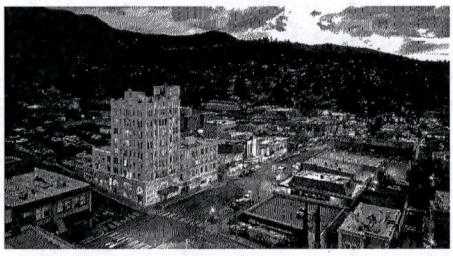
- Coverage for Ashland and the region continues to be strong with many travel writers touring c region. Travel Ashland participates by collaborating, hosting, planning and coordinating with | such as Neuman Hotel Group, Travel Southern Oregon, Rogue Valley Vintners and Travel Oreg



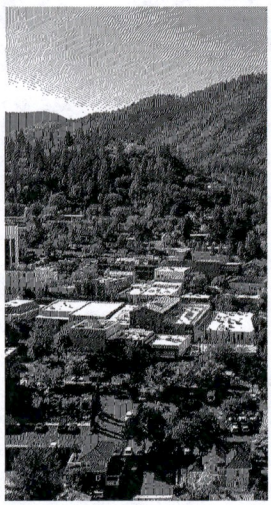
7 Unique Experiences the whole family will love in the Top Global Wine Destination
www.travelawaits.com 3million

Ashland was recognized in 4 of the USA Today Top 10 Readers Choice Awards 2023:

Top #5 Best Western Small Town
Top #6 Best Small Town Cultural Scene
Top #7 Best Small Town Food Scene
Top #7 Best Small Town for Shopping
https://www.10best.com/awards/travel/ February 2023



The Charming Small Oregon Town that ranks among Top 10 Best Art Towns in America www.thatoregonlife.com



Top 10 Small Towr
Northwest to visit i
www.traveloffpath.

Website and Social Analytics

January - March Actual

	January - March 2023	January - March 2022	Variance	Variance
Pageviews	28,264	20,629	+7,635	+37.01%
Users	16,483	8,850	+7,633	+86.25%
Sessions	18,329	10,650	+7,679	+72.10%

April-June Forecast

	April - June 2023	April - June 2022	Variance	Variance
Pageviews	48,755	48,755	0	0%
Users	25,281	25,281	0	0%
Sessions	29,200	29,200	0	0%

Social Metrics

Facebook January - March Actual

	January - March 2023	January - March 2022	+/-	+/-
Followers	2,501	2,252	+249	9.9%
Reach	16,148	2,637	+13,511	83.6%%
New followers	45	10	+35	77.8%

Instagram January - March

	January - March 2023	January - March 2022
Followers	4,219	3,657
Reach	22,092	13,681
New Followers	266	0

	April - June 2023	April - June 2022	+/-	+/-
**Followers	2,513	2,329	+184	+7.32%
*Reach	10,000	9,771	+771	+2.34%
New Likes	60	57	+3	+5.26%

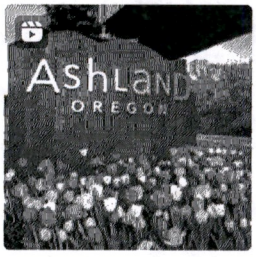
	April - June 2023	April - June 2022
Followers	4,103	3,899
Reach	30,000	15,551
New Likes	51	0

*Reach forecast is organic not paid
**Followers calculated using quarterly average

Social Posts with high reach Spring 2023

Top Post- IG Reel

Reach 3,010 Interactions 89



Boost unavailable

!!FLASH WARNING⚠ What season is best to visit Ashland? Hon...
March 9, 2023 at 12:36 PM
ID: 17956628612428837

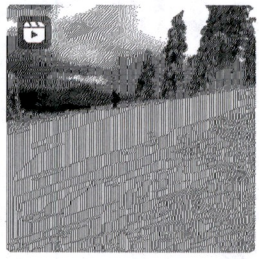
Interactions

89 likes 2 comments

Overview Performance Feed preview

2nd Top Post- IG Reel

Reach 2,963 Interactions 160



Boost unavailable

Mt. Ashland has extended their season this
March 11, 2023 at 12:45 PM
ID: 17947276121547915

Tags

1 Accounts Center account

Interactions

160 likes 5 comments

Overview Performance Feed preview

Key Takeaways

- **IG Reels & Posts and FB posts** all performing we growth was seen in IG due to the reels
- **Overall web traffic** and engagement continues strong although growth volume has started to p and we can expect to see some ups and downs
- **Top Pages**
  - Homepage 18.97%
    - Top navigated to after HP
      - Stay
      - Dining
      - Culture
  - Ashland-4-kids 6.91%
  - Eat 6.54%

Paid Media Performance



Photo by Steve Heinrich

Search

Search January - March 2023

108,075	6,297	5.83%	$0.8
Impressions	Clicks	*Industry Average 5-7% CTR	*Industry C

Ad Group	Impressions	Clicks	Click Rate	Abs. Top Impression	Top Impression
Branded	16,388	1,196	7.30%	32.93%	78.75%
Dynamic	8,744	1,088	12.44%	40.00%	81.00%
Outdoors	26,446	813	3.07%	31.42%	85.77%
Family Fun	18,462	755	4.09%	18.59%	75.85%
Wine and Culinary	17,757	680	3.83%	24.26%	72.44%
Arts and Culture	3,225	144	4.47%	33.04%	59.58%
Local Shopping	632	7	1.11%	17.00%	37.00%

TOP CITIES

City
Portland, Oregon
Dorris, California
Seattle, Washington
Eugene, Oregon
Redding, California
Sacramento, California
Bend, Oregon
San Francisco, San Francisco B...
Salem, Oregon
Oakland, San Francisco Bay Area

*2022 Search Advertising Benchmarks
LocalIQ - multiple categories

Search Highlights

- **Overall search is considered to be performing well**, while impressions were down in March, CTR was up to 6.29% from 5.56% in February
- **Paid search made up 24.75%**
- The top performing ad group by impressions was Family Fun surpassing Outdoors
- The top performing ad group by clicks was "Dynamic" surpassing "Branded" which was top in February

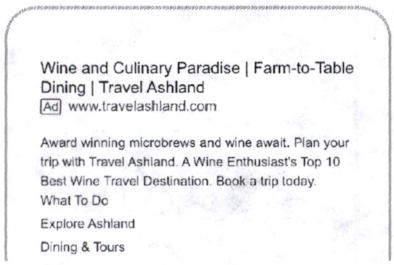
Top web pages visited SEM

- **Homepage**
- **Theatre/music**
- **Ashland 4 Kids**

Search Creative Examples

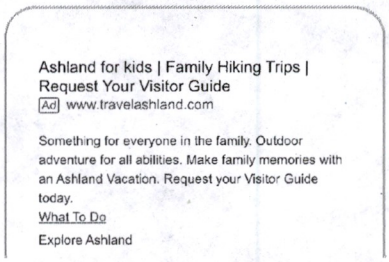
Wine & Culinary

Impressions	Clicks	CTR
4,232	164	3.88%



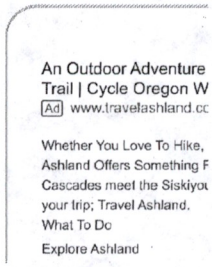
Family Fun

Impressions	Clicks	CTR
6,683	471	7.05%



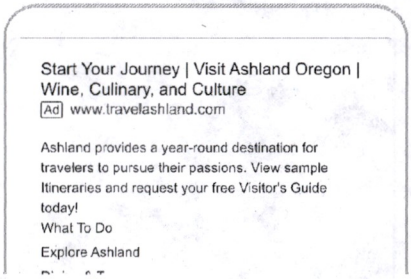
Outd

Impressions	Cl
6,783	2



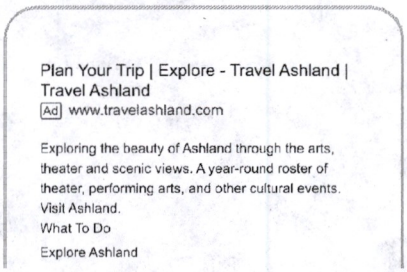
Branded

Impressions	Clicks	CTR
3,567	390	10.93%



Arts and Culture

Impressions	Clicks	CTR
2,482	178	7.17%



YouTube

YouTube January ~ March

6,190	3,713	59.98
Impressions	100% Completion	Completion Ra

DEVICES

Device	YouTube Views
Connected TV	3,762
Desktop	127
Mobile	380
Tablet	219



81.84% Connected TV

2.81% Desktop

9.90% Mobile

5.44% Tablet

TOP CITIES

Place
Los Angeles
Las Vegas
Sacramento
San Francisco
San Jose
San Diego
Phoenix
Seattle
Portland
Tacoma

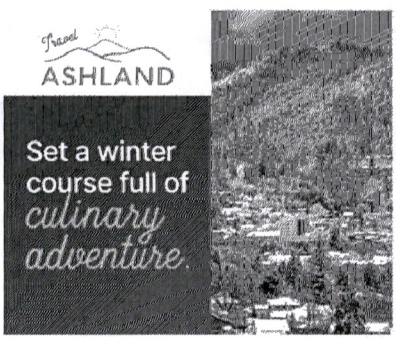
Display

Display January ~ March

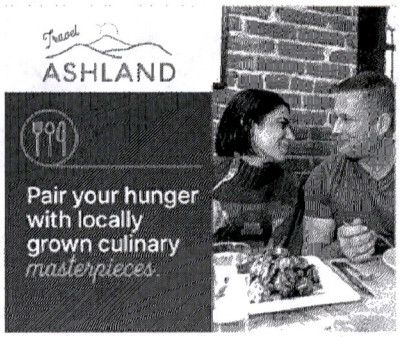
971,117	1,696	0.17%	9
Impressions	Clicks	CTR	Vie

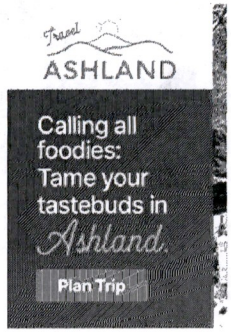
Place	Region	Impressions	Clicks	Click Rate
Seattle	Washington	102,526	157	0.15%
San Francisco	California	61,577	137	0.22%
Portland	Oregon	48,185	95	0.20%
Phoenix	Arizona	37,340	74	0.20%
Los Angeles	California	44,710	66	0.15%
Eugene	Oregon	22,574	63	0.28%
Denver	Colorado	32,424	59	0.18%
San Jose	California	14,868	39	0.26%
San Diego	California	16,835	24	0.14%
Salt Lake City	Utah	13,101	24	0.18%

Winter Wine & Culinary – Wanderers





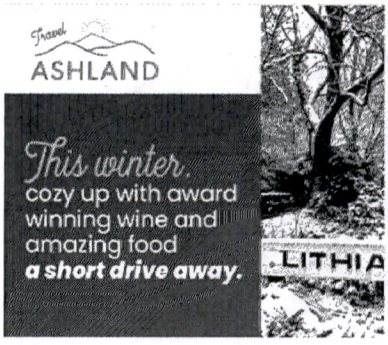


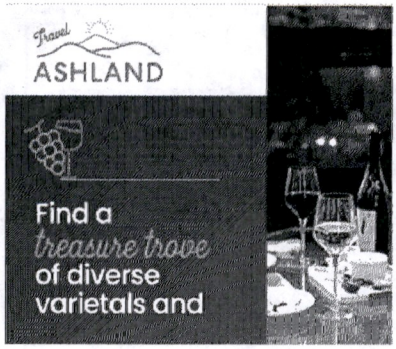


Persona:Wanderers
Interest: Wine & Culinary
Market: Drive & Fly
Run Dates: 1.26.2023-3.31.2023

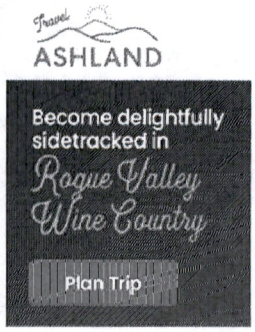
Impressions: 203,800
CTR: 0.17%
Clicks: 345

Winter Wine & Culinary – Quick Escapes





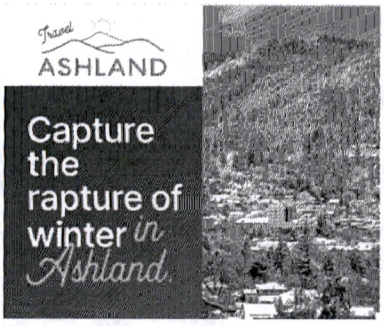




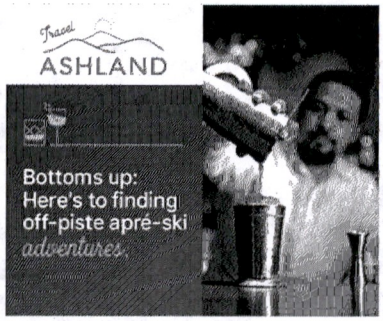
Persona: Quick Escapes
Interest: Wine & Culinary
Market: Drive
Run Dates: 2.2.23–3.31.23

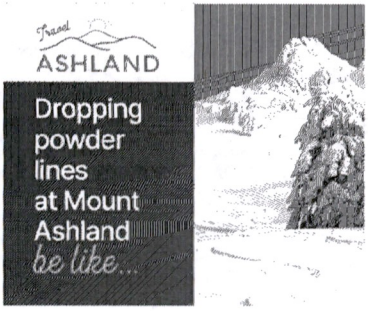
Impressions: 102,245
CTR: 0.19%
Clicks: 196

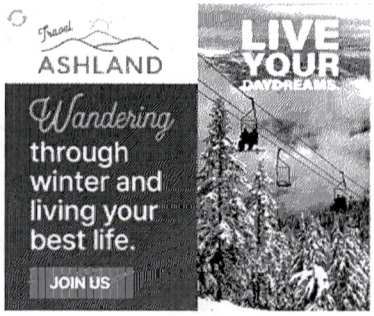
Outdoor Enthusiasts - Ski







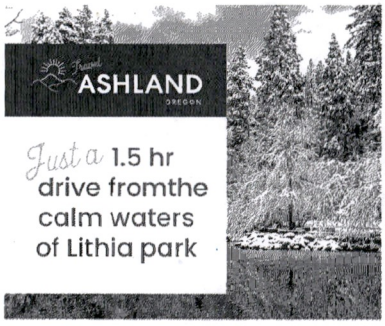


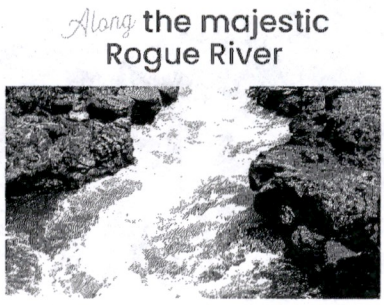


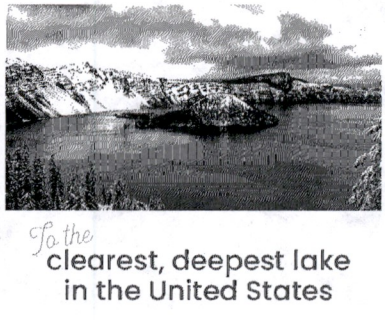
Persona: Quick Escapes
Interest: Outdoor Enthusiasts - SKI
Market: Drive
Run Dates: 2.2.23-3.31.23

Impression
CTR: 0.16%
Clicks: 255

Basecamp Crater Lake - Winter - Outdoors









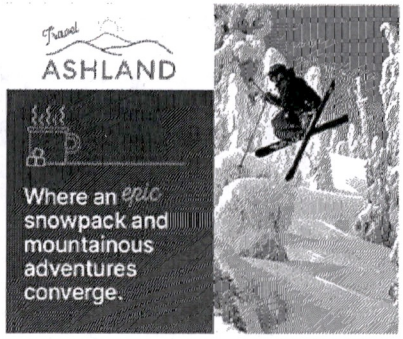
Persona: All
Interest: Outdoor Enthusiasts
Market: Drive & Fly
Run Dates: 12.1.2022-2.28.2023

Impressions: 177,114
CTR: 0.13%
Clicks: 223

Family Getaways Winter Outdoors







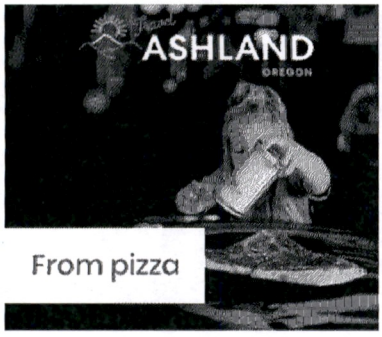




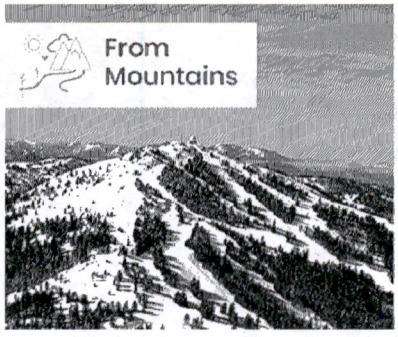
Persona: Family Getaways
Interest: Outdoor
Market: Drive & Fly
Run Dates: 2.9.2023-3.31.2023

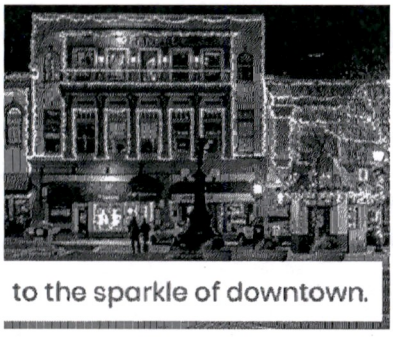
Impressic
CTR: 0.24
Clicks: 19

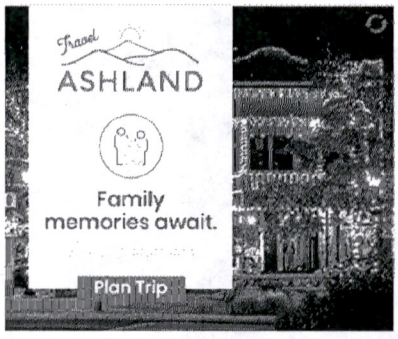
Family Getaways Winter











Persona: Family Getaways
Interest: Family Fun
Market: Drive & Fly
Run Dates:11.9.2022-2.28.2023

Impressions: 50,079
CTR: 0.15%
Clicks: 77

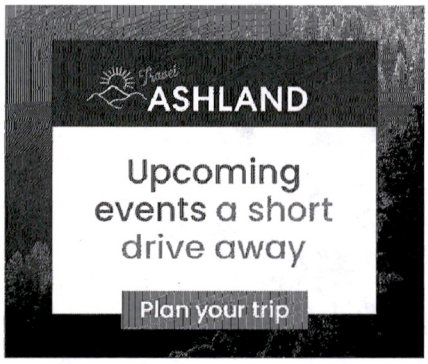
March Events











Persona: All
Interest: All
Market: Regional (150 mi Radius)
Run Dates:3.1.2023-3.31.2023

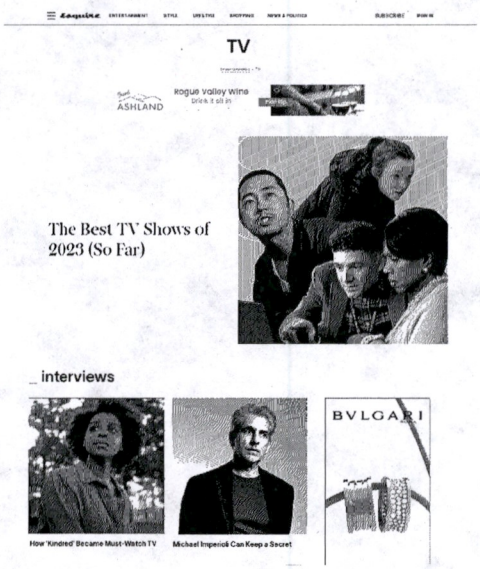
Impressions: 50,105
CTR: 0.27%
Clicks: 34

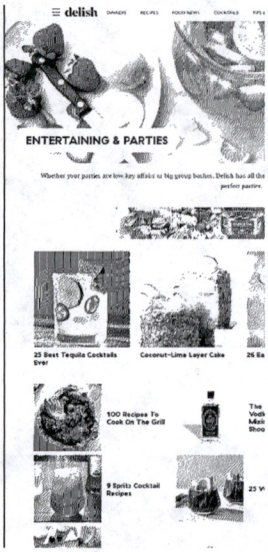
Display - January - March Placement Examples

- Top sites by click
  - Delish.com 177
  - people.com 123
  - yahoo.com 83

- Overall campaigns continue to perform well. The best performing ad sets by CTR (click through rate) were both of family targeted ones
- Each month we are seeing additional "view through" which i when someone sees an ad but does not click and visits the s later







PTA:
Polygonal Targeted Audiences

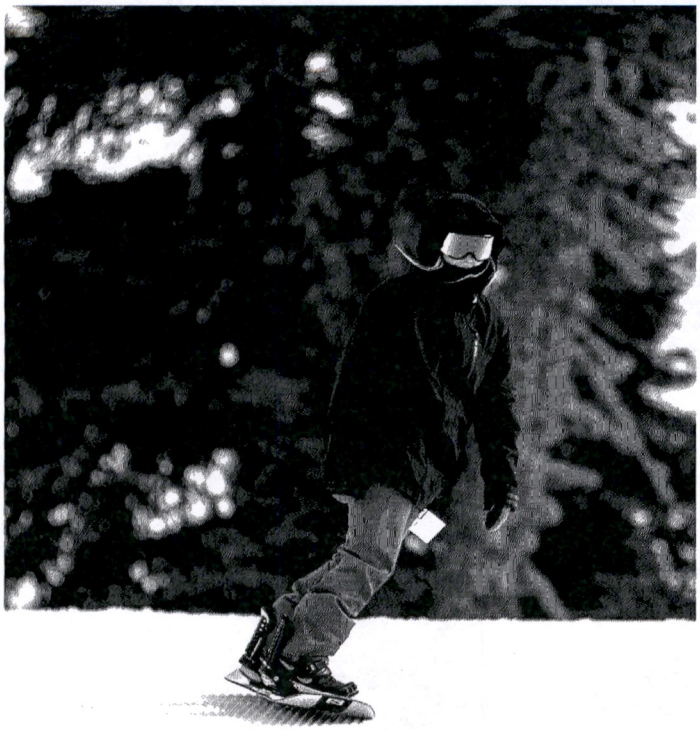


Photo by Steve Heinrich

We Invite You Back *December -February*

- Utilizing **Polygonal Targeted Audiences (PTA)**
- Similar to geofencing, PTA targets a set geograp and collects data via cell phone. We use a time "lookback" and target those who visited during t window of time and eliminate or target based c audience we are looking to reach.
- **Launched December 19**
- This **targets those who have visited Ashland durin summer months** and **invites them back** for winter activities.
- The audience was pulled through mobile devices
  - **Look back May-June-July, 2022**
  - 48 commercial address locations: **23,45 devices discovered accounting for 129,3(to Ashland area hotels, restaurants, airp(**
  - 819 address (CRM): 1,071 devices appenc the residential CRM list.
  - 12,804 devices removed due to associati undesirable ZIP's. (Mostly from 97520, 97 97504 and 97502 to avoid targeting locc
- The campaign creative runs through websites as ads and through social media.
- In addition to the direct target an additional "Audi Lookalike" was created to reach a larger audience mirrors their online behaviors of the original audie

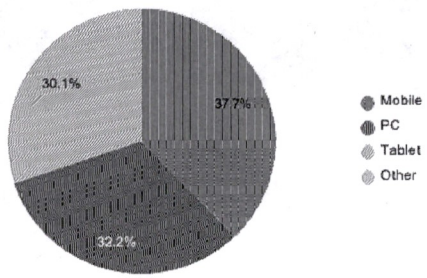
PTA – Performance – January – February

Display	333,521	345	0.10%
	Impressions	Clicks	CTR

TOP GEO BY IMPRESSIONS

City	State	Impressions ▾	Clicks	CTR
Eugene	Oregon	76,313	83	0.11%
Salem	Oregon	50,844	42	0.08%
Roseburg	Oregon	22,902	23	0.10%
Bend	Oregon	17,469	22	0.13%
Coos Bay	Oregon	14,334	10	0.07%
Corvallis	Oregon	13,873	25	0.18%
Klamath Falls	Oregon	13,685	14	0.10%
Albany	Oregon	12,181	15	0.12%

DEVICE BY CLICKS

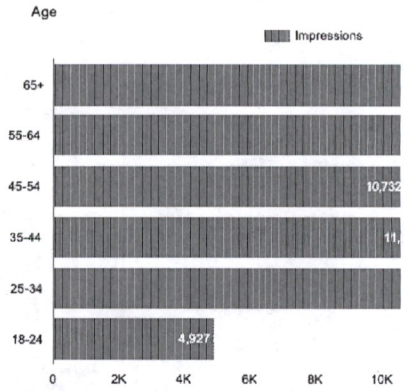


PTA – Performance – January – February

Social	67,733	1,213	1.79%	6,15
	Impressions	Clicks	CTR	Rea

Top Geos by Impression

GEO	Impressions ▾	Clicks	CTR	Reach
Portland, OR	2,944	59	2%	400
Seattle-Tacoma	1,606	43	2.68%	262
Eugene	1,478	21	1.42%	188
Yakima-Pasco-Rchlnd-Knnwck	1,324	28	2.11%	144
San Francisco-Oak-San Jose	1,203	19	1.58%	194



Welcome to Winter - PTA & Display











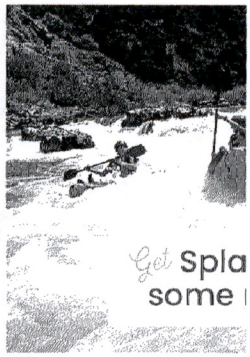
Persona: All
Interest: All
Market: Drive & Fly
Run Dates: 12.19.2022-2.28.202

Impressions: 101,951
CTR: 0.17%
Clicks: 172

Destination Friends- General – Late Spring







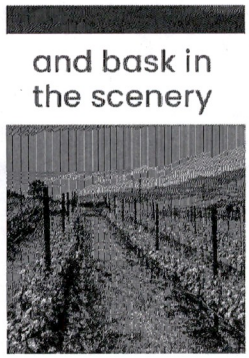


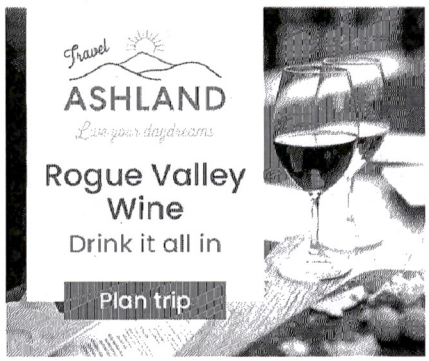


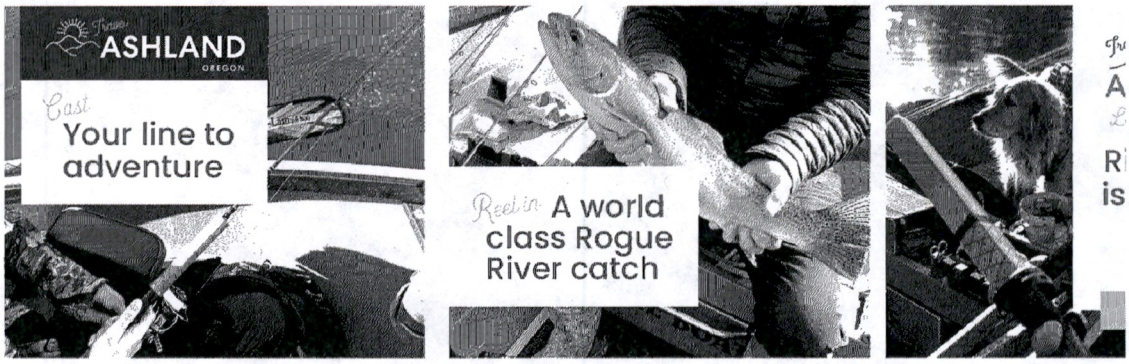
Oregon Wine Month – May 2023










Travel
ASHLAND
OREGON
Cast
Your line to adventure
Reel in
A world class Rogue River catch

Industry Statistics

Lodging Industry Statistics: January – March 2023

Key Points:

- For Ashland's entire lodging sector, a **third** of the properties report to STR, a data collection entity that we subscribe
- Below, occupancy represents 536 rooms nights, approximately a third of the 1700+ rooms of Ashland's lodging.
- First quarter has the most opportunity for growth. Note: we welcome many **day visitors and regional visitors** during is **impacted by weather** being the snowiest winter we have had in a decade.
- Beyond lodging, late winter and early spring were soft especially in March for restaurants and retail.
- Increase in delayed international travel from the pandemic **compressing domestic travel** is a factor as most other also seeing 20% down throughout the state as well as a softness in domestic travel in the country.

Occupancy - Hotel/Motel Lodging

	January	February	March
Ashland	38.8%	44.8%	51%
YOY for Ashland	-6.4%	-14.5	-10.1
Jackson County	45.1%	50.5%	56.4%
Southern Oregon	42.1%	47.1%	52.2%
Oregon	45%	53%	57.8%

Source: STR Report

Vacation Rentals '22 vs. '21

Vacation rentals represents a large numbe
Ashland. They are legally licensed and cont
lodging tax. Data for 66 vacation rental prc
Ashland shows an average of **38% occupar**
Quarter 1 (Jan – Feb). Bookings are strong
and fall. Source: BookStayHop

Ashland's Transient Room Tax Statistics sl
latest data available that **October – Decem**
collections totaled **$670,621** which is the **lar**
collection for this quarter since 1999 (availc
This is **11% higher** than 2019, the second larç
equates to **$6,706,210 visitor spending for l**
that quarter.

Lodging Industry Statistics: January - March 2023

Key Points:

- Average daily rate represents 536 rooms nights, approximately a third of Ashland's lodging but is a key snapsho
- Data is based on properties that report to the STR reporting system.
- Ashland held a **strong room rate** for the season and **paced above** the county and region. This underscores that continues to be a desirable visitor destination in comparison to the valley and broader area.
- TOT and F&B revenue collections are outsourced by the City of Ashland to the State and have a lag time of 3-6 r

Ashland ADR: Average Daily Rate (room revenue/rooms sold)

	January	February	March
Ashland	$100.60	$104.15	$108.11
YOY for Ashland	-1.3%	3.8%	-6.2%
Jackson County	$97.46	$99.57	$102.45
Southern Oregon	$95.16	$98.38	$101.51
Oregon	$113.88	$121.71	$125.99

Source: STR Report

Siskiyou Welcome Cente

Jan.	Feb.	March
944	1011	1361

Numbers reflects weather that impa
and pass closures. The Siskiyou Welc
part of the Oregon State Welcome C
60% of all entry into Oregon comes t
corridors. 20% of all state highway fu
are generated by visitors according
Oregon. The Welcome Center is ma
Travel Southern Oregon with paid stc
volunteers and funded through Trave

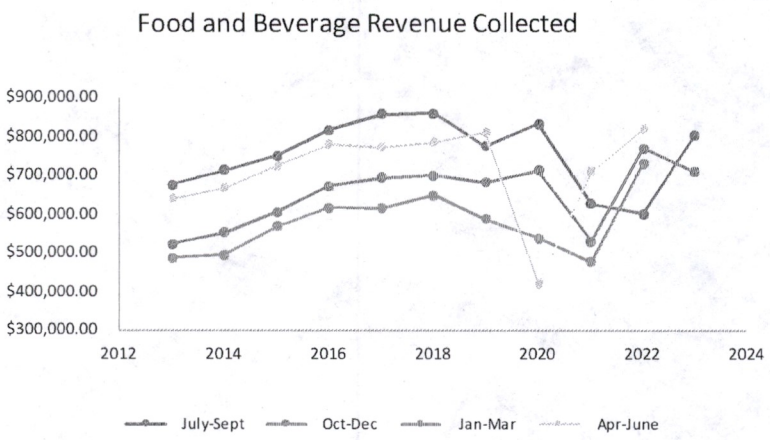
Culinary Industry Statistics

Key Points:

Restaurants showed the following trends January – March :

- Customers are spending more per check though there are fewer of them vs. past years.

Below, F&B annual revenue collections show **continued recovery with the latest data available Oct – Dec. 2022 at $710,238, exceeding 2018 & 2019, pre-pandemic levels.** Due to rising costs, pro for many and down for some. March 2023 was softer than past years. Hence the work we do to p round to help increase continued revenue with visitors and planning ahead.



Source: Hdl reports



Ph

Ashland Mystery Fest

Ashland Mystery Fest October 20th – 22nd, 2023

A **NEW event** coming this fall to Ashland being produced by Travel Ashland and Ashland Chamber.

Ellie Alexander, who has sold over half a million books and wrote one of her cozy mystery Bakeshop Series, set here in Ashland, will be joined by 9 of her cozy mystery author friends for a fun, fictional weekend with **hosted author panels, pop ups and a mystery for guests to solve**. With mystery **dinners** and **packages**, it will be an immersive weekend that readers and visitors will enjoy.

Thank you to our **sponsors** Paddington Station, Friends of the Public Library, Bloomsbury Books, Barbara Allen and RVML.

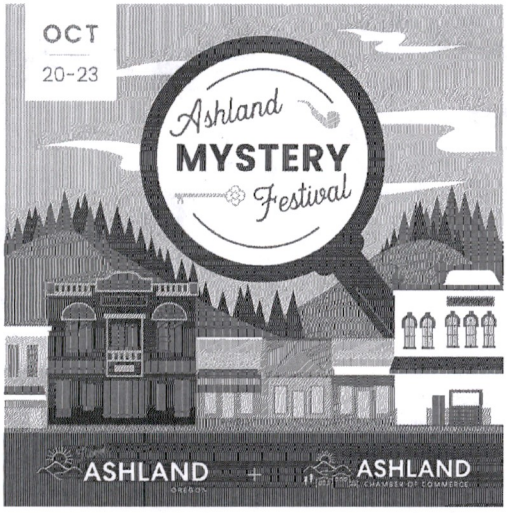
www.ashlandmysteryfest.com

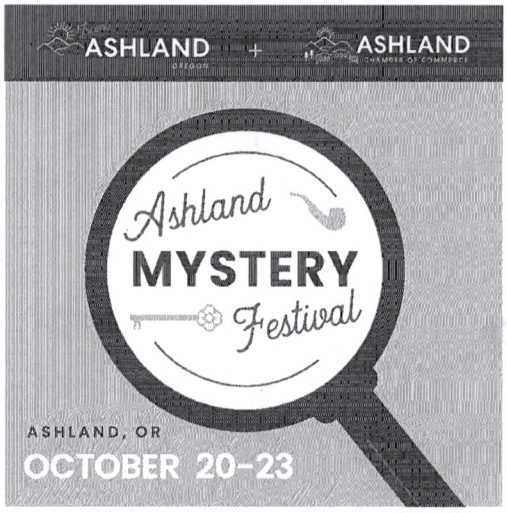
Ashland MYSTERY Festival

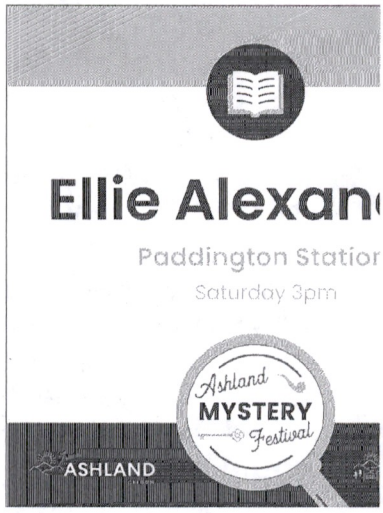
Ashland MYSTERY Festival

Ashland MYSTERY Festival

Event brand examples:









Travel Ashland Advisory Con

- Pete Wallstrom – Momentum River Expeditic
- Graham Sheldon – Ashland Creek Inn
- Anne Robison – The Crown Jewel
- Don Anway – Neuman Hotel Group
- Julie Gurwell – Hearsay Restaurant, Lounge a
- Scott Malbaurn – Schneider Museum of Art
- Gina Bianco – Rogue Valley Vintners
- Dorinda Cottle – City of Ashland
- Javier Dubon – Oregon Shakespeare Festival
- Andrew Gast – Mt. Ashland Ski Area
- Gina DuQuenne – Ashland City Council Liaisc

Photo credit: Graham Lewis

Travel

ASHLAN

Live your daydreams

Thank you!

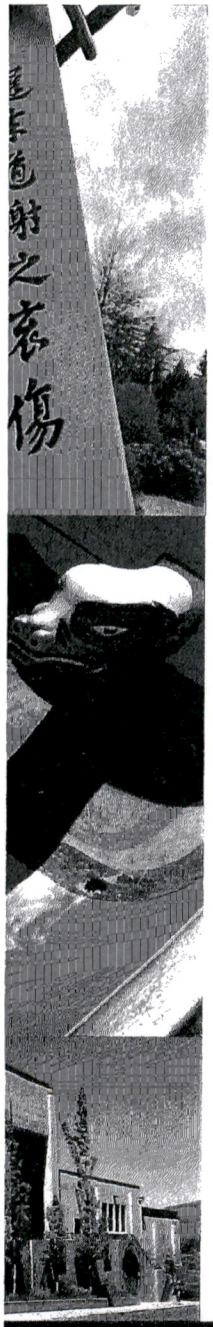
Questions?

Katharine Cato, Director, Travel Ashland

katharine@ashlandchamber.com

are invited to visit 52 artworks in the Public Art ection of our beautiful city of Ashland. These artworks ude sculptures of wood, stone and steel, ceramic cs, colorful murals and painted utility boxes that busy streets.

itizens have been dedicated to culture, art and n since the late 1800s. The oldest community owned ates from 1910.



PUBLIC ART

- Accessible to all, like a free museum
- Adds beauty to daily life
- Playful, educational or challenging
- Sheds light on our town history
- Introduces us to peoples who lived here before us
- Strengthens our local community

In addition to the Public Art collection, you will find hundreds of other artworks throughout Ashland. See art in Ashland schools, Ashland Library, city parks and in neighborhoods around town. The Southern Oregon University campus has over 100 artworks.

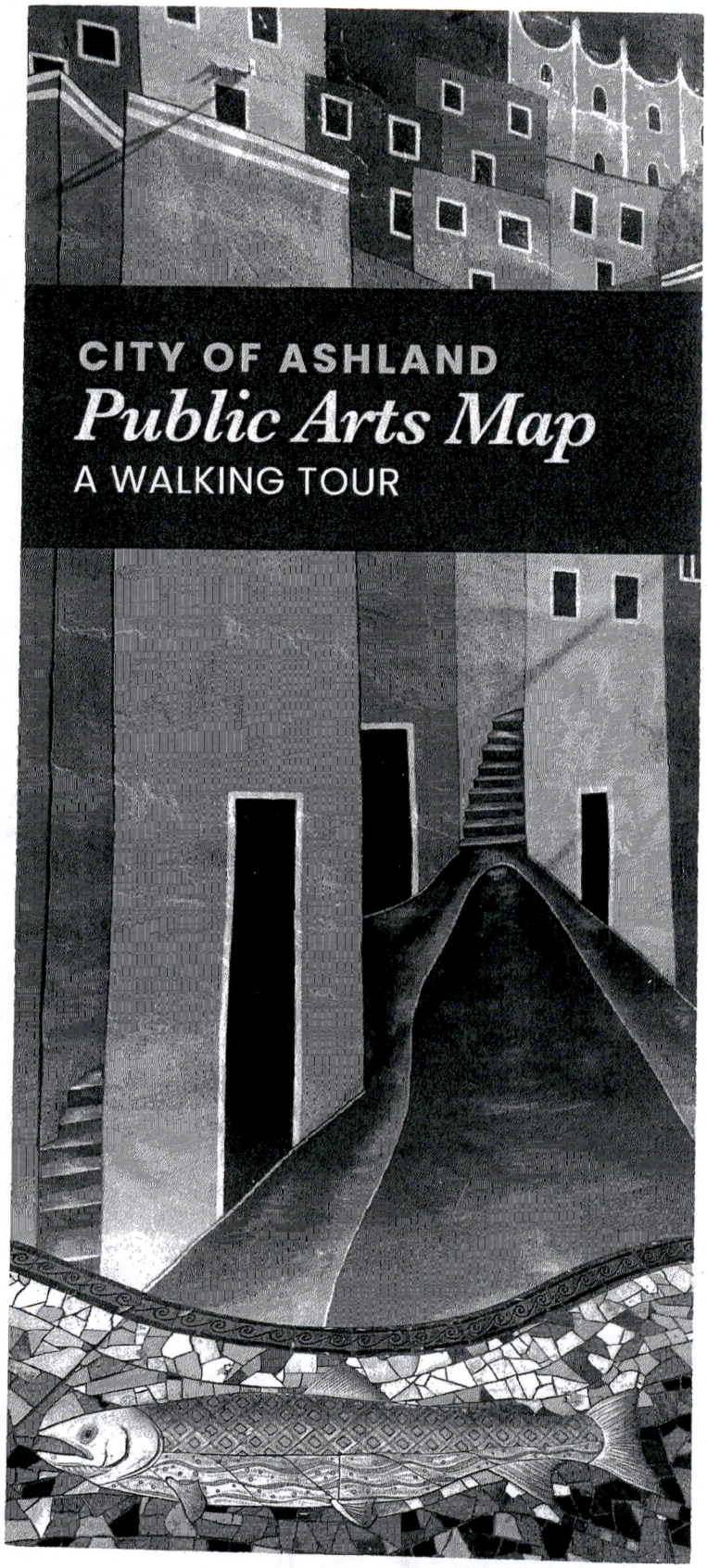
Scan the QR code or visit:
gis.ashland.or.us/publicart

A list of Ashland art galleries:
ashlandgalleries.com

Printed by 1000Museums.com

REV-2023-03

de Guanajuato, Laura Rangel Villasenor; *Rio Amistad*, Sue Springer; **Back:** ions, Jennifer Corio, David Frey; Outlifter Canoe, Dan Wahpepah; *Rogue Valley Celebration*, Isa Martinez Moore



5/16/23 Public Forum
David Wick

May 16, 2023

Hello Mayor Graham, City Councilors and Mr. Lessard,

Today, is the sixth anniversary of the City of Ashland becoming a City of Peace and joining the International Cities of Peace Association. On May 16, 2017 Mayor John Stromberg, City Councilors Greg Lemhouse, Traci Darrow, Michael Morris, Rich Rosenthal, Stef Seffinger, and Dennis Slattery had the inspired vision and thoughtful leadership to unanimously proclaim Ashland as a City of Peace.

In part the proclamation reads, "NOW, THEREFORE, the City Council and Mayor, on behalf of the citizens of Ashland, do proclaim that the City of Ashland, Oregon, is a City of Peace in perpetuity and encourage city and community leaders to work with concerned citizens to develop policies and procedures that promote a culture of peace in our region."

Ashland was the 163rd International City of Peace and from that time until today we have a known reputation in the current 380 International Cities of Peace due to the unique way we created this important infrastructure of peace. New City of Peace Mesa AZ wants to replicate the Ashland Culture of Peace Commission and a noted City of Peace in Ireland, also a original World Peace Flame host, wants to engage with us as we host a World Peace Flame.

The primary focus of an International City of Peace is on safety, prosperity, and quality of life and each of us have a daily role and influence in co-creating this desired environment. Let us also be clear, being a City of Peace not only is a guide in creating the city we want to be, this is also an attractor for visitors and an additional inspiring brand as we evolve to become our vision.

On Friday, May 26 at 5:00 pm there will be the opening of the Ashland City of Peace information hub at Catalyst Ashland, 357 E Main St, being hosted by Precious Yamaguchi and Andres Rivero. Everyone is invited.

I conclude with a comment sent to me from our Oregon State Representative Pam Marsh. "A thousand thanks for your devotion to Ashland and for always reminding us that we choose the community we want to be. You have been our constant reminder that our actions here in our tiny community matter — both to us and as a contribution to the world stage."

Additionally, we do not change the old, we create the new.

Thank you for your attention.

David Wick

David Wick
Executive Director
Ashland Culture of Peace Commission
[redacted]

5/16/23 Public Forum
David Wick

PROCLAMATION

- On March 17, 2015, the Ashland Mayor and City Council proclaimed support for a Culture of Peace community.
- On September 21, 2015, the United Nations International Day of Peace, the Ashland Culture Of Peace Commission was launched as a citizens commission.
- The core and strength of our community is based on relationships of mutual respect, integrity, and recognition of the inherent value of each person in the diversity of our community.
- Official recognition of Ashland as an International City of Peace will provide inspiration for all citizens to create an emerging, evolving, living model for thriving together as fellow humans.

NOW, THEREFORE, the City Council and Mayor, on behalf of the citizens of Ashland, do proclaim that the City of Ashland, Oregon, is a

City of Peace

in perpetuity and encourage city and community leaders to work with concerned citizens to develop policies and procedures that promote a culture of peace in our region.

Dated this 16th day of May, 2017

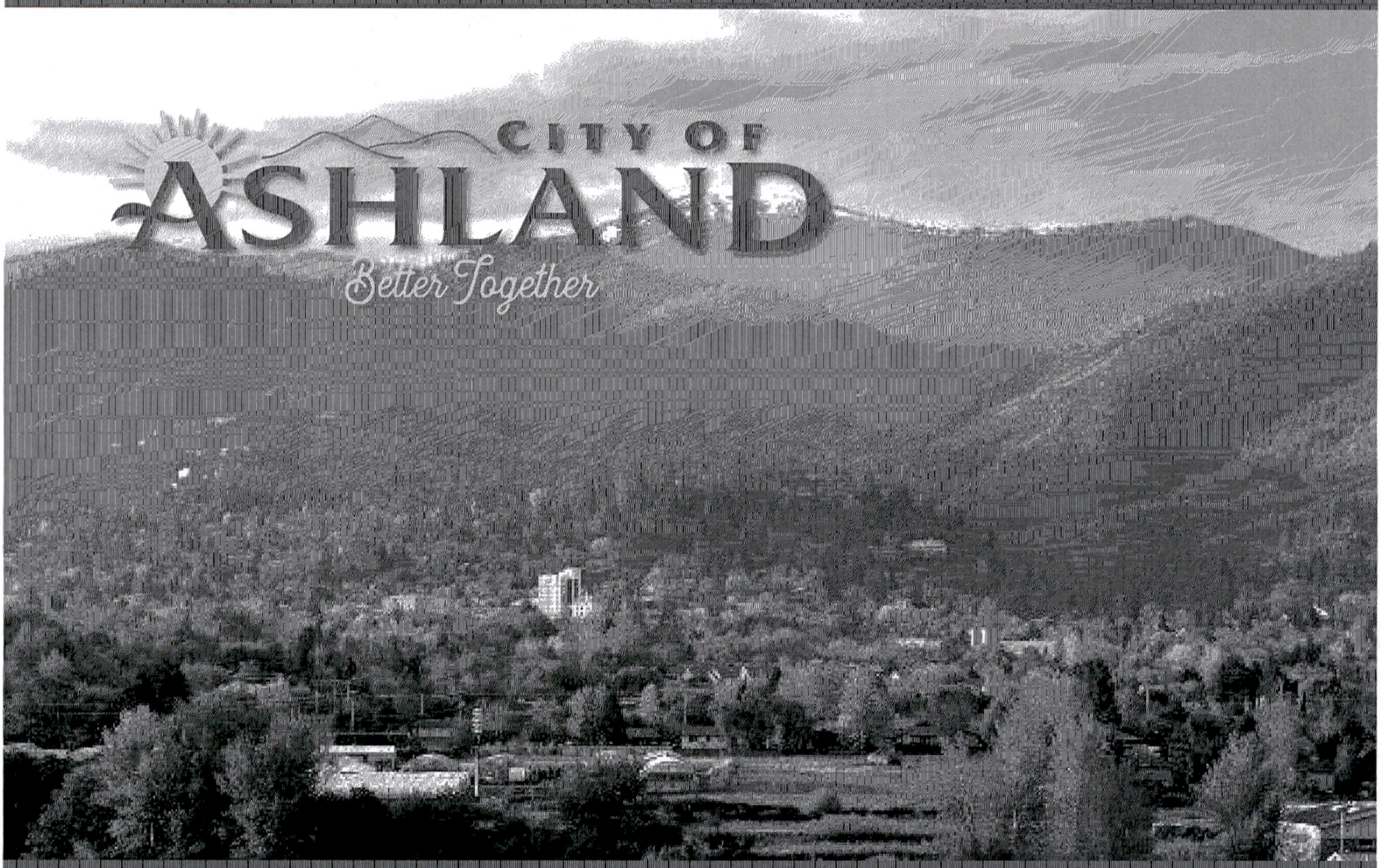
John Stromberg

John Stromberg, Mayor

Dana Smith

Dana Smith, Assistant City Recorder





BN 2023-2025 Unfun
Priorities

Council Priorities – Unfund

Priority #	Item	Department	
1	Fire Marshal	Fire Department	$101,920
2	Fire Training Officer	Fire Department	$97,065
3	Additional Wildfire Funding	Fire Department	$200,000
4	Additional Program Funds -Dawn to Dusk/Emergency Sheltering, etc.	City Manager	$100,000
5	Pre-Approved ADU Plans	Community Development	$15,000
6	Tyler Cloud Hosting- MUNIS	Finance/DoIT	$150,000
7	Incode Update	Courts	$10,000
8	Server Operating System Updates- Deferred Maintenance	DoIT	$40,000
9	Network Infrastructure Upgrades	DoIT	$215,000
10	4 Single Role EMS staff	Fire Department	$301,348
11	Deferred Maintenance City Hall (Grade F)	City-wide	$10,000,0
12	Deferred Maintenance Council Chambers (Grade D)	City-wide	$1,000,00
13	Additional funding or Community Center (Grade F) and Pioneer Hall (Grade D)	City-wide	$1,120,00 improve

QUESTIONS?



ASHLAND CITY COUNCIL
SPECIAL STUDY SESSION
MINUTES
May 25, 2023

Mayor Tonya Graham called the meeting to order at 5:03 p.m.

Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne, and Hansen were present.

1. Public Input

2. Review of City Attorney Hiring Process & Candidate Profile Draft
Erik Jensen from Jensen Strategies explained the City Attorney Position Profile would be used for the recruitment brochure as well as rating the interviews throughout the process. He provided a brief overview of the document.

He went on to explain the City Attorney Recruitment Hiring Procedures document. Once council adopted the position profile and the hiring procedures, Jensen Strategies would develop a brochure and advertise the position nationally in the private and public sectors. Mr. Jensen would work with Pam Beery and Paul Elsner, retired attorneys, and conduct preliminary interviews. Council will select the finalists during an executive session on July 24, 2023. Jensen Strategies would acquire reference and background checks. Finalist interviews were scheduled for August 7, 2023 and will consist of two panels, one with city management and department heads and another with local city attorneys. Council will interview the finalist that afternoon. The following day, Jensen Strategies will debrief with council and facilitate the deliberation process.

Councilor Hyatt confirmed the council panel interview would be considered a public meeting due to quorum. Councilor Dahle confirmed Jensen Strategies would have enough time for the hiring process. Councilor Kaplan noted the finalists' names would be made public and expressed concern about candidate privacy and suggested an alternate process.

Councilor Hansen and Bloom left the meeting at 5:20 p.m.

Council consensus agreed to strike the public announcement at a public meeting. Staff will bring the final profile and process to be formally adopted at the June 6, 2023 business meeting.

3. Adjournment of Study Session
The Study Session adjourned at 5:24 p.m.

Respectfully Submitted by:

Alissa Kolodzinski 2/20/24
City Recorder ~~Melissa Huhtala~~ Alissa Kolodzinski
Wune Pro Tune

Attest:

Tonya Graham
Mayor Tonya Graham

Council Business Meeting

June 6, 2023

Agenda Item	CEPAC Greenhouse Gas Emissions Recommendations	
From	Chad Woodward	Climate and Energy Analyst
Contact	Chad.woodward@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☒	

SUMMARY

The Climate Environment Policy Advisory Committee (CEPAC) was requested to report back to Council and advise what it feels the next steps should be regarding the electrification ordinance proposed during the March 21, 2023 Council Business Meeting.

POLICIES, PLANS & GOALS SUPPORTED

- 2017 Ashland Climate and Energy Action Plan (CEAP) Goals
  - Overarching Goal 1: Reduce Community Greenhouse Gas (GHG) Emissions.
  - Buildings and Energy Goal 1: Reduce buildings GHG Emissions
  - Public Health, Safety & Security Goal 1. Protect public health from air pollution and climate impacts.

BACKGROUND AND ADDITIONAL INFORMATION

The Rogue Climate Action Team (RCAT), a youth-led team of Rogue Climate, presented a proposed electrification ordinance during public forum at the March 21, 2023 Council Business Meeting. In response Council gave direction for CEPAC to study the ordinance and report back its recommendations.

CEPAC has reviewed the proposed electrification ordinance and related matters. CEPAC's review included the review of the proposed ordinance, the legal status of similar ordinances, and alternative mechanisms of achieving the ordinance goals.

CEPAC, at its May 24, 2023 meeting, passed the following motion by a 10-1 vote:

CEPAC recommends to City Council and the City Manager the following:

1. That they direct appropriate City Staff and City Attorney to review the document entitled "Ashland Electrification & Clean Air Policy: Proposal for Ashland CEPAC" as contained in the file "RCAT Proposal for CEPAC 5_22_23.pdf",
2. That appropriate City Staff and City Attorney in collaboration with CEPAC draft;
   a) an ordinance related to Electrification and Clean Air in new residential construction, and
   b) a resolution to study further potential actions on electrification and air quality of new buildings and remodels of existing buildings
3. That appropriate City Staff in collaboration with CEPAC perform stakeholder engagement using the "Proposed engagement process" contained in the cited document as a basis.

FISCAL IMPACTS

The CEPAC requests will require City departmental staff and City Attorney time and any associated project costs. Multiple city departments, including Electric and Community Development along with the City Attorney will need to be involved in developing and reviewing available research and draft documents related to the various ordinance and/or resolution options. The requested work is not currently included in the 2023-2025 BN anticipated departmental workloads and will need to be absorbed withing available staff time and funding resources. Corresponding delays will likely be experienced in other anticipated or assigned staff work.

DISCUSSION QUESTIONS

How do the various options help the city achieve the CEAP Goals? Specifically:

- How do they help reduce overall (and building) GHG emissions?
- How do they help protect public health from air pollution and climate impacts?

If some form of limiting natural gas in new residential dwellings is passed, then what are the likely impacts to the cost of purchasing a new home or renting in a new residential budling?

Does this recommendation disparately affect any subset of our community?

What are the practical implementation and legal implications of a drafted ordinance and/or resolutions?

SUGGESTED NEXT STEPS

While there are fiscal costs in terms of staff time resources, the City Council has mandated that the City address climate change and specifically look for options to reduce community GHG emissions, building emissions and protect its citizens health from air pollution. This recommendation from CEPAC targets all these CEAP goals.

The recommendations will allow the city to understand what options are legally viable and practically feasible in achieving CEAP goals. Input by relevant City Staff and the City Attorney is essential in determining those aspects of the proposed ordinance and resolution. Regarding legal viability there are several factors in play that the City Attorney will need to consider. These include legal precedent, franchise agreement language, and possible state preclusion concerns. In addition, it will enable City staff to develop recommendations that weigh related program needs, including potential expenditure and staffing, Electric utility impacts, ease of implementation, and timelines for implementing of the various options. The recommendations also call for outreach that is necessary to inform citizens and other stakeholders of the related issues, potential approaches and rationale behind any City Council decision.

REFERENCES & ATTACHMENTS

Ashland Electrification & Clean Air Policy: Proposal for Ashland CEPAC
Ashland CEPAC Options
Emissions-Based Concept Ordinance
CEPAC Proposed Ordinance Information Gathering Timeline
CEPAC Greenhouse Gas Emissions Recommendations Presentation

ASHLAND ELECTRIFICATION & CLEAN AIR POLICY:

PROPOSAL FOR ASHLAND CEPAC

Rogue Climate & Rogue Climate Action Team

Updated May 22, 2023

GOAL

RCAT's goal is to move forward impactful action on climate justice in Ashland by passing a policy that, in alignment with the goals set out by the Climate and Energy Action Plan (CEAP), improves indoor air quality and public health by reducing fossil fuel emissions in Ashland.

RCAT proposes that Ashland target new residential construction in this policy because, according to the Oregon Dept of Energy, residential and commercial buildings account for about one-third of Oregon's greenhouse gas emissions, and direct use of fossil gas creates 14 percent of the state's GHG emissions. Gas appliances emit harmful air pollutants, including nitrogen oxides, carbon monoxide, and particulate matter that can cause asthma, heart conditions, hospitalizations, and other health conditions. Children who live in homes with gas stoves have a 42% increased risk of asthma, according to a study published in the International Journal of Epidemiology. Ashland has a responsibility to take action in alignment with the CEAP to improve public health and mitigate the impacts of climate change. A policy following one of the methods laid out in this document would be one critical step towards Ashland's climate goals.

SCOPE

The reach of the policy and which type of new construction will be targeted.

The Rogue Climate Action Team (RCAT) proposes moving forward with a policy that targets stopping new fossil fuel infrastructure in new residential construction first, with a commitment from the city to expand the ordinance to commercial and industrial new construction over time. The reason behind this is that urgent action is needed to match the scale of the climate crisis, and to meet the political moment following the 9th Circuit Court's decision on the Berkeley ordinance. There are more policy pathways available to approach residential new construction, and there are more comparable and feasible technologies that allow residential buildings to be built all-electric. Technologies for commercial and industrial are becoming more available, but are not as accessible at this time. While the focus will be on new residential construction at this moment, it is imperative that the City of Ashland commit to adding new commercial and industrial construction in the future.

RCAT proposes that CEPAC move forward with a proposal to Ashland City Council to pass:

1. An ordinance that stops new fossil fuel infrastructure in new residential construction as soon as possible
2. A resolution to add commercial and industrial new construction over time.

METHOD

The below section includes information from Carra Sahler's policy overview of the possible pathways Ashland can consider to move forward to meet the goal of stopping the expansion of fossil fuel infrastructure in new construction in Ashland. These options are ranked in order of preference by RCAT, and include some pros and cons of each route according to RCAT.

#1 An Emissions-Based Ordinance

"The City could adopt an ordinance that regulates building emissions. The ordinance would require a notice of construction if a building would emit or have the potential to emit (through the operation or installation of any appliance, equipment, or process) carbon dioxide, methane, nitrogen oxides, and nitrogen dioxide in the building envelope. The ordinance would set limits on each of the pollutants. The City could make the ordinance applicable to a specified kind of "covered building" (e.g. the City could limit the ordinance's application to residential buildings). Failure to comply with the ordinance would result in revocation of the certificate of occupancy and potentially lead to penalties.

While this is not a "Berkeley style" ordinance, which was the subject of the CRA opinion, it is not entirely clear how broadly the CRA opinion should be read. Some experts argue that EPCA is directed at energy standards, not air emissions, so an emissions-based ordinance would not be preempted by EPCA. However, language in the CRA opinion might be read broadly to find EPCA preemption when an ordinance operates to prevent a building from using natural gas when gas service is otherwise available. If the City wishes to avoid any risk of EPCA preemption, the City could think creatively about how to dissuade new buildings from installing gas appliances without precluding them outright. We have some ideas about how to accomplish that goal." - Carra Sahler, Green Energy Institute

RCAT's Pros of an Emissions-Based Ordinance:

- This policy possibility seems easier to understand and to message to the public, with a focus on public health.
- This has the potential to have a broad-based impact towards the goal of limiting the expansion of fossil fuel infrastructure in Ashland.
- There is a possibility of including retrofits and remodels in this policy.
- This policy would not be hindered by the existing franchise agreement.
- The creation of a fund to invest in electrification retrofits for low-income families or other climate justice initiatives could have a positive impact in Ashland.
- There is already an example ordinance that Ashland could use as a starting point.

RCAT's Cons of an Emissions-Based Ordinance:

- RCAT & Rogue Climate would want to ensure that this policy would be equitable and a true climate justice solution. There is a concern that creating a fee to disincentivize developers from building with fossil fuels would just allow wealthy developers to bypass climate action, and not have as significant an impact.
- Similarly, we would want to ensure that the cost of the fee does not get passed down to residents, but is in fact carried by developers if they choose to build with fossil fuels.
- The Berkeley decision makes the impact of this policy less complete because of the potential need for the incentivization fee and subsequent fund, rather than just setting an emissions standard.

#2 The Local Building Code Amendment

"The City could pursue a local amendment application to the Building Code Division. The local amendment allows the state's Building Code Division to approve or deny an ordinance or regulation covering "the same matters encompassed by the state building code but which provides different requirements."6 Prior to submitting a local amendment application to the BCD, the City must hold a public hearing or meeting, complete a report summarizing the public response to the proposed amendment, and address fiscal and other impacts of the amendment. It must submit a copy of the proposed ordinance.7 In considering the local amendment, the director of the BCD must "encourage experimentation, innovation and cost effectiveness."8 BCD may interpret the local amendment or add conditions to the approval.9 An ordinance submitted to the BCD would need to comply with the seven criteria set out in EPCA." - Carra Sahler, Green Energy Institute

RCAT's Pros of a Building Code Amendment:

- A building code amendment has the potential to have a broader impact, because Ashland could determine what it wants to include in the building Code.
- Because it would directly change the building code, it could be expansive and thorough in its impact.

RCAT's Cons of a Building Code Amendment:

- While this policy could have a broad impact, it seems like a complicated process.
- A building code amendment still would have to comply with EPCA as related to the Berkeley decision, so the degree to which a building code amendment would be able to restrict fossil fuel-based appliances and false solutions like gas heat pumps is unknown.
- This has never been done in Oregon before, so the process and its possible outcome are unknown.

#3 A Prohibition on New Piping in Public Rights of Way

(RCAT is least interested in this policy)

"The City could adopt an ordinance along the following lines: "The City of Ashland hereby resolves that ***new*** *natural gas piping, fuel oil piping or other fossil fuel piping or conveyance systems will not be permitted in its rights of way."*

The CRA opinion recognizes that cities have control over their rights of ways. Specifically, the Court states, "Our holding doesn't touch on whether the City has any obligation to maintain or expand the availability of a utility's delivery of gas to meters."3 The court's statement is consistent with Oregon state law, which authorizes a city to enact an ordinance to "exclude or eject" any public utility from its streets, highways, or other public property within the city. It is also consistent with the federal Natural Gas Act, which states that the Act does not apply to local distribution of natural gas, or to the facilities used for such distribution. The City will need to consider the language of its franchise agreement." - Carra Sahler, Green Energy Institute

RCAT's Pros:

- This is a simple policy that would stop expanding fossil fuel infrastructure in Ashland.

RCAT's Cons:

- Given that this policy would only apply to new, previously undeveloped areas and most of Ashland's new residential development would still be able to tap into existing gas lines, this policy does not match the scope of impact that RCAT would like to see.
- The franchise agreement could be a challenge for the legality of this policy.

ENGAGEMENT

The process by which CEPAC will approach stakeholder engagement to inform policy development.

Desired outcome:
> Impacted stakeholders have the chance to ask questions and share concerns related to a potential policy before it goes before the City Council for two work sessions and a vote.

> Move forward any needed stakeholder engagement in a timely manner.

Proposed engagement process:

1. Solidify a list of impacted stakeholders specific to residential new construction, including affordable housing advocates, developers, healthcare practitioners, and current Ashland residents.
2. CEPAC decides on a priority policy route.
3. Create a google form survey that is sent out to the list of stakeholders asking for their questions and concerns, with information about the policy included.
    a. Chad, Jess and RCAT could make a draft to bring to CEPAC?
4. Rogue Climate and RCAT host an informational session about the policy.
5. CEPAC hosts one special meeting specifically for public testimony about the possible policy.
    a. RCAT members will be able to participate and give public testimony
    b. Hold space to answer questions
6. When the proposed policy goes to the City Council, there will be opportunity for public testimony at 2 readings.

TIMELINE

1. May 24, 2023 CEPAC Meeting - CEPAC recommends that City Council and/or City Manager direct appropriate City Staff and City Attorney to study RCAT Electrification and Clean Indoor Air Ordinance options, and draft new ordinance related to Electrification and Indoor Air quality in New Residential Construction, and to draft resolution to study further potential actions on electrification and indoor air quality of new commercial and industrial building and remodels of existing buildings.
2. Jun 5 City Council Study Session or Jun 6 City Council meeting - City Council and/or City manager directs City Staff and City Attorney to study 3 options for Electrification and Clean Indoor Air presented by RCAT with CEPAC involvement, and to develop and ordinance for new Residential construction, and a resolution to further study the issue for new commercial and industrial construction, and remodels of existing buildings.
    a. CEPAC CHAIR and RCAT representative(s) present at either Jun 5 City Council Study session or Jun 6 City Council meeting. CEPAC Chair to give a brief powerpoint presentation.
    b. Bob Kaplan, CEPAC City Council liaison works to get CEPAC Chair and RCAT member on the Jun 5 or Jun 6 meeting agenda.
3. Jun 14 CEPAC Meeting - CEPAC recommends a process for stakeholder involvement.
4. Jul 12 CEPAC Meeting - City Staff/Attorney present to CEPAC draft of new Electrification and Clean Indoor Act ordinance and resolution.
5. Jul 13 (or earlier) - Aug 08 - Stakeholder involvement
6. Aug 09 - CEPAC meeting - Based upon stakeholder involvement and suggestions, final draft of Electrification and Clean Indoor Air Ordinance for New Residential Construction and Resolution for further study of new Commercial and industrial Construction, and remodel of existing structures, comes out of CEPAC and is sent to City Council.
7. Aug 15 or Sept 05, 1st reading of ordinance and resolution is read at City Council.
8. Second reading to follow approximately one month later.

May 11, 2023

Available Options for Ashland to Regulate Natural Gas

This is a very short summary of the options that may be available to the City of Ashland following California Restaurant Ass'n v. City of Berkeley (the "CRA opinion"). This information is provided in the spirit of assisting the City in understanding potential policy pathways and should not be considered, or relied upon, as legal advice.

I. Introduction about the CRA Opinion

The CRA opinion concluded that a federal law (the Energy Policy and Conservation Act or EPCA) precludes the City of Berkeley from prohibiting natural gas piping within buildings. According to the court, such a prohibition on gas piping prevents consumers from using the products covered under the statute, which include appliances like furnaces. Instead, if a state or local government wishes to regulate the energy use or energy efficiency of a covered product, it may do so in a building code if the code complies with the seven criteria listed in EPCA.[1]

All indications are that the City of Berkeley will seek a rehearing of the decision, either from the original Ninth Circuit panel and/or en banc (a panel consisting of 10 judges and the chief judge). That process will take some time. A petition, if filed, would be submitted on or before May 31, 2023. The court has no time limit within which to grant or deny the permit. The court's website indicates it may take a few months or longer. A quick review of current cases awaiting en banc review reflects a variety of timelines–from a few months to a few years–between the original panel opinion and the court's order agreeing to review the case en banc.

II. Introduction to Options

If the City would prefer to act in the near term, rather than wait for a decision from the Ninth Circuit, I have set out three options below. A fourth option, focused on zoning solutions, is likely not a viable option upon further review and I do not discuss it here. Finally, in response to a question about system development charges, I provide general information about how a construction tax or fee on buildings using gas might operate.

In reviewing these options, the City should consider: (1) any obligations under its existing franchise agreement with Avista; (2) the state uniform building code, which prohibits the City from adopting any ordinance "relating to the same matters encompassed by the state building code but which provides different requirements;"[2] and (3) the Energy Policy and Conservation Act (EPCA) as interpreted by the Ninth Circuit in the CRA opinion.

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[1] 54 U.S.C. § 6297(f)(1)-(3).
[2] ORS 455.040(1); OAR 918-001-0005(3).

Option One: A Prohibition on New Piping in Public Rights of Way

First, the City could adopt an ordinance along the following lines: "The City of Ashland hereby resolves that **new** natural gas piping, fuel oil piping or other fossil fuel piping or conveyance systems will not be permitted in its rights of way."

The CRA opinion recognizes that cities have control over their rights of ways. Specifically, the Court states, "Our holding doesn't touch on whether the City has any obligation to maintain or expand the availability of a utility's delivery of gas to meters."[3] The court's statement is consistent with Oregon state law, which authorizes a city to enact an ordinance to "exclude or eject" any public utility from its streets, highways, or other public property within the city.[4] It is also consistent with the federal Natural Gas Act, which states that the Act does not apply to local distribution of natural gas, or to the facilities used for such distribution.[5] The City will need to consider the language of its franchise agreement.

Option Two: An Emissions-Based Ordinance

Second, the City could adopt an ordinance that regulates building emissions. The ordinance would require a notice of construction if a building would emit or have the potential to emit (through the operation or installation of any appliance, equipment, or process) carbon dioxide, methane, nitrogen oxides, and nitrogen dioxide in the building envelope. The ordinance would set limits on each of the pollutants. The City could make the ordinance applicable to a specified kind of "covered building" (e.g. the City could limit the ordinance's application to residential buildings). Failure to comply with the ordinance would result in revocation of the certificate of occupancy and potentially lead to penalties.

While this is not a "Berkeley style" ordinance, which was the subject of the CRA opinion, it is not entirely clear how broadly the CRA opinion should be read. Some experts argue that EPCA is directed at energy standards, not air emissions, so an emissions-based ordinance would not be preempted by EPCA. However, language in the CRA opinion might be read broadly to find EPCA preemption when an ordinance operates to prevent a building from using natural gas when gas service is otherwise available. If the City wishes to avoid any risk of EPCA preemption, the City could think creatively about how to dissuade new buildings from installing gas appliances without precluding them outright. We have some ideas about how to accomplish that goal.

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[3] Cal. Rest. Ass'n v. City of Berkeley, Slip Op. 21-16278, at 22 (Apr. 17, 2023).
[4] ORS 221.420.
[5] 15 U.S.C. § 717(b).

Option Three: The Local Building Code Amendment

Third, the City could pursue a local amendment application to the Building Code Division. The local amendment allows the state's Building Code Division to approve or deny an ordinance or regulation covering "the same matters encompassed by the state building code but which provides different requirements."[6] Prior to submitting a local amendment application to the BCD, the City must hold a public hearing or meeting, complete a report summarizing the public response to the proposed amendment, and address fiscal and other impacts of the amendment. It must submit a copy of the proposed ordinance.[7] In considering the local amendment, the director of the BCD must "encourage experimentation, innovation and cost effectiveness."[8] BCD may interpret the local amendment or add conditions to the approval.[9] An ordinance submitted to the BCD would need to comply with the seven criteria set out in EPCA.

Option Four: A Construction Fee or Tax

Fourth, a question arose at our meeting about the use of system development charges for buildings requiring gas system infrastructure. I offer as a solution the option of imposing construction taxes on the improvements to property that result in the construction of a new structure or an increase in square footage of an existing structure.[10] The City is permitted to impose such a tax under state law.[11] Taxes imposed on residential construction "may not exceed one percent of the permit valuation for residential construction permits issued by the city or county."[12] Construction taxes on nonresidential buildings are also subject to cost-based caps. Certain types of properties or buildings are exempt from taxation, including affordable housing, hospitals, schools, long-term care facilities, and agricultural buildings.

Construction tax revenues must be used for specific purposes. Residential construction tax revenues must be used to fund developer incentives, home ownership programs, and affordable housing programs and incentives.[13] Fifty percent of commercial or industrial construction tax revenues must be used for housing-related programs, and the remaining revenues may be used as general funds.[14] For example, the City here could use residential construction tax revenues to incentivize development of affordable, all-electric housing.

The statutory code governing construction taxes does not generally preempt municipalities from adopting variable tax rates for different subcategories of structures, so long as the total tax

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[6] ORS 455.040(1); OAR 918-0202-0370..
[7] OAR 918-020-0370.
[8] ORS 455.040(1).
[9] OAR 918-020-0370(4).
[10] ORS 320.192.
[11] *Id.*
[12] ORS 320.192(1)(b).
[13] ORS 320.195(3).
[14] ORS 320.195(4).

imposed for any subcategory does not exceed any applicable statutory limits. For example, a municipality could establish a higher construction tax rate for new residential buildings that connect to the gas distribution system, or offer a partial or whole refund of construction taxes paid by an all-electric residential building.

GREEN ENERGY INSTITUTE
Lewis & Clark Law School

Building Emissions Concept Ordinance

I. Introduction

This concept ordinance regulates building emissions. The ordinance would require a notice of construction if a building would emit or have the potential to emit (through the operation or installation of any appliance, equipment, or process) carbon dioxide, methane, and nitrogen oxides in a "covered building." The ordinance would set limits on each of the pollutants. The City could make the ordinance applicable to a specified kind of "covered building" (e.g. the City could limit the ordinance's application to residential buildings). Failure to comply with the ordinance would result in revocation of the certificate of occupancy and potentially lead to penalties. One optional addition to the ordinance would permit an owner to pay an emissions fee in lieu of meeting the building emissions limits. Details of such a fee would depend on how a local government seeks to consider and balance local administrative needs with desired benefits.

Bracketed and highlighted language either requires the addition of specific language applicable to the municipality or reflects optional language a municipality may select as appropriate.

II. Concept Ordinance Language

SECTION 1. City Municipal Code Title X Health [or similar title] is hereby amended as follows.

SECTION 2. Section X.XX.XX is hereby added to the City Municipal Code to read as follows:

Section X.XX.XX Definitions.

For the purposes of this chapter, the following definitions apply:

"*Building emissions*" means emissions of greenhouse gases, expressed in grams of carbon dioxide equivalent, and/or other air pollutants emitted by activities or processes involving the combustion of any fossil fuel or combination of fossil fuels, including natural gas, propane, and any petroleum-based fuel, in a covered building, including emissions generated through the operation of appliances or equipment used for space heating, water heating, or cooking in a covered building. Building emissions do not include:

1. Emissions from the combustion of wood or other biofuels in a solid fuel burning device regulated under chapter [code]; or

2. Emissions from any appliance or equipment that is designed for exclusive use outside of a building envelope, including but not limited to emergency generators and outdoor grills powered by propane or charcoal, provided that such appliance or equipment is not physically connected to a permanently installed fixture or permanently installed infrastructure designed for the distribution of any fossil fuel.

"*Covered air pollutant or pollutants*" means carbon dioxide, methane, or nitrogen oxides including nitric oxide and nitrogen dioxide.

"*Covered building*" means a residential dwelling that is [a permanent structure] constructed after [DATE].

"*Potential to emit*" means the maximum capacity of an appliance, equipment, or process, or a combination of appliances, equipment, and/or processes, to emit one or more covered air contaminants in a covered building.

"*Residential dwelling*" means a residence as defined by [code].

["*Permanent structure*" means a structure, as defined by [code] which has been constructed and placed on a permanent foundation for the purpose of occupancy.]

SECTION 3. Section X.XX.XX is hereby added to the City Municipal Code to read as follows:

Section X.XX.XX Building emissions limits.

[Except as otherwise provided by Section X.XX.XX. Emissions Fee, a] A covered building that commences construction on or after [DATE] shall not emit or have the potential to emit, through the operation or installation of any appliance, equipment, or process, emissions of covered air pollutants that exceed any building emissions limits established in this section.

A. For building emissions of carbon dioxide, the following limits apply:[1]

[choose one standard from options 1–3]

1. 40 grams CO_2 in any consecutive sixty minute period;

2. 910 grams CO_2 in any consecutive 24-hour period;

[1] CO2 standards represent a 90% reduction in average residential building emissions, based on 10-year average emissions (2011–2020).

3. 332.15 kg CO_2 in any one-year period; or

4. 25 kilograms CO_2 per million British thermal units of energy used in the building.[2]

B. A covered building may not emit nor have the potential to emit more than 0.01 grams methane in any sixty-minute period.[3]

C. A covered building may not emit nor have the potential to emit more than 7.8 nanograms of nitrogen oxides (NO_x) per Joule, including any combination of emissions of nitric oxide (NO) and nitrogen dioxide (NO_2).[4]

D. For purposes of this chapter, building appliances, equipment or processes powered exclusively by electricity are deemed to have zero potential to emit and do not contribute to a covered building's emissions or potential to emit.

SECTION 4. Section X.XX.XX is hereby added to the City Municipal Code to read as follows:

Section X.XX.XX Reports.

A. Notice of Intent to Construct. If a covered building will emit or have the potential to emit, through the operation or installation of any appliance, equipment, or process, emissions of covered air pollutants that have the potential to exceed any building emissions limits established in this chapter, the owner of the covered building shall submit to the City a Notice of Intent to Construct a Covered Building. This Notice must be submitted prior to commencing construction of a covered building.

B. Construction Report. Within 30 days of construction completion, the owner of a covered building shall file with the City a report that includes the following information for the building:

1. Address

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[2] *See* New York City Local Law No. 154, https://www1.nyc.gov/assets/buildings/local_laws/ll97of2019.pdf.

[3] Based on observed steady-state-off methane emissions from gas cooktops of 10 milligrams/hour and average steady-state-on methane emissions of 0.259 g/hour from an in-use gas burner, averaged across all burner sizes. Eric D. Lebel et al., *Methane and NOx Emissions from Natural Gas Stoves, Cooktops, and Ovens in Residential Homes,* 56 Environ. Sci Technol. 2529–2539 (2022), https://pubs.acs.org/doi/pdf/10.1021/acs.est.1c04707.

[4] Based on observed steady-state-on average emissions from gas cooktops of 7.8 nanograms NO2 per Joule and 14 nanograms NO per Joule (collectively 21.7 nanograms NOx per Joule). Eric D. Lebel et al., *Methane and NOx Emissions from Natural Gas Stoves, Cooktops, and Ovens in Residential Homes*, 56 Environ. Sci Technol. 2529–2539 (2022), https://pubs.acs.org/doi/pdf/10.1021/acs.est.1c04707.

2. **Total square footage**

3. **A description of the building's HVAC system, including the primary fuel type or power source for the system**

4. **A complete list of all appliances and equipment installed in the building that emit or have the potential to emit any covered air pollutant within the building envelope, including but not limited to appliances and equipment installed for cooking, space heating, water heating, and clothes drying, and any fireplace that is not a solid fuel burning device regulated under chapter [code].**

5. **A description of all non-electricity fuel inputs in the building**

[**SECTION 5.** Section X.XX.XXX is hereby added to the City Municipal Code to read as follows:

Section X.XX.XX. Emissions Fee.

Any owner may elect to pay an emissions fee in lieu of meeting the building emissions limits established in this chapter. [Details of emissions fee.]]

SECTION 6. Section X.XX.XX is hereby added to the City Municipal Code to read as follows:

Section X.XX.XX. Penalties.

Any person violating the building emissions standards or failing to comply with the requirements of this chapter is subject to the general penalty provisions in chapter [code].

A building official may revoke a certificate of occupancy for a covered building that is not in compliance with the provisions and requirements of this chapter.[5]

SECTION 7. Section X.XX.XX is hereby added to the City Municipal Code to read as follows:

Section X.XX.XX. Severability.

The provisions of this chapter are severable, and it is the intention to confer the whole or any part of the powers herein provided for. If any word, definition, clause, section or provision of this chapter shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of this chapter shall be in full force and effect and be value as

[5] OAR § 918-480-0140(4) states: "A building official may revoke a certificate of occupancy or a temporary certificate of occupancy when the residential dwelling or townhouse is in violation of applicable law that poses a threat to health and safety. The revocation must be in writing and state the basis for the revocation of the certificate of occupancy."

if such invalid portion thereof had not been incorporated herein. It is hereby declared to be the Council's express legislative intent that this chapter would have been adopted had such an unconstitutional or otherwise invalid provision not been included herein.

RCAT and CEPAC Electrification and Clean Indoor Air Ordinance Work to Date

1) RCAT Student Group, with support from Rogue Climate, and legal team at Green Energy Institute of Lewis and Clark Law School, Earthjustice, and Sierra Club draft Electrification Ordinance that seeks to ban new fossil fuel infrastructure in new residential, industrial, and commercial buildings in Ashland.
    a. This Ordinance is based upon Eugene's proposed ordinance which is based upon Berkeley, CA ordinance.
2) Ashland City Council Directs CEPAC to Study the issue and report back to City Council
3) CEPAC directs CEPAC Members Sohl, Barth, and Walker, along with Council Liaison Kaplan, and Climate Analyst Woodward to gather further information regarding RCAT's proposal and background information.
4) US 9th District Court rules that Berkeley ordinance invalid (preempted by **Energy Policy and Conservation Act of 1975 (EPCA)**
5) Given 9th District decision, RCAT legal team advises that Ashland's best course of action is to make changes to, and not pursue passage of Ordinance in the original form, which had banned new fossil gas pipes connecting to new construction (very similar to Berkeley's).
6) Information gathering and sharing sessions occur on April 17, April 27, May 15, May 22 to study the issue. RCAT members, Rogue Climate staff, and RCAT legal support team provide information and insight.
7) RCAT suggests changes to original proposed ordinance as follows:
    a. Suggest ordinance to initially include new residential construction only.
    b. Suggest an accompanying resolution to further study a later ordinance regarding electrification and clean indoor air rules for new commercial and new industrial construction, and remodels of existing buildings.
8) RCAT and their support team present three options for an ordinance and resolution based upon realities of the 9th District court decision.
    a. The support team highlights dual need for ordinance – health based clean air concerns and climate change greenhouse gas concerns.
    b. Three options to replace the proposed ordinance provided:

i. Emissions based approach – Currently law in New York City and New York State. RCAT and Support team suggest that an ordinance based in-part upon an emissions and indoor air quality standard is the best option.
ii. Local Building Code Amendment – This is in place in Washington State.
iii. Right-of Way ordinance banning new fossil fuel infrastructure in new right-of ways. Will need legal review of the franchise agreement with Avista.

9) Information ready to share with CEPAC during May 24 CEPAC meeting to determine next steps.

CEAP Goals

CEAP Goal #1: REDUCE GREENHOUSE GAS EMISSIONS!

- For the Community: Reduce GHG emissions 8% per year on average, every year to 2050.
- We *are not* meeting our goals!

How are We Doing?

POORLY!

1. Community "Natural" Gas Consumption Rose 10% from 2015 to 2020
2. Gas Meters in Ashland increased 5% from 2015 to 2020
   - 2015 - 6598 Residential + 807 Commercial = 7375 Gas Meters
   - 2020 – 6903 Residential + 842 Commercial = 7745 Gas Meters

Methane is the SECOND Most Important GHG

"Natural" Gas is composed primarily of methane, which is 80x more potent than CO2.

Reducing the use of "natural" gas is important because:

- **It is a mechanism to reach our CEAP goals and reduce community greenhouse gas emissions.**
- **There are risks to public health when using "natural gas" in a house.**

Health Impacts of Methane Exposure

- **Up to a 40% increased risk of childhood asthma exacerbations, and**
- **Up to a 24% increased risk of new asthma.**

How did we get here?

1. The Rogue Climate Action Team (RCAT) youth bring Ordinance Proposal to City Council & Council Directs CEPAC to Study Ordinance.
2. US 9th District Court rules Berkeley Ordinance not in compliance with federal statute.
3. RCAT proposes change in ordinance to:
   - A) New Ordinance to include new *Residential* construction only
   - B) Resolution to further study options re: Commercial, Industrial, and substantial remodels

How did we get here?

4. RCAT and CEPAC have identified 3 alternative options for an ordinance applying to new residential construction:
   - Emissions based strategy
   - Local Amendment to the State Building Code
   - Apply Restrictions in New Rights-of-Way

What is the Ask of Council?

CEPAC (May 24, 2023) moves (10-1) to ask City Council to:

1. Direct City Staff (particularly Legal and planning) to work with CEPAC to bring an appropriate ordinance and resolution back to council ASAP
2. Direct that resources (hours) be given to such an effort
3. Direct CEPAC and RCAT to develop a stakeholder engagement plan.

Timeline

- Today… Council directs City Planning and Legal Resources to study ordinance and work with CEPAC to draft Ordinance/Resolution
- ASAP… CEPAC and RCAT start stakeholder engagement process planning
- July 12 - Staff and Working Group bring ordinance/resolution to CEPAC Meeting
- Late July, Early August - Formal stakeholder engagement
- Aug - CEPAC votes on final Ordinance/Resolution
- Aug 09 or Sept 05 Council Meeting – First reading of Ordinance.

Where Do Ashland Emissions Come From?

25% from Residential , Commercial, Industrial Energy use:

- 13% Residential
- 11% Commercial
- 1% industrial

Council Business Meeting

June 6, 2023

Agenda Item	City Attorney Profile and Recruitment Process	
From	Molly Taylor	Interim Human Resources Director
Contact	Molly.taylor@ashland.or.us	
Item Type	Requested by Council ☒ Update ☒ Request for Direction ☐ Presentation ☐	

SUMMARY

Jensen Strategies is assisting the City of Ashland with recruiting the City's next City Attorney. The next step in the recruitment process is for Council to formally adopt the process and candidate. Under Oregon law, for City Council to hold an executive session to consider the employment of an employee (ORS 192.660(2)(a) and ORS 192.660(7)(d)) Council must officially adopt a hiring process. Jensen Strategies also recommends the adoption of the attached position profile as an agreement on attributes the Council is seeking in the next City Attorney.

BACKGROUND AND ADDITIONAL INFORMATION

Jensen Strategies has gathered input through one-one-one interviews with the Mayor, Council, City Management and Legal Department to inform the position profile as well as worked with Mayor, Council, and staff to establish a timeline and profor the recruitment.

FISCAL IMPACTS

The City Attorney position has been budgeted in the current budget as well as for the next BN.

DISCUSSION QUESTIONS

Does the Council have any questions regarding the proposed process or candidate profile?

SUGGESTED NEXT STEPS

I move to adopt the proposed process and candidate profile to recruit a City Attorney.

REFERENCES & ATTACHMENTS

Attachment #1: Recruitment schedule
Attachment #2: Candidate profile

ASHLAND CITY ATTORNEY RECRUITMENT 2023

Adoption of Official Position Documents

Official adoption of a hiring process (Appendix B) is required under Oregon law for a City Council to hold an executive session to consider the employment of an employee (per ORS 192.660(2)(a) and ORS 192.660(7)(d)).

In addition, the City of Ashland recruitment consultant, Jensen Strategies, LLC, recommends the City Council adopt the attached position profile (Appendix A) as an agreement on the attributes the Council is seeking in the next City Attorney. This profile will also inform the development of recruitment materials and to establish criteria for candidate evaluations.

The consultant gathered input through one-on-one interviews with the Mayor, Council, City Management, and Legal Department staff to inform the draft position profile for the City's 2023 City Attorney Recruitment.

APPENDIX A
CITY OF ASHLAND
CITY ATTORNEY POSITION PROFILE

Required Minimum Education / Experience

The City Attorney position requires a law degree from an accredited school of law, current membership in good standing with the Oregon State Bar, a minimum of five years' experience as a practicing attorney with or on behalf of public sector organizations.

Preferred Education / Experience

The City prefers a candidate with at least three years' experience as a municipal attorney, either as an employee or a contractor, reporting to a city council/commission in Oregon. In addition, specific experience and expertise in land use, municipal finance, public contracting, employment/labor relations, telecommunications, municipal housing policy, and houselessness issues is preferred.

Desired Skills / Attributes

Municipal Law Expertise and Experience

The City Attorney will be expected to possess the necessary knowledge, expertise, and experience in municipal law issues to effectively provide sound and clear legal guidance to the City Council and staff. Familiarity with the legal issues relevant to services and functions provided by a full-service municipality is important. As such, the City Attorney is expected to apply their expertise toward proactively protecting the City from unnecessary and foreseeable legal challenges, while seeking collaborative and innovative solutions when feasible. The City Attorney must have the ability to provide support and guidance for City Council policy discussions and decision making including navigating parliamentary procedures and is expected to represent the City in judicial and administrative forums. The City Attorney will also be expected to advise the City Council and/or staff when outside counsel is recommended due to the need for specialized legal expertise or third-party legal opinions.

Council Relations and Support

As a direct report to the City Council, the City Attorney is expected to promote and maintain effective working relationships with the Mayor and all members of the Council. As such, the City Council expects the City Attorney to proactively engage and guide Council members on issues with legal parameters or consequences, while maintaining appropriate deference. Regular attendance, in an advisory capacity, is expected at City Council meetings including offering procedural guidance as needed. The City Attorney should exercise appropriate judgment to keep the Council informed of legal issues potentially or presently impacting the City in a timely manner. The City Attorney must be able to provide City Council with clear, concise, understandable, and accurate legal guidance regarding substantive and procedural actions.

Leadership and Management

The City Attorney should possess effective skills and experience to lead and manage all aspects of the City Attorney's Office including, but not limited to, personnel management, budget development and tracking, succession planning, and effective engagement with the City leadership team and department representatives. As such, an ability to provide clear direction to effectively manage Legal Department functions, balance priority initiatives, and foster an active and forward-thinking workplace is important. The City Attorney should possess management experience to provide effective staff oversight, support staff development and retention, and to facilitate workforce planning to meet current and anticipated staffing needs in a vibrant organizational and community environment. A leadership style that demonstrates confidence with humility and tact is important. A commitment to communication, collaboration, transparency, integrity, and empathy as well as an organized, personable, patient, inclusive, respectful, even-tempered, and professional personal demeanor is essential.

Communication

It is imperative the City Attorney possess effective communication skills to effectively engage and inform multiple City audiences, including but not limited to the City Council, staff, legal professionals, local government officials, and community members. The City Attorney should practice and value a commitment to accessibility, transparency, inclusion, ethics, and timeliness when communicating with all individuals or groups. Further, a personal style that facilitates and encourages respectful two-way dialogues and an ability to communicate complex legal and policy issues in understandable terms is important. Communication, both verbally and written, should be offered with clarity, substance, and conciseness.

City Legal Authority

As a core responsibility, the City Attorney must be knowledgeable and experienced in writing, interpreting, and updating Home Rule authorities including the City Charter, Ashland Municipal Code, planning codes, and administrative policies. Ability to draft, review, and elucidate these legally binding documents, with direction received from the City Council, is integral to this position. The scope of this role includes analyzing and advising the City on various legal questions and recommend courses of action, preparing ordinances and resolutions, correspondence, memoranda, and reports concerning to address legal questions, in addition to analyses, interpretations, and opinions relative to City authority.

Municipal Finance

Municipal Finance is both a complex and an imperative area of the City Attorney's practice and is a key area of expertise for the successful candidate. The City Attorney must have in-depth knowledge and experience in the laws, administrative rules, and legal precedent applicable to the City's finances. Specific matters include local budget law, authorized expenditures, tax increment financing, bond issuance and proper allocation of tax revenues and other sources of income.

Public Contracting

The City Attorney is expected to provide legal guidance, interpretation, negotiation, and enforcement of City contracts involving a wide variety of subjects such as real estate, development, purchasing, intergovernmental, financial, personnel, and other agreements. In the course of this responsibility, the City Attorney is expected to practice transparency, inclusivity, equity, and to act collaboratively whenever possible.

Land Use and Development

Oregon has a unique system of land use laws and regulations. The City Attorney should have expertise in land use law, including Comprehensive Plan and Development Code content and application, urban growth boundary administration, and intergovernmental service agreements. Development applications, including those for housing and telecommunications uses, will require the City Attorney to advise the City's Planning Department and appointed and elected officials on rapidly changing rules, and to provide legal analysis and opinions, to assist the proper handling of City hearings, and to represent the City in administrative proceedings.

Personnel and Labor Policies

The City Attorney is expected to provide legal advice and guidance on employee and labor relations issues including, but not limited to, City personnel policies, disciplinary actions, employee grievance complaints, collective bargaining agreements, and investigations. This responsibility includes researching, analyzing, and interpreting various labor-related questions and advising the City with tangible courses of action. In addition, this includes an ability to participate effectively in union negotiations with clear legal advice and a solution-oriented approach when possible. The City Attorney should respond to inquiries and resolve complaints in a timely manner. An ability to identify and act when third party investigations are required to resolve personnel issues is required.

Diversity, Equity, and Inclusion

The City Attorney should have a demonstrated understanding of the practices and principles of diversity, equity, and inclusion (DEI). Knowledge and experience of legal requirements and parameters for DEI-related matters is important. Further, the person in this position is expected to embrace and practice DEI principles as relevant to the policy development, personnel management, as well as the staffing and operations of the Legal Department.

Professional Certification and Growth

The City Attorney is expected to fulfill ongoing requirements to maintain an active and good standing with the Oregon State Bar. As such, participation in required Continuing Legal Education (CLE) courses, and other mandatory trainings is imperative. The City Attorney is expected to stay abreast of relevant legal decisions, best practices, and current trends to effectively serve as the City's primary legal counsel. In addition, as the manager of the Legal Department, the City Attorney should require and ensure that any attorneys within the Department remain active and in good standing with the Oregon State Bar.

Understanding of City Government Roles

The City Attorney should have a thorough understanding of the Council-Manager form of government and the roles of the bodies and individuals within such governments. The City Attorney will be expected to help proactively advise and guide the City Council, staff, and advisory bodies to function effectively within their legally defined roles.

Current Policy Issues

The Attorney will be expected to provide legal counsel and assistance to the City Council and staff in finding legally sound, innovative, collaborative, inclusive, and solution-oriented paths for the following policy issues:

Housing & Houselessness

The City of Ashland, like many cities, has an insufficient supply of housing and limited available land to provide additional living options for local workers or residents. Further, the community is also experiencing continued and increasing houselessness resulting in competing interests seeking different solution approaches. The City has been working to address houselessness within legal parameters including opening an overnight campground for people experiencing houselessness to meet State law and to allow enforcement of a City ban of camping in public spaces. The complexity of houselessness issues and the associated legal parameters present continual challenges to navigating diverse interests to find solutions that address different types of houselessness, individual support services, affordable housing, public safety, and community livability. The City Attorney will be expected to provide legal advice on housing and houselessness policies as well as stay informed on laws and decisions that could impact City policies related to housing and houselessness issues.

Charter and Ordinance Updates

In 2020, Ashland voters passed a Charter amendment to establish a Council-Manager form of government. Implemented in 2021, the transition to the new government structure has been on-going with the hire of a city manager who now oversees the operational side of the City and is the primary staff liaison to the City Council. Adjustments to this new form of government are continuing and will need legal counsel to advise on issues that arise. For example, a separately elected Parks Commission oversees the City Parks Department but ultimate budgetary authority for the Department resides with the City Council. Bringing greater clarity of roles and

authority will be needed to ensure effective delivery of parks services. In addition, the Ashland Municipal Code will need to be updated to be consistent with the Charter and current practices. The City Attorney will be expected to have an integral role in updating the City's ordinances.

Telecommunications

Like in many cities, telecommunications companies are working toward transitioning to a 5G wireless network requiring installation of facilities to support this updated system. This new network system has generated significant community and City Council discussion regarding these facilities from a safety and aesthetically acceptable perspective. With new FCC regulations prohibiting traditional land use processes based on the development code, a new ordinance is under consideration to set a framework for Small Wireless Facilities applications. The City Attorney is expected to advise on any City ordinances or policies related to this new issue, and to address specific site-related legal issues as they arise.

APPENDIX B
CITY OF ASHLAND
CITY ATTORNEY RECRUITMENT HIRING PROCEDURES

Upon City Council adoption, the following hiring procedures will be implemented to recruit the City of Ashland's next City Attorney.

Advertisement and Recruitment

Recruitment Brochure Development: Upon City Council formal adoption of the hiring process and candidate profile of the City Attorney, the consultant will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality-of-life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will include position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Position Advertisement: The consultant will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. The approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. The consultant will also directly contact qualified candidates within their professional network to inform them of the openings.

Screening of Candidates

Initial Application Screening: Candidates will provide a resume, a cover letter, and a Jensen Strategies supplemental application form. The consultant, including a team of former public administrators, will review applications against the adopted City Attorney profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Semi-Finalist Zoom Interviews: The consultant will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, the consultant will conduct an internet search regarding each candidate, to identify any high-profile work-related media.

Recommendation of Finalists: The consultant will attend an executive session of the City Council in-person to present the results of the initial review process and recommendations of up to four finalists for the City Attorney position. For transparency purposes, the consultant will provide briefing notebooks for the City Council with information on all the candidates interviewed. During the session the consultant will answer Council questions and assist in facilitating a discussion to help them reach consensus on up to four finalists.

Background Checks on Finalists: The consultant will engage a background check firm to perform comprehensive background checks on all finalists. Background checks will include:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Reference Checks on Finalists: The consultant will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts the consultant may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as a City Attorney and potential to meet the attributes sought by the City.

Finalist Interviews: Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) a panel of City Attorneys from other jurisdictions, and (3) a panel with City management and department heads. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, the consultant will summarize the findings and recommendations to be shared during Council deliberations and selection.

Council Deliberations and Selection: The Council will convene in executive session. At the session, the consultant will provide summary material on all input received during the finalist interview process, references, and background checks. The consultant will facilitate the Council's discussion in identifying their selected candidate.

Recruitment Schedule

Date	Actions
Week 1	Council official adoption of candidate profile/hiring process
Week 2	Recruitment brochure development
Weeks 3 - 7	Position advertisement
Week 8	Initial application screening
Week 9	Preliminary Zoom interviews
Week 10	Recommendation and selection of finalists
Weeks 11 - 13	Background/reference checks on finalists
Week 14	Finalist interviews and selection

Council Business Meeting

May 16, 2023

Agenda Item	Approval of Liquor License Request for BP Products North America Inc.	
From	Melissa Huhtala	City Recorder
Contact	recorder@ashland.or.us; 541-488-5307	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

This is a request for approval of a liquor license application for the BP Products North America, Inc., ARCO AM-PM, 2380 Highway 66, 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 Off Premises of a Commercial Liquor License for a convenience store.

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 the BP Arco AM-PM located at 2380 Highway 66, Ashland, OR 97520.

REFERENCES & ATTACHMENTS

Attachment 1: Application

DocuSign Envelope ID: 7D204028-2C3F-4043-89AB-C6AD9B32B843

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☐ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Lesser 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: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ **Limited On-Premises**

☑ **Off Premises**

☐ **Warehouse**

☐ **Wholesale Malt Beverage and Wine**

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name _____ Date _____

DocuSign Envelope ID: 7D204028-2C3F-4043-89AB-C6AD9B32B843

LIQUOR LICENSE APPLICATION

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:	Name of entity or individual applicant #2:
BP Products North America Inc	Retail Management Inc
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):
ARCO AMPM 7023

Premises street address (The physical location of the business and where the liquor license will be posted):
2380 HWY 66

City:	Zip Code:	County:
Ashland	97520	Jackson

Business phone number:	Business email:
541-482-2054	3552.s2k.7023@gmail.com

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

City:	State:	Zip Code:
[redacted]		

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.

☑ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:
Joy Criss

Phone number:	Email:
[redacted]	

Mailing address:
[redacted]

City:	State:	Zip Code:
[redacted]		

Please note: liquor license applications are public records.

DocuSign Envelope ID: 7D204028-2C3F-4043-89AB-C6AD9B32B843

LIQUOR LICENSE APPLICATION

APPLICATION CONTACT INFORMATON – 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: Joy Criss	
Phone number: [redacted]	Email:

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.

DocuSign Envelope ID: 7D204028-2C3F-4043-89AB-C6AD9B32B843

LIQUOR LICENSE APPLICATION

- 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.

Print name	Signature	Date	Atty. Bar Info (if applicable)
Donald R. Martinez	DocuSigned by: Donald R. Martinez 84CEA785413A40E...	4/13/2023	
Steve Morris	Steve Morris	4/13/2023	

Council Business Meeting

June 6, 2023

Agenda Item	Planning Commission Appointments	
From	Melissa Huhtala	City Recorder
Contact	recorder@ashland.or.us, 541-488-5307	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

Confirm Mayor Graham's appointment of commissioners to the Planning Commission:

- Russell Phillips, Position #2, term ending April 30, 2027
- Gregory Perkinson, Position #6, term ending April 30, 2025

POLICIES, PLANS & GOALS SUPPORTED

Ashland Municipal Code (AMC) Chapter 2.12.

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Mayor's recommendations for the appointments to the Planning Commission.

REFERENCES & ATTACHMENTS

Attachment 1: Application – Phillips
Attachment 2: Application - Perkinson

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CITY OF
ASHLAND

APPLICATION FOR APPOINTMENT TO CITY COMMISSION/COMMITTEE

Please type or print answers to the following questions and submit to the City Recorder at City Hall, 20 E Main Street, or email melissa.huhtala@ashland.or.us. If you have any questions, please feel free to contact the City Recorder at 488-5307. **Attach additional sheets if necessary.**

Name Russell Phillips

Requesting to serve on: Planning (Commission/Committee)

Mailing Address [redacted]

Physical Address

Occupation President/CEO Phone: Home [redacted]

Work

Email

Fax N/A

1. Education Background

What schools have you attended? Mountain View High School, Central Oregon Community College, SOU

What degrees do you hold? None

What additional training or education have you had that would apply to this position?
SBDC Small Business Management Graduate.

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?
I have partitioned land in Ashland and am familiar with the process. I am also familiar with permitting processes, engineering, fire code requirements, ADA requirements, and contracts from my business where we build structures for events throughout the US and in Canada.

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? Absolutely, I believe in continued education.

3. **Interests**

Why are you applying for this position? Because I would like to offer my experience and be in service to my community. This topic excites me and I feel like it is an exciting time to be involved in the planning commission in Ashland.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? I am available for regular and special meetings. No preference for day or evening meetings.

5. **Additional Information**

How long have you lived in this community? 23 years

Please use the space below to summarize any additional qualifications you have for this position

None

03.24.2023
Date

Russell Phillips
Signature

From: City of Ashland, Oregon
To: Dorinda Cottle; City Recorder
Subject: Application for Committee or Commission Submitted
Date: Wednesday, May 10, 2023 9:38:33 AM

[EXTERNAL SENDER]

*** FORM FIELD DATA***
Name: **Gregory M. Perkinson**
Committee or Commission intersted in: **Planning Commission**
Address: [redacted]
Phone: [redacted]
Email: [redacted]
Occupation : **Vice President for Finance and Administration, SOU**
Educational background: **Bachelor of Architecture, Kent State University, Magna cum Laude Master of Science in Engineering (Architectural Engineering Department), Penn State United States Air Force (USAF), AF Institutue of Technology, "Base Development" short course (Base Master Planning) Boeing Program Managers Workshop courses (Boeing Leadership Center) Project Management Institutue (PMI) Field Engineering and Readiness Lab (FERL), USAFA, Participant, Instructor and Course Director Published article: "A facility programming information framework" (Penn State, Computer Integrated Construction Lab) Air University courses: Squadron Officer School, Air Command and Staff College and Air War College**
Related Experience: **Additional training is always helpful. Chief, Base Development (Master Planning), Malmstrom Air Force Base (AFB Chief of Operations, Civil Engineer Squadron, Anderson AFB Public Works Director at Beale AFB Public Works Director at Langley AFB Deputy City Manager (equvalent) at Beale AFB and Balad AB (Iraq) City Manager (equivalent at Ali Al Salem AB, Kuwait Chief of Basing Branch (Environment Planning, Joint Basing lead for BRAC implementation) at HQ, USAF (Pentagon) Senior Program Manager, Boeing federal contract, responsible for Facility Planning, Operations and Maintenance, Supply Chain Management and Env Health and Safety at three governemnt sites Current role, VP for Finance and Administration at SOU--oversee Facility Planning and Management**
Interests: **- Community Service matters. I have served the federal government for over three decades, in senior leadership roles in Public Works and Environmental Planning / Compliance / Conservation...and I think I can serve the City I live in effectively - Protecting the Environment. Effective land-use planning can enable good stewardship here. - Good fiscal policy, practice and outcomes. Smart development will help our local economy - Creating a safe and attractive environment matters. This is important to our overall Quality of Life**
Availability: **I work full time, so prefer evening meetings. I will make myself available.**
Additional Information : **I moved to Ashland in December of 2017. I believe in collaboration and I believe in functioning (in our roles) that enable the vision and mission of the organization. This "hard wiring" translates well to service in this role.**
Signature: **Gregory M. Perkinson**

*** USER INFORMATION ***
SubscriberID: **-1**
SubscriberUserName:

Council Business Meeting

June 6, 2023

Agenda Item	Climate and Environment Policy Advisory Committee Appointment	
From	Melissa Huhtala	City Recorder
Contact	recorder@ashland.or.us, 541-488-5307	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

Approval of Mayor Graham's recommendations for the appointment of Kiera Retiz, Position #14, Student Representative, with a term ending April 30, 2025.

BACKGROUND AND ADDITIONAL INFORMATION

N/A

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Mayor's recommendation for the appointment of Kiera Retiz to the Climate and Environment Policy Advisory Committee with a term expiring April 30, 2025.

REFERENCES & ATTACHMENTS

Attachment 1: Application-Retiz

ASHLAND
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APPLICATION FOR APPOINTMENT TO CITY COMMITTEE/COMMISSION

Please type or print answers to the following questions and submit to the City Legal Department at City Hall, 20 E Main Street, or email dana.smith@ashland.or.us. If you have any questions, please feel free to contact the City Legal Department at 541.488.5350.
Attach additional sheets if necessary.

Name Kiera Retiz

Requesting to serve on: CEPAC Committee (Committee/Commission)

Mailing Address [redacted]

Physical Address

Occupation Student

Phone: Home [redacted]
Work
Email
Fax

1. Education Background

What schools have you attended? Ashland High School

What degrees do you hold? N/A

What additional training or education have you had that would apply to this position?
N/A

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?
My work within the Rouge Climate Action Team and Truth to Power, which are two "justice" clubs. They have helped me with teamwork and planning skills along with deepening my love of helping the world

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? Within my current schedule with school and the current groups I'm in I don't think I have the capacity to have further training in this field

3. **Interests**

Why are you applying for this position? I'm applying for this position because I am very interested in climate justice and finding ways to change our community to help protect our planet

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? It really depends on the day I would have to know a couple days in advance to figure it out

5. **Additional Information**

How long have you lived in this community? [redacted]

Please use the space below to summarize any additional qualifications you have for this position:

Date

Signature

Council Business Meeting

June 6, 2023

Agenda Item	Public Art Committee Appointment	
From	Melissa Huhtala	City Recorder
Contact	recorder@ashland.or.us, 541-488-5307	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

Approval of Mayor Graham's recommendation for the appointment of Snow Panneton, Position #2, 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 Snow Panneton to the Public Arts Committee with a term ending April 30, 2026.

REFERENCES & ATTACHMENTS

Attachment 1: Application-Panneton

From: City of Ashland, Oregon
To: Dorinda Cottle; City Recorder
Subject: Application for Committee or Commission Submitted
Date: Sunday, May 14, 2023 10:10:19 PM

[EXTERNAL SENDER]

*** FORM FIELD DATA***
Name: **Snow Panneton**
Committee or Commission intersted in: **Public Arts Advisory Committee**

[redacted]

Occupation : [redacted]**lpractice Paralegal)**
Educational background: **-High School, Citrus Heights, CA and Annandale,VA -Northern VA Community College, Real Estate Marketing I & II -Owner, Country Sisters handmade crafts store, taught private American Folk Art lessons, Historic Clifton, VA - Capitol Hill, Personal Secretary and Caseworker to several Congressmen -Member Young Artists, Prescott AZ (jewelry); shows in Scottsdale and Phoenix -Arizona/Oregon Cosmetology license upon retirement ?Ashland High School Theater Stylist 3 years - Artist since 10 years old (so 65 years of experience) oils, stained glass, pottery, jewelry, acrylics, airbrush, paper collages, fashion design, stylist, sewing, crochet, flower design, gardening -President, Bradfield Homeowners Association (450 homes) and Chairman, Architectural Committee, negotiated with DuPont Paints and settled long-standing siding problem -Snow?s Place - ?There?s No Place Like Snow?s Place? - Gallery and Working Studio - featured Artists (who had never shown their art) at First Friday Art Walk and showed their art by appointment for that month. No commission taken for sales. Open Studio Tour, demonstrated airbrush techniques. -Bicycle Day, San Francisco, featured Artwork -Art Emporium, Ashland, featured Artwork -various businesses in Ashland featured Artwork - Symbiosis - invited to show Visionary Artwork piece in Center Gallery -Vice President Ashland Gallery Association. Featured Artist. Organized and participated in Open Studio Tour. Obtained banner to be flown for event across Siskiyou. -currently Vice President, Ashland Gallery Association**
Related Experience: **I have been directly involved in the art world all my life. I?ve always created art and participated in art organizations and events. Presently, I help organize my son, Xavi Panneton?s internationally recognized mural business which is focused on public art throughout the United States. My work includes writing contracts, assisting with proposals, scheduling, accounting and artistic advice. I have a legal background, managing law firms, supervising staff and budgets, payroll, etc. I work well with others, delegate and coordinate projects to flow smoothly and enjoy creating fresh ideas. I?m always open to attending learning events.**
Interests: **I?m applying for a position on Ashland?s PAAC to assist in beautifying Ashland through art. I believe my skills and passion for art will be of great benefit to Ashland and I want to be more involved in helping the arts grow in Ashland.**
Availability: **I?m available anytime, early or evening meetings are good. Very flexible.**
Additional Information : **My Husband (married 53 years), Son, Daughter and Grandson all live in Ashland. My Son lived in Ashland and we would visit him in the summers. Upon retirement, 12 years ago, we moved here and purchased a home within walking distance of town. We love the community and enjoy the art it provides. My philosophy is**

to give back to the community because I am so blessed! Thank you for your time and consideration.
Signature: **Snow Panneton**

*** USER INFORMATION ***
SubscriberID: **-1**
SubscriberUserName:
SubscriberEmail:
RemoteAddress: **66.241.70.76**
RemoteHost: **66.241.70.76**
RemoteUser:

Council Business Meeting

June 6, 2023

Agenda Item	Public Hearing for BN 2023-25 Approval of Budget-Related Resolutions	
From	Sabrina Cotta, Mariane Berry	Administration & Finance
Contact	Sabrina.Cotta@ashland.or.us, Mariane.Berry@ashland.or.us	

SUMMARY

At its May 25, 2023 meeting, the Citizens' Budget Committee (CBC) recommended approval of the staff budget proposal with the summary of changes listed on page 2 of this document and one amendment. Per Oregon Budget Law, the City Council is responsible for completing the approval process by completing the first four resolutions below after the public hearing. The last resolution is related to the allocation of the Transient Occupancy Tax (TOT) Tourism Revenues to the City's destination marketing organization.

- Approval of resolution for budget appropriations
- Approval of resolution confirming jurisdictional qualification for state subventions (certifying City of Ashland services)
- Approval of resolution to receiving state funds
- Approval of resolution levying property taxes
- Approval of resolution to allocate anticipated TOT Tourism Restricted Revenues for fiscal year 2024

POLICIES, PLANS & GOALS SUPPORTED

Amendment for City Council and Staff to review the continued viability of Ashland Municipal Court.

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Resolution for Budget Appropriations:

The Citizens' Budget Committee approved the proposed BN23-25 Budget with the following changes -

1. Net increase to the General Fund budget of $263,758
2. Increase Charges in Housing Fund Budget $23,798
3. Increase Electrification and Conservation Budget by a $1,000,000 from Electric Ending Fund Balance, and Electric Distribution Dues of $95,000
4. Increase Water Treatment Debt by $747,000 and Water Conservation Charges by $98,050
5. Increase SDC Water Debt by $83,000
6. Increase Fleet Charges by $44,109

A summary of the changes made from the Budget Officer's Proposed Budget to the CBC recommendations are as follows:

CITY OF ASHLAND

SUMMARY OF CHANGES

General Fund						
Expenditures:	**Total Administration**	**$ 1,356,890**				
	Houseless Services to CM Budget	1,000,000				
	Mayor and Council Stipend	146,890				
	Dawn to Dusk/Emergency Shelter	200,000				
	Municipal Court Incode Software Update	10,000				
	Total Fire Department	**$ 1,087,220**				
	Fire and Life Safety Temporary Employees	49,789				
	Fire Operations Medical Screening rebudgete	92,500				
	Fire Marshal	203,840				
	Fire Training Officer	194,130				
	Fire Department Materials & Services rebudge	481,961				
	Additional Wildfire Funding	65,000				
	Community Development Pre-Approved ADU Plar	30,000				
	Reduce Transfer to Housing Fund	(200,000)				
	Correct PS Budget for Facilities	44,109				
		$ 2,318,219				
Revenue:	Recognize Higher Carryforward	$ 1,374,461				
	Recognize Health Benefits Revenue	480,000				
	Recognize Higher Telecommunications Revenue	200,000				
		2,054,461	**Fund Balance**	**Policy Amount**	**Over/(Under) Policy**	
	Net change to Ending Fund Balance	**$ (263,758)**	$ 6,126,833	$ 5,879,923	$ 246,910	
Housing Fund						
	Houseless Services to CM Budget	$ (1,000,000)				
	Professional Services*	23,798				
		(976,202)				
			Fund Balance	**Policy Amount**	**Over/(Under) Policy**	
	Net change to Ending Fund Balance	$ (23,798)	No Policy			
	*Increased to use all of fund balance					
Electric Fund						
	Electric Distribution Dues	$ 95,000				
	Electrification and Conservation	1,000,000				
	Reduction to Ending Fund Balance	(1,095,000)	$ 5,031,986	$ 4,321,845	$ 710,141	
Water Fund						
	Water Treatment Debt	$ 747,000				
	Conservation increase	98,050				
	Reduction to Ending Fund Balance	(845,050)	$ 2,808,964	$ 2,232,241	$ 576,723	
SDC Water Fund						
	SDC Water Debt	$ 83,000				
	Reduction to Ending Fund Balance	(83,000)	No Policy			
Equipment Fund						
	Correct PS Budget for Fleet	$ 44,109	$ 4,188,757	$ 3,065,381	$ 1,123,376	
	Reduction to Ending Fund Balance	(44,109)				

Proposed CM BN 2023/25 Budget	Staff Revisions	Revised CM BN 2023/25 Budget
383,731,807	1,454,463	$ 385,186,270

CITY OF ASHLAND

The resolution to establish appropriations has been constructed to reflect the action taken by the CBC on May 25, 2023 and staff will be prepared to incorporate any changes that may occur during the public hearing.

Oregon budget law allows the elected body to increase expenditures by $5,000 ($10,000 for a biennium) or 10 percent (whichever is greater) of any fund without further review and approval by the CBC. Council cannot change the tax rate without republishing the amended budget and a second hearing before July 1.

Total increased changes to a fund beyond 10 percent also would require re-publishing the amended budget and holding another public hearing prior to July 1.

Allocation of TOT funds is based on anticipated revenue estimates done within the biennial budget process. From these funds, Staff proposes an allocation of $517,000 for fiscal year 2024 to the City's destination marketing organization, Travel Ashland, operated by the Visitor and Convention Bureau of the Ashland Chamber of Commerce. This is an increase from $446,338 which has remained static from previous years, and therefore we are adjusting the allocation for inflationary factors.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff recommends approval of all four resolutions associated and consistent with the recommendations made by the CBC, and the resolution for the allocation of TOT funds to Travel Ashland.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the following resolutions titled:

- Resolution No. 2023-10: A Resolution to Adopt the BN2023-2025 Budget and Appropriate Such Amounts As Necessary to Implement the BN2023-2025 Budget
- Resolution No. 2023-11: A Resolution Certifying City of Ashland Services
- Resolution No. 2023-12: A Resolution Declaring the City's Election to Receive State Revenues
- Resolution No. 2023-13: A Resolution to Levy Taxes for the Fiscal Year July 1, 2023 through June 30, 2024
- Resolution No. 2023-15: A Resolution to Approve Allocation of Transient Lodging Tax Proceeds to Travel Ashland

REFERENCES & ATTACHMENTS

Attachment 1: Resolution No. 2023-10
Attachment 2: Resolution No. 2023-11
Attachment 3: Resolution No. 2023-12
Attachment 4: Resolution No. 2023-13
Attachment 5: Resolution No. 2023-15

RESOLUTION NO. 2023-10

A RESOLUTION TO ADOPT THE BN2023-2025 BUDGET AND APPROPRIATE SUCH AMOUNTS AS NECESSARY TO IMPLEMENT THE BN2023-2025 BUDGET

RECITALS:

A. The City of Ashland City Council hereby appropriates the following amounts for the biennial budget period beginning July 1, 2023 through June 30, 2025:

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Ashland City Council hereby appropriates the 2023-2025 Biennial Budget as shown:

GENERAL FUND	**BN 2023/25 ADOPTED BUDGET**
Administration Department	9,175,482
Innovation and Technology Department	4,286,114
Finance Department	6,570,211
City Recorder	574,140
Police Department	18,569,062
Fire and Rescue Department	28,552,434
Public Works Department	8,944,655
Community Development Department	4,891,264
Parks Department	14,435,317
Transfers	621,000
Contingency	2,279,998
TOTAL GENERAL FUND	**$98,899,677**
Unappropriated Ending Fund Balance	6,126,833
TOURISM FUND	
Personnel Services	145,677
Materials and Services	2,322,676
Contingency	74,050
TOTAL TOURISM FUND	**$2,542,403**
Unappropriated Ending Fund Balance	457,831
HOUSING FUND	
Materials and Services	423,798
TOTAL HOUSING FUND	**$423,798**
Unappropriated Ending Fund Balance	-

	BN 2023/25 ADOPTED BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	
Personnel Services	69,654
Materials and Services	345,927
TOTAL CDBG FUND	**$415,581**
Unappropriated Ending Fund Balance	-
RESERVE FUND	
Transfers	-
TOTAL RESERVE FUND	-
Unappropriated Ending Fund Balance	1,834,761
STREET FUND	
Public Works - Street Operations	20,623,413
Public Works - Street Debt	4,968,539
Contingency	276,982
TOTAL STREET FUND	**$25,868,934**
Unappropriated Ending Fund Balance	2,059,740
SDC STREET FUND	
Materials and Services	50,000
Capital Outlay	3,104,875
Contingency	94,647
TOTAL SDC STREET FUND	**$3,249,522**
Unappropriated Ending Fund Balance	3,158,109
AIRPORT FUND	
Materials and Services	190,849
Capital Outlay	4,915,000
Contingency	5,726
TOTAL AIRPORT FUND	**$5,111,575**
Unappropriated Ending Fund Balance	23,756
CAPITAL IMPROVEMENTS FUND	
Public Works - Construction Capital Outlay	1,953,074
TOTAL CAPITAL IMPROVEMENTS	**$1,953,074**
Unappropriated Ending Fund Balance	202,288
PARKS CAPITAL IMPROVEMENTS FUND	
Capital Outlay	15,341,100
Transfer Out	1,217,080
TOTAL PARKS CAPITAL IMPROVEMENTS FUND	**$16,558,180**
Unappropriated Ending Fund Balance	6,489,699
SDC PARKS FUND	
Capital Outlay	373,532
Contingency	11,206
TOTAL SDC PARKS FUND	**$384,738**
Unappropriated Ending Fund Balance	140

	BN 2023/25 ADOPTED BUDGET
DEBT SERVICE FUND	
Debt Service	3,520,736
TOTAL DEBT SERVICE FUND	**$3,520,736**
Unappropriated Ending Fund Balance	844,885
WATER FUND	
Public Works - Conservation Division	581,198
Public Works - Water Operations	71,567,892
Public Works - Water Debt	1,472,514
Transfers Out	100,000
Contingency	436,793
TOTAL WATER FUND	**$74,158,397**
Unappropriated Ending Fund Balance	2,808,964
SDC WATER FUND	
Materials and Services	150,000
Capital Outlay	8,659,843
Debt	410,512
Contingency	274,121
TOTAL SDC WATER FUND	**$9,494,476**
Unappropriated Ending Fund Balance	7,178,521
WASTEWATER FUND	
Public Works - Wastewater Operations	20,381,099
Public Works - Wastewater Debt	342,928
Contingency	356,466
TOTAL WASTEWATER FUND	**$21,080,493**
Unappropriated Ending Fund Balance	4,844,568
SDC WASTEWATER FUND	
Capital Outlay	1,650,525
Contingency	49,516
TOTAL SDC WASTEWATER FUND	**$1,700,041**
Unappropriated Ending Fund Balance	1,566,362
STORMWATER FUND	
Public Works - Stormwater Operations	3,408,275
Public Works - Stormwater Debt	22,094
Contingency	64,479
TOTAL STORM FUND	**$3,494,848**
Unappropriated Ending Fund Balance	539,009
SDC STORMWATER FUND	
Capital Outlay	64,908
Contingency	1,947
TOTAL SDC STORMWATER FUND	**$66,855**
Unappropriated Ending Fund Balance	8,099

	BN 2023/25 ADOPTED BUDGET
ELECTRIC FUND	
Administration - Conservation Division	3,230,022
Electric - Operations	36,908,160
Electric - Debt	443,624
Contingency	1,136,604
TOTAL ELECTRIC FUND	**$41,718,410**
Unappropriated Ending Fund Balance	5,031,986
TELECOMMUNICATIONS FUND	
Personnel Services	2,133,731
Materials and Services	3,713,090
Capital Outlay	1,205,681
Contingency	175,405
TOTAL TELECOMMUNICATIONS FUND	**$7,227,907**
Unappropriated Ending Fund Balance	1,312,058
INSURANCE SERVICES FUND	
Materials and Services	3,056,418
Contingency	97,632
TOTAL INSURANCE SERVICES FUND	**$3,154,050**
Unappropriated Ending Fund Balance	1,462,483
EQUIPMENT FUND	
Public Works - Maintenance	4,917,140
Public Works - Purchasing and Acquisition	7,963,000
Contingency	146,191
TOTAL EQUIPMENT FUND	**$13,026,331**
Unappropriated Ending Fund Balance	4,188,757
CEMETERY TRUST FUND	
Transfers Out	298,094
TOTAL CEMETERY TRUST FUND	**$298,094**
Unappropriated Ending Fund Balance	699,301
TOTAL APPROPRIATIONS ALL FUNDS	**$334,348,120**
TOTAL UNAPPROPRIATED ALL FUNDS	**$50,838,150**
TOTAL ADOPTED BUDGET ALL FUNDS	**$385,186,270**

SECTION 2. This resolution is effective upon adoption.

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

_____
Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

RESOLUTION NO. 2023-11

A RESOLUTION CERTIFYING CITY OF ASHLAND SERVICES

RECITALS:

A. ORS 221.760 provides that for cities located within counties having population over 100,000 to receive state revenues from cigarette, gas and liquor taxes, the State of Oregon must be satisfied that the City provides certain municipal services.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Ashland hereby certifies that is provides the following municipal services:

- Police protection
- Fire protection
- Planning, zoning and subdivision services
- Street construction, maintenance and lighting
- Storm sewers
- Water utilities
- Sanitary sewer
- Electric distribution

SECTION 2. This resolution is effective upon adoption.

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

_____
Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

RESOLUTION NO. 2023-12

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

RECITALS:

A. The City must annually adopt a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from tax imposed on the sale of liquor as part of State Revenue Sharing.

B. The City must also attest that it has allowed for recreational marijuana businesses.

C. A public hearing on the City of Ashland's election to receive State Revenues was held on June 6, 2023

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2023-2024.

SECTION 2. This resolution is effective upon adoption.

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

_____
Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____

Douglas M. McGeary, Acting City Attorney

RESOLUTION NO. 2023-13

A RESOLUTION TO LEVY TAXES FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. That the City Council of the City of Ashland hereby levies a tax upon all real and personal property subject to assessment and levy within the corporate limits of the City of Ashland, Jackson County, Oregon for general government purposes.

SECTION 2. The City Council also levies a tax on all taxable property within the City of Ashland as authorized for the repayment of General Obligation Debt.

SECTION 3. That the City Council hereby declares taxes levied as follows:

	Bonded Debt	Per $1000/Assessed Value
General Fund - Operations		4.2865
2011 General Obligation Bonds	210,040	
	210,040	

SECTION 4. This resolution is effective upon adoption

This resolution was duly PASSED and ADOPTED this _____ day of

_____, 2023, and takes effect upon signing by the Mayor.

_____
Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

RESOLUTION NO. 2023-15

A RESOLUTION TO APPROVE ALLOCATION OF TRANSIENT LODGING TAX PROCEEDS TO TRAVEL ASHLAND

RECITALS:

A. The City of Ashland City Council hereby allocates $517,000 to Travel Ashland, operated by the Visitor and Convention Bureau of the Ashland Chamber of Commerce for the fiscal year beginning July 1, 2023.

B. The Visitors and Convention Bureau promotes the City of Ashland to visitors traveling from more than fifty (50) miles to Ashland and to visitors who stay overnight in Ashland. The City has historically provided transient lodging tax proceeds for the promotion of the City of Ashland to visitors.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. This resolution is effective upon adoption.

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

_____
Melissa Huhtala, 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

June 6, 2023

Agenda Item	Resolution No. 2023-14 Adopting of Miscellaneous Fees and Charges for FY 2023 and Repealing Resolution 2022-13	
From	Mariane Berry	Finance Director
Contact	mariane.berry@ashland.or.us	

SUMMARY

This resolution is to consider scheduled updates as well as new fees contained in the City's Miscellaneous Fees and Charges document. The majority of the Fees remain unchanged, with some new fees and others increasing by an inflationary adjustment.

POLICIES, PLANS & GOALS SUPPORTED

N/A

PREVIOUS COUNCIL ACTION

Adoption of the last Miscellaneous Fees & Charges was on June 21, 2022 with Resolution No. 2022-13.

BACKGROUND AND ADDITIONAL INFORMATION

The City charges for a variety of services provided to the public. The Miscellaneous Fees and Charges are updated and reviewed on an annual basis with the intent of providing an efficient way for Council to review and approve fees and charges as a whole. More complicated and specific rates, fees and charges such as Utility rates and Systems Development Charges are not included in the Miscellaneous Fees and Charges and are handled in separate Council actions. The adoption of the current fees and charges does not limit the Council's ability to create or adjust fees during the next year.

In addition to efficiency for Council in review and approval of fees and charges, the proposed attached fee booklet provides the public with one document that includes all miscellaneous fees and charges of the different Departments of the City. Attached is the draft booklet and draft resolution to establish or update the included fees effective July 1, 2023.

The fee booklet is presented in two versions - a redline version to view the changes and the updated, clean and unmarked version. In the redline version, all modifications or additions to the prior approved fees booklet are presented in red. If an entry is not reflected in red the existing amount or methodology used for calculation remains unchanged. Also attached are memos from departments explaining significant changes beyond inflationary adjustments.

FISCAL IMPACTS

Regular review and updating of fees and charges provides Departments with the ability to maintain the intended ratio of cost recovery for the services each Department provides to their customers and the public. This also ensures that the revenues projected in the biennial budget are achieved to appropriately offset the approved and appropriated expenditures of each Department.

STAFF RECOMMENDATION

Staff recommends approval of the updated Miscellaneous Fee and Charges.

CITY OF ASHLAND

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move approval of the Resolution No. 2023-14 titled, "A Resolution Adopting Miscellaneous Fees & Charges Document and Repealing Prior Fee Resolution 2022-13"

REFERENCES & ATTACHMENTS

- Attachment 1: Departmental Memos -
  - Fire
  - Public Works
  - Community Development
  - Parks & Recreation
- Attachment 2: Resolution No. 2023-14 Adopting a Miscellaneous Fees and Charges Schedule and Repealing Resolution No. 2022-13
- Attachment 3: Exhibit A - Miscellaneous Fees & Charges Document – Proposed Fiscal Year 2023 (clean + redline versions)

CITY OF ASHLAND
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Attachment 1

Proposed Miscellaneous Fees
Department Memos
June 2023

Submitted by:
Fire
Public Works
Community Development
Parks & Recreation

CITY OF
ASHLAND

Memo

DATE: 5/30/2023

TO: Mariane Berry, Finance Director

FROM: Ralph Sartain, Fire Chief

RE: Misc. Fee Adjustments

Attached you will find a copy of the proposed fee adjustments (changes, additions, deletions) from the Fire Department.

Previously a percentage for Fire & Life Safety review was allocated to Community Development when they had survey staff. Now the review staff is outsourced to a Jackson County 3rd party which is why fees are changing.

If any further information is needed, please do not hesitate in contacting me.

CITY OF ASHLAND

Memo

DATE: May 22, 2023

TO: Marianne Berry, Interim Finance Director

FROM: Scott Fleury, Public Works Director

RE: Miscellaneous Fees and Charges effective July 1, 2023

Please make the adjustments in the FY 2024/25 Miscellaneous Fees and Charges document as shown in the attached documents per March 2023 CPI/ENR figures.

The Public Works department has no fees to update besides those calculated with CPI/ENR. The Plat/Plan check and Address fees will be moving to the Community Development department as they will be the ones handling the intake on those going forward.

The Airport fee increase were calculated with the January 2023 CPI as historically done.

Memo

DATE: May 22, 2023
TO: Mariane Berry, Finance Director
FROM: Brandon Goldman, Community Development Director
RE: Miscellaneous Fees Update FY 2024

I am writing to inform you about the proposed increase in Miscellaneous Fees and Charges to account for changes in the Consumer Price Index (CPI). The purpose of these fees is to recover the costs associated with staff time dedicated to completing various tasks, such as planning application review, plan review, permit issuance, and public noticing. Community Development Fees were not increased in FY 2023 due to the City Council's directive. Consequently, the proposed fee increases incorporate both the FY23 CPI increase and the projected FY2024 increase to account for the mounting costs.

Over time, staffing costs and material costs have been steadily increasing. However, the failure to adjust the miscellaneous fees accordingly has resulted in a reduction of cost recapture. It is crucial to ensure that these fees keep pace with the rising expenses to maintain a sustainable cost recovery system. It is important to note that these fees are designed as charges for service, and they are borne by applicants seeking Planning Application approval for new developments. The fee structure is intended to ensure that developers seeking permits are wholly responsible for covering these costs, rather than having them absorbed by the general public.

The proposed increase of 13.5% takes into consideration the 8.5% increase that was not applied in FY23, per Council direction, as well as the 5% CPI increase for FY24.

Fees newly included in the attached Community Development Miscellaneous Fees and Charges table include:

- Food Trucks and Food Carts
    - *Temporary Event Food Truck/Cart Permit*: The City recently approved code amendments allowing food trucks to be temporarily located on private commercially zoned properties for special events. This new fee would is proposed at $35.25 per special event.
    - *Food Truck/Cart Permit:* The permanent sitting of a Food Truck, Food Cart, or Food Truck Court/Pod (3 or less food trucks), to be operated continuously is to be processed as an Administrative Planning Action. This new one-time fee is proposed at $420.50.
- Address Request
    - Previously, these fees were collected by the Engineering Division as part of their responsibility for address review and assignment. However, due to the relocation of the GIS Division from the Engineering/PW department, the Planning Division will be taking over this task. Community Development will now process the issuance of new addresses.

Community Development Department
20 East Main Street
Ashland, Oregon 97520
ashland.or.us
Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900

Memo

- Portable Sign Permit
    - By explicitly including this fee in the approved Miscellaneous Fees table, it brings clarity to the sign permit process for applicants. Previously, there was no fee specifically designated for portable signs, which could have led to confusion. A "new sign permit" fee is as proposed is $165.25 + $3.00 per sq. ft. Although a new portable sign (sandwich boards) technically a "new" sign, the review for portable signs primarily focuses on factors like material, size, and location, with minimal need for site verification, therefore Community Development department considers a lower fee of $35.25 to be appropriate for these cases.

Specific fees, including the *Preapplication Conference Fee*, *Tree Removal Permits Fee*, *Zoning Verification Letter*, and *Appeal Fee*, will remain unchanged without a CPI increase. These fees are intentionally kept low to encourage individuals and organizations to seek preliminary direction, address hazardous tree removal, research a property's zoning, and to appeal a planning action without facing financial barriers to gather information or exercise their rights. It is essential to maintain affordable access to these services and prevent escalating costs from negatively impacting decision-making in these areas.

Failure to adopt the proposed CPI adjustments while costs of services and materials rise would decrease cost recapture from applicants. This would result in a higher burden on taxpayers, as the General Fund would need to cover expenses associated with planning application reviews, plan reviews, permit issuance, and public noticing. Adjusting fees to reflect increased costs is crucial to ensure that the burden is appropriately borne by the benefiting applicants. Adopting the CPI adjustments is essential for a fair and sustainable system that adequately recaptures service costs, reducing the burden on the community.

Community Development Department
20 East Main Street
Ashland, Oregon 97520
ashland.or.us
Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:
Rick Landt
Leslie Eldridge
Justin Adams
Jim Bachman
Jim Lewis

Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Deputy Director

DATE: May 9, 2023

SUBJECT: Miscellaneous Fees and Charges-Fee increases (Action)

Situation
All APRC fees for programs and services are itemized in the City's Miscellaneous Fees and Charges document. This item is on the City Council agenda for action at the June 6, 2023, business meeting. The City combines the fees and charges in one document so that citizens can easily determine the cost of services. On a yearly basis, the City Council reviews and takes action on the Miscellaneous Fees and Charges book.

Staff have prepared updates to some fees and charges to the Parks Commission for action and approval. Those fees include:

- Outdoor picnic sites in Lithia Park, North Mountain Park, and Garden Way Park,
- Special Event Application Fee
- Daniel Meyer Pool Fees
- Ashland Rotary Centennial Ice Rink Fees
- Hourly rental fees for exclusive use/commercial use of Pickleball and Tennis Courts

Background
APRC Staff are using the draft Financial Sustainability strategy to recommend fee changes and increases. The Financial Sustainability Strategy is a performance measure that allows staff to analyze the true costs (expenses), revenue, and participation of all the programs and services offered by APRC. The benefit of the financial sustainability strategy is that it allows APRC to make informed decisions that prioritize service delivery and fiscal responsibility.

Staff are committed to the Financial Sustainability Strategy and yet we also know that it is a long-term and complex process. There are also other criteria that go into the final recommendations for fee increases.
Those are:

- Inflation and fee increase history
- Program revenue (participation) and program expenses (costs)
- fee comparisons of other similar programs in the region.

*CPI-W
March 2018: 3.2%
March 2019: 2.4%
March 2020: 2.5%
March 2021: 2.4%
March 2022: 8.7%

Assessment

Inflation and fee increase history

- The last time fees were increased for the Ice Rink was in July 2019.
- The last time fees were increased for the Daniel Meyer Pool and outdoor facilities was in January 2015.
- The Consumer Price Index for the West Region (CPI-W) has had a cumulative increase of 20.6% since 2018. ** See table to the right*
- For the fee proposals the increase in fees is less than 20% unless there is a cost adjustment for the fee to be more in line with regional comparisons.
- Expenses are increasing every year and user fees have not increased yearly.

Program revenue (participation) and expenses of program (costs)

- The revenue is the total amount charged to the customer for an activity.
- Program expenses include both direct and indirect costs. A direct cost is something that can be traced directly back to the program. An indirect cost is a share of overhead apportioned to the service. It is incurred whether or not the service is provided (eg: building maintenance costs).
- If the program is not meeting the participation and expense targets, staff looks at other factors such as: a more tailored marketing approach, an increase in the fees to meet the cost recovery, or a potential divestment from the program.

Fee comparisons

- Comparing fees with other agencies around the region who charge for similar programs and services is another criterion used. Looking at other agencies such as Medford and Central Point Parks and Recreation gives an idea of what customers in our region are paying for similar services.

With the above criteria considered as well as the information presented on the financial sustainability strategy last week, staff are ready to move forward with a recommendation.

Recommendation

Staff are recommending the fee increases as attached to this memo.

Potential Motion

I move to approve the fee increases presented by staff and forward them onto City Council for the Miscellaneous Fees and Charges book.

Attachments

- Miscellaneous Fees and Charges

RESOLUTION NO. 2023-14

A RESOLUTION ADOPTING A MISCELLANEOUS FEES AND CHARGES SCHEDULE AND REPEALING RESOLUTION NO. 2022-13

RECITALS:

A. The City of Ashland sets its fees and charges by resolution; and

B. Miscellaneous fees and charges for the City are set forth in Resolution No.2022-13; and

C. It is necessary to make adjustments to the City's fees and charges to cover the full costs of providing the services involved.

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

SECTION 1. There are hereby established, and there shall be collected, fees and charges as set forth in "Exhibit A," which is attached hereto and incorporated herein by this reference.

SECTION 2. This resolution repeals Resolution No. 2022-13, and supersedes any other resolution to the extent such resolution enacts fees and charges of the type set forth herein.

SECTION 3. This resolution is effective upon adoption.

ADOPTED by the City Council this _____ day of _____, 2023.

ATTEST:

_____

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

_____

Tonya Graham, Mayor

Reviewed as to form:

_____

Douglas M. McGreary, Acting City Attorney

CITY OF ASHLAND

Better Together

MISCELLANEOUS FEES AND CHARGES DOCUMENT

ADOPTION DATE: June 6, 2023

EFFECTIVE DATE: July 1, 2023

PARKS AND RECREATION MISCELLANEOUS FEES AND CHARGES

ADOPTION DATE: June 6, 2023

EFFECTIVE DATE: July 1, 2023


Better Together

TABLE OF CONTENTS

CITY OF ASHLAND
Better Together

MISCELLANEOUS FEES AND CHARGES

SECTION 1 – City Wide Fees
Copy Fees ..... Page 7
Non-Sufficient Funds Check Fee ..... Page 7
Rates and Charges Set by Separate Resolution ..... Page 7
AFN Resolution ..... Page 7
Electric Resolution ..... Page 7
Wastewater (Sewer) Resolution ..... Page 7
Storm Drain Resolution ..... Page 7
Transportation Resolution ..... Page 7
Water Resolution ..... Page 7
Research Fee ..... Page 7

SECTION 2 - Finance
Administrative Billing Charge ..... Page 9
Business License Fees ..... Page 9
Initial Business License Application Fee ..... Page 9
Temporary Business License Application Fee ..... Page 9
Renewal Application Fee ..... Page 9
Late Application Fee ..... Page 9
Late Renewal Fee (paid 30 days after the due date) ..... Page 9
Reprint Business License ..... Page 9
Marijuana Dispensary Permit Fees ..... Page 9
Permit Application Fees ..... Page 9
Permit Renewal Fee ..... Page 9
Late Application Fee ..... Page 9
Late Renewal Fee (paid 30 days after the due date) ..... Page 9
Utility Billing Administrative Fees ..... Page 10
Administrative Fees ..... Page 10
Reconnection Charge ..... Page 10
Service Connection ..... Page 10
Parking Fees ..... Page 10
Charging Fees for Electric Vehicles: ..... Page 10
Paid Parking Fees ..... Page 10
Other Downtown Parking Area Fees Page10
Parking Fines and Fees (city-wide) ..... Page 10

SECTION 3 - City Recorder
Audio Tapes ..... Page 11
Liquor Licenses ..... Page 11
Taxicab Licenses ..... Page 11
Lien Searches ..... Page 11
Elections ..... Page 11
Street/Alley Vacations ..... Page 11
Ambulance ..... Page 11
Annexation ..... Page 11
Research Fee ..... Page 11

SECTION 4 - Planning / Community Development
Pre-Application Conference ..... Page 12
Administration Actions ..... Page 12
Type I Reviews ..... Page 12
Type II,III Reviews ..... Page 13
Legislative Amendments ..... Page 13
Appeals ..... Page 13

TABLE OF CONTENTS

Solar Access ..... Page 14
Community Development Fee ..... Page 14
Community Copy Fees ..... Page 14
Research Fee ..... Page 14
Building Division Permit Fees ..... Page 15
Building Permit Fees ..... Page 15
Plan Review Fee for Commercial and Residential ..... Page 15
Miscellaneous Fees for Commercial ..... Page 17
Inspection Fees for Commercial and Residential ..... Page 17
Change of Occupancy Fees ..... Page 17
Demolition Fees ..... Page 17
Residential Plumbing Permit Fees ..... Page 18
Commercial Plumbing Permit Fees ..... Page 18
Residential Mechanical Permit Fees ..... Page 20
Commercial Mechanical Permit Fees ..... Page 21
Electrical Permit Fees ..... Page 21
Residential Restricted Energy Electrical Permit Fees ..... Page 22
Renewable Energy Systems ..... Page 23
Building Permit Reinstatement Fee ..... Page 23
Excavation/Grading Fees ..... Page 23
Investigation Fees ..... Page 24
State of Oregon Surcharge ..... Page 24
Building Permit Refund Policy ..... Page 24
How to request a refund ..... Page 24
Non-Refundable Fees ..... Page 24

SECTION 5 - Electric
Banners ..... Page 25
Temporary Service Drop ..... Page 25
Street Light ..... Page 25
Meter Charges ..... Page 25
Non Radio Frequency Meter Charges ..... Page 25
Service Calls ..... Page 25
Scheduled Work After Hours ..... Page 25
Unauthorized Connection ..... Page 25
Line Extension Charges ..... Page 25
ENR Calculations ..... Page 26

SECTION 6 - Fire
Report Fees ..... Page 27
Fire Investigation and Fire Marshal Reports ..... Page 27
Research Fee ..... Page 27
Cost Recovery ..... Page 27
Emergency Medical Services ..... Page 28
Fire and Life Safety ..... Page 28
Plan Checks ..... Page 28
Other ..... Page 28
First Aid/CPR Classes ..... Page 29
Inspection Fees ..... Page 29
Operational Permits ..... Page 29
Construction Permits ..... Page 30
Fire Systems Cover Up/Acceptance Test Inspection ..... Page 30
Weed Abatement ..... Page 30
Other - Apparel Items ..... Page 30

TABLE OF CONTENTS

SECTION 7 - Information Technology

Installation Fees ..... Page 31
Disconnect Fees ..... Page 31
Truck Roll ..... Page 31
Field Technician Hourly Rate ..... Page 31
Consulting and Technical Support Hourly Rate ..... Page 31
Non-City Employee Staff Screening ..... Page 31
Fiber Service Installation ..... Page 31
Ethernet ..... Page 31
Static IP Address ..... Page 31
Quality of Service Fee ..... Page 31
Business Augmented Upload Package ..... Page 32
Non-Return of Customer Premise Equipment (CPE) Devices ..... Page 32
CATV Seasonal Reconnects & Disconnects ..... Page 32
CATV House Amp Fee ..... Page 32
Utility Billing Lobby Signage Fee ..... Page 32
Cable Modem Rental ..... Page 32
Non Return of Rented Modem at Closing of Account ..... Page 32
Cable Modem Purchase ..... Page 32

SECTION 8 - Municipal Court

Court Administration Fees ..... Page 33
Appeal Transcript Fee ..... Page 33
City Attorney Deferred Sentence/Diversion ..... Page 33
Civil Compromise Costs ..... Page 33
Compliance Inspection Fee ..... Page 33
Default Judgment ..... Page 32
Discovery Fees ..... Page 33
Traffic School Program: Classes A-D, including special zones ..... Page 33
Extend/Amend City Attorney Deferred Sentence/Diversion ..... Page 33
Failure to Appear for Bench Trial/Show Cause Hearing ..... Page 33
Failure to Appear for Jury Trial ..... Page 33
Forfeiture of Security ..... Page 33
Court Costs ..... Page 33
Show Cause Admission of Allegation ..... Page 33
Bench Probation Fee ..... Page 33
Warrant ..... Page 33

SECTION 9 - Police

Police Reports ..... Page 33
Research Fee ..... Page 33
Visa Letters ..... Page 33
Finger Print Cards ..... Page 33
Photographs (CD) ..... Page 33
Audio Recordings ..... Page 33
Mobil Audio Video Recordings (MAV) ..... Page 33
Body Camera Video ..... Page 33
Impound/Tow Fee ..... Page 34
Vehicles for Hire ..... Page 34

SECTION 10 - Public Works - Miscellaneous Fees & Charges

CPI & ENR Calculations ..... Page 35
Plat & Plan Checks ..... Page 35
Public Works/Engineering Inspections, Permit, Etc. ..... Page 36
GIS Data & Mapping Services ..... Page 37
Sanitary Sewer Connection Fees ..... Page 37
Water Connection Fees ..... Page 37

TABLE OF CONTENTS

Cemetery Fees, Sales of Liners, Markers ..... Page 38
Sexton Fees ..... Page 38
Vases ..... Page 39
Ashland Airport Fees ..... Page 40
Lease Type A - City Owned - Rentals ..... Page 40
Lease Type B - Ground Lease - City Owned Hangars ..... Page 40
Lease Type C - Ground Lease - Privately Owned Hangars ..... Page 40
Hangar Reservation Fees ..... Page 40
Specialized Aviation Service Operations Fee ..... Page 40
Mobile Service Providers (MSP) Airport User Fee ..... Page 41
Freight Operations ..... Page 41

SECTION 11 - Parks and Recreation Miscellaneous Fees and Charges
Wedding Packages ..... Page 42
Group Picnic Rentals ..... Page 42
Deposits ..... Page 42
Special Event Fees ..... Page 42
Alcohol Fee ..... Page 42
General Building Reservations ..... Page 42
Field Usage ..... Page 43
Calle Seating ..... Page 43
Daniel Meyer Pool ..... Page 43
Youth & Adult Recreation Programs ..... Page 43
Senior Recreation Programs & Services ..... Page 43
Ashland Rotary Centennial Ice Rink ..... Page 43
Oak Knoll Golf Course Fees ..... Page 44
Community Garden Fees ..... Page 45
Nature Center School Programs ..... Page 45
Oak Knoll Golf Course Wedding Fees ..... Page 45

SECTION 12 - Attachments
Community Development-
Excavation Grading Fees - Exhibit A - ..... Page 46
Public Works-
Tie Down Rental - Exhibit B - ..... Page 47

City Wide Miscellaneous Fees and Charges

Copy Fees

Black and White Copies	Letter/Legal	Single-Sided	$ 0.20 each
Black and White Copies	Letter/Legal	Double-Sided	$ 0.40 each
Black and White Copies	Tabloid	Single-Sided	$ 0.40 each
Black and White Copies	Tabloid	Double-Sided	$ 0.80 each
Color Copies	Letter/Legal	Single-Sided	$1.50 each
Color Copies	Tabloid	Single-Sided	$3.00 each

Non-Sufficient Funds Check Fee $35.00

Rates and Charges Set by Separate Resolutions

System Development Charges (SDCs)

Parks and Recreation SDCs Resolution
Transportation SDCs Resolution
Sewer SDCs Resolution
Storm SDCs Resolution
Water SDCs Resolution

Utility Rates and Fees

Ashland Forest Resiliency Surcharge Resolution
Public Safety Support Fee Resolution
AFN Utility Fees Resolution
Electric Rates Resolution
Wastewater (Sewer) Rates Resolution
Storm Drain Fees Resolution
Transportation Fees Resolution
Water Rates Resolution

Research Fee

A. The City shall charge a research fee based on the hourly wage of the staff person doing the research, and the fee shall be billed in fifteen minute increments. The hourly wage used to calculate the research fee shall not include the cost of benefits. The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the actual cost of making public records available, including locating the requested records, reviewing the records to delete exempt material, supervising a person's inspection of original documents to protect the integrity of the records, summarizing, compiling, or tailoring a record, either in organization of media, to meet the person's request.
   The City may charge for search time even if it fails to locate any records responsive to the requestor even if the records located are subsequently determined to be exempt from disclosure.
   Copies of documents provided by a routine file search of 15-30 minutes or less will be charged at a copy rate established in the annual fee resolution.

B. The City may include a fee established to reimburse for the costs of time spent by the city attorney in reviewing the public records, redacting materials from the public records into exempt and nonexempt records. The City fee may also include the cost of time spent by an attorney for the City in determining the application of the provisions of ORS 192.505.

C. The minimum fee is $25. Any research estimate above $25 will be provided in writing to the requester in advance. The requester must confirm in writing that he/she wants the City to proceed with making records available before the work is done

D. Prepayment shall be required if the amount of the request is greater than $25. If the actual charges are less than the prepayment, an overpayment shall be refunded.

All of the above resolutions can be found in full text on the City of Ashland's Website:

Finance Miscellaneous Fees and Charges

Administrative Billing Charge	(up to 10%) Per Billing

Business License Fees

Initial Business License Application Fee Licensee shall pay a prorated fee of $10 for each month, or portion of a month, remaining in the fiscal year from the date of the application with a minimum fee of $25.00 applicable to all businesses except for rental properties with fewer than 2 dwellings, pursuant to AMC 6.04.020.A.	$120.00 for first 2 employees* +$5.00 for each additional EE
Temporary Business License Application Fee	$25.00
Renewal Application Fee	$75.00 for first 2 employees* $10.00 for each additional EE
Late Application Fee	$25.00
Late Renewal Fee (paid 30 days after the due date)	10%, minimum of $25.00
Reprint Business License	$10.00

*Pursuant to AMC 6.04.020.F. Employee. Any individual who performs service for another individual or organization having the right to control the employee as to the services to be performed and as to the manner of performance. For purposes of this ordinance employee also means a licensed real estate sales person or associate real estate broker who engages in professional real estate activities only as an agent of a real estate broker or organization.

Marijuana Dispensary Permit Fees

Permit Application Fee Initial application - July 1 – June 30	$80.00
Applicant shall pay a prorated fee of $10 for each month, or portion of a month, remaining in the fiscal year, from the date of the application with a minimum fee of $40.00 and an $80.00 maximum.	$10.00/month
Permit Renewal Fee Due each July 1	$60.00
Late Application Fee After the start of business	$25.00
Late Renewal Fee (paid 30 days after the due date)	10%, minimum of $25.00

Utility Billing Miscellaneous Fees and Charges

Administrative Fees:	
Notification of Pending Termination	$10.00
Returned Check Charge	$35.00
Reconnection Charge:	
During Business Hours	$30.00
After Hours or Holidays	$125.00
Service Connection:	
Normal working hours	$10.00
Other Hours or Holidays	$125.00

Parking Fees - as per Resolution 2016-14

Charging Fees for Electric Vehicles:	$0.20/kWh
Paid Parking Fees (where applicable):	
City structure or lot:	
6:00 a.m. - 6:00 p.m. (or segment)	$2.00
6:00 p.m. - 2:00 a.m. (per hour)	$2.00
6:00 a.m. - 2:00 a.m. (maximum)	$10.00
Parking permit (where applicable in City structure or lot)	
6:00 a.m. - 6:00 p.m. Monday - Saturday (unless otherwise posted)	$30.00

Other Downtown Parking Area Fees:

Short Term (<30 minutes) unloading from "marked" business vehicle with flashers	No charge
Daily parking permit (Orange): 1st day or fraction of day	$10.00/day
Additional days (limited to 5 days; no charge on Sunday or federal holidays)	$2.00/day

- Applicable permits/licenses must be current
- Limit of two permits per business address at a time
- Each permit is good for one parking space
- Not applicable to handicapped or short term spaces equal to or less than 15 minutes, green loading zones, fire or other restricted areas.

Parking Fines and Fees (city-wide):

Basic fine for overtime, improperly parked, non-payment, etc.	$22.00
Additional fine for receiving 3 or 4 tickets in a calendar year	$25.00
Additional fine for receiving 5 or more tickets in a calendar year	$50.00
Parking fine for Handicap Space violation	$190.00 (or as set by state law)
Disabling / Boot Removal Fee; available as negotiated by the City with tow company for 24-hour availability	$85.00

City Recorder Miscellaneous Fees & Charges

Audio Tapes	
CD/DVD/Cassette	$5.00 each
Liquor Licenses	
Temporary Liquor License (processing fee)	
(In addition to Fire fee listed on page 24)	$10.00
Liquor License (new processing fee)	$100.00
Liquor License (change of ownership processing fee)	$75.00
Annual Renewal Liquor License	$35.00
Lien Searches	
Routine Requests	$35.00
Elections (amount set by Resolution #2009-05)	
Required deposit for Citizens Initiative	$500.00
Street/Alley Vacations (filing fee set by Resolution 1994-24)	
Required deposit of filing fee	$500.00
Ambulance	
Annual renewal fee	$300.00
Annual ambulance fee (each vehicle)	$100.00
Annexation	
Processing fee for County Department of Assessment	$300.00
Research Fee	**Refer to Section 1, pg. 7**

Planning / Community Development Miscellaneous Fees and Charges

Pre-Application Conference	$200.00
Administration Actions	
Final Plat Review:	
~~Partitions*~~	~~$145.75 + $11.50/lot~~
Partitions*	$165.50 + $13.00/lot
~~Subdivisions*~~	~~$370.50 + $31.25/lot~~
Subdivisions*	$420.50 + $35.25/lot
~~New Sign Permit~~	~~$145.75 + $2.75/sq ft~~
New Sign Permit	$165.75 + $3.00/sq ft
Portable Sign Permit	$35.25
Temporary Event Food Truck/Cart Permit	$32.25 per event
Food Truck/Cart Permit	$420.50
Address Request Fee	$47.50 per address number
Street Name Approval Fee	$121.00 per street
Street Tree Removal Permit	$100.00
~~Replacement Sign Permit~~	~~$31.25 + $2.75/sq ft~~
Replacement Sign Permit	$35.25 + $3.00/sq ft
~~Home Occupation Permits~~	~~$31.25~~
Home Occupation Permits	$35.25
~~Zoning permit (fence, accessory structure, etc.)~~	~~$31.25~~
Zoning permit (fence, accessory structure, etc.)	$35.25
~~Land Use Approval Extension Request~~	~~$370.50~~
Land Use Approval Extension Request	$420.50
~~Lot Line Adjustments~~	~~$370.50~~
Lot Line Adjustments	$420.50
~~Any other Administrative Action~~	~~$370.50~~
Any other Administrative Action	$420.50
Type I Reviews	
Tree Removal Permit (not associated with another action)	$100.00
~~Solar Setback Variance~~	~~$1,120.25~~
Solar Setback Variance	$1,271.25
~~Amendments to Conditions~~	~~$1,120.25~~
Amendments to Conditions	$1,271.25

~~Physical & Environmental Constraints Permit~~	~~$1,120.25~~
Physical & Environmental Constraints Permit	$1,271.25
~~Conditional Use Permit (Type I only)~~	~~$1,120.25~~
Conditional Use Permit (Type I only)	$1,271.25
~~Variance (Type I only)~~	~~$1,120.25~~
Variance (Type I only)	$1,271.25
~~Residential Site Review~~	~~$1,120.25 + $74.50/unit~~
Residential Site Review	$1,271.25 + $84.50/unit
~~Final Plan Performance Standards~~	~~$1,120.25 + $74.50/unit~~
Final Plan Performance Standards	$1,271.25 + $84.50/unit
~~Land Partitions~~	~~$1,120.25 + $74.50/unit~~
Land Partitions	$1,271.25 + $84.50/unit
~~Commercial Site Review~~	~~$1,120.25 +.5% (.005) of project value**~~
Commercial Site Review	$1,271.25 +.5% (.005) of project value**
~~**Any other Type I Review**~~	~~$1,120.25~~
Any other Type I Review	$1,271.25
Independent Review of Wireless Communication Facilities***	$5,000.00

Type II Reviews

~~Conditional Use Permit (Type II only)~~	~~$2,247.50~~
Conditional Use Permit (Type II only)	$2,663.25
~~Variance (Type II only)~~	~~$2,247.50~~
Variance (Type II only)	$2,663.25
~~Outline Plan or Preliminary Plat for Subdivisions~~	~~$2,247.50 + $150/lot~~
Outline Plan or Preliminary Plat for Subdivisions	$2,663.25 + $170.25/lot
~~Final Plan with Outline/Performance Standards Subdivision~~	~~$2,993.00 + $150/lot~~
Final Plan with Outline/Performance Standards Subdivision	$3,397.00 + $170.25/lot
~~Commercial Site Review~~	~~$2,247.50+.5% (.005) of project value**~~
Commercial Site Review	$2,663.25+.5% (.005) of project value**
~~Any other Type II Review~~	~~$2,247.50~~
Any other Type II Review	$2,663.25
Independent Review of Wireless Communication Facilities***	$5,000.00

~~*Does not include Public Works review fee, See pg. 29~~

**Project value includes the estimated valuation of all structures (per State of Oregon Building Code), as well as

all related project site improvements, such as grading, paving, landscaping, bioswales, etc.

***The initial deposit required with an application for a new wireless communication facility that is not collocated is $5,000 and shall be used by the City for the costs of expert review of the application. If any time during the planning application process the account balance is less than $1,000, the Applicant shall upon notification by the City replenish the account, so the balance is at least $5,000. The maximum total consultant fees to be charged to the Applicant shall be $10,000, and any unused portion of fee will be refunded.

Type III Reviews

~~Zone/Comprehensive Plan Map Change~~	~~$2,993.00~~
Zone/Comprehensive Plan Map Change	$3,397.00
~~Comprehensive Plan Change~~	~~$2,993.00~~
Comprehensive Plan Change	$3,397.00
~~Annexation~~	~~$4,502.25~~
Annexation	$5,110.00
~~Urban Growth Boundary Amendment~~	~~$4,502.25~~
Urban Growth Boundary Amendment	$5,110.00
~~Any other Type III Review~~	~~$3,749.00~~
Any other Type III Review	$1,867.00

Legislative Amendments

~~Comprehensive Plan Map/Large Zoning Map Amendment~~	~~$5,254.25~~
Comprehensive Plan Map/Large Zoning Map Amendment	$5,963.50
~~Land Use Ordinance Amendment~~	~~$5,254.25~~
Land Use Ordinance Amendment	$5,963.50
~~Comprehensive Plan Amendment~~	~~$5,254.25~~
Comprehensive Plan Amendment	$5,963.50
City Sponsored Legislation (City Council Directive)	$0.00

Appeals

Appeal for initial Public Hearing *(Building Appeals Board/Demolition Review Board/Planning Commission)*	$150.00
Appeal for Final Decision of City (Planning Commission or City Council)	$325.00

Solar Access

~~Solar Access Permit (not a Solar Variance)~~	~~$53.50+$12.50 per lot affected~~
Solar Access Permit (not a Solar Variance)	$60.50+$14.00 per lot affected

Community Development Fee

This fee is charged concurrently with Building Permit Fees at the time of building permit application for all building permits requiring a plan review.	1.2% (.012) of new construction per building code definition of valuation.

This fee shall not exceed $30,000 per Building Permit for the Ashland School District.

Community Development Copy Fees

Prepared Documents

Site Design & Use Standards	$5.00

Street Tree Guide	$5.00
Transportation Element	$5.00
Downtown Plans (2001, 1998)	$5.00
Street Standards Guide	$5.00
Comprehensive Plan/Land Use Code	$40.00
~~Marijuana/Hemp/psilocybin Land Use Compatibility Statement (LUCS)~~	~~$200.00~~
Marijuana/Hemp/psilocybin Land Use Compatibility Statement (LUCS)	$227.00
Zoning Verification Letter (ZVL)	$50.00

Research Fee **Refer to Section 1, pg. 7**

Electronic documents that can be located by a routine file search of 15 minutes or less will be provided at no charge. Record requests that exceed 15 minutes of staff time to complete will be charged a minimum $25 research fee. Prepayment and written approval to proceed is required before any research work is done by staff.

Building Division Permit Fees for Commercial and Residential

In accordance with OAR 918-050-0100: "Residential construction permit fees shall be calculated using the following methodologies. (c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current April 1 of each year, multiplied by the square footage of the dwelling unit to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a pre-determined percentage of the permit fee set by the municipality. (A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level. (B) The square footage of a carport, covered porch, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1. (C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the Building Official, and then applying the valuation to the municipality's fee schedule.

Commercial construction permit fees shall be calculated using the following methodologies. (c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a set minimum fee. Valuation shall be the greater of either. (A) The valuation based on the ICC Building Valuation Table current as of April 1 of each year, using the occupancy and construction type as determined by the Building Official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant and approved by the building official. (C) When the construction or occupancy does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the Building Official with input from the applicant."

Building Permit Fees

Total Value of Work Performed	
$1.00 to $500.00	$90.00 per hour
$501.00 to $2,000.00	$90.00 for the first $500.00 plus $10.00 for each additional $1000.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$110.00 for the first $2,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$294.00 for the first $25,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$494.00 for the first $50,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 and up	$744.00 for the first $100,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof

Plan Review Fee for Commercial and Residential

Plan Review Fee	A plan review fee equal to 65% of the structural permit fee shall be due at application
Fire and Line Safety Plan Review (when applicable)	40% of permit fee
Additional Plan Review required by changes, additions, or revisions	$90.00 per hour (1/2-hour minimum) Plus valuation increase based on tables

Special Inspection Agreement (QAA) Review Fee	$90.00 per hour
Foundation Only	$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed $1,500.00 for each phase.
Residential Deferred Submittal Fee	65% of the structural permit fee calculated using the total valuation of the deferred portion + $100.00 per deferred item.
Commercial Deferred Submittal Fees *(Payable at building plan review and is in addition to plan review of deferred work)*	65% of structural permit fee calculated using the total valuation of the deferred portion + $100.00 per deferred item
Phased Permit Fee	$275.00 per phase + 10% of the total building permit fee for each phase of work. Not to exceed $1,500.00 for each phase.
Shell Building and Tenant Improvement Spaces	Permit fee for the construction of the shell building is based on 80% of the valuation determined by building valuation data. The tenant improvement permit fee is based on 20% of the valuation
Foundation Only	$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed $1,500.00 for each phase

Miscellaneous Fees for Commercial

Commercial Fire Sprinkler/Fire Suppression/ Fire Alarm	Total value of work performed (structural permit fee)
Commercial Fire Sprinkler/Fire Suppression/ Fire Alarm Plan Review	65% of structural permit fee

Note: See appendix for methodology for calculation of valuation for all permit fees utilizing valuation/value of work.

Inspection Fees for Commercial and Residential

Re-inspection Fee	$90/hr. (1/2 hour Minimum)
Inspections outside normal business hours (minimum 1 hour)	$130.00 per hour; per inspector
Temporary Certificate of Occupancy and Reapplication Fee (s)	$50.00 per discipline/permit. Renewal required every 30 Days
Site Observation-Inspection (e.g. pre permit consultation)	$90/hr (1 hr. minimum)
Change of Occupancy (without additional work done)	$90/hr $150 minimum

Change of Occupancy Fees (without additional work being done)

$90 per hour, $150 minimum

Special Inspection Report	$65.00 per hour
Re-issued Certificate of Occupancy	No Charge

Demolition Fees

Demolition Review Fee (non-exempt structures)	$360.00
Demolition Permit Fee (per building)	Permit fee for verifying utilities have been safely removed and capped off. 1 hr. minimum. $90/hr.
Demolition Capping off Sewer, Water, Rain Drain	$90.00/hour (1hour minimum)

Residential Plumbing Permit Fees

New Residential	**Cost Each**
1 bathroom/kitchen (includes: first 100 feet of water/sewer lines; hose-bibs ice maker; under floor low-point drains; and rain-drain packages)	$400.00
2 bathrooms/1 kitchen	$500.00
3 bathrooms/1 kitchen	$575.00
Each additional bathroom (over 3)	$50.00 each additional
Each additional kitchen (over 1)	$50.00 each additional
Remodel / Alterations	
Remodel / Alterations (minimum fee)	$75.00
Each fixture, appurtenance, and first 100 ft. of piping	$20 each additional
Miscellaneous Residential	
Minimum Fee *When purchased as bathroom unit(s) – includes the first 100 ft. of water service, sanitary & storm.*	$75.00
Piping or private storm drainage systems exceeding the first 100 ft.	$22.00
Backflow Assembly	$25.00
Re-pipe water supply	$90.00
Alternate Water Heating Systems (coils, heat pumps, etc.)	$60.00
Solar	$60.00
Swimming Pool Piping	$50.00
Residential Fire Sprinkler (include plan review)	
0-2,000 Square Feet	$200.00
2,001-3,600 Square Feet	$250.00
3,601-7,200 Square Feet	$350.00
7,201+ Square Feet	$450.00
Manufactured Dwelling or Pre-Fab	
Connections to building sewer and water supply	$50.00/space
RV and Manufactured Dwelling Parks	
Installation Fee	$150.00
State Fee	$30.00
Factory Manufactured Awning/Carport	Fee based on valuation of installation cost and system equipment. Refer to structural permit fees.
Each additional 10 spaces	$100.00

Commercial Plumbing Permit Fees

Commercial, Industrial, and Dwellings other than one- or two-family	
Minimum fee	$75.00
Each fixture	$40.00
Swimming Pool Piping	$60.00
Piping (based on number of feet)	$0.75/ft.
Plumbing Plan Review	30%
Sanitary Services	
First 100 Feet	$0.75

Each Additional 100 Feet or fraction thereof	$0.75

Storm Services

First 100 Feet	$0.75
Each Additional 100 Feet or fraction thereof	$0.75

Water Services

First 100 Feet	$0.75
Each Additional 100 Feet or fraction thereof	$0.75

Commercial Fire Sprinkler (include plan review)

Fee based on valuation of installation cost and system equipment

$1.00 to $500.00	$90.00 per hour
$501.00 to $2,000.00	$90.00 for the first $500.00 plus $10.00 for each additional $1000.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$110.00 for the first $2,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$294.00 for the first $25,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$494.00 for the first $50,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 and up	$744.00 for the first $100,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof
Fire Sprinkler/Fire Suppression/Fire Alarm Plan Review	65% of structural permit fee
Minimum Permit Fee	$90.00

Miscellaneous

Minimum fee	$90.00
Specialty fixtures	$40.00
Re-inspection (no. of hrs. x fee per hour)	$90/hr. (1/2 hr. minimum)
Special requested inspections (no. of hrs. x fee per hour)	$90.00

Medical gas piping

Minimum fee	$50.00
Valuation $500 to $2,000	$50.00 + $5 per $1000 of valuation
Valuation $2,001 to $25,000	$125.00 + $18 per $1000 of valuation
Valuation $25,001 to $50,000	$540.00 + $14 per $1000 of valuation
Valuation $50,001 to $100,000	$890.00 + $9 per $1000 of valuation
Valuation greater than $100,000	$1,340.00 + $8 per $1000 of valuation

Rainwater Harvesting System

Fee based on valuation of work to be performed.

Minimum fee	$75.00
Valuation $1 to $500	$75 for the first $500 plus $9 for each additional $100 or fraction thereof, to and including $2,000
Valuation $2,001 to $25,000	$210 for the first $2,000 plus $10 per $1,000, or fraction thereof, to and including $25,000
Valuation $25,001 to $50,000	$440 for the first $25,000 plus $10 per $1,000, or fraction thereof, to and including $50,000
Valuation $50,001 to $100,000	$690 for the first $50,000 plus $9 per $1,000, or fraction thereof, to and including $100,000
Valuation greater than $101,000 and up	$1,140 for the first $100,000 plus $9 per $1,000 or fraction thereof

Residential Mechanical Permit Fees

Mechanical Permit Minimum Fee	$75.00
Furnace/Burner including ducts & vents	
Up to 100k BTU/hr.	$20.00
Over 100k BTU/hr.	$20.00
Heaters/Stoves/Vents	
Unit Heater	$20.00
Wood/pellet/gas stove/flue	$20.00
Repair/alter/add to heating appliance or refrigeration unit or cooling system/absorption system	$20.00
Evaporated cooler	$20.00
Vent fan with one duct/appliance vent	$20.00
Hood with exhaust and duct	$20.00
Floor furnace including vent	$20.00
Gas Piping	
One to four outlets (any number of outlets)	$20.00
Air-handling Units, including Ducts	
Up to 10,000 CFM	$20.00
Over 10,000 CFM	$20.00
Compressor/Absorption System/Heat Pump	
Up to 3 hp/100K BTU	$20.00
Up to 15 hp/500K BTU	$20.00
Up to 30 hp/1,000 BTU	$20.00
Up to 50 hp/1,750 BTU	$35.00
Over 50 hp/1,750 BTU	$45.00
Incinerator	
Domestic incinerator	$20.00

Commercial Mechanical Permit Fees

Valuation $1 to $500	$90.00/minimum
Valuation $501- $100,000	$90.00 for the first $2,000.00 plus $10.00 for each additional $1,000.00 or fraction thereof.
Valuation $100,000+	$1,070.00 plus $10.00 for each additional $1,000.00 or fraction thereof.
Deferred Submittals + Fees	$100.00 each item plus 65% of mechanical permit fee of deferred submittal valuation.
Plan Review Fee	25% of permit fee

Miscellaneous Fees

Re-inspection	$90.00
Specially requested inspection (per hour)	$65.00
Regulated equipment (un-classed)	$50.00

Electrical Permit Fees

Residential per unit, service included	**Cost Each**
1,000 sq. ft. or less	$135.00
Each additional 500 sq. ft. or portion thereof	$25.00
Limited energy	$32.00
Each manufactured home or modular dwelling service or feeder	$50.00
Multi-family residential	$65.00

Residential and Commercial—Services or Feeders/installation, alteration, relocation

200 amps or less	$95.00
201 to 400 amps	$115.00
401 to 600 amps	$190.00
601 to 1,000 amps	$250.00
Over 1,000 amps or volts	$550.00
Reconnect Only	$75.00

Temporary Services or Feeders

200 amps or less	$75.00
201 to 400 amps	$100.00
401 to 600 amps	$150.00
601-1000 amps	$250.00
Over 1,000 amps or volts	$450.00

Branch Circuits: new, alteration, extension per panel

Branch circuits **with** purchase of a service or feeder	$6.00
Branch circuits **without** purchase of a service or feeder:	
First branch circuit	$65.00
Each additional branch circuit	$7.50

Miscellaneous Fees: service or feeder not included	
Each pump or irrigation circuit	$65.00
Each sign or outline lighting	$65.00
Signal circuit(s) or low voltage system, alteration or extension (each system)	$65.00
Subdivision lighting per pole in addition to service	$40.00
Swimming pool (panel, 3 circuits and bonding)	$90.00
Specially requested inspection (per hour)	$90.00
Each additional inspection over the allowable in any of the above, for those not covered under residential inspection caps (per inspection)	$90.00/hr. (1/2-hour minimum)
Special Inspection	$90.00/hr. (1/2-hour minimum)
Reinspection	$90.00/hr. (1/2-hour minimum)
Field Review-Change of use	$90.00/hr. (1/2-hour minimum)

Residential Restricted Energy Electrical Permit Fees

Fee for all systems*	$25.00
Audio and stereo systems	
Burglar alarm system	
Doorbell	
Garage-door opener	
Heating, ventilation, & air-conditioning systems	
Landscape lighting & sprinkler controls	
Landscape irrigation controls	
Outdoor landscape lighting	
Vacuum Systems	
Each additional inspection	$25.00

*For new construction, this permit fee covers all systems listed or can be sold separately.

Renewable Energy Systems

5 KVA or less	$100.00
5.01 KVA to 15 KVA	$100.00
15.01 KVA to 25 KVA	$156.00
25.01 KVA and above	$156.00 plus $6.25/KVA for each additional

Engineered Systems
(*Separate Electrical application required)*

Plan Review	65% of Building Permit
Re-Inspection Fee	$90.00/hr (1/2 hr. minimum)

Wind generation systems in excess of 25 KVA:

25.01 KVA to 50 KVA	$204.00
50.10 KVA to 100 KVA	$469.00

For wind generations systems that exceed 100 KVA the permit fee shall be calculated in accordance with OAR 918-309-0040

Solar generation systems in excess of 25 KVA: $6.25/KVA

The permit charge will not increase beyond the calculation for 100 KVA. Permits issued under this sub-section include three inspections. Additional inspections will be billed at an hourly rate.

Building Permit Reinstatement Fee
A building permit expires after a period of 180 days from the date of issue with no inspection activity.

To reactivate an expired permit, a fee of $50.00 per construction discipline is required (Building, Plumbing, Mechanical, Electrical).

*If the sum of the original permit fee subject to reinstatement is less than $50.00, a reinstatement fee equal to half of the value of the original permit fee shall be accessed for permit reinstatement.

Grading Fees

Plan Review Fee	$90.00 per hour
50 cubic yards or less	No Fee
51-100 cubic yards	$125.00
101-1,000 cubic yards	$200.00
1,001-10,000 cubic yards	$400.00
10,001-100,000 cubic yards	$500.00 for the first 10,001 cubic yards plus $50.00 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required for changes, additions, or revisions to approved plans	$90.00/ hr. (1/2 hr. minimum)

Permit Fees

50 cubic yards or less	No fee
51-100 cubic yards	$100.00
101-1,000 cubic yards	$100 for first 101 yards plus $35 for each additional 100 cubic yards or fraction thereof

Investigation Fees

Investigation Fee A — $90.00/hr.
Low effort to determine Compliance

Investigation Fee B — $90.00/hr. ($150.00 minimum)
Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permits within 10 business days.

Investigation Fee C — $90.00/hr. ($250.00 minimum)
High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.

State of Oregon Surcharge - ORS 455.210(4)

State of Oregon permit surcharge is 12% of structural, plumbing, mechanical and electrical components of the overall building permit.

Building Permit Refund Policy

The City of Ashland Community Development Department offers partial refunds for building permits that have been issued, have had no inspections performed and have not yet expired (six months from issue date). Refunds for permits that have expired are limited to any Systems Development Charges (SDC's) that were part of the permit fees.

How to request a refund

Submit the following documents to the Community Development Department at 51 Winburn Way:

- Approved set of plans (stamped)
- Job Inspection card
- Letter of refund request signed by applicant/owner with mailing address for refund check
  The refund will be processed within 30 days of the date of the request letter.

The following fees are not refundable

- Building Plan Check Fee
- Fire Protection Review Fee
- 50% of Community Development Fee (maximum equal to Building Plan Check Fee)
- 50% of Engineering Development Fee (maximum equal to Building Plan Check Fee)

The remainder of the permit fees are refundable. A $50.00 administrative fee will be subtracted from the eligible refund amount for costs associated with the refund process.

Electric Miscellaneous Fees and Charges

Banners	$125.00 each
Temporary Service Drop	
Single Phase Underground temp 300 amps or less	$247.00
Single Phase Overhead temp 300 amps or less	$295.00
Three Phase	Actual Cost
Street Light	
Install of Light Shroud	$80.00

Meter Charges

Meter Tests for Accuracy	
Once in twelve months	No Charge
Two or more times in twelve months	$176.00
Meter repairs/replacement (Damaged by Customer)	Actual Cost
Non Radio Frequency Meter Charges	
Conversion from Radio Frequency (RF) to Non RF meter	No Charge
Monthly Fee to manually read Non RF meter	No Charge
Service Calls	
Once in twelve months	No Charge
Two or more times in twelve months	$203.00
Other hours or Holidays	$303.00
Service Connection for Applicant	
De-energize Service	$254.00
Scheduled work after hours	Actual Cost
Unauthorized Connection	$215.00

Line Extension Charges

New Single-Family Residential Service	
Overhead service in existing developed areas from distribution line to and including meter.	$580.00
Overhead service upgrade or increased service for 300 amps or less	$580.00
Replacement of service from overhead to underground, 300 amps or less. Customer provides all trenching, conduit, backfilling and compaction as directed by the City.	$1,217.00
Underground residential service of 300 amps or less. Customer provides conduit, trenching, back fill, compaction as directed by the City.	$697.00

Electric

*Underground Distribution Installation Charges: Per lot less house service and engineering fees.	$1,186.00
*Subdivisions of 0 to 20 engineering fee per lot	$171.00
* Subdivisions of 21+ engineering fee per lot	$259.00
*Three Phase subdivision as required by city per lot	$259.00
Any overhead/underground service over 300 amps	Actual Cost
Commercial, Institutional and Industrial Service	Actual Cost
**Blower Door Leak Test (gas heat customers only)	$75.00
**Duct Leak Test (gas heat customers only)	$125.00

ENR Calculations

* Methodology: Current ENR Rate - Old ENR Rate/Old ENR Rate = % Rate of Adjustment (9515.86-9289.65)/9289.65 = 2.44%

Source: Engineering News Record Construction Cost Index (ENR)

**Electric heat customers = no fee

Fire Miscellaneous Fees and Charges

Report Fees:	
Non patient Pre-Hospital Care Reports	$20.00 for 10 pages or less, $0.25 each additional page
Fire Incident Reports	$12.00 for 10 pages or less $15.00 over 10 pages
Patient Report	$40.00 for 10 pages or less, $0.25 each additional page
Mailing Cost	Actual Cost
Fire Investigation and Fire Marshal Reports	
Narrative Report	$20.00 for 10 pages or less, $0.25 each additional page
Photos	$1.00 each
Photo Log	$20.00
Investigation Drawings/Chart	$20.00 each
Mailing Cost	Actual Cost
Research Fee	**Refer to Section 1, pg. 7**
COST RECOVERY FEES (MVC, Haz-Mat, Rescue):	
MCVs with Engine Responses	
Level 1 MVC - Assessment and stabilization	$475.00 for 1 hour, then $235.00 every hour after
Level 2 MVC – Level 1 plus fluid clean-up	$500.00 for 1 hour, then $275.00 every hour after
MVC with Extrication (requires use of extrication equipment)	$1,450.00 for 1 hour, then $725.00 every hour after
Hazardous Material Incidents	
Level 1 – Incident command, isolate and deny entry, evacuations if needed	$770.00
Haz-Mat 8 Activation with AF&R engine standby	$440.00 hourly
Haz-Mat 8 Activation with AF&R ambulance standby	$330.00 hourly

Victim Rescues

Engine Response (per engine)	$450.00 hourly
Technical Rescue Team (per person)	$150.00 hourly

Emergency Medical Services

AF&R Ambulance Membership-Basic	$66.00 per year
AF&R Ambulance Membership-Plus	$112.00 per year
Emergency Medical Service Fee – Aid Call	$348.00 per patient
Ambulance Base Rate (per current rate schedule)	$1,151.00 per patient
Ambulance Mileage Rate (per current rate schedule)	$15.03 per mile
Ambulance Waiting Time	$50.00 per 1/2 hour
Ambulance Stand By (2 hour minimum)	$110.00 per hour
On scene Coordinator	$55.00 per hour
Extra attendant	$50.00 each

Ambulance Service Area III 2022 rate schedule
Base rates will be adjusted each calendar year by the most current rate schedule posted by the Center for Medicare/Medicaid Services (CMS) that sets the "Ambulance Inflation Factor". Other rates and mileage charges will be updated as approved by the County Commissioners.

Emergency Medical Services/Standby Fees

Structure Engine Standby for Events	$440.00 per hour
Brush Engine Standby for Events	$275.00 per hour
Fire and Life Safety Division Standby	$100.00 per hour

~~Fire and Life Safety~~
Fire Marshal Review Fee

Plan Checks
Any Building Permit - 24% of the Building Division Structural Permit Fee and Plan Check Fee
Condominium- 24% of the Building Division Structural Permit Fee and Plan Check Fee
~~New Subdivision or Land Partition - 24% of the Engineering Subdivision Plat Check Fee~~

Survey Plat Review Fees

Partition Plats	$107.00
Condominium Plats	$230.00
Subdivision Plats	$230.00

Other

All Hydrant Flow Requests. To be charged to the developer or installer.	$150.00
False Alarm Charge	$250.00

First Aid/CPR Classes

Basic Life Support (BLS) for Healthcare Providers CPR Class	$70.00/person
Heart Saver CPR & First Aid Class	$70.00/person
Heart Saver CPR Class	$45.00/person
Family and Friends CPR Class	$7.00/person

Inspection Fees

		Initial Inspection (Re-inspection Included)
Travelers Accommodation		$40.00
Occupancy Type		
"B"	0-1,000 sf.	$40.00
	1,001-3000 sf.	$75.00
Occupancy Type "A, E, M, S"	0-3,000 sq ft	$75.00
Occupancy Type "F, H, I"	0-3,000 sq ft	$125.00
	3,001-10,000 sq ft	$200.00
	10,001-20,000 sq ft	$250.00
	Over 20,000 sq ft	$300.00
Occupancy Type "A, B, E, M, S"	3,001-10,000 sq ft	$125.00
	10,001-20,000 sq ft	$175.00
	Over 20,000 sq ft	$225.00
Occupancy Type "R, SR"	3 to 10 Units	$75.00
	11 to 40 Units	$125.00
	41 to 70 Units	$175.00
	Over 70 Units	$250.00
Non-Compliance after 2nd Inspection: Inspection Fee +		Base Fee +$100.00
Non-Compliance after 3rd Inspection: Inspection Fee +		Base Fee +$200.00
Non-Compliance after 4th Inspection / Subsequent Inspections: Inspection Fee +		Base Fee +$400.00

Operational Permits:

Fire Works Public Display		$150.00
Exhibits and Trade Shows		$150.00
Fumigation and Thermal Insecticide Fogging		$300.00
Vehicles or Equipment in Assembly Buildings		$50.00
Pyrotechnic and Special Effects		$75.00
Open Flame		$75.00
Haunted Houses		$50.00
Marijuana Processing		$500.00
Fire Performances (per event):		$75.00
Temporary Membrane Structures, Tents and Canopies	200-400 sq ft	$50.00
Temporary Membrane Structures, Tents and Canopies	Above 400 sq ft	$125.00

Hydrostatic Test	$75.00
Underground Flush Test	$75.00
Hood System Trip Test	$75.00
Fire Acceptance Test	$150.00
Egress Light Test	$150.00
Above Ground LP Tank Install	$75.00
Above Ground LP Tank Removal	$150.00
Commercial LP Usage Less than 500 gallons	$75.00
Underground Fuel Tank Install	$300.00
Underground Fuel Tank Removal	$500.00

Construction and Use Permits

Compressed Gas	$150.00
Flammable and Combustible Liquid Storage	$150.00
Hazardous Materials Storage	$300.00
Hazardous Materials Production	$300.00
Industrial Ovens	$150.00
High Piled Combustible Storage	$150.00
Permits not specifically mentioned but required by Fire Code	$50.00 - $500.00 depending on staff hours and complexity
Temporary Liquor License (In addition to City Recorder fee listed on page 11)	$15.00
Pre Application Comments	$25.00
After Hours and Weekend Inspections	$150.00

Fire Systems Cover Up/ Acceptance Test Inspections:

0-3,000 sq ft	$75.00
3,001 to 10,000 sq ft	$125.00
10,001 to 20,000 sq ft	$175.00
20,000 to 40,000 sq ft	$350.00
40,000 to 80,000 sq ft	$700.00
Above 80,000 sq ft	$1,000.00

Weed Abatement

Staff time	**Refer to Section 1, pg. 7**
Mailing Cost	Actual Cost
Weed Abatement by Contractor	Actual Cost

Other

~~T-Shirt~~	~~$20.00~~
T-Shirt	$25.00
Sweat Shirts	$35.00

Misc. Apparel items, prices may vary.

Information Technology Miscellaneous Fees and Charges

Installation Fees		
Basic installation - Pre-wired CATV outlets only		$ 20.00
(Additional charges for parts and supplies apply)		
Add Trap ("filter")		$10.00
New customer cable modem activation		$10.00
Cable Modem [Refurbished 90 –day replacement warranty]		$50.00
Additional materials		$10.00
Over-and-beyond regular installation including multi outlets, outlet plates, additional wiring, replacement of customer damaged outlets.		
Wi Max standard installation		$200.00
Disconnect Fees		
Disconnect		$50.00
Remove Trap ("Filter")		$10.00
Truck Roll		$35.00
Field Technician Hourly Rate		
Non-standard work such as advancing troubleshooting, non-standard outlets, fishing wire inside walls, etc.		$55.00
Consulting and Technical Support Hourly Rate		
For support issues not related to AFN infrastructure, performance, and reliability. Minimum charge one hour.		$85.00
Non-City Employee Staff Screening		
Charge for each vendor employee submitted for authorization to Access AFN and City Service Center facilities.		$150.00
Fiber Service Installation		
Overhead served connections	Individual Business Case (IBC)	IBC & quote
Underground served connections		IBC & quote
Ethernet		
Transit @ 100 Mbps		IBC & quote
Transit @ 1000 Mbps		IBC & quote
Static IP Address		$5.00/month each
Maximum of 5 Static Internet Protocol (IP) addresses*		
• Minimum level of service for static IP and Quality of Service (QoS) is "CHOICE" or higher service tier.		
QoS Fee		$3.50/month
VOIP (phone) enhancement available with AFN Choice or higher service level through AFN certified Modems.		

Business Augmented Upload Package (additional 5 Mbps) $15.00/month
Available exclusively on AFN Direct Small Office/Home Office (SOHO) or Small Business
Must have current City of Ashland Business License

**Additional fee added to base AFN Direct retail rates on specific packages.*

Maximum SOHO upload speed with augmented upload service at up to 9 Mbps
Small Office/Home Office Business Augmented Upload Package @$80/month

Maximum Small Business upload speed with augmented upload service at up to 10 Mbps
Small Business Augmented Upload Package @ $100.00/month

Non-return of customer premise equipment (CPE) devices $300.00
CPE's must be returned on disconnect date of AFN services.

Cable TV (CATV) Seasonal Reconnects & Disconnects $10.00/visit
Disconnects & reconnects
Service change
Install HBO filter

CATV House Amp Fee $35.00/each

Utility Billing Lobby Signage Fee $100.00/month

Cable Modem Rental $5.00/month

Non Return of Rented Modem at Closing of Account $50.00/each

Cable Modem Purchase $50.00/each

* Resolution 2010-28 (Section 2, page 38) grants Information Technology management ability to set promotional rates.

GIS Data & Mapping Services

GIS Hourly Rate	$96.00
Plotting Fee	$6.00 per square foot

Municipal Court Miscellaneous Fees and Charges

Court Administration Fees	Crime	Violation
Appeal Transcript Fee	$35.00	$10.00
City Attorney Deferred Sentence/Diversion	$60.00	N/A
Civil Compromise Costs	$75.00	N/A
Compliance Inspection Fee	N/A	$25.00
Default Judgment	N/A	$15.00
Discovery Fees Imposed in Accordance with Miscellaneous Fees and Police Department Resolutions	See Police and City Recorder Fees	
Traffic School Program: Classes A-D, including special zones	N/A	See Below

Presumptive Fine	Traffic School Program Fee
$115.00	$115.00
$165.00	$120.00
*$225.00	$180.00
$265.00	$220.00
*$325.00	$280.00
*$525.00	$480.00

*special zone enhanced penalty

Extend/Amend City Attorney Deferred Sentence/Diversion		$45.00	N/A
Failure to appear for Bench Trial/Show Cause hearing		$90.00	$70.00
Failure to Appear for Jury Trial		$150.00	N/A
Forfeiture of Security		$25.00	$25.00
Court Costs		$35.00	$45.00
Show cause Admission of Allegation		$25.00	N/A
Bench Probation Fee		$100.00	N/A
Warrant	**Bank Costs**	$25.00	

All other fees and charges inconsistent with the fees and charges set forth herein are repealed. Nothing in the Resolution is intended to detract from the inherent power of the Court pursuant to general law to impose fees and charges established in state law or city ordinance in addition to the fees and charges specified herein.

Police Miscellaneous Fees and Charges

Police Reports	$12.00 for reports 10 pages or less $15.00 for reports over 10 pages
Research Fee	**Refer to Section 1, pg. 7**
Visa Letters	$19.00
Fingerprints Cards	$35.00 first card $10.00 each additional card
Photographs (CD)	$19.00
Audio Recordings	$19.00*
Mobil Audio Video Recordings (MAV)	$19.00*
Body Camera Video	$19.00*

*Any audio or video recording requiring extensive redaction, more than 30 minutes, shall be charged at a rate outlined under Research Fee. Refer to section 1, pg. 7.

Impound/Tow Fee	$105.00 Cash only
Vehicles for Hire (per Ordinance 3160)	
Permit Fee for Transportation Network Company	$5,000
Permit Fee for Taxi or Limousine Company	$500
Permit for Vehicle for Hire Drivers	$60.00 new / $60.00 renewal

Public Works Miscellaneous Fees and Charges

Existing maps printed in color on HP1055CM plotter (24lb bond paper)

Arch C	18 x 24 3.00 sq. ft.	$18.00
Arch D	24 x 36 6.00 sq. ft.	$36.00
Arch E	36 x 48 12.00 sq. ft.	$72.00

Existing maps or copies of existing maps copied in B&W on Xerox 3030 large format copier (20lb bond paper)

Arch C	18 x 24	$2.00
Arch D	24 x 36	$3.00
Arch E	36 x 48	$4.00

Note: Maps printed on materials other than the specified bond are double the standard print fee

2023 CPI and ENR Calculations – (NEW-OLD)/OLD = % Rate of Adjustment

March 2023 CPI value = 301.836 (NEW)
March 2022 CPI value = 287.504 (OLD)
(301.836-287.504)/287.504 = 5%

March 2023 ENR value = 13176.30 (NEW)
March 2022 ENR value = 12791.43 (OLD)
(13176.30 -12791.43)/12791.43 = 3%

January 2023 CPI value = 291.17 (NEW)
January 2022 CPI value = 281.933 (OLD)
(299.17-281.933)/281.933 = 6%

March CPI used for
Plat & Plan Checks
Public Works/Engineering Inspections, Permits, etc.
GIS Data & Mapping Services
Cemetery Fees

March ENR used for
Sanitary Sewer Connection Fees
Water Connection Fees

January CPI used for
Airport Fees

~~**Plat & Plan Checks**~~
~~Subdivision Plats (does not include 24% Fire Department Review Fee or Planning Review Fee)~~
~~$832.00 plus $126.00 per lot~~

~~Condominium Plats (does not include 24% Fire Department Review Fee)~~
~~$832.00 plus $126.00 per lot~~

~~Partition Plats (does not include 24% Fire Department Review Fee or Planning Review Fee~~
~~$446.00~~

Engineering Development Fee 0.75% of valuation
(This fee is charged concurrently with Building Permit Fees at the time of building permit applications. Applies to all new residential dwelling units and commercial developments. Remodels, additions and accessory buildings are not assessed this fee.)

Public Works / Engineering Inspections, Permits, etc.

Subdivision Construction Inspection/ Public Works Improvement Inspection	5% Engineer Fee (5% of the public improvement cost)
~~Street or Alley Excavation Permit~~	~~$225.00 plus per foot cost based on age of pavement~~
Street or Alley Excavation Permit	$236.00 plus per foot cost based on age of pavement
~~Encroachment Permit~~	~~$225.00~~
Encroachment Permit	$236.00
~~Miscellaneous Construction Permit (Construction of curb, sidewalk, driveway apron, etc.)~~	~~$74.00~~
Miscellaneous Construction Permit (Construction of curb, sidewalk, driveway apron, etc.)	$78.00
~~Dust Suppression Permit~~	~~$74.00~~
Dust Suppression Permit	$78.00
~~Driveway Painting Permit (includes a can of paint)~~	~~$16.00~~
Driveway Painting Permit (includes a can of paint)	$17.00
~~Right-of Way Closure-Street~~	~~$225.00~~
Right-of Way Closure-Street	$236.00
~~Right-of Way Closure-Sidewalk (>72 hours)~~	~~$74.00~~
Right-of Way Closure-Sidewalk (>72 hours)	$78.00
~~Right-of Way Closure-Sidewalk (<72 hours)~~	~~$16.00~~
Right-of Way Closure-Sidewalk (<72 hours)	$17.00
~~Right-of Way Closure-Parking Space (>72 hours)~~	~~$74.00~~
Right-of Way Closure-Parking Space (>72 hours)	$78.00
~~Right-of Way Closure-Parking Space (<72 hours)~~	~~$16.00~~
Right-of Way Closure-Parking Space (<72 hours)	$17.00
~~Block Party~~	~~$16.00~~
Block Party	$17.00
~~Sidewalk Dining – Annual Renewal (Minimum 50 sq. ft.)~~	~~$4.50/sq. ft.~~
Sidewalk Dining – Annual Renewal (Minimum 50 sq. ft.)	$5.00/sq. ft.
~~Functional Item – Annual Renewal~~	~~$74.00~~
Functional Item – Annual Renewal	$78.00
Special Event Permit - Base Fee	$130.00
Special Event Permit - events that require city staff overtime	60% of city staff overtime
Special Event Permit - Rush Fee (less than 90 days' advance notice)	$250.00
~~Street Painting Permit~~	~~$16.00~~
Street Painting Permit	$17.00

~~Loaned Functional Item, Pennant Application Fee~~	~~$151.00~~
Loaned Functional Item, Pennant Application Fee	$159.00
~~Publication Box per Publication - Annual Renewal~~	~~$31.00~~
Publication Box per Publication - Annual Renewal	$33.00
~~Bike Rack Purchase~~	~~$149.00~~
Bike Rack Purchase	$156.00
~~Special Vehicle Permit-Initial Fee~~	~~$310.00~~
Special Vehicle Permit-Initial Fee	$326.00
Special Vehicle Permit-Annual Renewal	$126
Penalty for No Permit	150% of permit cost
~~Street or Alley Vacation~~	~~$751.00~~
Street or Alley Vacation	$789.00

An administrative fee of 25% will be assessed on all permit refunds. Refunds will not be issued if requested later than one-year following the application date.

~~GIS Data & Mapping Services~~

~~GIS Hourly Rate~~	~~$91.00~~
~~Information on Disk~~	~~$46.00 per utility per quarter-quarter section~~
~~Planning Pre-Application Maps~~	~~$25.00~~
~~Plotting Fee~~	~~$6.00 per square foot~~
~~New Address Assignment~~	~~$42.00 per address number~~
~~Street Name Approval Fee~~	~~$121.00 per street~~

Sanitary Sewer Connection Fees

~~Sanitary sewer mainline video inspection (cost based on time and materials)~~	~~$377.00 minimum charge~~
Sanitary sewer mainline video inspection (cost based on time and materials)	$388.00 minimum charge

Water Connection Fees

The installation of all new water services and taps regardless of size will be charged on a time and materials basis.

	Actual Cost
First Utility Locate at an address	No Charge
~~Additional Locates at same address~~	~~$82.00~~
Additional Locates at same address	$84.00
Water meter re-read	
Once in 12 months	No Charge
~~Each additional re-read in 12 months~~	~~$38.00~~
Each additional re-read in 12 months	$39.00

~~Water Meter Field Test~~	~~$57.00~~
Water Meter Field Test	$59.00
Water Meter Bench Test	
~~3/4" or 1" Water Meter~~	~~$128.00~~
3/4" or 1" Water Meter	$132.00
~~1 1/2" or 2" Water Meter~~	~~$241.00~~
1 1/2" or 2" Water Meter	$248.00
Larger Meters	Actual Cost
Water pressure check once in 12 months	No Charge
~~Each additional pressure check in 12 months~~	~~$46.00~~
Each additional pressure check in 12 months	$47.00
~~Water Chlorination Test - Subdivision retest upon failure (cost based on time and materials)~~	~~$762.00~~
Water Chlorination Test - Subdivision retest upon failure (cost based on time and materials)	$785.00
~~Water Pressure Test - Subdivision retest upon failure (cost based on time and materials)~~	~~$460.00~~
Water Pressure Test - Subdivision retest upon failure (cost based on time and materials)	$474.00

Cemetery Fees, Sales of Liners, Markers

Sales of grave spaces or burial plots, liners and markers: fees split, 40% to the cemetery fund and 60% to the cemetery trust fund.

~~Grave Space -Lawn and Monument Sections~~	~~$581.00~~
Grave Space -Lawn and Monument Sections	$610.00
~~Grave Space -Baby Land~~	~~$183.00~~
Grave Space -Baby Land	$192.00
~~Grave Space -Niches (bronze)~~	~~$491.00~~
Grave Space -Niches (bronze)	$516.00
~~Grave Space -Urn garden~~	~~$183.00~~
Grave Space -Urn garden	$192.00
~~Grave space -Crypt~~	~~$1,228.00~~
Grave space -Crypt	$1,289.00
~~Concrete cemetery box, including setting~~	~~$491.00~~
Concrete cemetery box, including setting	$516.00
Concrete liners	Cost plus 10%
~~Final inscriptions~~	~~$171.00 minimum charge~~
Final inscriptions	$180.00 minimum charge
~~Niche Vases~~	~~$165.00~~
Niche Vases	$173.00

Grave markers	Wholesale cost X 2.5 not to exceed $735.00
~~Grave marker setting, concrete base~~	~~$183.00~~
Grave marker setting, concrete base	$192.00
~~Monticello burial vault (sealed concrete)~~	~~$1,351.00~~
Monticello burial vault (sealed concrete)	$1,419.00

Sexton Fees

~~Opening and closing graves, ground~~	~~$491.00~~
Opening and closing graves, ground	$516.00
~~Opening and closing graves, double-deep~~	~~$551.00~~
Opening and closing graves, double-deep	$579.00
~~Opening and closing graves, infant~~	~~$183.00~~
Opening and closing graves, infant	$192.00
~~Opening and closing crypts~~	~~$491.00~~
Opening and closing crypts	$516.00
~~Opening closed crypts~~	~~$491.00~~
Opening closed crypts	$516.00
~~Opening and closing niches~~	~~$125.00~~
Opening and closing niches	$131.00
~~Opening closed niche~~	~~$125.00~~
Opening closed niche	$131.00
~~Inter cremains in grave spaces~~	~~$183.00~~
Inter cremains in grave spaces	$192.00
~~Scattering of cremains~~	~~$125.00~~
Scattering of cremains	$131.00
~~Disinterment~~	~~$1,228.00, paid in advance~~
Disinterment	$1,289.00, paid in advance
~~Saturday, Sunday or Holiday burial~~	~~$490.00~~
Saturday, Sunday or Holiday burial	$515.00
~~Grave Setup Rental~~	~~$124.00/occurrence~~
Grave Setup Rental	$130.00/occurrence
~~Tent Rental~~	~~$60.00/day~~
Tent Rental	$63.00/day
~~Perpetual care lots, sold before 1927~~	~~$125.00~~
Perpetual care lots, sold before 1927	$131.00

Vases:

~~Galvanized~~	~~$49.00~~
Galvanized	$51.00

Cemetery fees will be subject to a 1.5% finance charge per month if not paid within 60 days of use. All above services will be sold pre-need in installments, interest free, with a minimum payment of one-twelfth of the total sale.

Ashland Airport Fees

Lease type A - City owned - Rentals

~~T-Hangars without doors~~	~~$213.00~~
T-Hangars without doors	$226.00
~~T-Hangars with doors vintage~~	~~$268.00~~
T-Hangars with doors vintage	$284.00
~~T-Hangars with doors contemporary~~	~~$338.00~~
T-Hangars with doors contemporary	$358.00
~~Helicopter Hangar~~	~~$268.00~~
Helicopter Hangar	$284.00
Box Hangar with Reversionary stack door	.29 sq ft/month
~~Box Hangar "shell rental" (privately built City owned).284/sq. ft.~~	~~.324/sq. ft. /month (building footprint)~~
Box Hangar "shell rental" (privately built City owned).284/sq. ft.	.343/sq. ft. /month (building footprint)

"Amenities" for any City owned hangar

~~Office Space~~	~~.27 sq. ft./month (office space inside dimension)~~
Office Space	.286 sq. ft./month (office space inside dimension)
Bathroom	.03 sq. ft./month (building footprint)
Heat	.01 sq. ft./month (building footprint)

- Heat = any upgraded heat source including gas and electric
- Building footprint = outside wall dimension

Month tie-downs**	$49.00 (small); $60.00 (large)
Overnight tie-downs**	$7.00 (small); $11.00 (large)

See page 48 for Tie Down Rental Policy

Lease type B - Ground Lease - City owned hangars

~~Ground Lease - No minimum footage~~	~~.22 sq. ft./yr.~~
Ground Lease - No minimum footage	.233 sq. ft./yr.

Lease type C - Ground Lease - Privately owned hangars

~~Privately owned ground lease minimum footage 60'x40'~~	~~.516 sq. ft./yr.~~
Privately owned ground lease minimum footage 60'x40'	.547 sq. ft./yr.

Hangar reservation fees

T-Hangar - Basic Fee	$100.00; and 75.00 is applied to first months' rent
Ground Lease Space	$2,000.00 Non Refundable space reservation fee*

*Reservation fee is valid for a period of 1 year at which time can be renewed for an additional 12 months if progress is shown towards development of a hangar onsite.

Specialized Aviation Service Operations (SASO) Fee (Annual)

The square footage of the hangar multiplied by 1.6, multiplied by the current B Ground Lease fee rate. A Hanger keeper will have the square footage of the hangar multiplied by 1.0, multiplied by the current B Ground Lease fee rate.

Mobile Service Providers (MSP) Airport User Fee (Annual)

Basic Fee	$350.00 for first two employees, plus $25.00 each additional employee for annual operators. $100.00 for Temporary MSPs (90 days maximum – not renewable)

Freight Operation

(Follows Medford International Airport adjustments annually)

~~Tariff Rate~~	~~$4.24 / 1,000 lbs.~~
Tariff Rate	$4.72 / 1,000 lbs.

*Additional electrical surcharge of $5.00 per month will be added to this amount.

** Large aircraft defined as a single engine turbo-prop or multi-engined aircraft with a gross certified aircraft weight of 6000 lbs. or greater

Section 10
Parks and Recreation
Miscellaneous Fees and Charges

Parks Miscellaneous Fees and Charges

Wedding Packages	
~~Lithia Park Sites~~	~~$200.00/ 6 hours~~
Group Picnic Rentals	
~~Cotton Memorial Area~~	~~$75.00/4 hours~~
Cotton Memorial Area	$125.00/4 hours
~~Madrone Area~~	~~$55.00/4 hours~~
Madrone Area	$75.00/4 hours
~~Root Memorial~~	~~$55.00/4 hours~~
Root Memorial	$75.00/4 hours
~~Hillside Picnic Area~~	~~$55.00/4 hours~~
Hillside Picnic Area	$75.00/4 hours
Sycamore Grove	$75.00/4 hours
~~North Mountain Park Pavilion~~	~~$55.00/4 hours~~
North Mountain Park Pavilion	$75.00/4 hours
Lawn below Upper Duck Pond	$75.00/4 hours
Butler Band shell	$220.00/8 hours
~~Garden Way Pavilion~~	~~$55.00/4 hours~~
Garden Way Pavilion	$75.00/4 hours
Private Use/Rental Tennis/Pickleball Courts	$20.00/hour
Deposits-Refundable	
Picnic Areas	$75.00
~~Lithia Park Weddings~~	~~$75.00~~
Butler Band shell	$150.00
Buildings Security	$150.00
Special Event Fees	
~~Special Event Application Fee~~	~~$25.00~~
Special Event Application Fee	$75.00
Street Closure Fee	$75.00
Park Booth fee	$25.00/per booth (max.-25)
Alcohol Fee	$150.00 (non-refundable)
General Building Reservations	
The Grove Full Facility	$41.50/hr. on weekdays $50.00/hr. on weekends
The Grove Otte/Petterson OR Gym	$23.00/hr. on weekdays $35.00/hr. on weekends
Hunter Park Senior Center Single Room	$23.00/hr. on weekdays $35.00/hr. on weekends $20.00/hr. if reserved

	at least 6 days/year
Ashland Senior Center - full facility (excluding kitchen & office)	$50.00/ hr on weekends only
Long Term Renters Fee & Non-Profits	$20.00 (at least 6 days/year
Pioneer Hall	$23.00/hr. on weekdays $35.00/hr. on weekends
Miscellaneous Equipment Fee	$100.00
Electricity Use Fee	$25.00 per 4 hours
Field Usage	
Tournaments	$36.50/day each team
Ball field Lights	$34.00/hour
1 Day per week/season	$100.00
2 Days per week/season	$150.00
3-4 Days per week/season	$200.00
5-7 Days per week/season	$250.00

Calle Seating

8-month Season

~~Artisans~~	~~$5.00 per sq. ft.~~	~~$5.50 per sq. ft. for 2 weekend days per week~~
Artisans		$5.89 per sq. ft. for 2 weekend days per week
~~Restaurant Seating~~		~~$8.00 per sq. ft. / 7 days per week OR~~ ~~$5.00 per square foot for 5 days per week~~
Restaurant Seating		$8.72 per sq. ft. / 7 days per week OR $5.45 per square foot for 5 days per week

9.5-month Season

Artisans	$6.99 per sq. ft. for 2 weekend days per week
Restaurant Seating	$10.36 per sq. ft. / 7 days per week OR $6.47 per square foot for 5 days per week

Daniel Meyer Pool	Youth	Adult
~~Admission~~	~~$3.00~~	~~$3.50~~
Admission	$3.00	$4.00
~~Lap Swim~~	~~$3.00~~	~~$3.50~~
Lap Swim	$3.00	$4.00
Water Aerobics	$4.00	$4.00
Swim Lessons	$40/$42/$48 (age of child/ length of lesson)	
Senior Only Sessions	$3.00 (65 and over)	
~~Semi Private Lessons~~	~~$12.00~~	
~~Private Lessons~~	~~$18.00~~	
Private Lessons	$28.00	

	10 Punch	20 Punch
~~Open Swim/Lap punch card (age dependent)~~	~~$25.00/$30.00~~	~~$40.00/$50.00~~
Open Swim/Lap punch card – Youth	$25.00	$50.00
Open Swim/Lap punch card – Adult	$35.00	$70.00
~~Water Aerobics punch card~~		~~$55.00~~
Water Aerobics punch card		$70.00
~~Season Pass (age dependent)~~	~~$165.00/$195.00~~	

Youth Recreation Programs	60/40 up to 80/20 split w/ instructor and APRC
Adult Recreation Programs	60/40 up to 80/20 split w/ instructor and APRC

Senior Recreation Programs & Services

~~Broadway Dance for Boomers and Beyond~~	~~$60.00/8 classes~~
Broadway Dance/Dancing the Oldies	$50.00/6 classes
~~Broadway Dance 2~~	~~$65.00/8 classes~~
~~Gentle Yoga for 60+~~	~~$6.00/class drop-in or $20/4 class pass~~
Gentle Yoga	$5.00/class
Line Dance	$3.00/class
~~Tai Chi for 50+~~	~~$4.00/class~~
Tai Chi, Into, Beginning or Intermediate	$3.00/class
Walking Group	$16.00/8 week session
Young at Art	$5.00/class
~~Senior Archery~~	~~$10.00/class drop-in, includes equipment~~
Art Class Series for Seniors	$10.00/class hour plus materials
TouchPass Lost Card Replacement	$2.00/card
Photocopies and printed pages	First 5 pages free, then $0.10/page

Ashland Rotary Centennial Ice Rink

Youth Admission	$4.00
Adult Admission	$5.00
Skate Rental	$3.00
~~Adult Hockey Admission~~	~~$5.50~~
Adult Hockey Admission	$9.00
Youth Hockey Admission	$5.00
~~Adult Hockey Punch Card~~	~~$50.00~~
~~Adult Hockey Punch Card~~	~~$45.00~~
~~Open Skate/Kids Only Punch Card~~	~~$30.00~~
~~Skating Private Lesson~~	~~$20.00 per 30 min~~
Skating Private Lesson	$28.00 per 30 min
~~Helmets~~	~~$8.00~~
Helmets	$15.00
Group Rental Rate	$6.00

~~Ashland Rotary Centennial Ice Rink Concessions~~

~~Hats/Gloves/Socks~~	~~$ 3.00~~
~~Coffee/Tea/Hot Chocolate~~	~~$ 2.00~~
~~Water~~	~~$ 1.00~~
~~Snacks/Candy~~	~~$ 2.00~~

Ashland Rotary Centennial Ice Rink Discounts

Adult Admission for Special Event	$ 4.00
Youth Admission for Special Event	$ 2.00
Cheap Skate-Rental	$ 1.00
Student night Admission (includes skate rental)	$ 6.00
Purchase of a Rec. Skate Gift Card	$ 6.00

School Groups and Punch Cards

Youth Punch Card-All programs (5-13)	$ 35.00
Adult Punch Card-All programs (14+)	$ 45.00

~~School Groups (per group of 30)~~	~~$ 50.00~~
School Groups (per group of 30)	$ 100.00

Ashland Rotary Centennial Ice Rink & Daniel Meyer Pool Discounts
50% off of total fee for free and reduced lunch Ashland students/punchcards

Oak Knoll Golf Course Annual Passes:

Annual Pass-Single	$1,099/ $110.00 a month
Veteran (55+) – Single	$999.00/ $100.00 a month
Couple/Domestic Partner – Couple	$1299.00/$125.00 a month
Family +2 - Couple Plus Two (18 and under) in Household	$1,499.00/$140.00 a month
Junior-Single (17 and under)	$199.00
Snowbird (For 6 months) – Single	$750.00
*Student SOU Winter Term – Single	$215.00
*Student SOU Fall Term – Single	$215.00
*Student SOU Spring Term – Single	$300.00
*Student SOU Summer Term – Single	$380.00

*All membership types require minimum 12 mo. commitment except for SOU Student memberships

Daily Adult Fees (ages 18 to 54)
***Golf Fees Effective March 1, 2020**

9 Holes	November-February	$14.00
	March-October	$18.00
	*Weekend November-February	$14.00
	*Weekend March-October	$18.00
	*Weekday Twilight March-October	$12.00
	*Weekend Twilight March-October	$12.00
	Twilight November-February	$10.00
	Continuation March-October	$8.00
	Continuation November-February	$6.00
	*Replay	$10.00
18 Holes	November-February	$20.00
	March-October	$26.00
	*Weekend November-February	$20.00
	*Weekend March-October	$26.00
	*Weekday Twilight March-October	$17.00
	*Weekend Twilight March-October	$17.00
	Twilight November-February	$15.00
	*Replay	$15.00

Daily Junior Fees (ages 8 to 17)

9 Holes	Year-Round	$5.00
18 Holes	Year-Round	$10.00

Driving Range — One token (35) balls — $3.00

Cart Fees (per person)

9 Holes	Year Round	$10.00	$8.00
18 Holes	Year Round	$13.00	

Community Garden Fees

10x10	$45.00
10x12	$54.00
10x20	$80.00
20x20	$100.00
4x12	$22.00-$29.00 depending on location
Refundable Deposit	$20.00
3x6 Garden Box at Senior Center	$10.00, no deposit

Nature Center School Programs

K-2/Half Day	$150.00
3-5/ Full Day	$225.00

Oak Knoll Golf Course Wedding Fees

November-February	$750.00 full day
November-February	$400.00 half day
March-October	$1,500.00 full day
March-October	$800.00 half day

CITY OF ASHLAND
GRADING FEES

General. Fees shall be accessed in accordance with the provisions of this section.

Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be as set forth in Table A. Separate plan review fees shall apply to retaining walls or major drainage structures as required. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

Grading Permit Fees. A fee for each grading permit shall be paid to the City of Ashland, Building Division as set forth in Table B. Separate permits and fees shall apply to retaining walls or major drainage structures as required. There shall be no separate charge for standard terrace drains and similar facilities.

TABLE A – GRADING PLAN REVIEW FEES

50 cubic yards or less	No Fee
51 to 100 cubic yards	$100.00
101 to 1,000 cubic yards	$125.00
1,001 to 10,000 cubic yards	$150.00
10,001 to 100,000 cubic yards $150.00 for the first 10,000 cubic yards, plus $25.00 for each additional 10,000 yards or fraction thereof.	
Other Fees: Additional plan review required by changes, additions or revisions to approved plans. $62.25 per hour* (minimum charge – one half hour)	

*Or the total hourly cost to the City, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

TABLE B – GRADING PERMIT FEES[1]

50 cubic yards or less	No Fee
51 to 100 cubic yards	$75.00
101 to 1,000 cubic yards $75.00 for the first 100 cubic yards plus $25.00 for each additional 100 cubic yards or fraction thereof.	
Other Inspections and Fees: • Inspections outside of normal business hours (minimum charge – two hours) $65.25 per hour • Re-inspection fees $65.25 per hour • Inspections for which no fee is specifically indicated (minimum charge – one half hour)[2]	

[1] The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

[2] Or the total hourly cost to the City, whichever is the greatest. This cost shall include supervision, overhead equipment, hourly wages and fringe benefits of the employees involved.

CITY OF
ASHLAND

TIE DOWN RENTAL POLICY

"All parties utilizing tied down parking are required to provide written consent to the Airport deeming the owner of any stored or parked aircraft as the last FAA registered owner of that aircraft. After an unpermitted failure to pay required rent or the aircraft becomes inoperable either mechanically or by regulation, and any such condition exceeds a ninety (90) day period for storage or parking, the Ashland Airport has the authority to treat the aircraft as a nuisance under AMC 9.12 Nuisance-Junk, and the Airport may thereby act according to AMC Chapter 2.31 Uniform Violation Abatement Process. Any appeal to the Ashland Airport taking such action is subject to AMC 2.30 Uniform Administrative Appeals Process."

Engineering
20 E. Main Street
Ashland, Oregon 97520
www.ashland.or.us

Tel: 541/488-5587
Fax: 541-/488-6006
TTY: 800/735-2900


Better Together

CITY OF ASHLAND

Better Together

MISCELLANEOUS FEES AND CHARGES DOCUMENT

ADOPTION DATE: June 6, 2023

EFFECTIVE DATE: July 1, 2023

PARKS AND RECREATION MISCELLANEOUS FEES AND CHARGES

ADOPTION DATE: June 6, 2023

EFFECTIVE DATE: July 1, 2023


Better Together

TABLE OF CONTENTS

CITY OF ASHLAND
Better Together

MISCELLANEOUS FEES AND CHARGES

SECTION 1 – City Wide Fees
Copy Fees ..... Page 7
Non-Sufficient Funds Check Fee ..... Page 7
Rates and Charges Set by Separate Resolution ..... Page 7
AFN Resolution ..... Page 7
Electric Resolution ..... Page 7
Wastewater (Sewer) Resolution ..... Page 7
Storm Drain Resolution ..... Page 7
Transportation Resolution ..... Page 7
Water Resolution ..... Page 7
Research Fee ..... Page 7

SECTION 2 - Finance
Administrative Billing Charge ..... Page 8
Business License Fees ..... Page 8
Initial Business License Application Fee ..... Page 8
Temporary Business License Application Fee ..... Page 8
Renewal Application Fee ..... Page 8
Late Application Fee ..... Page 8
Late Renewal Fee (paid 30 days after the due date) ..... Page 8
Reprint Business License ..... Page 8
Marijuana Dispensary Permit Fees ..... Page 8
Permit Application Fees ..... Page 8
Permit Renewal Fee ..... Page 8
Late Application Fee ..... Page 8
Late Renewal Fee (paid 30 days after the due date) ..... Page 8
Utility Billing Administrative Fees ..... Page 9
Administrative Fees ..... Page 9
Reconnection Charge ..... Page 9
Service Connection ..... Page 9
Parking Fees ..... Page 9
Charging Fees for Electric Vehicles: ..... Page 9
Paid Parking Fees ..... Page 9
Other Downtown Parking Area Fees ..... Page 9
Parking Fines and Fees (city-wide) ..... Page 9

SECTION 3 - City Recorder
Audio Tapes ..... Page 10
Liquor Licenses ..... Page 10
Taxicab Licenses ..... Page 10
Lien Searches ..... Page 10
Elections ..... Page 10
Street/Alley Vacations ..... Page 10
Ambulance ..... Page 10
Annexation ..... Page 10
Research Fee ..... Page 10

SECTION 4 - Planning / Community Development
Pre-Application Conference ..... Page 11
Administration Actions ..... Page 11
Type I Reviews ..... Page 11
Type II,III Reviews ..... Page 12
Legislative Amendments ..... Page 12
Appeals ..... Page 13

TABLE OF CONTENTS

Solar Access ..... Page 13
Community Development Fee ..... Page 13
Community Copy Fees ..... Page 13
Research Fee ..... Page 13
Building Division Permit Fees ..... Page 14
Building Permit Fees ..... Page 14
Plan Review Fee for Commercial and Residential ..... Page 14
Miscellaneous Fees for Commercial ..... Page 16
Inspection Fees for Commercial and Residential ..... Page 16
Change of Occupancy Fees ..... Page 16
Demolition Fees ..... Page 16
Residential Plumbing Permit Fees ..... Page 17
Commercial Plumbing Permit Fees ..... Page 17
Residential Mechanical Permit Fees ..... Page 19
Commercial Mechanical Permit Fees ..... Page 20
Electrical Permit Fees ..... Page 20
Residential Restricted Energy Electrical Permit Fees ..... Page 21
Renewable Energy Systems ..... Page 22
Building Permit Reinstatement Fee ..... Page 22
Excavation/Grading Fees ..... Page 22
Investigation Fees ..... Page 23
State of Oregon Surcharge ..... Page 23
Building Permit Refund Policy ..... Page 23
How to request a refund ..... Page 23
Non-Refundable Fees ..... Page 23

SECTION 5 - Electric
Banners ..... Page 24
Temporary Service Drop ..... Page 24
Street Light ..... Page 24
Meter Charges ..... Page 24
Non Radio Frequency Meter Charges ..... Page 24
Service Calls ..... Page 24
Scheduled Work After Hours ..... Page 24
Unauthorized Connection ..... Page 24
Line Extension Charges ..... Page 24
ENR Calculations ..... Page 25

SECTION 6 - Fire
Report Fees ..... Page 26
Fire Investigation and Fire Marshal Reports ..... Page 26
Research Fee ..... Page 26
Cost Recovery ..... Page 26
Emergency Medical Services ..... Page 27
Fire Marshal Review Fee ..... Page 27
Plan Checks ..... Page 27
Other ..... Page 27
First Aid/CPR Classes ..... Page 28
Inspection Fees ..... Page 28
Operational Permits ..... Page 28
Construction Permits ..... Page 29
Fire Systems Cover Up/Acceptance Test Inspection ..... Page 29
Weed Abatement ..... Page 29
Other - Apparel Items ..... Page 29

TABLE OF CONTENTS

SECTION 7 - Information Technology

Installation Fees ..... Page 30
Disconnect Fees ..... Page 30
Truck Roll ..... Page 30
Field Technician Hourly Rate ..... Page 30
Consulting and Technical Support Hourly Rate ..... Page 30
Non-City Employee Staff Screening ..... Page 30
Fiber Service Installation ..... Page 30
Ethernet ..... Page 30
Static IP Address ..... Page 30
Quality of Service Fee ..... Page 30
Business Augmented Upload Package ..... Page 31
Non-Return of Customer Premise Equipment (CPE) Devices ..... Page 31
CATV Seasonal Reconnects & Disconnects ..... Page 31
CATV House Amp Fee ..... Page 31
Utility Billing Lobby Signage Fee ..... Page 31
Cable Modem Rental ..... Page 31
Non Return of Rented Modem at Closing of Account ..... Page 31
Cable Modem Purchase ..... Page 31
GIS Data & Mapping Services ..... Page 31
GIS Hourly Rate ..... Page 31
Plotting Fee ..... Page 31

SECTION 8 - Municipal Court

Court Administration Fees ..... Page 32
Appeal Transcript Fee ..... Page 32
City Attorney Deferred Sentence/Diversion ..... Page 32
Civil Compromise Costs ..... Page 32
Compliance Inspection Fee ..... Page 32
Default Judgment ..... Page 32
Discovery Fees ..... Page 32
Traffic School Program: Classes A-D, including special zones ..... Page 32
Extend/Amend City Attorney Deferred Sentence/Diversion ..... Page 32
Failure to Appear for Bench Trial/Show Cause Hearing ..... Page 32
Failure to Appear for Jury Trial ..... Page 32
Forfeiture of Security ..... Page 32
Court Costs ..... Page 32
Show Cause Admission of Allegation ..... Page 32
Bench Probation Fee ..... Page 32
Warrant ..... Page 32

SECTION 9 - Police

Police Reports ..... Page 32
Research Fee ..... Page 32
Visa Letters ..... Page 32
Finger Print Cards ..... Page 32
Photographs (CD) ..... Page 32
Audio Recordings ..... Page 32
Mobil Audio Video Recordings (MAV) ..... Page 32
Body Camera Video ..... Page 32
Impound/Tow Fee ..... Page 33
Vehicles for Hire ..... Page 33

SECTION 10 - Public Works - Miscellaneous Fees & Charges

CPI & ENR Calculations ..... Page 34
Plat & Plan Checks ..... Page 34
Public Works/Engineering Inspections, Permit, Etc. ..... Page 35

TABLE OF CONTENTS

Sanitary Sewer Connection Fees ..... Page 36
Water Connection Fees ..... Page 36

Cemetery Fees, Sales of Liners, Markers ..... Page 36
Sexton Fees ..... Page 37
Vases ..... Page 37
Ashland Airport Fees ..... Page 38
Lease Type A - City Owned - Rentals ..... Page 38
Lease Type B - Ground Lease - City Owned Hangars ..... Page 38
Lease Type C - Ground Lease - Privately Owned Hangars ..... Page 38
Hangar Reservation Fees ..... Page 38
Specialized Aviation Service Operations Fee ..... Page 38
Mobile Service Providers (MSP) Airport User Fee ..... Page 39
Freight Operations ..... Page 39

SECTION 11 - Parks and Recreation Miscellaneous Fees and Charges
Group Picnic Rentals ..... Page 40
Deposits ..... Page 40
Special Event Fees ..... Page 40
Alcohol Fee ..... Page 40
General Building Reservations ..... Page 40
Field Usage ..... Page 42
Calle Seating ..... Page 42
Daniel Meyer Pool ..... Page 42
Youth & Adult Recreation Programs ..... Page 42
Senior Recreation Programs & Services ..... Page 42
Ashland Rotary Centennial Ice Rink ..... Page 42
Oak Knoll Golf Course Fees ..... Page 42
Community Garden Fees ..... Page 43
Nature Center School Programs ..... Page 43
Oak Knoll Golf Course Wedding Fees ..... Page 43

SECTION 12 - Attachments
Community Development-
Excavation Grading Fees - Exhibit A - ..... Page 44
Public Works-
Tie Down Rental - Exhibit B - ..... Page 45

City Wide Miscellaneous Fees and Charges

Copy Fees

Black and White Copies	Letter/Legal	Single-Sided	$ 0.20 each
Black and White Copies	Letter/Legal	Double-Sided	$ 0.40 each
Black and White Copies	Tabloid	Single-Sided	$ 0.40 each
Black and White Copies	Tabloid	Double-Sided	$ 0.80 each
Color Copies	Letter/Legal	Single-Sided	$1.50 each
Color Copies	Tabloid	Single-Sided	$3.00 each

Non-Sufficient Funds Check Fee $35.00

Rates and Charges Set by Separate Resolutions

System Development Charges (SDCs)

Parks and Recreation SDCs Resolution
Transportation SDCs Resolution
Sewer SDCs Resolution
Storm SDCs Resolution
Water SDCs Resolution

Utility Rates and Fees

Ashland Forest Resiliency Surcharge Resolution
Public Safety Support Fee Resolution
AFN Utility Fees Resolution
Electric Rates Resolution
Wastewater (Sewer) Rates Resolution
Storm Drain Fees Resolution
Transportation Fees Resolution
Water Rates Resolution

Research Fee

A. The City shall charge a research fee based on the hourly wage of the staff person doing the research, and the fee shall be billed in fifteen minute increments. The hourly wage used to calculate the research fee shall not include the cost of benefits. The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the actual cost of making public records available, including locating the requested records, reviewing the records to delete exempt material, supervising a person's inspection of original documents to protect the integrity of the records, summarizing, compiling, or tailoring a record, either in organization of media, to meet the person's request.

The City may charge for search time even if it fails to locate any records responsive to the requestor even if the records located are subsequently determined to be exempt from disclosure.

Copies of documents provided by a routine file search of 15-30 minutes or less will be charged at a copy rate established in the annual fee resolution.

B. The City may include a fee established to reimburse for the costs of time spent by the city attorney in reviewing the public records, redacting materials from the public records into exempt and nonexempt records. The City fee may also include the cost of time spent by an attorney for the City in determining the application of the provisions of ORS 192.505.

C. The minimum fee is $25. Any research estimate above $25 will be provided in writing to the requester in advance. The requester must confirm in writing that he/she wants the City to proceed with making records available before the work is done

D. Prepayment shall be required if the amount of the request is greater than $25. If the actual charges are less than the prepayment, an overpayment shall be refunded.

Finance Miscellaneous Fees and Charges

Administrative Billing Charge	(up to 10%) Per Billing

Business License Fees

Initial Business License Application Fee Licensee shall pay a prorated fee of $10 for each month, or portion of a month, remaining in the fiscal year from the date of the application with a minimum fee of $25.00 applicable to all businesses except for rental properties with fewer than 2 dwellings, pursuant to AMC 6.04.020.A.	$120.00 for first 2 employees* +$5.00 for each additional EE
Temporary Business License Application Fee	$25.00
Renewal Application Fee	$75.00 for first 2 employees* $10.00 for each additional EE
Late Application Fee	$25.00
Late Renewal Fee (paid 30 days after the due date)	10%, minimum of $25.00
Reprint Business License	$10.00

*Pursuant to AMC 6.04.020.F. Employee. Any individual who performs service for another individual or organization having the right to control the employee as to the services to be performed and as to the manner of performance. For purposes of this ordinance employee also means a licensed real estate sales person or associate real estate broker who engages in professional real estate activities only as an agent of a real estate broker or organization.

Marijuana Dispensary Permit Fees

Permit Application Fee Initial application - July 1 – June 30	$80.00
Applicant shall pay a prorated fee of $10 for each month, or portion of a month, remaining in the fiscal year, from the date of the application with a minimum fee of $40.00 and an $80.00 maximum.	$10.00/month
Permit Renewal Fee Due each July 1	$60.00
Late Application Fee After the start of business	$25.00
Late Renewal Fee (paid 30 days after the due date)	10%, minimum of $25.00

Utility Billing Miscellaneous Fees and Charges

Administrative Fees:	
Notification of Pending Termination	$10.00
Returned Check Charge	$35.00
Reconnection Charge:	
During Business Hours	$30.00
After Hours or Holidays	$125.00
Service Connection:	
Normal working hours	$10.00
Other Hours or Holidays	$125.00

Parking Fees - as per Resolution 2016-14

Charging Fees for Electric Vehicles:	$0.20/kWh
Paid Parking Fees (where applicable):	
City structure or lot:	
6:00 a.m. - 6:00 p.m. (or segment)	$2.00
6:00 p.m. - 2:00 a.m. (per hour)	$2.00
6:00 a.m. - 2:00 a.m. (maximum)	$10.00
Parking permit (where applicable in City structure or lot)	
6:00 a.m. - 6:00 p.m. Monday - Saturday (unless otherwise posted)	$30.00

Other Downtown Parking Area Fees:

Short Term (<30 minutes) unloading from "marked" business vehicle with flashers	No charge
Daily parking permit (Orange): 1st day or fraction of day	$10.00/day
Additional days (limited to 5 days; no charge on Sunday or federal holidays)	$2.00/day

- Applicable permits/licenses must be current
- Limit of two permits per business address at a time
- Each permit is good for one parking space
- Not applicable to handicapped or short term spaces equal to or less than 15 minutes, green loading zones, fire or other restricted areas.

Parking Fines and Fees (city-wide):

Basic fine for overtime, improperly parked, non-payment, etc.	$22.00
Additional fine for receiving 3 or 4 tickets in a calendar year	$25.00
Additional fine for receiving 5 or more tickets in a calendar year	$50.00
Parking fine for Handicap Space violation	$190.00 (or as set by state law)
Disabling / Boot Removal Fee; available as negotiated by the City with tow company for 24-hour availability	$85.00

City Recorder Miscellaneous Fees & Charges

Audio Tapes	
CD/DVD/Cassette	$5.00 each
Liquor Licenses	
Temporary Liquor License (processing fee)	
(In addition to Fire fee listed on page 24)	$10.00
Liquor License (new processing fee)	$100.00
Liquor License (change of ownership processing fee)	$75.00
Annual Renewal Liquor License	$35.00
Lien Searches	
Routine Requests	$35.00
Elections (amount set by Resolution #2009-05)	
Required deposit for Citizens Initiative	$500.00
Street/Alley Vacations (filing fee set by Resolution 1994-24)	
Required deposit of filing fee	$500.00
Ambulance	
Annual renewal fee	$300.00
Annual ambulance fee (each vehicle)	$100.00
Annexation	
Processing fee for County Department of Assessment	$300.00
Research Fee	**Refer to Section 1, pg. 7**

Planning / Community Development Miscellaneous Fees and Charges

Pre-Application Conference	$200.00
Administration Actions	
Final Plat Review:	
Partitions*	$165.50 + $13.00/lot
Subdivisions*	$420.50 + $35.25/lot
New Sign Permit	$165.75 + $3.00/sq ft
Portable Sign Permit	$35.25
Temporary Event Food Truck/Cart Permit	$32.25 per event
Food Truck/Cart Permit	$420.50
Address Request Fee	$47.50 per address number
Street Name Approval Fee	$121.00 per street
Street Tree Removal Permit	$100.00
Replacement Sign Permit	$35.25 + $3.00/sq ft
Home Occupation Permits	$35.25
Zoning permit (fence, accessory structure, etc.)	$35.25
Land Use Approval Extension Request	$420.50
Lot Line Adjustments	$420.50
Any other Administrative Action	$420.50
Type I Reviews	
Tree Removal Permit (not associated with another action)	$100.00
Solar Setback Variance	$1,271.25
Amendments to Conditions	$1,271.25
Physical & Environmental Constraints Permit	$1,271.25
Conditional Use Permit (Type I only)	$1,271.25
Variance (Type I only)	$1,271.25
Residential Site Review	$1,271.25 + $84.50/unit
Final Plan Performance Standards	$1,271.25 + $84.50/unit

Planning / Community Development

Land Partitions	$1,271.25 + $84.50/unit
Commercial Site Review	$1,271.25 +.5% (.005) of project value**
Any other Type I Review	$1,271.25
Independent Review of Wireless Communication Facilities***	$5,000.00

Type II Reviews

Conditional Use Permit (Type II only)	$2,663.25
Variance (Type II only)	$2,663.25
Outline Plan or Preliminary Plat for Subdivisions	$2,663.25 + $170.25/lot
Final Plan with Outline/Performance Standards Subdivision	$3,397.00 + $170.25/lot
Commercial Site Review	$2,663.25+.5% (.005) of project value**
Any other Type II Review	$2,663.25
Independent Review of Wireless Communication Facilities***	$5,000.00

**Project value includes the estimated valuation of all structures (per State of Oregon Building Code), as well as all related project site improvements, such as grading, paving, landscaping, bioswales, etc.

***The initial deposit required with an application for a new wireless communication facility that is not collocated is $5,000 and shall be used by the City for the costs of expert review of the application. If any time during the planning application process the account balance is less than $1,000, the Applicant shall upon notification by the City replenish the account, so the balance is at least $5,000. The maximum total consultant fees to be charged to the Applicant shall be $10,000, and any unused portion of fee will be refunded.

Type III Reviews

Zone/Comprehensive Plan Map Change	$3,397.00
Comprehensive Plan Change	$3,397.00
Annexation	$5,110.00
Urban Growth Boundary Amendment	$5,110.00
Any other Type III Review	$1,867.00

Legislative Amendments

Comprehensive Plan Map/Large Zoning Map Amendment	$5,963.50
Land Use Ordinance Amendment	$5,963.50
Comprehensive Plan Amendment	$5,963.50
City Sponsored Legislation (City Council Directive)	$0.00

Appeals

Appeal for initial Public Hearing *(Building Appeals Board/Demolition Review Board/Planning Commission)*	$150.00
Appeal for Final Decision of City (Planning Commission or City Council)	$325.00

Solar Access

Solar Access Permit (not a Solar Variance)	$60.50+$14.00 per lot affected

Community Development Fee

This fee is charged concurrently with Building Permit Fees at the time of building permit application for all building permits requiring a plan review.	1.2% (.012) of new construction per building code definition of valuation.

This fee shall not exceed $30,000 per Building Permit for the Ashland School District.

Community Development Copy Fees

Prepared Documents

Site Design & Use Standards	$5.00
Street Tree Guide	$5.00
Transportation Element	$5.00
Downtown Plans (2001, 1998)	$5.00
Street Standards Guide	$5.00
Comprehensive Plan/Land Use Code	$40.00
Marijuana/Hemp/psilocybin Land Use Compatibility Statement (LUCS)	$227.00
Zoning Verification Letter (ZVL)	$50.00

Research Fee **Refer to Section 1, pg. 7**

Electronic documents that can be located by a routine file search of 15 minutes or less will be provided at no charge. Record requests that exceed 15 minutes of staff time to complete will be charged a minimum $25 research fee. Prepayment and written approval to proceed is required before any research work is done by staff.

Building Division Permit Fees for Commercial and Residential

In accordance with OAR 918-050-0100: "Residential construction permit fees shall be calculated using the following methodologies. (c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current April 1 of each year, multiplied by the square footage of the dwelling unit to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a pre-determined percentage of the permit fee set by the municipality. (A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level. (B) The square footage of a carport, covered porch, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1. (C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the Building Official, and then applying the valuation to the municipality's fee schedule.

Commercial construction permit fees shall be calculated using the following methodologies. (c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a set minimum fee. Valuation shall be the greater of either. (A) The valuation based on the ICC Building Valuation Table current as of April 1 of each year, using the occupancy and construction type as determined by the Building Official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant and approved by the building official. (C) When the construction or occupancy does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the Building Official with input from the applicant."

Building Permit Fees

Total Value of Work Performed	
$1.00 to $500.00	$90.00 per hour
$501.00 to $2,000.00	$90.00 for the first $500.00 plus $10.00 for each additional $1000.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$110.00 for the first $2,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$294.00 for the first $25,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$494.00 for the first $50,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 and up	$744.00 for the first $100,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof

Plan Review Fee for Commercial and Residential

Plan Review Fee	A plan review fee equal to 65% of the structural permit fee shall be due at application
Fire and Line Safety Plan Review (when applicable)	40% of permit fee
Additional Plan Review required by changes, additions, or revisions	$90.00 per hour (1/2-hour minimum) Plus valuation increase based on tables

Special Inspection Agreement (QAA) Review Fee	$90.00 per hour
Foundation Only	$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed $1,500.00 for each phase.
Residential Deferred Submittal Fee	65% of the structural permit fee calculated using the total valuation of the deferred portion + $100.00 per deferred item.
Commercial Deferred Submittal Fees *(Payable at building plan review and is in addition to plan review of deferred work)*	65% of structural permit fee calculated using the total valuation of the deferred portion + $100.00 per deferred item
Phased Permit Fee	$275.00 per phase + 10% of the total building permit fee for each phase of work. Not to exceed $1,500.00 for each phase.
Shell Building and Tenant Improvement Spaces	Permit fee for the construction of the shell building is based on 80% of the valuation determined by building valuation data. The tenant improvement permit fee is based on 20% of the valuation
Foundation Only	$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed $1,500.00 for each phase

Miscellaneous Fees for Commercial

Commercial Fire Sprinkler/Fire Suppression/ Fire Alarm	Total value of work performed (structural permit fee)
Commercial Fire Sprinkler/Fire Suppression/ Fire Alarm Plan Review	65% of structural permit fee

Note: See appendix for methodology for calculation of valuation for all permit fees utilizing valuation/value of work.

Inspection Fees for Commercial and Residential

Re-inspection Fee	$90/hr. (1/2 hour Minimum)
Inspections outside normal business hours (minimum 1 hour)	$130.00 per hour; per inspector
Temporary Certificate of Occupancy and Reapplication Fee (s)	$50.00 per discipline/permit. Renewal required every 30 Days
Site Observation-Inspection (e.g. pre permit consultation)	$90/hr (1 hr. minimum)
Change of Occupancy (without additional work done)	$90/hr $150 minimum

Change of Occupancy Fees (without additional work being done)

$90 per hour, $150 minimum

Special Inspection Report	$65.00 per hour
Re-issued Certificate of Occupancy	No Charge

Demolition Fees

Demolition Review Fee (non-exempt structures)	$360.00
Demolition Permit Fee (per building)	Permit fee for verifying utilities have been safely removed and capped off. 1 hr. minimum. $90/hr.
Demolition Capping off Sewer, Water, Rain Drain	$90.00/hour (1hour minimum)

Residential Plumbing Permit Fees

New Residential	**Cost Each**
1 bathroom/kitchen (includes: first 100 feet of water/sewer lines; hose-bibs ice maker; under floor low-point drains; and rain-drain packages)	$400.00
2 bathrooms/1 kitchen	$500.00
3 bathrooms/1 kitchen	$575.00
Each additional bathroom (over 3)	$50.00 each additional
Each additional kitchen (over 1)	$50.00 each additional
Remodel / Alterations	
Remodel / Alterations (minimum fee)	$75.00
Each fixture, appurtenance, and first 100 ft. of piping	$20 each additional
Miscellaneous Residential	
Minimum Fee *When purchased as bathroom unit(s) – includes the first 100 ft. of water service, sanitary & storm.*	$75.00
Piping or private storm drainage systems exceeding the first 100 ft.	$22.00
Backflow Assembly	$25.00
Re-pipe water supply	$90.00
Alternate Water Heating Systems (coils, heat pumps, etc.)	$60.00
Solar	$60.00
Swimming Pool Piping	$50.00
Residential Fire Sprinkler (include plan review)	
0-2,000 Square Feet	$200.00
2,001-3,600 Square Feet	$250.00
3,601-7,200 Square Feet	$350.00
7,201+ Square Feet	$450.00
Manufactured Dwelling or Pre-Fab	
Connections to building sewer and water supply	$50.00/space
RV and Manufactured Dwelling Parks	
Installation Fee	$150.00
State Fee	$30.00
Factory Manufactured Awning/Carport	Fee based on valuation of installation cost and system equipment. Refer to structural permit fees.
Each additional 10 spaces	$100.00

Commercial Plumbing Permit Fees

Commercial, Industrial, and Dwellings other than one- or two-family	
Minimum fee	$75.00
Each fixture	$40.00
Swimming Pool Piping	$60.00
Piping (based on number of feet)	$0.75/ft.
Plumbing Plan Review	30%
Sanitary Services	
First 100 Feet	$0.75

Each Additional 100 Feet or fraction thereof	$0.75

Storm Services

First 100 Feet	$0.75
Each Additional 100 Feet or fraction thereof	$0.75

Water Services

First 100 Feet	$0.75
Each Additional 100 Feet or fraction thereof	$0.75

Commercial Fire Sprinkler (include plan review)

Fee based on valuation of installation cost and system equipment

$1.00 to $500.00	$90.00 per hour
$501.00 to $2,000.00	$90.00 for the first $500.00 plus $10.00 for each additional $1000.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$110.00 for the first $2,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$294.00 for the first $25,000.00 plus $8.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$494.00 for the first $50,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 and up	$744.00 for the first $100,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof
Fire Sprinkler/Fire Suppression/Fire Alarm Plan Review	65% of structural permit fee
Minimum Permit Fee	$90.00

Miscellaneous

Minimum fee	$90.00
Specialty fixtures	$40.00
Re-inspection (no. of hrs. x fee per hour)	$90/hr. (1/2 hr. minimum)
Special requested inspections (no. of hrs. x fee per hour)	$90.00

Medical gas piping

Minimum fee	$50.00
Valuation $500 to $2,000	$50.00 + $5 per $1000 of valuation
Valuation $2,001 to $25,000	$125.00 + $18 per $1000 of valuation
Valuation $25,001 to $50,000	$540.00 + $14 per $1000 of valuation
Valuation $50,001 to $100,000	$890.00 + $9 per $1000 of valuation
Valuation greater than $100,000	$1,340.00 + $8 per $1000 of valuation

Rainwater Harvesting System

Fee based on valuation of work to be performed.

Minimum fee	$75.00
Valuation $1 to $500	$75 for the first $500 plus $9 for each additional $100 or fraction thereof, to and including $2,000
Valuation $2,001 to $25,000	$210 for the first $2,000 plus $10 per $1,000, or fraction thereof, to and including $25,000
Valuation $25,001 to $50,000	$440 for the first $25,000 plus $10 per $1,000, or fraction thereof, to and including $50,000
Valuation $50,001 to $100,000	$690 for the first $50,000 plus $9 per $1,000, or fraction thereof, to and including $100,000
Valuation greater than $101,000 and up	$1,140 for the first $100,000 plus $9 per $1,000 or fraction thereof

Residential Mechanical Permit Fees

Mechanical Permit Minimum Fee	$75.00
Furnace/Burner including ducts & vents	
Up to 100k BTU/hr.	$20.00
Over 100k BTU/hr.	$20.00
Heaters/Stoves/Vents	
Unit Heater	$20.00
Wood/pellet/gas stove/flue	$20.00
Repair/alter/add to heating appliance or refrigeration unit or cooling system/absorption system	$20.00
Evaporated cooler	$20.00
Vent fan with one duct/appliance vent	$20.00
Hood with exhaust and duct	$20.00
Floor furnace including vent	$20.00
Gas Piping	
One to four outlets (any number of outlets)	$20.00
Air-handling Units, including Ducts	
Up to 10,000 CFM	$20.00
Over 10,000 CFM	$20.00
Compressor/Absorption System/Heat Pump	
Up to 3 hp/100K BTU	$20.00
Up to 15 hp/500K BTU	$20.00
Up to 30 hp/1,000 BTU	$20.00
Up to 50 hp/1,750 BTU	$35.00
Over 50 hp/1,750 BTU	$45.00
Incinerator	
Domestic incinerator	$20.00

Commercial Mechanical Permit Fees

Valuation $1 to $500	$90.00/minimum
Valuation $501- $100,000	$90.00 for the first $2,000.00 plus $10.00 for each additional $1,000.00 or fraction thereof.
Valuation $100,000+	$1,070.00 plus $10.00 for each additional $1,000.00 or fraction thereof.
Deferred Submittals + Fees	$100.00 each item plus 65% of mechanical permit fee of deferred submittal valuation.
Plan Review Fee	25% of permit fee

Miscellaneous Fees

Re-inspection	$90.00
Specially requested inspection (per hour)	$65.00
Regulated equipment (un-classed)	$50.00

Electrical Permit Fees

Residential per unit, service included	**Cost Each**
1,000 sq. ft. or less	$135.00
Each additional 500 sq. ft. or portion thereof	$25.00
Limited energy	$32.00
Each manufactured home or modular dwelling service or feeder	$50.00
Multi-family residential	$65.00

Residential and Commercial—Services or Feeders/installation, alteration, relocation

200 amps or less	$95.00
201 to 400 amps	$115.00
401 to 600 amps	$190.00
601 to 1,000 amps	$250.00
Over 1,000 amps or volts	$550.00
Reconnect Only	$75.00

Temporary Services or Feeders

200 amps or less	$75.00
201 to 400 amps	$100.00
401 to 600 amps	$150.00
601-1000 amps	$250.00
Over 1,000 amps or volts	$450.00

Branch Circuits: new, alteration, extension per panel

Branch circuits **with** purchase of a service or feeder	$6.00
Branch circuits **without** purchase of a service or feeder:	
First branch circuit	$65.00
Each additional branch circuit	$7.50

Miscellaneous Fees: service or feeder not included

Each pump or irrigation circuit	$65.00
Each sign or outline lighting	$65.00

Signal circuit(s) or low voltage system, alteration or extension (each system)	$65.00
Subdivision lighting per pole in addition to service	$40.00
Swimming pool (panel, 3 circuits and bonding)	$90.00
Specially requested inspection (per hour)	$90.00
Each additional inspection over the allowable in any of the above, for those not covered under residential inspection caps (per inspection)	$90.00/hr. (1/2-hour minimum)
Special Inspection	$90.00/hr. (1/2-hour minimum)
Reinspection	$90.00/hr. (1/2-hour minimum)
Field Review-Change of use	$90.00/hr. (1/2-hour minimum)

Residential Restricted Energy Electrical Permit Fees

Fee for all systems*	$25.00
Audio and stereo systems	
Burglar alarm system	
Doorbell	
Garage-door opener	
Heating, ventilation, & air-conditioning systems	
Landscape lighting & sprinkler controls	
Landscape irrigation controls	
Outdoor landscape lighting	
Vacuum Systems	
Each additional inspection	$25.00

*For new construction, this permit fee covers all systems listed or can be sold separately.

Renewable Energy Systems

5 KVA or less	$100.00
5.01 KVA to 15 KVA	$100.00
15.01 KVA to 25 KVA	$156.00
25.01 KVA and above	$156.00 plus $6.25/KVA for each additional

Engineered Systems
(*Separate Electrical application required)*

Plan Review	65% of Building Permit
Re-Inspection Fee	$90.00/hr (1/2 hr. minimum)

Wind generation systems in excess of 25 KVA:

25.01 KVA to 50 KVA	$204.00
50.10 KVA to 100 KVA	$469.00

For wind generations systems that exceed 100 KVA the permit fee shall be calculated in accordance with OAR 918-309-0040

Solar generation systems in excess of 25 KVA: $6.25/KVA

The permit charge will not increase beyond the calculation for 100 KVA. Permits issued under this sub-section include three inspections. Additional inspections will be billed at an hourly rate.

Building Permit Reinstatement Fee
A building permit expires after a period of 180 days from the date of issue with no inspection activity.

To reactivate an expired permit, a fee of $50.00 per construction discipline is required (Building, Plumbing, Mechanical, Electrical).

*If the sum of the original permit fee subject to reinstatement is less than $50.00, a reinstatement fee equal to half of the value of the original permit fee shall be accessed for permit reinstatement.

Grading Fees

Plan Review Fee	$90.00 per hour
50 cubic yards or less	No Fee
51-100 cubic yards	$125.00
101-1,000 cubic yards	$200.00
1,001-10,000 cubic yards	$400.00
10,001-100,000 cubic yards	$500.00 for the first 10,001 cubic yards plus $50.00 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required for changes, additions, or revisions to approved plans	$90.00/ hr. (1/2 hr. minimum)

Permit Fees

50 cubic yards or less	No fee
51-100 cubic yards	$100.00
101-1,000 cubic yards	$100 for first 101 yards plus $35 for each additional 100 cubic yards or fraction thereof

Investigation Fees

Investigation Fee A Low effort to determine Compliance	$90.00/hr.
Investigation Fee B Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permits within 10 business days.	$90.00/hr. ($150.00 minimum)
Investigation Fee C High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.	$90.00/hr. ($250.00 minimum)

State of Oregon Surcharge - ORS 455.210(4)

State of Oregon permit surcharge is 12% of structural, plumbing, mechanical and electrical components of the overall building permit.

Building Permit Refund Policy

The City of Ashland Community Development Department offers partial refunds for building permits that have been issued, have had no inspections performed and have not yet expired (six months from issue date). Refunds for permits that have expired are limited to any Systems Development Charges (SDC's) that were part of the permit fees.

How to request a refund

Submit the following documents to the Community Development Department at 51 Winburn Way:

- Approved set of plans (stamped)
- Job Inspection card
- Letter of refund request signed by applicant/owner with mailing address for refund check
  The refund will be processed within 30 days of the date of the request letter.

The following fees are not refundable

- Building Plan Check Fee
- Fire Protection Review Fee
- 50% of Community Development Fee (maximum equal to Building Plan Check Fee)
- 50% of Engineering Development Fee (maximum equal to Building Plan Check Fee)

The remainder of the permit fees are refundable. A $50.00 administrative fee will be subtracted from the eligible refund amount for costs associated with the refund process.

Electric Miscellaneous Fees and Charges

Banners	$125.00 each
Temporary Service Drop	
Single Phase Underground temp 300 amps or less	$247.00
Single Phase Overhead temp 300 amps or less	$295.00
Three Phase	Actual Cost
Street Light	
Install of Light Shroud	$80.00

Meter Charges

Meter Tests for Accuracy	
Once in twelve months	No Charge
Two or more times in twelve months	$176.00
Meter repairs/replacement (Damaged by Customer)	Actual Cost
Non Radio Frequency Meter Charges	
Conversion from Radio Frequency (RF) to Non RF meter	No Charge
Monthly Fee to manually read Non RF meter	No Charge
Service Calls	
Once in twelve months	No Charge
Two or more times in twelve months	$203.00
Other hours or Holidays	$303.00
Service Connection for Applicant	
De-energize Service	$254.00
Scheduled work after hours	Actual Cost
Unauthorized Connection	$215.00

Line Extension Charges

New Single-Family Residential Service	
Overhead service in existing developed areas from distribution line to and including meter.	$580.00
Overhead service upgrade or increased service for 300 amps or less	$580.00
Replacement of service from overhead to underground, 300 amps or less. Customer provides all trenching, conduit, backfilling and compaction as directed by the City.	$1,217.00
Underground residential service of 300 amps or less. Customer provides conduit, trenching, back fill, compaction as directed by the City.	$697.00

Electric

*Underground Distribution Installation Charges: Per lot less house service and engineering fees.	$1,186.00
*Subdivisions of 0 to 20 engineering fee per lot	$171.00
* Subdivisions of 21+ engineering fee per lot	$259.00
*Three Phase subdivision as required by city per lot	$259.00
Any overhead/underground service over 300 amps	Actual Cost
Commercial, Institutional and Industrial Service	Actual Cost
**Blower Door Leak Test (gas heat customers only)	$75.00
**Duct Leak Test (gas heat customers only)	$125.00

ENR Calculations

* Methodology: Current ENR Rate - Old ENR Rate/Old ENR Rate = % Rate of Adjustment (9515.86-9289.65)/9289.65 = 2.44%

Source: Engineering News Record Construction Cost Index (ENR)

**Electric heat customers = no fee

Fire Miscellaneous Fees and Charges

Report Fees:	
Non patient Pre-Hospital Care Reports	$20.00 for 10 pages or less, $0.25 each additional page
Fire Incident Reports	$12.00 for 10 pages or less $15.00 over 10 pages
Patient Report	$40.00 for 10 pages or less, $0.25 each additional page
Mailing Cost	Actual Cost
Fire Investigation and Fire Marshal Reports	
Narrative Report	$20.00 for 10 pages or less, $0.25 each additional page
Photos	$1.00 each
Photo Log	$20.00
Investigation Drawings/Chart	$20.00 each
Mailing Cost	Actual Cost
Research Fee	**Refer to Section 1, pg. 7**
COST RECOVERY FEES (MVC, Haz-Mat, Rescue):	
MCVs with Engine Responses	
Level 1 MVC - Assessment and stabilization	$475.00 for 1 hour, then $235.00 every hour after
Level 2 MVC – Level 1 plus fluid clean-up	$500.00 for 1 hour, then $275.00 every hour after
MVC with Extrication (requires use of extrication equipment)	$1,450.00 for 1 hour, then $725.00 every hour after
Hazardous Material Incidents	
Level 1 – Incident command, isolate and deny entry, evacuations if needed	$770.00
Haz-Mat 8 Activation with AF&R engine standby	$440.00 hourly
Haz-Mat 8 Activation with AF&R ambulance standby	$330.00 hourly

Victim Rescues

Engine Response (per engine)	$450.00 hourly
Technical Rescue Team (per person)	$150.00 hourly

Emergency Medical Services

AF&R Ambulance Membership-Basic	$66.00 per year
AF&R Ambulance Membership-Plus	$112.00 per year
Emergency Medical Service Fee – Aid Call	$348.00 per patient
Ambulance Base Rate (per current rate schedule)	$1,151.00 per patient
Ambulance Mileage Rate (per current rate schedule)	$15.03 per mile
Ambulance Waiting Time	$50.00 per 1/2 hour
Ambulance Stand By (2 hour minimum)	$110.00 per hour
On scene Coordinator	$55.00 per hour
Extra attendant	$50.00 each

Ambulance Service Area III 2022 rate schedule
Base rates will be adjusted each calendar year by the most current rate schedule posted by the Center for Medicare/Medicaid Services (CMS) that sets the "Ambulance Inflation Factor". Other rates and mileage charges will be updated as approved by the County Commissioners.

Emergency Medical Services/Standby Fees

Structure Engine Standby for Events	$440.00 per hour
Brush Engine Standby for Events	$275.00 per hour
Fire and Life Safety Division Standby	$100.00 per hour

Fire Marshal Review Fee

Plan Checks
Any Building Permit - 24% of the Building Division Structural Permit Fee and Plan Check Fee
Condominium- 24% of the Building Division Structural Permit Fee and Plan Check Fee

Survey Plat Review Fees

Partition Plats	$107.00
Condominium Plats	$230.00
Subdivision Plats	$230.00

Other

All Hydrant Flow Requests. To be charged to the developer or installer.	$150.00
False Alarm Charge	$250.00

First Aid/CPR Classes

Basic Life Support (BLS) for Healthcare Providers CPR Class	$70.00/person
Heart Saver CPR & First Aid Class	$70.00/person
Heart Saver CPR Class	$45.00/person
Family and Friends CPR Class	$7.00/person

Inspection Fees

		Initial Inspection (Re-inspection Included)
Travelers Accommodation		$40.00
Occupancy Type "B"	0-1,000 sf.	$40.00
	1,001-3000 sf.	$75.00
Occupancy Type "A, E, M, S"	0-3,000 sq ft	$75.00
Occupancy Type "F, H, I"	0-3,000 sq ft	$125.00
	3,001-10,000 sq ft	$200.00
	10,001-20,000 sq ft	$250.00
	Over 20,000 sq ft	$300.00
Occupancy Type "A, B, E, M, S"	3,001-10,000 sq ft	$125.00
	10,001-20,000 sq ft	$175.00
	Over 20,000 sq ft	$225.00
Occupancy Type "R, SR"	3 to 10 Units	$75.00
	11 to 40 Units	$125.00
	41 to 70 Units	$175.00
	Over 70 Units	$250.00
Non-Compliance after 2nd Inspection: Inspection Fee +		Base Fee +$100.00
Non-Compliance after 3rd Inspection: Inspection Fee +		Base Fee +$200.00
Non-Compliance after 4th Inspection / Subsequent Inspections: Inspection Fee +		Base Fee +$400.00

Operational Permits:

Fire Works Public Display		$150.00
Exhibits and Trade Shows		$150.00
Fumigation and Thermal Insecticide Fogging		$300.00
Vehicles or Equipment in Assembly Buildings		$50.00
Pyrotechnic and Special Effects		$75.00
Open Flame		$75.00
Haunted Houses		$50.00
Marijuana Processing		$500.00
Fire Performances (per event):		$75.00
Temporary Membrane Structures, Tents and Canopies	200-400 sq ft	$50.00
Temporary Membrane Structures, Tents and Canopies	Above 400 sq ft	$125.00
Hydrostatic Test		$75.00
Underground Flush Test		$75.00

Hood System Trip Test	$75.00
Fire Acceptance Test	$150.00
Egress Light Test	$150.00
Above Ground LP Tank Install	$75.00
Above Ground LP Tank Removal	$150.00
Commercial LP Usage Less than 500 gallons	$75.00
Underground Fuel Tank Install	$300.00
Underground Fuel Tank Removal	$500.00

Construction and Use Permits

Compressed Gas	$150.00
Flammable and Combustible Liquid Storage	$150.00
Hazardous Materials Storage	$300.00
Hazardous Materials Production	$300.00
Industrial Ovens	$150.00
High Piled Combustible Storage	$150.00
Permits not specifically mentioned but required by Fire Code	$50.00 - $500.00 depending on staff hours and complexity
Temporary Liquor License (In addition to City Recorder fee listed on Page 10)	$15.00
Pre Application Comments	$25.00
After Hours and Weekend Inspections	$150.00

Fire Systems Cover Up/ Acceptance Test Inspections:

0-3,000 sq ft	$75.00
3,001 to 10,000 sq ft	$125.00
10,001 to 20,000 sq ft	$175.00
20,000 to 40,000 sq ft	$350.00
40,000 to 80,000 sq ft	$700.00
Above 80,000 sq ft	$1,000.00

Weed Abatement

Staff time	**Refer to Section 1, pg. 7**
Mailing Cost	Actual Cost
Weed Abatement by Contractor	Actual Cost

Other

T-Shirt	$25.00
Sweat Shirts	$35.00

Misc. Apparel items, prices may vary.

Information Technology Miscellaneous Fees and Charges

Installation Fees		
Basic installation - Pre-wired CATV outlets only		$ 20.00
(Additional charges for parts and supplies apply)		
Add Trap ("filter")		$10.00
New customer cable modem activation		$10.00
Cable Modem [Refurbished 90 –day replacement warranty]		$50.00
Additional materials		$10.00
Over-and-beyond regular installation including multi outlets, outlet plates, additional wiring, replacement of customer damaged outlets.		
Wi Max standard installation		$200.00
Disconnect Fees		
Disconnect		$50.00
Remove Trap ("Filter")		$10.00
Truck Roll		$35.00
Field Technician Hourly Rate		
Non-standard work such as advancing troubleshooting, non-standard outlets, fishing wire inside walls, etc.		$55.00
Consulting and Technical Support Hourly Rate		
For support issues not related to AFN infrastructure, performance, and reliability. Minimum charge one hour.		$85.00
Non-City Employee Staff Screening		
Charge for each vendor employee submitted for authorization to Access AFN and City Service Center facilities.		$150.00
Fiber Service Installation		
Overhead served connections	Individual Business Case (IBC)	IBC & quote
Underground served connections		IBC & quote
Ethernet		
Transit @ 100 Mbps		IBC & quote
Transit @ 1000 Mbps		IBC & quote
Static IP Address		$5.00/month each
Maximum of 5 Static Internet Protocol (IP) addresses*		
• Minimum level of service for static IP and Quality of Service (QoS) is "CHOICE" or higher service tier.		
QoS Fee		$3.50/month
VOIP (phone) enhancement available with AFN Choice or higher service level through AFN certified Modems.		

Business Augmented Upload Package (additional 5 Mbps) $15.00/month
Available exclusively on AFN Direct Small Office/Home Office (SOHO) or Small Business
Must have current City of Ashland Business License

**Additional fee added to base AFN Direct retail rates on specific packages.*

Maximum SOHO upload speed with augmented upload service at up to 9 Mbps
Small Office/Home Office Business Augmented Upload Package @$80/month

Maximum Small Business upload speed with augmented upload service at up to 10 Mbps
Small Business Augmented Upload Package @ $100.00/month

Non-return of customer premise equipment (CPE) devices $300.00
CPE's must be returned on disconnect date of AFN services.

Cable TV (CATV) Seasonal Reconnects & Disconnects $10.00/visit
Disconnects & reconnects
Service change
Install HBO filter

CATV House Amp Fee $35.00/each

Utility Billing Lobby Signage Fee $100.00/month

Cable Modem Rental $5.00/month

Non Return of Rented Modem at Closing of Account $50.00/each

Cable Modem Purchase $50.00/each

* Resolution 2010-28 (Section 2, page 38) grants Information Technology management ability to set promotional rates.

GIS Data & Mapping Services

GIS Hourly Rate	$96.00
Plotting Fee	$6.00 per square foot

Municipal Court Miscellaneous Fees and Charges

Court Administration Fees	Crime	Violation
Appeal Transcript Fee	$35.00	$10.00
City Attorney Deferred Sentence/Diversion	$60.00	N/A
Civil Compromise Costs	$75.00	N/A
Compliance Inspection Fee	N/A	$25.00
Default Judgment	N/A	$15.00
Discovery Fees Imposed in Accordance with Miscellaneous Fees and Police Department Resolutions	See Police and City Recorder Fees	
Traffic School Program: Classes A-D, including special zones	N/A	See Below

Presumptive Fine	Traffic School Program Fee
$115.00	$115.00
$165.00	$120.00
*$225.00	$180.00
$265.00	$220.00
*$325.00	$280.00
*$525.00	$480.00

*special zone enhanced penalty

Extend/Amend City Attorney Deferred Sentence/Diversion		$45.00	N/A
Failure to appear for Bench Trial/Show Cause hearing		$90.00	$70.00
Failure to Appear for Jury Trial		$150.00	N/A
Forfeiture of Security		$25.00	$25.00
Court Costs		$35.00	$45.00
Show cause Admission of Allegation		$25.00	N/A
Bench Probation Fee		$100.00	N/A
Warrant	**Bank Costs**	$25.00	

All other fees and charges inconsistent with the fees and charges set forth herein are repealed. Nothing in the Resolution is intended to detract from the inherent power of the Court pursuant to general law to impose fees and charges established in state law or city ordinance in addition to the fees and charges specified herein.

Police Miscellaneous Fees and Charges

Police Reports	$12.00 for reports 10 pages or less $15.00 for reports over 10 pages
Research Fee	**Refer to Section 1, pg. 7**
Visa Letters	$19.00
Fingerprints Cards	$35.00 first card $10.00 each additional card
Photographs (CD)	$19.00
Audio Recordings	$19.00*
Mobil Audio Video Recordings (MAV)	$19.00*
Body Camera Video	$19.00*

*Any audio or video recording requiring extensive redaction, more than 30 minutes, shall be charged at a rate outlined under Research Fee. Refer to section 1, pg. 7.

Impound/Tow Fee	$105.00 Cash only
Vehicles for Hire (per Ordinance 3160)	
Permit Fee for Transportation Network Company	$5,000
Permit Fee for Taxi or Limousine Company	$500
Permit for Vehicle for Hire Drivers	$60.00 new / $60.00 renewal

Public Works Miscellaneous Fees and Charges

Existing maps printed in color on HP1055CM plotter (24lb bond paper)

Arch C	18 x 24 3.00 sq. ft.	$18.00
Arch D	24 x 36 6.00 sq. ft.	$36.00
Arch E	36 x 48 12.00 sq. ft.	$72.00

Existing maps or copies of existing maps copied in B&W on Xerox 3030 large format copier (20lb bond paper)

Arch C	18 x 24	$2.00
Arch D	24 x 36	$3.00
Arch E	36 x 48	$4.00

Note: Maps printed on materials other than the specified bond are double the standard print fee

2023 CPI and ENR Calculations – (NEW-OLD)/OLD = % Rate of Adjustment

March 2023 CPI value = 301.836 (NEW)
March 2022 CPI value = 287.504 (OLD)
(301.836-287.504)/287.504 = 5%

March 2023 ENR value = 13176.30 (NEW)
March 2022 ENR value = 12791.43 (OLD)
(13176.30 -12791.43)/12791.43 = 3%

January 2023 CPI value = 291.17 (NEW)
January 2022 CPI value = 281.933 (OLD)
(299.17-281.933)/281.933 = 6%

March CPI used for
Plat & Plan Checks
Public Works/Engineering Inspections, Permits, etc.
GIS Data & Mapping Services
Cemetery Fees

March ENR used for
Sanitary Sewer Connection Fees
Water Connection Fees

January CPI used for
Airport Fees

Engineering Development Fee 0.75% of valuation
(This fee is charged concurrently with Building Permit Fees at the time of building permit applications. Applies to all new residential dwelling units and commercial developments. Remodels, additions and accessory buildings are not assessed this fee.)

Public Works / Engineering Inspections, Permits, etc.

Subdivision Construction Inspection/ Public Works Improvement Inspection	5% Engineer Fee (5% of the public improvement cost)
Street or Alley Excavation Permit	$236.00 plus per foot cost based on age of pavement
Encroachment Permit	$236.00
Miscellaneous Construction Permit (Construction of curb, sidewalk, driveway apron, etc.)	$78.00
Dust Suppression Permit	$78.00
Driveway Painting Permit (includes a can of paint)	$17.00
Right-of Way Closure-Street	$236.00
Right-of Way Closure-Sidewalk (>72 hours)	$78.00
Right-of Way Closure-Sidewalk (<72 hours)	$17.00
Right-of Way Closure-Parking Space (>72 hours)	$78.00
Right-of Way Closure-Parking Space (<72 hours)	$17.00
Block Party	$17.00
Sidewalk Dining – Annual Renewal (Minimum 50 sq. ft.)	$5.00/sq. ft.
Functional Item – Annual Renewal	$78.00
Special Event Permit - Base Fee	$130.00
Special Event Permit - events that require city staff overtime	60% of city staff overtime
Special Event Permit - Rush Fee (less than 90 days' advance notice)	$250.00
Street Painting Permit	$17.00
Loaned Functional Item, Pennant Application Fee	$159.00
Publication Box per Publication - Annual Renewal	$33.00
Bike Rack Purchase	$156.00
Special Vehicle Permit-Initial Fee	$326.00
Special Vehicle Permit-Annual Renewal	$126
Penalty for No Permit	150% of permit cost
Street or Alley Vacation	$789.00

An administrative fee of 25% will be assessed on all permit refunds. Refunds will not be issued if requested later than one-year following the application date.

Sanitary Sewer Connection Fees

Sanitary sewer mainline video inspection (cost based on time and materials)	$388.00 minimum charge

Water Connection Fees

The installation of all new water services and taps regardless of size will be charged on a time and materials basis.

	Actual Cost
First Utility Locate at an address	No Charge
Additional Locates at same address	$84.00
Water meter re-read	
Once in 12 months	No Charge
Each additional re-read in 12 months	$39.00
Water Meter Field Test	$59.00
Water Meter Bench Test	
3/4" or 1" Water Meter	$132.00
1 1/2" or 2" Water Meter	$248.00
Larger Meters	Actual Cost
Water pressure check once in 12 months	No Charge
Each additional pressure check in 12 months	$47.00
Water Chlorination Test - Subdivision retest upon failure (cost based on time and materials)	$785.00
Water Pressure Test - Subdivision retest upon failure (cost based on time and materials)	$474.00

Cemetery Fees, Sales of Liners, Markers

Sales of grave spaces or burial plots, liners and markers: fees split, 40% to the cemetery fund and 60% to the cemetery trust fund.

Grave Space -Lawn and Monument Sections	$610.00
Grave Space -Baby Land	$192.00
Grave Space -Niches (bronze)	$516.00
Grave Space -Urn garden	$192.00
Grave space -Crypt	$1,289.00
Concrete cemetery box, including setting	$516.00
Concrete liners	Cost plus 10%
Final inscriptions	$180.00 minimum charge
Niche Vases	$173.00

Grave markers	Wholesale cost X 2.5 not to exceed $735.00
Grave marker setting, concrete base	$192.00
Monticello burial vault (sealed concrete)	$1,419.00

Sexton Fees

Opening and closing graves, ground	$516.00
Opening and closing graves, double-deep	$579.00
Opening and closing graves, infant	$192.00
Opening and closing crypts	$516.00
Opening closed crypts	$516.00
Opening and closing niches	$131.00
Opening closed niche	$131.00
Inter cremains in grave spaces	$192.00
Scattering of cremains	$131.00
Disinterment	$1,289.00, paid in advance
Saturday, Sunday or Holiday burial	$515.00
Grave Setup Rental	$130.00/occurrence
Tent Rental	$63.00/day
Perpetual care lots, sold before 1927	$131.00

Vases:

Galvanized	$51.00

Cemetery fees will be subject to a 1.5% finance charge per month if not paid within 60 days of use. All above services will be sold pre-need in installments, interest free, with a minimum payment of one-twelfth of the total sale.

Ashland Airport Fees

Lease type A - City owned - Rentals

T-Hangars without doors	$226.00
T-Hangars with doors vintage	$284.00
T-Hangars with doors contemporary	$358.00
Helicopter Hangar	$284.00
Box Hangar with Reversionary stack door	.29 sq ft/month
Box Hangar "shell rental" (privately built City owned).284/sq. ft.	.343/sq. ft. /month (building footprint)

"Amenities" for any City owned hangar

Office Space	.286 sq. ft./month (office space inside dimension)
Bathroom	.03 sq. ft./month (building footprint)
Heat	.01 sq. ft./month (building footprint)

- Heat = any upgraded heat source including gas and electric
- Building footprint = outside wall dimension

Month tie-downs**	$49.00 (small); $60.00 (large)
Overnight tie-downs**	$7.00 (small); $11.00 (large)

See page 48 for Tie Down Rental Policy

Lease type B - Ground Lease - City owned hangars

Ground Lease - No minimum footage	.233 sq. ft./yr.

Lease type C - Ground Lease - Privately owned hangars

Privately owned ground lease minimum footage 60'x40'	.547 sq. ft./yr.

Hangar reservation fees

T-Hangar - Basic Fee	$100.00; and 75.00 is applied to first months' rent
Ground Lease Space	$2,000.00 Non Refundable space reservation fee*

*Reservation fee is valid for a period of 1 year at which time can be renewed for an additional 12 months if progress is shown towards development of a hangar onsite.

Specialized Aviation Service Operations (SASO) Fee (Annual)

The square footage of the hangar multiplied by 1.6, multiplied by the current B Ground Lease fee rate. A Hanger keeper will have the square footage of the hangar multiplied by 1.0, multiplied by the current B Ground Lease fee rate.

Mobile Service Providers (MSP) Airport User Fee (Annual)

Basic Fee	$350.00 for first two employees, plus $25.00 each additional employee for annual operators. $100.00 for Temporary MSPs (90 days maximum – not renewable)

Freight Operation

(Follows Medford International Airport adjustments annually)

Tariff Rate	$4.72 / 1,000 lbs.

*Additional electrical surcharge of $5.00 per month will be added to this amount.

** Large aircraft defined as a single engine turbo-prop or multi-engined aircraft with a gross certified aircraft weight of 6000 lbs. or greater

Section 10
Parks and Recreation
Miscellaneous Fees and Charges

Parks Miscellaneous Fees and Charges

Group Picnic Rentals	
Cotton Memorial Area	$125.00/4 hours
Madrone Area	$75.00/4 hours
Root Memorial	$75.00/4 hours
Hillside Picnic Area	$75.00/4 hours
Sycamore Grove	$75.00/4 hours
North Mountain Park Pavilion	$75.00/4 hours
Lawn below Upper Duck Pond	$75.00/4 hours
Butler Band shell	$220.00/8 hours
Garden Way Pavilion	$75.00/4 hours
Private Use/Rental Tennis/Pickleball Courts	$20.00/hour
Deposits-Refundable	
Picnic Areas	$75.00
Butler Band shell	$150.00
Buildings Security	$150.00
Special Event Fees	
Special Event Application Fee	$75.00
Street Closure Fee	$75.00
Park Booth fee	$25.00/per booth (max.-25)
Alcohol Fee	$150.00 (non-refundable)
General Building Reservations	
The Grove Full Facility	$41.50/hr. on weekdays $50.00/hr. on weekends
The Grove Otte/Petterson OR Gym	$23.00/hr. on weekdays $35.00/hr. on weekends
Hunter Park Senior Center Single Room	$23.00/hr. on weekdays $35.00/hr. on weekends $20.00/hr. if reserved at least 6 days/year
Ashland Senior Center - full facility (excluding kitchen & office)	$50.00/ hr on weekends only
Long Term Renters Fee & Non-Profits	$20.00 (at least 6 days/year
Pioneer Hall	$23.00/hr. on weekdays $35.00/hr. on weekends
Miscellaneous Equipment Fee	$100.00
Electricity Use Fee	$25.00 per 4 hours

Attachments

Field Usage

Tournaments	$36.50/day each team
Ball field Lights	$34.00/hour
1 Day per week/season	$100.00
2 Days per week/season	$150.00
3-4 Days per week/season	$200.00
5-7 Days per week/season	$250.00

Calle Seating

8-month Season

Artisans	$5.89 per sq. ft. for 2 weekend days per week
Restaurant Seating	$8.72 per sq. ft. / 7 days per week OR $5.45 per square foot for 5 days per week

9.5-month Season

Artisans	$6.99 per sq. ft. for 2 weekend days per week
Restaurant Seating	$10.36 per sq. ft. / 7 days per week OR $6.47 per square foot for 5 days per week

Daniel Meyer Pool

	Youth	Adult
Admission	$3.00	$4.00
Lap Swim	$3.00	$4.00
Water Aerobics	$4.00	$4.00
Swim Lessons	$40/$42/$48 (age of child/ length of lesson)	
Senior Only Sessions		$3.00 (65 and over)
Private Lessons	$28.00	

	10 Punch	20 Punch
Open Swim/Lap punch card – Youth	$25.00	$50.00
Open Swim/Lap punch card – Adult	$35.00	$70.00
Water Aerobics punch card		$70.00

Youth Recreation Programs — 60/40 up to 80/20 split w/ instructor and APRC

Adult Recreation Programs — 60/40 up to 80/20 split w/ instructor and APRC

Senior Recreation Programs & Services

Broadway Dance/Dancing the Oldies	$50.00/6 classes
Gentle Yoga	$5.00/class
Line Dance	$3.00/class
Tai Chi, Into, Beginning or Intermediate	$3.00/class
Walking Group	$16.00/8 week session
Young at Art	$5.00/class
Art Class Series for Seniors	$10.00/class hour plus materials
TouchPass Lost Card Replacement	$2.00/card
Photocopies and printed pages	First 5 pages free, then $0.10/page

Ashland Rotary Centennial Ice Rink

Youth Admission	$4.00
Adult Admission	$5.00
Skate Rental	$3.00
Adult Hockey Admission	$9.00
Youth Hockey Admission	$5.00
Skating Private Lesson	$28.00 per 30 min
Helmets	$15.00
Group Rental Rate	$6.00

Ashland Rotary Centennial Ice Rink Discounts

Adult Admission for Special Event	$ 4.00
Youth Admission for Special Event	$ 2.00
Cheap Skate-Rental	$ 1.00
Student night Admission (includes skate rental)	$ 6.00
Purchase of a Rec. Skate Gift Card	$ 6.00

School Groups and Punch Cards

Youth Punch Card-All programs (5-13)	$ 35.00
Adult Punch Card-All programs (14+)	$ 45.00
School Groups (per group of 30)	$ 100.00

Ashland Rotary Centennial Ice Rink & Daniel Meyer Pool Discounts
50% off of total fee for free and reduced lunch Ashland students/punchcards

Oak Knoll Golf Course Annual Passes:

Annual Pass-Single	$1,099/ $110.00 a month
Veteran (55+) – Single	$999.00/ $100.00 a month
Couple/Domestic Partner – Couple	$1299.00/$125.00 a month
Family +2 - Couple Plus Two (18 and under) in Household	$1,499.00/$140.00 a month
Junior-Single (17 and under)	$199.00
Snowbird (For 6 months) – Single	$750.00
*Student SOU Winter Term – Single	$215.00
*Student SOU Fall Term – Single	$215.00
*Student SOU Spring Term – Single	$300.00
*Student SOU Summer Term – Single	$380.00

*All membership types require minimum 12 mo. commitment except for SOU Student memberships

Daily Adult Fees (ages 18 to 54)
***Golf Fees Effective March 1, 2020**

9 Holes	November-February	$14.00
	March-October	$18.00
	*Weekend November-February	$14.00
	*Weekend March-October	$18.00
	*Weekday Twilight March-October	$12.00
	*Weekend Twilight March-October	$12.00
	Twilight November-February	$10.00
	Continuation March-October	$8.00
	Continuation November-February	$6.00
	*Replay	$10.00
18 Holes	November-February	$20.00
	March-October	$26.00

*Weekend November-February		$20.00
*Weekend March-October		$26.00
*Weekday Twilight March-October		$17.00
*Weekend Twilight March-October		$17.00
Twilight November-February		$15.00
*Replay		$15.00

Daily Junior Fees (ages 8 to 17)

9 Holes	Year-Round		$5.00
18 Holes	Year-Round		$10.00
Driving Range	One token (35) balls		$3.00

Cart Fees (per person)

9 Holes	Year Round	$10.00	$8.00
18 Holes	Year Round	$13.00	

Community Garden Fees

10x10	$45.00
10x12	$54.00
10x20	$80.00
20x20	$100.00
4x12	$22.00-$29.00 depending on location
Refundable Deposit	$20.00
3x6 Garden Box at Senior Center	$10.00, no deposit

Nature Center School Programs

K-2/Half Day	$150.00
3-5/ Full Day	$225.00

Oak Knoll Golf Course Wedding Fees

November-February	$750.00 full day
November-February	$400.00 half day
March-October	$1,500.00 full day
March-October	$800.00 half day

CITY OF ASHLAND
GRADING FEES

General. Fees shall be accessed in accordance with the provisions of this section.

Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be as set forth in Table A. Separate plan review fees shall apply to retaining walls or major drainage structures as required. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

Grading Permit Fees. A fee for each grading permit shall be paid to the City of Ashland, Building Division as set forth in Table B. Separate permits and fees shall apply to retaining walls or major drainage structures as required. There shall be no separate charge for standard terrace drains and similar facilities.

TABLE A – GRADING PLAN REVIEW FEES

50 cubic yards or less	No Fee
51 to 100 cubic yards	$100.00
101 to 1,000 cubic yards	$125.00
1,001 to 10,000 cubic yards	$150.00
10,001 to 100,000 cubic yards $150.00 for the first 10,000 cubic yards, plus $25.00 for each additional 10,000 yards or fraction thereof.	
Other Fees: Additional plan review required by changes, additions or revisions to approved plans. $62.25 per hour* (minimum charge – one half hour)	

*Or the total hourly cost to the City, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

TABLE B – GRADING PERMIT FEES[1]

50 cubic yards or less	No Fee
51 to 100 cubic yards	$75.00
101 to 1,000 cubic yards $75.00 for the first 100 cubic yards plus $25.00 for each additional 100 cubic yards or fraction thereof.	
Other Inspections and Fees: • Inspections outside of normal business hours (minimum charge – two hours) $65.25 per hour • Re-inspection fees $65.25 per hour • Inspections for which no fee is specifically indicated (minimum charge – one half hour)[2]	

[1] The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

[2] Or the total hourly cost to the City, whichever is the greatest. This cost shall include supervision, overhead equipment, hourly wages and fringe benefits of the employees involved.

CITY OF
ASHLAND

TIE DOWN RENTAL POLICY

"All parties utilizing tied down parking are required to provide written consent to the Airport deeming the owner of any stored or parked aircraft as the last FAA registered owner of that aircraft. After an unpermitted failure to pay required rent or the aircraft becomes inoperable either mechanically or by regulation, and any such condition exceeds a ninety (90) day period for storage or parking, the Ashland Airport has the authority to treat the aircraft as a nuisance under AMC 9.12 Nuisance-Junk, and the Airport may thereby act according to AMC Chapter 2.31 Uniform Violation Abatement Process. Any appeal to the Ashland Airport taking such action is subject to AMC 2.30 Uniform Administrative Appeals Process."

Engineering
20 E. Main Street
Ashland, Oregon 97520
www.ashland.or.us

Tel: 541/488-5587
Fax: 541-/488-6006
TTY: 800/735-2900


Better Together

Council Business Meeting

June 6, 2023

Agenda Item	Governor's Emergency Order 2023-02 related "All In" Overnight Shelter Grant	
From	Brandon Goldman Linda Reid	Community Development Director and Housing Program Manager
Contact	Brandon.goldman@ashland.or.us 541-552-2076 linda.reid@ashland.or.us 541-552-2043	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

At the regular meeting on April 18, 2023, the Council directed staff to prepare and submit an application for the State of Oregon's "All In" grant related to Governor Kotek's Emergency Order 2023-02 (E.O. 23-02) declaring a homelessness state of emergency.

The City of Ashland has received a tentative award of $1,158,100 from the Jackson County Continuum of Care grant award committee. Final grant award agreements are currently being developed. This presents a significant opportunity for the City of Ashland to secure funding in support of our efforts to address the temporary shelter needs of our unhoused residents.

The "All In" grant funding is intended to provide support for the acquisition and rehabilitation of property. The goal is to establish a low barrier nightly emergency shelter through January 10th, with the intention of utilizing it as an inclement weather shelter thereafter.

Funding under the grant must be fully expensed by January 10, 2024. Given the need for expedited property acquisition and program implementation under the grant, staff requests City Council authorize the City Manager to enter into a grant agreement with the Jackson County Continuum of Care, subject to legal review and approval of the proposed grant contract by the City Attorney. The legal review is essential to ensure that the terms and conditions align with our city's obligations and interests.

POLICIES, PLANS & GOALS SUPPORTED

Council Vision and Values Statement 2022

- Regional cooperation, including in support for public safety and homelessness

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland has been involved in the implementation of Emergency Order 2023-02, the Governor's emergency order aimed at addressing homelessness. The funding for this program is being provided through the Jackson County Continuums of Care (CoC), which is expected to be administered by the CoC lead agency, ACCESS Inc. The State of Oregon has provided guidance for how the funding is to be targeted, and for the process by which CoCs make decisions about how to allocate the funding. More information about the "All In" E.O. 23-02 funding and process can be found on the Oregon Housing and Community Services website. https://www.oregon.gov/ohcs/Pages/housing-eo.aspx

Better Together

The State directed the Jackson County CoC to utilize the funding to develop 67 new shelter beds and rehouse at least 133 currently unsheltered households, providing a total of $8.8 million awarded to achieve these goals. The State expects the funding to be completely expended on eligible activities by Jan. 11th, 2024. The City of Ashland is represented in the Multi-Agency Coordination (MAC) group, which is responsible for the administration of the funding, but as an applicant for funding Ashland was not included in Jackson County CoC award selection committee. At the City Council's direction, the City submitted a funding request on May 19th to ask for support in acquiring property and opening of an Emergency Shelter in partnership with a non-profit shelter provider.

FISCAL IMPACTS

The City was not required to provide any matching funds for this grant application, however, in order to fully fund site acquisition, building rehabilitation, and pay for shelter operations through the term of the grant and the winter of 2024, the City identified $930,000 in matching funds in the grant application. The source of these matching funds is $730,000 of the State Department of Administrative Services (DAS) Grant previously received by the City under Senate Bill 5561, and $200,000 in City General Funds as included in the proposed FY2024-25 budget to support emergency shelter needs.

DISCUSSION QUESTIONS

Not Applicable.

SUGGESTED NEXT STEPS

Authorize the City Manager to enter into a grant agreement for acceptance of the $1,158,100 grant award from the Jackson County Continuum of Care (COC), subject to legal review and approval of the proposed grant agreement.

The legal review of the final grant agreement, once prepared by the COC and presented to the City of Ashland, is essential to ensure that the terms and conditions of the final agreement align with our city's obligations and interests.

Staff will submit a supplemental budget for the Council's consideration once the grantlagreement is executed. The supplemental budget adjustment for FY2024 will identify the new $1,158,500 in "All-In" grant revenue, and request appropriation of these funds to the corresponding expense in support of the proposed emergency shelter project. That request will come to the Council as a FY2024-25 budget adjustment at their first July meeting.

REFERENCES & ATTACHMENTS

- City of Ashland All-in (Emergency Order 2023-02) Grant application

CONTINUUM of CARE

Regional Unsheltered Homelessness Emergency Response
Emergency Order EO 23-02
Deadline: 5 p.m., Friday, May 19, 2023

Legal name of organization	City of Ashland
Organization designation (underline)	Non-profit corporation **Public Entity** Other (explain)
Program Name	**Ashland Low Barrier Shelter and Urban Rest Stop**
Address	20 E. Main Street
City, State, Zip	Ashland, OR 97520
Tax ID Number & UEI #	Tax ID 93-6002117 & UEI CRCQD8ZGQSR6
Organization Director	Joseph L. Lessard, City Manager
Program Director Name and Title (If not organization director)	Linda Reid, City of Ashland Housing Program Manager
Phone & E-mail	541-552-2043 reidl@ashland.or.us
Agency Total Operating budget	$118,907.051
Program Budget	$2,330,000
AMOUNT OF REQUEST	$1,400,000
Number of years your organization has been in operation?	149 years
Signature of Authorized Individual	Joseph L. Lessard
Print Name & Title	Joseph L. Lessard
Date	5/17/23

PROGRAM PROPOSAL/NARRATIVE RESPONSE SECTION

1. **Is your agency an equal opportunity employer?* __X__ Yes ____ No**
   ***Faith based organizations are exempt from this requirement.**
   Is your agency an equal opportunity service provider? _X__ Yes ____ No
   If you answered "no" to either of these questions, please explain.

2. ***Organizational Overview:***
   a. **Tell us about your organization, its mission, history, and services offered. Include information about your organizational structure and staffing levels.**

Mission

Vision Statement:

Ashland is a resilient, sustainable community that lives within its means and maintains the distinctive quality of place for which it is known.

Ashland will continue to be a unique and caring city that stresses environmental conservation, fosters artistic expression, and is open to new ideas and innovation.

Ashland will plan and direct its efforts to fulfill this vision for the long-term with a constant view toward being an open, welcoming community for all with a positive economic future.

City of Ashland Policies:

Housing Element of the Comprehensive Plan:

Ensure a range of dwelling types that provide living opportunities for the total cross-section of Ashland's population.

Housing opportunities should be available to all residents without discrimination and consistent with local, state, and federally recognized protected classes under fair housing law.

Social and Human Services: *To ensure that all people in Ashland live in a safe, strong, and caring community, the City seeks to enhance the quality of life and promote self-reliance, growth and development of people. To these ends, the City will strive to provide resources and services to meet basic human needs.*

The City of Ashland is a municipality, and its primary mission is to maintain city facilities (such as parks, stormwater and sewer systems, and streets and sidewalks) and provide basic health and safety services, including law enforcement and fire protection. These services are essential. Additionally, the City supports services that promote the health and welfare of the economy, environment, and people. This includes economic development activities, conservation programs, and social service funding and programs. While the City has previously supported efforts to address homelessness, citizens and organizations now seek a more proactive role from the City due to the impact of the Coronavirus pandemic and wildfires.

Over the years, the City has engaged with service providers, the faith-based community, and community advocates to gather feedback on needs and solutions for homelessness. This grant application reflects those efforts and community engagement regarding the most urgent needs.

Although the City's mission does not directly involve serving homeless populations, it is committed to public safety and being responsive to community needs. However, as a small municipality with limited resources, the City needs to request additional resources to meet the current needs arising from recent disruptions and the increase in unhoused residents within the community.

History

The City of Ashland, incorporated in 1876, has a rich history tied to the timber industry, a thriving theater community, and a prestigious educational institution. In recent years, it has become renowned for its arts, culture, and status as a top tourist destination in Southern Oregon, home to the Oregon Shakespeare Festival and Southern Oregon University.

Despite its smaller size compared to nearby Medford, Ashland has a strong track record of providing services and resources to address the needs of unhoused residents and migrant populations. However, effectively addressing the issue of homelessness throughout the Rogue Valley requires reciprocal coordination that encompasses Ashland's unique challenges.

As the largest city at the southernmost end of the valley and the primary exit off the interstate for travelers from California, Ashland serves as a regional focal point. It attracts both a significant number of unhoused travelers and long-term homeless residents. The demand for affordable housing is intensified by the city's service sector industry driven by tourism. Positioned along the I-5 corridor and renowned for its progressive community, expansive parklands, natural areas, and lively downtown plaza, Ashland consistently draws a substantial influx of tourists and visitors.

Thus, any comprehensive approach to addressing homelessness throughout the Rogue Valley must acknowledge and prioritize the challenges specific to Ashland. By fostering reciprocal coordination throughout the valley, a more effective and unified effort can be made to combat homelessness and support those in need within Ashland and beyond.

Services and Capacity

The City of Ashland is an entitlement jurisdiction for Community Development Block Grant funds from the Department of Housing and Urban Development, and as such, is very familiar with HUD funded programs and program administration requirements. Traditionally, the City of Ashland acts solely as a grant administrator, rarely carrying out activities directly, preferring instead to provide institutional structure, staff expertise, and financial support to partner organizations to assist them in carrying out their respective missions while assuring that the needs of the community's most vulnerable citizens are being met. In instances of urgent need and extreme circumstances the City will sometimes take on enhanced roles in order to address the needs of those most vulnerable and at-risk members of the community.

In recent years due to the impacts of the pandemic and the wildfires, the City of Ashland has often taken on enhanced roles to ensure public safety and support partner agencies in the provision of basic health and safety resources. The City of Ashland has staff with expertise in

project management, grant administration, and project planning. The City also has a Building Department, Electric Department, Planning Department, Public Works and Engineering Department, and Fire Safety Division who can each contribute professional skills and resources to help implement this project on an expedited timeline and with a level of experience and expertise which can be costly, time consuming, and disjointed in the private sector.

Municipalities have distinct advantages over non-governmental organizations due to their access to a diverse range of internal resources, facilitating efficient internal communication, consultation, and streamlined approval processes. Furthermore, municipalities can tap into expertise and resources from various professional domains. The City of Ashland, for instance, possesses a skilled staff with expertise in project development, public contracting, public procurement, Federal and State grant administration, grant oversight, and a demonstrated history of successfully completing large-scale public facility projects.

To further enhance this activity, the City of Ashland will subcontract with Options for Housing, Resources, and Assistance. This organization has an impressive track record, including the acquisition and rehabilitation of the first Project Turnkey application awarded and operational in Oregon. Additionally, they bring extensive experience in shelter management and a noteworthy record of successfully transitioning individuals from shelters to permanent housing.

b. **Outline how your organization works in partnership with other agencies.**

The City of Ashland actively fosters partnerships with numerous non-profit organizations and groups within the community. City staff frequently engage in collaborative efforts with these partner organizations, advisory bodies, and citizens to address complex community issues. Recognizing the unique resources and infrastructure available to municipalities, the City provides support that many non-governmental organizations may lack or must seek through contracted services, incurring administrative costs and overhead. This support includes financial assistance and, at times, in-kind contributions such as staff support, administrative assistance, and access to buildings or locations for service provision.

Furthermore, the City often assumes the role of a community convener or facilitator, bringing together stakeholders to engage in discussions and collaborative planning surrounding issues that impact the entire community.

By playing this coordinating role, the City ensures that efforts are aligned, diverse perspectives are considered, and shared objectives are pursued. Rather than competing with non-profit service providers, Ashland focuses on supporting their endeavors, recognizing that collective action is essential in addressing community-wide challenges and achieving shared goals.

c. **Explain your agency's outreach efforts to underserved communities, diverse cultures, ethnic minorities, and special needs populations.**

Cities that administer State and Federal funds such as Ashland possess valuable expertise in conducting comprehensive outreach efforts aimed at engaging diverse community members, including ethnic minorities and individuals with special needs. These outreach activities are a regular requirement for cities, fostering their experience in effectively reaching out to and involving various segments of the community.

The City of Ashland proactively engages in ongoing public engagement initiatives to gather feedback for strategic planning, budgetary decisions, and community development purposes. In this process, the City actively seeks input from underserved communities and minority populations to ensure their perspectives are considered and to obtain valuable insights regarding City grant funding and community development priorities. By prioritizing inclusivity and actively involving these communities, the City of Ashland strengthens its commitment to fair and equitable decision-making processes and community-driven development.

d. **Describe your agency's process for addressing grievances from staff and clients.**

The City of Ashland has implemented multiple policies to address staff grievances and ensure a fair resolution process. Several adopted City policies establish a framework through which employees can collaborate with the City's Human Resources department to address grievances. Moreover, since a significant number of City employees are members of various Union groups, each Union contract includes a specific grievance policy that outlines the process for employees to address grievances with the support of their Union representative.

Additionally, the City's general grievance policy and process are clearly outlined in the City's municipal code, specifically in the section dedicated to General Personnel Policies and Procedures (3.08.110). This provides employees with a comprehensive understanding of the steps and procedures involved in filing and resolving grievances.

In a similar vein, the City's municipal code also addresses the Administrative Appeals Process for citizens in section 2.30.020. This ensures that client/customer complaints or concerns can be formally addressed, providing an avenue for individuals to seek resolution and express their grievances in a structured manner.

By having these policies and procedures in place, the City of Ashland demonstrates its commitment to fair and transparent processes for both employees and citizens, aiming to effectively address and resolve grievances in a timely manner.

e. **If you have a Limited English Proficiency Plan, explain it below. If not, tell us about your strategies for ensuring service access for applicants/clients with limited English proficiency.**

The City of Ashland currently lacks a Limited English Proficiency plan, but it has a contract with a translation service capable of providing language translations and sign language services for

meetings. In addition, the City's non-profit partner on this project, OHRA, has bi-lingual staff who can offer some translation support to clients.

To promote inclusivity, the City of Ashland has implemented an Equal Opportunity Employment Policy and an Affirmative Action Plan. These policies underscore the City's commitment to cultivating an inclusive, respectful, and harassment-free work environment and community. They also encourage diversity, equal opportunity, and access through reasonable accommodations. The City designates an Equal Employment and Affirmative Action Officer on staff to ensure compliance with these policies. Additionally, the City has an ADA policy in place to address reasonable accommodation for individuals with disabilities.

To further advance racial and social equity, the City has established a Social Equity and Racial Justice Advisory Committee. The committee's mission is to provide recommendations and support to the Council and City Manager while educating the community on policies, measures, and practices that foster racial and social equity and promote respectful intergroup relations. Furthermore, the City has enlisted Paradigm Consultants to conduct an internal Diversity Equity and Inclusivity (DEI) assessment, scheduled to begin in the fall of 2023. Once completed, Paradigm will provide a strategic plan to enhance DEI policies within the City.

f. ***Outline how your agency utilizes HMIS Service Point to track and report on outcomes except for DV providers who use OSNIUM, comparable to HMIS. If you do not currently use HMIS Service Point, tell us about the data system you do use and about your willingness to become an HMIS Service Point user.***

The City of Ashland, although not directly providing services to homeless populations, grants funding to several homeless service providers. As a result, the City does not participate directly in the HMIS Service Point system. However, the City collaborates with partner organizations that are involved in the coordinated entry system. In the proposed project, beneficiaries of the "All In" funding will be registered in the HMIS system through the City's experienced partner organization, OHRA. OHRA has a longstanding history of receiving multiple State and Federal grants, which necessitate reporting in the HMIS system.

OHRA has actively participated in the HMIS system for several years and possesses extensive expertise in data entry and reporting for grants such as CoC, ESG, CDBG, and others funded by HUD and the State. Similarly, the City of Ashland routinely reports outcomes for HUD-funded grants in the IDIS database. Although the City itself does not directly engage in the HMIS system, the staff responsible for overseeing this project is well-versed in the data entry and reporting requirements for State and Federally funded projects.

g. **Describe your experience with government grants.**

The City of Ashland possesses extensive experience in grant application, project completion, and the administration of Federal and State grants. The City has successfully managed numerous grants, with a long list of completed projects and a history of undergoing grant

monitoring and financial audits. The staff member responsible for administering this specific grant has 18 years of successful experience in grant administration and oversight.

Additionally, the City has a highly experienced finance department that adheres to Federal and State accounting practices and standards in grant management. The City's project partner, OHRA, also brings valuable experience in handling State and Federal grant funds and has a proven track record of effectively managing such grants.

3. **Which segment(s) of the EO 23-02 program are you applying for? RRH, Street Outreach or New Shelter Bed program?**

The City of Ashland is submitting an application to address the goal of creating new shelter beds. The City is requesting funding to acquire a building, complete renovations, and contract with OHRA to operate a low barrier nightly shelter from July 1, 2023, to January 10, 2024. This project will provide essential shelter services to unhoused individuals and families.

Furthermore, the City envisions utilizing the facility beyond the grant term by repurposing it as an inclement weather shelter and continuing contractual services with OHRA for operations. This will enable continued support for the sheltering needs of the unhoused population. The City is seeking a total of $1.4 million in EO-23-02 grant funding, and it will contribute a substantial match of $930,000 in City funding already secured to ensure the success and sustainability of the project.

4. **New Shelter Bed Program**
    a. Describe your plan to implement the EO 23-02 New Shelter Bed program. Be as precise as possible by identifying how you intend to add shelter beds.

The City of Ashland is submitting an application to provide 40 or more new congregate and non-congregate shelter beds. The City's request for funding is aimed at acquiring a property that includes an existing building suitable for immediate use as a congregate shelter. The targeted property is a 5000 square foot commercial building with existing bathrooms and food preparation capabilities.

Renovations are planned to enhance the facility, including the addition of a sprinkler system, upgrading the kitchen and bathroom facilities for ADA access, incorporating additional laundry facilities, and installing a 24-hour accessible public bathroom. This would address the lack of public bathroom facilities on the South end of Ashland. Additionally, utility hookups will be added to accommodate a laundry/shower trailer and the La Clinica mobile health unit, providing laundry and shower access to the community.

The City of Ashland owns 13 currently unoccupied pallet shelter units that can be relocated to the site. These units will be utilized to house special populations, such as families with children or individuals experiencing severe-persistent mental illness, in a non-congregate setting. While

primarily functioning as a low-barrier overnight shelter, the City envisions the site serving as an urban rest stop on the South side of the Rogue Valley, combining various resources requested by partner organizations already operating valuable programs in Ashland.

Multiple service providers, including meal programs, a laundry program, and OHRA, have expressed the need for the listed resources to offer their services consistently and at a fixed location. The City has a longstanding partnership with these organizations, providing financial support and locations for their services in the past. However, due to maintenance and repair issues, among other factors, the City can no longer offer locations to these service providers. The grant opportunity at hand would enable the City to provide much-needed permanent infrastructure to these partner organizations, who offer essential and sought-after services to the unhoused community.

For the operation of the low barrier nightly shelter, the City intends to contract with OHRA from July 1, 2023, to January 10, 2024. The total funding requested through the EO-23-02 grant is $1.4 million, and the City would contribute significant matching funds of $930,000 in City funding.

b. Are you planning to purchase a facility, land, or construct units*? _X_ Yes _____ No. Will EO 23-02 funds be utilized? _X__ Yes _____ No. If you answered yes, please describe your project timeline. Include information about your experience with construction, and project management, status of any needed permits, inspections, and so forth.

The City plans to use grant funds to purchase a facility, and two properties have been identified that are currently available for acquisition. The City has been in communication with realtors regarding the purchase, and the timeline for acquiring a property is approximately 30 days from the time of the grant contract. Once the property is acquired, the City will work in collaboration with its shelter operations partner, OHRA, to set up the shelter, hire and train staff. This process is estimated to take another 30 days. The necessary renovations and upgrades to the facility will be carried out while ensuring that the shelter can continue to operate without any disruption or conflict, prioritizing its use as an emergency shelter.

The City of Ashland has extensive experience in property acquisition, construction projects, and professional project management. There are no planning approvals required for the purchase and utilization of the facility as a congregate and non-congregate shelter and urban rest stop. However, the City will need to apply for building permits to proceed with the proposed renovations, and the City's building department can offer consultation as well as an expedited permitting and inspections process. OHRA also brings extensive experience in shelter set up and staff training. They have successfully completed property acquisition and major rehabilitation projects utilizing both Federal and State grant funding.

c. ***The restrictive use period for all facilities that are acquired or constructed by recipient through the use of EO 23-02 grant funds is 10 years. Are you able to fulfill this requirement?**

The City of Ashland recognizes the critical need for a facility that can effectively serve the unhoused population in the community. Providing appropriate shelter and support services has been a longstanding community need, and the City is committed to addressing this issue. The City fully acknowledges and accepts the requirement that any facility acquired or constructed using EO 23-02 grant funds must be dedicated to this purpose for a period of 10 years. The City has no intention or need for a facility that does not serve the crucial purpose of addressing homelessness in the community. It is fully committed to fulfilling this requirement and ensuring that the facility remains dedicated to supporting the unhoused population for the specified period.

d. **Are you planning to add beds to an existing facility? _____ Yes _X_ No If you answered yes, will construction, conversion, or rehabilitation be required? __ Yes ___ No**
If you answered yes, please provide a project timeline.

e. **Provide a program budget narrative for both construction and adding to an existing shelter that includes the unit cost per bed, the number of beds you plan to add, and an itemization of all shelter services offered.**

f. **Do you plan to continue operating the added shelter beds after Jan. 10, 2024?**

__X___ Yes _____ No
If you answered yes, how will they be funded?

The City of Ashland has General Funds set aside in the City's budget for shelter operations. The City is also exploring other grant opportunities to provide additional funding to support shelter related activities.

5. **Will you be utilizing funds other than EO 23-02 for the project(s) you are proposing. __X__ Yes _____ No**
If you answered Yes, please provide names and amounts for the other funding sources. EO-23 funds cannot be used to supplant existing funds for similar projects.

Expense	Project Costs	Funding Source	Narrative
Building Acquisition	$1,600,000	$1,400,000-EO Grant $ 200,000-DAS Grant*	Est. Site Acquisition Cost
Renovation Costs	$ 200,000	$ 200,000-DAS Grant	To include Sprinklers system, bathroom and kitchen upgrades,

			Shower Trailer hookups and soft costs.
Operations	$ 200,000	$ 200,000-DAS Grant	From 7/01/2023-01/10/2024
Operations	$ 200,000	$ 200,000-City General Fund	From 01/11/2024+
Outdoor Bathroom	$ 130,000	$ 130,000-DAS Grant and/or 2024 CDBG	Installation of a Portland Loo-for 24-hour public bathroom access
Total Project Costs	$2,330,000		

* DAS grant funding is secured

6. **If awarded, does your agency have the capacity to provide monthly reports? __X__ Yes _____ No. If you answered no, please explain.**

The City of Ashland will contract with OHRA to provide data collection and reporting through the HMIS system as part of the shelter operations subcontract.

7. **If awarded, will you be able to spend funds by Jan. 10, 2024?**

Yes, the City and OHRA both have an excellent track record for timely and appropriate expenditure of State and Federal grant funds.

REQUIRED SUPPLEMENTAL MATERIALS.

Please enclose, **with your application:**

- A copy of your IRS non-profit determination letter (See attached Exhibit A)
- Your agency budget for the current fiscal year and a projected budget for the next fiscal year: Please See Budget Documents on the City's website https://www.ashland.or.us/Page.asp?NavID=8316
- An EO 23-02 Project Budget (Table on Page 8 & 9)
- Your most current 990 https://www.ashland.or.us/Page.asp?NavID=8316
- Board of Directors list: https://stories.opengov.com/ashlandor/published/FnmcPHyBA
- Your current W-9 (See attached Exhibit B)
- Current Organizational Chart: https://stories.opengov.com/ashlandor/published/QPyQxLNkf
- Copy of your most recent audit (if unavailable, then most recent unaudited financials) https://www.ashland.or.us/SIB/files/Administrative%20Services/Monthly%20Financial%20Reports/Completed_Single_audit.pdf

Council Business Meeting

June 6, 2023

Agenda Item	Early Learning Small Grant Opportunity – Scienceworks Museum	
From	Joseph Lessard	City Manager
Contact	Joe.lessard@ashland.or.us; 541-552-2103	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

Scienceworks Museum is requesting a $5,000 grant to serve as matching funds to help secure $75,000 in combined funding from the Oregon Community Foundation and Ford Family Foundation (see attached Scienceworks Museum Early Learning Project Grant Application). Combined funding from the City and two foundations will be used to purchase modular building units with the goal of providing approximately 40± early learning and childcare placement positions/spots. The modular units are temporary classrooms leased by the Ashland School Districts (ASD) and placed at the Scienceworks Museum, on Southern Oregon University property, as part of the remodeling/expansion programs at Ashland Middle School and Walker Elementary. With completion of the ASD work, the modular units are subject to removal unless they can be purchased for continued use locally. The Scienceworks Museum is working with The Ivy School and other regional partners to provide early learning programs in the modular units for the Ashland community. The opportunity to secure these structures is time sensitive since they will be removed from the Scienceworks Museum site unless purchased.

Jackson County currently has the infrastructure and capacity to serve just 23% of the 0-5 yrs. of age population. In the Southern portion of the County, Ashland/Talent, that percentage is even lower. The pandemic, the Alameda fire and the limited availability of usable facilities forced the closure of many of the smaller childcare providers in the valley, exacerbating the shortage. In the same period, to navigate the pandemic, Scienceworks leased their undeveloped land to the Ashland School District so that Ashland Middle School and Walker Elementary could remodel their schools.

The ASD schools have now been successfully remodeled, Scienceworks has negotiated to purchase two of the modular building units and a bathroom unit for a favorable price with the two foundations and private donors pledging supporting resources. The infrastructure of water, sewer, and power, and modular classrooms and bathrooms are already installed on the Scienceworks Museum property. The modular buildings are currently under a conditional use permit for temporary buildings at the Scienceworks Museum site. To retain the modular buildings at the current site, Southern Oregon University will need to apply for a site review for permanent buildings through Community Development.

These classrooms represent an opportunity to develop community collaborations to meet a community need. ScienceWorks' long-range plan is to partner with the Ivy School to deliver quality early learning programs. The first step in this process is to secure the modular buildings. The requested City grant support will enable

Scienceworks to meet match funding requirements and leverage additional support to expand early learning and childcare within the City of Ashland.

POLICIES, PLANS & GOALS SUPPORTED

The Council's Economic Roundtable of March 6, 2023, identified three next step efforts to help confront Ashland economic challenges. One of the identified next steps was the establishment of a partnered effort by key Ashland economic institutions to plan potential joint efforts on affordable childcare and early childhood development. In follow-up to the Economic Roundtable, the City Council authorized the establishment of an Ad Hoc committee on Early Learning at the request of Councilor Hyatt at the March 15, 2023, Regular Meeting (see attached Request for Early Learning Ad Hoc Committee). The committee membership solicitation has closed, and the list of potential participants is being finalized for appointment consideration by the Mayor. Councilor Hyatt has offered to act as Chair of the Ad Hoc Committee.

FISCAL IMPACTS

The proposed 2023-2025 BN Budget includes $240,000 ($120,000 for FY 2023-2024) for early childhood development and childcare, a portion of which would be used to fund the $5,000 Scienceworks Museum grant request.

SUGGESTED NEXT STEPS

City staff recommends Council approve the issuance of a $5,000 grant for Scienceworks Museum to acquire modular buildings for the provision of an early childhood learning program in cooperation with regional partners, including the Ivy School. A motion to authorize grant would be as follows:

> I move to authorized the City Manager to enter into a grant agreement with Scienceworks Museum for $5,000 to serve as matching funds for the purchase of two modular classroom and one bathroom unit for use in an early childhood learning program.

REFERENCES & ATTACHMENTS

- Request for Early Learning Ad Hoc Committee
- Scienceworks Museum Early Learning Project Grant Application

Request for Early Learning Ad Hoc Committee

Challenge Statement

The current inventory of pre-school seats is not adequate to meet the demand of Ashland families as evidenced by waitlists in excess of 6 to 12 months. Limited early learning opportunities in Ashland are directly related to the following:

1. Program closures,
2. Reduced seats due to relocation, and
3. Increasing staffing challenges, consistent with national job market trends, resulting in fewer pre-school options for families.

These challenges result in subsequent concern for future enrolment in Ashland School District, kindergarten readiness, socialization opportunities for our children, a continuation of the worker shortage due to lack of childcare and impacts to the economic vitality of Ashland as a whole.

The Economic Round Table discussion held on March 6, 2023 further highlighted the need for early learning options in our community. Many stakeholders communicate strong support for affordable early learning and childcare programs. Specifically, such support focused on the need for early learning to attract and sustain working families in Ashland, and as a key service required to sustain and grow our economy.

Request:

- Convene an Ad Hoc Committee comprised of the City of Ashland, ASD, and local partners to respond to our mutually recognized need for early learning access in Ashland, and the Rogue Valley.

- Develop a charge that explores tangible actions we can take, as economic partners, in support working families, our economic development, and most importantly, our children.

- Respond to the conversation on March 6th with action.

Past Policy Analysis

The advent of the Covid-19 pandemic highlighted the critical nature of quality, reliable, affordable early learning, and childcare options for working families in Ashland, across the state of Oregon and nationally.

State Level Policy

Insufficient slots for childcare and early learning opportunities were a serious challenge in Oregon Prior to the Covid-19 outbreak in March of 2020[1]. The prevalence of inadequate childcare supply across Oregon was exceptionally high with a blended rate of 72% of communities lacking necessary care options[2]. This translates to only enough early learning and childcare options to support one third of the total need. When studying more detailed data, 85% of communities lacked a satisfactory number of slots for infant and toddlers while 61% of communities required additional preschool options[2]. According to conversations with Oregon Community Foundation, Ashland and he Southern Rogue Valley are considered childcare deserts.

Addressing the challenges of childcare and preschool options in a community must not be considered a micro issue specific to an individual household. When such challenges endure, they transform into economic development and operational problems for businesses and local economies. Staffing paradigms suffer and directly impact the viability of businesses as well as the local economies these businesses comprise. The Census Household Pulse Survey for October 2021 found, in Oregon, over 88,000 eligible workers reported difficulty with childcare as the main reason for opting to stay home and not participate in the workforce[3].

Local Policy

Local to Ashland, preschool is not the direct responsibility of city government or the local school district. Traditionally preschool and childcare needs are met through a patchwork of private and non-profit providers of varying size, philosophy, and licensure status. Programs with ten or fewer students in a home environment are not required to be licensed and comprise a significant segment of the preschool slots available to Ashland residents. This patchwork model is not unique to Ashland, nor the state of Oregon. Preschool and childcare are predominantly delivered via a private market, characterized by a fee for service payment structure, that annually approaches the cost of a years' college tuition. According to the 2020 Oregon Child Care Market Price Study a year of fulltime preschool is approximately $14,400 annually, $1,200 per month. The same study cites fulltime infant and toddler care at approximately $19,200 annually, $1,600 per month[4].

To further compound the challenge for childcare providers, many report absorbing the cost of Covid-19 protocols. This increases the strain on existing programs especially with fewer paying clients[5].
Finally, the City of Ashland, and the Ashland School District before the city, leased the Briscoe School to the Oregon Childhood Development Coalition (OCDC). OCDC operates preschool and childcare opportunities specifically designed to serve Southern Oregon's migrant worker families. The City of Ashland's policy related to the OCDC program is strictly as that of tenant/ landlord and does not constitute a formal policy endorsement of early learning solutions for Ashland working families.

Footnotes:

1. https://www.qualityinfo.org/-/oregon-s-child-care-industry
2. https://health.oregonstate.edu/early-learners/research/supply-and-demand-oregon-young-children
3. https://www.census.gov/programs-surveys/household-pulse-survey/data.html
4. https://www.oregon.gov/dhs/ASSISTANCE/CHILD-CARE/Documents/CCMR%202020%20Report.pdf
5. https://www.ijpr.org/education/2021-12-09/oregon-child-care-industry-grapples-with-funding-delays-staffing-shortages

Application for Grant

Organization	**Scienceworks Museum**		
Mailing Address	**1500 East Main Street Ashland 97520**		
Contact Name	**Cynthia Salbato**	**Phone**	**541-261-2828**
Email	**cynthia@scienceworksmuseum.org**		
Secondary Contact	**Ash Friend**	**Phone**	**531-646-4790**
Email	**ash@scienceworksmuseum.org**		
Federal Tax ID	**93-1309725**	**IRS Class** (exemption)	**501(c)(3)**

Grant Request	
Total Request	**$ 5,000.00**

1) Briefly describe the purpose and objectives of your organization and mission statement ***(please limit to 200 words).***

2) Briefly describe how the City grant would be used ***(please limit to 500 words).***

3) If your grant request is for date specific events, programs or activities, please complete the following table *(use additional pages as necessary)* :

Scienceworks Museum is requesting a $5K grant as matching funds to help secure $75K in combined funding from Oregon Community Foundation and Ford Family Foundation. This funding will be used to purchase modular units with the goal of providing 40+ early learning and childcare spots. We are working with The Children's Museum/The Ivy School, regional leaders in providing early learning programs to develop a partnership that will yield affordable and accessible early learning for the Ashland community.

The need for this funding is urgent, the opportunity to secure these structures is time sensitive.

Jackson County currently has the infrastructure and capacity to serve just 23% of the 0-5 population. In the Southern portion of the County, Ashland/Talent, that percentage is even worse. The pandemic, the Alameda fire and the limited availability of useable facilities forced the closure of many of the smaller childcare providers in the valley, exacerbating the shortage.

In the same period, to navigate the pandemic, Scienceworks leased their undeveloped land to the Ashland School District so that Ashland Middle School and Walker Elementary could remodel their schools. The infrastructure of water, sewer, and power, and leased classroom modulars and bathrooms were installed on our property.

The schools have now been successfully remodeled and Scienceworks has negotiated to purchase two of the modulars and bathrooms for a very good price. We have foundations and private donors pledging their resources.

These classrooms are a perfect opportunity to develop community collaborations to meet an urgent community need. ScienceWorks' long range plan is to partner with the Ivy School to deliver quality early learning programs.

The first step in this process is to secure the buildings.

A demonstration of support from the City of Ashland will help us meet the funding requirements and leverage additional support for this priority community need - expanding early learning and childcare for the City of Ashland

Program/ Event Title	**Anticipated Event Date(s)**		**Funding Request**
	Start	**End**	
Foundation for Early Learning/Childcare Center			**$5000K**

			$
			$
			$
			$
			$
			$
			$
			$
			$
			$

4) If you do not receive the full amount of your request, describe how your organization would use a smaller amount of funds. Be specific. **(please limit to 500 words).**

Organization Board Member *(use additional sheets as necessary)*

Name	**Jessica Murrey Board President 541-941-6967**

Name	**Chris Brimhall**

Name	**Krynn Lukacs**

Name	Candy Hoppe

Name	Cassandra Dexter

Name	Anna Dunlap

Name	

Name	

Name	

Name	

Name	

Name	

Name	

Grants Program Budget*

Please use this form to identify costs associated with the program, activity or event that you are requesting funds for.

***This form is provided as a template to use. If your organization tracks grant related financials in a different reporting format, please submit in that format.**

Program/Event Name	**Early Learning/Childcare Program at Scienceworks**
Project Period:	**ongoing**

REVENUE		
Source	Funding title	Amount
City of Ashland Grant Funds:		$5,000
Jackson County Funds/ Identify:	United Way of Jackson County	$1,000
State Funds/ Identify:		$
Federal Funds/ Identify:		$
Other funds/ Identify:	Ford Family Foundation	$50,000
Other funds/ Identify:	Oregon Community Foundation	$25,000
Other Funds:	Don Kaizer	$60,000

Other funds/ Identify: $

TOTAL REVENUE

$ 141,000

EXPENDITURES

Personal Services		
Total Salaries:	% of Time to Project/Event:	Salaries specific to

		Project/Event:
$ %		$
Total Benefits:	% of Time to Project/Event:	Benefits specific to Project/Event:
$	%	$
Total Project/Event-Specific Personal Services		**$**
Materials & Services		
2 Modular Classrooms at 25K each		$50,000
2 Modular Bathrooms at 40k each		$80,000
Installation of modular Classrooms 5k each		$10,000
		$
Total Project/Event Specific Materials & Services TOTAL EXPENDITURES		**$ 140,000 $**

Signature Page

Thank you for your time and efforts in preparing this information for consideration by the Grants Committee.

By signing below you certify that:

You, the grantee, understand that you must comply with all federal, state, and local requirements applicable for the activities funded by this grant. Award of a grant by the City does not waive the grantee's obligation to obtain, at grantee's sole expense, all applicable permits that may be required for grantees program or project.

And, that a grant will be conditioned on submission or other approvals to the City of a Certificate of General Liability Insurance Per City Contract, naming the City of Ashland, its officers and employees as additional insured.

And, that you the undersigned have legal authority to submit the above information on behalf of the organization named below.

Signature *Cynthia Salbato*

Name (print): Cynthia Salbato

Title: Board Member Scienceworks Museum Board of Directors

Organization: Scienceworks Museum

Speaker Request Form

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7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date June 16

Name Kate Jackson

[redacted]

Regular Meeting

Agenda topic/item number Bee City Proclamation **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 10-6-23

Name Piper Ranks

[redacted]

Regular Meeting

Agenda topic/item number Electrification **OR** GHG Spec. Pres.

Topic for public forum (non agenda item) _____

Land Use Public Hearing

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For: _____ **Against:** _____

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Tonight's Meeting Date 6/6/23

Name NOËL CHATROUX

[redacted]

Regular Meeting

Agenda topic/item number ELECTRIFICATION ORDINANCE **OR**

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 6/6/23

Name LEDA SHAPIRO
(please print)

[redacted]

Regular Meeting

Agenda topic/item number_____ **OR**

Topic for public forum (non agenda item) Closure of 1901

Land Use Public Hearing

Please indicate the following:
For:_____ **Against:**_____

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6.6.23 Public Forum
Leda Shapiro

6/5/23

This Council has stated for a number of years that affordable housing is a high priority.

This has been reflected in the City's stated goals as well as the surveys paid for by the City. In these surveys the closing of the golf Course was put forth as an option for cost cutting, and was a popular choice.

During the budget process, there was a motion to add an amendment to the budget that would do just that –close the Golf Course and save over $900k. There was also discussion about building affordable housing in that space.

I believe that this option needs to be revisited with an open mind and a collaborative effort to build affordable housing.

We all want Ashland to be a welcoming, livable, diverse community – not just retired white folks – but working people who are able to live here and be part of the community.

It is time to make affordable housing a reality even if it means making hard choices. Please ... I ask you now to do your job with no more excuses or delays.

Leda Shapiro
Ashland

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Tonight's Meeting Date 6/6/23

Name Kelly Marcotulli

[redacted]

Agenda topic/item number_____ OR

Topic for public forum (non agenda item) Telecom 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 6 June 2023

Name MIRIAM REED
(please print)

[redacted]

Regular Meeting

Agenda topic/item number_____ **OR**

Topic for public forum (non agenda item) Telecommunications

Land Use Public Hearing

Please indicate the following:
For:_____ **Against:**_____

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Tonight's Meeting Date 6/6/2023

Name PAUL SHELDON

[redacted]

Regular Meeting

Agenda topic/item number_____ **OR**

Topic for public forum (non agenda item) 5G/EMF

Land Use Public Hearing

Please indicate the following:
For:_____ **Against:**_____

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Tonight's Meeting Date 6/6/23

Name Angie Thusius

[redacted]

Regular Meeting

Agenda topic/item number cell phone radiation **OR**

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 JUNE 6, 2023

Name PAMALA TOY

[redacted]

Regular Meeting

Agenda topic/item number_____ **OR**

Topic for public forum (non agenda item) 5G & cell towers

Land Use Public Hearing

Please indicate the following:

For:_____ **Against:** F

Challenge for Conflict of Interest or Bias

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To: Mayor Graham and Council
From: Gary Shaff
Date: June 5, 2023
RE: Agenda Item VI.2 - CEPAC: Greenhouse Gas Emissions Recommendations

Introduction
I'm a member of the Climate Environment Policy Advisory Committee (CEPAC).

I was the only CEPAC member to vote against the CEPAC's recommendation on the regulation of emissions from natural gas in new residential construction. I did so because the proposal does not address particulate pollution; a potent greenhouse and environmental pollutant. Listed below are several references explaining why it is critical that the city regulate particulate pollution emissions (i.e. prohibit the use of wood stoves and fireplaces) in new residential construction.

The facts demonstrate and logic would dictate that any regulation focused on reducing the adverse effects of new residential construction on climate and human health would include wood-fired appliances and fireplaces.

Just the Facts
"Thousands of medical studies have proven beyond any doubt that air pollution causes or exacerbates virtually the same entire list of health outcomes as cigarettes do — heart attacks, strokes, asthma, pneumonia, high blood pressure, shortened life expectancy, chromosomal damage, Alzheimer's, every kind of pregnancy complication, still births, and even sudden death.

But all air pollution is not created equal. Wood smoke is the most toxic type of pollution in most cities, more dangerous than auto pollution and most industrial pollution. Lighting a wood fire in your house is essentially starting up your own mini-toxic waste incinerator.

Wood smoke is unique in containing high concentrations of dioxins and PAHs (polycyclic aromatic hydrocarbons), probably the most toxic components of air pollution. Burning 10 lbs. of wood for one hour releases as many PAHs as 35,000 packs of cigarettes. The lifetime cancer risk is 12 times greater for wood smoke compared to an equal volume of secondhand cigarette smoke. Toxic free-radical chemicals in wood smoke are biologically active 40 times longer than the free radicals in cigarette smoke.

The very small size of particles in wood smoke make them seven times more likely to be inhaled than other sources of particulate pollution. For the same reason, wood smoke easily penetrates homes of neighbors creating concentrations indoors up to 88 percent as high as outdoor air. If you smell wood smoke, you know you are being harmed. The sweet smell comes from deadly compounds like benzene. Once you can smell the smoke you know the concentration of particulate matter is dangerously high. The most toxic components of air pollution are much

higher inside homes that burn wood than the homes of non-burners, as much as 500 percent higher.

Wood smoke is the only pollution emitted right where people spend most of their time, at home. It disperses poorly, is not evenly distributed and stays in the air longer because of its small size. Pollution can be 100 times higher for neighbors of wood burners than what is captured at the nearest monitoring station. If your neighbor is a regular wood burner, and follows all the rules, you can go an entire winter without having one single day of clean air. Local "wood burning victims" have their health jeopardized and their lives shortened, even when overall community pollution is low."
https://www.times-standard.com/2017/08/05/burning-firewood-is-an-airborne-public-health-hazard/

"Oregon Department of Environmental Quality data released Wednesday (Jan. 15, 2020) shows 12.8 million pounds of particulate pollution matter are released into Oregon's air by woodstoves and chimneys each year. Annual particulate matter levels emitted from wood smoke are close to that of a wildfire, DEQ's Susan Mills said." https://www.opb.org/news/article/oregon-deq-data-woodstove-air-pollution-wildfires/

"In Portland's Multnomah County, after a series of meetings on woodsmoke pollution in the summer and fall of 2021, a coalition of local, county, and state organizations recommended the county curtail the use of even EPA-certified wood stoves. In addition to doing this, last month, officials in Oregon issued Multnomah County's fourth-ever burn ban, and announced that bans could be instituted year-round, rather than just in the fall and winter."
https://undark.org/2022/03/02/wood-burning-stoves-raise-new-health-concerns/

Conclusion
Please instruct the CEPAC to explicitly include particulate pollution in future drafts of greenhouse gas emission reduction ordinances.

Summary of Changes

General Fund Expenditures:	**Total Administration**	**$**	**1,356,890**			
	Houseless Services to CM Budget		1,000,000			
	Mayor and Council Stipend		146,890			
	Dawn to Dusk/Emergency Shelter		200,000			
	Municipal Court Incode Software Update		10,000			
	Total Fire Department	**$**	**1,087,220**			
	Fire and Life Safety Temporary Employees		49,789			
	Fire Operations Medical Screening rebudgeted		92,500			
	Fire Marshal		203,840			
	Fire Training Officer		194,130			
	Fire Department Materials & Services rebudgeted		481,961			
	Additional Wildfire Funding		65,000			
	Recognize existing transfer out for Marijuana Tax		*(200,000)*			
	Community Development Pre-Approved ADU Plans		30,000			
	Correct PS Budget for Facilities		44,109			
		$	**2,318,219**			
Revenue:	Recognize Higher Carryforward	$	1,374,461			
	Recognize Marijuana Tax proceeds		*200,000*			
	Recognize Health Benefits Revenue		480,000			
	Recognize Higher Telecommunications Franchise Fee Revenue		*200,000*			
			2,254,461	**Fund Balance**	**Policy Amount**	**Over/(Under) Policy**
	Net change to Ending Fund Balance	**$**	**(63,758)**	$ 6,126,833	$ 5,879,923	$ 246,910

Better Together

Summary of Changes

			Fund Balance	Policy Amount	Over/(Under) Policy
Housing Fund					
	Houseless Services to CM Budget	$ (1,000,000)			
	Professional Services*	23,798			
		(976,202)			
	Net change to Ending Fund Balance	$ (23,798)	No Policy		
	*Increased to use all of fund balance				
Electric Fund					
	Electric Distribution Dues	$ 95,000			
	Electrification and Conservation	1,000,000			
	Reduction to Ending Fund Balance	(1,095,000)	$ 5,031,986	$ 4,321,845	$ 710,141
Water Fund					
	Water Treatment Debt	$ 747,000			
	Conservation increase	98,050			
	Reduction to Ending Fund Balance	(845,050)	$ 2,808,964	$ 2,232,241	$ 576,723
SDC Water Fund					
	SDC Water Debt	$ 83,000			
	Reduction to Ending Fund Balance	(83,000)	No Policy		
Equipment Fund					
	Correct PS Budget for Fleet	$ 44,109	$ 4,188,757	$ 3,065,381	$ 1,123,376
	Reduction to Ending Fund Balance	(44,109)			

Proposed CM BN 2023/25 Budget	Staff Revisions	Revised CM BN 2023/25 Budget
383,731,807	1,454,463	$ 385,186,270

Better Together

Council & Committee Questions & Responses

drop into Teams by date

	Meeting date	Asked by	Question	Response / Notes	Additional support included?	Completed ("Yes or Ongoing")	Date Submitted to Requestor
32)	06/06/23	Dylan Bloom	Could you explain what the $6,636 in rental charges is for? Also, could you shed some light on the $155,473 for contractual services	The rental charges are for the copier and dishwasher leases. And the contractual services budget are temporary employees. They were previously reflected in salary/wages but have been moved from the personnel category to professional services starting this biennium.	No	Yes	
33)	06/06/23	Leda Shapiro	Link for the Approved Budget	The Form LB1 and the Summary of Changes are posted on our Budget webpage here (https://www.ashland.or.us/Page.asp?NavID=18307). In tandem with the Proposed Budget, the Summary of Changes reflect what the City Council will be reviewing for potential adoption on the June 6th meeting.	No	Yes	
34)	06/06/23	Leda Shapiro	Whether $1.2M for housing is the $1M grant plus $200K from marijuana tax, or whether the grant is $1.2M and where is MJ tax; How much is allocated for housing grants that the local non profits apply for.	We received the $1M Department of Administrative Services grant which is in the budget, and were recently awarded another new grant of $1.157M from the Continuum of Care (via the State) and is not in the budget (Director Brandon Goldman will be discussing in 6/6 meeting). We recently applied for it in mid May and were awarded last week. Marijuana Tax is in Housing Fund (it flows through GF first, but is budgeted in Housing). The annual award of Community Development Block Grants, which are processed through the Housing and Human Services Advisory Committee, are a separate fund in the budget. Please look at the CDBG Fund for an accounting of that expected revenue (HUD provides approximately 170,000k annually to the City) as well as unexpected carryover from prior years	No	Yes	
35)	06/06/23	Bob Kaplan	what principles are guiding our use of the housing fund? For example, why move the $1m for "houseless services to the CM budget if these are restricted funds from the state? Wouldn't these be better managed from the housing fund?	It was determined in accordance with the attached ordinance and resolutions. It was determined between Community Development Director Brandon Goldman and City Manager Lessard/Deputy Sabrina Cotta the following: "Over the two years of development the ordinance and resolution for the Housing Trust Fund was to create new affordable housing, not simply pay ongoing operations for a shelter activity that did not move people into permanent housing and gain self-sufficiency. My understanding is the City wants more flexibility to use these funds to pay for low-barrier emergency shelter development/operations, meals, cleaning, campground use, emergency weather shelters, etc, none of which would be considered eligible uses of the HTF given the clients served would not gain self sufficiency as a result of attending a free meal, or camping in a temporary campground. Additionally, I believe the City wants to use the funding directly, with more flexibility and outside of the regulated rfp/award/distribution process dictated by section 7 of the resolution applicable to HTF. As such putting it in a new line item, not the "Housing Fund" would retain that flexibility. "	Yes	Yes	

36)	06/06/23	Bob Kaplan	Also, the housing fund has been receiving $200k per biennium from marijuana tax revenue. The "summary of changes" suggests it's in the general fund rather than the housing fund for the next biennium. Does putting the $200,000 in parentheses in the General Fund expenditures mean this is a credit in that fund? On the other hand, the resolution appropriates $424k in the housing fund, which suggests the $200k from the marijuana tax may be there after all.	The $200K marijuana tax revenue is in the Housing Fund. We were just showing a flow of the funds and have updated the Summary of Changes slide to make that better understood. Essentially, in accordance with our standard that funds from a general source of revenue go to the General Fund first, it is then moved to the appropriate bucket, in this case Housing.	No	Yes	
37)	06/06/23	Bob Kaplan	In summary of changes, why is "recognize higher telecommunications revenue of $200" in the general fund rather than the telecommunications fund?	It is actually higher telecom franchise fees, which goes to the General Fund.	No	Yes	

ORDINANCE NO. 2966

AN ORDINANCE AMENDING THE ASHLAND MUNICIPAL CODE, ADDING A NEW CHAPTER 4.36, PROVIDING FOR THE ESTABLISHMENT OF AN AFFORDABLE HOUSING TRUST FUND

Annotated to show ~~deletions~~ and **additions** to the code sections being modified. Deletions are ~~lined through~~ and additions are **in bold**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

> Powers of the City The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293,531 P 2d 730, 734 (1975); and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect the health, safety and welfare of existing and future residents of Ashland who are adversely impacted by the lack of housing available to all income types, specifically very low, low, and moderate income households, it is necessary to establish a fund to support the development, preservation, and rehabilitation, of needed housing types within the City; and

WHEREAS the City of Ashland City Council recognizes that for a healthy community the provision of a range of affordable housing opportunities and funding mechanisms for affordable development is a top priority for the City of Ashland; and

WHEREAS, the City Council of the City of Ashland has determined that neither the private market, nor the public sector, has yet provided the levels of housing affordability necessary to maintain a balanced community, local government must take an active lead to ensure an adequate supply of housing for residents and working people of all income levels;

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

SECTION 1. A new Chapter 4.36 [AFFORDABLE HOUSING TRUST FUND] is hereby added to the Ashland Municipal Code to read as follows:

Chapter 4.36 AFFORDABLE HOUSING TRUST FUND

Section 4.36.010 Purpose
Section 4.36.020 Definitions
Section 4.36.030 Dedication of Revenue

Section 4.36.040 Establishment of Policies and Procedures

4.36.010 Purpose

A. The purpose of the Affordable Housing Trust Fund [AHTF] is to support the creation or preservation of housing that is affordable to people with incomes that do not exceed 120% of the area median income, as defined by the Department of Housing and Urban Development for the Medford-Ashland Metropolitan Service Area.

B. AHTF funds will support activities that create, preserve or acquire housing within the Ashland Urban Growth Boundary. AHTF funds may also be used for permanent or transitional housing for homeless families and individuals, and for the modernization, rehabilitation and repair of public housing.

C. The AHTF is not intended to be the sole source of funding for affordable housing and any activity or project eligible for support from the AHTF is expected to develop additional sources of funds.

4.36.20 Definitions.

The following words and phrases whenever used in this chapter shall be construed as defined in this section unless from the context a different meaning is intended.

A. Affordable Housing Trust Fund (AHTF) means a separate account created by the City Finance Department established by this ordinance and used exclusively for AHTF purposes as set forth in this Ordinance and implementing Resolutions of the Council.

B. Administrative Procedures mean the procedures for administration of the AHTF established by Resolution of the City Council, including but not limited to procedures which outline application, evaluation, and all other associated procedures for administration of the AHTF.

C. Affordable Housing means residential housing primarily for households or persons earning less than 120% the area median income where housing costs including principal, interest, taxes, insurance, and homeowners association dues, or rent , do not constitute more than 30% the household income, and as more fully defined per Council Resolution 2006-13.

D. Eligible uses and Activities mean those uses for the AHTF which are set forth an implementing Resolution of the City Council, such uses including but not limited to uses and activities which facilitate the production and preservation of affordable housing within Ashland's Urban Growth Boundary.

E. Affordable Housing Priorities means priorities established from time to time by the City Council by Motion, Order or Resolution, to guide the allocation of funds from the AHTF.

4.36.030 Establishment of Affordable Housing Trust Fund / Use of Funds

A. There is hereby established and created an Affordable Housing Trust Fund, [AHTF], a separate account established by the City of Ashland Finance Department for purposes consistent with this ordinance and to provide a discrete account for earmarked affordable housing funds and dedicated affordable housing funds.

B. The AHTF allows for dedicated funds to be used in support of Affordable Housing Priorities through receipt of donations and dedicated revenue streams, including but not limited to donations, grants, sale of surplus City Property, or any other revenue sources approved by the Ashland City Council or the People of Ashland.

C. Distribution of funds shall be in accordance with the policies and procedures per Resolution 2008-34.

4.36.040 Establishment of Policies and Procedures

The Administrative Procedures associated with the AHTF, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are initially approved by the City Council per establishment of Resolution 2008-34

SECTION 2. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 2-3) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors..

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 16 day of September, 2008, and duly PASSED and ADOPTED this 7 day of October, 2008.

Barbara M. Christensen

Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 8 day of October, 2008.

John W. Morrison

John W. Morrison, Mayor

Reviewed as to form:

Richard Appicello, City Attorney

RESOLUTION NO. 2008-34

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE AFFORDABLE HOUSING TRUST FUND

RECITALS:

A. **WHEREAS**, the City of Ashland City Council approved the establishment of the Affordable Housing Trust Fund (Ordinance 2966), to keep our community diverse by facilitating the production and preservation of affordable housing throughout Ashland; and

B **WHEREAS**, The policies and procedures for administration of the Affordable Housing Trust Fund establish eligible uses, eligible applicants, the method by which funds are awarded, and selection criteria; and

C. **WHEREAS**, the City Council understands the changing nature of the housing market and corresponding housing needs, and therefore has established the policies and procedures for administering the Ashland Housing Trust Fund (AHTF) to remain flexible to respond to changing market conditions and opportunities; now therefore

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

SECTION 1. Purpose

1.1 The purpose of the City of Ashland's Affordable Housing Trust Fund (AHTF) is to establish a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of Ashland residents. To this end the AHTF is established to address the primary purpose of encouraging the creation of housing for homeownership or rent, at a cost that will enable low and moderate income families to afford quality housing while paying no more than thirty per cent of gross household income on housing.

1.2 To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing the AHTF will award funds to community development partners that are furthering the AHTF mission. It is expecting that the local contributions made through Ashland's Affordable Housing Trust Fund will assist in maximizing the leveraging of State and Federal funds, as well as encourage private sector investment in affordable housing.

1.3 Understanding the high cost of housing regionally, it is evident that low and moderate income households are not being served by the housing market. To address the disparity between the cost of housing and the means of resident households to afford housing, the Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 120% the Area Median Income as defined by HUD.

1.4 The Administrative Procedures associated with the Affordable Housing Trust Fund, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are hereby established.

Section 2. Eligible Applicants

2.1 The Affordable Housing Trust Fund is structured to ensure that many different types of organizations are eligible to receive financing.

2.2 Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities, and private employers.

Section 3. Eligible Uses and Activities

3.1 Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 120% of the area median income, as defined by HUD for the Medford-Ashland metropolitan service area.

3.2 Affordable Housing Trust Funds will be focused on those activities that create, preserve or acquire housing within the Ashland Urban Growth Boundary.

3.3 Housing developments financed by the Affordable Housing Trust Fund (AHTF) which receive subsidy, financing, tax credits or other assistance under a State or Federal housing program, may contain market rate units insofar as permissible under those programs and/or to the extent that they are necessary to support the creation of and/or on-going sustainability for the affordable housing units in the development. However, Affordable Housing Trust Funds may not be used to support such market rate units.

3.4 Affordable housing units developed utilizing subsidy from the Affordable Housing Trust Fund shall comply with the income, rent and purchase housing cost limits established by Resolution 2006-13, as amended, and as restricted by a covenant prepared by the City of Ashland.

3.5 The Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility the eligible uses have a broad application including the following:

3.5.a Acquisition and *Construction* of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees
- Appraisal costs
- Closing costs
- Interest
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Construction costs

3.5.b Conservation of energy through the use of "green" technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

3.5.c Land Banking: the purchase of land to be dedicated toward the development of affordable housing in the near or long term.

3.5.d Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges.

3.5.e Bridge loans to assist in development of low-income housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.

3.5f Capacity Building for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

3.5.g Rehabilitation and Emergency Repairs as part of an established program to secure units as affordable or to provide direct benefits to existing low-moderate income households. Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Construction costs
- Relocation costs
- Hazardous materials abatement including lead based paint noticing consistent with The Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

3.5.h Direct benefits to low-moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Ashland's low-moderate income residents.

3.5.i Transitional and Emergency Housing for homeless individuals and families through an established program to move people toward self-sufficiency.

3.5.j Other uses as deemed appropriate by the Ashland City Council as supporting the development or preservation of affordable housing within the City of Ashland.

Section 4. Preferences

4.1 The general criteria of selection are found in Section 8 and may be modified through the annual Request for Proposals, however the following preferences are provided as general guidance for future applicants for Affordable Housing Trust Funds.

4.1.a Developments that produce "new" affordable housing units. *New affordable housing units* shall include housing units constructed where none had existed previously, abandoned or fire-damaged residential units to be returned to residential use, and non-residential or non-residentially-zoned property converted to residential use. Any designated new affordable housing units shall be secured as affordable through recorded Resale Restriction Covenants.

4.1.b Developments that provide new affordability. *New affordability* refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased; where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served; or where the term of affordability on the units will be extended for a period beyond thirty (30) years.

4.1.c Developments of housing utilizing the Land Trust model to secure property and perpetual affordability.

4.1.d Developments that include joint ventures between multiple non-profit developers and or for-profit developers, working in partnership, to complete an affordable housing project

4.1.e Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low income individuals in the development of the project, or additional services for the residents upon completion.

4.1.f Developments that incorporate the use of "green" building materials, use of energy-efficient appliances, low-water use landscaping, and incorporation of building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impacts to achieve Earth Advantage Certification.

4.1.g Developments that include affordable units for the disabled and the homeless.

4.1.h Projects that propose long term affordability.

4.1.i Projects that are sponsored by non-profit organizations.

4.1.j Projects that use private funding sources and State funding sources to leverage the least amount of Ashland's Affordable Housing Trust Funds.

Section 5. Fund Administration

The Affordable Housing Trust Fund (AHTF) originated through the direction of the Ashland City Council and Ashland Housing Commission.

5.1 The City of Ashland acts as fiduciary agent and administrator of the funds.

5.2 Funds dedicated to the Ashland Housing Trust Fund shall be exclusively reserved to support the eligible uses activities identified in Section 3, and shall not be used for the general operation of the City.

5.3 The City of Ashland shall issue a request for proposals (RFP) to announce the availability of funds. The Affordable Housing Trust Fund RFP issuance shall be timed to run concurrent with the Community Development Block Grant Program award process.

5.4 The City may issue a Notice of Funding Availability (NOFA) to specifically target up to 10% in available Affordable Housing Trust Funds to undertake eligible uses and activities identified in Section 3.

5.5 The City of Ashland Housing Commission, and City Staff as designated by the Director of Community Development, shall review applications for Affordable Housing Trust Funds to determine project eligibility and evaluate the applications based on the selection criteria provided in the issued Request for Proposals. The Housing Commission, and City Staff, shall provide recommendations to the City Council who shall make final award decisions.

5.6 The City aims to administer the Affordable Housing Trust Fund in a manner consistent with other affordable housing programs such as the Ashland Community Development Block Grant Program. The implementation of a comparable application, application evaluation, and approval process will provide housing developers with a consistent and coherent method for securing housing funds from the City. Coordination of the grant allocation process with other local and state funding application timelines, will help ensure that AHTF funds are best applied to leverage additional resources in support of the housing projects.

5.7 Affordable Housing Trust Funds will be allocated in a manner consistent with the threshold criteria provided Section 8, and consistent with State and Local Public Contracting law.

Section 6. Match Requirements

6.1 The Ashland Housing Trust Fund is intended to support the development of needed housing, but is not intended to provide the sole source of funding for any development project or housing program. To ensure that affordable housing providers, and organizations that assist individuals and families in obtaining needed housing, do not rely exclusively on AHTF to support their activities, it has been determined that;

6.2 The Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost. Required Match can be met utilizing Community Development Block Grants, State or Federal Funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

6.2.a In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a City approved certified appraisal completed by the applicant, unless otherwise directed in Oregon Revised Statute or City Municipal Code.

6.2.b The valuation of land, and available equity to be considered as matching funds, shall be verified by the City prior to the disbursement of an AHTF grant when its value is considered as required matching funds.

6.2.c Donated materials and labor which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the City at completion of the project.

6.2.d Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the AHTF match requirements.

6.3 A recipient of an AHTF grant that fails to verify the match requirements have been satisfied at the conclusion of a project

would be considered cause for the City to require full or partial repayment of any AHTF grants awarded to a project.

Section 7 – Allocation of Funds

The Affordable Housing Trust Fund is structured to allow the flexibility for the City, and housing providers, to be responsive to opportunities that arise that require an immediate expenditure of a relatively small amount of funds to secure property, or financing, as well as to ensure the majority of Affordable Housing Trust Funds are allocated through a annual competitive award process.

Establishment of two distinct and separate award processes is intended to provide for both consistency and flexibility. The issuance of a Request for Proposals (RFP) which will allocate 90% of the available allocation of Affordable Housing Trust Funds will be coordinated with other local and State funding cycles to allow applicants to best structure their project financing. Additionally a Notice of Funding Availability (NOFA) may be announced, as funds permit, to allocate up to 10% of the annual funding available. A NOFA is primarily intended to be responsive to immediate needs for a limited grant or loan if needed for predevelopment activities which will further the mission of the AHTF.

The distribution of any and all AHTF funds through Competitive or Non-Competitive awards as described in Sections 7.1 and 7.2, will be in accordance with State and Local Public Contracting laws.

7.1. Competitive Awards - Request for Proposals (RFP)

The City of Ashland has a limited amount of Affordable Housing Trust Funds to use each year in comparison to the scope of the housing needs within the community. As a result, it is essential that the funds are used to meet the City's priorities in an efficient and cost-effective manner. To this end a competitive award process has been established and a set of award criteria shall be developed to evaluate proposals received through a Request for Proposals (RFP) process in terms of how they address the specific priorities outlined in the annual RFP.

The steps for making the competitive grant awards or loans is outlined below.

7.1 a. The City of Ashland may issue a Request for Proposals on an annual or intermittent basis depending on availability of funds, providing applicants with a minimum of 45 days to respond to the request.

7.1 b City Staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Ashland Housing Commission and the City Council.

7.1 c The Ashland Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.

7.1 d The Ashland Housing Commission will develop a grant award recommendation to the City Council using the AHTF criteria to determine which projects best meet the City's spending priorities. Each application will be rated on a numeric scale as established in the annual RFP for each criterion of selection (Section 8).

7.1 e The Ashland City Council shall make a final decision on the award of Affordable Housing Trust Funds.

7.1 f The City of Ashland shall prepare an agreement between the City and the award recipient. The Agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Affordable Housing Trust Funds.

7.2. Notice of Funding Availability (NOFA)

Upon electing to initiate a Notice of Funding Availability (NOFA) the City shall issue a notice of funding availability through publication in the Ashland Daily Tidings and on the City's Website providing 30 days for eligible applicants to submit qualifications for funding. The City shall review all applications received to determine if the applications meet the City's threshold criteria. If the criteria are met then the funds are awarded to, or reserved for, the applicant. Funds available through the NOFA process are awarded on a first come, first served basis, until reaching the annual funding cap. A reserve award granted to an applicant may be rescinded by the City if the applicant does not undertake the activities identified in response to the NOFA in advance of the City's issuance of another RFP or NOFA.

7.2.a On an annual basis the City shall determine the amount of funds available to be distributed through a NOFA procedure

7.2.b In no case shall the amount disbursed through the non-competitive process exceed 10% of the annual AHTF revenue in a given program year.

7.2.c The City of Ashland recognizes that the nature of affordable housing development acquisition of property is often opportunity dependant. Further many nonprofit housing developers lack the resources to undertake feasibility studies, due diligence inspections, preliminary drawings and other activities required to evaluate potential projects as well as apply for project financing.

7.2.d To enable non-profit organizations, community development organizations, the Housing Authority of Jackson County, and the City of Ashland, to be responsive to opportunities outside of the annual Request for Proposals timeline, the City may reserve a portion of Affordable Housing Trust Funds to support pre-development activities.

7.2.d.1 Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, and payment of permit application fees may be supported through a non-competitive award of a predevelopment grant that may be required to convert to a loan if the project receives full funding.

7.2.d.2 For-profit developers are not eligible to apply for Ashland's Affordable Housing Trust Funds to assist with predevelopment costs.

7.2.e The City of Ashland is eligible to utilize the funds reserved for the NOFA process to conduct eligible activities as described in Section 3.

7.2.f The City may fund through a NOFA process an ongoing down-payment assistance program, rental assistance program, education program, rehabilitation program, or other programs intended to increase housing opportunities for Ashland's low-moderate income residents which are administered by a non-profit or governmental organization.

Section 8 AHTF Grant or Loan Award Threshold and Selection Criteria

8.01 The project is considered an eligible use or activity under Section 3, and benefits households earning less than 120% the Area Median Income.
(threshold verification)

8.02 If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF. (threshold verification).

8.03 Affordable Housing Trust funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of AHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.

8.04 The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan.

8.05 The lower the income level that is targeted for the benefiting households, the higher the ranking the project shall be given.

8.06 The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the City. The greater the number of units provided, the higher the ranking the project shall be given.

8.07 The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.

8.08 The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.

8.09 The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).

8.10 The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.

8.11 The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.

8.12 The budget and time line are thorough and realistic.

8.13 The project is ready for implementation.

8.14 If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.

8.15 That relocation of existing residents will be minimized, and when necessary the applicant has included accurate relocation assistance costs as part of the project pro forma.

8.16 The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project.

8.17 Additional selection criteria may be developed and included in the annual RFP to best direct Affordable Housing Trust Funds toward an identified priority need. Numeric Rankings for each of the selection criteria shall be incorporated into the annual RFP.

SECTION 9. This resolution was duly PASSED and ADOPTED this 16 day of September, 2008, and takes effect upon signing by the Mayor.

Barbara Christensen

Barbara Christensen, City Recorder

SIGNED and APPROVED this 23 day of September, 2008.

David Chapman

David Chapman, Council Chair

Reviewed as to form:

Richard Appicello

Richard Appicello, City Attorney

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CITY OF ASHLAND
Better Together

A PROCLAMATION FOR BEE CITY USA POLLINATOR WEEK

WHEREAS, pollinators such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinators provide significant environmental benefits that are necessary for maintaining healthy, diverse ecosystems in towns and cities; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, the City of Ashland manages parks, public landscaping, and other public lands that may include greenways and wildlife habitats; and

WHEREAS, the City of Ashland provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats; and

NOW, THEREFORE, I, Tonya Graham, Mayor of the City of Ashland, do hereby proclaim the week of June 19-25, 2023, as our municipality's observance of

National Pollinator Week
and, as Ashland is an affiliate of
Bee City USA ®
do urge all citizens to recognize this observance.

Making The World Safer For Pollinators
Bee City USA
One City At A Time
beecityusa.org

In Ashland we are Better Together.

Dated this 6th day of June 2023

Tonya Graham, Mayor

DocuSigned by:
Melissa Huhtala
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Melissa Huhtala, City Recorder

Better Together

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CITY OF ASHLAND
Better Together

A Proclamation Celebrating Juneteenth National Independence Day

WHEREAS: President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863; and

WHEREAS: News of the Emancipation Proclamation did not reach parts of the southern and southwestern United States until June 19, 1865; and

WHEREAS: For two years, enslaved Black Americans in Texas remained in brutal bondage, immorally and illegally deprived of their freedom and basic rights; and

WHEREAS: The 19th of June, referred to as Juneteenth has been commemorated as the de facto ending of slavery by African American communities for over 150 years; and

WHEREAS: The State of Oregon enacted "black exclusion" laws preventing African Americans from settling in or owning property in the state; and

WHEREAS: We are reminded that America's struggle for independence did not end in 1776 or 1865, but continues to this day; and

WHEREAS: The City of Ashland is committed to recognizing its history of racial discrimination and exclusion; and

WHEREAS: The Juneteenth National Independence Day Act was signed into law as a national holiday on Thursday, June 17, 2021; and

NOW, THEREFORE, I, Tonya Graham, on behalf of the Ashland City Council, urge all our citizens to reflect on how far we have come and how far we must still go to meet the promise of our nation's founding, and ask each of us to celebrate June 19 and the emancipation of all Black Americans as a call to eradicate systemic racism and to honor all those who have lived and died in pursuit of racial justice and social equity. In Ashland we are better together.

Dated June 6, 2023

Tonya Graham

Tonya Graham, Mayor

DocuSigned by:
Melissa Huhtala
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Melissa Huhtala, City Recorder

Better Together