Council Business Meeting Agenda

ASHLAND CITY COUNCIL
BUSINESS MEETING AGENDA
Tuesday, May 16, 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.

Executive Session – The Ashland City Council will hold an Executive Session for the following:

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).

6:00 P.M. Regular Business Meeting*

II. **CALL TO ORDER**
   1. Land Acknowledgement**
III. **PLEDGE OF ALLEGIANCE**
IV. **ROLL CALL**
V. **MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS**

VI. **APPROVAL OF CITY COUNCIL MINUTES *****
   1. Minutes of the May 23, 2022 Special Meeting
   2. Minutes of the May 1, 2023, Study Session and Citizens' Budget Committee
   3. Minutes of the May 2, 2023, Business Meeting

VII. **SPECIAL PRESENTATIONS & AWARDS**
   1. Travel Ashland Quarterly Report

VIII. **CITY MANAGER REPORT**

Council Business Meeting Agenda

IX. **PUBLIC FORUM (15 minutes)** (Public input or comment from the audience on City business not included on the agenda.)

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.

XI. **PUBLIC HEARINGS**

XII. **UNFINISHED BUSINESS**

XIII. **NEW BUSINESS**

1. Emergency Traffic Routes and Non-Congregate City Facilities Security Camera Policy
2. Class Special Procurement Sourcing Method Approval for Asphalt Patching
3. Class Special Procurement Sourcing Method Approval for City Bulk Fuel
4. Class Special Procurement Sourcing Method Approval for Firefighter Health and Cancer Screenings
5. Class Special Procurement Sourcing Method Approval for SNF Polydyne (Liquid Polymer)
6. Class Special Procurement Sourcing Method Approval for Vehicle and Equipment Repairs and Maintenance

XIV. **ORDINANCES, RESOLUTIONS AND CONTRACTS**

1. Resolution 2023-09 Adopting Financial Management Policy Updates

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

1. 2023-2025 BN Budget Funding Priorities
2. Early Learning Ad Hoc Committee
3. Oregon Urban Rural Community Forestry Project Presentation

XVI. **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

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 REGULAR BUSINESS MEETING*

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Hyatt led the Pledge of allegiance.

III. ROLL CALL

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

IV. MAYOR'S ANNOUNCEMENTS

Land Acknowledgement**

Mayor Akins read the Land Acknowledgement.

V. APPROVAL OF MINUTES

Minutes of Boards, Commissions and Committees***

VI. SPECIAL PRESENTATIONS & AWARDS

VII. PUBLIC FORUM

Emily Simon – Ashland – Spoke regarding concerns regarding the Public Survey. She spoke regarding concerns of the ability for the Citizens to give public input. She spoke that she is aware of budgetary constraints of the City of Ashland. She spoke to the importance of equity. She thanked City Manager Joe Lessard.

Leda Shapiro - Ashland– Spoke regarding she is glad to have these meetings. She spoke regarding the Survey and the budget downfall.

VIII. CITY MANAGER REPORT

IX. CONSENT AGENDA

1. Authorize City Manager to enter into Ashland Airport Ground Leases

2. Approval of a Federal Aviation Administration (FAA) Grant Offer & Oregon Department of Aviation (ODA) Critical Care Airport Relief Grant Offer

Hyatt/Graham moved to approve the Consent Agenda. Discussion: None. All Ayes. Motion passed unanimously.

X. PUBLIC HEARINGS

Mayor Akins opened the Public Hearing at 3:45 PM.

1. Public Hearing for BN 2021-23 Approval of Resolution Confirming Jurisdictional Qualification For State Subventions and Approval of Resolution to Receive State Funds

Finance Director Alison Chan gave a Staff Report.

Hyatt/Moran moved to approve a Resolution Certifying City Provides Sufficient Municipal Services to Qualify for State Subventions and A Resolution Declaring the City's Election to Receive State Revenues. Discussion: Hyatt thanked Staff. Roll Call Vote: Jensen, DuQuenne, Graham, Hyatt, Seffinger and Moran: YES. Motion passed Unanimously.

2. Public Hearing for 2022-23 Budget Approval Resolution Levying Property Taxes

Finance Director Alison Chan gave a Staff Report.

Jensen/Seffinger moved to approve A Resolution Levying Taxes for the Period of July 1, 2022, to and Including June 30, 2023, Such Taxes in the Levy rate of $4.2865/$1,000 Assessed Value Upon All the Real and Personal Property Subject to Assessment and Levy Within the Corporate Limits of the City of Ashland, Jackson County, Oregon. And the City Council also levies a tax for the repayment of General Obligation Debt in the amount of $215,339. Discussion: Jensen thanked Staff. Hyatt clarified that a portion of this bill goes to the County and a portion goes to the School District.
Roll Call Vote: Jensen, DuQuenne, Graham, Hyatt, Seffinger and Moran: YES. Motion passed Unanimously.

3. Resolution 2022-12 Creating a Tourism, and System Development Charges funds (5)

Finance Director Alison Chan gave a Staff Report.

Council discussed the process of restricted funds.

Jensen/Hyatt moved approval of establishing a Tourism Fund as well as 5 STD Funds. Discussion: Hyatt clarified that the creation of these funds does not add to our budget it is just to set money aside to go to the appropriate purpose. Roll Call Vote: Jensen, DuQuenne, Graham, Hyatt, Seffinger and Moran: YES. Motion passed Unanimously.

Graham/Hyatt moved to approve Resolution 2022-12 a Resolution adopting a supplemental budget for changes to the 2021-23 biennial Budget. Discussion: None. Roll Call Vote: Jensen, DuQuenne, Graham, Hyatt, Seffinger and Moran: YES. Motion passed Unanimously.

Mayor Akins closed the Public Hearing at 4:02 PM.

XI. UNFINISHED BUSINESS

1. Community Budget Survey and Action

Public Input:

Rick Landt- Ashland – Landt spoke regarding issues of the survey questions specifically with Parks.

Leda Shapiro – Ashland – She spoke in concern regarding the survey questions. She spoke that this process is a waste of money.

Susan Hall – Ashland – Spoke regarding the survey. She spoke that other citizens spoke in concern of the survey and suggested that the data needs to be more clear.

City Manager Joe Lessard gave a brief Staff Report.

SOU Staff: Karen Miller-Loessi Ph.D., Daniel Rubenson, Ph.D., and Eva Skuratowisz Ph.D. went over a PowerPoint Presentation ***(see attached).***

Items Discussed were:

- Survey Design
- Issues in Survey Design
- Final Mortifications to Questions
- What the Survey Will Tell Us

Council discussed the survey questions, process, priorities and costs.

Jensen/Graham moved to direct Staff and consultants to immediately and vigorously move forward with the already approved citizen budget survey without delay. Discussion: Jensen spoke that time is of the essence. He spoke that there has been great feedback.

Graham spoke that we know as a Council that we can no longer kick the can down the road in terms of our budget issues. She spoke that we need to ask the people in the Community what they care about and what direction they are hoping for their Community. Public engagement is very important. She spoke that this survey is incredibly important. She spoke that Council voted to move forward with this survey. She spoke at the last Council Meeting the Council decided to slow up on the process; however, this survey was leaked and put out to the Community ahead of time. She spoke that this is a problem about trust and confidence. She spoke that someone on this Council leaked this and that is a problem. She spoke that this leak could have derailed this effort to find out what the people think. She spoke to the importance to move forward quickly.

Seffinger spoke that she has been contacted by citizens that they are concerned about services are to be maintained as they are. She spoke that it is important to ask the citizens what they want.

DuQuenne thanked SOU Staff and spoke to the importance to hear from the Citizens. She spoke in disappointment regarding not being able to include the General Fund in its entirety.

Hyatt thanked the SOU team and for providing feedback. She spoke that it is unfortunate that this was put out ahead out of ahead of time with out all the supporting documentation necessary to fully understand and assess the survey. She spoke to the importance of hearing from the citizens.

Mayor Akins thanked SOU Staff. She spoke that for the record she did not do the leak.

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

Council took a brief recess.

XII. NEW AND MISCELLANEOUS BUSINESS

Public Input:

Susan Hall – Ashland - Spoke regarding concerns of the PERS Fund and urged Staff to look more into this topic.

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

Lessard gave a brief Staff Report.

He went over a PowerPoint Presentation ***(see attached).*** Items discussed were:

- General Fund – Budget Deficit Status
  - Manager's responsible for adopted budget
  - Food & Beverage Tax – Restricted Revenue

Public Input:

Rick Landt – Ashland - Parks Commissioner Landt spoke regarding the Food & Beverage allocation and urged to stay consistent with the City Attorney.

Moran/Seffinger moved to suspend the rules to allow questions to Mr. Landt. Discussion: None. Voice Vote: All Ayes. Motion passed unanimously.

Mayor Akins questioned if the funding would go in the CIP but not operation and maintenance. Landt spoke that this is what is being proposed but those are 2 separate funds and more critically being impacted in operation funds. He spoke that there has been deterioration in the parks due to operations. He spoke that programs are being compromised due to cuts.

Council discussed CIP Funds.

- FY 2022-23 General Fund Status & Recommendations
- Vision & Plan/Do/Act Cycle
- Vision for Success
- Values for Success
- Mayor & City Council Vision Ballot

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- Mayor & City Council Values Ballot
- Ashland's Characteristics
- Risk Assessment
- Risk Assessment Ballot
- Ashland's Characteristics – Economics

Planning Director Bill Molnar and Planning Manager Brandon Goldman joined the meeting to go over this slide.

- SOU Enrollment Status
- Population Growth
- Household Size 2014-2018
- Share of Households by Income 2019
- Ashland's Demographics Summary
- Urban Form
- Development Lands
- Affordable and Workforce Housing Development
- Strategic Choices – Opportunities
- Activity Centers (investment Districts)
- Transit Supportive Development
- Future Growth (next 40+) years
- Urban Form Summary

Council took a brief recess.

Council discussed having a Council a Study Session regarding affordable housing and would like to look at the City Comprehensive plans.

Graham/DuQuenne moved to adjourn.

The May 23rd Special Council Meeting was adjourned at 7:32 PM. The Special Council Meeting will Continue on May 23rd at 3:30 PM

Respectfully submitted by:

DocuSigned by:
Melissa Huhtala
A02A82A0E5F2482...

City Recorder Melissa Huhtala

Attest:

Mayor Akins

Southern Oregon University Research Center
Karen Miller-Loessi, Ph.D.
Daniel Rubenson, Ph.D.
Eva Skuratowicz, Ph.D.

Issues in Survey Design

Southern OREGON UNIVERSITY

Specificity

- General fund only
- Scenarios that would balance budget
- Implications for households
- Blanket approaches such as "eliminate waste" or "cut across the board" don't tell us about residents' priorities
  - Compensation
  - Administration
  - Staffing level cuts follow identified priorities

Final Modifications to Questions

- Question 14, current version:

"The City Council and City Manager determine how to cut spending. This would mean reductions in city services as proposed in the other survey boxes or other reductions that they identify."

- Question 14, final version:

"The City Council and City Manager determine how to cut spending. This could mean reductions in city services as described in the other survey boxes or other budget savings that they identify."

- Questions 2, 7, 10, final version:

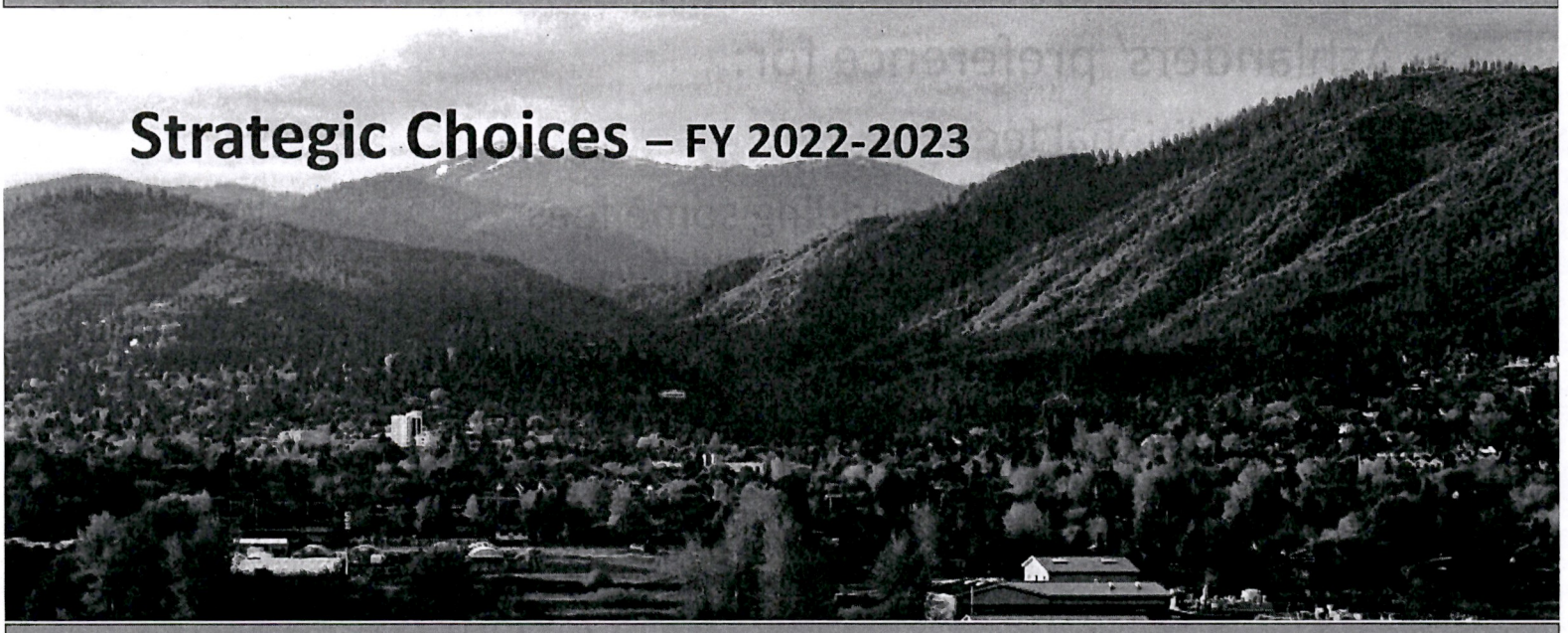
Change "Severely reduce" to "Major reductions in"

What the Survey Will Tell Us

Southern OREGON UNIVERSITY

- Ashlanders' preference for:
  - no additional fees
  - making some cuts & adding some fees
  - maintaining current City spending levels
  - cuts in specific city activities
- Willingness to pay more fees to increase police & fire coverage
- Specific comments on each policy option

Strategic Choices – FY 2022-2023



CITY OF ASHLAND

Mayor and City Council Special Called Business Meetings
May 23 & 24

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 Commissions

  - CIP Budget
    - Transportation
    - Storm Drain
    - Wastewater
    - Water

  - Surplus City Property

  - PERS Liability Accounting

  - 2022-23 Recommendations

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

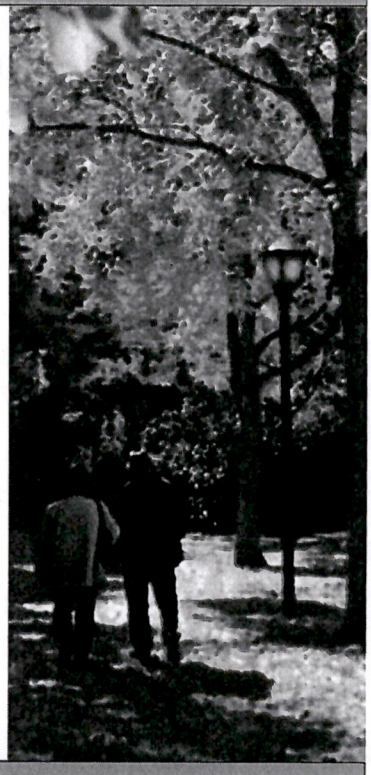
  - April 1, 2022 Financial Operations Memo
    - Freeze vacant positions unless otherwise authorized
      - Vacancy savings to be used for deficit coverage
    - Travel & training restricted except for certifications and to maintain operational readiness
    - Department budget reduction plans

General Fund - Budget Deficit Status

- **Food & Beverage Tax is a Restricted Revenue**
  - 1993 parks lands and open space parks program acquisition & other purposes
  - 2009 Add wastewater debt (80%) & parks CIP (20%)
  - 2016 voters enact Council-approved ordinance that includes park (≥25%), tax administration (2%), fixed amounts for wastewater, and adds street repair & rehabilitation provision
  - AMC 4.344.020

    C.5.d Except as provided in subsection D of this section, any remaining amounts shall be appropriated for purposes consistent with this chapter unless other purposes are approved by a Council-adopted ordinance enacted by a vote of the Ashland electorate.

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**

  - o General Fund Budget Status
    - Priorities & Adjustments

  - o City Commissions

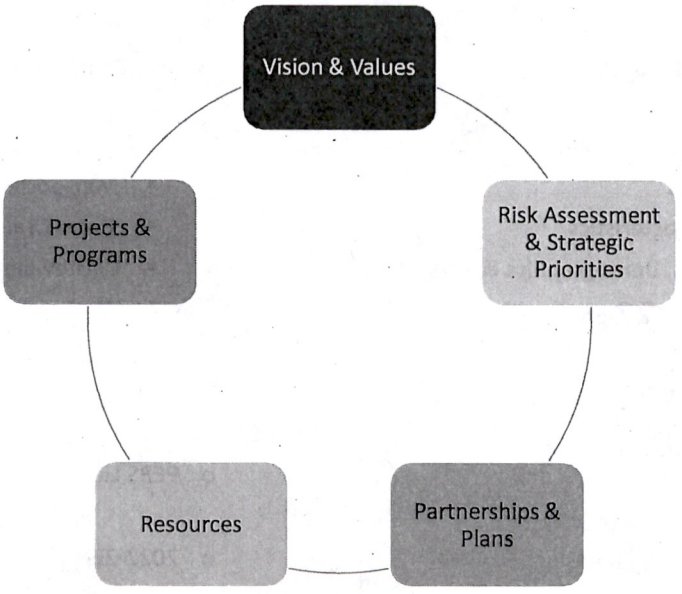
  - o CIP Budget
    - Transportation
    - Storm Drain
    - Wastewater
    - Water

  - o Surplus City Property

  - o PERS Liability Accounting

  - o 2022-23 Recommendations

Strategic Choices - Vision & Plan/Do/Act Cycle

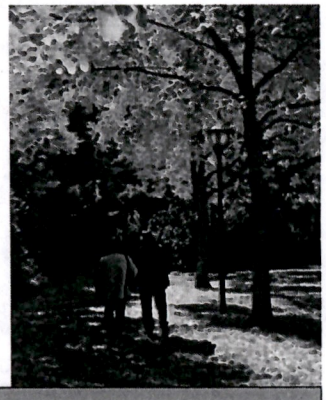


Strategic Choices – Vision for Success

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

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

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



Strategic Choices – Values for Success

Values that support the Vision:

- **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 conservation
  - Community affordability, including in available housing
  - Regional cooperation, including in support for public safety and homelessness

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 service delivery
  - Public safety, including emergency preparedness for climate change risk
  - Quality infrastructure and facilities through timely maintenance and community investment

Mayor & City Council – Vision Ballot

- ***Ashland is a resilient, sustainable community that lives within its means <u>and</u> maintains the distinctive quality of place for which it is known.***

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

  _____

  _____

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

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

  _____

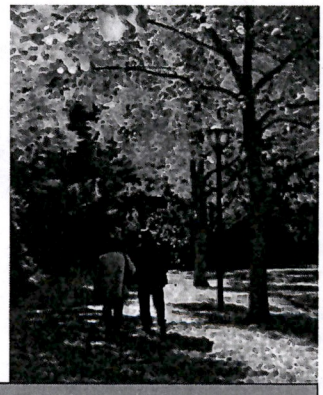
  _____

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

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

  _____

  _____



Mayor & City Council – Values Ballot

	Yes	No
• **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 conservation	___	___
○ 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 investment	___	___
○ Other: _____		
○ Other: _____		

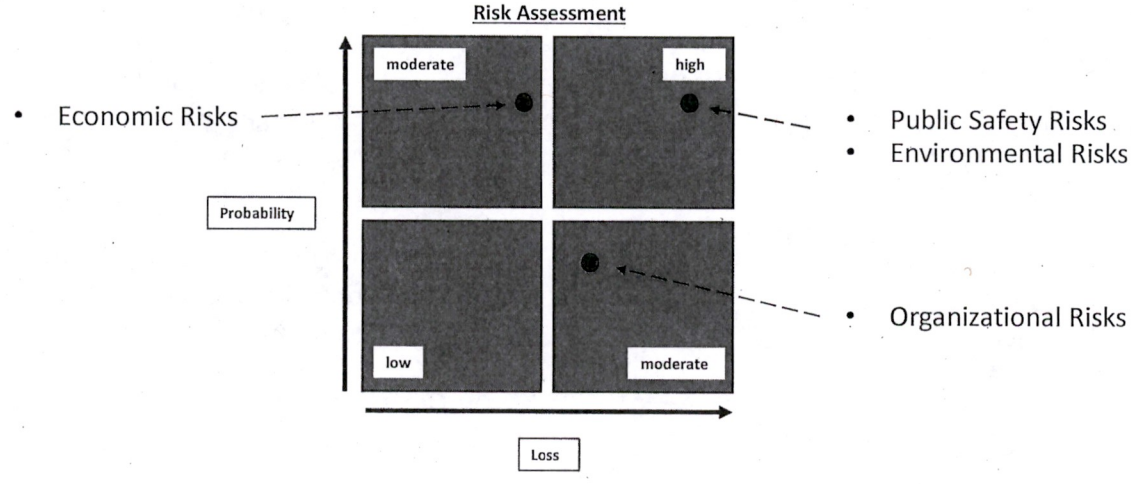
Ashland's Characteristics

- **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 population growth
  - Aging population
  - Small household sizes

Ashland's Characteristics

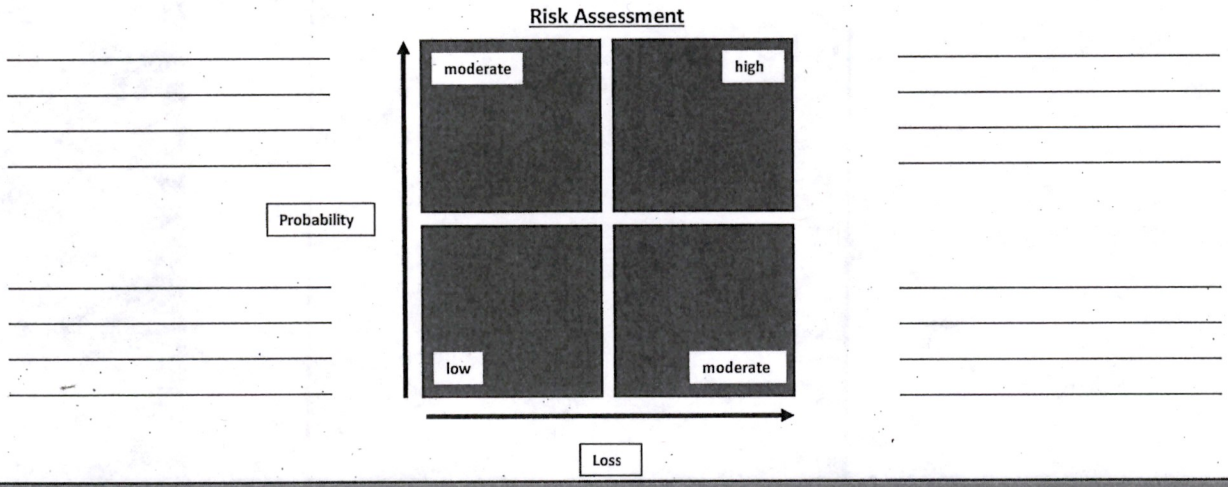
- **Risks**
  - Public Safety
    - Fire (urban, wildfire & smoke)
    - Pandemic
  - Environmental
    - Climate Change
      - Extreme weather
      - Changing biodiversity
      - Water resources
    - Flood
    - Earthquake
  - Economic
    - Changing tourism trends
    - Service Industry/Fixed Income Economy
      - Workforce earnings outflow
      - Emergency Recovery/Resilience
    - High housing cost
      - Shift to high asset owners
      - Push out of affordable housing
      - Out flow of family housing
    - Economic downturn
      - Recession/Inflation
  - Organizational
    - Turnover
      - Recruit, Train & Retain
      - Lost productivity

Strategic Choices - Risk Assessment



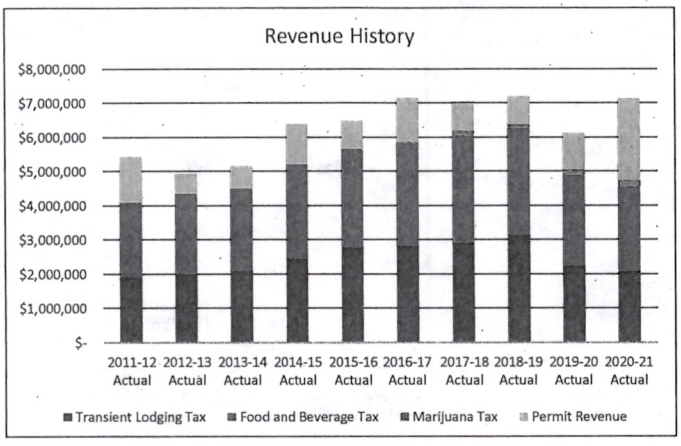
Mayor & City Council – Risks Assessment Ballot

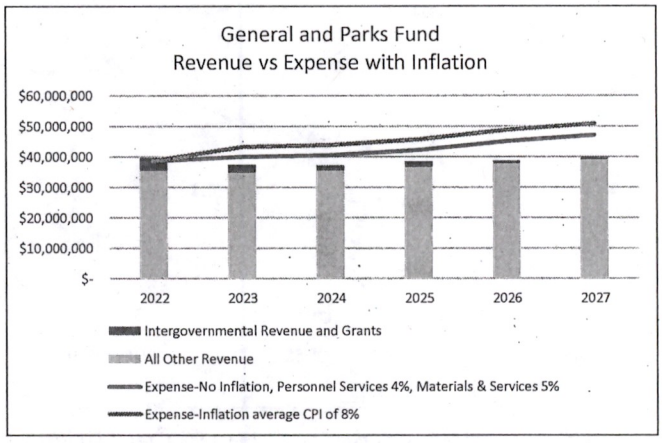
- Public Safety Risks
- Environmental Risks
- Economic Risks
- Organizational Risks



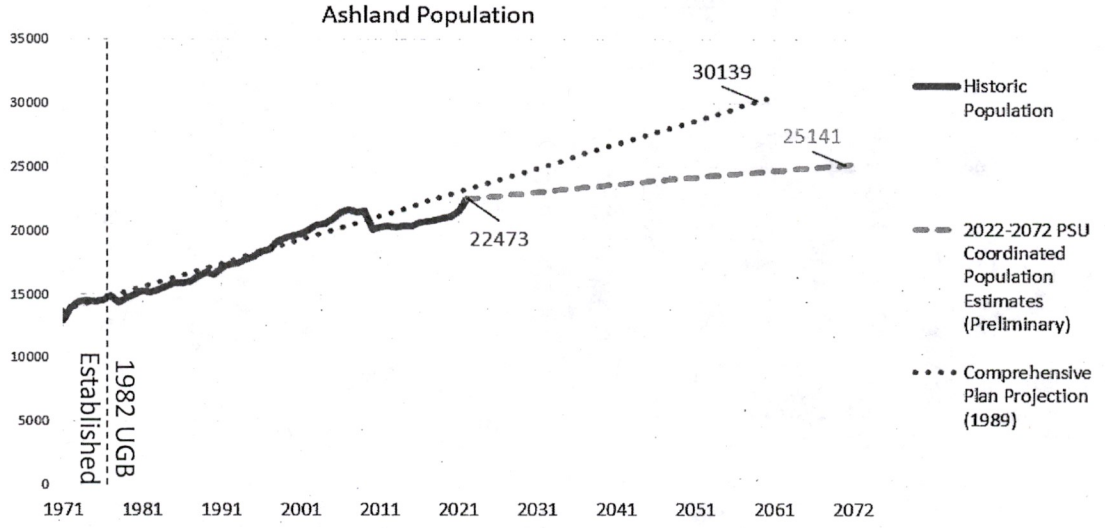
Questions?

Ashland's Characteristics – Economics





Ashland's Characteristics – Economics

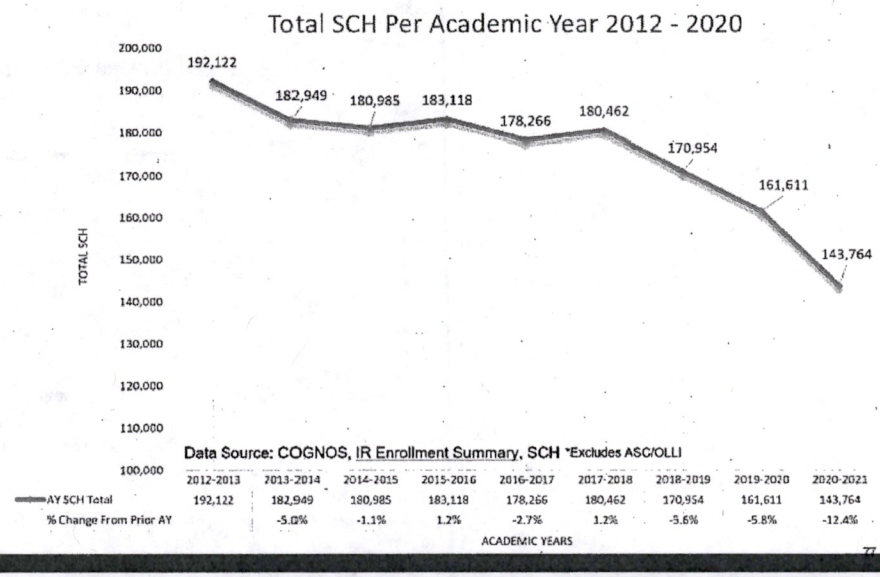


Population growth rate projected to slow over the next 50 years

Limited Population Growth

SOU Enrollment Status

Enrollment Context: Decline in Student Credit Hours (SCH)



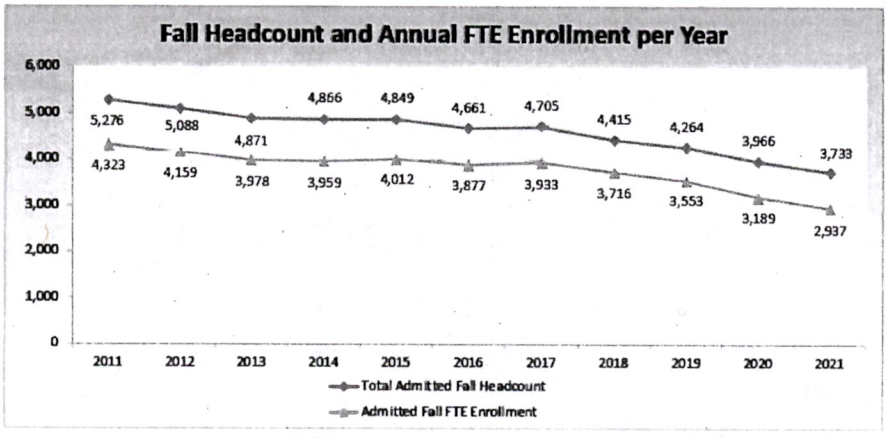
Data Source: COGNOS, IR Enrollment Summary, SCH *Excludes ASC/OLLI

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
AY SCH Total	192,122	182,949	180,985	183,118	178,266	180,462	170,954	161,611	143,764
% Change From Prior AY		-5.0%	-1.1%	1.2%	-2.7%	1.2%	-5.6%	-5.8%	-12.4%

SOU Enrollment Status

Fall 2021 Headcount and FTE Enrollment

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	% Change from 2020 to 2021
Total Admitted	5,276	5,088	4,871	4,866	4,849	4,661	4,705	4,415	4,264	3,966	3,733	-4.8%
Admitted Fall FTE Enrollment	4,323	4,159	3,978	3,959	4,012	3,877	3,933	3,716	3,553	3,189	2,937	-7.9%

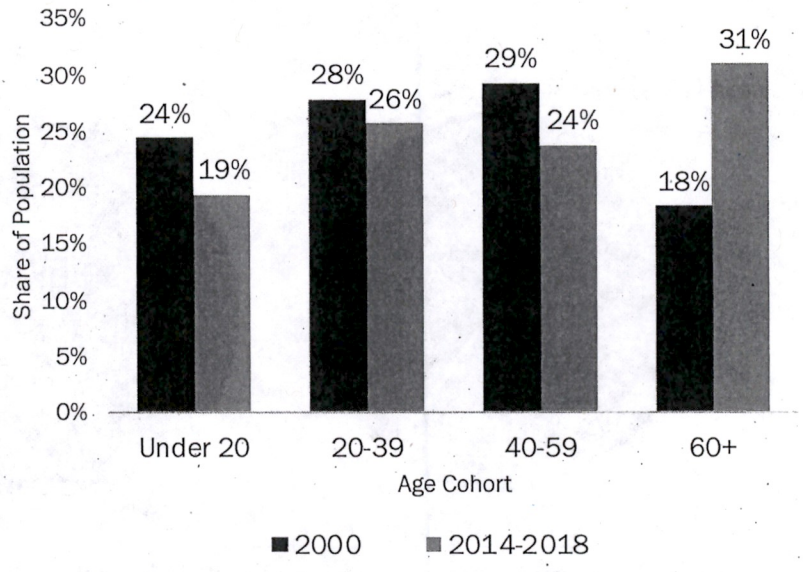


* Source SOU Institutional Research
** Figures do not include Nursing Enrollment or Non-admitted Students

Ashland's Characteristics

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

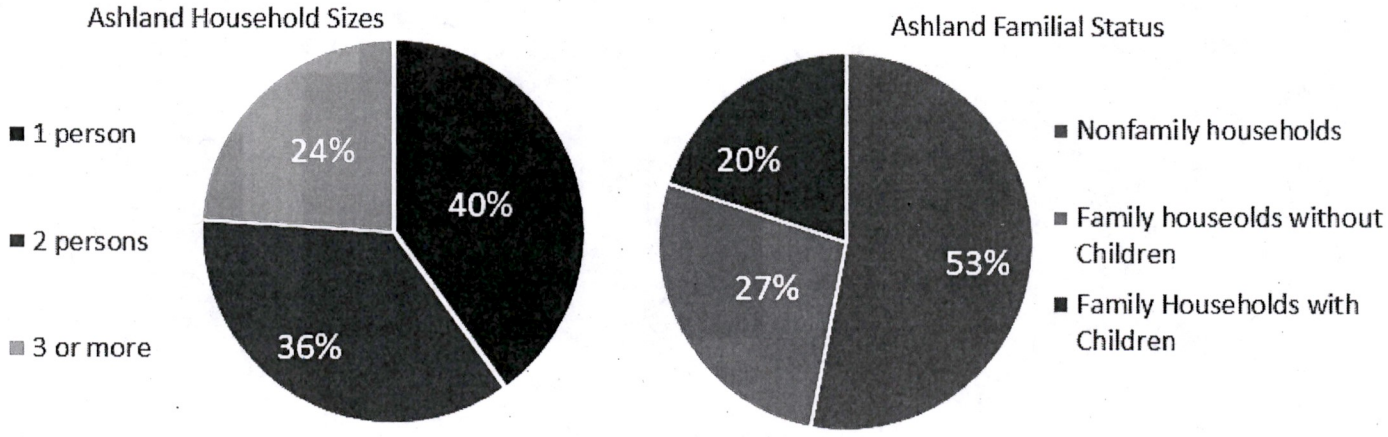
Source: U.S. Census Bureau, 2000 Decennial Census Table P012 and 2014-2018 ACS, Table B01001.



- Ashland's population is increasingly made up of older individuals

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

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



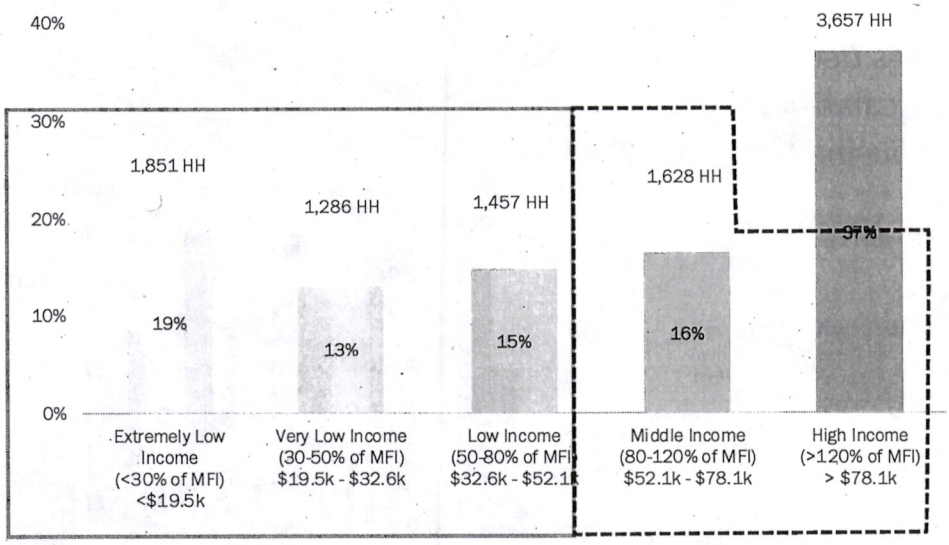
- 3/4th of households are comprised of just 1 or 2 people, and
- 1/5th of households have children present

Small household sizes

Ashland's Characteristics - Share of Households by income: Ashland, 2019

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

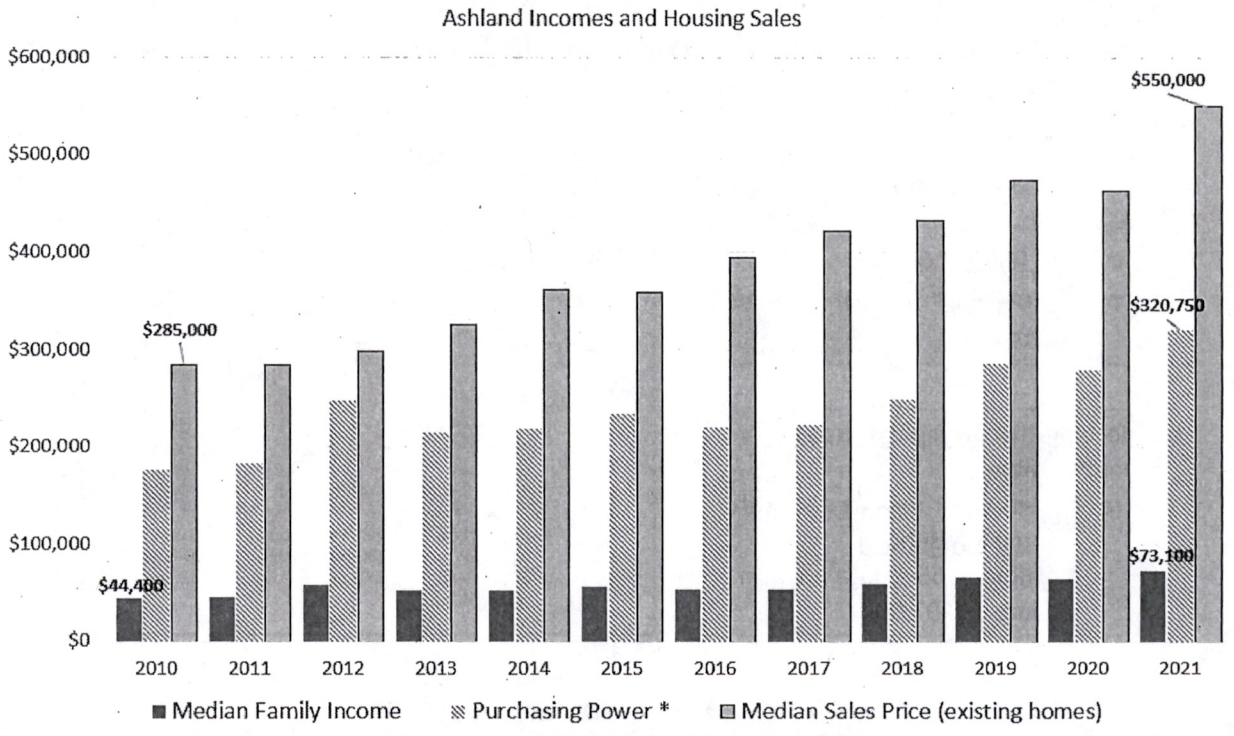
- Housing ownership is increasingly unaffordable
  - Including for middle and high-income households (earning ≤165% area median income - $107,000)



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

Source: U.S. Department of HUD, Jackson County, 2020. U.S. Census Bureau, 2015-2019 ACS Table 19001.

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

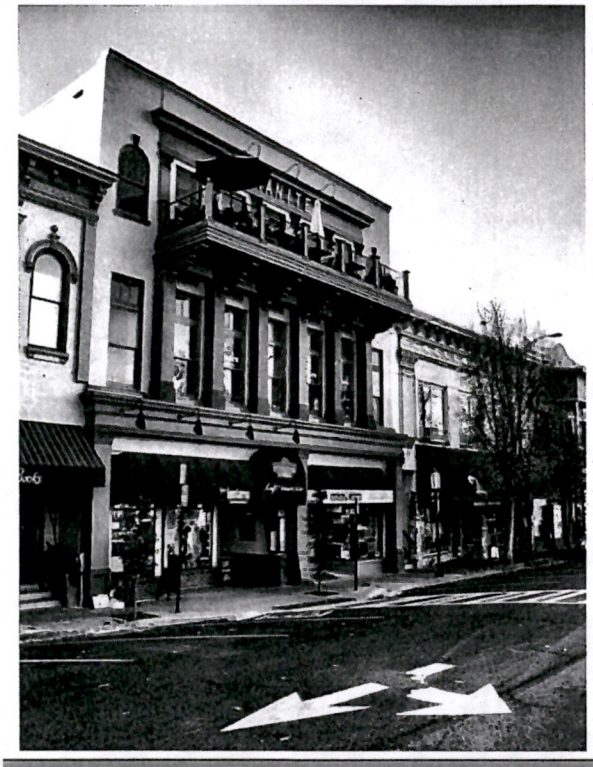
- Slow population growth is expected to continue
- Aging population
- Avg. household of only 1 or 2 people
- Increasing divide between higher and lower households
  - Median cost of home was $550,000 in 2021
    - Requires a household income of approx. $120,000 a year
  - Only high income/asset households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

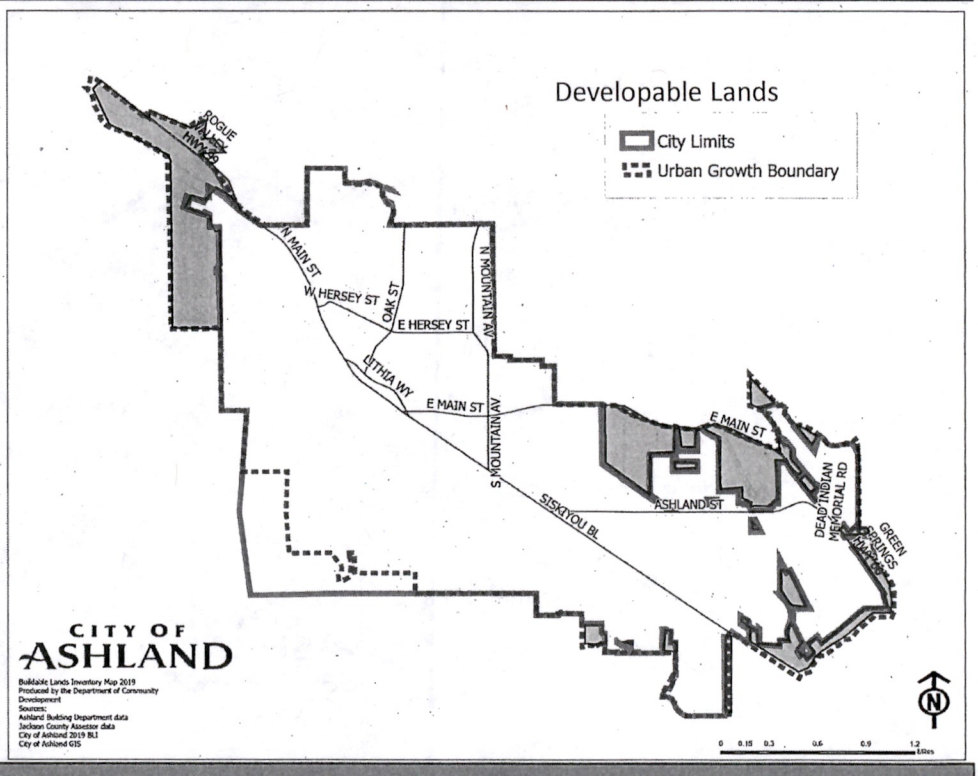
Ashland's Characteristics – Urban Form

- 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.

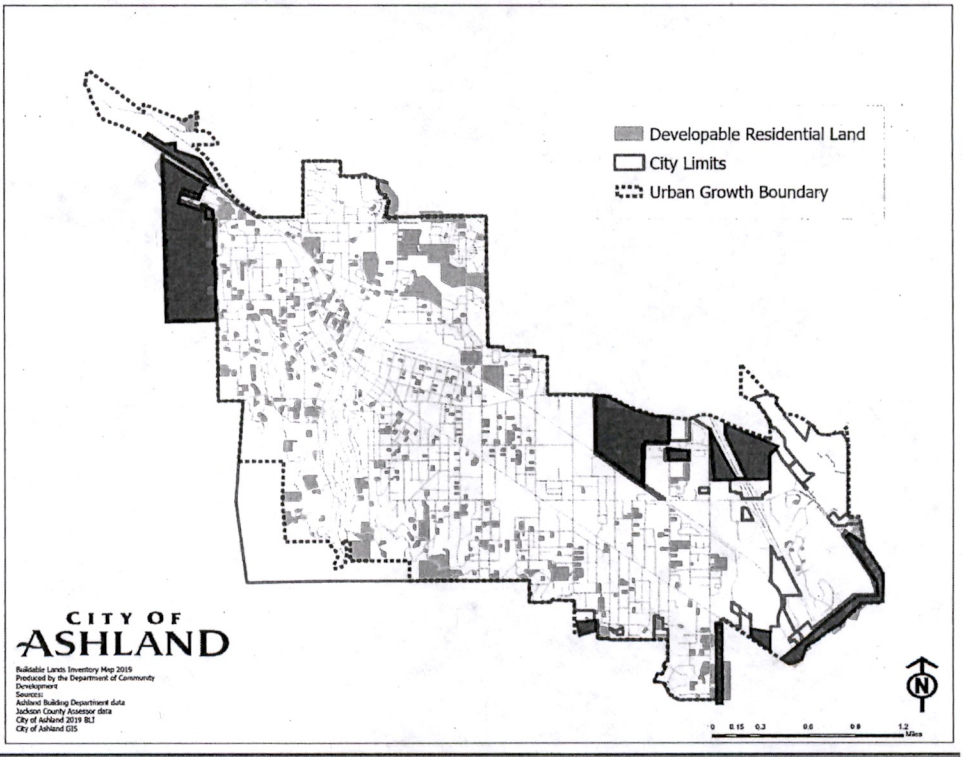
- Market
  - High market values
  - Aging housing stock
  - Locked Growth Capacity
  - 20+ commercial/employment land
    - Includes Croman Mill




Developable Lands
City Limits
Urban Growth Boundary
ROGUE VALLEY HWY 99
N MAIN ST
W HERSEY ST
OAK ST
E HERSEY ST
N MOUNTAIN AV
LITHIA WY
E MAIN ST
S MOUNTAIN AV
E MAIN ST
ASHLAND ST
SISKIYOU BL
DEAD INDIAN MEMORIAL RD
GREEN SPRINGS HWY
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
0 0.15 0.3 0.6 0.9 1.2
Miles

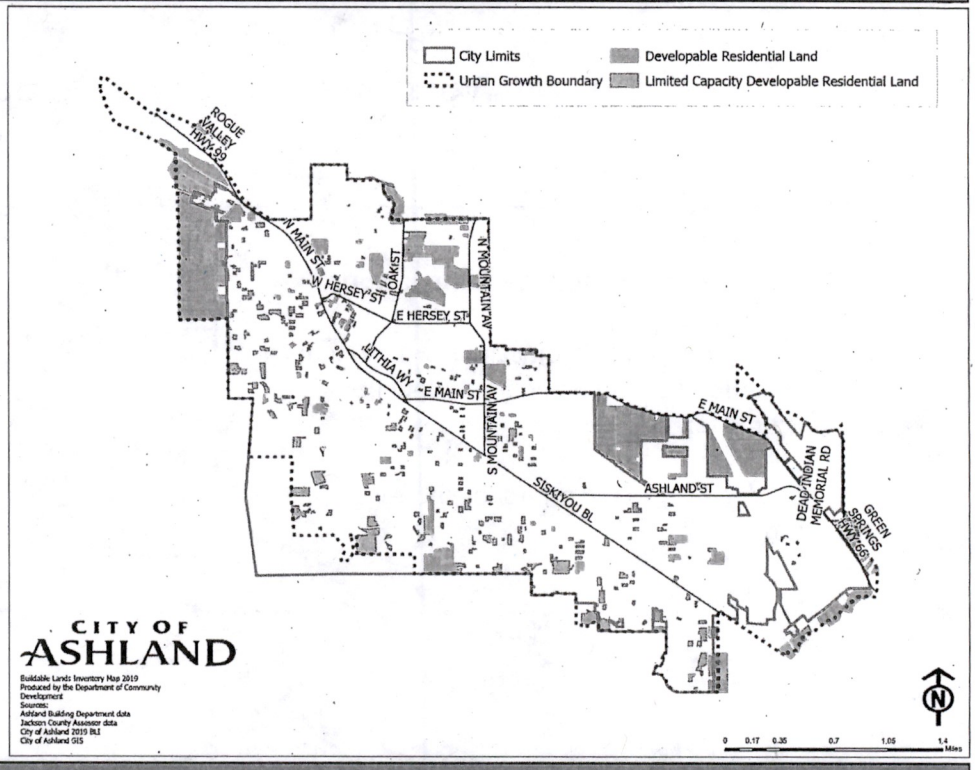
Developable Lands

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



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 Development

Required Affordability- Annexations

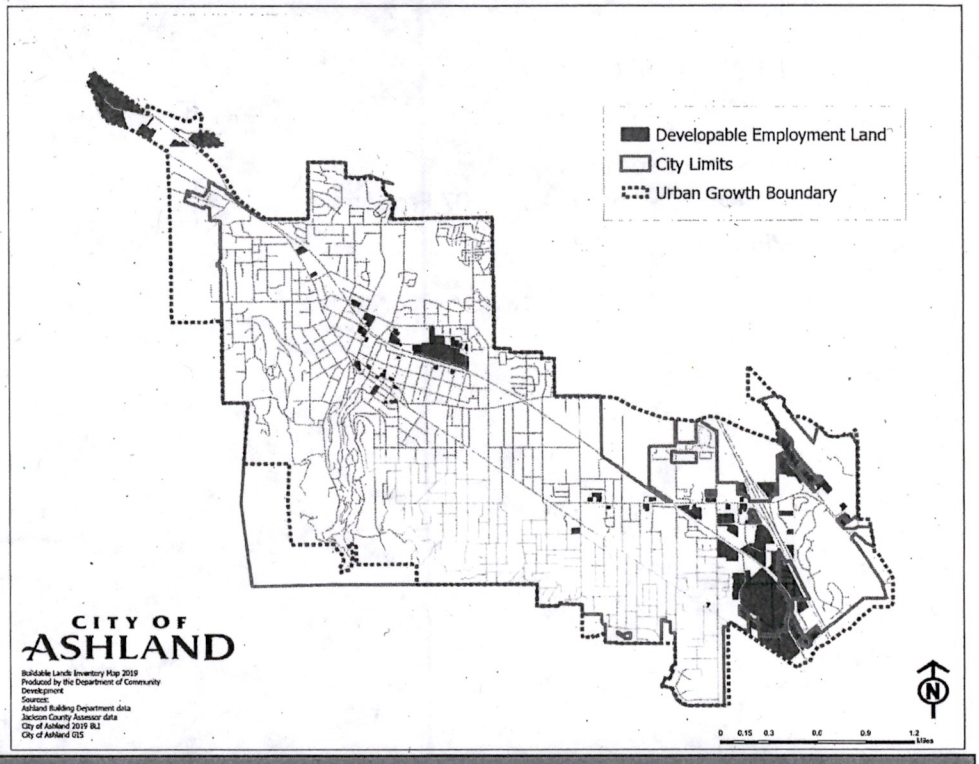
- Dwelling capacity outside City Limits = 1300 units
  - 25% affordable units required (depending on income targets)
- **325** new deed restricted affordable housing units expected

Voluntary affordability - Infill

- Subsidy required for affordability
- City support
  - Fee Waivers
  - System Development Charge waivers
  - Land Dedication
  - Zoning Incentives (density bonuses)
  - Grants (CDBG, AHTF)
  - Urban Renewal (potential)

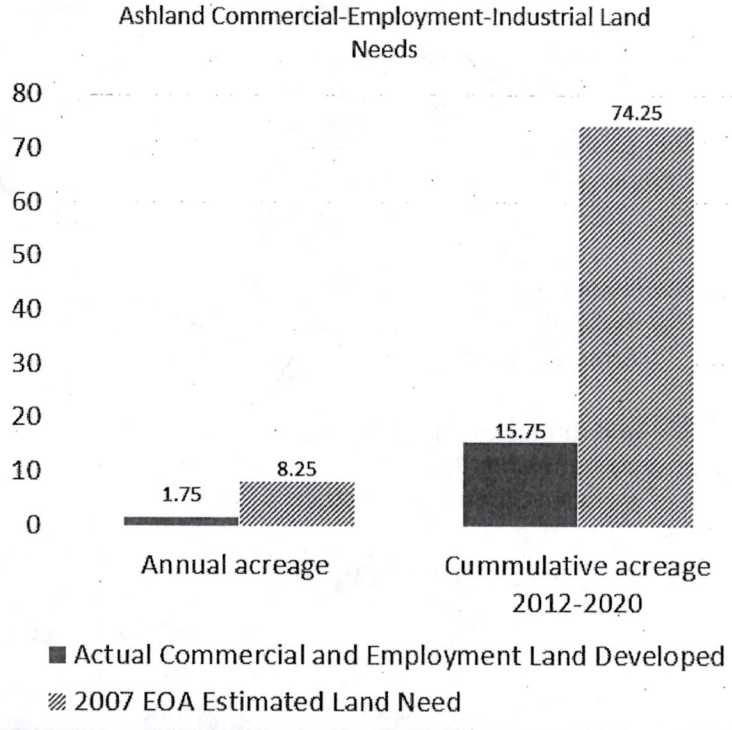
Developable Lands

- 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



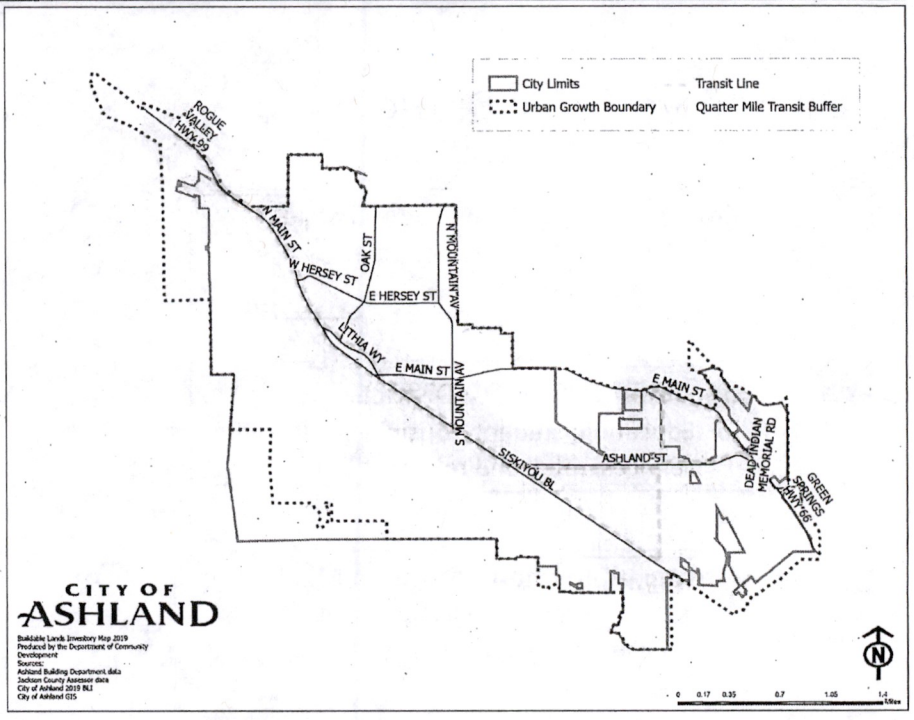
Developable Lands

- 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



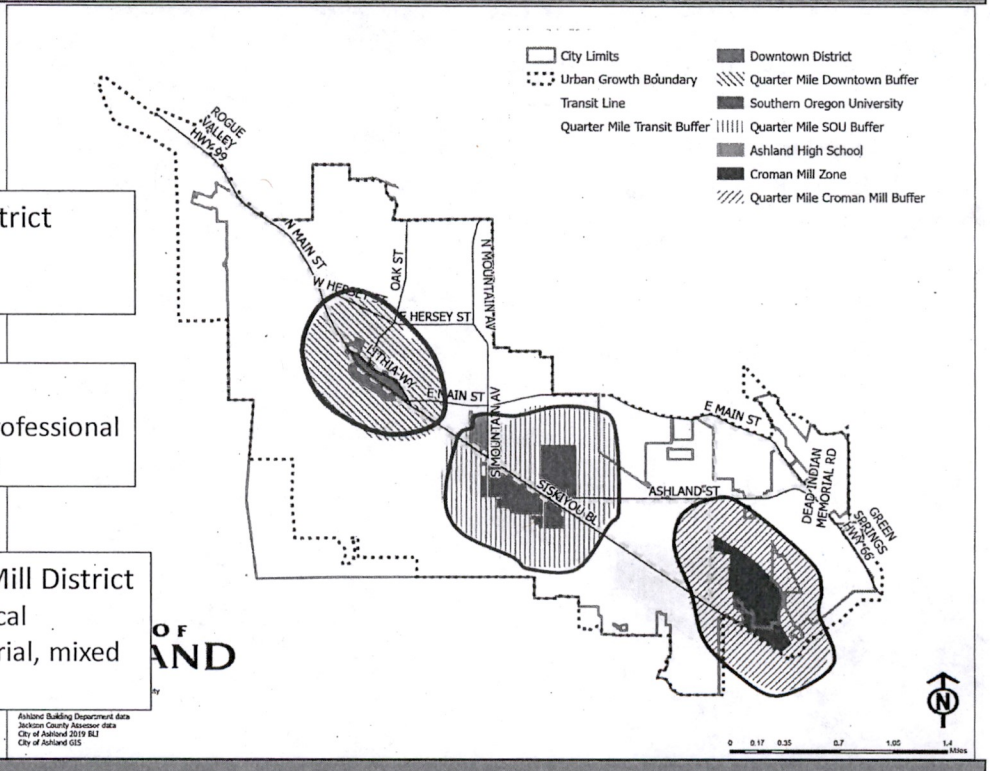
Transit Corridors

Strategic Choices - Activity Centers (Investment Districts)

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

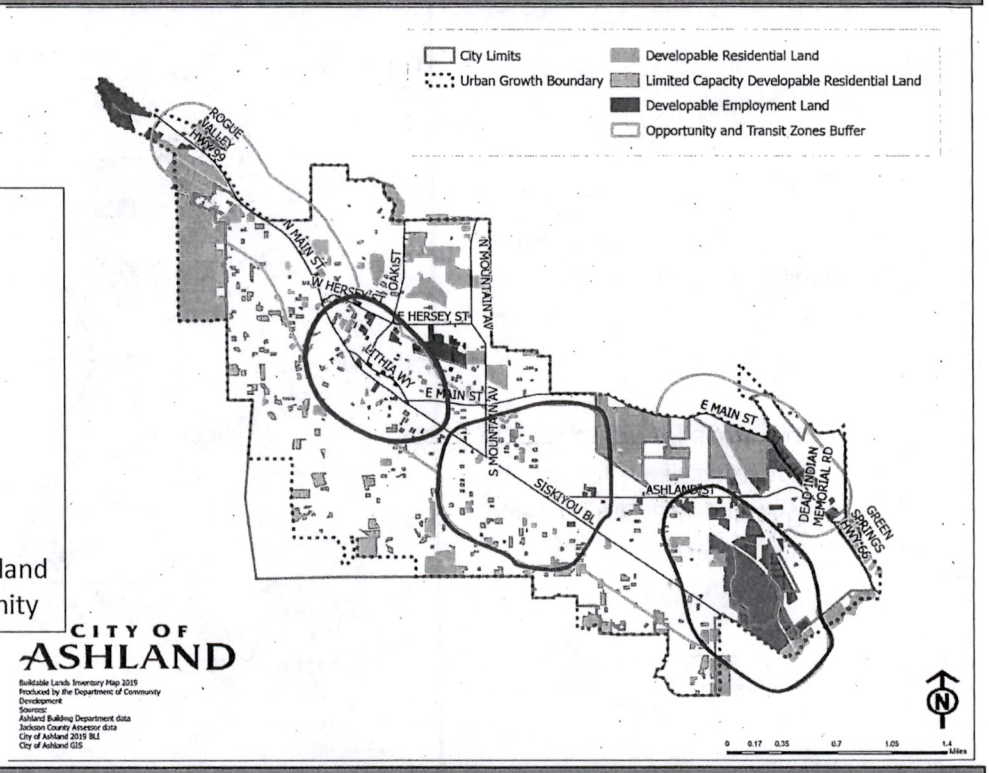
- **Education** - University District
  - Education, student housing, professional services, retail and restaurants

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



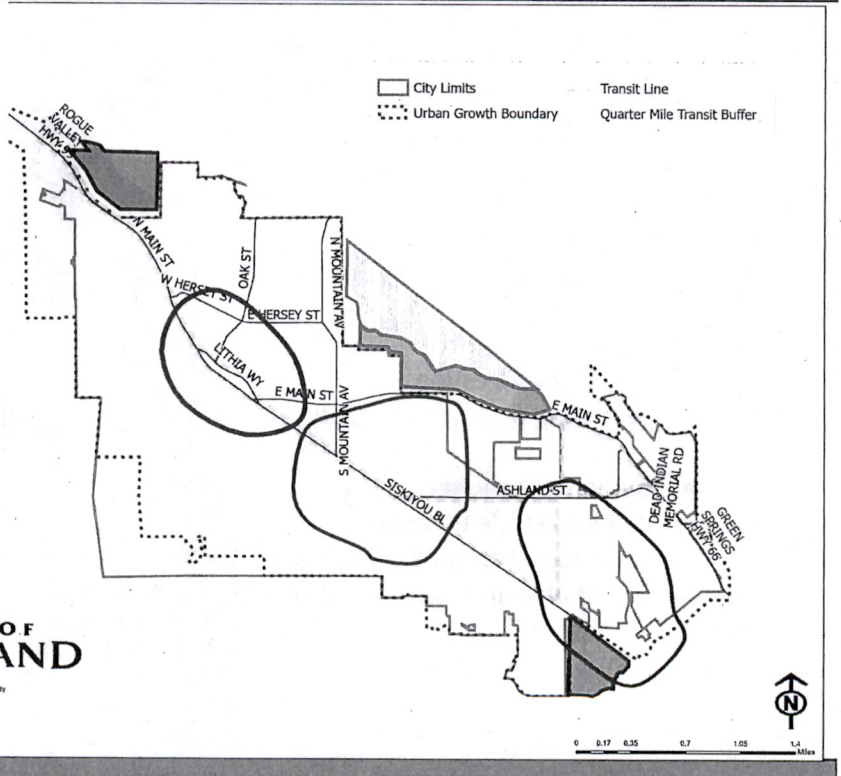
Strategic Choices - Transit Supportive Development

- **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



Strategic Choices - Future Growth (next 40+ years)

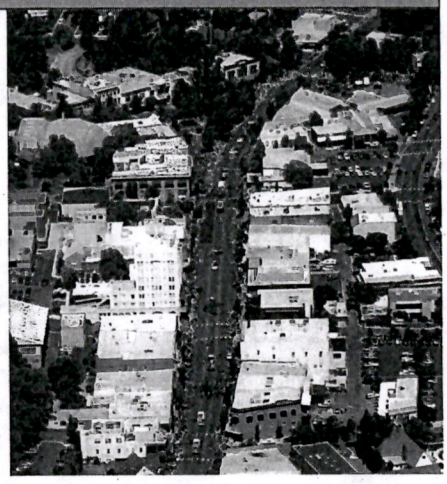
- Evaluate opportunities for future expansion of Ashland's UGB
- Activity center investments
- Potential areas for *urban reserve areas*:
  - Northside of E. Main St.
  - Tolman Creek/Siskiyou Blvd
  - Billings Farm



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

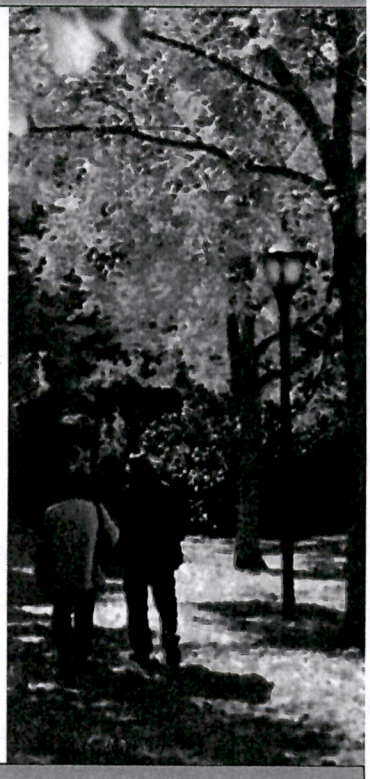
Strategic Choices - Urban Form Summary

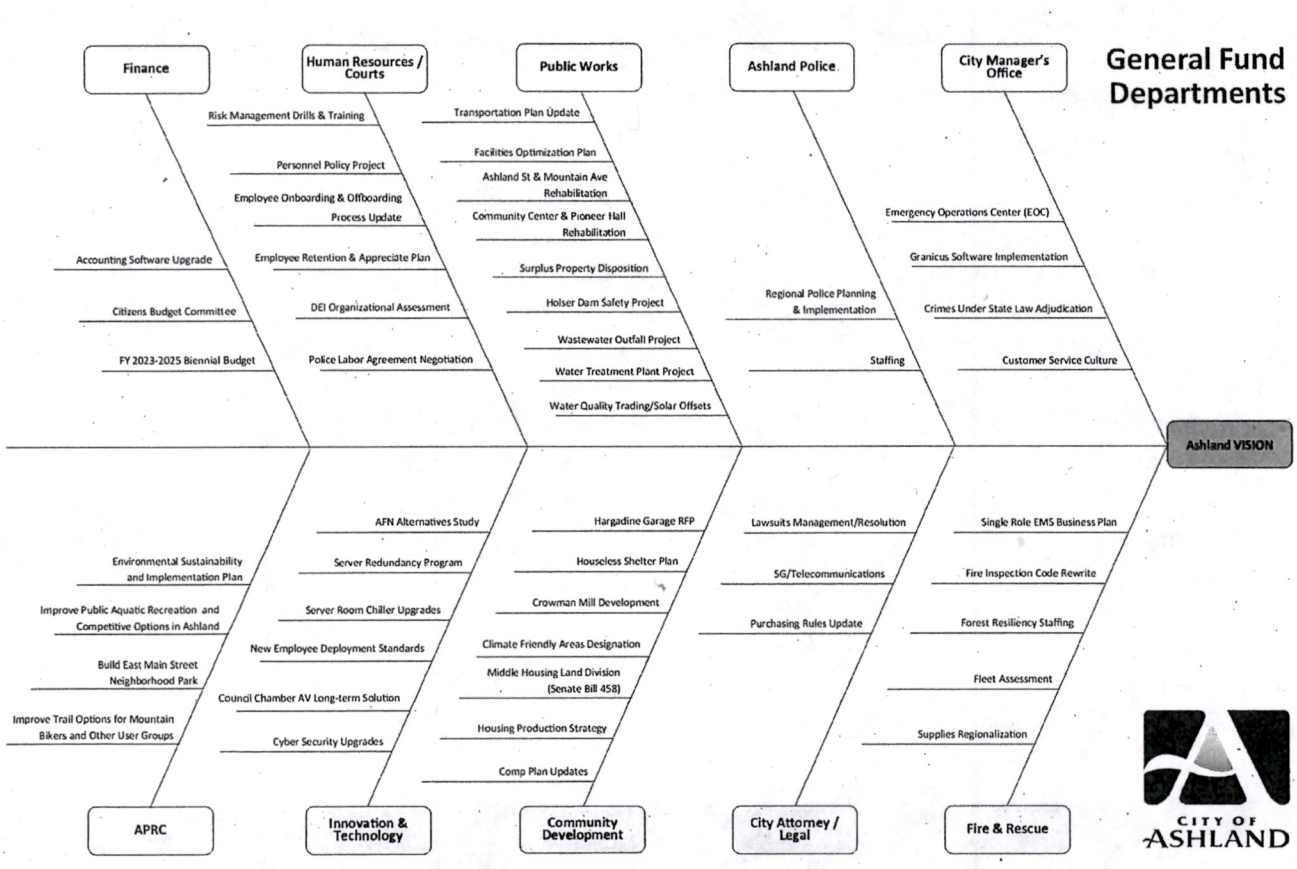


- Unlock existing housing and employment capacity
  - Housing Production Strategy 2022
  - Address site contamination and/or infrastructure costs
  - Economic diversity and resiliency strategy

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

Questions?




General Fund Departments
Finance
Human Resources / Courts
Public Works
Ashland Police
City Manager's Office
Accounting Software Upgrade
Citizens Budget Committee
FY 2023-2025 Biennial Budget
Risk Management Drills & Training
Personnel Policy Project
Employee Onboarding & Offboarding Process Update
Employee Retention & Appreciate Plan
DEI Organizational Assessment
Police Labor Agreement Negotiation
Transportation Plan Update
Facilities Optimization Plan
Ashland St & Mountain Ave Rehabilitation
Community Center & Pioneer Hall Rehabilitation
Surplus Property Disposition
Holser Dam Safety Project
Wastewater Outfall Project
Water Treatment Plant Project
Water Quality Trading/Solar Offsets
Regional Police Planning & Implementation
Staffing
Emergency Operations Center (EOC)
Granicus Software Implementation
Crimes Under State Law Adjudication
Customer Service Culture
Ashland VISION
Environmental Sustainability and Implementation Plan
Improve Public Aquatic Recreation and Competitive Options in Ashland
Build East Main Street Neighborhood Park
Improve Trail Options for Mountain Bikers and Other User Groups
AFN Alternatives Study
Server Redundancy Program
Server Room Chiller Upgrades
New Employee Deployment Standards
Council Chamber AV Long-term Solution
Cyber Security Upgrades
Hargadine Garage RFP
Houseless Shelter Plan
Crowman Mill Development
Climate Friendly Areas Designation
Middle Housing Land Division (Senate Bill 458)
Housing Production Strategy
Comp Plan Updates
Lawsuits Management/Resolution
5G/Telecommunications
Purchasing Rules Update
Single Role EMS Business Plan
Fire Inspection Code Rewrite
Forest Resiliency Staffing
Fleet Assessment
Supplies Regionalization
APRC
Innovation & Technology
Community Development
City Attorney / Legal
Fire & Rescue
CITY OF ASHLAND

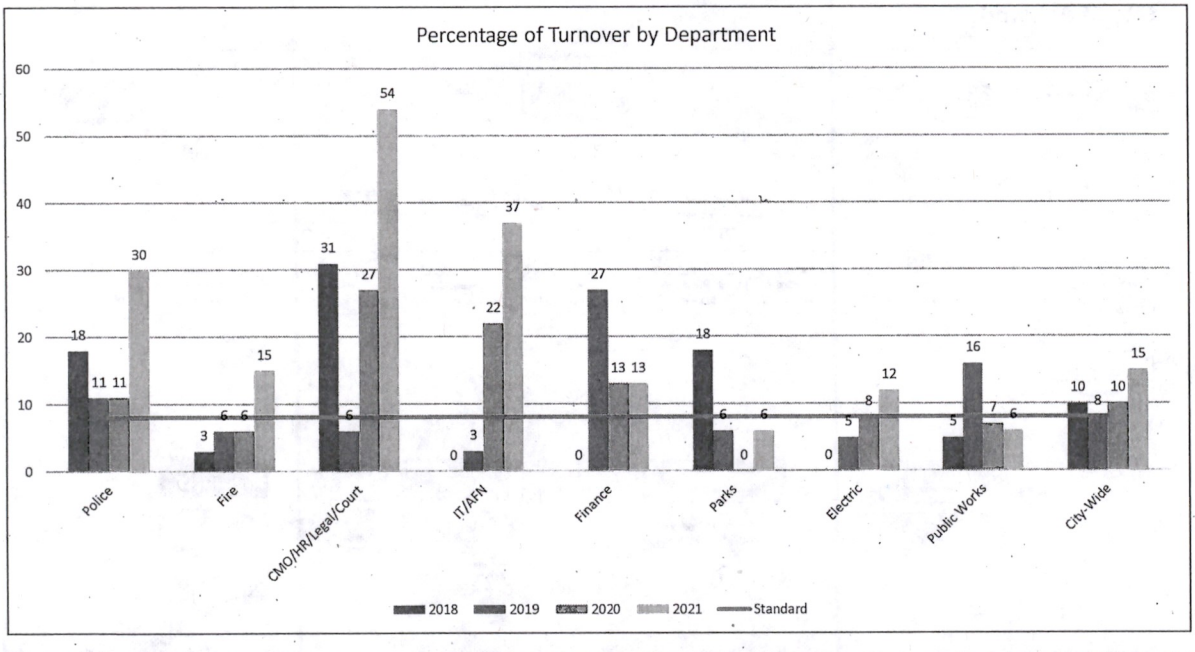
City Organization Profile

- **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

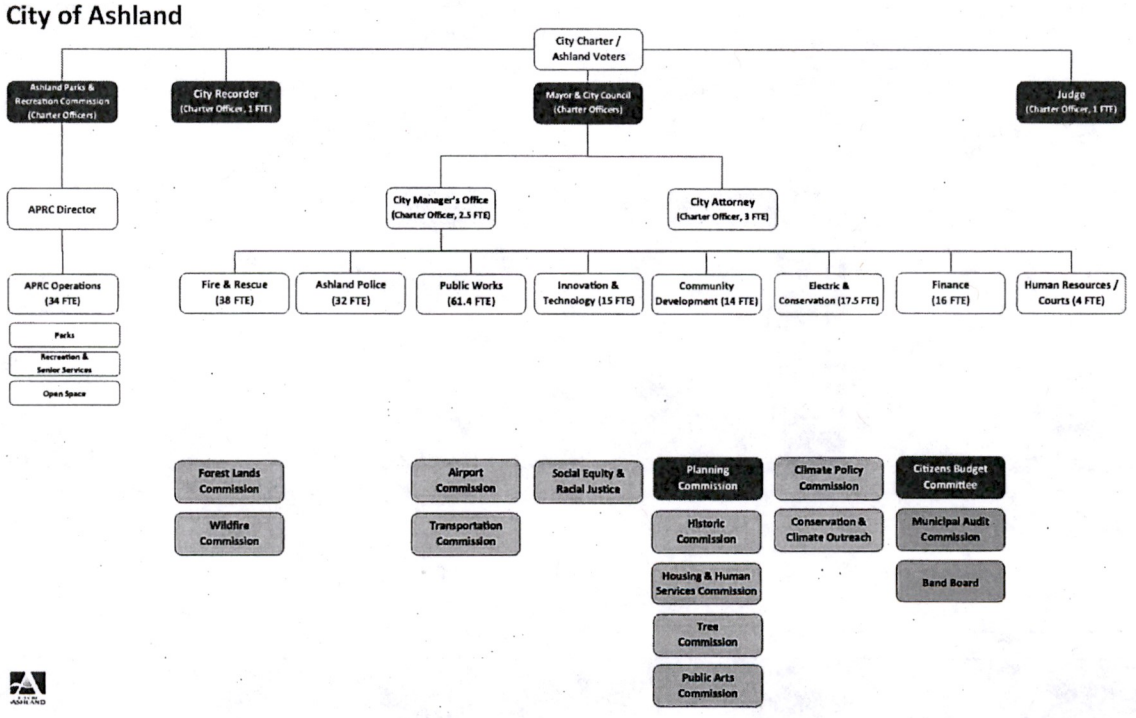
      Total
  - Bargaining unit affiliation (approx. current)
    - IBEW Clerical 40
    - IBEW Electrical 17
    - Laborers 41
    - Fire 30
    - Police 22
    - Non-affiliated
      - Management/confidential 60.5
      - Parks & Rec. 34.75

        Total 245.25

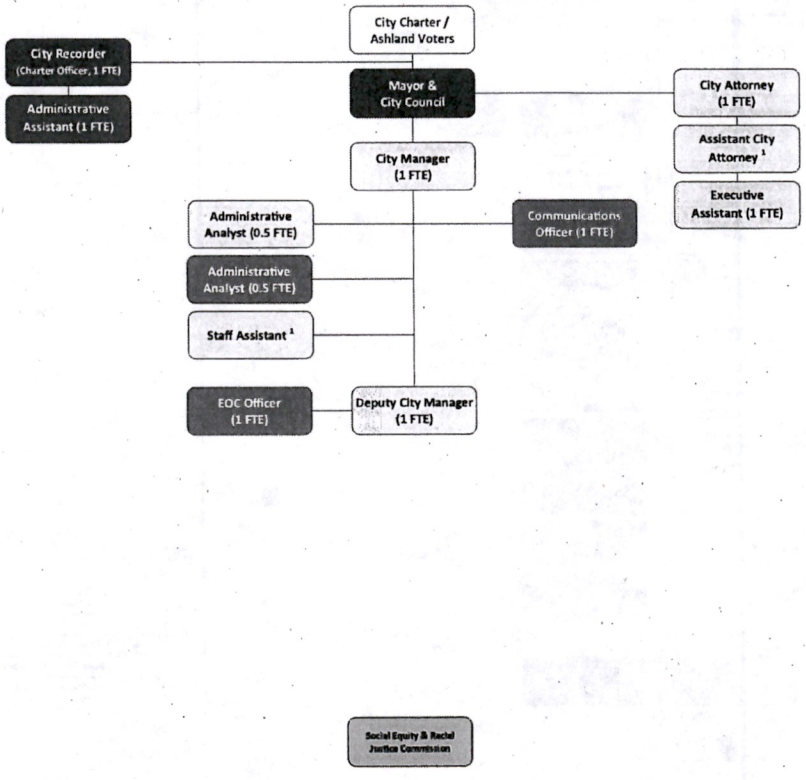
Organizational Risk - Turnover Rates



Strategic Choices - Organizational Assessment



City of Ashland Administration



Notes:

Reduction of the Administrative Analyst position to 0.5FTE

Addition of a Communications Officer for city-wide communication

Addition of an Emergency Operations Coordinator

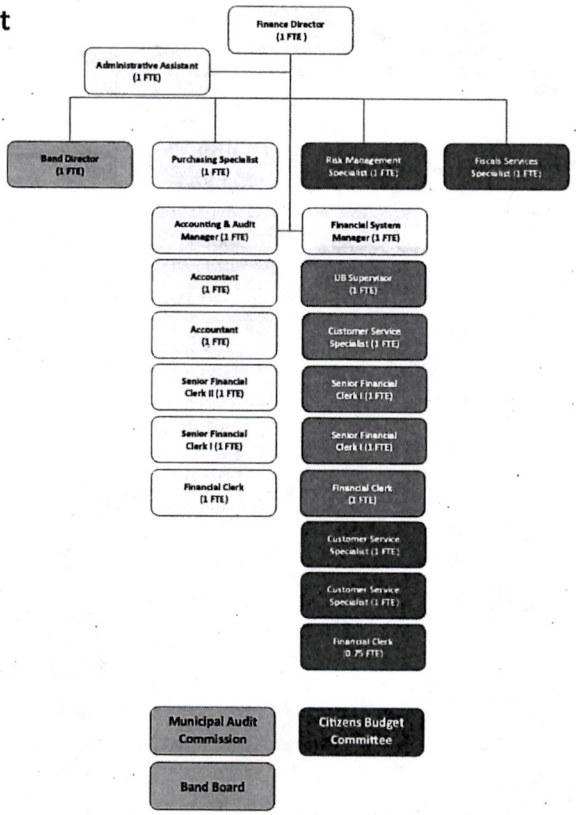
Transition of Information Technology and Ashland Fiber Network to include GIS to a stand-alone Innovation and Technology Department

LEGEND

Brown Font	Shared Positions
	Frozen Positions
	Unfunded Positions
	General Fund & Enterprise Fund Positions
	Non General Fund Positions
	Flex Positions (Filled as staffing permits)
	Legally Mandated Commissions/Committees
	Discretionary Commissions/Advisory Boards

[1] Currently, a contracted position

Finance Department



LEGEND

Brocca Font	Shared Positions
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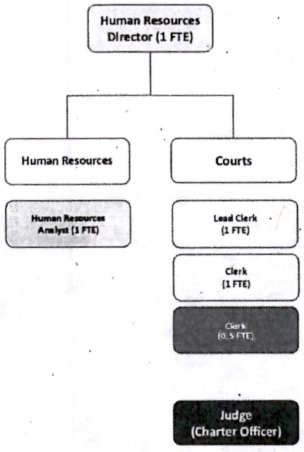
Human Resources / Courts

Notes:

Reduction of the Court Clerk position to 0.5FTE (Relocation to City Manager Department)



LEGEND

Bronze Font	Shared Positions
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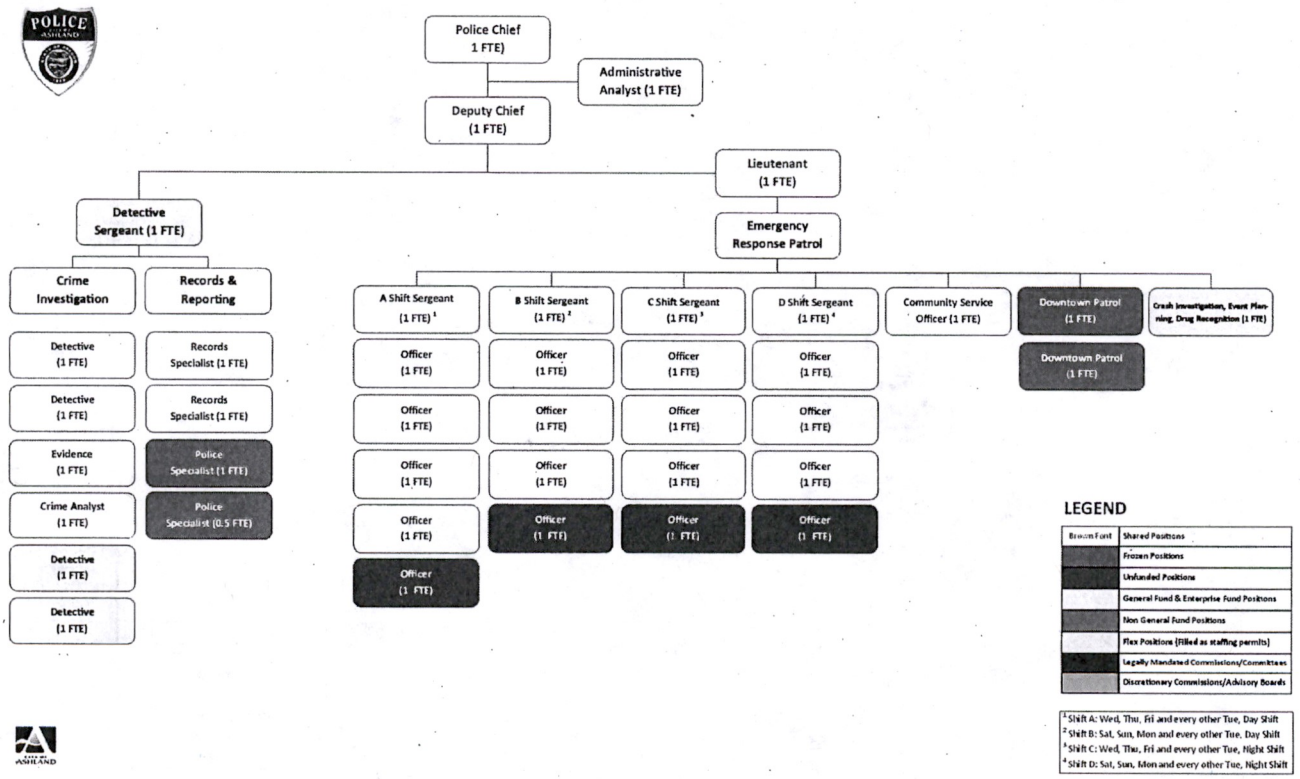
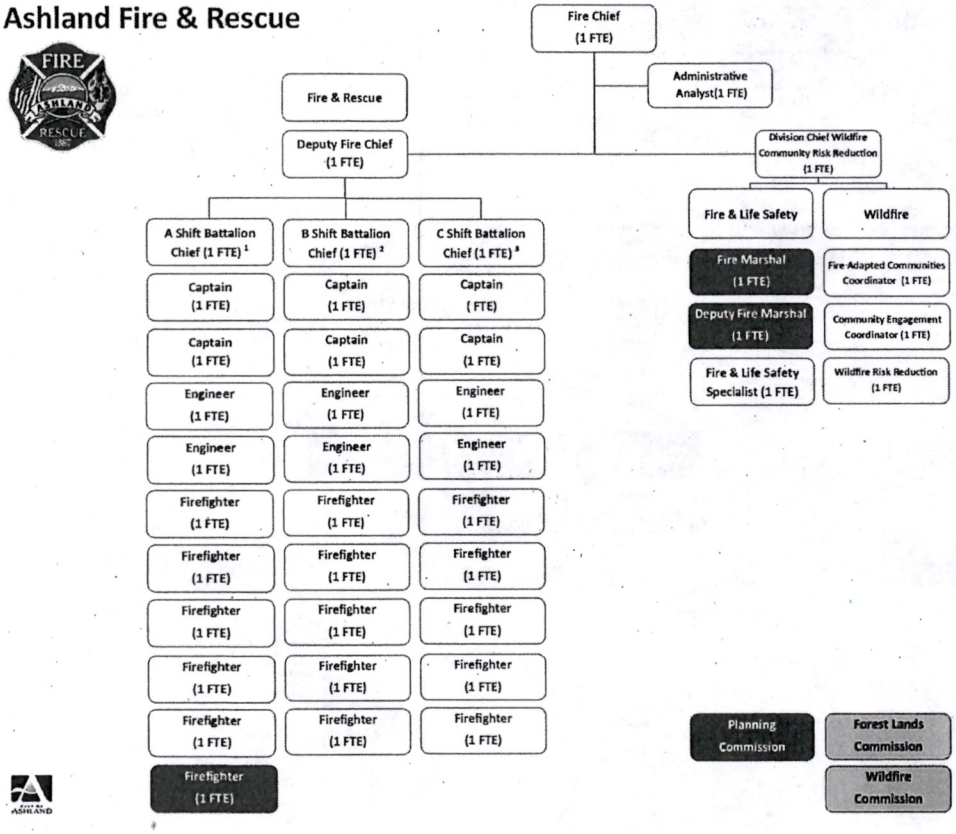
Ashland Police Department



Ashland Fire & Rescue



LEGEND

Brown Font	Shared Positions
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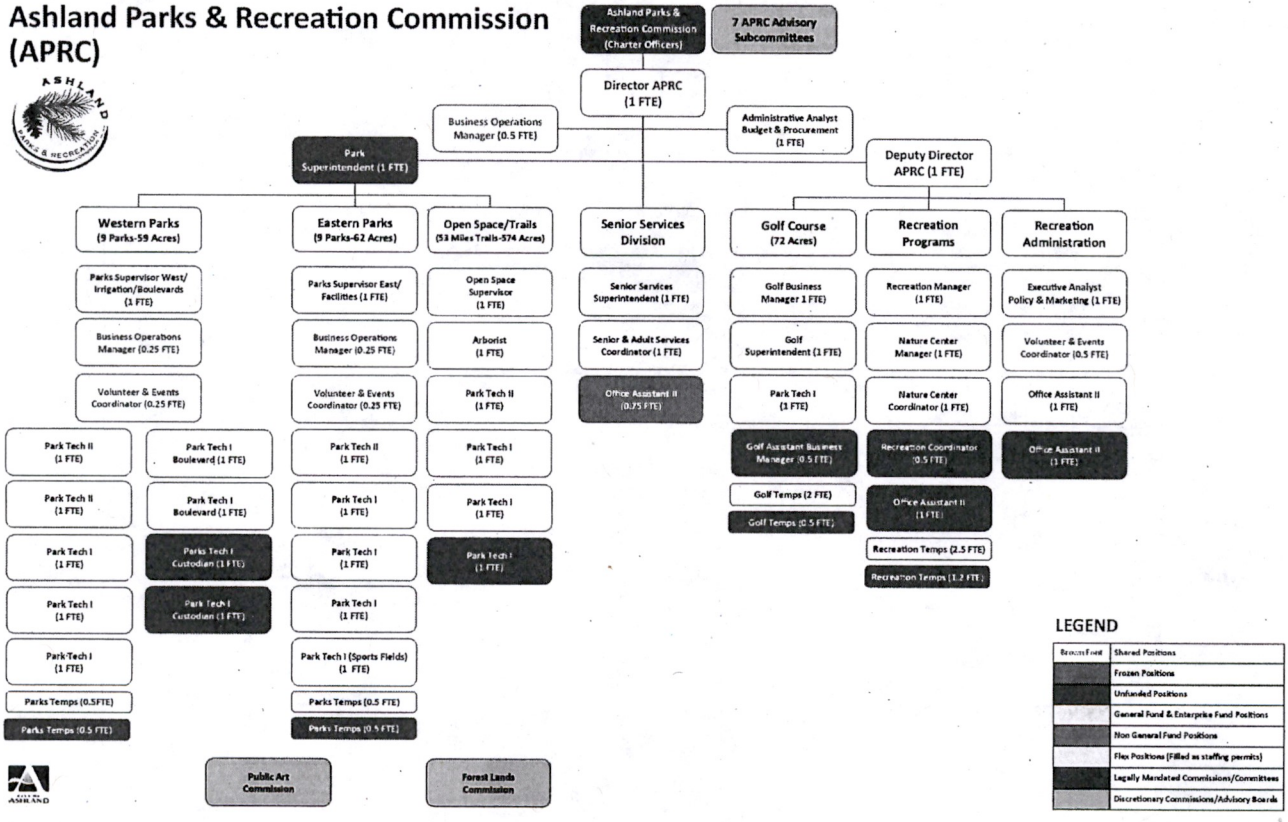
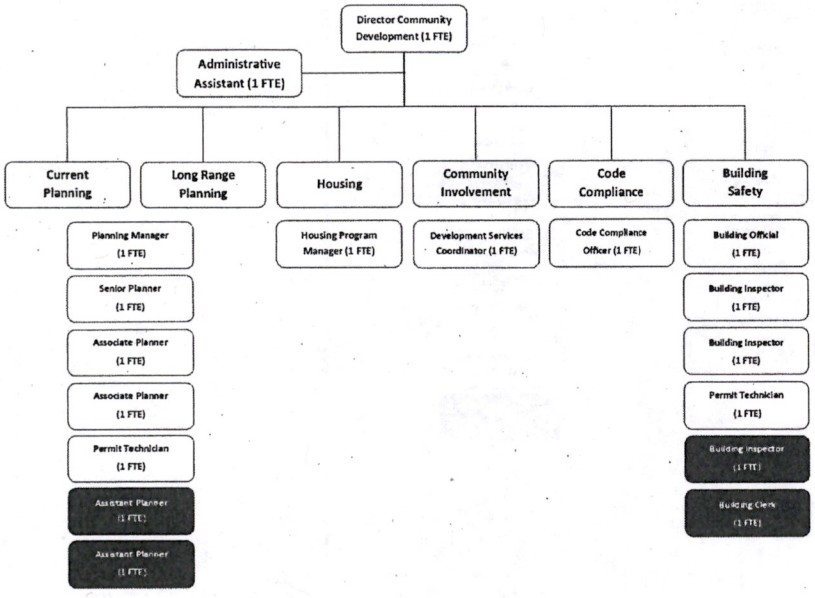
	General Fund & Enterprise Fund Positions
	Non General Fund Positions
	Flex Positions (Filled as staffing permits) -
	Legally Mandated Commissions/Committees
	Discretionary Commissions/Advisory Boards

[1] Shift A: Sat, 8 a.m.—Sun, 8 a.m.
[2] Shift B: Mon, 8 a.m.—Tue 8 a.m.
[3] Shift C: Wed, 8 a.m.—Thu, 8 a.m.
Cycle continues with A, B, C

Ashland Parks & Recreation Commission (APRC)



Community Development



LEGEND

Brown Font	Shared Positions
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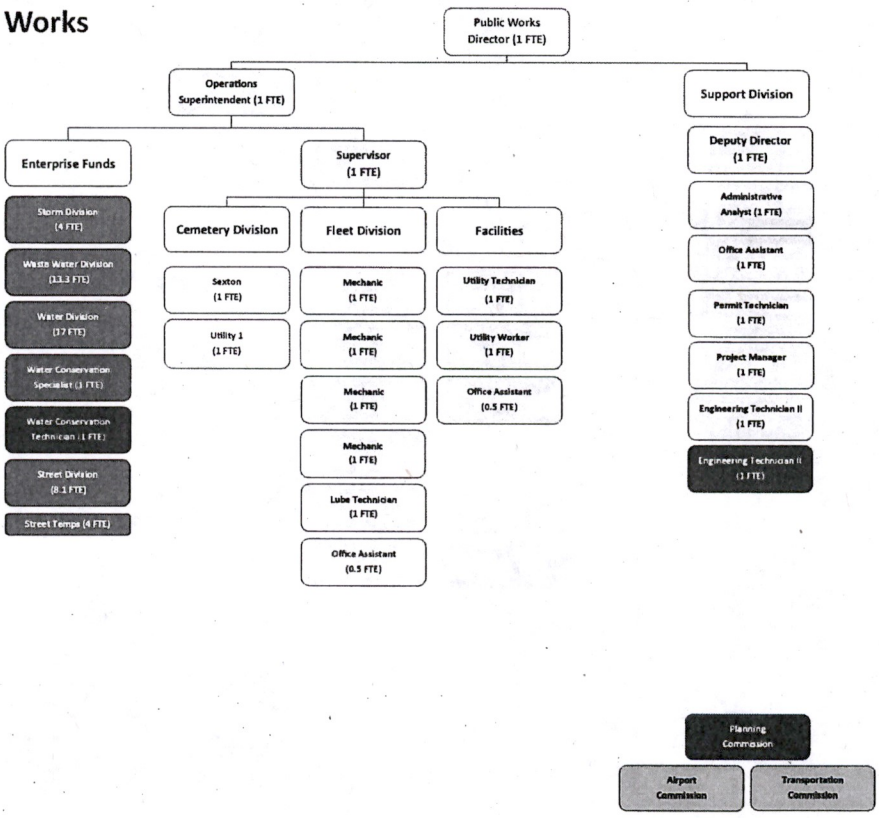
Public Works



NOTES:

Transition of GIS to the Innovation & Technology Department

LEGEND

Brown Font	Shared Positions
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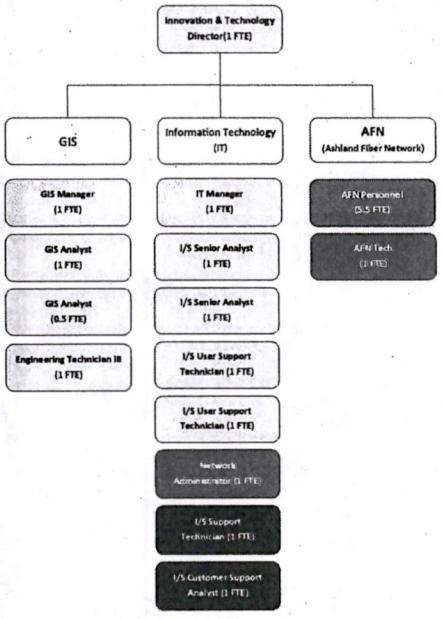
Innovation & Technology



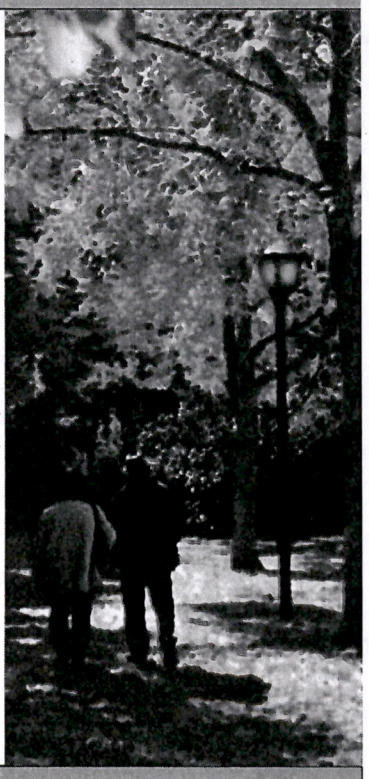
Notes:

Transition of GIS, Information Technology and Ashland Fiber Network to a stand-alone Innovation & Technology Department

LEGEND

Brown Font	Shared Positions
	Frozen Positions
	Unfunded Positions
	General Fund & Enterprise Fund Positions
	Non General Fund Positions
	Flex Positions [Filled as staffing permits]
	Legally Mandated Commissions/Committees
	Discretionary Commissions/Advisory Boards

Questions?



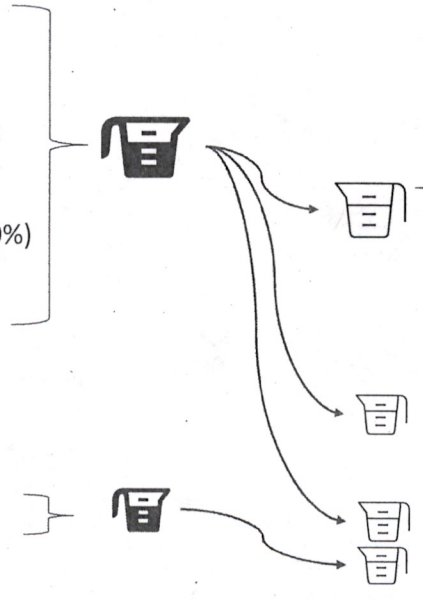
Strategic Choices - Agenda

- **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 Commissions
      - CIP Budget
        - Transportation
        - Storm Drain
        - Wastewater
        - Water
      - Surplus City Property
      - PERS Liability Accounting
      - 2022-23 Recommendations

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 Uses

- **Departments**
  - Police
  - Fire & Rescue
  - Finance
  - Park & Recreation
  - Administration
  - Information Technology
  - Community Development
  - Public Works
  - Information Technology
  - Human Resources
- Housing Trust Fund
- **CIP**
  - Streets, etc. in General Fund
  - Parks Acquisition & Improvements

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 the Budget with Limited Resources**
  - Keep a Vision Orientation
    - The important vs. the urgent
    - Solutions vs. Problems Focus
    - Set Priorities & Stay the Course
      - Trimming Costs vs. Reducing Services
      - Quantity vs. Quality
  - General Fund Sources & Uses
    - Unrestricted vs. Restricted
    - General vs. Self-Restricted
    - Limited Budget Flexibility
    - Maximize City Council Discretion
      - Allocate Funds not Sources
  - Create Growth Opportunities
    - Adapt to changing circumstances
    - Value Brand & Marketing
    - Attract Investment
    - Diversify the Economy

General Fund Budget Status

- **Expenditure Reductions**

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

* Includes Marketing/Comm. Officer Transition of 70,000 from TLT (Parks & Rec. reduction offset)

General Fund Budget – Strategic Choices

- **Operating Expenditure Reductions**

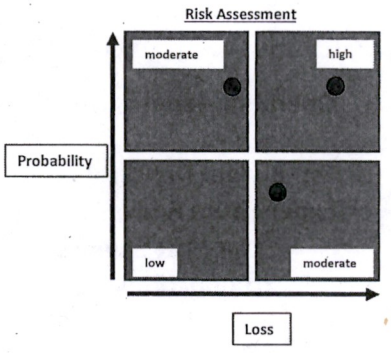
○ **Est. Budget Deficit**		-3,000,000
○ **Expenditure Reductions**		
Vacancy Savings		+780,000
Reductions		+727,000*
	Subtotal	**+1,507,000**
○ **Recurring Revenue**		
▪ > Budget Revenue (unrestricted TLT & Property Tax)		**+1,350,000**
○ **Expense Adjustments**		
▪ EOC Officer		-140,000
▪ DEI Assessment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

• **One-time** (>budget GF balance)	**+2,600,000**
• **Emergency Reserve** (one time exp.)	**-2,000,000**
NET TOTAL	**0**

* Includes Marketing/Comm. Officer Transition of 70,000 from TLT (Parks & Rec. reduction offset)

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/Communications Officer
     - Business community "welcome" initiative
  5. Organizational Stability
     - DEI Assessment
     - No current employee layoffs



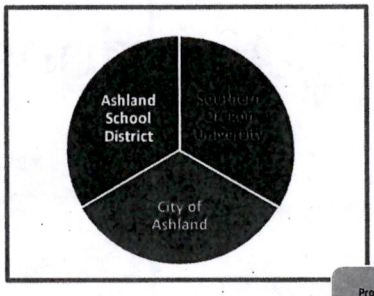
- Public Safety Risks
- Environmental Risks
- Economic Risks
- Organizational Risks

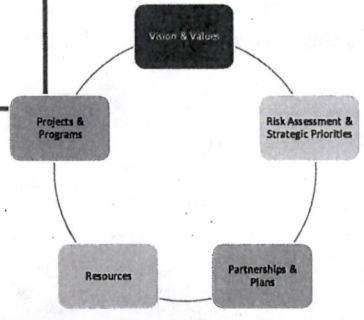
Strategic Choices

- **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 Planning Partners**
  - Southern Oregon Univ. (SOU)
  - Ashland School District (ASD)
  - City of Ashland (CoA)
  - Community organizations TBD





Strategic Choices

Questions?

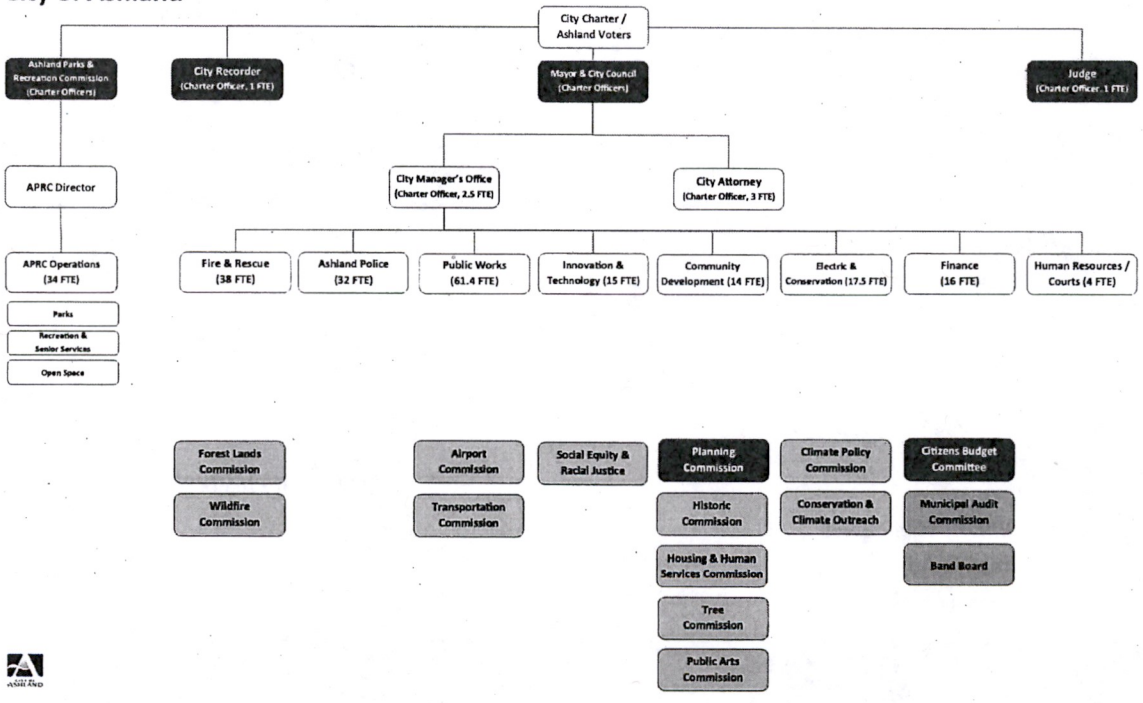
Strategic Choices - Agenda

- **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 Commissions**
  - ○ CIP Budget
    - Transportation
    - Storm Drain
    - Wastewater
    - Water
  - ○ Surplus City Property
  - ○ PERS Liability Accounting
  - ○ 2022-23 Recommendations

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

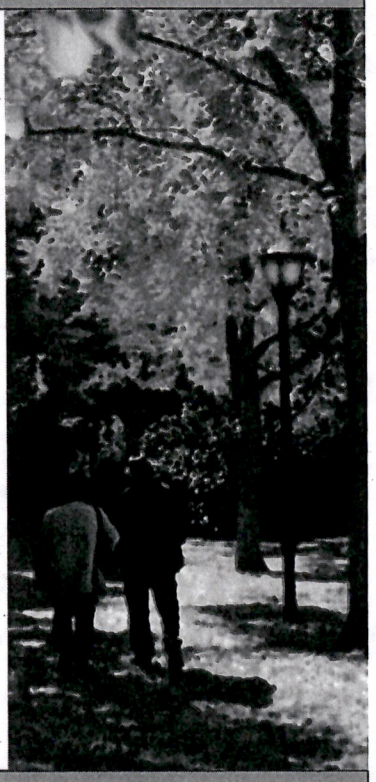
City Council/Staff – Ad Hoc Advisory

1. Airport Board
2. Municipal Audit Committee
3. System Development Charge (SDC) Committee
4. Transportation Board
5. Forest Land & Wildfire Safety Board
6. Urban Forest Advisory Board
7. Band Board

Ashland – Current Commissions

Commissions	Continue	Discontinue	Combine	Council Advisory	Ad-Hoc Advisory
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?

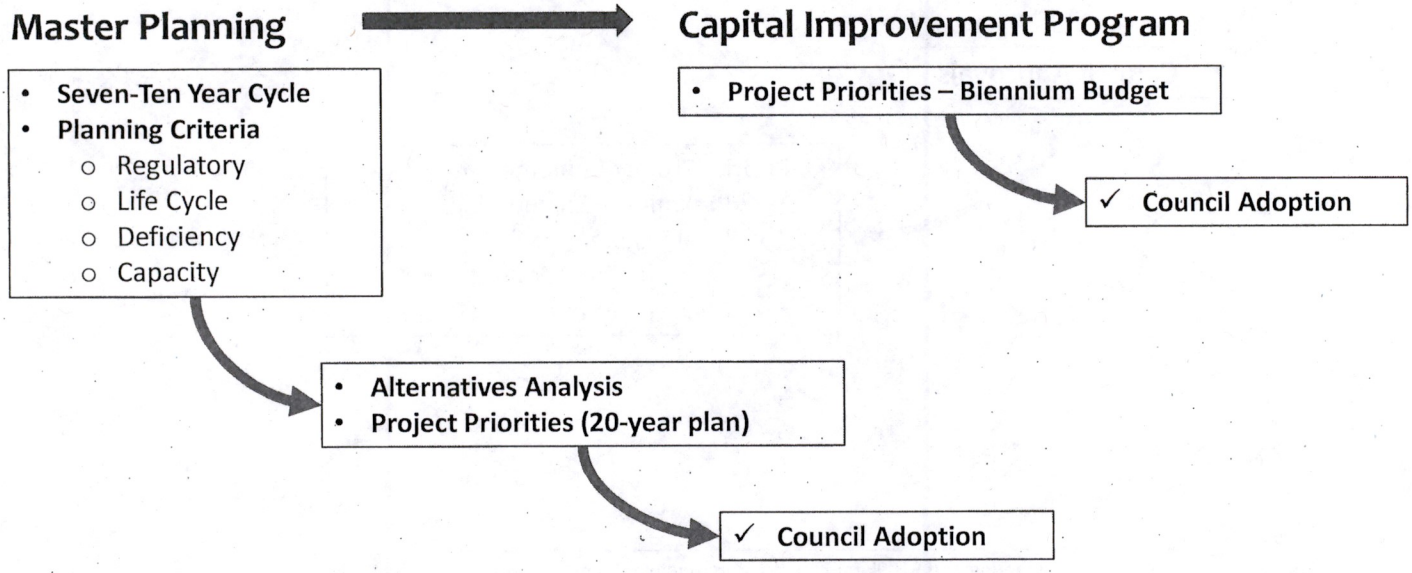


Strategic Choices - Agenda

- **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 Commissions
  - ➢ **CIP Budget**
    - **Transportation**
    - **Storm Drain**
    - **Wastewater**
    - **Water**
  - ○ Surplus City Property
  - ○ PERS Liability Accounting
  - ○ 2022-23 Recommendations

Strategic Choices – Capital Improvement Plan (CIP)



Strategic Choices - Project Implementation

- **Council Approvals**

- Priority Project Implementation*
  - ✓ Preliminary Engineering
  - ✓ Final Engineering
  - ✓ Construction Administration
  - ✓ Construction Contract

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

Strategic Choices - Street CIP

	Transportation System Improvements 2022-2027 Construction Years								Project Totals FY22-FY27			
	Project Description		FY22	FY23	FY24	FY25	FY26	FY27	Project Totals	Storm SDC	Other	Fees & Rates
Regulatory	Lithia Way (OR 99 NB)/E Main Street Intersection Improvements		$ 73,750						$ 73,750	$ 7,375	$ 66,375	$ -
Life Cycle	Ashland St - Siskiyou Blvd to Faith St	58.76	$ 2,500,000						$ 2,500,000	$ -	$ -	$ 2,500,000
	N Mountain Ave - I-5 Overpass to E Main St	59.36	$ 1,000,000	$ 2,225,000					$ 3,225,000	$ -	$ -	$ 3,225,000
	Oak St - City Limits to E Main St	36.09			$ 1,500,000	$ 1,000,000			$ 2,500,000	$ -	$ -	$ 2,500,000
	Siskiyou Blvd - E Main St to Walker Ave	37.87				$ 3,500,000	$ 3,000,000		$ 6,500,000	$ -	$ -	$ 6,500,000
	Wightman St - Quincy St to Siskiyou Blvd	17.30					$ 1,400,000		$ 1,400,000	$ -	$ -	$ 1,400,000
	Maple St - Chestnut St to N Main St	32.36					$ 600,000		$ 600,000	$ -	$ -	$ 600,000
	Tolman Creek Rd - E Main St to Ashland St	65.30						$ 1,100,000	$ 1,100,000	$ -	$ -	$ 1,100,000
	Walker Ave - E Main St to Siskiyou Blvd	45.77						$ 1,700,000	$ 1,700,000	$ -	$ -	$ 1,700,000
	A St - Oak St to Eighth St	53.89						$ 500,000	$ 500,000	$ -	$ -	$ 500,000
	Grandview Drive Improvements - Phase II				$ 350,000				$ 350,000	$ -	$ -	$ 350,000
Deficiency	City Wide Chip Seal Project (CMAQ)		$ 53,592						$ 53,592	$ -	$ 468,244	$ 53,592
	N Main Street RRFB Installation - Nursey Street & Van Ness Avenue		$ 75,000						$ 75,000	$ -	$ -	$ 75,000
	Clay Street - 300-ft north of Takelma to Siskiyou Boulevard		$ 2,012,500	$ 3,035,814					$ 5,048,314	$ -	$ 5,048,314	$ -
Capacity	N Main Street/Highway 99 - N Main Street to Schofield Street			$ 73,750					$ 73,750	$ 71,626	$ -	$ 2,124
	Beaver Slide - Water Street to Lithia Way			$ 73,750					$ 73,750	$ 71,626	$ -	$ 2,124
	Diane Street - Clay Street to Tolman Creek Road			$ 29,500					$ 29,500	$ 7,375	$ 22,125	$ -
	Walker Avenue - Oregon Street to Woodland Drive				$ 295,000				$ 295,000	$ 73,750	$ 221,250	$ -
	Tolman Creek Road - Siskiyou Boulevard to City Limits (west side)					$ 226,875	$ 400,000		$ 626,875	$ 608,821	$ -	$ 18,054
	Garfield Street - E Main Street to Siskiyou Boulevard					$ 135,000	$ 971,250		$ 1,106,250	$ 276,563	$ 829,688	$ -
	A Street - Oak Street to 100' west of 6th Street						$ 140,000	$ 228,750	$ 368,750	$ 92,188	$ 276,563	$ -
	Carol Street - Patterson Street to Hersey Street							$ 221,250	$ 221,250	$ 55,313	$ 165,937	$ -
	Wightman Street Bicycle Boulevard – E Main Street to Siskiyou Boulevard		$ 81,420						$ 81,420	$ 27,601	$ 8,142	$ 45,677
	Laurel Street Bicycle Boulevard - From Orange Street to Nevada Street		$ 54,280						$ 54,280	$ 18,401	$ 5,428	$ 30,451
	B Street Bicycle Boulevard - From Oak Street to N Mountain Avenue			$ 108,560					$ 108,560	$ 36,802	$ 10,856	$ 60,902
	Oregon/Clark Street Bicycle Boulevard - Indiana Street to Harmony Lane			$ 54,280					$ 54,280	$ 18,032	$ 5,428	$ 30,820
	8th Street Bicycle Boulevard - A Street to E Main Street			$ 27,140					$ 27,140	$ 9,200	$ 2,714	$ 15,226
	Maple/Scenic Drive/Nutley Street Bicycle Boulevard - From N Main Street to Winburn Way				$ 149,270				$ 149,270	$ 50,603	$ 14,927	$ 83,740
	Walker Avenue Bicycle Boulevard - From Siskiyou Boulevard to Peachey Road					$ 54,280			$ 54,280	$ 18,401	$ 5,428	$ 30,451
	Main Street Bicycle Boulevard - From Helman Street to Siskiyou Boulevard						$ 67,850		$ 67,850	$ 23,001	$ 6,785	$ 38,064
	Lithia Way Bicycle Boulevard – From Oak Street to Helman Street						$ 149,270		$ 149,270	$ 50,603	$ 14,927	$ 83,740
	Normal Avenue Bike Lane - From E Main Street to Siskiyou Boulevard. Coordinate with Project R19							$ 257,830	$ 257,830	$ 87,404	$ 25,783	$ 144,643
	Normal Avenue Extension							$ 500,000	$ 500,000	$ 156,146	$ -	$ 343,854
Other/Safety	20 Is Plenty Program		$ 25,000	$ 25,000					$ 50,000	$ -	$ -	$ 50,000
	Walker Avenue Festival Street (Siskiyou Boulevard to Ashland Street)					$ 200,000	$ 950,500		$ 1,150,500	$ 416,717	$ -	$ 733,783
	Ashland Street (OR 66)/Oak Knoll Drive-E Main Street Intersection Improvements							$ 602,851	$ 602,851	$ 60,285	$ 542,566	$ -
	Hardesty Site Development & Equipment Storage		$ 80,000	$ 80,000					$ 160,000	$ -	$ -	$ 160,000

Strategic Choices - Storm Drain CIP

	Stormdrain Improvements Plan 2022-2027 Construction Years	Project Totals FY22-FY27									
		FY22	FY23	FY24	FY25	FY26	FY27	Project Totals	Storm SDC	Other	Fees & Rates
	Project Description										
Regulatory	Cemetery Creek Basin Stormwater Quality Improvement (hydrodynamic separator)	$ 11,250						$ 11,250	$ 9,940	$ -	$ 1,310
Capacity	E Main Street @ Emerick Street	$ 235,000						$ 235,000	$ 27,633	$ -	$ 207,367
	Siskiyou Boulevard @ University Way	$ 129,000						$ 129,000	$ 15,169	$ -	$ 113,831
	Dewey Street @ E Main St		$ 247,000					$ 247,000	$ -	$ -	$ 247,000
	N Mountain Avenue @ Railroad Tracks		$ 188,000					$ 188,000	$ 22,106	$ -	$ 165,894
	Gresham Street @ Beach Avenue			$ 391,000				$ 391,000	$ 45,976	$ -	$ 345,024
	Morton Street - Pennsylvania Street to Iowa Street				$ 217,000	$ 217,000		$ 434,000	$ -	$ -	$ 434,000
	Maple Street @ Chestnut Street					$ 70,000		$ 70,000	$ -	$ -	$ 70,000
Other	Hardesty Site Development & Equipment Storage	$ 40,000	$ 40,000					$ 80,000	$ 9,940	$ -	$ 70,060

Strategic Choices - Wastewater CIP

	Wastewater System Improvements 2022-2027 Construction Years Project Description	Project Totals FY22-FY27									
		FY22	FY23	FY24	FY25	FY26	FY27	Project Totals	Storm SDC	Other	Fees & Rates
Regulatory	WWTP Process Improvements (Miscellaneous)	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 900,000	$ 90,000	$ -	$ 810,000
	Shading (Capital Cost + first 6 years of O&M)	$ 709,000	$ 453,000	$ 493,000	$ 273,000	$ 118,000	$ 45,000	$ 2,091,000	$ 313,650	$ -	$ 1,777,350
	UV System Upgrades	$ 1,400,000						$ 1,400,000	$ 476,000	$ -	$ 924,000
	Outfall Relocation / Fish Screen	$ 1,250,000	$ 1,250,000					$ 2,500,000	$ 375,000	$ -	$ 2,125,000
	WWTP Process Improvements (Headworks)	$ 2,200,000	$ 1,000,000	$ 560,000				$ 3,760,000	$ 752,000	$ -	$ 3,008,000
	Secondary Clarifier 2 Improvements		$ 397,500	$ 397,500				$ 795,000	$ -	$ -	$ 795,000
	Membrane Replacement (two trains)			$ 600,000	$ 600,000			$ 1,200,000	$ -	$ -	$ 1,200,000
	Biosolids Treatment Improvements				$ 250,000			$ 250,000	$ 50,000	$ -	$ 200,000
Deficiency	Wastewater Miscellaneous Trenchless Pipe Lining			$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 500,000	$ -	$ -	$ 500,000
	WWTP Process Improvements (Harmonics)		$ 110,000					$ 110,000	$ -	$ -	$ 110,000
Capacity	Wastewater Miscellaneous In-House Replacement	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 750,000	$ 75,000	$ -	$ 675,000
	Wastewater Line Upsizing - 18" & 24" Parallel Trunkline - Wightman to Tolman Creek Road	$ 712,000	$ 712,000					$ 1,424,000	$ 996,800	$ -	$ 427,200
	Maple St - Chestnut St to Scenic Dr			$ 44,000				$ 44,000	$ 4,400	$ -	$ 39,600
	Tolman Creek Rd - Abbott Ave to Ashland St			$ 92,000				$ 92,000	$ 9,200	$ -	$ 82,800
	A St - First St to Eighth St				$ 446,000			$ 446,000	$ 44,600	$ -	$ 401,400
	Garfield St - E Main St to Quincy St				$ 59,000			$ 59,000	$ 5,900	$ -	$ 53,100
	Granite St - Baum St to Nutley St, Strawberry Ln to Pioneer St, N of Ashland Creek Dr					$ 216,000		$ 216,000	$ 21,600	$ -	$ 194,400
	N Laurel St - W Hersey St to Orange Ave						$ 121,000	$ 121,000	$ 12,100	$ -	$ 108,900
Other	Hardesty Site Development & Equipment Storage	$ 80,000	$ 80,000					$ 160,000	$ -	$ -	$ 160,000

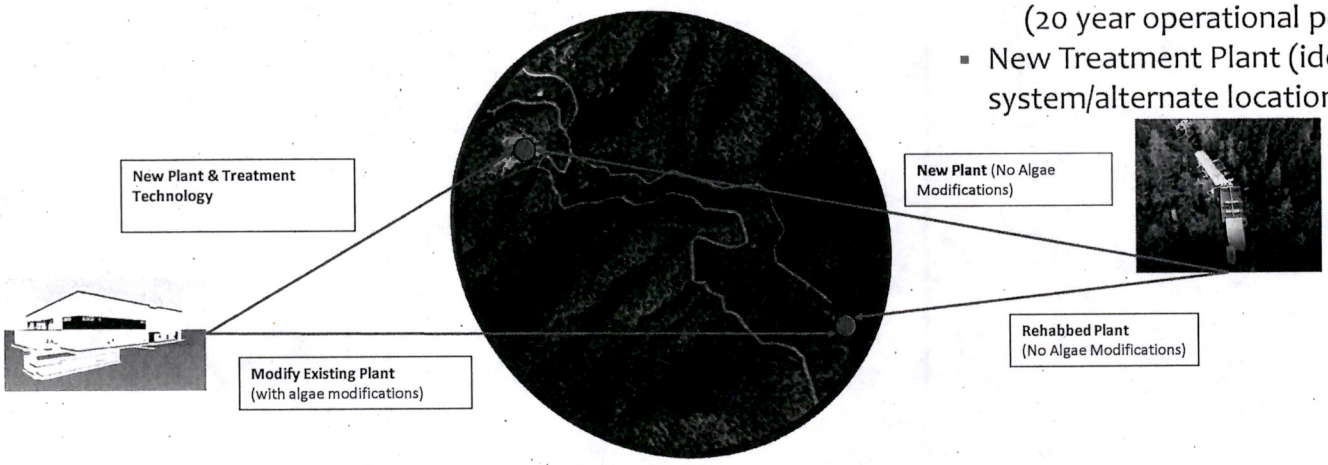
Strategic Choices - Water CIP

	Water System Improvements 2022-2027 Construction Years Project Description	FY22	FY23	FY24	FY25	FY26	FY27	Project Totals FY22-FY27	Storm SDC	Other	Fees & Rates
Regulatory	Dam Safety Improvements	$ 2,400,000	$ 2,400,000	$ 850,000	$ 850,000			$ 6,500,000	$ 845,000		$ 5,655,000
	Reeder Reservoir Sediment Removal		$ 140,000			$ 140,000		$ 280,000	$ 210,000	$ -	$ 70,000
	Annual Pipe Replacement	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,800,000	$ 180,000	$ -	$ 1,620,000
	Distribution Pipe Projects	$ 1,021,000	$ 342,000	$ 467,000	$ 507,000	$ 1,418,000	$ 311,000	$ 4,066,000	$ 406,600	$ -	$ 3,659,400
	Transmission Pipe Projects			$ 117,000	$ 467,000			$ 584,000	$ 467,200	$ -	$ 116,800
	ODOT Bridge Pipe Relocation (Coleman Creek in Phoenix)	$ 58,170						$ 58,170	$ -	$ -	$ 58,170
Life Cycle	TID Canal Piping: Starlite to Terrace Street			$ 1,500,000	$ 1,500,000			$ 3,000,000	$ 1,980,000	$ -	$ 1,020,000
	Hillview BPS Replacement					$ 375,000	$ 1,125,000	$ 1,500,000	$ 120,000	$ -	$ 1,380,000
	Hydrant Replacement Program	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 480,000	$ -	$ -	$ 480,000
	Telemetry Upgrades			$ 80,000				$ 80,000	$ 8,000	$ -	$ 72,000
Deficiency	East & West Fork Transmission Line Rehabilitation	$ 1,050,000	$ 1,050,000					$ 2,100,000	$ 150,000	$ -	$ 1,950,000
	7.5 MGD Water Treatment Plant	$ 2,700,000	$ 15,400,000	$ 22,600,000				$ 40,700,000	$ 4,070,000	$ -	$ 36,630,000
	Regional BPS Programming Updates					$ 11,667		$ 11,667	$ -	$ -	$ 11,667
Capacity	TAP BPS Backup Power	$ 60,000	$ 350,000					$ 410,000	$ 41,000	$ -	$ 369,000
	Tolman Creek Road PRV Station						$ 75,000	$ 75,000	$ 6,000	$ -	$ 69,000
	Talent BPS Generator Upgrade (Option 1)						$ 158,133	$ 158,133	$ -	$ -	$ 158,133
	Talent BPS Expansion for Talent and Ashland (Option 1)						$ 341,462	$ 341,462	$ -	$ -	$ 341,462

Water Treatment Plant

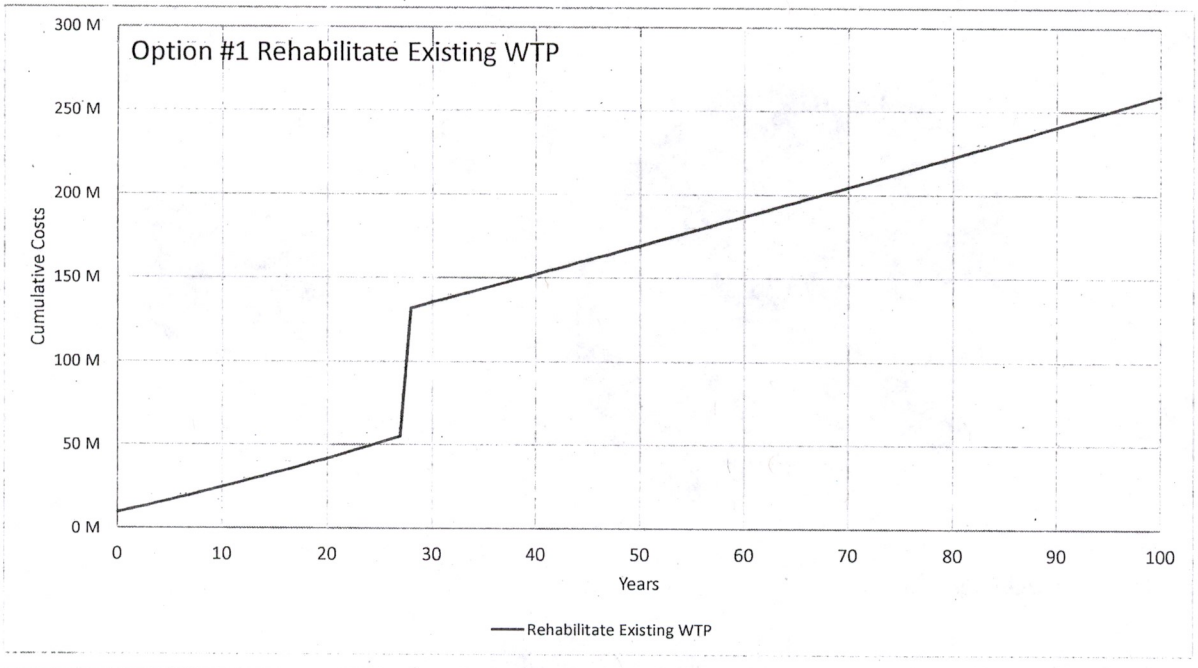
➢ Report Differences

- 2018 Black and Veatch
  - Estimated
    - Existing Plant Rehabilitation (20 year operational period)
    - New Treatment Plant (identical system/alternate location)



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

Water Treatment Plant



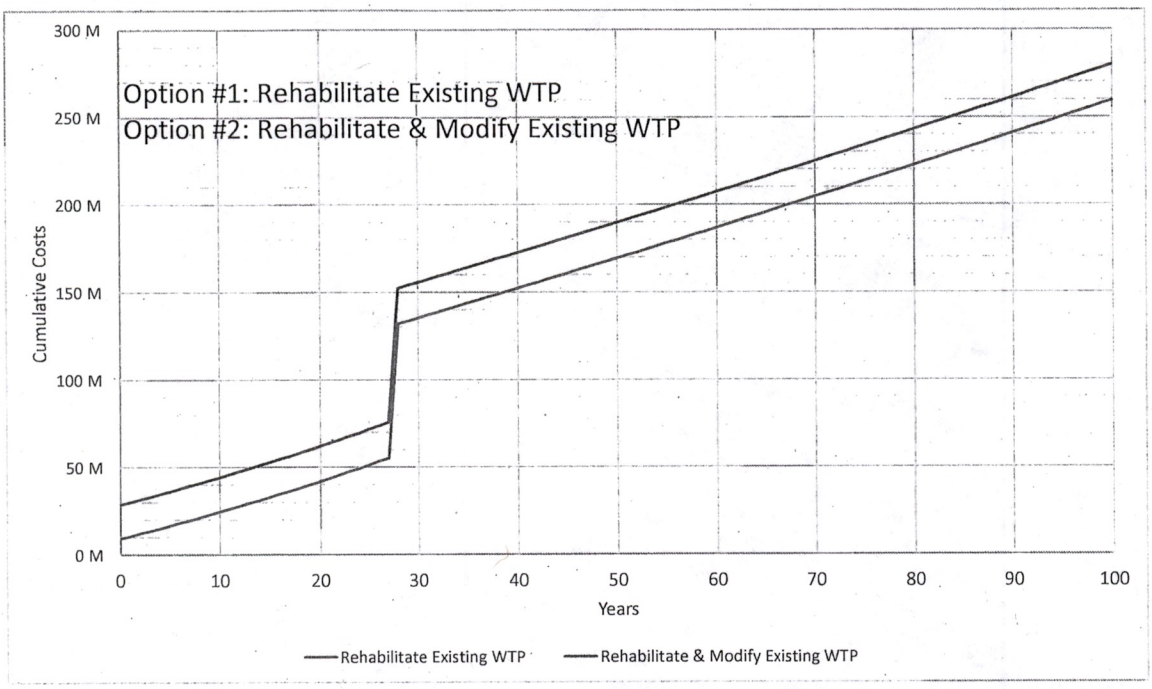
Baseline Year 2021

Cumulative Costs (100 years)

$8 Million Rehabilitation

Year 28
New Plant Construction

Water Treatment Plant



Baseline Year 2021

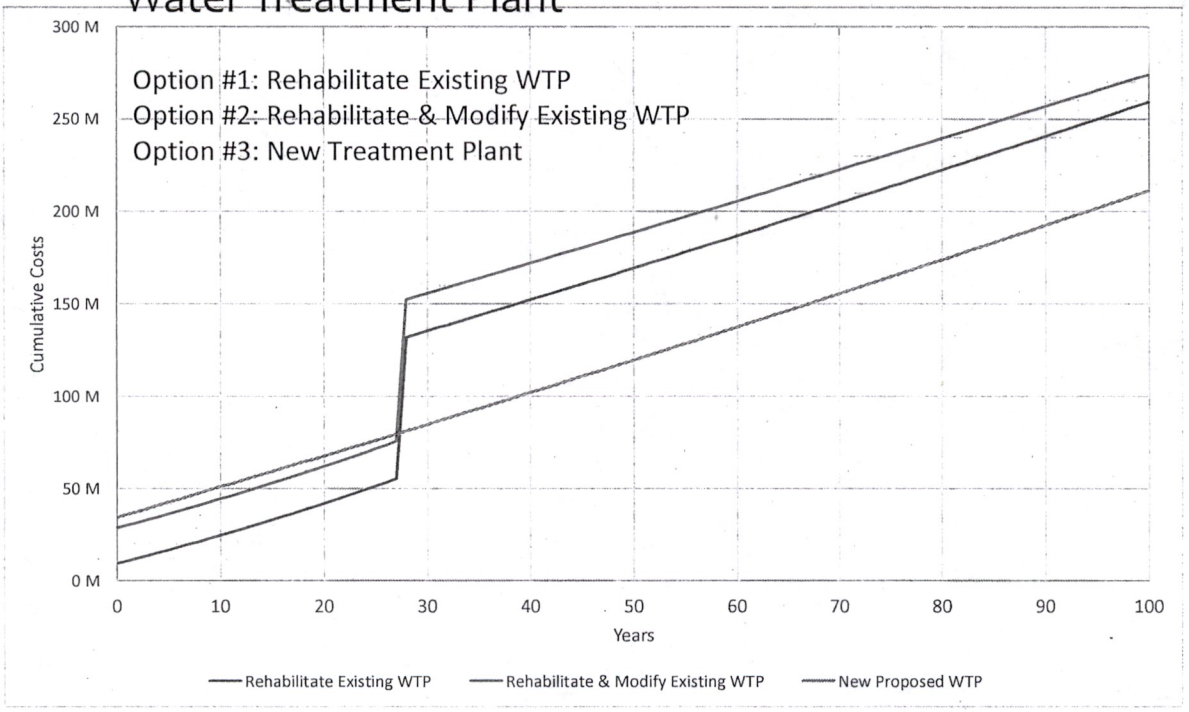
Cumulative Costs (100 years)

$27.2 Million Rehabilitation

Algal, Taste & Odor Treatment

Year 28
New Plant Construction

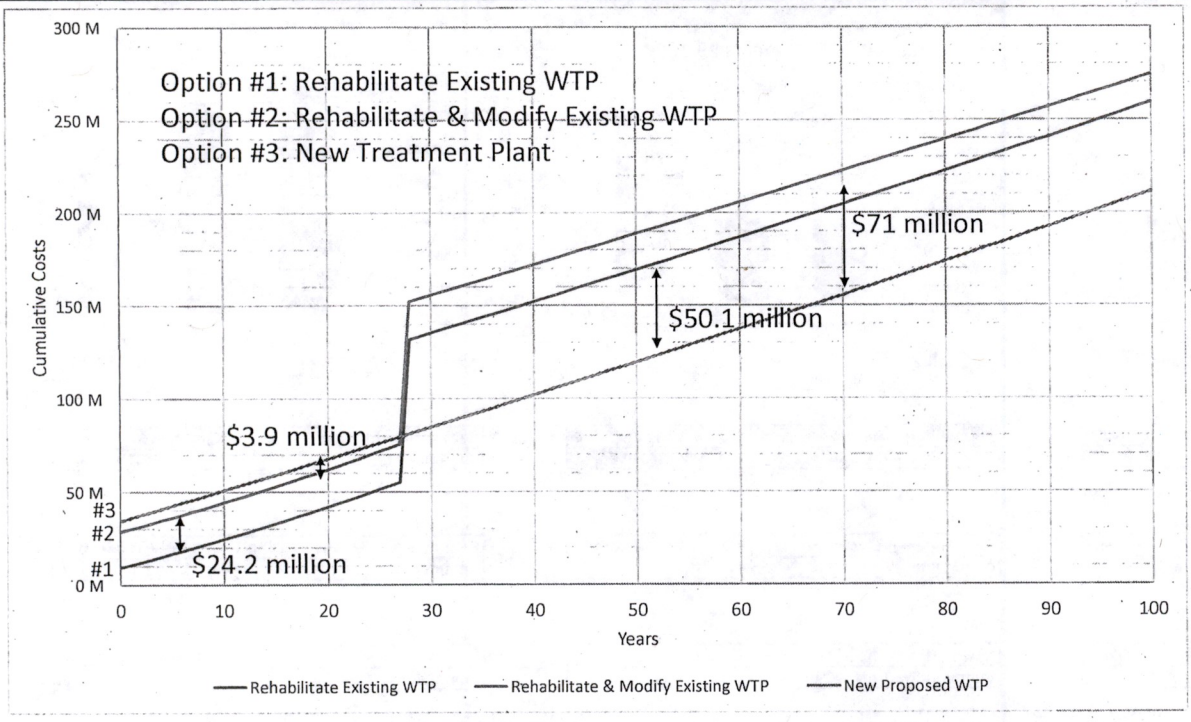
Water Treatment Plant



Baseline Year 2021

Cumulative Costs (100 years)

$32.8 Million New WTP construction



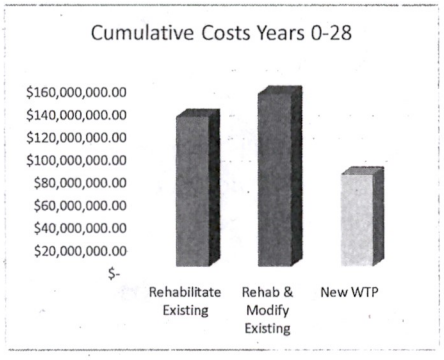
Baseline Year 2021

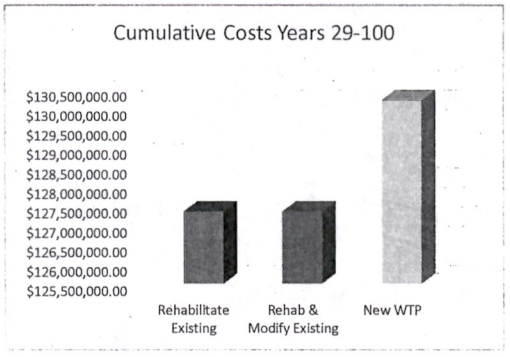
Cumulative Costs (100 years)

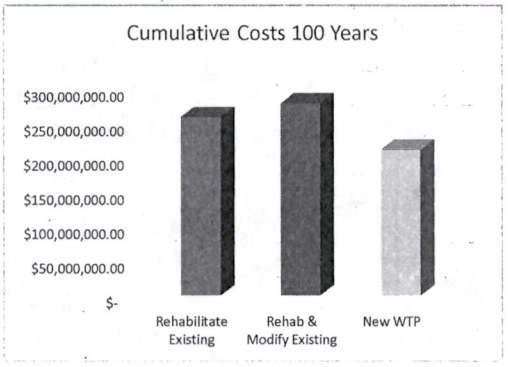
$32.8 Million New WTP construction (to be amortized)

Equity Issue – pay the $3.9 mil. annually now or $50-71 mil. annual difference in the future

Note: Includes new plant construction at year 28 ($75 million)







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 Existing	Option #1 Year 0-100
Cummulative Cost	$259,505,148

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

Rehabilitate & Modify Existing	Option #2 Year 0-100
Cummulative Cost	$274,238,818

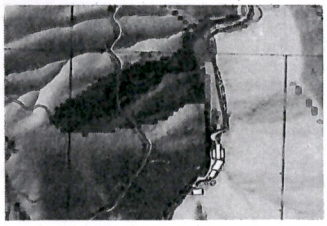
New WTP	Option #3 Year 0-28
Cummulative Cost	$81,378,571

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

New WTP	Option #3 Year 0-100
Cummulative Cost	$211,587,332

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 1, 2023

Mayor Tonya Graham called the meeting to order at 5:31 p.m.

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

1. **Public Input** – None

2. **Rogue Valley Transportation District Presentation**

Rogue Valley Transportation District Senior Planner Paige West provided a presentation (see packet) regarding the Fiscal 2023 project plans:

- Today's Presentation
- 2023-2025 STIF Formula Projects
- Driver Recruitment
- Route 17 - RVTD's first since 2019
- Route 17 Alignment

Ms. West explained the buses would have GPS devices that riders could access through various trip planning apps.

- Annual Ridership Comparison
- 2023 RVTD Onboard Passenger Survey: Preliminary Results
- Construction Update

Route 17 would initially run five days a week, Monday - Friday from 9:00 a.m. to 4:00 p.m. with plans to expand that time and add Saturday service. Expanding regular service from 4:00 a.m. to 10:00 p.m. was in their 2040 master plan.

Reduced bus fare programs were available to the public. RVTD had free fare days throughout the year and planned to have one as a promotion for the new route.

3. **Adjournment of Study Session**

The Study Session adjourned at 6:03 p.m.

Respectfully Submitted by:

DocuSigned by:
Melissa Huhtala
A02A82A0E5F2482...
City Recorder Melissa Huhtala

Attest:

Tonya Graham
Mayor Tonya Graham

ASHLAND CITIZENS' BUDGET COMMITTEE
PUBLIC FORUM MEETING AGENDA
MINUTES
May 1, 2023

Citizens' Budget Committee Chair Shane Hunter called the meeting to order at 6:09 p.m.

Committee Chair Shane Hunter, Committee member David Runkel, Andy Card, Leda Shapiro, Eric Navickas, Mike Gardiner, and Linda Adams-Peterson were present. Mayor Tonya Graham, Councilor Paula Hyatt, Dylan Bloom, Jeff Dahle, Bob Kaplan, Gina DuQuenne, and Eric Hansen were present.

4. Public Forum on the 2023-2025 Biennium Budget Forum

Ted Hall/Ashland/Asked why the city was planning to have one hundred million dollars in debt revenue over the next two years.

Administrative Services Manager Bryn Morrison explained the debt revenue was for large capital projects coming forward. This included the water treatment plant was almost half of the debt revenue. Funds the city received through grants would decrease the debt revenue amount.

Deputy City Manager Sabrina Cotta addressed franchise fees in relation to the debt revenue. Utility rates were part of long-term plans and did not affect property taxes by debt issuance for capital plans. It could affect utility rates depending on what the utility required long-term for the viability.

Ms. Morrison confirmed $46million of the debt revenue was for the water plant. The Street Fund was approximately $14million, the SDC Water Fund was also $14million, Wastewater was $8million, Electric was $3million, SDC Wastewater was $1.4million, Storm Water was $390,000, and Parks CIP was $8.2million. The city took an IFA loan and a WIFIA for the water treatment plant project.

Susan Hall/Ashland/Question 1. The 21-23 Budget included a list of all positions with salaries and benefits. Please provide the most recent comparable data.

Ms. Cotta clarified the current budget listed staff positions and average salary information. The Citizens' Budget Committee did not have purview over salaries per union contracts. Union contracts showed salary information and benefits. All this information was on the city website under the Human Resources Department.

Question 2. We are repeatedly being told that franchise fees will pay for street repairs, rather than the Food & Beverage taxes. How much of the franchise fees are paid by City of Ashland rate payers on our utility bill? My bill has a monthly street fee of $9.56 equaling just under $120 per year just for me.

Councilor Kaplan explained the sum of franchise fees was $8,124,059 estimated for the next two years. This information was also on the website. Ms. Cotta would bring back information on what entities were providing franchise fees.

Nancy K. Boyer/Ashland/Provided background on a prior finance director providing staff salary information and another director who did not. She commented on the ambiance, audio system incapabilities and the water fountain not working. The president had lifted covid limitations.

City Manager Joe Lessard further confirmed that salary and personnel information was not under Citizens' Budget Committee purview. City Council had already approved three of the four union contracts and adopted pay schedules for city staff for the next three years.

Missy Kaminsky/Ashland/Spoke about the decline in tourism and suggested allocating funds to help the town transition during this time.

Ms. Cotta explained the classic grant program was returning with a focus on tourism. Once staff appropriated the funds, they would create a timeline for the beautification grant.

Community Development Brandon Goldman addressed a question on neighboring city's construction fees. Staff conducted an analysis that he would send to the committee.

Mayor Graham suggested an analysis comparing the city's debt with other areas.

Staff provided a Questions & Answers presentation (see attached for full presentation) that included:
Q: Is there a $6.7 million structural deficit in the General Fund?

> **A:** By Oregon Budget law the city must present a balanced budget. A balanced budget is defined as expenditures cannot exceed revenues. Revenues include new taxes, fees, etc. collected during the biennium as well as monies carried forward to fund the budget. The budget presented on April 27th is balanced.
>
> **A:** The confusion may lie in the carryover being used in the next 23/25 Proposed Budget. The City has an estimated $17,784,964 in carryover from this BN to fund the general fund moving forward. This is a common practice for numerous municipalities.

Ms. Morrison clarified revenues and expenditure must be at zero, but resources will always have a carry forward. Staff would prepare a table depicting that information.

Q: Why does the city pick up the 6% Employee Portion of PERS?

> **A:** Since 1946 inception the state has required a mandatory retirement contribution (now 6% of PERS-covered salary).
> **A:** Years ago, employers began the "pick up" of this cost for employees as a money-saving concession in lieu of wage increases
> **A:** This has since become a standard part of collective bargaining agreements

Q: Please explain the ballot measure on the Food and Beverage Tax

A: The Proposed Budget has been prepared with the use of Food and Beverage Tax in accordance with the current Ashland Municipal Code

A: If the ballot measure passes, the City Manager will be required to recommend how the 73% of the tax will be utilized for either operations and maintenance of parks, and/or capital expenses.

A: The success of the ballot measure will require the City Manager to assure the tax revenues will be/are used for only the following purposes:

- City parks
- Open space
- Recreation
- Senior Services

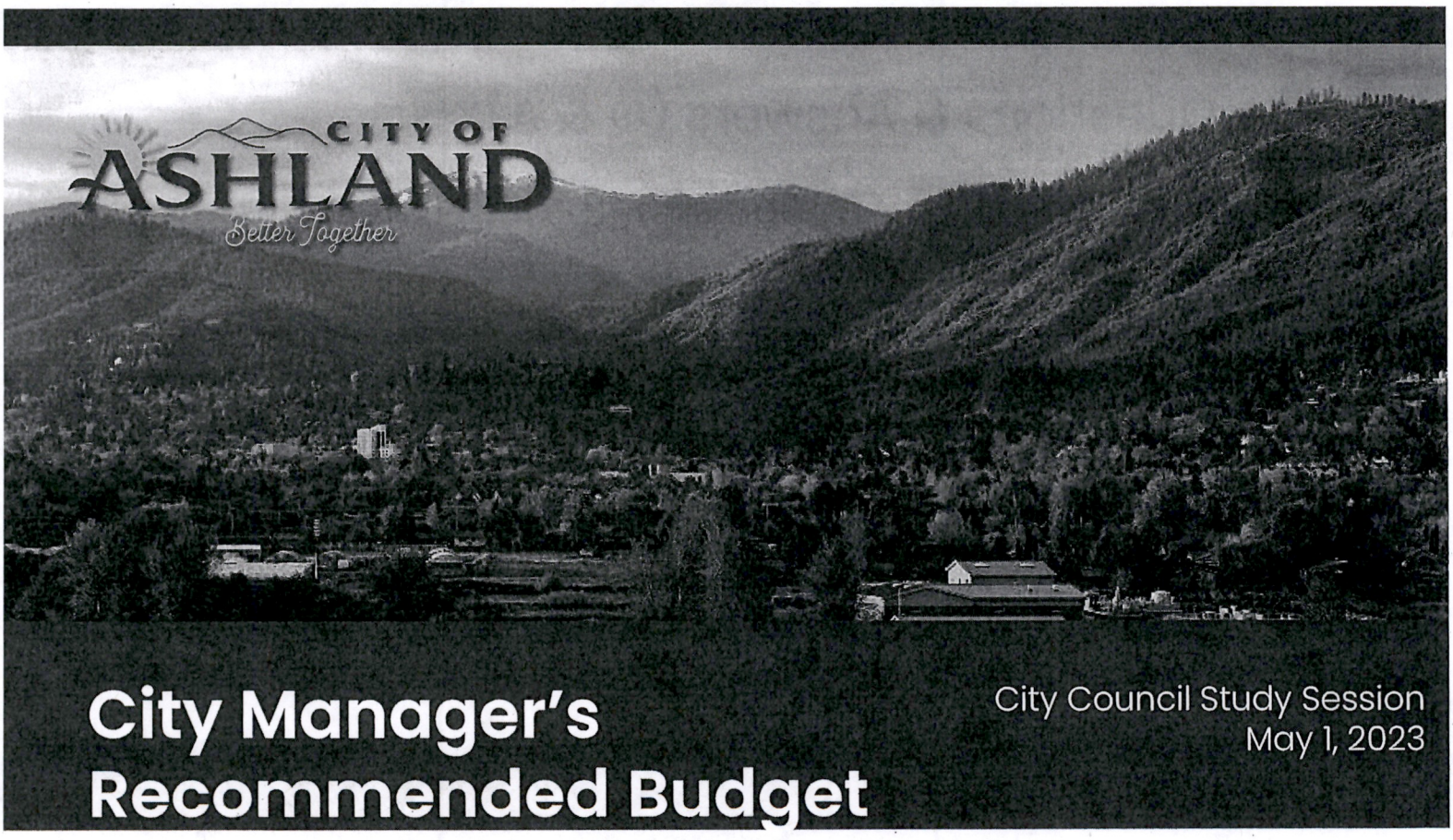
Mr. Lessard clarified if the Food and Beverage Tax passed, they would go back to using franchise fees to pay for street dept. The allocated 73% of the tax would go into the Parks and Recreation Department fund, making additional money available in the general fund for council to appropriate for other projects.

Councilor Hyatt confirmed companies who use the right of way like Spectrum, Mobile and AT&T paid franchise fees. Staff would provide information on franchise fees being based on the revenues collected.

5. Adjournment of Budget Committee Meeting

The meeting adjourned at 7:11 p.m.

Respectfully Submitted by Alissa Kolodzinski.



City Manager's Recommended Budget

City Council Study Session
May 1, 2023

2023-2025 BN

Questions & Answers (Q & A)

Q: Is there a $6.7 million structural deficit in the General Fund?

A:By Oregon Budget law the City must present a balanced budget. A balanced budget is defined as expenditures cannot exceed revenues. Revenues include new taxes, fees, etc. collected during the biennium as well as monies carried forward to fund the budget. The budget presented on April 27th is balanced.

A: The confusion may lie in the carryover being used in the next 23/25 Proposed Budget. The City has an estimated $17,784,964 in carryover from this BN to fund the general fund moving forward. This is a common practice for numerous municipalities.

Better Together

2023-2025 BN

Q & A

A:

Carry Forward Fund Balance		BN 2023/25 Proposed
Water Fund	$	12,341,551
Wastewater Fund		4,407,490
Electric Fund		6,080,192
Telecommunications Fund		3,021,118
Stormwater Fund		2,036,637
SDC Wastewater Fund		1,585,034
SDC Water Fund		1,183,793
SDC Stormwater Fund		14,954
General Fund		17,784,964
Equipment Fund		7,197,226
Insurance Service Fund		1,167,481
Street Fund		1,701,979
SDC Street Fund		3,002,755
Reserve Fund		1,784,761
Housing Fund		1,221,798
Tourism Fund		1,015,037
Airport Fund		86,831
Community Block Fund		36,619
Parks Capital Improvement Fund		5,590,786
Capital Improvement Fund		1,035,362
SDC Parks Fund		284,878
Debt Service Fund		815,165
Cemetery Trust Fund		946,395
Total	$	74,342,806

Better Together

2023-2025 BN

Questions & Answers (Q&A)

Q:Why does the City pick up the 6% Employee Portion of PERS?

A:Since 1946 inception the state has required a mandatory retirement contribution (now 6% of PERS-covered salary).

A:Years ago, employers began the "pick up" of this cost for employees as a money-saving concession in lieu of wage increases

A:This has since become a standard part of collective bargaining agreements

2023-2025 BN

Questions & Answers (Q&A)

Q: Please explain the ballot measure on the Food and Beverage Tax

A: The Proposed Budget has been prepared with the use of Food and Beverage Tax in accordance with the current Ashland Municipal Code
A: If the ballot measure passes, the City Manager will be required to recommend how the 73% of the tax will be utilized for either operations and maintenance of parks, and/or capital expenses.
A: The success of the ballot measure will require the City Manager to assure the tax revenues will be/are used for only the following purposes:

- City parks
- Open space
- Recreation
- Senior Services

Better Together

2023-2025 BN

Questions & Answers

Food and Beverage Ballot

CAPTION: Proposed amendment to Ashland's Food and Beverage Tax ordinance.

QUESTION: Shall the ordinance be amended to dedicate revenues to city parks, open space, recreation, and senior service purposes?

SUMMARY: A "Yes" vote for this measure authorizes the City of Ashland to use the Food and Beverage Tax for city parks, open spaces, recreation, and senior service purposes as follows, consistent with City policies and practices: twenty-five percent (25%) for capital expenses including acquisition, planning, development, repair, and rehabilitation; seventy-three percent (73%) for operations, maintenance, or capital expenses. Two percent (2%) of the tax will be used for administration of the tax.

The tax rate will remain unchanged at 5%, and any increase to the tax rate or change of its use will require voter approval. The expiration date of the tax will be December 31, 2040.

A "No" vote means the existing Food and Beverage Tax allocation will stay the same, with tax revenues going towards park capital expenses (not less than 25%), street repair debt or parks capital expenses (up to 73%), and tax administration (2%).

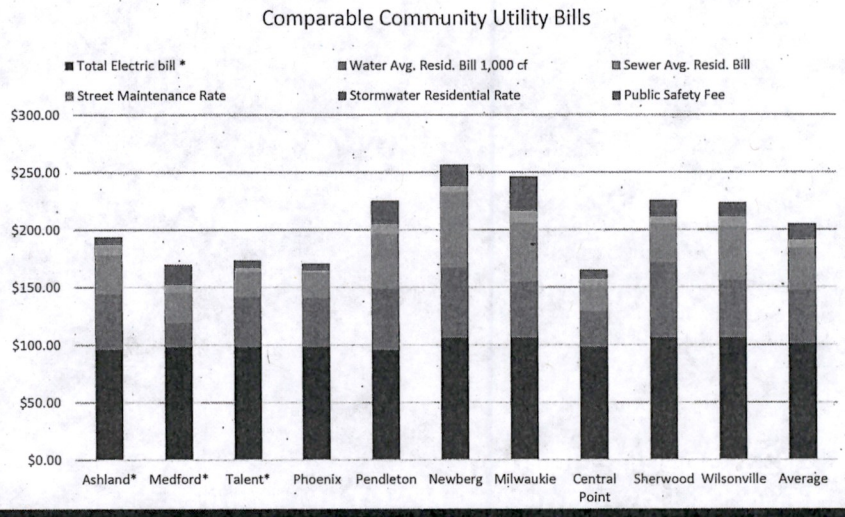
Better Together

2023-2025 BN

Questions & Answers (Q&A)

Q:How do our utility rates compare to other cities?

A:



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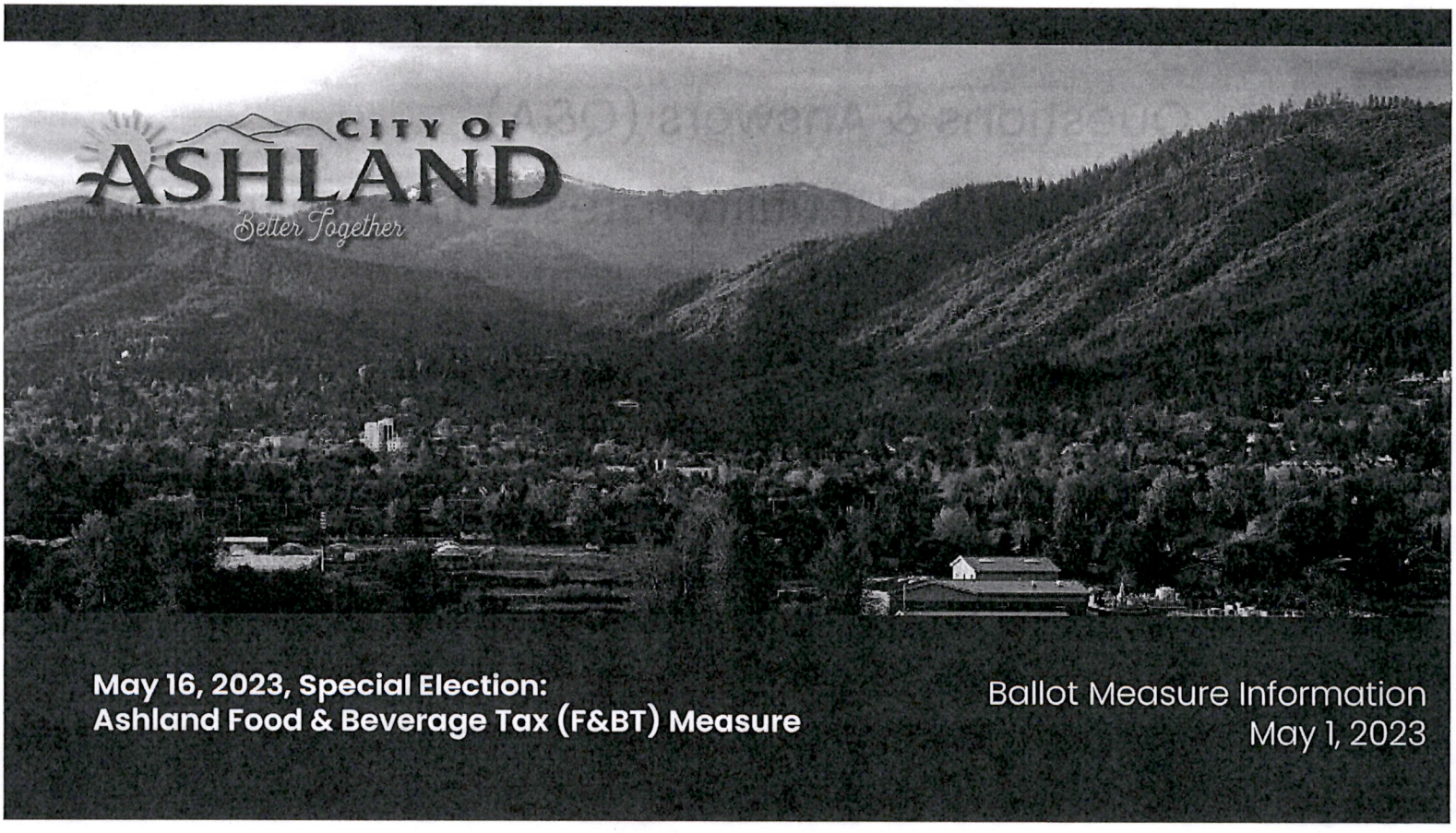

May 16, 2023, Special Election:
Ashland Food & Beverage Tax (F&BT) Measure

Ballot Measure Information
May 1, 2023

F&BT Ballot Measure

Current Ordinance Language

4.34.020 Tax Imposed ***(Sections 1- 4 have been supplanted/superseded by Section 5)***

5. 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 borrowing for street repair and rehabilitation per the City of Ashland Pavement Management 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 shall be appropriated for purposes consistent with this chapter unless other purposes are approved by a Council-adopted ordinance enacted by a vote of the Ashland electorate.

4.34.160 Termination of tax
This chapter shall expire on December 31, 2030, unless extended by a vote of the electorate.

Better Together

F&BT Ballot Measure

Current Ordinance Language

4.34.020 Tax Imposed ***(Sections 1- 4 have been supplanted/superseded by Section 5)***

5. Beginning in fiscal year 2023, the Council may, through the statutory budget process, appropriate taxes under this chapter as follows:

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4.34.160 Termination of tax

This chapter shall expire on December 31, 2030, unless extended by a vote of the electorate.

Better Together

F&BT Ballot Measure

Current Ordinance - Key Points

1. **Ashland voters must enact Council adopted ordinance**
   - uses &/or expiration date
2. **Use not less than 25% of funding**
   - City Parks capital expenses - acquisition, planning, development repair & rehabilitation
3. **Use up to 2% of funding**
   - Administration of the tax
4. **Uses for 73% of Tax Funding**
   - City parks' capital expenses, or
   - Debt for street repair and rehabilitation per Pavement Management Plan
5. **Extends expiration date**
   - Dec. 31, 2030
6. **All funds remain under the City Council's appropriation authority**

F&BT Ballot Measure

Proposed Ordinance Language

4.34.020 Tax Imposed

C. The taxes collected under this chapter shall be used for city parks, open space, recreation, and senior services as follows, subject to other Ashland Municipal Codes and City financial and administrative policies:

1. Not less than twenty-five percent (25%) for capital expenses, including acquisition, planning, development, repair and rehabilitation.
2. Up to seventy-three percent (73%) for operations and maintenance and the uses of subsection 3.C.1 above.
3. The City will retain two percent (2%) of the tax collected for costs of tax administration and collection.
4. Amounts shall be appropriated in the City's General Fund for purposes consistent with this chapter unless other purposes are approved by a Council-adopted ordinance enacted by a vote of the Ashland electorate.

4.34.160 Termination of tax

This chapter shall expire on December 31, **2040~~2030~~**, unless extended by a vote of the electorate.

Better Together

F&BT Ballot Measure

Proposed Ordinance Language

4.34.020 Tax Imposed

C. The taxes collected under this chapter shall be used for city parks, open space, recreation, and senior services as follows, subject to other Ashland Municipal Codes and City financial and administrative policies:

1. Not less than twenty-five percent (25%) for capital expenses, including acquisition, planning, development, repair and rehabilitation.
2. Up to seventy-three percent (73%) for operations and maintenance and the uses of subsection 3.C.1 above.
3. The City will retain two percent (2%) of the tax collected for costs of tax administration and collection.
4. Amounts shall be appropriated in the City's General Fund for purposes consistent with this chapter unless other purposes are approved by a Council-adopted ordinance enacted by a vote of the Ashland electorate.

4.34.160 Termination of tax

This chapter shall expire on December 31, ~~2040~~2030, unless extended by a vote of the electorate.

Better Together

F&BT Ballot Measure

Ballot Measure Summary

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

A "Yes" vote for this measure authorizes the City of Ashland to use the Food and Beverage Tax for city parks, open spaces, recreation, and senior service purposes as follows, consistent with City policies and practices: twenty-five percent (25%) for capital expenses including acquisition, planning, development, repair, and rehabilitation; seventy-three percent (73%) for operations, maintenance, or capital expenses. Two percent (2%) of the tax will be used for administration of the tax.

The tax rate will remain unchanged at 5%, and any increase to the tax rate or change of its use will require voter approval. The expiration date of the tax will be December 31, 2040.

A "No" vote means the existing Food and Beverage Tax allocation will stay the same, with tax revenues going towards park capital expenses (not less than 25%), street repair debt or parks capital expenses (up to 73%), and tax administration (2%).

Better Together

F&BT Ballot Measure

Ballot Measure Summary

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

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The tax rate will remain unchanged at 5%, and any increase to the tax rate or change of its use will require voter approval. The expiration date of the tax will be December 31, 2040.

A "No" vote means the existing Food and Beverage Tax allocation will stay the same, with tax revenues going towards park capital expenses (not less than 25%), street repair debt or parks capital expenses (up to 73%), and tax administration (2%).

Better Together

F&BT Ballot Measure

Proposed Ordinance - Key Points

1. **Ashland voters must enact Council adopted ordinance retained**
   - uses &/or expiration date

2. **Use not less than 25% of funding retained but broadened**
   - Capital expenses- acquisition, planning, development repair & rehabilitation
     - parks, open space, recreation & senior services

3. **Use of 2% of funding retained at set amount**
   - Administration of the tax

4. **Uses for 73% of Tax Funding changed**
   - <u>From:</u> - City parks' capital expenses, or
   - - Debt for street repair and rehabilitation per Pavement Management Plan
   - <u>To:</u> - City Parks, Open Space, Recreation, and Senior Services
     - Capital expenses <u>and</u> operations & maintenance (O&M) of specified uses

5. **Extends expiration date changed**
   - <u>From:</u> Dec. 31, 2030
   - <u>To:</u> Dec. 31, 2040

6. **All funds remain under the City Council's appropriation authority retained**

Better Together

QUESTIONS?

Study Sessions

Speaker Request Form

THIS FORM IS A PUBLIC RECORD
ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

THOSE INTERESTED IN GIVING ORAL TESTIMONY AT A COUNCIL MEETING WILL NEED TO:

1) Complete this form, including the topic you want to speak on and send to the City Recorder: mailto:melissa.huhtala@ashland.or.us
2) Begin the oral testimony during the meeting by stating your name for the record.
3) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
4) If you present written materials, please email a copy of the materials with this form to the City Recorder for the record.
5) Speakers are solely responsible for the content of their public statement.

Meeting Date May 1 2023

Name Missy Kaminsky

[redacted]

Study Session

Agenda topic/item number/Topic Budget + tourism

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

Study Sessions

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Meeting Date 5-1-23

Name Nancy K Boyer

[redacted]

Study Session Budget

Agenda topic/item number/Topic Budget

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Study Sessions

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5) Speakers are solely responsible for the content of their public statement.

Meeting Date MAY 1. 2023

Name Susan Hall RN

[redacted]

Budget
~~**Study Session**~~

Agenda topic/item number/Topic Public Forum?

(1) The 21-23 Budget included a list of ALL positions with salaries and benefits. Please provide the most recent comparable data.

(2) We are repeatedly being told that Franchise Fees will pay for street repairs, rather than Food + Beverage taxes.
How much of the Franchise Fees are paid by City of Ashland Rate payers on our utility bill. My bill has a monthly street fee of 9.56 = just under $120/yr just for me.

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Study Sessions

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5) Speakers are solely responsible for the content of their public statement.

Budget Meeting

Meeting Date MAY 1, 2023

Name ~~[redacted]~~ Ted Hall

[redacted]

Budget
~~**Study Session**~~

Agenda topic/item number/Topic Public Forum?

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ASHLAND CITY COUNCIL
BUSINESS MEETING
MINUTES
May 2, 2023

I. Executive Session

Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne and Hansen were present. Staff present: City Manager Joe Lessard, Acting City Attorney Doug McGeary, Public Works Director Scott Fleury, Community Development Director Brandon Goldman, and Housing Program Manager Linda Reid. Council and staff discussed the following items:

1. Deliberations with persons designated by the governing body to carry on labor negotiations, pursuant to ORS 192.660(2)(d).
2. To conduct deliberations with persons the City of Ashland has designated to negotiate real property transactions pursuant to ORS 192.660(2)(e).

II. CALL TO ORDER

Mayor Tonya Graham called the meeting to order at 6:02 p.m.

1. Land Acknowledgement

Councilor Kaplan read the land acknowledgement.

III. PLEDGE OF ALLEGIANCE

Councilor Dahle led the Pledge of Allegiance.

IV. ROLL CALL

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

V. MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS

1. Proclamation Recognizing Asian American Heritage Month

Mayor Graham read the proclamation.

VI. APPROVAL OF CITY COUNCIL MINUTES ***

1. **Minutes of the April 17, 2023, Study Session**
2. **Minutes of the April 18, 2023, Business Meeting**

Councilor Dahle/DuQuenne m/s to approve the minutes of April 17, 2023, Study Session, and the April 18, 2023, Business meeting. Roll Call Vote: Councilor Hyatt, Dahle, Bloom, Kaplan, Hansen, and DuQuenne, YES. Motion passed.

VII. SPECIAL PRESENTATIONS - None

VIII. CITY MANAGER REPORT

City Manager Joe Lessard provided the city manager's report and reviewed the Look Ahead.

IX. PUBLIC FORUM

Clarinda Merripen/Ashland/Spoke on the issues restaurants were experiencing due to the pandemic, wildfire smoke and increased overhead costs.

X. CONSENT AGENDA

1. **Advisory Committee Member Appointments**
    - **Climate and Environment Policy Advisory Committee**
    - **Housing and Human Services Advisory Committee**
    - **Historic Preservation Advisory Committee**
    - **Public Arts Advisory Committee**

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

XI. PUBLIC HEARINGS

XII. UNFINISHED BUSINESS

1. **Small Wireless Telecommunications Facilities**
    a. **Draft Amendments to AMC 13.02 Rights-of-Way**
    b. **Draft Resolution on Design Standards and Applications Requirements**

City Attorney Doug McGeary introduced the topic and provided a presentation (see attached) that included:

- Amendment Rights of Way Ordinance AMC Chapter 13.02 Small Wireless Facilities
- Process and Policy
- Charge to Mission
- Process Towards Completion
- A Bad Start
- Develop Standard Personal Service Contract
- Start Over
- Key Elements of Strong Local Ordinances
- Changes Made to Model
- Resolution

He went on to review changes to the ordinance and resolution and addressed complications from using an anti-wireless ordinance.

Public Comment

Miriam Reed/Ashland/Spoke on what other cities had done to restrict wireless facilities, and electro-sensitivity.

Council discussed the viability of the League of Oregon Cities (LOC) ordinance, moving the subject to a study session, having a roundtable with stakeholders, or forming an ad hoc committee. Council

preferred a roundtable to forming an ad hoc committee. The mayor suggested starting with a study session first. Council directed staff to further refine the ordinance for a future discussion.

XIII. NEW BUSINESS

1. Bonneville Power Administration (BPA) Wholesale Electric Contract Negotiation Presentation

Electric Director Tom McBartlett went through the presentation included in the packet:

- Notable Happenings Under Current Contract
- Post 2028 Provider of Choice
- Timeline
- Process
- Notable Point of Agreement
- Still Negotiating
- Links
- Questions

Mr. McBartlett explained the $1.3million was in the electric supply as a bill credit. BPA would remove approximately $148,000 from the city's monthly bill for those months.

Mr. McBartlett addressed capacity. The electric system was built well and currently uses less than half the capacity available. The Mountain Avenue substation was designed to double in size and capacity and with improvements, could feed the entire city from one location if needed.

The EPA was allowing the use of non-federal resources. BPA would be open to other forms of energy over time. Currently, secondary market power is expensive. Staff had integrated solar into the rate design.

The Ashland electric base fee was $16 dollars for residential. Pacific Power had a base fee of $11. Their kilowatt hours were under 12 cents and Ashland's was 7 cents.

The $1.3million credit would result in no rate increases for this year and possibly next year.

Mr. McBartlett explained take or pay. BPA would provide and the city would purchase all its energy needs from BPA for the Tier 1 load. If the city decided to get energy from another resource, the city would still purchase that energy from BPA for the Tier 1 load. If the load went above Tier 1, the city could feed that level with any resource including BPA.

2. 2021-2023 BN Quarterly Financial Report

Deputy City Manager Sabrina Cotta introduced Finance Director Mariane Berry and provided a presentation included the packet:

- Quarterly Report
- Financial Highlights
- Overview

- Summary of Fund Balances
- Overview
- Questions

Ms. Cotta explained why funds were outperforming. They were able to leave money in longer than expected and it created a compounding effect. Additionally, a former interim finance director made sound investments. The city was coming out of a strange time regarding covid and staffing levels. As things normalize there will be a drop in these funds in terms of cash in, cash out.

3. Resolution 2023-08 Adopting the Ashland Housing Production Strategy

Community Development Director Brandon Goldman and Housing Program Manager Linda Reid. Beth Goodman from ECONorthwest provided a presentation that included:

- Ashland: Housing Production Strategy
- What is a Housing Production Strategy (HPS)?
- Summary of Stakeholder Input
- Initiatives Approach
- Initiatives Approach – Actions & Funding Sources
- Implementation Schedule
- Potential Motion

Public Comments

Echo Fields/Ashland/Was the Vice Chair of the Housing and Human Services Committee. She noted who had worked on the document and spoke in support of it.

Allan Ackroyd/Ashland/Lived in the Wingspread mobile home park. He shared the sense of community there and supported changing the zoning for the property.

Rich Rohde/Ashland/Provided background and the collaboration that went into the HPS document.

Delores Nims/Ashland/Lived in the Wingspread mobile home park and spoke to the need for zoning protection.

Councilor Kaplan/DuQuenne m/s to approve Resolution 2023-08 adopting the Housing Production Strategy related to Oregon House Bill 2003. DISCUSSION: Councilor Kaplan thanked everyone who worked on the document, hoped the timetables could be improved and wanted staff to move quickly on the zoning protection for the Wingspread mobile home park. Councilor DuQuenne agreed. Councilor Hyatt commented on the progress since HB 2003 was passed in 2019. It was a privilege to support the motion and she looked forward to the next step. Councilor Bloom expressed his appreciation and how this was a benchmark. Zoning was important and they needed to be aware of predatory management companies. Councilor Dahle shared his appreciation of the work and effort put into the document. He liked the innovative tools, ideas, flexibility, and ability to pivot if something did not work. He supported zoning changes to protect the Wingspread mobile home park. Mayor Graham was pleased to have a plan, it was inspiring. She knew that staff, the HHSC,

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

4. Class Special Procurement Sourcing Method Approval for "C" Mix Asphalt

Public Works Director Scott Fleury explained the request was for asphalt used by the Street Division. Approval would cover a five-year period from July 1, 2023, to June 30, 2029. It would allow staff to bypass the formal bid process, utilize local asphalt vendors and use an informal process with updated quotes on a 3–4-month cycle within the city.

Councilor Hyatt /Bloom m/s to approve Public Works continue with the special procurement process and attain the necessary "C" Mix Asphalt up to $240,000 to maintain Ashland streets appropriately. DICUSSION: Councilor Hyatt noted it retained the competitive bid process and gave staff flexibility. Councilor Bloom commented that it was standard operating procedure and we needed to move with it. Councilor DuQuenne appreciated it was not on the consent agenda.
Roll Call Vote: Councilor Kaplan, Hyatt, Dahle, Hansen, DuQuenne, and Bloom, YES. Motion passed.

XIV. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Intergovernmental Agreement with Southern Oregon University and the Ashland School District for Joint Emergency Operations and Planning

Emergency Management Coordinator Kelly Burns and City Manager Joe Lessard spoke to the process and agreement. Mr. Burns explained how it would integrate regionally and commented on recent training that had occurred in Talent. Staff had not reached out to the National Guard. Typically, the National Guard was brought in once a jurisdiction had exhausted city, county, and state resources.

Mr. Burns addressed the change to Nixle. Nothing would change except the name would be Everbridge. He went on to speak about accessibility between agencies, and that efforts were being made.

Ashland School District, Southern Oregon University and City staff would go through the CERT training.

Councilor Hyatt/Hansen m/s that City Council authorize the city manager to enter into an inter-governmental agreement as proposed with Southern Oregon University and the Ashland School District to establish a joint emergency operations center and emergency event planning.
DISCUSSION: Councilor Hyatt thanked Mr. Burns for his efforts. Councilor Hansen supported the motion and noted they will have challenges and being ahead of it was amazing. Councilor DuQuenne expressed her appreciation to staff. Mayor Graham commented on the changing climate energy hazard profile. Seeing this effort with other institutions made her feel proud and settled.
Roll Call Vote: Councilor Hyatt, DuQuenne, Bloom, Hansen, Kaplan, and Dahle, YES. Motion passed.

2. Contract for City Council Chamber Audio-Video-Broadcast Updates with CDW Government LLC

Department of Innovation & Technology Director Jason Wegner explained how the upgrade would make the system in chambers fully hybrid so everyone could see everything in person and remotely.

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They had not gotten to the details of automated microphones or split screens but would be meeting with RVTV about that and other elements.

Councilor Bloom/Dahle m/s to approve a contract with CDW to upgrade council chamber audio-visual-broadcast equipment. DISCUSSION: Councilor Bloom commented on the timing noting that just the night before, there were issues with citizens seeing the presentations. Councilor DuQuenne agreed.
Roll Call Vote: Councilor Kaplan, DuQuenne, Dahle, Hyatt, Bloom, and Hansen, YES. Motion passed.

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

Councilor Kaplan attended the Climate and Environment Policy Advisory Committee meeting. They were drafting an ordinance that would ban natural gas in new building construction. They endorsed sending a letter to the council supporting Oregon urban rural forestry master plans.

Councilor Hansen attended the Transportation Advisory Committee meeting and shared highlights that included the new RVTD Route 17, and the parklet program. Currently, the committee has three vacancies.

Councilor Hyatt announced Friday May 5, 2023, was the last day to apply for early the Ad hoc Committee on Affordable Childcare and Early Childhood Development.

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
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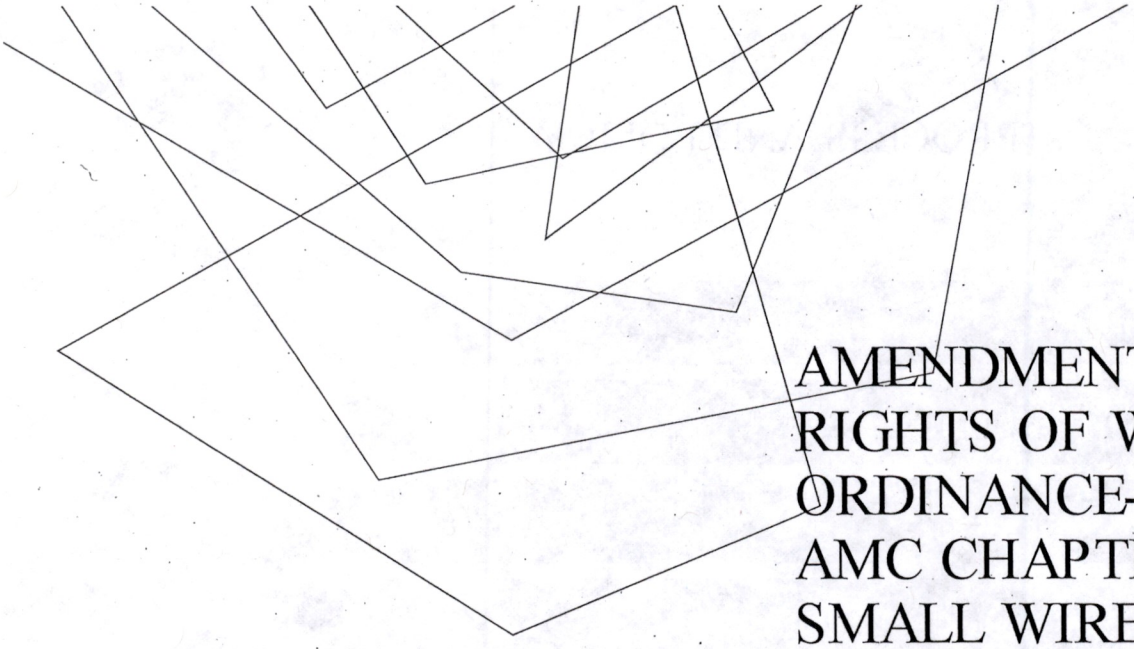
City Recorder Melissa Huhtala

Attest:

Tonya Graham
Mayor Tonya Graham



AMENDMENT TO RIGHTS OF WAY ORDINANCE- AMC CHAPTER 13.02 SMALL WIRELESS FACILITIES

PROCESS AND POLICY

- Charge to Mission
- Process towards Completion
- Start Over
- Changes made to Model
- Summary

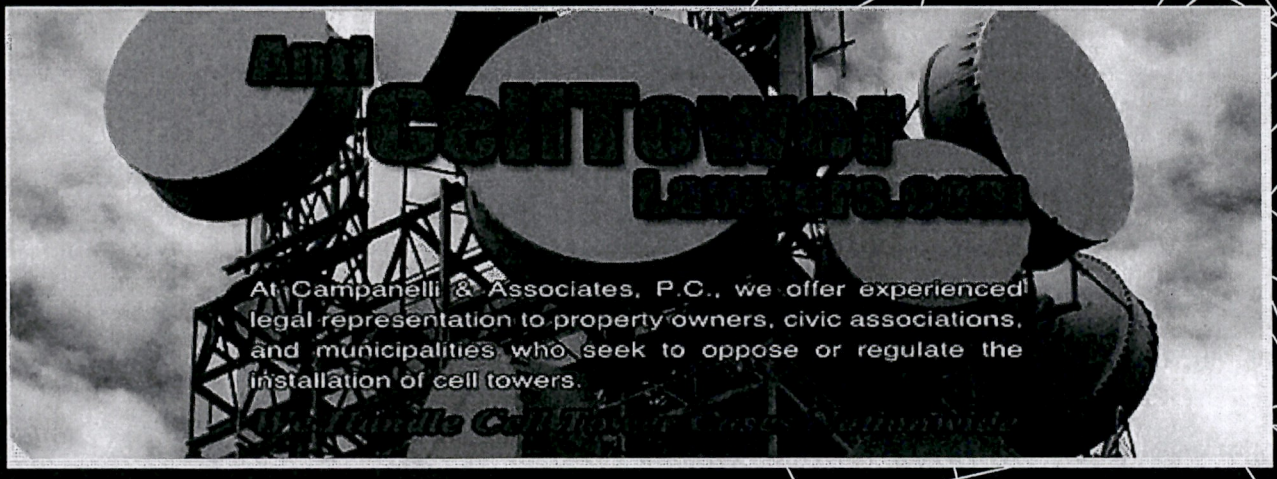
CHARGE TO MISSION

Create an amendment to the ROW ordinance to enable more stringent restrictions on an applicant's network configuration of a Small Cell Wireless Facility than those enumerated in the League of Oregon City's Model ordinance

PROCESS TOWARDS COMPLETION

1. Create contract with Campanelli
2. Establish Scope of Work
3. Review Draft with Contractor and Client End Users
4. Modify to suit Client
5. Present draft ordinance for 1st and second read

A BAD START


At Campanelli & Associates, P.C., we offer experienced legal representation to property owners, civic associations, and municipalities who seek to oppose or regulate the installation of cell towers.

DEVELOP STANDARD PERSONAL SERVICE CONTRACT

1. 12/6/22 Telephone conversation with contractor
2. 12/29/22 Proposed outline of a contract informally by email
3. 12/30/22 Contractor states interest and provides engagement information that was not responsive to City request
4. 1/5/23 Sent contract with corrected request information and agreement with price
5. Never heard from Campanelli again despite email and two phone calls throughout January and February

START OVER

PROCEED TOWARD ORDINANCE COMPLETION WITHOUT CONTRACTOR

REVIEW OTHER ORDINANCES THAT PURPORT TO USE STRINGENT RESTRICTIONS ON SMALL CELL WIRELESS FACILITY

RESEARCH STANDARDS AND SEVERANCE MEASURES

DRAFT ORDINANCE USING ACCEPTED MODEL ORDINANCE TO GUARD AGAINST LEGAL CHALLENGES

CHANGES MADE TO MODEL

Chapter 13.02
PUBLIC RIGHTS-OF-WAY

Sections:

- 13.02.010Definitions
- 13.02.020Jurisdiction
- 13.02.030Scope of Regulatory Control
- 13.02.040Right-of-Way Encroachment
- 13.02.050Encroachment Permits
- 13.02.060Standards and Conditions
- 13.02.070Permit Issuance
- 13.02.090Revocation of Permits
- 13.02.100Removal of Encroachment
- 13.02.110Liability
- 13.02.130Obligations of the City of Ashland
- 13.02.200Appeals
- 13.02.300 Standards For Small Wireless Facilities In The Rights-Of-Way.
- 13.02.900Penalties

13.02.010Definitions

(1) For the purpose of Sections 13.02.010 – 13.02.200 in this chapter, the following mean:

A. *Encroach.* The act of a private individual extending from their abutting private property into a public right-of-way, public easement or public property.

B. *Encroachment.* Area in a public right-of-way, public easement or public property that is being encroached upon by a private individual.

C. *Encroachment Permit.* A revocable permit granted by the Public Works Director to allow permittee to encroach upon a public right-of-way, public easement or public property where compliance with this chapter can be demonstrated.

D. *Person.* Individual, corporation, association, firm, partnership, joint stock company, and similar entities.

E. *Public Easement.* An easement granted to the City for a public purpose, including, but not limited to the purpose of installing or maintaining public or private utility infrastructure for the

The ROW Ordinance

THEREFORE, COMES NOW THE COUNCIL FOR THE CITY OF ASHLAND DOES RESOLVE AS FOLLOWS:

Small Wireless Facility Design Standards and Application Requirements For City Rights-of-Way

A. Definitions. Definitions for these design standards are those provided in AMC Chapter 13.02.300 Standards For Small Wireless Facilities In The Rights-Of-Way.

B. General Requirements.

a. In addition to the submittals required in by AMC 18.5.2 Site Design Review and Application Submission Requirements 18.4.10.030, the applicant shall submit drawn-to-scale depictions of its proposed wireless support structure and all associated equipment to be mounted thereon, or to be installed as part of such facility, which shall clearly and concisely depict all equipment and the measurements of same, in order to determine whether the proposed facility qualifies as a small wireless facility as defined under AMC 13.02.010.

i. The drawn-to-scale depiction shall include complete calculations for the Antenna Facility that, when completed, the installation and equipment will meet the physical size limitations necessary to qualify as a small wireless facility.

b. Proposed installations will be compatible with the use and/or character of properties located adjacent to or in close proximity to the proposed site and avoid other properties situated in a manner that would cause the proposed installation to be incompatible with their respective use.

c. The applicant shall apply mitigation measures to minimize the potential negative effects of the proposed facility to the greatest extent reasonably feasible. In determining the foregoing, the fact that a less intrusive site, location, or design would lead to additional expenses for the applicant, by itself, will not be considered a reasonable mitigation effort.

The ROW Resolution

SUMMARY

- The proposed ordinance and resolution builds upon the model
- Creates more stringent restrictions on an applicant's network configuration at risk of potential risk of legal challenges
- Allows for adjustments in response to changes in the law or potential litigation
- Requires review with affected departments and review by others with technical knowledge in this field.

THANK YOU

Douglas M McGeary

Acting City Attorney

Ashland: Housing Production Strategy

City Council

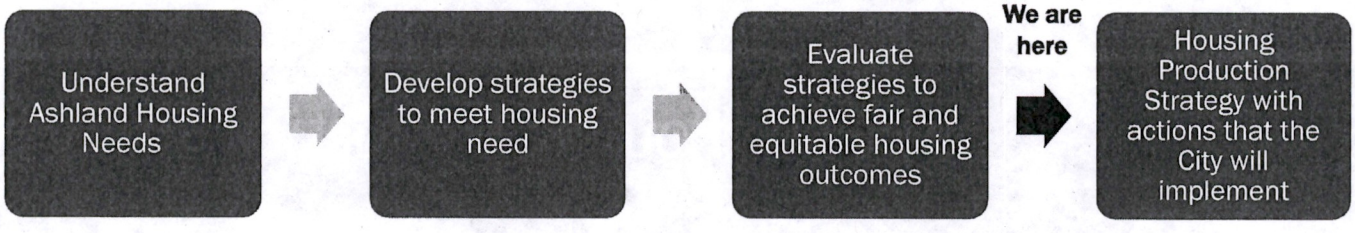
May 2, 2023

ECONorthwest

ECONOMICS • FINANCE • PLANNING

What is a Housing Production Strategy (HPS)?

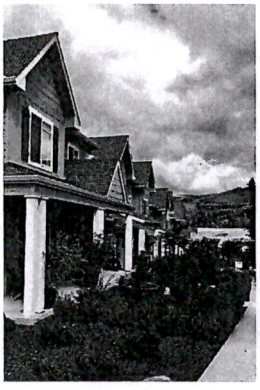
An 8-year action plan that identifies near and long-term strategies that the City can take to support the development of needed housing, especially low- and middle-income housing.

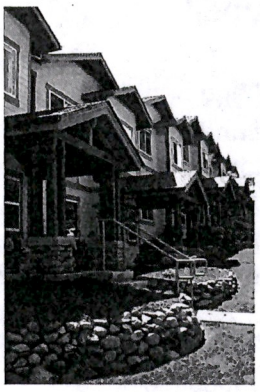


Summary of Stakeholder Input

- **HHSAC** – Recommended adoption of the HPS (Feb 23rd, 2023).
  - Highest priority actions included:
    - Identify additional funds to support the **Affordable Housing Trust Fund**
    - Support preservation and development of **manufactured home parks**
    - Participate in a **land trust**
    - Participate in or establish a **land bank.**
- **Advisory Committee** – Recommended adoption of the HPS (Feb 2023)
  - Highest priority actions included:
    - Support preservation and development of **manufactured home parks**
    - Work with partners to support development of additional **permanent supportive housing.**
    - Preserve and improve existing **low-cost, unregulated, rental housing.**
- **City Council** (Aug 2022) –
  - Was supportive of:
    - **Land banking**
    - **Land trust** - they were very interested in long-term affordability
    - Preservation of **manufactured home parks**
    - Evaluating using **Urban Renewal**
    - Potentially using a **CET**
- **Interviews with developers** (Aug 2022):
  - Priorities included:
    - **Urban Renewal** has been effective in neighboring jurisdictions and could be a useful tool in Ashland.
    - **Land banking** could allow developers to construct more workforce housing.
    - **Review the code** for unintended barriers to density.
    - Evaluate opportunities to **streamline development review.**

Initiatives Approach





- **Encourage development of low- and moderate-income affordable rental housing.** This initiative seeks to increase the housing options for unregulated rental households earning between 60% and 120% of MFI ($43,900 to $87,700).
- **Increase opportunities for affordable homeownership.** This initiative seeks to increase the housing options for homeownership for households earning less 120% of MFI (less than $87,700).
- **Encourage development of income-restricted affordable housing units.** There are limited options available in Ashland that are affordable to households with income of less than 60% of MFI ($43,900). This initiative supports development of housing affordable in this income group.
- **Preserve existing of low- and moderate-income affordable housing.** This initiative seeks to increase the housing options for households earning less than 120% of MFI (less than $87,700).

Initiatives Approach

■ Primary Focus of the initiative ☐ Secondary Focus of the initiative

Action Name	Initiative Name			
	Encourage development of low- and moderate-income affordable rental housing	Increase opportunities for affordable homeownership	Encourage development of income-restricted affordable housing units	Preserve existing supply of low- and moderate-income affordable housing
Actions				
A. Evaluate participating in or establishing a land bank.	■	■	■	
B. Evaluate opportunities to participate in a land trust.	■	■		
C. Host educational events with the Housing and Human Services Commission	☐	■	■	■
D. Develop an equitable housing plan	☐	■	■	■
E. Disallow SFD in High Density R-3 Zone	■		☐	☐
F. Evaluate increasing allowances for residential dwellings in commercial and employment zones	■			
G. Maintain quality and support development of a new manufactured home park	☐	■		■
H. Increase development capacity of MFR dwellings	■		■	
I. Implement the Multiple Unit Property Tax Exemption (MUPTE) to support multifamily or affordable housing	■			☐
J. Preserve and improve existing low-cost, unregulated, rental housing				■
K. Work with partners to support development of additional permanent supportive housing			■	
L. Evaluate opportunities to improve energy efficiency and reduce GHG emissions during housing development	■	■	☐	
Funding Sources				
M. Establish a Construction Excise Tax	■	■	■	■
N. Evaluate using Urban Renewal	☐	☐	■	■
O. Identify additional funds to support the Affordable Housing Trust Fund	■	■	■	■

Implementation Schedule

Actions	July 1 2023 through December 2023	2024	2025	2026	2027	2028	2029	2030	2031
A. Evaluate participating in or establishing a land bank.			Evaluate opportunities	Get policy direction from City Council	Implement				
B. Evaluate opportunities to participate in a land trust.		Evaluate opportunities	Get policy direction from City Council	Implement as opportunity arises					
C. Host educational events with the Housing and Human Services Commission		On-Going							
D. Develop an equitable housing plan	Develop Plan	Adopt	Implement						
E. Disallow SFD in High Density R-3 Zone				Develop Ordinance	Adopt	Implement			
F. Evaluate increasing allowances for residential dwellings in commercial and employment zones			Adopt	Implement					
G. Maintain quality and support development of a new manufactured home park	Begin Refining	Adopt	Implement						
H. Increase development capacity of MFR dwellings				Develop Ordinance	Adopt	Implement			
I. Implement the Multiple Unit Property Tax Exemption (MUPTE) to support multifamily or affordable housing					Begin implementation Steps	Adopt	Implement		
J. Preserve and improve existing low-cost, unregulated, rental housing			Evaluate programs	Get policy direction from City Council	Implement				
K. Work with partners to support development of additional permanent supportive housing		On-Going							
L. Evaluate opportunities to improve energy efficiency and reduce GHG emissions during housing development							Get policy direction from City Council	Implement	
M. Establish a Construction Excise Tax		Evaluate approach	Adopt	Implement					
N. Evaluate using Urban Renewal or other financing tools				Evaluate approach	Develop Plans	Adopt	Implement		
O. Identify additional funds to support the Affordable Housing Trust Fund		Evaluate new sources	City council to give policy direction	On-Going					

Potential Motion

I move to approve Resolution 2023-08 adopting the Housing Production Strategy related to Oregon House Bill 2003.

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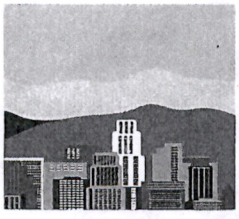
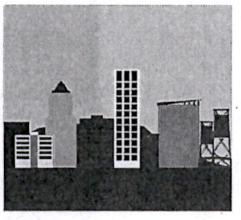
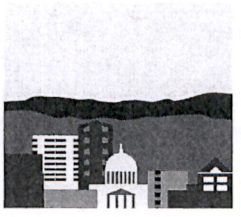


Los Angeles



Portland

Seattle



Boise

Speaker Request Form

THIS FORM IS A PUBLIC RECORD
ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

1) Complete this form and return it to the City Recorder **prior to the discussion of the item you wish to speak about.**
2) Speak to the City Council from the table podium microphone.
3) State your name and address for the record.
4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
5) If you present written materials, please give a copy to the City Recorder for the record.
6) You may give written comments to the City Recorder for the record if you do not wish to speak. (Comments can be added to the back of this sheet if necessary)
7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 5/2/2023

Name Clarinda Merripen

Address (no P.O. Box) Ashland (please print)

Phone _____ **Email** _____

Regular Meeting

Agenda topic/item number _____ OR

Topic for public forum (non agenda item) State of the restaurant industry

Land Use Public Hearing

Please indicate the following:
For: _____ **Against:** _____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: _____

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland City Council generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

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7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date _____

Name MIRIAM REED

[redacted]

Regular Meeting

Agenda topic/item number XII (1) small wireless **OR**

Topic for public forum (non agenda item) XII Unfinished Business Small Wireless T/C Communications

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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7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 5/2/2023

Name ECHO FIELDS

[redacted]

Regular Meeting

Agenda topic/item number XIII. 3 **OR** Housing Production Strategy Resolution

Topic for public forum (non agenda item) _____

Land Use Public Hearing

Please indicate the following:
For: _____ **Against:** _____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: _____

_____

_____

_____

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland City Council generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

Speaker Request Form

THIS FORM IS A PUBLIC RECORD
ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

1) Complete this form and return it to the City Recorder **prior to the discussion of the item you wish to speak about.**
2) Speak to the City Council from the table podium microphone.
3) State your name and address for the record.
4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
5) If you present written materials, please give a copy to the City Recorder for the record.
6) You may give written comments to the City Recorder for the record if you do not wish to speak. (Comments can be added to the back of this sheet if necessary)
7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 5/2/

Name Alan Ackroyd

[redacted]

Regular Meeting

Agenda topic/item number XII.3 **OR**

Topic for public forum (non agenda item) Zoning change for mobile home parks

Land Use Public Hearing

Please indicate the following:
For:_____ **Against:**_____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge:_____

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7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date May 2, 2023

Name Rich Rohde

[redacted]

Regular Meeting

Agenda topic/item number ~~XIII~~ XIII. 3 **OR**

Topic for public forum (non agenda item) HPS 2023

Land Use Public Hearing

Please indicate the following:

For: _____ **Against:** _____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: _____

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6) You may give written comments to the City Recorder for the record if you do not wish to speak. (Comments can be added to the back of this sheet if necessary)
7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 5/2/23

Name Delores Nims

[redacted]

Regular Meeting

Agenda topic/item number ~~XIII~~ XIII-3 **OR** HPS

Topic for public forum (non agenda item) _____

Land Use Public Hearing

Please indicate the following:
For: _____ **Against:** _____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: _____

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Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

Council Business Meeting

May 16, 2023

Agenda Item	Housing & Human Services Advisory Committee 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

Approval of the Mayor Graham's recommendations for the appointment of committee members to the Housing & Human Services Advisory Committee:

- Alan Ackroyd, Position #4 term ending 4/30/2026.
- Brittney Bass, Position #5 term ending 4/30/2026.
- Jason Mendoza, Position #8 term ending 4/30/2026.
- Deborah Price, Position #9 term ending 4/30/2025.

POLICIES, PLANS & GOALS SUPPORTED

Ashland Municipal Code (AMC) Chapter 2.19.

BACKGROUND AND ADDITIONAL INFORMATION

N/A

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Mayor's recommendations for the appointments to the Housing & Human Services Advisory Committee.

REFERENCES & ATTACHMENTS

Attachment 1: Application - Ackroyd
Attachment 2: Application - Bass
Attachment 3: Application – Mendoza
Attachment 3: Application – Price

Better Together

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 Alan Ackroyd

Requesting to serve on: Housing and Human Servic (Commission/Committee)

Mailing Address [redacted]

Physical Address _____

Occupation Retired Medical Professiona Phone: Home [redacted]

Work

Email

Fax

1. Education Background

What schools have you attended? _____

What degrees do you hold? I have degrees in Medicine and Masters degree in Psychology

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

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

I am currently a member of the Ashland Mobile Home Commitee that is advocating for a zoning change to protect the homes of all parks in Ashland from being sold out from under us..

I am also interested in the general problem of homelessness and how to address it in a humanitarian and efficient manner

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? _____

3. **Interests**

Why are you applying for this position? I am currently a member of the Ashland Mobile Home that is advocating for a zoning change to protect the homes of all parks in Ashland from being sold out from under us. I am also interested in the general problem of homelessness and how to address it in a humanitarian and efficient manner.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? Yes, The current time is fine

5. **Additional Information**

How long have you lived in this community? I have lived in Ashland for 20 years

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

In conclusion, I would be honored to serve on this committee and, in fact, have attended a couple of their meeting recently

Thank you very much for considering me and feel free to contact me if further questions arise

Sincerely, Alan Ackroyd

Date

Signature

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 Brittney Bass

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

Mailing Address [redacted]

Physical Address

Occupation Customer Support Phone: Home [redacted]

Work
Email [redacted]
Fax

1. Education Background

What schools have you attended? Southern Oregon University

What degrees do you hold?

Bachelors Degree French and Cultural Anthropology

What additional training or education have you had that would apply to this position?
In cultural Anthropoloy I learned about social justice and sytems of oppression and how it relates to our society.

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

Volunteered at the Soup Kitchen in Ashland while I was in college. (Uncle Foods Diner)

Volunteered at Walker Elementary as PTO president

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? I wouldnt be against any further training if it were to become available to me.

3. **Interests**

Why are you applying for this position?

Concerned about the lack of affordable housing in Ashland and want to work with others to fix this situation.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings?

I prefer early evenings or days

5. **Additional Information**

How long have you lived in this community? 31 years

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

My main qualifications for this position is that I have lived in the community for over 30 years and have seen the growth and change, not always for the better. I am passionate about what happens next to the working class people and their living situation.

01/20/23

Date

Britney Bass

Signature

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 Jason Mendoza

Requesting to serve on: Ashland Housing Committee/Comission

(Commission/Committee)

Mailing Address [redacted]

Physical Address

Occupation Area Coordinator for Student Apartments & Family Housing at Southern Oregon University

Phone: Home [redacted]

[redacted]

1. Education Background

What schools have you attended? Southern Oregon University, Bishop O'Dowd High School

What degrees do you hold? Bachelor's in Criminal Justice (2016) and I will be starting my Masters in Business Administration this Fall at 2022

What additional training or education have you had that would apply to this position? Have assisted with providing housing for SOU employees and students, and provided rental assistance resources as well as processing the landlord portion of rental assistance

approval. I have also processed rent, rental payment plans, assisted in showing how new renters can transition utilities to their name, and apartment/house walkthroughs. Processed maintenance requests, address tenant concerns and questions. I also have other skills including, de-escalation, organization, personability, and being knowledgeable in my job assignments and content.

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

I currently work in an Ashland Housing capacity in that I work to provide housing for SOU students and employees here in Ashland.

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

Yes, I do feel it would be advantageous for me to have further training in this field such as attending conferences and seminars, as I have worked to provide housing to those in need, including those affected by COVID and the Almeda fires. I hope to attend these trainings and seminars if they are pertaining to how I can better assist folks, whether they are SOU affiliated or not, to seek and obtain sustainable housing in Ashland or even the greater Ashland area. I hope to work in a capacity that I can help make a difference in the community, not only for my family and I, but also others who are just starting out their lives and those with families as well. Ashland is a great place to live and raise a family with the culture, safety, and community that citizens share. I hope to contribute in a positive way to make the community better in providing more housing opportunities for folks wanting to live in this great city.

3. Interests

Why are you applying for this position?

I am applying for this position as I believe my experience working for SOU Housing and providing sustainable housing for SOU folks can help assist in those temporary tenants and contribute to the committee in a capacity that is both productive and rational, as I

know not all solutions or ideas can be attainable. My goal is to simply be another contributor with my experience, culture, and knowledge in the housing field here 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?

Yes, I can attend special meetings and regularly scheduled meetings based on my availability. Due to my job at Housing, I would need to prioritize it to assure I can remain living in Ashland as well. Lastly, I am starting my MBA program which will have evening classes. Currently, I only have class from late Sept-Dec. On Tuesday and Wednesday evenings. I would prefer evening meetings, as my job is typically Monday-Friday 8am-5pm banking operation hours.

5. **Additional Information**
How long have you lived in this community?

I have lived in Ashland from 2010-2016, and then again from 2019-Present.

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

Experience processing rental, Creating rental payment plans, Create action plans with tenants to address move-ins, move-outs, transfers, adding roommates/partners, and seeking emergency housing. I have also worked with Jackson County in the realm of parole and probation, as well as the Department of Human Services Childwelfare and seeking and distributing housing resources to those in need. Obtained food for tenants for those with COVID/health concerns. Assisted in creating move-out plans for student and employees moving out of SOU housing for local housing in the area. Also provided child care information for families moving into SOU housing and other City of Ashland resources as well. Provide and organize large scale programming for tenants.

Jason Iosua Mendoza Signature 09/06/22 Date

From: Dorinda Cottle
To: Melissa Huhtala; Dana Smith
Subject: FW: Application for Committee or Commission Submitted
Date: Monday, May 1, 2023 12:20:14 PM

3 of 3 applications

From: City of Ashland, Oregon <administration@ashland.or.us>
Sent: Friday, April 28, 2023 9:21 PM
To: Dorinda Cottle <dorinda.cottle@ashland.or.us>; City Recorder <recorder@ashland.or.us>
Subject: Application for Committee or Commission Submitted

[EXTERNAL SENDER]

*** FORM FIELD DATA***
Name: **Deborah S. Price**
Committee or Commission intersted in: **Planning Commission or Housing and Human Services Advisory Committee**
Address: [redacted]
Phone: [redacted]
Email: [redacted]
Occupation : **Retired - State of Oregon**
Educational background: **Lewis University, Business Administration. Numerous Certificates and Awards for Community Development, numerous Volunteer activities, 33 years in the Rogue Valley and across the State in the development of housing, business siting, and building cooperative relationships with parties who have divergent positions while I served government and the best interests of people of the community. I began my career here as the Affordable Senior Housing developer and grant writer for Rogue Valley Manor, went on the be hired away by ACCESS, INC to write grants and develop their housing for the Chronically Mentally Ill. I was instrumental in the initial phases of siting and funding Chautauqua Trace here in Ashland as well as three developments in Medford. I was then hired away by the State Housing Agency to be the Regional Representative to the Director's Office and was based here in Ashland with my office in the Ashland Armory serving Coos, Curry, Jackson, Josephine, Douglas and Klamath Counties. I retired while serving in Bend as the Regional Representative for Lake, Harney, Deschutes, Crook, Jefferson, Wasco, Hood River and Sherman Counties when the Agency Director requested my family relocate to address the rapid growth challenges in Bend and Hood River Counties. My problem solving and ability to view situations from differing perspectives are well developed.**
Related Experience: **For several years I represented the Southwest region for Housing and Community Services, initially based in Ashland and covering many other counties as a member of the Oregon Community Solutions Team. The Team consisted of staff from Housing and Community Services, Economic Development, DLCD, Energy and DEQ field representatives. Together we worked with local community, not for profit representatives, faith based organizations, foundations, private developers, and individuals to identify and address roadblocks to successful business and residential development in their jurisdictions. We wrestled with establishing urban growth boundaries, provision of adequate infrastructure, drive and walkability, affordable, adaptable and market rate development as well as countless other**

matters. I'm sure I would benefit from additional training, conferences, and seminars as the field is dynamic and evolving.
Interests: **I have a longtime interest in the subject of development in Oregon. The challenges presented by our geology and topography have given Ashland a special set of barriers to overcome. I still, long after reading the "Ranch Under The Rim Rock" in 1990 regarding Tom McCall's influence on Oregon's growth and development policies, find the topic fascinating**
Availability: **Yes. I am completely flexible and available . Either day or evening meetings are fine.**
Additional Information : **I moved to Ashland in 1989 and have witnessed many changes during my years here. The State growth/no growth policies as well as the needs of Oregon communities and their citizens Oregon has grown into what is has become today. The challenges continue!**
Signature: **Deborah S. Price**

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

Council Business Meeting

May 16, 2023

Agenda Item	Climate and Environment Policy Advisory Committee 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

Approval of Mayor Graham's recommendations for the appointment of committee members to the Climate and Environment Policy Advisory Committee:

- Colin Bishopp, Position #12 term ending 4/30/2025.
- Piper Banks, Position #13, Student Representative term ending 4/30/2025.

BACKGROUND AND ADDITIONAL INFORMATION

N/A

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Mayor's recommendations for the appointments to the Climate and Environment Policy Advisory Committee.

REFERENCES & ATTACHMENTS

Attachment 1: Application-Bishopp
Attachment 2: Application-Banks

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CITY OF ASHLAND
Better Together

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 melissa.huhtala@ashland.or.us. If you have questions, please feel free to contact the City Recorder at 541.552.2084.
Attach additional sheets if necessary.

Name Colin Bishopp

Requesting to serve on: Climate Policy Committee (Committee/Commission)

Mailing Address [redacted]

Physical Address _____

Occupation Climate Tech CEO

Phone: Home _____
Work [redacted]
Email [redacted]
Fax _____

1. Education Background

What schools have you attended? University of California, Berkeley; University of Chicago

What degrees do you hold? B.A., M.A.

What additional training or education have you had that would apply to this position?
Fulbright Scholar, University of Cape Town Graduate School of Business

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?
In 2012, I was appointed by President Obama to serve as a senior aide to U.S. Secretary of Energy Steven Chu.

I subsequently served as an aide to U.S. Secretary of Energy Ernest Moniz. Over the course of my career,

I've designed and launched several state and local financing programs for clean energy including in HI, PA, FL and KY.

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? _____

3. **Interests**

Why are you applying for this position? I've dedicated my professional life to addressing the climate crisis and I am a firm believer in the importance of local government.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings?
Do you prefer day or evening meetings? Slight preference for day meetings

5. **Additional Information**

How long have you lived in this community? First moved to Rogue River Valley in 2020. New to Ashland.

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

As part of my work, I am currently leading a coalition of more than 50 state and local governments seeking funding from US EPA's Greenhouse Gas Reduction Fund. Ashland should also seek its share of the available federal funding. I can help with that.

05/02/2023
Date

Colin Bishopp Digitally signed by Colin Bishopp Date: 2023.05.02 07:29:48 -07'00'
Signature

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 Piper Banks

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

Mailing Address [redacted]

Physical Address [redacted]

Occupation Student

Phone: Home [redacted]
Work
Email
Fax

1. Education Background

What schools have you attended? Ashland High School, Etna High School

What degrees do you hold?

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

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?
My involvement RCAT and Truth To Power have deepended my understanding of organizing and climate policy action and proceses.

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? Within the spaces I am currently taking part, I feel as though I am already obtaining relevent information is this field.

3. **Interests**

Why are you applying for this position? I am very intrested in climate justice and learning new ways to create valuable change within my own community.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings?
Do you prefer day or evening meetings? I prefer evening meetings after 3:30 PM. due to school hours

5. **Additional Information**

How long have you lived in this community? One year

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

I have been involved with the Electrification Ordinace process, along with several other climate organizing events in the past year. Though these processes, I have obtained valuble knowledge on climate action processes and ideas of how to better execute these positive change in my community.

5/7/23

Date

Signature

Council Business Meeting

May 16, 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

Approval of Mayor Graham's recommendation for the appointment of Susan MacCracken Jain to the Planning Commission.

POLICIES, PLANS & GOALS SUPPORTED

Ashland Municipal Code (AMC) Chapter 2.12.

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the appointment of Susan MacCracken Jain to the Planning Commission with a term expiring April 30, 2027.

REFERENCES & ATTACHMENTS

Attachment 1: Application

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 Susan MacCracken Jain

Requesting to serve on: Planning (Commission/Committee)

Mailing Address [redacted]

Physical Address [redacted]

Occupation Entrepreneur Phone [redacted]

1. Education Background

What schools have you attended? Wellesley College, MIT

What degrees do you hold? AB in Urban Studies & Planning (Wellesley)

Masters in City Planning (MIT), SM in Transportation Systems (MIT)

What additional training or education have you had that would apply to this position?
Certified in Design Thinking and Agile

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?
Real estate demand forecasting, including relationships to job creation (MIT, Cognetics) Co-author of

"America's Office Space Needs" and "America's Industrial Space Needs" (circa 1980's). 3-time entrepreneur.

20+ years as IBM Chief Marketing Officer for various business units & geographies (including 9-years in Asia).

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? Yes -- to update my knowledge of current issues

and approaches in urban planning.

3. **Interests**

Why are you applying for this position? To do good, to give back, to provide a perspective steeped in Ashland history.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? Yes -- prefer evenings, but can be flexible.

5. **Additional Information**

How long have you lived in this community? Born & raised here, bought home in 2018, returned in 2022

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

Not a qualification, but my desire to serve is fueled in part by my father Elliott MacCracken's service on the Ashland Planning Commission while I was growing up. Work experiences associated with IBM's Smarter Cities initiatives

Experienced in decision-making, collaborative work and driving / managing change. In 2022-23 have led development, acceptance and implementation of Sunriver, OR's first IT Strategic Plan. Have lived, worked and traveled extensively, including 11 years based overseas in cities ranging from ultra-planned (Shanghai, Singapore, Dubai) to the opposite end of the spectrum (Bangalore). Board member of American Red Cross of Southwest OR.

Tr/Dev. connections

Date

Signature

Council Business Meeting

May 16, 2023

Agenda Item	Approval of Liquor License Request for Resistance Wine Company	
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 Resistance Wine Company, 322 Pioneer St. N., Ashland, OR 97520.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for greater Privilege of a Winery Liquor License.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

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

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the liquor license for Resistance Wine Company.

REFERENCES & ATTACHMENTS

Attachment 1: Application

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☑ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Lesser 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

Application received:

Minimum documents acquired:

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 _____

Return this form to:

Investigator name:

Chad M. Gray

Email:

chad.gray@oregon.gov

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:
CU2.0, LLC	
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):
Resistance Wine Company

Business phone number:	Business email:
301-461-3120	drakes@resistancewineco.com

Premises street address (The physical location of the business and where the liquor license will be posted):
322 Pioneer St N

City:	Zip Code:	County:
Ashland	97520	Jackson

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

APPLICATION CONTACT INFORMATION

Contact Name:
Kirk Drake

Phone number:	Email:
301-461-3120	drakes@resistancewineco.com

Mailing address:
[redacted]

City:	Zip Code:	County:
[redacted]	[redacted]	[redacted]

Please note: liquor license applications are public records.

LIQUOR LICENSE APPLICATION

ATTESTATIONS

By signing this form, you attest that each of the following statements are true. I understand the Commission may require a licensee to provide proof of any of the below or below referenced documents at any time.

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. 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.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an un-waivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Print name	Signature	Date	Atty. Bar Info (if applicable)
Willis Drake		11/28/22	
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)

PRINT FORM

RESET FORM

Oregon Liquor Control Commission

LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

LLC Name CU2.0, LLC

Trade Name of Business (Name Customers Will See) Resistance Wine Company

The LLC named in this document is a (see page 1 for definitions): ☐ Manager-Managed LLC ☑ Member-Managed LLC

This section is ONLY for a manager-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)
Willis Kirk Drake III	

This section is for BOTH a manager-managed LLC and a member-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held
Willis Kirk Drake III	100%

This section is ONLY for an LLC with the listed officers. (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	N/A
Secretary	N/A
Treasurer	N/A
Vice president with responsibility over the operation of the business	N/A

SERVER EDUCATION DESIGNEE (Directions on page 1)

Name (please print)	Date of Birth
Willis Kirk Drake III	05/03/1977

SIGNATURE (Directions on page 1) 10-3-22

NAME of Signing Person (please type or print) Willis Kirk Drake III

[signature] DATE 11/28/22

SIGNATURE of signing person (may electronically sign)

This box for OLCC use ONLY

Only for an applicant of record: SOS Number _____ Current at time of issuing license (yes/no) _____

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____

ALCOHOL SERVICE PERMIT

TEMPORARY

PERMIT NUMBER: **76G3N2**

Willis Drake

[redacted]

BIRTHDATE: [redacted]

PRINT FORM

RESET FORM

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name (Print):	Drake III Last	Willis First	Kirk Middle

2. Other names used (maiden, other):

3. Do you have a Social Security N ☒ ☐
If yes, you must list your SSN: [redacted]

SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).

4. Do you consent to the OLCC's use of my SSN as described above? Check this box: ☑

5. Date of Birth (DOB):	[redacted] (mm)	(dd)	(yyyy)

6. Driver License or State ID #: [redacted]	7. State Oregon

8. Contact Phone: [redacted]

9. E-mail Address: [redacted]

10. Mailing Address:	[redacted] (Number and Street)	(City)	(State)	(Zip Code)

11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon?

No ☒ Yes ☐ (If yes, explain in the space provided, below) Unsure ☐ Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No ☒ Yes ☐ Please list licenses (and year(s) licensed) below Unsure ☐ Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No ☒ Yes ☐ Please list licenses (and year(s) licensed) below Unsure ☐ Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No ☒ Yes ☐ Please list applications below Unsure ☐ Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, ***may not*** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Drake III (Last)	Willis (First)	Kirk (Middle)

Signature: H Dr **Date:** 11/28/22

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?

LAW ORIENTATION AFFIRMATION

Trade Name of Business Willis Kirk Drake III

Business Location 322 Pioneer St N, Ashland, OR 97520
(number, street) (city) (zip code)

I have read the Commission's "Law Orientation for Retailers" booklet.

Today's Date 11/28/22

Name (print)	Signature
Willis Kirk Drake III	

(rev 12.1.16)

SUPPLIER-RETAILER RELATIONS AFFIRMATION

Trade Name of Business: Resistance Wine Company

Business Location: 322 Pioneer St N (Number, Street) Ashland (City) 97520 (Zip Code)

I have read the Commission's "Supplier-Retailer Relations" guidelines.

Today's Date 11/28/22

Name (print)	Signature
Willis Kirk Drake III	

(rev 1.1.17)

Bond Waiver Certification

The OLCC may waive the required surety bond for licensees or permit holders that meet specific criteria. **If you qualify for a waiver, complete the certification at the bottom of this form and submit it in lieu of a surety bond with your initial permit application and/or renewal application.**

This waiver will need to be received and approved by the OLCC **PRIOR** to your license or permit being issued or renewed.

If you have questions about the privilege tax bond or waiver, please email OLCC.Bonds@oregon.gov.

As per Oregon Revised Statute (ORS) 473.065 (4), unless the OLCC determines that a licensee or permit holder presents an unusual risk for nonpayment of any license fees, privilege taxes, agricultural products taxes or other tax, penalty or interest imposed under this chapter or ORS chapter 471, the OLCC shall waive the bond required under ORS 471.155 (1) for the licensee or permit holder if:

(a) The licensee or permit holder was not liable for a privilege tax under this chapter in the immediately preceding calendar year and does not expect to be liable for a privilege tax under this chapter in the current calendar year; or

(b) The licensee or permit holder of a business established during the current calendar year does not expect to be liable for a privilege tax under this chapter in the current calendar year.

ORS 473.050 (5) **No privilege tax** shall be levied, collected or imposed upon the first 40,000 gallons, or 151,000 liters, of wine sold annually in Oregon from a United States manufacturer of wines producing less than 100,000 gallons, or 379,000 liters, annually.

Unusual Risks:

1. Non-reporting: licensee or permittee has not filed its privilege tax statements or its Oregon Wine Board statement by the required due date.
2. Licensee or permittee checks returned to OLCC for non-sufficient funds.
3. Any activity that is noncompliant with Commission statutes or rules.

APPLICANT / PERMITTEE NAME CU2.0, LLC

TRADE NAME (OF BUSINESS) Resistance Wine Company

PERMIT/LICENSE TYPE Winery

PREMISES ADDRESS 322 Pioneer St N **CITY/STATE** Ashland

CONTACT PHONE NUMBER [redacted]

I certify that my OREGON license or permit type is one or more of the following: Winery, Grower Sales Privilege, Warehouse, Direct Shipper, Wine Self Distribution.

I certify, as a licensee or permittee, that I owed no privilege tax in the prior calendar year and will not owe any tax in the current calendar year. I request a waiver for the bond required under ORS 471.155.

I certify that I am the duly appointed and authorized representative and that the foregoing statement is true and complete.

PRINT NAME Willis Kirk Drake III

SIGNATURE [signature] **DATE** 11/28/22

Rev. 8.2.2021

RESISTANCE WINE COMPANY

2018 Malbec

We think our 2018 Malbec is a huge success, made even more special by being our first year of making this varietal. It is an exceptional medium-bodied red wine with notes of fresh blackberry, peppercorn, black plum, sweet toasted cedar. This delightful wine is ready to drink now, and will continue to age gracefully for several years.

Glass **$15.00** **Bottle** **$40.00**

2018 Syrah

Our 2018 Syrah was harvested by hand and sorted by cluster and berry before beginning fermentation in a whole-berry state. The product of a hot growing season, this wine shows off ripe raspberry and black cherry flavors, sweet vanilla and allspice, soft tannins, and a lingering finish.

Glass **$13.00** **Bottle** **$35.00**

2020 Rose

Our 2020 Rosé is dry and crisp, similar to the 2019 Rosé, with some wonderful differences you will appreciate if you loved our 2019 Rosé as much as we do.

Glass **$8.00** **Bottle** **$20.00**

2020 Collab

2020 was such a crazy year and after launching and almost entirely selling out of our 2017 Syrah and 2019 Rose – we felt we better add a white wine quickly! The 2020 growing season was a hot dry summer like the past few years in the Rogue Valley. The Collab blend is made up of Marsanne Roussanne Blends with some Viognier grapes.

Glass **$11.00** **Bottle** **$30.00**

Charcuterie Board

Meats, Cheeses, Baguette, Olives and other yummy stuff that compliments our wine. **$25.00**

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/03/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hart Insurance Agency PO Box 1240 Grants Pass OR 97528	CONTACT NAME: Julie A Maphet PHONE (A/C, No, Ext): (541) 479-5521 FAX (A/C, No): (541) 474-1890 E-MAIL ADDRESS: jmaphet@hartinsurance.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A: Oregon Mutual Insurance Compan — 14907
INSURED CU 2.0 LLC dba: Resistance Wine Company 322 Pioneer Street N Ashland OR 97520-9629	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** Cert ID 23863 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			OMO923466	10/28/2021	10/28/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
	X Employment Practices						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						Liquor Liability	$ 1M/2M
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
A	X ANY AUTO			OMO923466	10/28/2021	10/28/2022	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
								$
								$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Oregon Liquor and Cannabis Commission
PO Box 22297
Milwaukee OR 97269

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: CU2.0, LLC Phone: 301-461-3120

Trade Name (dba): Resistance Wine Company

Business Location Address: 322 Pioneer St N

City: Ashland ZIP Code: 97520

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	10am	to	7pm
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday	10am	to	7pm

Outdoor Area Hours: **

Sunday	10am	to	7pm
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday	10am	to	7pm

The outdoor area is used for: **

☒ Food service Hours: 10am to 7pm

☒ Alcohol service Hours: 10am to 7pm

☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: ☑ Yes ☐ No If yes, explain:** The outdoor tasting areas will only be open during warm weather. **

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☒ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☐ Coin-operated Games
- ☐ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

SEATING COUNT

Restaurant: N/A Outdoor: 32

Lounge: 16 Other (explain): N/A

Banquet: N/A Total Seating: 48

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: x _____ **Date:** x 11/28/22

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR & CANNABIS COMMISSION

FLOOR PLAN FORM

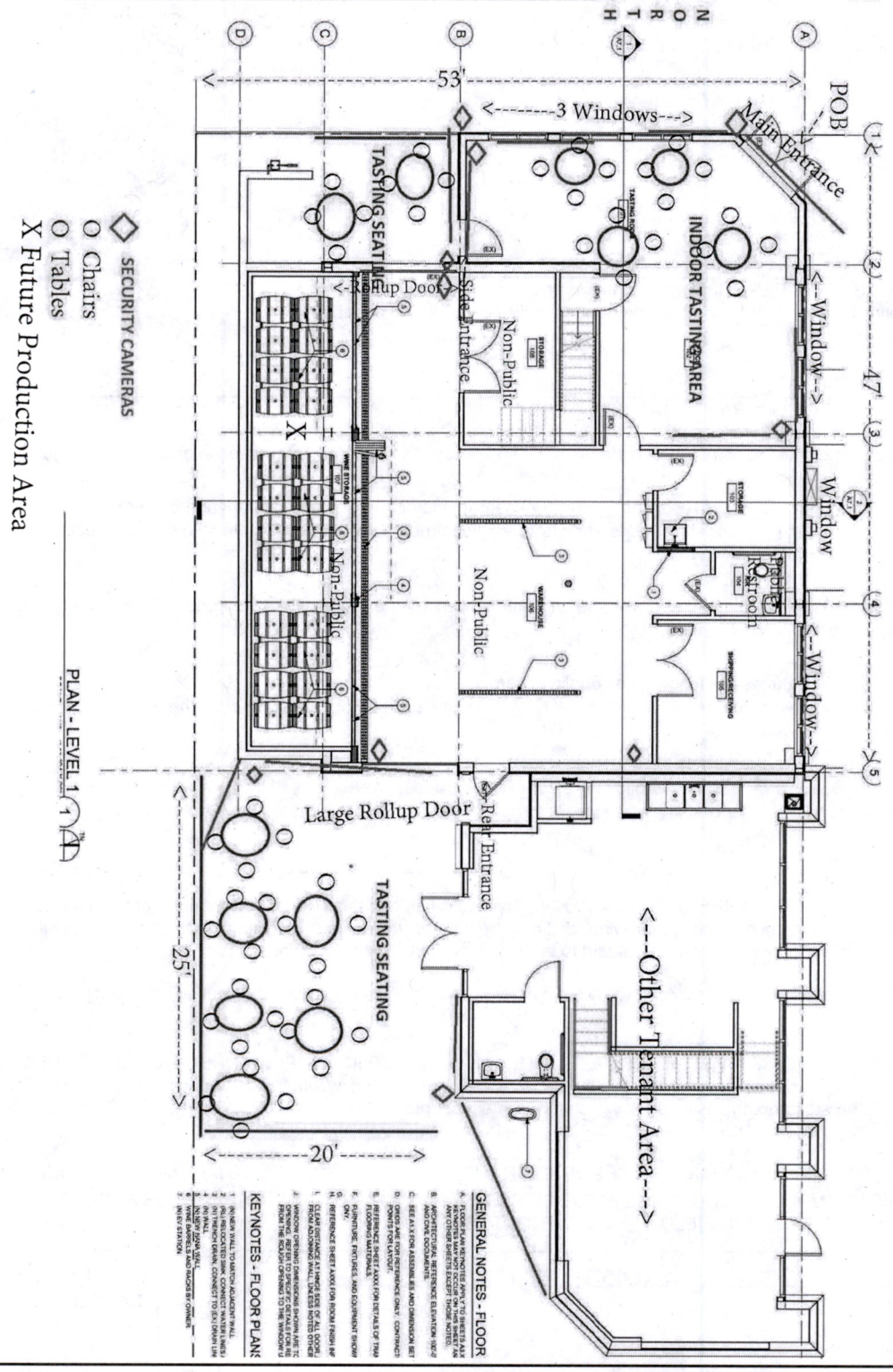
Your floor plan must be submitted on this form

CU2.0, LLC

Applicant Name

Resistance Wine Company

Trade Name (dba)



This is a 2 story building. The second Story is office space that is not open to the public and not involved in the winery operation.

.....OLCC USE ONLY.....

MINOR POSTING ASSIGNMENT(S)

Date:_____ **Initials:**_____

2022-WINE-01406-O

DEPARTMENT OF THE TREASURY – ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

BASIC PERMIT

(Under Federal Alcohol Administration Act)

1. PERMIT NUMBER
OR-W-21596

2. DATE OF PERMIT
03/20/2023

3. REGISTRY NUMBER (if applicable)
BWN-OR-21547

4. DATE OF APPLICATION
12/20/2022

5. NAME AND ADDRESS OF PERMITTEE (Number and street, city or town, State and Zip Code)

CU2.0, LLC

DBA: RESISTANCE WINE COMPANY

322 PIONEER ST
ASHLAND, OR 97520

6. TRADE NAMES AUTHORIZED BY THIS PERMIT (Trade name approval does not constitute approval as a brand name for labeling purposes. If needed, list on reverse or use continuation sheet.)

See Attached

7. PERMIT GRANTED FOR (ONE TYPE OF OPERATION ONLY)

Pursuant to the application of the date indicated in item 4, you are authorized and permitted to engage, at the above address, in the business of:

a. ☐ Distilled Spirits - ☐ distiller ☐ rectifier (processor) ☐ warehouseman and/or ☐ warehouseman and bottler and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the distilled spirits so distilled or rectified, or warehoused and bottled, or the wines so rectified,

b. ☒ Wine - ☒ producer and blender ☐ blender and while so engaged, to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the wine so produced or blended,

c. ☐ Importer - importing into the United States the following alcoholic beverages: while so engaged, to sell, offer to deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so imported,

d. ☐ Wholesaler – Purchasing for resale at wholesale the following alcoholic beverages: while so engaged, to receive or to sell, offer or deliver for sale, contract to sell or ship, in interstate or foreign commerce, the alcoholic beverages so Purchased.

This Permit is conditioned upon your compliance with the Federal Alcohol Administration Act; the Twenty-first Amendment and laws relating to its enforcement; all other Federal laws relating to distilled spirits, wine, and malt beverages, including taxes with respect to them; the Federal Water Pollution Control Act; and, all applicable regulations made pursuant to law which are now, or may hereafter be, in force.

This basic permit is effective from the date shown above and will remain in force until suspended, revoked, annulled, voluntarily surrendered, or automatically terminated.

THIS PERMIT WILL AUTOMATICALLY TERMINATE THIRTY DAYS AFTER ANY CHANGE IN PROPRIETORSHIP OR CONTROL OF THE BUSINESS, unless an application for a new basic permit is made by the transferee or permittee within the thirty day period. If an application for a new basic permit is timely filed, the outstanding basic permit will continue in effect until the application is acted on by the District Director, Alcohol and Tobacco Tax and Trade Bureau.

THIS PERMIT IS NOT TRANSFERABLE. ANY CHANGE IN THE TRADE NAME, CORPORATE NAME, MANAGEMENT OR ADDRESS OF THE BUSINESS COVERED BY THIS PERMIT, OR ANY CHANGE IN STOCK OWNERSHIP (MORE THAN 10%) MUST BE REPORTED TO THE NATIONAL REVENUE CENTER OR PUERTO RICO FIELD OFFICE WITHOUT DELAY.

THIS IS AN ☒ ORIGINAL PERMIT ☐ AMENDED PERMIT

REASON FOR AMENDMENT

DATE OF AMENDMENT

SIGNATURE AND TITLE OF AUTHORIZED TTB OFFICIAL

Jenita V. Wilson Specialist

TTB F 5170.2 (1/2005)

AUTHORIZED TRADE NAMES

*Used for Contract Bottling or Packaging/Branding Purposes

PERMIT NUMBER: OR-W-21596

REGISTRY NUMBER: BWN-OR-21547

TYPE	TRADE NAME
Labeling Trade Name	Resistance Wine Company

REASON FOR AMENDMENT

Council Business Meeting

May 16, 2023

Agenda Item	Approval of Liquor License Request for Pie & Vine	
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 Pie & Vine Italian restaurant, 358 E. Main St., Ashland, OR 97520.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for greater Privilege of a Full-On Premises Commercial Liquor License.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

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

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the liquor license for the Pie & Vine Italian restaurant.

REFERENCES & ATTACHMENTS

Attachment 1: Application

Better Together

OREGON LIQUOR & CANNABIS COMMISSION

LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
   - If the premises street address is within a city's limits, the local government is the city.
   - If the premises street address is not within a city's limits, the local government is the county.
3. Collect the application from the local government **after** the recommendation has been provided.
4. **Email the application that contains the local government recommendation** to OLCC.LiquorLicenseApplication@Oregon.Gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time). *When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.*

License Request **Options** - *Please see the general definitions of the license request options below:*

- New Outlet: The licensing of a business that does not currently hold an active liquor license.
- Change of Ownership: The request to completely change the licensee of record at a licensed business.
- Greater Privilege: The request to replace a Limited On-Premises sales license with a Full On-Premises sales license.
- Lesser Privilege: The request to replace a Full On-Premises sales license with a Limited On-Premises sales license.
- Additional Privilege: The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review OAR 845-006-0301 for the definitions of "applicant" and "licensee" and OAR 845-005-0311 to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one individual who is authorized to sign for the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the below Authorized Representative area on page 2 as the applicant/licensee and/or
- Provide a Power of Attorney document showing the permissions allowable on the behalf of the applicant/licensee with this submission

Please note that applicants/licensees are responsible for all information provided on this form, even if an authorized representative or individual with authority signs on behalf of the applicant.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

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 _____

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:
Pasta Piatti, 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):

Pie + Vine

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

358 E Main St

City:	Zip Code:	County:
ASHLAND	97520	Jackson

Business phone number: 541-488-5493

[redacted]

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

358 E Main St

City:	State:	Zip Code:
Ashland	OR	97520

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

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

I give permission for the below named representative to:

☒ Make changes regarding this license/application on my behalf.

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

Representative Name: Lisa Beam

[redacted]

358 E Main St.

City:	State:	Zip Code:
Ashland	OR	97520

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:
Lisa Beam

[redacted]

TERMS

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

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

- 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)
Lisa Bean		4/25/2023	
Thomas Bean	Tina McBean	4/25/23	

OREGON LIQUOR & CANNABIS COMMISSION

Real Property Attestation

IMPORTANT: Please read Oregon Administrative Rule (OAR) 845-005-0311 here before completing this form.

- OAR 845-005-0311 defines who has an ownership interest in the business proposed to be licensed and allows the OLCC to refuse to issue a license if the applicant is not the owner of the business or an undisclosed ownership interest exists.
- Subsection (4)(b) of this rule includes as an ownership interest any person or entity owning the real or personal property of the premises proposed to be licensed, unless the owner of the property has given control over the property to another party via a lease or rental agreement or similar agreement.
- As a part of completing this "Real Property Attestation" form, applicants confirm they have read and understand OAR 845-005-0311.

Pie + Vine

Business Trade Name (the name customers see)

358 E Main St Ashland, OR 97520

Business Address (street, city, zip code)

Definitions

- "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

All applicants have read OAR 845-005-0311 and:

1. Each applicant shown on the Liquor License Application form has read and understands OAR 845-005-0311.
2. Only the applicant(s) shown on the Liquor License Application form have an ownership interest in the real property to be used as a part of the licensed business.
3. The licensed premises at the business 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 premises address at the business address proposed to be licensed matches the premises business address listed on the Liquor License Application form.
5. The licensed premises at the business address above 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) or licensee(s) permission to exercise the privileges of the license in the area.

OREGON LIQUOR & CANNABIS COMMISSION

Real Property Attestation

Pie + Vine

Business Trade Name (the name customers see)

350 E. Main St Ashland, OR 97520

Business Address (street, city, zip code)

Applicant(s) Signature

- Each individual listed as an applicant must sign this form.
- If an applicant is an entity, such as a corporation or LLC, at least one INDIVIDUAL who is authorized to sign for the entity must sign this form.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign this form. If an individual other than an applicant signs this form, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. ***Applicants are still responsible for all information on this form.***

4/25/2023

Date

If an attorney

(Print Name) (State of bar licensure) (Bar number)

If an applicant

Lisa Beam

Applicant #1 (Print Name)

Applicant #1 (Signature)

Thomas Beam

Applicant #2 (Print Name)

Applicant #2 (Signature)

Applicant #3 (Print Name)

Applicant #3 (Signature)

Applicant #4 (Print Name)

Applicant #4 (Signature)

Council Business Meeting

May 16, 2023

Agenda Item	Approval of Liquor License Request for Charlotte's Weddings	
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 Charlotte's Weddings, 37 N. Main St., Ashland, OR 97520.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a new Limited On-Premises Commercial Liquor License.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

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

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the liquor license for Charlotte's Weddings.

REFERENCES & ATTACHMENTS

Attachment 1: Application

LIQUOR LICENSE APPLICATION

Charlotte's Weddings

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:

Optional: Date Stamp

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name _____ Date _____

Return to: Deborah Tenenholz

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:
White House Bridal, INC ~~dba Charlotte's Weddings~~	
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):
Charlotte's Weddings

Premises street address (The physical location of the business and where the liquor license will be posted):
37 N. Main Street

City:	Zip Code:	County:
Ashland	97520	Jackson

Business phone number:	Business email:
503-804-6965	krysta@charlotteswedding s.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):
1930 NW Donovan Ct.

City:	State:	Zip Code:
Grants Pass	OR	97526

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:

Phone number:	Email:

Mailing address:

City:	State:	Zip Code:

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: Krysta McLaughlin-York	
Phone number: 503-804-6965	Email: krysta@charlottesweddings.com

TERMS

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

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

- 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)
Krysta McLaughlin-York Krysta McLaug	Krysta McLaughlin-York	1/25/2023	

Council Business Meeting

May 16, 2023

Agenda Item	Approval of Liquor License Request for Sauce Whole Foods Cafe	
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 Sauce Whole Foods Cafe, 1640 Ashland Street., Ashland, OR 97520.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for limited on-premises use of a Liquor License.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

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

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the liquor license for Sauce Whole Foods Cafe.

REFERENCES & ATTACHMENTS

Attachment 1: Application

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:
Sauce Whole Foods Cafe	Brad Boucher
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):
Sauce Whole Foods Cafe

Premises street address (The physical location of the business and where the liquor license will be posted):
1640 Ashland St.

City:	Zip Code:	County:
Ashhland	97520	Jackson

Business phone number:	Business email:
541-482-5863	[redacted]

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):
1640 Ashland St.

City:	State:	Zip Code:
Ashland	OR	975290

Does the business address currently have an OLCC liquor license?	Does the business address currently have an OLCC marijuana license?
☐ Yes ☑ No	☐ 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:
Mary Strock

[redacted]

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 _____

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:
Mary Strock

Phone number:	Email:
[redacted]	

TERMS

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

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

- 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)
Brad Boucher		5/4/2023	
Mary Strock		5/4/2023	

Council Business Meeting

May 16, 2023

Agenda Item	Emergency Traffic Routes and City Facilities Security Cameras Policy	
From	Joseph Lessard	City Manager
Contact	Joe.Lessard@ashland.or.us ; Kelly.burns@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

This is a request to approve a monitoring camera deployment policy for critical traffic evacuation routes, emergency event management and City facilities security. This policy has been developed to enhance public safety and City operations security. Emergency Services (AFR & APD), Public Works and the Parks Departments have each identified the need for a camera policy that addresses the following circumstances:

1. For critical traffic routes and emergency management related locations within the City of Ashland. Traffic management cameras are to provide real time, publicly available monitoring of community evacuation route conditions and not for traffic enforcement purposes. City staff will coordinate making publicly available the traffic monitoring camera feeds through ODOT, AFN or other sources as appropriate and available. Emergency management locations are those that require infrastructure, event, recovery or training monitoring by emergency management staff for public health and safety purposes.
2. For enhanced security at City facilities that do not primarily serve a general public event or community congregation purpose (i.e., City office, operations facilities and/or jobsites and, public property experiencing or with the potential for increased unlawful activity).

The installation of critical traffic, emergency operations and facility security cameras will support public safety efforts and assist in protecting the public and City staff at select locations. Camera deployments may be either permanent or temporary in nature depending on priority and placement needs, location circumstances and the availability of equipment.

POLICIES, PLANS & GOALS SUPPORTED

COMMUNITY

Regional cooperation, including in support for public safety and security at homeless sleeping or habitation locations.

ORGANIZATION

Public safety, including emergency preparedness and/or for climate change risk.

PREVIOUS COUNCIL ACTION

The Ashland Police Department previously received Ashland Parks & Rec permission to install a security camera at the skate park. This was in conjunction with an ongoing effort to address safety issues at the skate park.

BACKGROUND AND ADDITIONAL INFORMATION

Public safety continues to be a concern for the City, as does the safety of City staff, and the protection of publicly owned real property and facilities. The deployment of traffic monitoring and security cameras have become increasingly important tools for public entity efforts to address public and workforce safety questions and to aid regional emergency operations personnel in the performance of their event management responsibilities. Camera placement needs vary, depending on the situation and circumstances, but is primarily intended in the proposed policy for emergency route placement and for onsite property placement and visual direction at locations that are intended for City staff use or for public access to conduct City related business. Camera placements may be long-term in some cases while others may be short-term to address an acute situation. It is imperative that the City has the flexibility to deploy cameras as necessary, but within a framework that is approved by the City Council and in full transparency to the community and visiting public at-large. City facility placements will each include public signage notice of camera placement. The attached policy is intended to establish a camera placement framework that enables the City staff to move forward with appropriate security camera placements and use.

In addition, the attached policy recognizes the need to enhance evacuation efforts through the installation of traffic cameras on critical arterial and collector roadways. The installation of traffic cameras at critical locations will allow public works and emergency services staff to view traffic patterns and levels of congestion to make strategic decisions about evacuation efforts and routing that correspond with the City's established evacuation zones. City staff has spoken with residents of Ashland Mine Road whose only egress is one way back to North Main Street (Highway 99) and they are interested in having a traffic camera facing North Main Street in order to understand traffic impacts for evacuation. This discussion prompted an enhanced conversation about traffic cameras in other critical locations that can be utilized in response to emergency events. Staff have also spoken with the Oregon Department of Transportation (ODOT) and there is the potential for traffic cameras installed within the City to be linked to ODOT's Tripcheck.com system (currently includes I-5 at North Mountain, I-5 at Crowson Rd. I-5 at Ashland and I-5 at Siskiyou camera links). Traffic route cameras would not only assist on a local level, but also at the regional level for emergency events and evacuation procedures. Staff believes traffic cameras should be installed at signalized intersection locations along N. Main, Siskiyou Boulevard, Ashland Street and on major arterial routes that lead to the interstate.

FISCAL IMPACTS

The cost of installing a camera varies, depending on the type of camera and connectivity/power issues. Departments wishing to install a camera will have to identify funds in the approved budget that can be allocated for this deployment.

STAFF RECOMMENDATION

Staff recommends that the Council approve a policy that authorizes City management to deploy cameras pursuant to the policy, as necessary and appropriate.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move that Council approve the proposed Emergency Traffic Routes and Non-Congregate City Facilities Security Camera Policy.

REFERENCES & ATTACHMENTS

- Proposed Emergency Traffic Routes and Non-Congregate City Facilities Security Cameras Policy
- Preliminary Camera Deployment Map(s)

Overview

Deploying security cameras in public spaces can help deter unlawful activity and improve public safety. However, it is essential to ensure that these cameras are deployed in a way that does not unnecessarily violate individual privacy rights or become too intrusive. This policy is intended to establish a framework under which City-owned and controlled cameras can be deployed to safeguard City staff, City-owned properties, and public spaces that may experience an increase in unlawful activity.

This policy intends to strike a balance between enhancing public safety and respecting individual privacy rights. The deployment of security cameras in public spaces should always be accompanied by transparent and accountable practices to build public trust and support for such measures.

This policy is not intended to restrict any City staff member from utilizing a recording device in the performance of their duties.

Purpose

The purpose of deploying security cameras in public spaces is to enhance safety and security for everyone in the area. The cameras will be used to monitor and deter unlawful activity, identify those who commit unlawful acts and provide evidence for prosecution as appropriate.

Policy

Placement

Cameras will be placed in strategic locations that are critical to public safety, and the safety of City staff, such as high traffic areas, entrances and exits to buildings and public spaces and areas that may experience an increase in unlawful activity. The placement of cameras will be based on a risk assessment that considers the likelihood of unlawful activity, the potential impact of such activity, and the privacy concerns of the public.

Notice

Signs will be posted in public spaces where cameras are deployed to inform the public of their presence.

Recording and Retention

The cameras will record and the information will be stored in a secure manner. The recorded information will not be retained for more than 14 days unless the recording is needed to further the investigation and/or prosecution of unlawful activity.

Access

Access to the recorded data will be restricted to authorized personnel who have a legitimate need to view it for the purposes of public safety or law enforcement.

Prohibited Activity

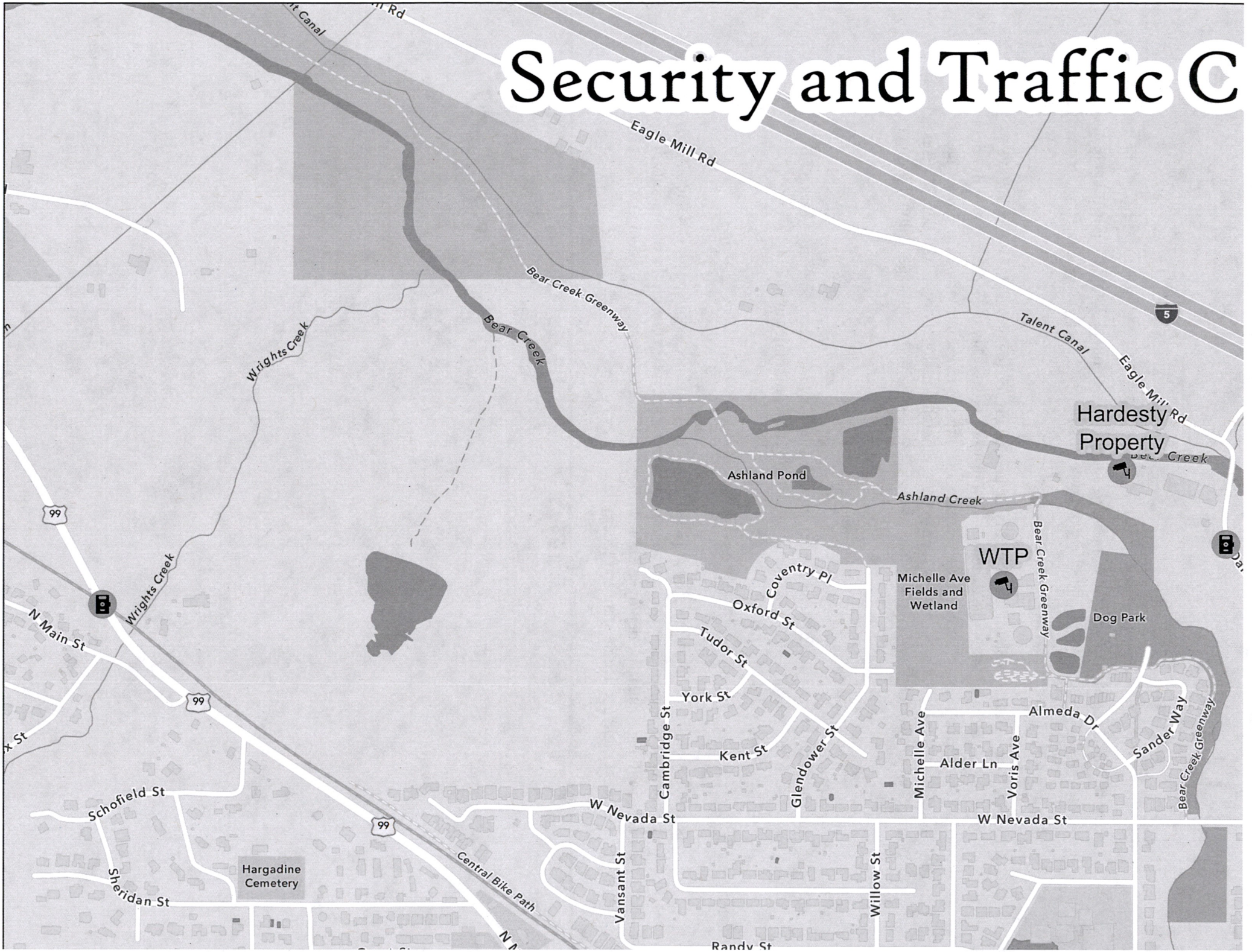
City deployed cameras will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists. City owned cameras will not be used in an inequitable or discriminatory manner and will not target individuals or groups based on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, homed status, age, cultural group or disability.

Deployment and removal

Deployment and removal will be at the discretion of the City Manager. The City Manager may consult with any relevant staff member of member of the community in making deployment/removal decisions.

Police Cameras

It is understood that the Ashland Police Department uses cameras, both body worn and in-car dash mounted, that are public facing and record officers' interactions with the community. These cameras will continue to be deployed at the Police Chief's discretion and in keeping with current best practices and applicable state and federal laws.


Security and Traffic C
Eagle Mill Rd
Bear Creek Greenway
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Talent Canal
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5
Hardesty Property
Ashland Pond
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WTP
Michelle Ave Fields and Wetland
Bear Creek Greenway
Dog Park
Coventry Pl
Oxford St
Tudor St
York St
Kent St
Cambridge St
Glendower St
Michelle Ave
Alder Ln
Voris Ave
Almeda Dr
Sander Way
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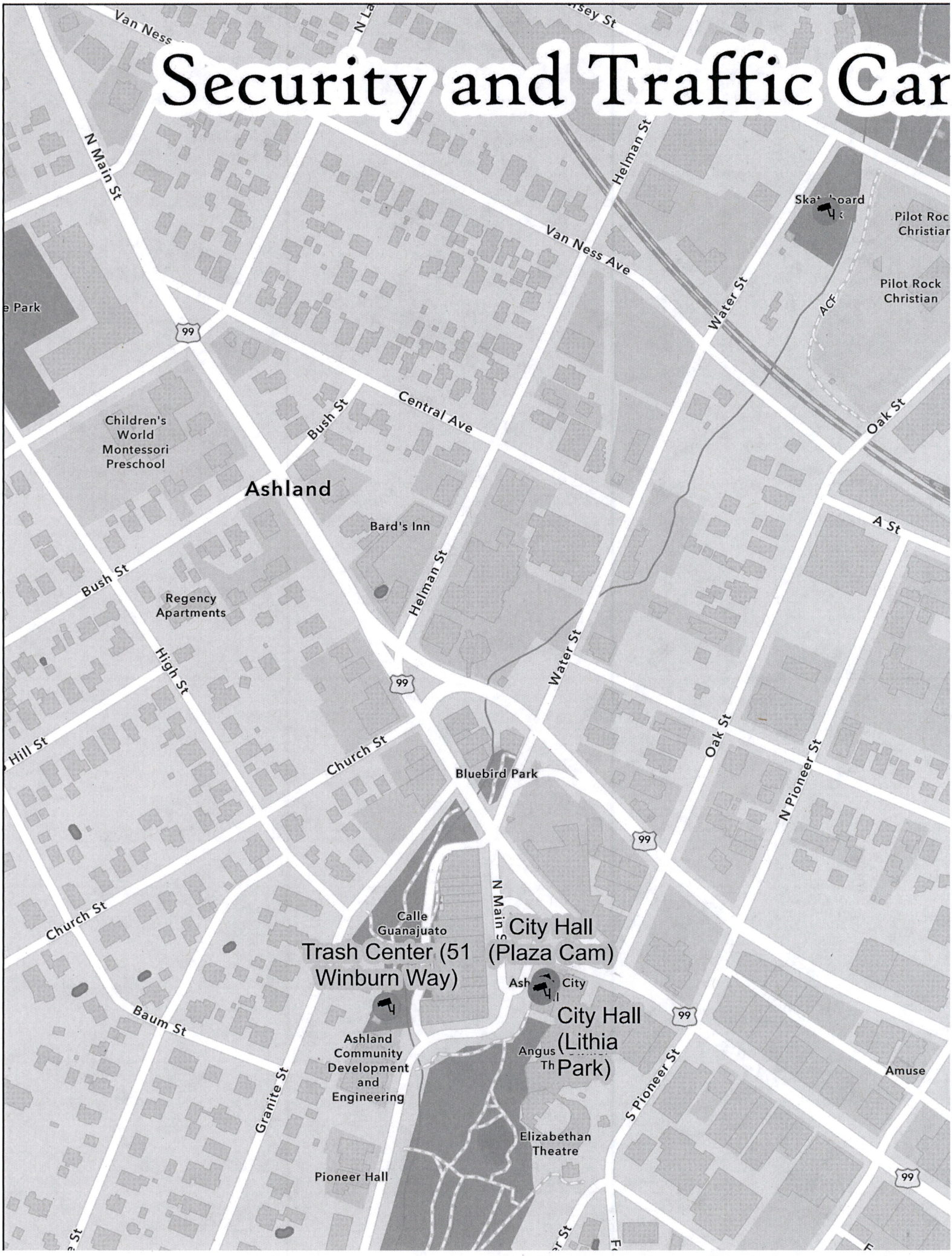
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Preschool
Bush St
Central Ave
Oak St
Ashland
Bard's Inn
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Regency
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Helman St
Water St
High St
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Hill St
Church St
Bluebird Park
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City Hall
(Plaza Cam)
Trash Center (51
Winburn Way)
City
City Hall
(Lithia
Park)
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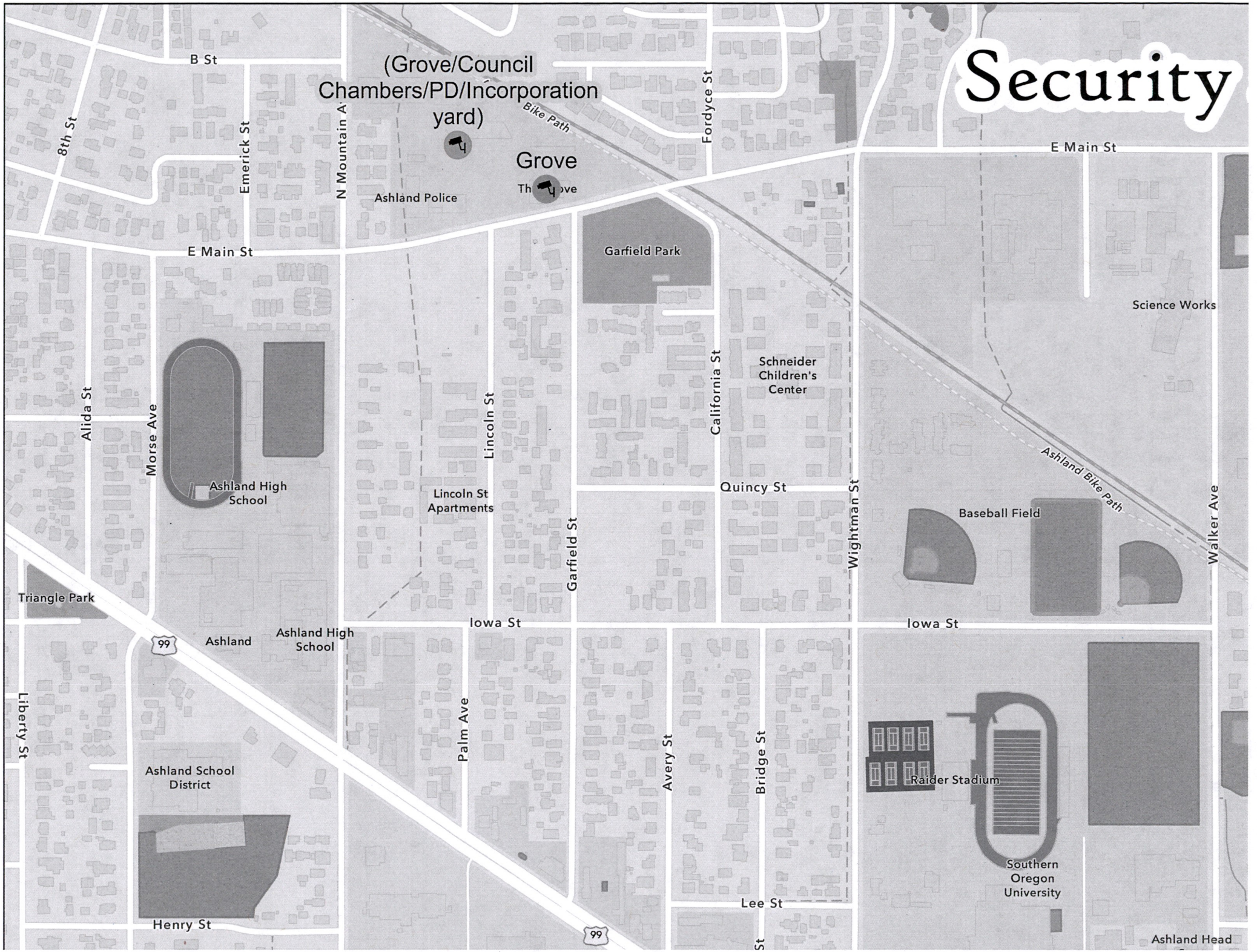
Community
Development
and
Engineering
Granite St
S Pioneer St
Amuse
Elizabethan
Theatre
Pioneer Hall
99


Security
(Grove/Council Chambers/PD/Incorporation yard)
Grove
Ashland Police
B St
8th St
Emerick St
N Mountain Ave
Bike Path
Fordyce St
E Main St
Garfield Park
Science Works
Alida St
Morse Ave
Ashland High School
Lincoln St
Lincoln St Apartments
California St
Schneider Children's Center
Quincy St
Wightman St
Ashland Bike Path
Baseball Field
Walker Ave
Garfield St
Triangle Park
Iowa St
Ashland
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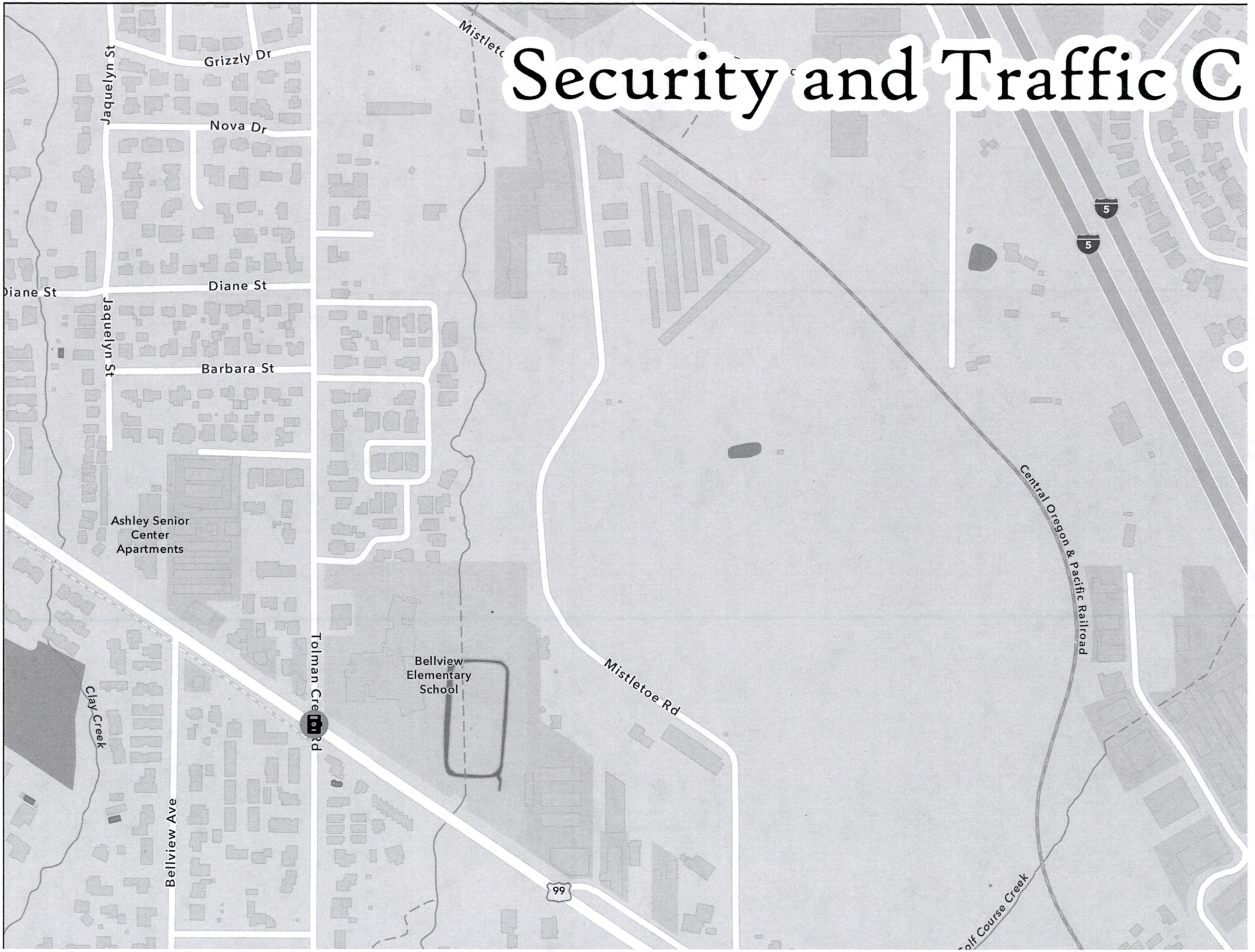
Liberty St
Palm Ave
Avery St
Bridge St
Raider Stadium
Ashland School District
Henry St
Southern Oregon University
Lee St
Ashland Head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Barbara St
Ashley Senior Center Apartments
Tolman Creek Rd
Bellview Elementary School
Mistletoe Rd
Central Oregon & Pacific Railroad
Clay Creek
Bellview Ave
99
5
5

Council Business Meeting

May 16, 2023

Agenda Item	Class Special Procurement Sourcing Method Approval for Asphalt Patching	
From	Michael Morrison	Operations Deputy Director
Contact	michael.morrison@ashland.or.us 541-552-2325	
Item Type	Requested by Council ☐ Update ☐ Request for Approval ☒ Presentation ☐	

SUMMARY

Approval is being requested for a **Class-Special Procurement**.

This **Class-Special Procurement** (sourcing method) will allow the use of an alternative solicitation process to procure asphalt patching services. City departments have to make repairs to power lines, storm drains and water lines, etc. which requires the removal of minimal areas of asphalt to expose the areas in need of repairs and/or utility installations. Written price quotes (price/square foot) for jobs up to $2,500.00 will be obtained every 60 to 90 days for asphalt patching services. Departments will be required to obtain at least three (3) written quotes for each individual asphalt patching job anticipated to exceed $2,500.00. Currently, there are two (2) asphalt paving contractors willing to do the small jobs and one (1) contractor that only wants to bid on asphalt patching jobs that exceed $2,500.00. Contracts and insurance certificates will be kept on file for each of the asphalt patching contractors for the term of the Class-Special Procurement.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The attached Form #9 Special Procurement Request for Approval (written findings) is attached for your review and consideration.

The Class-Special Procurement previously approved by Council on June 7, 2016, is due to expire on June 30, 2023.

FISCAL IMPACTS

Departments budget for repairs such as asphalt patching, each fiscal year.

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends the **Class-Special Procurement** be approved for the reasons provided in the attached written findings.

REFERENCES & ATTACHMENTS

1. Form #9 Special Procurement Request for Approval (Written Findings)

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Mike Morrison, Operations Deputy Director

Date: May 16, 2023

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

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

1. **Requesting Department Name:** Water, Wastewater, and Electric

2. **Department Contact Name:** Steve Walker (Water), Jason Robustelli (Wastewater), Rick Barton (Electric)

3. **Type of Request:** X Class Special Procurement _____ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2023 to: June 30, 2028

5. **Total Estimated Cost:** _____

6. **Short title of the Procurement:** Asphalt Patching Services

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

City departments have to make required and necessary repairs to power lines, storm drains and water lines, etc. which requires the removal of asphalt to expose the areas in need of repairs and/or utility installations. An asphalt paving contractor will then be hired to provide the material and labor to patch (replace) the asphalt as needed. Most of the asphalt paving jobs are relatively small asphalt patching jobs that range in cost from $450.00 to $2,500.00.

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

Background: The Class Special Procurement previously approved by Council on June 7, 2016, is due to expire on June 30, 2023.

Proposed procedure: Written price quotes (price/square foot) for jobs up to $2,500.00 will be obtained every 60 to 90 days for asphalt patching services. Departments will be required to obtain at least three (3) written quotes for each individual asphalt patching job anticipated to exceed $2,500.00. Currently, there are two (2) asphalt paving contractors willing to do the small jobs and one (1) contractor that only wants to bid on asphalt patching jobs that exceed $2,500.00. Contracts and insurance certificates will be kept on file for each of the asphalt patching contractors for the term of the Class-Special Procurement.

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

This Class Special Procurement (sourcing method) will allow the use of an alternative solicitation process to procure asphalt patching services. This process will simplify the solicitation and contracting process for the departments by eliminating the need for each department to request quotes, process a contract and obtain insurance certificates for each of the small asphalt paving jobs. The proposed solicitation process will continue to be an open and competitive process and contracts and insurance certificates will be maintained for each of the asphalt patching contractors.

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

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

The proposed solicitation process is open and competitive and will remain open and competitive.
(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); **and**

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

Eliminating a duplication of efforts by the departments in regard to satisfying the public contracting requirements will result in cost savings for each city department that has a need for asphalt patching services.

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

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

The proposed solicitation process will remain open and competitive, result in cost savings by eliminating a duplication of efforts by departments and satisfy the City's public contracting requirements.

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

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

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

Date Public Notice first appeared on www.ashland.or.us - *[if approved, May 17, 2023]*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *[if approved, May 17, 2023]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[if approved, May 16, 2023]*

This Class Special Procurement (sourcing method) will allow the use of an alternative solicitation process to procure asphalt patching services. Written price quotes (price/square foot) for jobs up to $2,500.00 will be obtained every 60 to 90 days for asphalt patching services. Departments will be required to obtain at least three (3) written quotes for each asphalt patching jobs anticipated to exceed $2,500.00. This process will simplify the solicitation and contracting process for the departments by eliminating the need for each department to request quotes, process a contract and obtain insurance certificates for each of the small asphalt paving jobs. The proposed solicitation process will continue to be an open and competitive process and contracts and insurance certificates will be maintained for each of the asphalt patching contractors.

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

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kariann Olson, Purchasing Representative, 90 N. Mountain Avenue, Ashland, OR 97520. The seven (7) protest period will expire at 5:00pm on *[if published May 17, 2023, will expire May 24, 2023]*

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

Council Business Meeting

May 16, 2023

Agenda Item	Special Class Procurement Method Approval for City Bulk Fuel	
From	Michael Morrison	Operations Deputy Director
Contact	michael.morrison@ashland.or.us 541-552-2325	
Item Type	Requested by Council ☐ Update ☐ Request for Approval ☒ Presentation ☐	

SUMMARY

Approval is being requested for a **Class-Special Procurement**.

This **Class-Special Procurement** (sourcing method) will allow the use of an alternative solicitation process to procure **City bulk fuel** (87 Reg E-10 Unleaded Fuel and ULSD#2 Renewable R99.9 Diesel) for City and Parks consumption. The alternative solicitation process will require a written solicitation to obtain written quotes **each time fuel is purchased** rather than using a formal Competitive Sealed Bid (Invitation to Bid) to award a **long-term contract to a single supplier**. Obtaining written price quotes for each fuel purchase allows the City to consistently award public contracts for fuel to the lowest bidder, more flexibility when purchasing fuel, preferably when prices are decreasing, and the ability to compare bid prices to reasonably ensure the City is receiving and paying the most current and accurate price for fuel (today's lower fuel price, not yesterday's higher price).

POLICIES, PLANS & GOALS SUPPORTED

ULSD#2 Renewable R99.9 Diesel is required to satisfy the City's mandatory climate and energy action plan goals.

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The attached Form #9 Special Procurement Request for Approval (written findings) is attached for your review and consideration.

The Class-Special Procurement previously approved by Council on June 7, 2016, is due to expire on June 30, 2023.

FISCAL IMPACTS

The amount budgeted for City bulk fuel in FY 2024 is $380,000.00.

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends the **Class-Special Procurement** be approved for the reasons provided in the attached written findings.

REFERENCES & ATTACHMENTS

1. Form #9 Special Procurement Request for Approval (Written Findings)

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Wes Hoadley, Fleet Safety Supervisor

Date: May 16, 2023

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

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

1. **Requesting Department Name:** Public Works

2. **Department Contact Name:** Mike Morrison

3. **Type of Request:** X Class Special Procurement _____ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2023 to June 30, 2028

5. **Total Estimated Cost:** FY 2022 - $332,590.69 (Actual)
FY 2023 as of 04/26/2023 - $282,210.00 (Actual)
FY 2024 - $380,000.00 (Budgeted for FY24)

6. **Short title of the Procurement:** City bulk fuel purchases (87 Reg E-10 Unleaded Fuel and ULSD#2 Renewable R99.9 Diesel)

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

Unleaded & R99 Diesel fuel is purchased for City/Parks consumption, specifically bulk truck & trailer deliveries of fuel are delivered to fuel tanks located at the City of Ashland, Service Center, 90 N. Mountain Avenue, Ashland, Or 97520

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

Background: For many years, written quotes have been requested from multiple resellers - WECO/Carson, Hays Oil and Tyree. The previous Class-Special Procurement was approved by the

City Council on June 7, 2016, which is due to expire June 30, 2023.

Proposed procedure:

This **Class-Special Procurement** is a request to use an **alternative solicitation process**, other than a formal Competitive Sealed Bid (Invitation to Bid), to procure fuel. Due to the cost of fuel exceeding $100,000.00, a formal Competitive Sealed Bid (Invitation to Bid) resulting in a 12+ month term contract with a single supplier would be required. The alternative solicitation process will require a written solicitation to obtain written quotes from each of the known fuel suppliers, willing to deliver bulk fuel **each time fuel is purchased**.

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

It would be difficult for the City to monitor fuel pricing under a long-term contract with a single supplier. This is due to the prices fluctuating on a daily basis (or more than once per day) and having to check the Eugene OPIS (Oil Price Index Service) at a specific time of the day (same time supplier calculates fuel prices) for the current prices (today's prices) and then having to calculate the actual cost of the fuel by adding the markup amount and applicable taxes. Requesting the suppliers calculate an appropriate markup for a long-term contract could be difficult to do due to the fluctuating fuel prices and actual cost of delivering the fuel, which could result in the City paying more for fuel – not less, because the supplier would have to adjust the markup to cover any potential increases in cost for fuel and delivery.

Obtaining written price quotes for each fuel purchase allows the City to consistently award public contracts for fuel to the lowest bidder, more flexibility when purchasing fuel, preferably when prices are decreasing, and the ability to compare prices to reasonably ensure the City is receiving and paying the most current and accurate price for fuel (today's lower fuel price, not yesterday's higher price).

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

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

The proposed process will not diminish competition because quotes will be requested from each of the suppliers willing to provide truck and trailer deliveries of the specified fuel to the City and if/when we become aware of any additional suppliers, they too will also be given an equal opportunity to provide price quotes for fuel purchases.

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

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

The City will have the flexibility to purchase fuel, preferably when the prices are decreasing, compare the prices submitted by each of the suppliers, and to award the public contract to the lowest bidder each time fuel is ordered.

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

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

Encouraging and allowing competition is in the City's best interest. Obtaining quotes for each fuel purchase will allow the City more flexibility when purchasing fuel and to reasonably ensure the City is receiving and paying the most current and accurate price for fuel (today's lower fuel price, not yesterday's higher price).

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

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

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

Date Public Notice first appeared on www.ashland.or.us - *[if approved, May 17, 2023]*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *[if approved, May 17, 2023]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[if approved, May 16, 2023]*

This **Class Special Procurement (sourcing method)** will allow a written solicitation to be used to obtain written quotes each time **bulk fuel** is purchased. This is an alternative solicitation process to a Competitive Sealed Bid (Invitation to Bid) resulting in a long-term contract with a single supplier. Obtaining written price quotes for each fuel purchase will allow the City to consistently award public contracts for fuel to the lowest bidder; allow more flexibility when purchasing fuel preferably when prices are decreasing, and the ability to compare prices to reasonably ensure the City is receiving and paying the most current and accurate prices for fuel.

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

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Purchasing Office, Kari Olson, 90 N. Mountain Avenue, Ashland, OR 97520. The seven (7) protest period will expire at 5:00 PM on *[if approved and published May 17, 2023, will expire May 24, 2023]*

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

Council Business Meeting

May 16, 2023

Agenda Item	Class Special Procurement Method Approval for Firefighter Health and Cancer Screenings	
From	Ralph Sartain	Fire Chief
Contact	ralph.sartain@ashland.or.us 541-552-2229	
Item Type	Requested by Council ☐ Update ☐ Request for Approval ☒ Presentation ☐	

SUMMARY

Approval is being requested for a **Contract-specific Special Procurement**.

This **Contract-specific Special Procurement** will allow Ashland Fire & Rescue to **directly award a contract to 1582, LLC for NFPA 1582 Health and Cancer Screening for Firefighters**. The contractor will provide onsite NFPA 1582 Health and Cancer Screenings for the Ashland Firefighters in accordance with NFPA 1582 standards. The contract will begin on June 1, 2023, and end on August 1, 2024.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the **direct selection or award of a public contract** or for a series of contracts. The attached Form #9 Special Procurement Request for Approval (written findings) is attached for your review and consideration.

A formal solicitation (Request for Proposal/Competitive Sealed Proposal) was released on March 24, 2023, and proposals were due on April 18, 2023. It appears at least nine (9) firms or individuals accessed the RFP on the City's website. One proposal was received in the amount of $292,932.45, which substantially exceeded the available funding. The RFP was cancelled due to the proposed cost exceeding the available funding by more than $100,000.00.

Due to the grant deadlines and lack of interest in the City's RFP, Ashland Fire & Rescue negotiated a contract directly with 1582, LLC to ensure the Ashland Firefighters would receive the NFPA 1582 Health and Cancer Screenings, the cost would not exceed the available funding and the grant requirements would be satisfied.

FISCAL IMPACTS

Testing Schedule	Quantity	Cost per Firefighter	Amount
June 2023	37	$2,399.99	$88,763.00
July 2024	Up to 39	$2,399.00	$93,561.00
		Estimated Total Cost	**$182,324.00**
		Amount of Grant	$166,500.00
		10% City Match	$16,650.00

	Available Funding	**$183,150.00**

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends the **Contract-specific Special Procurement** be approved and the public contract be directly awarded to 1582, LLC.

REFERENCES & ATTACHMENTS

1. Form #9 Special Procurement Request for Approval (Written Findings)
2. 1582, LLC. Proposal for Ashland Fire & Rescue

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Marshall Rasor, Deputy Fire Chief

Date: May 16, 2023

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

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

1. **Requesting Department Name:** Ashland Fire & Rescue

2. **Department Contact Name:** Marshall Rasor, Deputy Fire Chief

3. **Type of Request:** _____ Class Special Procurement __X__ Contract-specific Special Procurement

4. **Time Period Requested:** From June 1, 2023 To: August 1, 2024

5. **Total Estimated Cost:**

Testing Schedule	Quantity	Cost per Firefighter	Total Cost
June 2023	37	$2,399.00	$88,763.00
July 2024	Up to 39	$2,399.00	93,561.00
		Total Estimated Cost	**$182,324.00**
		Amount of Grant	$166,500.00
		10% City Match	16,650.00
		Available Funding	**$183,150.00**

6. **Short title of the Procurement:** NFPA 1582 Health and Cancer Screening for Firefighters

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

Overview of Periodic Physical Exam/Health Screening:
The NFPA 1582 compliant, Physician-led laboratory blood and urine testing, Occupational Health testing, cardiopulmonary fitness evaluation, Physician Exam, multiple ultrasound screening panels including echocardiogram, strength/endurance/flexibility testing, infectious disease and immunization titer testing, chest x-ray and quantitative fit test. Some of these tests can lead to the discovery of cancer markers.

Overview of Cancer Screening Physical:
The NFPA 1582 compliant cancer screening includes cancer specific tests and some of the general medical assessments that may lead to the discovery of cancer markers.

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

Background: A formal solicitation (Request for Proposal/Competitive Sealed Proposal) was released on March 24, 2023, and proposals were due on April 18, 2023. It appears at least nine (9) firms or individuals accessed the RFP on the City's website. One proposal was received in the amount of $292,932.45, which substantially exceeded the available funding. The RFP was cancelled due to the proposed cost exceeding the available funding by more than $100,000.00.

Proposed procedure: This Contract-specific Special Procurement (sourcing method) is being processed to request approval to "directly award" a contract to 1582, LLC for onsite NFPA 1582 Health and Cancer Screenings for Firefighters.

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

Due to the grant deadlines and lack of interest in the City's RFP, Ashland Fire & Rescue negotiated a contract directly with 1582, LLC to ensure the Ashland Firefighters would receive the NFPA 1582 Health and Cancer Screenings, the cost would not exceed the available funding and the grant requirements would be satisfied.

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

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

An RFP (formal solicitation) was processed, at least nine (9) firms or individuals accessed the RFP on the City's website and only one (1) proposal was received. The costs associated with the proposal that was received exceeded the available funding by $100K and the RFP was cancelled.

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

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

The grant received by AF&R will fund 90% of the cost for these services with a 10% match by the City.

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

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

An RFP (ORS 275B.060) was processed but was unsuccessful and cancelled due to reasons identified above.

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

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

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

Date Public Notice first appeared on www.ashland.or.us - *[If approved May 17]*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *[If approved, May 17, 2023]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[If approved, May 16, 2023]*.

A formal solicitation (Request for Proposal/Competitive Sealed Proposal) was released on March 24, 2023, and proposals were due on April 18, 2023. It appears at least nine (9) firms or individuals accessed the RFP on the City's website. One proposal was received in the amount of $292,932.45, which substantially exceeded the available funding. The RFP was cancelled due to the proposed cost exceeding the available funding by more than $100,000.00.

Due to the grant deadlines and lack of interest in the City's RFP, Ashland Fire & Rescue negotiated a contract directly with 1582, LLC to ensure the Ashland Firefighters would receive the NFPA 1582 Health and Cancer Screenings, the cost would not exceed the available funding of $183,150.00, and the grant requirements would be satisfied. The grant received by AF&R will fund 90% of the cost for these services with a 10% match by the City.

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

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing Specialist, 90 N. Mountain, Ashland, OR 97520. The seven (7) protest period will expire at 5:00pm on *[If posted May 17, 2023, will expire May 24, 2023]*

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

April 27th, 2023

Ashland Fire Department
455 Siskiyou Boulevard
Ashland, OR 97520

Attn: Chief Marshall Rasor

RE: Professional Services Contract for NFPA 1582 Compliant Exams and Cancer Screenings

Chief,

This proposal is per your request to conduct NFPA 1582 Health and Cancer Screenings for Firefighters from the RFP released by the City of Ashland on March 24th, 2023. We are prepared to assist your group, if Ashland Fire desires.

We understand that the City of Ashland has very few resources in the area and will consider a professional services contract to provide the following very specialized services.

1582, LLC (hereafter referred to as "1582"), is pleased to present our submission to assist the Ashland Fire Department by providing NFPA - Compliant Firefighter Medical Examinations and Cancer Screenings.

1582 specializes in serving Fire Departments and Fire Districts throughout the Western States by providing On-Site Medical Testing. 1582 is headquartered and located at 1855 N. McCarran Blvd., Sparks, NV 89431.

Primary contact with this submission will be Paul Granstrom - President of 1582, can be reached via phone at **(775) 846-3413** or by email: **paul@1582exam.com**.

Sincerely,

Paul Granstrom
President
(775) 846-3413 - Cell
paul@1582exam.com

PRIMARY CONTACT INFORMATION

1582, LLC
1855 N. McCarran Blvd.
Sparks, NV 89431
Contact: Paul Granstrom
Cell # (775) 846-3413
Email: paul@1582exam.com

Company Background:

1582, LLC (hereafter referred to as "1582") was formed for the purposes of providing NFPA 1582 compliant examinations ON-SITE for Fire Departments throughout the Western States. We believe the conducting of these examinations ON-SITE can save Fire Departments large sums of money, by eliminating down time, paid overtime and units and staff being out of service. Additionally, bringing the medical specialists to the Fire Department will provide the best possible experience for serving large groups of Firefighters.

Mark Gaetke, MD is President of Gilbert, Gaetke and Associates of Nevada, MD, LTD d/b/a **ARC Health & Wellness Centers** (sister company to 1582) was formed in 2009 to specialize in conducting NFPA 1582 Examinations and Comprehensive Public Safety Examinations for Police officers and Firefighters. Over the years, the ARC Health & Wellness book of business grew rapidly to include all agencies with the State of Nevada as well as all major cities and counties in Nevada including Police and Fire Departments in the Cities of **Reno**, **Sparks**, **Las Vegas**, **North Las Vegas**, and **Henderson**. We've been proudly serving nearly every Fire Department in the State of Nevada for a period of 15 years, as Nevada put into law a Heart & Lung Bill mandate NRS / NAC 617 that closely follows NFPA 1582.

Proudly Serving over 30 Nevada Fire Departments including (*dates listed are the start dates*):

Sparks Fire Department (2007)
Reno Fire Department (2008)
Carson City Fire Department (2010)
Las Vegas Fire & Rescue (2011 – Fire Rescue Clinic)
North Las Vegas Fire Department (2011)
Henderson Fire Department (2014 WellTrac – sister company)
Mesquite Fire Department (2019)
Amentum (DOD Contractor - Nevada Test Site - 2022)

In 2017, we formed a Limited Liability Corporation, known as **1582, LLC** – ("**1582**" for Short) as the name is more synonymous with Firefighter Medical Examinations, we expanded services in the states of Colorado, Arizona, and California. As a result, 1582 has become the leading provider of NFPA 1582 compliant physical exams in the Western United States conducting more than **11,000 annual exams** per year.

Currently, our organization has a total of **(4) four medical facilities** in Nevada (Las Vegas, Reno, Carson City and Sparks) and **(1) one medical facility in Tucson, Arizona**. In addition, 1582 has a fleet of **six (6) mobile medical units** to provide on-site services for our clients.

1582 has been serving various Fire Department/District clients in **California** including:

North Lake Tahoe Fire Department (2019)
Merced Fire Department (2019)
Clovis Fire Department (2019)
Corona Fire Department (2020)
NASA Jet Propulsion Laboratory Fire Dept. (2020)
Carlsbad Fire Department (2021)
Sonoma Valley Fire Protection District (2022)
Sonoma County Fire District (2023)
Monterey Fire Department (2023)
Monterey County Fire District (2023)
Petaluma Fire Department (2023)
South San Joaquin County Fire Authority (2023)

1582 has also been growing greatly in **Arizona** proudly serving Fire Departments/Districts including:

Kingman Fire Department (2015)
Bullhead City Fire Department (2016)
Casa Grande Fire Department (2019)
Northwest Fire District (2020)
Golder Ranch Fire District (2020)
Prescott Fire Department (2020)
Buckeye Fire Department (2021)
Yuma Fire Department (2021)
Tucson Fire Department (2021)
Lake Havasu City Fire Department (2022)

1582 was awarded the contract to serve **Northwest Fire District** (the largest Fire District in Arizona) in 2019 and other departments have enacted the Mutual Use Clause of that contract to begin working with us; including **Golder Ranch Fire District**, **Prescott Fire Department**, and **City of Buckeye Fire Department** to name a few.

In 2021, 1582 was awarded a multi-year contract to serve the State of Arizona's 2nd largest Fire Department *(over 700 Annual Firefighters)* in Arizona - **Tucson Fire Department.**

Conducting NFPA 1582 Compliant Exams is not merely a product line for 1582, it is our primary business. As indicated previously, 1582 has been providing the services solicited in this RFP since 2009. Very few medical providers understand the complexities of conducting NFPA 1582 compliant physicals. The principals/key personnel of 1582 have collectively been conducting these exams for over 40 years! 1582's dedicated clinical and management team has a depth of expertise which only comes from having extensive working experience in the industry they serve. Our Occupational Health team of experts can help you stay in compliance with all regulations pertaining to the services provided in this RFP.

Our Medical Director, Mark Gaetke, MD is one of the most experienced physicians in conducting Annual Police and Fire Exams in the country. He has been conducting these exams for the past 27 years...first as Medical Director of Concentra (one of the nation's largest Occupational Medicine Providers) and then as Corporate Medical Director of 1582 / ARC Health & Wellness Centers.

1582 currently employs a total of approximately 35 team members including seven (7) licensed physicians who conduct physical exams...and all are trained and certified in conducting stress treadmill tests. In the event of the death or disability of a clinical provider, 1582 has sufficient physician staff to ensure that all services provided under this contract will remain un-interrupted.

CONTINUED ON NEXT PAGE...

METHODOLOGY AND SCHEDULE

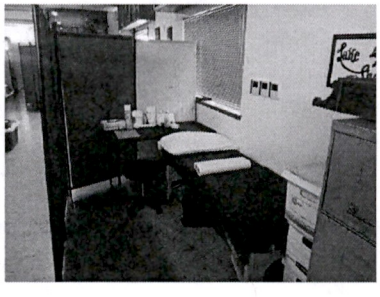
We are prepared to provide multiple solutions to complete the ONSITE Examinations and can conduct the examinations of different time frames.

Step # 1 - identify the best time of year to complete the exams
Step # 2 – identify the best COUNTY LOCATIONS to conduct the testing
Step # 3 – identify how many exams are to be completely weekly and how weeks are needed
Step # 4 – identify if exams are completed ON DUTY/OFF DUTY and best scheduling frequency
Step # 5 – identify the options for completing the examinations (1 Visit vs 2 Visit)
Step # 6 – rollout schedules and planning

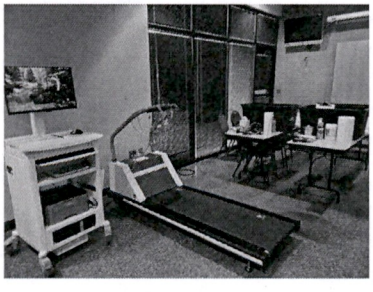
METHODOLOGY OPTIONS:

Examinations will be conducted **ONSITE ASHLAND FIRE PROPERTY** for example a Training Center, Fire Station, City Hall, etc. We will bring our equipment to you facility and set up for testing at the desired city location most convenient for the Department. Enclosed are pictures of ONSITE Exams showing how we can set up virtually anywhere:

Private Room/Area - Ultrasound Screenings

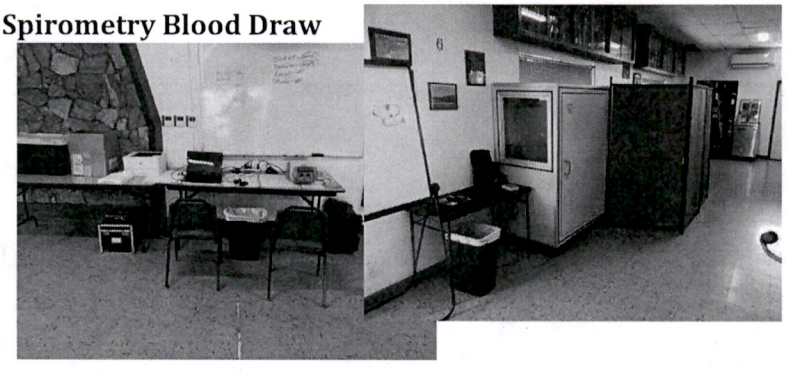


Area for Stress EKG Testing



One Open Area for Audiogram

Spirometry Blood Draw



PHYSICIAN EXAM ROOM:

Private room / Private office for the Physician to conduct the examination and discuss all the results. This can be a Captain's Office, private room or storage room.

OPTION # 1 - TRADITIONAL TESTING METHODOLOGY DESCRIPTION

Two separate visit event, Part 1 visit is for Diagnostic Testing that requires the results to be compiled before the Part 2 Visit.

Part 1 Visit – 10 Patients per Day scheduled every 30 Minutes (40 patients per week).
Time needed per member is one (1) hour per member.

- Blood Draw and Urinalysis
- Biometric Screening
- Spirometry
- Audiogram
- Ultrasound
- Chest X-Ray, if medically indicated

Part 2 Visit – 10 Patients per Day scheduled every 30 Minutes.
Time needed per member is one (1) hour per member.

- Resting EKG
- Cardiac Stress Test
- Fitness Assessment
- Physician Examination and Skin Cancer Screening

Traditional Testing Methodology (2 Visit Event)

*Sample Schedule – **40 patients per week***

Comments: If we plan on working five day increments, we can target 3 different Battalion Shifts to maximize flexibility and rotate the weeks so that we can provide an equal number of days for Each Battalion Shift.

SEE NEXT PAGE FOR SAMPLE SCHEDULE

ASHLAND FIRE – SAMPLE SCHEDULE

Part 1 (Blood Draws, Ultrasound, additional Testing - 2 Techs)

TIME	Monday	Tuesday	Wednesday	Thursday
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break
11:30				
12:00				
12:30				
13:00				
13:30				
14:00	BREAK	BREAK	BREAK	BREAK
14:30				
15:00				
15:30				
16:00				
	15	15	15	15

Part 2 at Ashland (Physician / Exercise Tech)

TIME	Monday	Tuesday	Wednesday	Thursday
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break
11:30				
12:00				
12:30				
13:00				
13:30				
14:00	BREAK	BREAK	BREAK	BREAK
14:30				
15:00				
15:30				
16:00				
	15	15	15	15

OPTION # 2 – EXAM ONE TESTING METHODOLOGY

*******PREFFERED METHOD*******

This method is least disruptive to the Department as the exam is compressed into ONE VISIT. We must get the labwork completed ahead of time at Ashland Fire.

Open to discussion and finding the best solution.

Step # 1 – 1582 sends a phlebotomist to conduct ONSITE blood draw based on the schedule and frequency minimizing the total number of days to accomplish 300 blood draws.

In this scenario, 1582 will send an phlebotomist to the different stations to complete the blood and urine collections and coordinate shipping of samples to LabCorp or Quest via FedEx.

Step # 2 – 1582 sends a team of specialists to conduct examinations as listed below.

EXAM ONE VISIT – 15 Patients per Day scheduled every 30 Minutes.
Time needed per member is two (2) hours per member.

SAMPLE SCHEDULE FOR DAY:		Patient # 1	**Start Time: 0700**
Station # 1	Ultrasound	30 Minutes	700
Station # 2	Medical Assistant Testing	30 Minutes	730
Station # 3	Cardiac Stress Test	30 Minutes	800
Station # 4	Physician Exam	30 Minutes	830

SAMPLE SCHEDULE FOR DAY:		Patient # 2	**Start Time: 0730**
Station # 1	Ultrasound	30 Minutes	730
Station # 2	Medical Assistant Testing	30 Minutes	800
Station # 3	Cardiac Stress Test	30 Minutes	830
Station # 4	Physician Exam	30 Minutes	900

This is the *PREFERRED* scheduling option is we complete all testing in **ONE VISIT**. We must get the Labs completed ahead of time for the physician to be able to review the results with the member to determine any potential concerns or make a Fitness for Duty Determination.

At the end of the visit, the member will receive a copy of the results to present to their primary care provider for treatment recommendations by 1582. All copies of results will be provided including Labs, Ultrasound Results, Stress EKG tracings and comments from the physician detailing areas of concern.

EXAM ONE - Testing Methodology (2 Visit Event)

*Sample Schedule – **40 patients per week***

Comments: If we plan on working five-day increments, we can target 3 different Battalion Shifts to maximize flexibility and rotate the weeks so that we can provide an equal number of days for Each Battalion Shift. We'll complete 40 patients weekly in this scenario.

Ashland Fire

SAMPLE SCHEDULE - NFPA 1582 Exams

	A SHIFT	B SHIFT	B SHIFT	C SHIFT
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
700				
730				
800				
830				
900				
930	Break	Break	Break	Break
1000				
1030				
1100				
1130				
1200				
1230	Break	Break	Break	Break
1300				
1330				
1400				
1430				
1500				

In this scenario, we start a little earlier to have the first Doctor's appointment at 0830, the physician will complete his last exam at 1700.

If we complete 40 patients per week, we can schedule 4 weeks to complete the entire department (300). We are open to spreading this out per the request the Department based on the two physical years.

COST PROPOSAL

COST PER FIREFIGHTER: **$2,399.00**

SCOPT OF WORK

"ON-SITE" rates are:

1582 Compliant Examination - $750.00
1582 Ultrasound Screening Panel - $250.00
***Grail* Cancer Screening Panel - $699.00**
Blood Draw and Coordination of Shipping - $200.00 + $100.00 transport fee
Chest X-Ray - $50.00
Infectious Disease Testing (HIV, HEP A. B, C/Quantiferon Gold) - $350.00

We are prepared to come out to Ashalnd Fire to serve your members. To accomplish this, we suggest Two (2) events of Four (4) Working Days for the Part 1 *(Bloodwork, Ultrasound, Hearing, Spirometry, Chest X-Ray etc.)* and an additional Four (4) Working Days for the Part 2 *(Physician Exam and Maximal Stress EKG).* We'll work around your Battalion Calendar to ensure all Shifts are covered. Essentially, it will take us 8 days to complete the 37 examinations for the department.

Physical Examination and Evaluation will include all tests listed below listed as "INCLUDED", unless patient declines or opts out of components or if considered, not medically necessary based on NFPA 1582 Standards.

Occupational Health Testing	
Audiogram – Occupational Hearing Exam	**INCLUDED**
Biometric Screening	**INCLUDED**
Spirometry (Pulmonary Function Test)	**INCLUDED**
Vision Screening	**INCLUDED**
Resting EKG	**INCLUDED**
Blood Pressure Monitoring	**INCLUDED**
Vital Signs	**INCLUDED**

Physical Exam – NFPA 1582	
Physical Examination as outlined in NFPA 1582	**INCLUDED**
Medical History Review	**INCLUDED**
Skin Cancer Assessment	**INCLUDED**
Cardiac Risk Stratification	**INCLUDED**
Sleep Disturbance Apnea Assessment	**INCLUDED**
Health Promotion Counseling – Review	**INCLUDED**
OSHA Respirator Questionnaire	**INCLUDED**
Firefighter Medical Clearance – 1582 TIERS	**INCLUDED**

Laboratory Blood / Urine Testing	
Complete Blood Count with Differential	**INCLUDED**
Comprehensive Metabolic Panel	**INCLUDED**
Fasting Lipid Panel	**INCLUDED**
Urinalysis	**INCLUDED**
Diabetes Screening – Fasting Glucose – A1C Hemoglobin	**INCLUDED**
C-Reactive Protein	**INCLUDED**
Prostate Specific Antigen	**INCLUDED**
Hemoccult Test	**INCLUDED**
CA-125 (female only)	**INCLUDED**
Thyroid Panel	**INCLUDED**
Hepatitis Profile Screening / HIV Quantiferon Gold TB Test	**INCLUDED**
GRAIL TEST CANCER SCREENING	**INCLUDED**

Cardiac / Pulmonary / Ultrasound Assessment	
Stress EKG, WFI Protocol	**INCLUDED**
Aerobic Capacity	**INCLUDED**
Treadmill Stress EKG	**INCLUDED**
Ultrasound Screening – Carotid and Aortic Aneurysm Screening	**INCLUDED**
Ultrasound Screening – Thyroid	**INCLUDED**
Ultrasound Screening – Pancreas, Liver, Gallbladder, Spleen and Kidney	**INCLUDED**
Ultrasound Screening – External Pelvic (Female Only)	**INCLUDED**
Ultrasound Screening – Prostate and Testicular (Male Only)	**INCLUDED**

Members will receive a copy of all results electronically online via Citrix Sharefile, all records will be scanned to a PDF document for easy retrieval and members encouraged to bring to their physician to review.

1582 **only** uses a **LICENSED PHYSICIANS** to conduct the NFPA 1582 Examination on-site, as per year.

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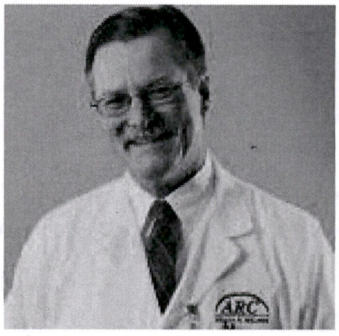

MARK J. GAETKE, MD
FAMILY PRACTICE

Medical School — Loma Linda University, 1987

Family Practice Residency — Loma Linda 1987-1990

Corporate Medical Director / Principal
ARC Health & Wellness Centers – 2010 – Present
1582 – 2018 - Present

Dr. Gaetke has served as Corporate Medical Director of ARC for the past thirteen (13) years. He is recognized as one of the leading experts in the area in conducting NFPA 1582 and NRS 617 medical evaluations.

Past Positions:

Medical Director/Staff Physician

Concentra Medical Centers – Reno/Sparks/Carson City, NV 1996-2010

Dr. Gaetke held various staff physician and medical director positions during his 14-year term of employment with Concentra Medical Centers. He gained extensive experience in conducting heart and lung physical during his employment with Concentra.

Hyperbaric Medicine Specialist

US Naval Hospital – Guantanamo Bay, Cuba 1987 - 1990

Certification & Affiliations Medical:

Arizona Medical License - # 51408
Nevada Medical License - # 6893
California Medical License - #G63790
Alabama Medical Licensure Commission - #MD36984
Oregon Medical License - #MD195696
American Board of Independent Medical Examiners – Certified 1997
Advanced Cardiac Life Support Re-Certification – May 2019
Certified: Stress ECG Testing
Medical Review Office Certification Council

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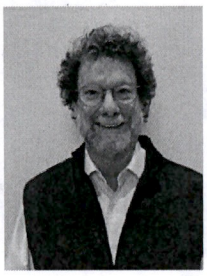

WILLIAM (MARK) ELLIOTT, II, MD
FAMILY MEDICINE

Medical School	The Medical College of Virginia	1976 – 1980
Family Medicine Residency	North Carolina Baptist Hospital Wake Forest University Bowman Gray School of Medicine	1981 - 1983

Staff Physician
1582 – 9/2021 - Present

Dr. Elliott has worked full time as a physician since 1983 in Family Practice and Emergency Medicine. He has successfully served many 1582 clients with raving reviews from our Firefighters about great attention to detail and very personable.

Past Positions:

Adean Region Medical Center	6/20 – 9/21
Greenfield Area Medical Center	6/18 – 6/20
Stonewall Jackson Memorial Hospital	9/17 – 9/21
Pocahontas Memorial Hospital	4/18 – 8/18

MEDICAL AFFILIATIONS
The American College of Emergency Physicians Member since 1999
Fellow since 2007

The American Medical Association Member since 1983

LICENSED TO PRACTICE:
Nevada
Arizona
California
Oregon
West Virginia
Hawaii

REFERENCES

RENO FIRE DEPARTMENT
ANDY ANCHO
Division Chief / Emergency Manager
(775) 432-3805 - Cell
(775) 333-7774 - Work
AnchoA@Reno.Gov

We provide NFPA 1582 Compliant Examinations for City of Reno Fire Department since 2008 with Mark Gaetke, MD as the Medical Director of ARC Health & Wellness Centers, sister company to 1582, LLC. With a project date since 2008 over the last 15 years.

TUCSON FIRE DEPARTMENT
LEWIS M. HARRIS
Assistant Chief - Administrative and Personnel Services Bureau
(520) 406-9652 - Cell
(520) 837-7090 - Work
Lewis.harris@tucsonaz.gov

We provide NFPA 1582 Compliant Examinations for City of Tucson Fire Department with a project date since 2021 with Mark Gaetke, MD as the Medical Director of 1582, LLC.

BUCKEYE FIRE-MEDICAL-RESCUE
Jake Rhoades
Fire Chief
(623) 271-2831- Cell
(623) 349-6723 – Work
jrhoads@buckeyeaz.gov

We provide ONSITE NFPA 1582 Compliant Examinations for Buckeye Fire Department with a project date since 2021.

SAMPLE PAPERWORK

- WFI TESTING PROTOCOL FOR STRESS EKG
- TIER RESULTS
- ULTRASOUND RESULTS

NFPA 1582 - Wellness Fitness Initiative Protocol
Table C.2.1.3 Treadmill Assessment

TIER 4 - Physical Conditioning Concern

Time	METs	MPH	% Grade
3:00	3.4	4.5	0
3:10	3.6	4.5	0
3:20	3.8	4.5	0
3:30	4.0	4.5	0
3:40	4.2	4.5	0
3:50	4.4	4.5	0
4:00	4.6	4.5	2
4:10	4.8	4.5	2
4:20	5.0	4.5	2
4:30	5.2	4.5	2
4:40	5.4	4.5	2
4:50	5.6	4.5	2
5:00	5.8	5	2
5:10	6.0	5	2
5:20	6.2	5	2
5:30	6.4	5	2
5:40	6.6	5	2
5:50	6.8	5	2
6:00	7.0	5	4
6:10	7.2	5	4
6:20	7.4	5	4
6:30	7.6	5	4
6:40	7.8	5	4

8.2.2.1.4
At levels at or below 8 METs, a prescribed aerobic fitness program shall be required, and the AHJ shall be advised to consider restriction from essential job tasks 1, 2, 4, 5, 6, 7, 8, 9, and 13.

TIER 3 - Prescibed Fitness Program

Time	METs	MPH	% Grade
6:50	8.0	5	4
7:00	8.2	5.5	4
7:10	8.4	5.5	4
7:20	8.6	5.5	4
7:30	8.8	5.5	4
7:40	9.0	5.5	4
7:50	9.2	5.5	4
8:00	9.4	5.5	6
8:10	9.6	5.5	6
8:20	9.8	5.5	6

8.2.2.1.3
At levels below 10 METs, participation in a prescribed aerobic fitness program shall be required.

TIER 2 - Improve Fitness

Time	METs	MPH	% Grade
8:30	10.0	5.5	6
8:40	10.2	5.5	6
8:50	10.4	5.5	6
9:00	10.6	6	6
9:10	10.8	6	6
9:20	11.0	6	6
9:30	11.2	6	6
9:40	11.4	6	6
9:50	11.6	6	6
10:00	11.8	6	8

8.2.2.1.2*
At levels below 12 METs, a firefighter shall be counseled to improve his/her fitness

TIER 1 - At or Above NFPA 1582 Fitness Level

Time	METs	MPH	% Grade
10:10	12.0	6	8
10:20	12.2	6	8
10:30	12.4	6	8
10:40	12.6	6	8
10:50	12.8	6	8
11:00	13.0	6.5	8
11:10	13.2	6.5	8
11:20	13.4	6.5	8
11:30	13.6	6.5	8
11:40	13.8	6.5	8
11:50	14.0	6.5	8
12:00	14.2	6.5	10
12:10	14.4	6.5	10
12:20	14.6	6.5	10
12:30	14.8	6.5	10
12:40	15.0	6.5	10
12:50	15.2	6.5	10
13:00	15.4	7	10
13:10	15.6	7	10
13:20	15.8	7	10
13:30	16.0	7	10
13:40	16.2	7	10
13:50	16.4	7	10
14:00	16.6	7	12
14:10	16.8	7	12
14:20	17.0	7	12
14:30	17.2	7	12

Time	METs	MPH	% Grade
15:00	17.8	7.5	12
15:10	18.0	7.5	12
15:20	18.2	7.5	12
15:30	18.4	7.5	12
15:40	18.6	7.5	12
15:50	18.8	7.5	12
16:00	19.0	7.5	14
16:10	19.2	7.5	14
16:20	19.4	7.5	14
16:30	19.6	7.5	14
16:40	19.8	7.5	14
16:50	20.0	7.5	14
17:00	20.2	8	14
17:10	20.4	8	14
17:20	20.6	8	14
17:30	20.8	8	14
17:40	21.0	8	14
17:50	21.2	8	14
18:00	21.4	8	14
18:10	21.6	8	14
18:20	21.8	8	14
18:30	22.0	8	14
18:40	22.2	8	14
18:50	22.4	8	14

NFPA 1582 Medical Standard Evaluation

FIRE DEPARTMENT: Ashland Fire
FIRE CONTACT:
DEPT. PHYSICIAN:
PHYSICIAN EMAIL:

FIREFIGHTER:

Chief,

The following Firefighter has completed the Annual 1582 Medical Evaluation and has been deemed as:

☐	**Tier 1**	**Meets NFPA 1582 Medical Standards. Firefighter is *at* or *above* the recommended NFPA 1582 fitness level and is encouraged maintain their current fitness level.**
☐	**Tier 2**	**Meets NFPA 1582 Medical Standards. Firefighter is encouraged to *improve* current fitness level to comply with NFPA 1582 fitness standards.**
☐	**Tier 3**	**Meets NFPA 1582 Medical Standards. Participation in a prescribed fitness program is *required* to comply with NFPA 1582 fitness standards.**
☐	**Tier 4**	***May require removal* from firefighting duty due to fitness level**
☐	**Tier 5**	***May require removal* from firefighting duty due to medical condition**

Comments:

Mark Elliott, MD

Date:

Disclaimer:

Per NFPA 1582, it is up to each department to decide who is or is not qualified. That is not a decision that we are making, as the Medical Provider. Our objective is to identify if members are or are not meeting the NFPA 1582 standard. In closure, the Fire department is required to decide whether any particular standard in NFPA 1582 applies to their department, as well as that particular individual's essential job duties and position.

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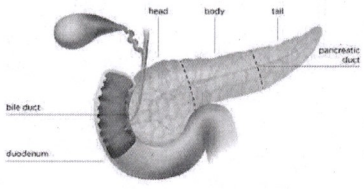
PATIENT NAME: _____ DOB: _____ DATE: _____

Pancreas:



The pancreas, located in the back of the abdomen, plays an essential role in digestion. It also produces insulin and uses it to regulate the glucose, or sugar, in our bloodstream. Due to the pancreas's position, in the back of our body, below our stomach, it may be difficult to examine due to stomach gases. During the exam we will analyze the pancreas to determine if there are any abnormalities in size and texture. We will also be able to determine if there are any tumors or cysts.

Pancreas Results:

[ ] Normal [ ] Normal Limited

[ ] Echogenic

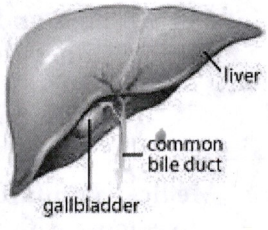
[ ] Enlarged

[ ] Unable to Visualize

[ ] Follow up with your physician is recommended in _____months.

If any abnormalities are noted you should consult with your physician.

Liver:



The liver is the largest organ in our body and sits on the right side just under the rib cage. The liver is split into two sections, the right and left lobes. The liver's primary functions are to filter the blood from toxic substances, aid in digestion, and produce proteins important for our bodies. An abdominal ultrasound can detect many liver conditions including cancer, cirrhosis, and fatty liver. It will also determine the size, texture, and blood flow of the liver.

Liver Ultrasound Scan:

[ ] Normal

[ ] Enlarged

[ ] Fatty Infiltration

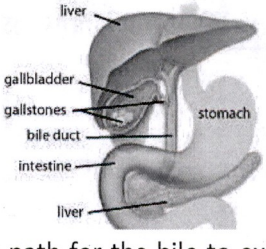
[ ] Cyst: _____ cm

[ ] Mass: _____ cm

[ ] Follow up with your physician is recommended in _____months.

If the liver is found to be enlarged or have any other abnormalities, we will advise you to follow up with your doctor to evaluate if any further testing is necessary.

Gallbladder:



The Gallbladder is a small pear-shaped organ located under the liver. Its primary purpose is to collect and store bile that is produced by the liver. It then squeezes the bile into the intestines via a duct. The common bile duct creates a path for the bile to exit from the gallbladder into the intestinal tract. When we eat food, the gallbladder works quickly to aid in digestion and contract - therefore the ability to evaluate this organ will depend on when the patient last ate. Ultrasound imaging reveals if the gallbladder has polyps, sludge, or stones – which is a sand like material that can irritate the GB walls.

Gallblader Ultrasound Scan:

[ ] Normal

[ ] Thickened Wall

[ ] Contracted (due to normal digestion)

[ ] Possible Stone(s)

[ ] Possible Polyp(s)

[ ] Possible Sludge

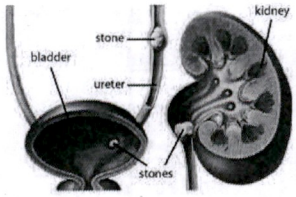
[ ] Gallblader Removed

[ ] Follow up with your physician is recommended in _____months.

It is recommended to follow up with your doctor if stones, sludge, or any other abnormal findings are detected.

PATIENT NAME: _____ DOB: _____ DATE: _____

Kidneys:



The kidneys, which are bean shaped, can be found on both the left and right side of the spine. The kidneys main function is to filter our blood stream and remove any wastes, or toxins via our urine. Each kidney has a duct known as a ureter which is used as a path for the waste to exit into our bladder. Ultrasound imaging is used to evaluate the kidneys for size, cysts, tumors, stones, and texture. If a kidney is too small or too large it may not be functioning properly.

Kidney Results:

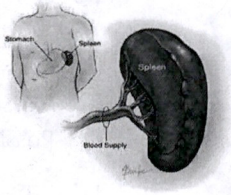
Right: _____cm **Left: _____cm**

[ ] Possible Cyst(s): _____ [ ] Possible Cyst(s): _____
[ ] Possible Mass(s): _____ [ ] Possible Mass(s): _____
[ ] Possible Stone(s): _____ [ ] Possible Stone(s): _____
[ ] Enlarged [ ] Enlarged
[ ] Atrophy [ ] Atrophy

[ ] Follow up with your physician is recommended in _____months.

If any abnormal findings are detected, follow up with your physician is suggested.

Spleen:



The spleen, which is part of the lymphatic system, is located near the upper left side of the abdomen below the diaphragm. The spleen helps to remove waste, maintain fluid balance, and is in involved in the body's immune response. It stores red blood cells and produces white blood cells to help the body fight infection. We will examine the spleen with the ultrasound to evaluate the size of the spleen, if it is enlarged, or if there are any changes in texture including cysts and tumors.

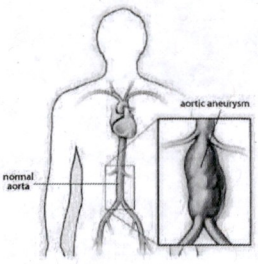
Spleen Results:

[ ] Normal
[ ] Enlarged
[ ] Echogenic
[ ] Mass(s)
[ ] Cysts(s)

[ ] Follow up with your physician is recommended in _____ months.

Follow up with your physician if any abnormal findings are detected.

Aortic Aneurysm Appearance:



The main artery in our body is called the Aorta. The Aorta extends from the heart and continues through the abdomen and supplies blood to all the abdominal organs. The ultrasound examines the abdominal section of the aorta, from the breastbone to the umbilicus. The Aorta should measure less then 3cm in diameter. If it measures more then 3cm, then an abdominal aneurysm is suspected.

Aortic Aneurysm Appearance

[ ] Normal Appearance Size: _____ cm

[ ] Ectasia Size: _____ cm
(Dilation/distention of the abdominal aorta)

[ ] **Possible Aneurysm** Size: _____ cm
[ ] Fusiform [ ] Saccular

Follow up with your physician will be recommended if an abdominal aortic aneurysm is detected.

PATIENT NAME: _____ DOB: _____ DATE: _____ 15 82

Prostate:

The prostate is a walnut sized, reproductive organ, with its main purpose being to secrete fluid and protect sperm. The urethra travels through the center of the prostate gland which is located between the bladder and the rectum. It is helpful to have a full bladder upon examination as this will ensure a good window to see the prostate. An ultrasound of your prostate is useful to examine the gland for any abnormalities such as an enlarged prostate also known as benign prostatic hypertrophy (BPH), cancer, or other prostate related conditions.

If any abnormalities are revealed, we recommend consulting your physician for a follow up.

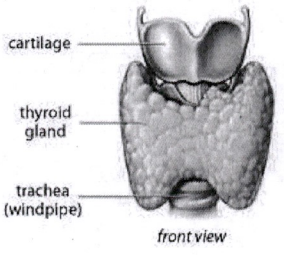
Prostate Results:

[ ] Normal
[ ] Enlarged (BPH)
[ ] Calcified
[ ] Nodule: _____
[ ] Mass: _____

[ ] Follow up with your physician is recommended in _____ months.

Thyroid gland:

The thyroid is a butterfly shaped gland located at the bottom of your neck. The gland has both a right and left lobe connected by a narrow band of tissue, called an isthmus. Besides revealing if the gland is enlarged, an ultrasound of the thyroid will detect if there are any nodules, cysts, or any changes in the texture of the thyroid tissue. Thyroid cysts are fluid filled and mostly benign. The majority of thyroid nodules do not require treatment. Only a small percentage of nodules maybe problematic and need further attention.



Thyroid Ultrasound Appearance:

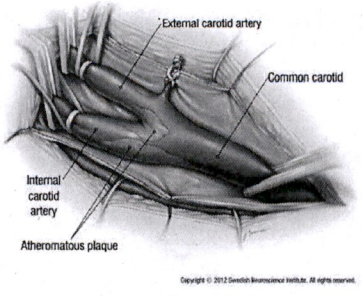
RIGHT:	**LEFT:**
[ ] Normal Appearance	[ ] Normal Appearance
[ ] Heterogenous	[ ] Heterogenous
[ ] Enlarged	[ ] Enlarged
[ ] Possible Cyst	[ ] Possible Cyst
[ ] Possible Nodule	[ ] Possible Nodule

Follow up with physician is recommended in _____ months.

If a cyst or nodule is identified, we recommend you consult your physician for a follow up.

CAROTID ARTERIES:

Carotid Arteries travel from the heart up both sides of the neck. The carotid artery will split into two arteries, the Internal Carotid Artery (ICA), which supplies blood flow to the brain, and the External Carotid Artery (ECA), which supplies blood flow to the neck and face. Carotid artery disease occurs when plaque builds up on the artery walls. Too much plaque in the artery can cause a blockage, or stenosis. If plaque is found it will be reported as either mild (0-50%), moderate (51-70%) or severe (70% or greater). A mild amount of plaque is normal for adults as they age. ***If you have moderate or severe findings, we recommend you follow up with your doctor to determine if further evaluation is necessary.***



Carotid Artery Evaluation:

RIGHT CIMT: _____ mm

RIGHT STENOSIS: _____ %

% of Plaque: [ ] Mild [} Moderate [ ] Severe

LEFT CIMT: _____ mm

LEFT STENOSIS: ____%

% of Plaque: [ ] Mild [} Moderate [ ] Severe

PATIENT NAME: _____ DOB: _____ DATE: _____ 1582

Transabdominal (TA) Pelvic

Transabdominal Pelvic Ultrasound you will need a full bladder. Please drink 24-32oz an hour prior to ultrasound scan will help technician view the pelvic region.

A pelvic ultrasound is a noninvasive exam that produces images that are used to assess organs and structures within the female pelvis. It allows for quick visualization of the uterus, cervix, ovaries and bladder. Ultrasound imaging is used to evaluate uterus size, cysts, tumors and texture.

Follow up with your physician if any abnormal findings are detected.

Transabdominal (TA) Pelvic Results:

NOT APPLICABLE	[ ]

PELVIC/Uterus

Normal Appearance	[ ]
Heterogeneous	[ ]
Possible fibroid	[ ]
Possible fluid	[ ]
Possible cyst	[ ]
Possible Mass	[ ]

OVARIES

	RIGHT	LEFT
Normal	[ ]	[ ]
Possible Cyst	[ ]	[ ]
Possible Mass	[ ]	[ ]
Not visualized	[ ]	[ ]

ULTRASOUND SCREENING CONDUCTED BY:

ULTRASOUND SCREENING REVIEWED BY:

Thank you for allowing 1582 to take part in your journey of pursuing a healthy lifestyle! We hope your ultrasound screening was a positive and educational experience. Enclosed you will find information regarding each of your screening tests that were performed today. There is a section, after each exam description that explained your results in a simple manner. We may have detected pathology or an abnormal finding, in this situation we always recommend you follow up with your personal care physician. If your tests were normal – congratulations, we encourage you to share your results with your doctor at your next health visit.

It is important to us that you understand your results. Please do not hesitate to ask if you have any questions or would like some more information regarding our service.

PATIENT NAME: _____ DOB: _____ DATE: _____ 1582

Testicles:

The testicles (testes) are part of a man's reproductive system. The testicles produce sperm and testosterone. During the ultrasound exam we will be evaluating both testes and the epididymis, which is a tube that ultimately connects the testicles to the urethra. A testicular ultrasound is the primary imaging method used to observe and detect any abnormalities such as, cysts, tumors, size and texture.

Testes Results:

Right	**Left**
[ ] Normal Appearance	[ ] Normal Appearance
[ ] Heterogenous	[ ] Heterogenous
[ ] Enlarged	[ ] Enlarged
[ ] Hydrocele(s)	[ ] Hydrocele(s)
[ ] Varicocle(s)	[ ] Varicocle(s)
[ ] Spermatocele (epi cyst)	[ ] Spermatocele. (epi cyst)
[ ] Cyst or Nodule:_____	[ ] Cyst or Nodule:_____

[ ] Follow up with your physician is recommended

If any abnormalities are found, follow up with your doctor is suggested.

ULTRASOUND SCREENING CONDUCTED BY:

ULTRASOUND SCREENING REVIEWED BY:

Thank you for allowing 1582 to take part in your journey of pursuing a healthy lifestyle! We hope your ultrasound screening was a positive and educational experience. Enclosed you will find information regarding each of your screening tests that were performed today. There is a section, after each exam description that explained your results in a simple manner. We may have detected pathology or an abnormal finding, in this situation we always recommend you follow up with your personal care physician. If your tests were normal – congratulations, we encourage you to share your results with your doctor at your next health visit.

It is important to us that you understand your results. Please do not hesitate to ask if you have any questions or would like some more information regarding our service.

Council Business Meeting

May 16, 2023

Agenda Item	Class Special Procurement Method Approval for SNF Polydyne (Liquid Polymer)	
From	Michael Morrison	Operations Deputy Director
Contact	michael.morrison@ashland.or.us 541-552-2325	
Item Type	Requested by Council ☐ Update ☐ Request for Approval ☒ Presentation ☐	

SUMMARY

Approval is being requested for a **Contract-specific Special Procurement**.

This **Contract-specific Special Procurement** will allow the Wastewater Treatment Plant Supervisor to directly award a contract to SNF Polydyne for brand specific Liquid Polymer. The term for this Contract-specific Special Procurement will begin on July 1, 2023, and end on June 30, 2028.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals:

- Maintain Essential Services – Wastewater

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs
- Deliver timely life cycle capital improvement projects.
- Maintain and improve infrastructure that enhances the economic vitality of the community.
- Evaluate all city infrastructure regarding planning management and financial resources.

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The attached Form #9 Special Procurement Request for Approval (written findings) is attached for your review and consideration.

This liquid polymer chemical is used at the WWTP to assist with the "thickening" of biosolids which removes excess water from the solids. The excess solids that are generated are in the 1-2% range and after being treated with this liquid polymer, the solids are thickened to approximately 20%. Therefore, fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using this polymer. The need for polymer may fluctuate from year to year or season to season based on sludge characteristics. This polymer continues to perform well and is meeting the needs of the WWTP.

FISCAL IMPACTS

SNF Polydyne is able to offer firm pricing for one year at this time.

FY 2024	Estimate: 60,000 Lbs.	Liquid Polymer	$1.85/Lb.	$111,000.00

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends the **Contract-specific Special Procurement** be approved and the public contract be directly awarded to SNF Polydyne.

REFERENCES & ATTACHMENTS

1. Form #9 Special Procurement Request for Approval (Written Findings)
2. SNF Polydyne Polymer Price Quotation dated April 20, 2023

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Ben Russell, Wastewater Treatment Plant Supervisor

Date: May 16, 2023

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

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

1. **Requesting Department Name:** Wastewater Treatment Plant

2. **Department Contact Name:** Ben Russell

3. **Type of Request:** _____ Class Special Procurement __X__ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2023 to: June 30, 2028

5. **Total Estimated Cost:** FY 2024 Estimate 60,000 Lbs.@ $1.85/Lb. for a total of $111,000.00 Note: The need for Polymer may fluctuate from year to year or season to season based on sludge characteristics. SNF Polydyne can only offer firm pricing one year at a time.

6. **Short title of the Procurement:** SNF Polydyne (Brand Specific Liquid Polymer)

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

The chemical being acquired is SNF Polydyne (Brand Specific - Liquid Polymer). This chemical is used at the WWTP to assist with the "thickening" of biosolids which removes excess water from the solids. The excess solids that are generated are in the 1-2% range and after being treated with this polymer, the solids are thickened to approximately 20%. Therefore, fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using this polymer.

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

Background: Not all polymer works the same. Finding the right polymer product to remove excess water from biosolids is crucial and done by testing the solids and doing "jar tests" to see what works best for a specific application. Polydyne will perform "jar tests" anytime free of charge to determine the appropriate blend of Liquid Polymer that is required for the thickening of the biosolids. The previous Special Procurement for this product was approved by the City Council on June 1, 2021 for a term beginning on July 1, 2021 and ending on June 30, 2023.

Proposed procedure: This sourcing method - "Contract-specific Special Procurement" - is being processed to seek an exemption from a competitive bid process to "directly award" a contract to SNF Polydyne for the acquisition of Liquid Polymer for a term of five (5) years.

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

SNF Polydyne' s liquid polymers have consistently proven to be effective.

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

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

It is unlikely to diminish competition because numerous manufacturers were contacted when the "jar tests" were performed using the different polymers, and it was determined at that time, after testing various polymers, that the polymer manufactured by SNF Polydyne was the best fit for the application.

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

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

Fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using SNF Polydyne's liquid polymer.

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

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

The polymer being used has continued to perform well and is meeting the needs of the WWTP.

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

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

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

Date Public Notice first appeared on www.ashland.or.us - *[If approved, May 16, 2023]*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *[If approved, May 17, 2023]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[If approved, May 16, 2023]*.

This "Contract-specific Special Procurement" was processed to seek an exemption from a competitive bid process to directly award a contract to SNF Polydyne Inc. for the acquisition of Liquid Polymer for a term of five (5) years. This chemical is used at the WWTP to assist with the "thickening" of biosolids which removes excess water from the solids. The excess solids that are generated are in the 1-2% range and after being treated with this polymer, the solids are thickened to approximately 20%. Therefore, fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using this polymer.

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

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Ben Russell, Wastewater Treatment Plant Supervisor, 90 N. Mountain Avenue, Ashland, Oregon, 97520. The seven (7) protest period will expire at 5:00pm on *[if published May 17, 2023, the expiration date will be May 24, 2023]*.

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

SNF
WATER SCIENCE

www.polydyneinc.com

April 20, 2023
Emailed to: ben.russell@ashland.or.us

Ben Russell
City of Ashland
1195 Oak Street
Ashland OR 97520

Dear Mr. Russell

POLYDYNE INC. is pleased to offer you the following price quotation effective 7/1/2023 to 6/30/2024

Product	Package	Unit Price
CLARIFLOC WE-2426 and C-6286	2300 lb ICB Totes (275 gallon)	$1.85 per pound ($4255 per Tote)

*Any applicable sales tax or surcharges are not included

Payment Terms: Net 30 days – No Discounts

Thank you for your business. If you have any questions, please feel free to contact Charles Scott, Technical Sales Representative, at (360) 931-5566. Your Customer Service Representative is Alex Smiley. You can reach Alex by calling (800) 848-7659 Ext. 8719 or by email at asmiley@snf.com.

Best regards,

Charles Scott
Technical Sales Representative

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Council Business Meeting

May 16, 2023

Agenda Item	Class Special Procurement Method Approval for Vehicle and Equipment Repairs and Maintenance	
From	Michael Morrison	Operations Deputy Director
Contact	michael.morrison@ashland.or.us 541-552-2325	
Item Type	Requested by Council ☐ Update ☐ Request for Approval ☒ Presentation ☐	

SUMMARY

Approval is being requested for a **Class-Special Procurement**.

This **Class-Special Procurement** (sourcing method) is being processed to seek an exemption from the competitive bid process and directly award public contracts to contractors to perform repairs, maintenance and service on City owned vehicles and equipment. The majority of vehicle and equipment repairs and maintenance are performed by the Fleet Maintenance Division. However, there are times when a vehicle or piece of equipment must be outsourced for repairs and maintenance. This is due to the specialized tools and diagnostic equipment required to diagnose and repair each individual vehicle and/or piece of equipment. Highly specialized tools and diagnostic equipment are very costly, proprietary, and require costly annual upgrades. The cost of maintaining these specialized tools and diagnostic equipment would be more costly to the City than outsourcing the needed repairs, maintenance and service. It is imperative that the City maintain City owned vehicles and equipment in a manner that ensures their continued use and safe operation Public contracts will be awarded to contractors based on competency, expediency, workmanship, availability and competitive pricing.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The attached Form #9 Special Procurement Request for Approval (written findings) is attached for your review and consideration.

The Class Special Procurement previously approved by Council on June 7, 2016, is due to expire June 30, 2023.

FISCAL IMPACTS

Funds are budgeted each fiscal year for vehicle and equipment repairs and maintenance.

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends the **Class-Special Procurement** be approved for the reasons provided in the

attached written findings.

REFERENCES & ATTACHMENTS

1. Form #9 Special Procurement Request for Approval (Written Findings)

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Wes Hoadley, Fleet Safety Supervisor

Date: May 16, 2023

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

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

1. **Requesting Department Name:** Public Works / Fleet Maintenance

2. **Department Contact Name:** Wes Hoadley

3. **Type of Request:** X Class Special Procurement _____ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2023 To: June 30, 2030

5. **Total Estimated Cost:** Cost will be determined by the actual repairs, maintenance and service that are required to be outsourced to maintain City vehicles and equipment.

6. **Short title of the Procurement:** Repairs, maintenance and service that are required to be outsourced to maintain City owned vehicles and equipment.

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

The majority of vehicle and equipment repairs and maintenance are performed by the Fleet Maintenance Division. However, there are times when a vehicle or piece of equipment must be outsourced for repairs and maintenance. This is due to the specialized tools and diagnostic equipment required to diagnose and repair each individual vehicle and/or piece of equipment. Highly specialized tools and diagnostic equipment are very costly, proprietary, and require costly annual upgrades. The cost to maintain these specialized tools and diagnostic equipment in the City shop would be more costly to the City than outsourcing the needed repairs, maintenance and service.

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

Background: Contracts are awarded to contractors based on competency, qualifications, certifications, workmanship, expediency, availability and competitive pricing.

Proposed procedure: Fleet Maintenance is seeking an exemption from the competitive bid process to DIRECTLY AWARD public contracts on an as needed basis to highly skilled and reliable contractors to perform repairs, maintenance and service on City owned vehicles and equipment.

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

On occasion, work to repair City owned vehicles and/or equipment must be outsourced. If so, trouble shooting may be required to determine what repairs and maintenance are required to repair a specific vehicle or piece of equipment. There are also critical pieces of equipment that require immediate attention if a problem develops, and the work must also be completed immediately.

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

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

The City currently contracts with various qualified, highly skilled and competent contractors to perform these services. There are also specific mechanics, service facilities, dealerships and/or manufacturers that are competent and certified to do specific work on specific vehicles and/or equipment. The City considers competency, qualifications, certifications, reliability, expediency, availability and competitive pricing when making the decision as to who will perform the required services on City owned vehicles and equipment. If the City is contacted by additional competent contractors, they too will be considered to perform these services.

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

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

It is mandatory that repairs and maintenance be performed on City owned vehicles and equipment by highly skilled, qualified and competent contractors for their continued use and safe operation.

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

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

It is in the City's best interest to contract with competent and reliable contractors that are reliable, dependable and qualified to provide these services. It is imperative that the City maintain City owned vehicles and equipment in a manner that ensures their continued use and safe operation.

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

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

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

Date Public Notice first appeared on www.ashland.or.us – [If approved, May 17, 2023]

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: [If approved, May 17, 2023]

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on [If approved, May 16, 2023]

This **"Class Special Procurement" (sourcing method)** was processed to seek an exemption from the competitive bid process and directly award public contracts to contractors to perform **repairs, maintenance and service on City owned vehicles and equipment.** The majority of vehicle and equipment repairs and maintenance are performed by the Fleet Maintenance Division. However, there are times when a vehicle or piece of equipment must be outsourced for repairs and maintenance. This is due to the specialized tools and diagnostic equipment required to diagnose and repair each individual vehicle and/or piece of equipment. Highly specialized tools and diagnostic equipment are very costly, proprietary, and require costly annual upgrades. The cost of maintaining these specialized tools and diagnostic equipment would be more costly to the City then outsourcing the needed repairs, maintenance and service. It is imperative that the City maintain City owned vehicles and equipment in a manner that ensures their continued use and safe operation Public contracts will be awarded to contractors based on competency, expediency, workmanship, availability and competitive pricing.

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

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Purchasing Representative, Kari Olson, 90 N. Mountain Avenue, Ashland, OR 97520. The seven (7) protest period will expire at 5:00pm on [If approved and published May 17, 2023, will expire May 24, 2023]

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

Council Business Meeting

May 16, 2023

Agenda Item	Update to Financial Management Policies and General Fund Balance Policy	
From	Mariane Berry	Title: Finance Director
Contact	mariane.berry@ashland.or.us #541.552.2015	
Item Type	Requested by Council ☐ Update ☐ Request for Direction x Presentation ☐	

SUMMARY

To update the Financial Management Policies for Fund changes during the last biennium and to change the Fund Balance Policy for the General Fund from 20% to 16.67% per GFOA (Government Finance Officers Association) guidelines.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance goal:
"To ensure on-going fiscal ability to provide desired and required services at an acceptable level."

BACKGROUND AND ADDITIONAL INFORMATION

The Financial Management Policies were updated for changes in the Fund structure. The following funds were dissolved or will be dissolved in BN 23-25: Parks and Recreation Fund, Central Services Fund, Health Benefits Fund, and Parks Equipment Fund. The following funds were added or will be added during the 23-25 biennium: SDC Street Fund, Tourism Fund, Housing Fund, SDC Park Fund, SDC Water Fund, SDC Wastewater Fund, and SDC Stormwater Fund.

Secondly, the GFOA recommended level for unreserved general fund balances is to maintain at a minimum unrestricted general fund balance of no less than 2 months, or 16.67%, of regular general fund operating revenues or regular general fund operating expenditures (source: Best Practices / GFOA Fund Balance Guidelines for the General Fund).

It is our recommendation and proposal to reduce the City's Fund Balance policy from 20% to 16.67% of regular operating expenditures to free up unrestricted general funds while still maintaining a prudent level of general fund balance.

FISCAL IMPACTS

Amending the policy to reduce the ending fund balance in the General Fund to an appropriate level will offer access to additional working capital for city services.

SUGGESTED NEXT STEPS – POTENTIAL MOTION

I move to adopt the updated Financial Management Policies and the General Fund Balance Policy to 16.67%.

REFERENCES & ATTACHMENTS

1. Attachment: Financial Policies May 2023 (clean/edited version, redline version)
2. Resolution No. 2023-09 Adoption of Financial Policies

Financial Management Policies

The Financial Management Policies apply to fiscal activities of the City of Ashland.

Objectives

The objectives of Ashland's financial policies are as follows:

- To enhance the City Council's decision-making ability by providing accurate information on program and operating costs.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To protect and enhance the City's credit rating and financial wellbeing.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.

The City of Ashland does not discriminate in providing services, purchasing goods or services, and in matters of employment.

Investments and Banking

All City funds shall be invested to provide—in order of importance—safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible. One hundred percent of all idle cash will be continuously invested in accordance with State law and recommended government finance industry standards.

The City of Ashland has a Banking Policy of authorized signatures, including facsimile signatures for banking services on behalf of the City of Ashland that is part of this document and is labeled Attachment 1 (one).

The City of Ashland has a detailed Investment Policy and is part of this document is labeled Attachment 2 (two).

Accounting

- The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law and in compliance with Government Accounting Standards Board (GASB)

statements. The City will issue a Comprehensive Annual Financial Report (Audit report) each fiscal year. The Annual Comprehensive Financial Report (ACFR) shows fund expenditures and revenues on both a GAAP and budget basis for comparison purposes.

- An independent annual audit will be performed by a certified public accounting firm that will issue an official opinion on the annual financial statements and a management letter as needed or required detailing areas that need improvement.

- Full disclosure will be provided in financial statements and bond representations.

- The accounting systems will be maintained to monitor expenditures and revenues on a monthly basis with thorough analysis and adjustment of the biennium budget as appropriate.

- The accounting system will provide monthly information about cash position and investment performance.

- The City will seek to meet all standards to obtain the Certificate of Achievement for Excellence in financial reporting from the Government Finance Officers Association (GFOA) annually.

Budgetary Policies

- The budget committee will be appointed in conformance with state statutes. The budget committee's chief purpose is to review the city manager's proposed budget and approve a budget and maximum tax levy for City Council consideration. The budget committee may consider and develop recommendations on other financial issues as delegated by the City Council.

- "The Budget Committee Reference Guide" is part of this document and it is Attachment 3 (three).

- The Citizens' Budget Committee services an important service with high visibility within our Ashland community, and it contributes to the community's mood, tone of communications and behavior. It is important that all members are aware of their leadership roles and community influence. The following are the ground rules for the meetings:

    - Keep an open mind
    - Be respectful
    - Don't interrupt
    - Stay on topic
    - It is ok to disagree
    - Raise your hand to speak

- Allow others to speak before speaking again
- Be prepared
- Support the relationship to and with the city (fiduciary responsibility)

- The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources. Appropriation of fund balance or retained earnings will be solely for the purpose of one-time expenditures such as capital projects.

- The City budget will support City Council goals and priorities and the long-range needs of the community.

- In contrast to the line-item budget that focuses exclusively on items to be purchased (such as supplies and equipment), the City will emphasize the use of goals and programs to:

    1. Structure budget choices and information in terms of programs or operating units and their related work activities and impact on constituents and the community,

    2. Provide information on what each program or operating unit is committed to accomplish in long-term goals and in short-term objectives, and

    3. Measure the degree of achievement of program or operating unit objectives (performance measures).

- The City will include multi-year projections in the budget document of at least three years beyond the biennium.

- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes, generally accepted accounting principles, and government finance industry standards.

- The City will allocate direct and administrative costs to each fund based upon the cost of the other fund providing these services to the recipient fund. The City will recalculate the cost of administrative services regularly to identify the impact of inflation and other cost increases.

- If the City should receive unbudgeted revenues net of corresponding or related expenditures or proceeds from the sale of assets within any governmental fund, the City will transfer not less than 20 percent of the gain to the Reserve Fund, restrict not less than 10 percent for payment of future long-term liabilities, and designate no less than 20 percent to fund capital projects.

- If the City should receive unbudgeted revenues net of corresponding or related expenditures or proceeds from the sale of assets within any enterprise or internal service fund, the City will commit not less than 10 percent of the gain to net earnings, restrict not less than 10 percent for payment of future long- term liabilities, and designate no less than 20 percent to fund capital projects.

- The City will seek to meet all standards for each adopted budget to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association.

Fund Balance Policy

General Fund

The General Fund accounts for all financial resources not accounted for in other funds. Resources include working capital carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Administration, Human Resources, Legal, Finance, Public Works Support and Facilities, Parks, Innovation and Technology Information Systems, City Recorder, Social Services, Economic and Cultural Development, Police Department, Municipal Court Department, Fire and Rescue Department, City Band, Cemeteries, and the Department of Community Development and payments for services provided by other funds. This fund uses the modified accrual method of accounting.

- The General Fund will maintain an unrestricted and undesignated balance no less than 16.67% percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- At such time as the unrestricted and undesignated balance exceeds 50 percent of the average annual expenditures of the prior three years, the City will transfer not less than 20 percent of the overage to the Reserve Fund, restrict not less than 10 percent for payment of future long-term liabilities, and designate no less than 20 percent to fund capital projects.

- If at any time the unrestricted and undesignated balance should fall below 16.67% percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of the average annual operating expenditures over the prior three years.

Special Revenue Funds

Special Revenue funds account for the proceeds of specific sources that are legally restricted to expenditures for specified purposes. Special Revenue funds account for transactions using the modified accrual method of accounting.

Reserve Fund. This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events. As established by Resolution 2010-18, amended by Resolution 2020-09, and clarified by Resolution 2020-26. The resolution is a part of this document and is Attachment 4 (four).

Community Development Block Grant Fund. This fund was established in 1994-1995. The fund accounts for the Block Grant and related expenditures.

- A fund balance policy is not needed since this fund works on a reimbursement basis and proceeds are restricted by federal guidelines.

Street Fund. Revenues are from the state road tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets.

- The Street Fund will maintain a committed balance of annual revenue of at least 15 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 15 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Street Fund. The System Development Charges for Transportation are in this fund. System Development Charges are a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Tourism Fund. Revenues are from the Transient Lodging Tax and expenditures are restricted by ORS 320.350.

Housing Fund. Revenue is earmarked in this fund to affordable housing by Ordinance and the dedicated funds are to be used to support 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.

Airport Fund. Revenues are from airport leases and fuel sales. Expenditures are for airport operations.

- The Airport Fund will maintain a committed balance of annual revenue of at least 10 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 10 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- No portion of the Airport fund balance is restricted for specific uses.

- Many of the Airport assets have restrictions placed on them by the Federal Aviation Administration. None of the current revenues are pledged to outside lenders.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Capital Projects Funds

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds, Internal Service Funds, Special Assessment Funds and Trust Funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, unbonded assessment payments, and other sources, and will account for the construction of special local improvements, usually streets, with revenues from short-term borrowing and unbonded assessments. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes including facility maintenance, and the repayment of short-term debt principal and interest incurred in financing improvements. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum or maximum fund balance.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Parks Capital Improvements Fund. The Parks Capital Projects Fund is managed by the Ashland Parks & Recreation Commission per City Charter. This fund is used to account for resources from grants and inter-fund transfers that are to be expended for major park renovations. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum or maximum fund balance.

SDC Parks Fund. The System Development Charges for Parks are in this fund. System Development Charges are a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Debt Service Funds

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Expenditures and revenues are accounted for using the modified accrual method of accounting. All bond issues and notes are separated in the accounting system.

- All of the monies within the Debt Service fund are restricted for Debt service until the specific debt is repaid in full. ORS prohibits cities from borrowing this money for any other purpose.

Enterprise Funds

Enterprise funds account for the following operations: (a) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, and miscellaneous sources. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

- The Water Fund will maintain an unrestricted and undesignated balance of at least 25 percent of the average annual expenditures of the prior three years, in addition to any amounts held to comply with debt convenants or legal requirements. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 25 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Water Fund. The System Development Charges for Water are in this fund. System Development Charges are a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services and taxes. Expenditures are for operations, capital construction, and retirement of debt.

- The Wastewater Fund will maintain an unrestricted and undesignated balance of at least 25 percent of the average annual expenditures of the prior three years, in addition to any amount required to comply with debt convenants or legal requirements. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 25 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Wastewater Fund. The System Development Charges for Wastewater are in this fund. System Development Charges are a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Electric Fund. The Electric Fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission.
Revenues are from sale of electricity and other charges for services and intergovernmental revenues. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, franchise tax, and related purposes.

- The Electric Fund will maintain an unrestricted and undesignated balance of at least 25 percent of the average annual expenditures of the prior three years, in addition to any amount required to comply with debt convenants or legal requirements. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- Debt service reserves are included in the Electric Fund balance. This portion of the Electric Fund balance is restricted and shall not be used in determining the minimum fund balance.

- If at any time the unrestricted and undesignated balance should fall below 25 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Telecommunications Fund. The Telecommunications Fund accounts for the revenues and expenditures of the Ashland Fiber Network.

- The Telecommunications Fund will maintain a minimum balance of 20 percent of the average annual expenditures of the prior three years, in addition to any amount required to comply with debt convenants or legal requirements.

- If at any time the unrestricted and undesignated balance should fall below 20 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- Debt service reserves are included in the Telecommunications Fund balance. This portion of the Telecommunications Fund balance is restricted and shall not be used in determining the minimum fund balance.

- The city will budget a contingency appropriation to provide for unanticipated non-recurring expenditure. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Stormwater Fund. Revenues are from charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and construction of storm drains.

- The Stormwater Fund will maintain a committed balance of annual revenue of at least 20 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 20 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Stormwater Fund. The System Development Charges for Stormwater are in this fund. System Development Charges are a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

- The Insurance Services Fund will maintain an unrestricted and undesignated balance of 50% of the average annual expenses of the prior five years or $500,000 whichever is more. This is the minimum needed to maintain the City's insurance programs and provide for uninsured exposures.

- If at any time the unrestricted and undesignated balance should fall below $500,000, the City will work to restore the balance in no less than two years with not less than one third of the shortfall being restored within each year.

- No portion of the Insurance Services Fund balance is legally restricted for specific uses.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Equipment Fund. This fund is used to account for the maintenance and replacement of the

City fleet of vehicles and specified equipment. Revenues are from equipment rental and replacement charges. Expenditures are for personnel, materials and services, and capital outlay. This fund is divided into two functions: equipment maintenance and equipment replacement. The purpose of the equipment replacement function is to accumulate adequate funds to replace equipment. This replacement schedule is updated annually.

- The Equipment Fund will maintain a minimum balance calculated to sufficiently fund equipment replacement as determined by use of the replacement value schedule and not less than 20 percent of the average annual operating expenditures of the prior three years.

- If at any time the unrestricted and undesignated balance should fall below the sum of 20 percent of the average annual operating expenditures of the prior three years and 30 percent of the replacement value of in-service equipment and vehicles, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- No portion of the Equipment fund balance is legally restricted for specific uses. The City rents equipment at rates that include the replacement cost of the specific piece of equipment.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Trust and Agency Funds
Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the cemetery fund for operations.

- No minimum fund balance policy is recommended.

Revenues

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.

- The City will make every effort to maintain a diversified and stable revenue base to

protect its operation from short-term fluctuations in any one revenue source.

- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually. Rates will be adjusted as needed to account for major changes in consumption and cost increases.

- The City will identify user fees to the direct beneficiaries of City services to recover all of the full cost of providing that service and compare with existing rates. All user fees will be reviewed biannually to ensure that direct and overhead costs are recovered in the percentage approved by City Council.

- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.

- The City will work aggressively to collect all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

Expenditures

- The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.

- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.

- A Social Service appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall General Fund revenues.

- Tourism appropriation will be included in the proposed Tourism Fund Budget. This appropriation will increase or decrease relative to the overall Transient Lodging Tax Revenues.

Purchasing

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.

- The City will adhere to all State of Oregon and local requirements for purchasing goods and services. The City will also review policies and procedures at least annually for adherence with industry best practices.

Exhibit A

Financial Management Policies

Capital

- The City will provide for adequate maintenance of equipment and capital assets. The City will make regular contributions to the Equipment Replacement Fund and the City Facilities budget to ensure that monies will be available as needed to replace City vehicles and facilities.

- Future operating costs associated with new capital improvements will be itemized, projected, and included in the long-term budget forecast.

- The City will determine and use the most appropriate method for financing all new capital projects.

- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

- The Capital Improvement Plan (CIP) will encourage a level capital replacement schedule and anticipate future capital needs. The CIP will present identified needed capital projects for a minimum of six years into the future and include known major projects requiring debt obligations to support them for a minimum of fifteen years into the future.

Debts

- The City will not use long-term borrowing to finance current operations.

- Capital projects, financed through bond proceeds, will be financed for a period not to exceed the useful life of the project.

- Whenever possible, enterprise debt will be self-supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self- supporting debt.

- The City will seek to maintain level debt service payments over the duration of an issue and consider the level of debt obligations across funding sources when recommending types and amounts of debt instruments.

- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition that will be limited to 30 years.

- The City will maintain a debt coverage ratio, i.e. net revenue to debt service of at least 125% for every debt issue.

- The State of Oregon limits non-self-supporting obligation debt to three percent of the real market value of all taxable property within the City boundaries.

- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure its access to credit markets.

- The City will maintain good communications with bond rating agencies about its financial condition.

Risk Management

- The City will provide an active risk management program that reduces human suffering and protects City assets through loss prevention, insurance, and self- insurance.

- The risk management program will be reviewed at least annually to assure levels of primary and secondary coverage are consistent with City priorities and needs.

- The risk management function will conduct regular meetings of the City Safety Committee, including representatives from each operating department, to review incidents and consider activities or initiatives to reduce the City's loss experience and to enhance safety of City human and physical resource.

Financial Management Policies

The Financial Management Policies apply to fiscal activities of the City of Ashland.

Objectives

The objectives of Ashland's financial policies are as follows:

- To enhance the City Council's decision-making ability by providing accurate information on program and operating costs.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To protect and enhance the City's credit rating and financial wellbeing.
- To ensure the legal use of all City funds through efficient systems of financial security and internal control.

The City of Ashland does not discriminate in providing services, purchasing goods or services, and in matters of employment.

Investments and Banking

All City funds shall be invested to provide—in order of importance—safety of principal, a sufficient level of liquidity to meet cash flow needs, and the maximum yield possible. One hundred percent of all idle cash will be continuously invested in accordance with State law and recommended government finance industry standards.

The City of Ashland has a Banking Policy of authorized signatures, including facsimile signatures for banking services on behalf of the City of Ashland that is part of this document and is labeled Attachment 1 (one).

The City of Ashland has a detailed Investment Policy and is part of this document is labeled Attachment 2 (two).

Accounting

- The City will maintain an accounting and financial reporting system that conforms to Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law and in compliance with Government Accounting Standards Board (GASB) statements. The City will issue a Comprehensive Annual Financial Report (Audit report) each fiscal year. The Annual Comprehensive ~~Annual~~ Financial Report (ACFR) shows fund expenditures and revenues on

both a GAAP and budget basis for comparison purposes.

- An independent annual audit will be performed by a certified public accounting firm that will issue an official opinion on the annual financial statements and a management letter as needed or required detailing areas that need improvement.
- Full disclosure will be provided in financial statements and bond representations.

- The accounting systems will be maintained to monitor expenditures and revenues on a monthly basis with thorough analysis and adjustment of the biennium budget as appropriate.

- The accounting system will provide monthly information about cash position and investment performance.

- The City will seek to meet all standards to obtain the Certificate of Achievement for Excellence in financial reporting from the Government Finance Officers Association (GFOA) annually.

Budgetary Policies

- The budget committee will be appointed in conformance with state statutes. The budget committee's chief purpose is to review the city manager's proposed budget and approve a budget and maximum tax levy for City Council consideration. The budget committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- "The Budget Committee Reference Guide" is part of this document and it is Attachment 3 (three).

- The Citizens' Budget Committee services an important service with high visibility within our Ashland community, and it contributes to the community's mood, tone of communications and behavior. It is important that all members are aware of their leadership roles and community influence. The following are the ground rules for the meetings:

  - Keep an open mind
  - Be respectful
  - Don't interrupt
  - Stay on topic
  - It is ok to disagree
  - Raise your hand to speak
  - Allow others to speak before speaking again
  - Be prepared
  - Support the relationship to and with the city (fiduciary responsibility)

- The City will finance all current expenditures with current revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources. Appropriation of fund balance or retained earnings will be solely for the purpose of one-time expenditures

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such as capital projects.

- The City budget will support City Council goals and priorities and the long-range needs of the community.

- In contrast to the line-item budget that focuses exclusively on items to be purchased (such as supplies and equipment), the City will emphasize the use of goals and programs to:

1. Structure budget choices and information in terms of programs or operating units and their related work activities and impact on constituents and the community,

2. Provide information on what each program or operating unit is committed to accomplish in long-term goals and in short-term objectives, and

3. Measure the degree of achievement of program or operating unit objectives (performance measures).

- The City will include multi-year projections in the budget document of at least three years beyond the biennium.

- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes, generally accepted accounting principles, and government finance industry standards.

- The City will allocate direct and administrative costs to each fund based upon the cost of the other fund providing these services to the recipient fund. The City will recalculate the cost of administrative services regularly to identify the impact of inflation and other cost increases.

- If the City should receive unbudgeted revenues net of corresponding or related expenditures or proceeds from the sale of assets within any governmental fund, the City will transfer not less than 20 percent of the gain to the Reserve Fund, restrict not less than 10 percent for payment of future long-term liabilities, and designate no less than 20 percent to fund capital projects.

• If the City should receive unbudgeted revenues net of corresponding or related expenditures or proceeds from the sale of assets within any enterprise or internal service fund, the City will commit not less than 10 percent of the gain to net earnings, restrict not less than 10 percent for payment of future long- term liabilities, and designate no less than 20 percent to fund capital projects.

- The City will seek to meet all standards for each adopted budget to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association.

Fund Balance Policy-General Fund

The General Fund accounts for all financial resources not accounted for in other funds. Resources include working capital carryover, taxes, licenses and permits,

Commented [MB1]: I thought Parks GF is actually in the overall GF, no? And we will need to add Tourism and Housing - are there summaries of these funds elsewhere (e ACFR) that we can pull from?

Commented [BM2R1]: Yes, it is now. We also need to add language of all of the departments that moved out of the central service fund and into the gf.

intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Administration, Human Resources, Legal, Finance, Public Works Support and Facilities, Parks, Innovation and Technology Information Systems, City Recorder, Social Services, Economic and Cultural Development, Police Department, Municipal Court Department, Fire and Rescue Department, City Band, Cemeteries, and the Department of Community Development and payments for services provided by other funds. This fund uses the modified accrual method of accounting.

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- The General Fund will maintain an unrestricted and undesignated balance no less than ~~20~~16.67% percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

At such time as the unrestricted and undesignated balance exceeds 50 percent of the average annual expenditures of the prior three years, the City will transfer not less than 20 percent of the overage to the Reserve Fund, restrict not less than 10 percent for payment of future long-term liabilities, and designate no less than 20 percent to fund capital projects..

- If at any time the unrestricted and undesignated balance should fall below ~~20~~16.67% percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of the average annual operating expenditures over the prior three years.

~~***Parks and Recreation Fund.*** The Parks General Fund is managed by the Ashland Parks & Recreation Commission per City Charter. Revenues are from property tax revenue transfers from the General Fund, charges for services, and miscellaneous sources. Expenditures are for parks, recreational, and golf course operations.~~

- ~~The Parks and Recreation Fund will maintain an unrestricted and undesignated balance no less than 20 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.~~

- ~~At such time as the unrestricted and undesignated balance exceeds 50 percent of the average annual expenditures of the prior three years, the City will transfer not less than 20 percent of the overage to the Reserve Fund, restrict not less than 10 percent for payment of future long-term liabilities, and designate no less than 20 percent to fund capital projects.~~

- ~~If at any time the unrestricted and undesignated balance should fall below 20 percent of the average annual expenditures of the prior three years, the Commission will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.~~

- ~~The Commission will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.~~

Special Revenue Funds

Special Revenue funds account for the proceeds of specific sources that are legally restricted to expenditures for specified purposes. Special Revenue funds account for transactions using the modified accrual method of accounting.

Reserve Fund. This fund is used to set aside funds to protect services and to stabilize the budget, and to meet any costs that may arise in the future from unexpected events. As established by Resolution 2010-18, amended by Resolution 2020-09, and clarified by Resolution 2020-26~~xx~~. The resolution is a part of this document and is Attachment 4 (four).

Community Development Block Grant Fund. This fund was established in 1994-95. The fund accounts for the Block Grant and related expenditures.

- A fund balance policy is not needed since this fund works on a reimbursement basis and proceeds are restricted by federal guidelines.

Street Fund. Revenues are from the state road tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets.

- The Street Fund will maintain a committed balance of annual revenue of at least 15 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- ~~The System Development Charges for Transportation are included in the Street Fund balance. This portion of the Street Fund balance is restricted and shall not be used in determining the minimum fund balance.~~

- If at any time the unrestricted and undesignated balance should fall below 15 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Street Fund. The System Development Charges for Transportation are in this fund. System Development Charges are a one time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Tourism Fund. Revenues are from the Transient Lodging Tax and expenditures are restricted by ORS 320.350.

Housing Fund. Revenue is earmarked in this fund to affordable housing by Ordinance and the dedicated funds are to be used to support 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.

Airport Fund. Revenues are from airport leases, and fuel sales. Expenditures are for airport operations.

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- The Airport Fund will maintain a committed balance of annual revenue of at least 10 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 10 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- No portion of the Airport fund balance is restricted for specific uses.

- Many of the Airport assets have restrictions placed on them by the Federal Aviation Administration. None of the current revenues are pledged to outside lenders.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Capital Projects Funds

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds, Internal Service Funds, Special Assessment Funds and Trust Funds). Capital projects funds use the modified accrual method of accounting.

Capital Improvements Fund. This fund accounts for revenues from grants, unbonded assessment payments, and other sources, and will account for the construction of special local improvements, usually streets, with revenues from ~~short~~ short-term borrowing and unbonded assessments. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes including facility maintenance, and the repayment of short-term debt principal and interest incurred in financing improvements. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum or maximum fund balance.

~~The System Development Charges (SDCs) for Parks are included in the Capital Improvement fund balance. This portion of the Capital Improvements fund balance is legally restricted and shall not be used in determining the minimum fund balance.~~

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Parks Capital Improvements Fund. The Parks Capital Projects Fund is managed by the Ashland Parks & Recreation Commission per City Charter. This fund is used to account for resources from grants and inter-fund transfers that are to be expended for major park

renovations. The purpose is to accumulate funds prior to a large construction project; therefore, there is no minimum or maximum fund balance.

SDC Parks Fund. The System Development Charges for Parks are in this fund. System Development Charges are a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

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Debt Service Funds

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Expenditures and revenues are accounted for using the modified accrual method of accounting. All bond issues and notes are separated in the accounting system.

- All of the monies within the Debt Service fund are restricted for Debt service until the specific debt is repaid in full. ORS prohibits cities from borrowing this money for any other purpose.

Enterprise Funds

Enterprise funds account for the following operations: (a) those that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) those where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, other charges for services, and miscellaneous sources. Expenditures are for operations, conservation programs, capital construction, and retirement of debt.

- The Water Fund will maintain an unrestricted and undesignated balance of at least 25 percent of the average annual expenditures of the prior three years, in addition to any amounts held to comply with debt convenants or legal requirements. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- ~~The Water System Development Charges and reserved debt service fund balances are included in the Water Fund balance. These portions of the Water Fund balance are restricted and shall not be used in determining the minimum~~

~~fund balance.~~

- If at any time the unrestricted and undesignated balance should fall below 25 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Water Fund. The System Development Charges for Water are in this fund. System Development Charges are a one time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Wastewater Fund. This fund accounts for wastewater treatment and collection. Revenues are from charges for services and taxes. Expenditures are for operations, capital construction, and retirement of debt.

- The Wastewater Fund will maintain an unrestricted and undesignated balance of at least 25 percent of the average annual expenditures of the prior three years, in addition to any amount required to comply with debt convenants or legal requirements. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- If at any time the unrestricted and undesignated balance should fall below 25 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- ~~The Wastewater System Development Charges and reserved debt service fund balances are included in the Wastewater Fund balance. These portions of the Wastewater Fund balance are restricted and shall not be used in determining the minimum fund balance.~~

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Wastewater Fund. The System Development Charges for Wastewater are in this fund. System Development Charges are a one time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Electric Fund. The Electric Fund accounts for the distribution of purchased electricity according to standards set forth by the Federal Energy Regulatory Commission. Revenues are from sale of electricity and other charges for services and

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intergovernmental revenues. Expenditures are for related operations. Utility operations include wholesale power purchases, operating expenses, energy conservation incentives, capital outlay, retirement of debt, franchise tax, and related purposes.

- The Electric Fund will maintain an unrestricted and undesignated balance of at least 25 percent of the average annual expenditures of the prior three years, in addition to any amount required to comply with debt convenants or legal requirements. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- Debt service reserves are included in the Electric Fund balance. This portion of the Electric Fund balance is restricted and shall not be used in determining the minimum fund balance.

- If at any time the unrestricted and undesignated balance should fall below 25 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than 25 percent of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Telecommunications Fund. The Telecommunications Fund accounts for the revenues and expenditures of the Ashland Fiber Network.

- The Telecommunications Fund will maintain a minimum balance of 20 percent of the average annual expenditures of the prior three years, in addition to any amount required to comply with debt convenants or legal requirements.

- If at any time the unrestricted and undesignated balance should fall below 20 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- Debt service reserves are included in the Telecommunications Fund balance. This portion of the Telecommunications Fund balance is restricted and shall not be used in determining the minimum fund balance.

- The city will budget a contingency appropriation to provide for unanticipated non-recurring expenditure. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

Stormwater Fund. Revenues are from charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, and construction of storm drains.

- The Stormwater Fund will maintain a committed balance of annual revenue of at least 20 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness

and to adequately provide for economic uncertainties and cash flow needs.

- ~~The System Development Charges for Storm Drains and debt service reserves are included in the Stormwater Fund balance. These portions of the Stormwater Fund balance are restricted and shall not be used in determining the minimum fund balance.~~

- If at any time the unrestricted and undesignated balance should fall below 20 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a nonrecurring nature. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

SDC Stormwater Fund. The System Development Charges for Stormwater are in this fund. System Development Charges are a one time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers.

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations. However, the internal service funds use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

~~Central Services Fund.~~ ~~This fund is divided into Administration, Information Technology, Finance, City Recorder, and Public Works Administration/Engineering. Expenditures are for personnel, materials and services and capital outlay for these departments. These functions are supported by charges for services by direct service departments and divisions.~~

- ~~The Central Services Fund will maintain an unrestricted and undesignated balance of at least 5 percent of the average annual expenditures of the prior three years. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.~~

- ~~No portion of the Central Services Fund balance is restricted for specific purposes.~~

- ~~If at any time the unrestricted and undesignated balance should fall below 5 percent of the average annual expenditures of the prior three years, the City will~~

~~work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.~~

- ~~The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.~~

- ~~As of July 1, 2021, the Central Services Fund will be closed and the respective operations, funding, balances, and activities incorporated into the General Fund. Such revenues and transfers as calculated in the Cost Allocation Plan will be applied accordingly.~~

Insurance Services Fund. Revenues in this fund are from service charges from other departments, investment income, and insurance retrospective rating adjustments. Expenditures are for insurance premiums, self-insurance direct claims, and administration.

- The Insurance Services Fund will maintain an unrestricted and undesignated balance of 50% of the average annual expenses of the prior five years or $500,000 whichever is more, This is the minimum needed to maintain the City's insurance programs and provide for uninsured exposures.

- If at any time the unrestricted and undesignated balance should fall below $500,000, the City will work to restore the balance in no less than two years with not less than one third of the shortfall being restored within each year.

- No portion of the Insurance Services Fund balance is legally restricted for specific uses.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

~~***Health Benefits Fund.*** Revenues in this fund are primarily from service charges from other departments, investment income and interfund loans as needed. Expenditures are for insurance premiums, self-insurance direct claims, and administration.~~

- ~~The Health Benefits Fund will maintain a minimum balance of 10 percent of the average annual expenses of the prior three years.~~

- ~~If at any time the unrestricted and undesignated balance should fall below 10 percent of the average annual expenditures of the prior three years, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.~~

- ~~The Health Benefits Fund balance is legally restricted for the employee health benefits program.~~

~~The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.~~

Commented [MB3]: Change to Health Benefits Reserve Fund - need to edit content??

Commented [BM4R3]: Fund dissolved so I removed it.

Equipment Fund. This fund is used to account for the maintenance and replacement of the City fleet of vehicles and specified equipment. Revenues are from equipment rental and replacement charges. Expenditures are for personnel, materials and services, and capital outlay. This fund is divided into two functions: equipment maintenance and equipment replacement. The purpose of the equipment replacement function is to accumulate adequate funds to replace equipment. This replacement schedule is updated annually.

- The Equipment Fund will maintain a minimum balance calculated to sufficiently fund equipment replacement as determined by use of the replacement value schedule and not less than 20 percent of the average annual operating expenditures of the prior three years.

- If at any time the unrestricted and undesignated balance should fall below the sum of 20 percent of the average annual operating expenditures of the prior three years and 30% of the replacement value of in-service equipment and vehicles, the City will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.

- No portion of the Equipment fund balance is legally restricted for specific uses. The City rents equipment at rates that include the replacement cost of thespecific piece of equipment.

- The City will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.

~~***Parks Equipment Fund.*** This fund is used to account for the maintenance and replacement of the Parks Commission fleet of vehicles and specified equipment and managed by the Ashland Parks and Recreation Commission. Revenues are from equipment rental and replacement charges. Expenditures are for personnel, materials and services, and capital outlay. This fund is divided into two functions: equipment maintenance and equipment replacement. The purpose of the equipment replacement function is to accumulate adequate funds to replace equipment. This replacement schedule is updated annually.~~

- ~~The Parks Equipment Fund will maintain a minimum balance calculated to sufficiently fund equipment replacement as determined by use of the replacement value schedule and not less than 20 percent of the average annual operating expenditures of the prior three years.~~

- ~~If at any time the unrestricted and undesignated balance should fall below the sum of 20 percent of the average annual operating expenditures of the prior three years and 30% of the replacement value of in-service equipment and vehicles, the Commission will work to restore the balance in no less than three years with not less than one quarter of the shortfall being restored within each year.~~

- ~~No portion of the Equipment fund balance is legally restricted for specific uses.~~

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Commented [MB5]: Sabrina has this as Parks Reserve Fund??

Commented [BM6R5]: Parks Equipment Fund was dissolved also and they budget for equipment purchases in the General Fund now.

~~The Commission rents equipment at rates that include the replacement cost of the specific piece of equipment.~~

- ~~The Commission will budget a contingency appropriation to provide for unanticipated non-recurring expenditures. The minimum contingency will be maintained at not less than 3 percent of annual operating expenditures.~~

Trust and Agency Funds

Trust and agency funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds.

Cemetery Trust Fund. The Cemetery Trust Fund is a non-expendable trust fund that uses the accrual basis of accounting. Revenues are from interest income and perpetual care service charges on cemetery operations. Expenditures are for the repurchase of plots and transfers of earnings to the cemetery fund for operations.

- No minimum fund balance policy is recommended.

Revenues

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.
- The City will make every effort to maintain a diversified and stable revenue base to protect its operation from short-term fluctuations in any one revenue source.
- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually. Rates will be adjusted as needed to account for major changes in consumption and cost increases.
- The City will identify user fees to the direct beneficiaries of City services to recover all of the full cost of providing that service and compare with existing rates. All user fees will be reviewed biannually to ensure that direct and overhead costs are recovered in the percentage approved by City Council.
- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.
- The City will work aggressively to collect all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

Expenditures

- The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.

- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.

- A Social Service appropriation will be included in the proposed General Fund Budget. This appropriation will increase or decrease relative to the overall General Fund revenues.

- A~~n Economic, Cultural Development,~~ Tourism ~~and Sustainability~~ appropriation will be included in the proposed Tourism~~General~~ Fund Budget. This appropriation will increase or decrease relative to the overall Transient Lodging~~Occupancy~~ Tax Revenues.

Purchasing

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.

- The City will adhere to all State of Oregon and local requirements for purchasing goods and services. The City will also review policies and procedures at least annually for adherence with industry best practices.

Capital

- The City will provide for adequate maintenance of equipment and capital assets. The City will make regular contributions to the Equipment Replacement Fund and the City Facilities budget to ensure that monies will be available as needed to replace City vehicles and facilities.

- Future operating costs associated with new capital improvements will be itemized, projected, and included in the long-term budget forecast.

- The City will determine and use the most appropriate method for financing all new capital projects.

- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

- The Capital Improvement Plan (CIP) will encourage a level capital replacement schedule and anticipate future capital needs. The CIP will present identified needed capital projects for a minimum of six years into the future and include known major projects requiring debt obligations to support them for a minimum of fifteen years into the future.

Debts

- The City will not use long-term borrowing to finance current operations.
- Capital projects, financed through bond proceeds, will be financed for a period not to exceed the useful life of the project.
- Whenever possible, enterprise debt will be self-supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self-supporting debt.
- The City will seek to maintain level debt service payments over the duration of an issue and consider the level of debt obligations across funding sources when recommending types and amounts of debt instruments.

- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition that will be limited to 30 years.

- The City will maintain a debt coverage ratio, i.e. net revenue to debt service of at least 125% for every debt issue.

- The State of Oregon limits non-self-supporting obligation debt to three percent of the real market value of all taxable property within the City boundaries.

- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure its access to credit markets.

- The City will maintain good communications with bond rating agencies about its financial condition.

Risk Management

- The City will provide an active risk management program that reduces human suffering and protects City assets through loss prevention, insurance, and self- insurance.

- The risk management program will be reviewed at least annually to assure levels of primary and secondary coverage are consistent with City priorities and needs.

- The risk management function will conduct regular meetings of the City Safety Committee, including representatives from each operating department, to review incidents and consider activities or initiatives to reduce the City's loss experience and to enhance safety of City human and physical resources.

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RESOLUTION NO. 2023-09

A RESOLUTION ADOPTING FINANCIAL POLICIES

RECITALS:

A. The City Council adopts financial policies to ensure the on-going fiscal ability to provide desired and required services at an acceptable level.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The Financial Policies for the City of Ashland are marked as Exhibit A and attached to this resolution.

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

Early Learning Ad Hoc Committee

Mission:

Create a tangible network of early learning care options within our community, supportive of working families, the Ashland economy, and most importantly our children.

Goal:

Support Ashland working families with affordable early learning childcare solutions that focus on attracting and retaining Ashland's workforce, strengthening Ashland School District enrollment, and preparing our youngest citizens for kindergarten, independent of economic status.

City of Ashland Value Statements Supported by this Ad Hoc Committee

- Community affordability, including in available housing and childcare
- Belonging through mutual respect and openness, inclusion, and equity
- Quality of life that underpins the City's economic vibrancy

Committee Charge:

Define the existing early learning environment in Ashland including total number of early learning seats, both private and non-profit, composition of programs (in home, centers, other) and economics of existing programs (Head Start, Preschool Promise, Private Tuition, annual costs to family and caregivers).

Assess and define Ashland's unaddressed early learning requirements.

Identify resources capable of contributing to an early learning solution including, but not limited to:

- Physical Assets (Brick and Mortar, tangible supplies to provide service, etc)
- Business Partners
- Non-Profit Partners
- Coordination of Service Expertise

Consider and plan for the needs of the care providers, specifically:

- Living wage positions,
- Appropriate benefits,
- Training opportunities, and
- Recruitment of educators and staff.

Develop a strategic plan capable of tangibly providing for Ashland's unaddressed early learning needs.

Scope of Authority: The Early Learning Ad Hoc Committee will provide strategy recommendations to the Ashland City Council and its' community partners.

Membership: The Early Learning Ad Hoc Committee will be comprised of representatives from the following:

- Ashland School District
    - *Representatives from the District will provide subject matter expertise on where they are seeing deficiencies in preschool education in preparing children for kindergarten and provide insight, support, and suggestions for how to overcome.*
- City of Ashland
    - *The representative from the City of Ashland will aid in convening partners, monitor relevant state legislation/funding opportunities, and advise on possible local policy that will further support the creation of sustainable and affordable early learning programs for Ashland families.*
- Chamber of Commerce
    - *The representative from the Chamber will provide member feedback regarding early learning needs as it pertains to workforce recruitment and help connect community partners as we seek a viable solution for early learning and childcare, supportive of an economically vibrant Ashland.*
- Hospital System
    - *Representatives from our hospital systems will provide insight into childcare efforts affecting their workforce and service delivery, at a time when attracting and retaining hospital/ healthcare employees is challenging.*
- Key Local Business Leaders
    - *Representatives from local business will provide specific feedback into childcare efforts affecting their workforce and provide insight and suggestions on what supporting early childhood education would mean for working individuals and the success of their businesses.*
- Community Members
    - *Representatives from the community will provide a mix of perspectives including but not limited to: feedback on lived experience, early learning education expertise, and non-profit expertise, specific to development and continued operation of early learning programing.*

Why Solving for Early Learning Matters for All Ashlanders:

(Information supplied by Rene Brandon, Southern Oregon Early Learning Hub)

Continued workforce shortages across all sectors. The overall workforce is comprised of families who need childcare to work. 53% of families with children 0-5 are in poverty and could be staffing local businesses except they cannot afford childcare due to the gap between entry level wages and the cost of providing childcare. Businesses will continue to struggle to recruit and retain staff without financial support for childcare.

Continued Decline and Destabilization of Child Care workforce. We have 18% fewer childcare programs than we had pre-Covid. Many of those programs have empty classrooms because they cannot find qualified teachers willing to work for low wages and also due to families being unable to pay for child care without assistance.

Childcare is called out as a key stabilizer for education, health and economic prosperity of our state:

• Oregon Business Council Strategic Plan includes "make child care and early learning more accessible".

• Our workforce board and ODHS self-sufficiency partners have identified that soft skills – those directly tied to early social-emotional development - as the key ingredients needed for a successful employee. Employees can be trained to do the function of a job, but an employer cannot teach self-regulation and pro-social skills on the job.

• Southern Oregon's Community Health Assessment has identified families having access to childcare as a Community Health Improvement Plan Goal. Investment in the next generation. Our K-12 research/science has identified high quality early learning prior to kindergarten as an indicator of SE regulation and subsequent academic success. Cost SAVINGS over time. 7-10% return on investment over the lifetime of children who experience high quality preschool.

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
davidwick.acpa@gmail.com

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

PROCLAMATION

- On 9/11 of 12 2015, the Ashland Mayor and City Council proclaimed support for a Culture of Peace Commission.
- 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, preservation and recognition of the inherent value of each person in the diversity of our community.
- Office of the Mayor of Ashland is an International City of Peace and promotes the cessation of all citizens to create an emerging evolving living model for living together as fellow humans.

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

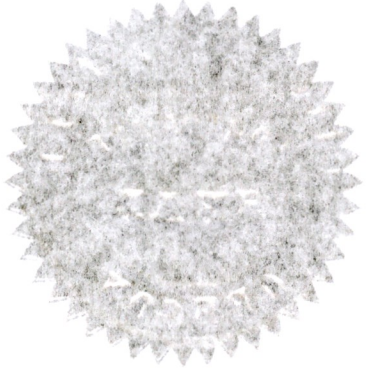
City of Peace

in the pursuit and encourage agencies and community leaders to work with concerned citizens to develop policies and programs that promote a culture of peace in our region.

Dated this 1st day of May, 2017

John Stromberg, Mayor

Pamela Hickman, City Recorder



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.

citizens 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

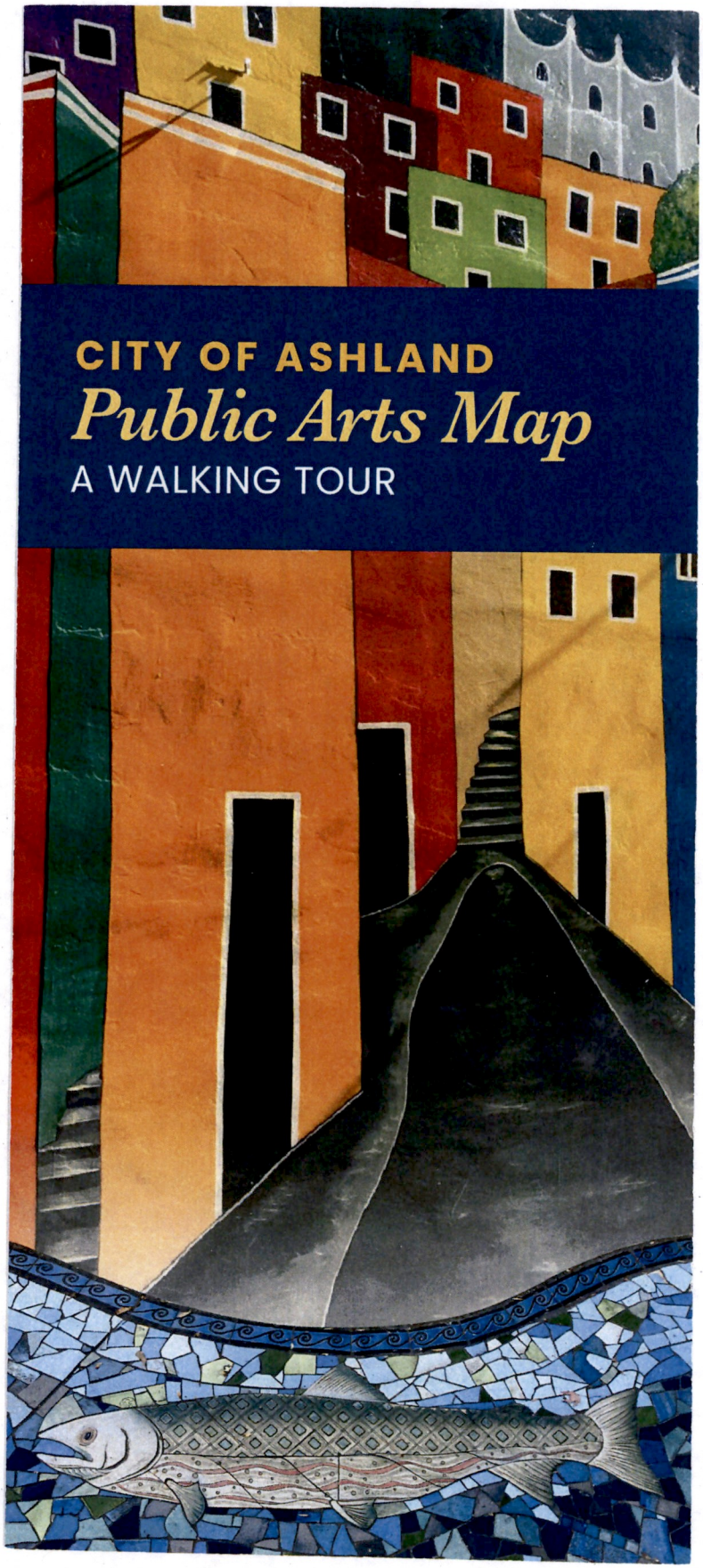
A list of Ashland art galleries:
ashlandgalleries.com

Better Together

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



CITY OF ASHLAND
Public Arts Map
A WALKING TOUR

Speaker Request Form

THIS FORM IS A PUBLIC RECORD
ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

1) Complete this form and return it to the City Recorder **prior to the discussion of the item you wish to speak about.**
2) Speak to the City Council from the table podium microphone.
3) State your name and address for the record.
4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
5) If you present written materials, please give a copy to the City Recorder for the record.
6) You may give written comments to the City Recorder for the record if you do not wish to speak. (Comments can be added to the back of this sheet if necessary)
7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 5/16/23

Name Kelly Marcotulli
(please print)

Address (no P.O. Box) 508 Liberty St.

Phone 541 708-0103 **Email** kellymarcotulli@gmail.com

Regular Meeting

Agenda topic/item number_____ **OR**

Topic for public forum (non agenda item) small cell ordinance

Land Use Public Hearing

Please indicate the following:
For:_____ **Against:**_____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge:_____

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Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

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Tonight's Meeting Date 5/16/2023

Name David Wick
(please print)

Address (no P.O. Box) 2560 Eagle Creek LN

Phone 541-552-1061 **Email** Davidwick111@gmail.com

Regular Meeting

Agenda topic/item number Public Forum **OR**

Topic for public forum (non agenda item) City of Peace Anniversary

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 5/16/23

Name MORGAN STRICKLAND
(please print)

Address (no P.O. Box) city of Ashland

Phone 510 917 7233 **Email** MorganJStrickland@Gmail.com

Regular Meeting

Agenda topic/item number XIII/1 **OR** SECURITY/EMERGENCY CAMERA

Topic for public forum (non agenda item) _____

Land Use Public Hearing

Please indicate the following:
For: _____ **Against:** _____

Challenge for Conflict of Interest or Bias

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Tonight's Meeting Date 5/16/23

Name MARTIN ELDRIDGE
(please print)

Address (no P.O. Box) 1331 ASHLAND MINE RD.

Phone (619) 723-6269 **Email** marty@midgemedia.com

Regular Meeting

Agenda topic/item number XIII-1 SECURITY CAMERA **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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7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 5-16

Name Cat Gould

Address (no P.O. Box) 114 Van Ness (please print)

Phone 541-512-8881 **Email** catgould@gmail.com

Regular Meeting

Agenda topic/item number ? **OR**

Topic for public forum (non agenda item) ~~Parks~~ Urban Forestry Plan

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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_____

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CITY OF ASHLAND
Better Together

May 18, 2023

Re: Letter of Support for the Oregon Urban Rural and Community Forestry Funding Application

To Whom It May Concern:

Please accept this letter on behalf of the City of Ashland as an expression of our enthusiastic support for the Oregon Urban Rural and Community Forestry (OUR Community Forestry) funding application. We firmly believe that the project proposed by OUR Community Forestry will significantly supplement and advance our ongoing efforts to address wildfire protection and tree preservation in our community.

As a city, we have dedicated substantial resources to safeguard our community from the devastating effects of wildfires and ensure the preservation of our invaluable tree resources. Recognizing the importance of developing an Urban Forest Plan, we believe that the efforts funded by this proposal would be a substantial contribution towards achieving our goals. We know that a flourishing urban forest not only enhances the aesthetic beauty of our city but also provides numerous ecological, economic, and social benefits.

Trees play a vital role in promoting human health, improving air and water quality, mitigating flooding, and reducing the impact of high heat events. Additionally, they contribute to community resilience, foster social interaction, and positively impact mental health.

Considering the above, the City of Ashland appreciates the significant value that Federal grant funding, through the Inflation Recovery Act, will provide in supporting urban, rural, and community forestry in Oregon. We believe OUR Community Forestry's proposal has exemplary merit in its potential to assist the Southern Oregon region by advocating education, data collection, tree planting, wildfire protection, as well as in the preservation and protection of existing healthy trees.

We look forward to collaborating with OUR Community Forestry on our shared objectives and are confident that the proposed project will make a substantial contribution to the City's ongoing initiatives.

Thank you for considering our support for the Oregon Urban Rural and Community Forestry funding application.

Sincerely,

Tonya Graham
Mayor, City of Ashland

Office of the Mayor, City of Ashland
20 East Main St.
Ashland, Oregon 97520
ashland.or.us
Tel: 541.488-6002
Fax: 541.552.5311
TTY: 800.735.2900