Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

REGULAR BUSINESS MEETING AGENDA

Wednesday, November 13, 2024

1175 E Main Street - 6:00 PM

To attend the meeting or to provide public input, see public participation instructions at the end of the agenda.

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. APRC Study Session September 4, 2024
2. APRC Business Meeting September 11, 2024

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

VI. DIRECTORS REPORT

VII. BUSINESS

1. Draft Capital Improvement Plan
2. Trails Advisory Committee Bylaws
3. Fourth Quarter FY24, First Quarter FY25 Financial Updates

VIII. ITEMS FROM COMMISSIONERS/STAFF

1. Liaison Report

IX. UPCOMING MEETING DATES

1. ASAC Meeting November 18 in Person at the Senior Center, 3:30 PM
2. RDAC Meeting November 21 in Person at the Lithia Cabin, 4:00 PM
3. APRC Regular Business Meeting December 4, in Council Chambers

X. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator’s office at (541) 488-6002 (TTY phone number (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). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland’s website at www.ashlandoregon.gov.

Public Participation Instructions

This meeting will be held in-person in Council Chambers 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting and fill out a speaker request card. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via **rvtv.sou.edu** - select RVTV Prime.

Parks & Recreation Commission Meeting Agenda

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

MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION
September 4, 2024
Electronic Meeting – 6:00 PM

Present: Commissioners Bachman (Chair), Lewis, Seffinger, Adams, Landt (Vice Chair)
Staff: Director Houston, Deputy Director Dials, Parks Superintendent Caldwell, Executive Assistant Mero, Senior Services Superintendent Mettler

I. CALL TO ORDER

Chair Bachman called the meeting to order at 6:00 PM

II. PUBLIC FORUM

None

III. LITHIA PARK MASTER PLAN Parks Director Houston

Houston shared that the Lithia Park Master Plan (LPMP) subcommittee has completed work on the eight addenda for the draft LPMP. It is ready to go before the Commissioners for adoption at the October 9 APRC business meeting. The draft plan and addenda will be posted on the City website and staff will make a media blast so that the public can view it before adoption.

Adams: The LPMP Subcommittee consists of him and Commissioner Landt. Mostly Commissioner Landt. Adams and Landt mentioned they both made concessions to reach agreement on the addenda.

There were several clarifying questions and discussion. In summary, there was agreement that it was time to adopt the plan. Adjustments can always be made in the future.

IV. LITHIA PARK – ADA PARKING – JAPANESE GARDEN Parks Director Houston

Houston proposed an option for ADA parking access to the Japanese Garden: two parallel spots in the roadway on Winburn Way on the same side of the street as the Garden, instead of the previously approved design that would add a new parking lot with five spaces adjacent to the volleyball court. Houston noted that the grades of the current sidewalk are not compliant with ADA guidelines. Views this option as a temporary parking solution and a permanent accessibility solution.

Discussion included cost difference – a savings of ~ $75k; concern about making that busy section of Winburn Way more congested (could the curb be cut in some to create more space?); the suggestion of making one of the spots a loading zone (especially if a third spot could be added); adding benches along the path for rest; concern over spending more money on engineers.

V. TRAILS ADVISORY COMMITTEE FORMATION Parks Director Houston

Houston spoke to how the Trails Master Plan Subcommittee had morphed into the Trails Advisory Committee (TAC) without a formal process. Proper formation of the Committee is necessary. Houston outlined the makeup of the Committee, that the Forest Lands/Commissioner/Council members would be ex-officio non-voting, and explained the process of selecting members would be through open recruitment and include recruitment of the current members.

Discussion included noting inconsistencies between formation document and bylaws; keeping the formation process consistent with what the City is putting in the AMC; potential difficulty finding a member to represent the disabled in the community; clarification that though not formally chartered, TAC exists and the current members have been working very hard on projects and proposals, so there will likely be some frustration at the delays in that work caused by these administrative changes; process for adding members to Committees is that the Committee makes a recommendation to the Commissioners, they approve by vote or provide a reason if they disapprove; request to replace the word 'equal' in the formation document with 'equitable'; desire for a representative of the dog walking community on the Committee.

Houston said staff will make suggested edits to the TAC formation document. It will come before the Commissioners for approval at the September 11 regular business meeting.

VI. **FY 26 – FY 32 CIP PLAN** Parks Director Houston

Houston gave a presentation on a Capital Improvement Plan (CIP) for Parks and Rec.

CIP Process

Discussion was all Kudos for the plan/presentation.

VII. STRATEGIC PLAN SCOPE OF WORK Parks Director Houston

In their BN 23-25 goals, the Commissioners listed a system-wide plan. Director Houston gave a presentation on his suggested plan.

Bachman: Looks like a wonderful plan. There will likely be a line item in the budget because these plans take staff to coordinate.

Discussion included appreciation for breaking down the process into steps with measurable goals.

VIII. LEVEL OF SERVICE MODELING Parks Director Houston

Houston: We will use the Level of Service Modeling tool to help inform the Strategic Plan, doing an overview of parklands, facilities, and recreational and senior center services, comparing what we offer to what other communities offer. Presentation

*Internet went out at the Annex in Ashland – lost contact with Rocky.

Bachman noted they had information on the Level of Service Modeling in the packet they could read.

*Internet came back up and Rocky finished his presentation on the Level of Service Modeling.

Discussion included appreciation for the strategic planning, getting back to basics, best practices approach; support for continuing new projects (such as East Main St. Park) because some of them have already had a lot of diligent work done by many people and they have been waiting a long time; huge support for data-driven methodology.

IX. LOOKAHEAD REVIEW

Bachman noted one mistake on the lookahead: The Lithia Park Master Plan will be presented for adoption at the October 9 Regular Business Meeting, not the September 11 Regular Business Meeting.

X. **ADJOURNMENT**

With unanimous consent, Bachman adjourned the meeting at 7:45.

Respectfully Submitted,
Nancy A. Mero
Executive Assistant

MINUTES FOR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
Date September 11, 2024
Council Chambers – 6:00 PM
1175 E Main St

Present: Commissioners Bachman (Chair), Landt (Vice Chair), Adams, Seffinger
Staff: Assistant City Attorney Zahran, Director Houston, Deputy Director Dials, Senior Services Superintendent Mettler, Executive Assistant Mero

Absent: Commissioner Jim Lewis

I. CALL TO ORDER

Bachman called the meeting to order at 6:00 PM

II. APPROVAL OF MINUTES

a. APRC Special Meeting May 1, 2024
b. APRC Study Session June 5, 2024
c. APRC Business meeting June 12, 2024

Landt made a correction to the May 1, 2024, minutes by adding the omitted motion to the Lithia Park ADA agenda item. Adams made the motion: I move to approve APRC staff to procure engineering documents, identify a funding source, and build an ADA parking area with minimum of five spaces, raised crosswalk, and ramp access to the Japanese Garden.

Motion: Landt/Seffinger m/s all minutes with the correction made by Landt to the May 1, 2024, minutes.
Vote: All yes by hand raise.

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

None

V. CONSENT AGENDA

a. Acknowledgement of ASAC Minutes May 13, 2024
b. Acknowledgement of RDAC Minutes March 21, 2024
c. Acknowledgement of RDAC Minutes May 16, 2024

Motion: Bachman moved that the consent agenda be acknowledged by unanimous consent.
Vote: Unanimous consent was given.

VI. DIRECTORS REPORT Director Houston Presentation

Houston covered several topics including Administrative, Recreation, Volunteering and Events, Parks Operations, Golf Course, and a Calendar of Events.

Discussion/Questions:
With the updated Environmental Education Manager position at the Nature Center, will programming with schools and other outside groups be offered again? Yes. The plan is to reach out to schools and form partnerships with other community groups to do programming at North Mountain Park and other parks in the system.

Question about sidewalk change at upper duck pond in Lithia Park. Replacement of the cracked sidewalk will be with decomposed granite. When compacted, the decomposed granite creates a stable, level walking surface. Short term fix for safety.

Question on why the bubbler in the Koi pond at the Japanese Garden was on during the day. Supposed only to be run at night. Houston will inquire and send the answer to the Commissioners.

Discussion included noting that this relatively wet season is not the norm. Need to have more water backup plans at the golf course; kudos to the open space, trails team led by Jason Minica, for their quick and excellent work removing downed trees from trails; request for follow-up information on the ice rink chiller, promised at the May 1 meeting.

VIII. VII. BUSINESS

a. APRC Policy on Advisory Committees and Management Advisory Committees Draft Ordinance Director Houston

Houston shared that City Council is reviewing and will be adopting a City ordinance for advisory committees and commissions. If adopted, APRC will have to update their current policies and bylaws for committees.

Bachman/Zahran noted it is an early draft, and they are receiving a lot of good feedback/suggestions so there will be more versions. City Council had been going to review the draft ordinance at a September meeting, but that review has been pushed out to a yet undetermined date.

Bachman: To clarify, comparing APRC's policy on committees adopted in November of 2023 to the draft ordinance, the primary differences are that Commissioners would no longer be able to vote on motions nor serve as officers of advisory committees. A big change for APRC. Bylaws/formation documents for the APRC standing committees would need to be changed if it is determined to follow the Ordinance being drafted by City Attorney McGeary.

Discussion/Questions

A recommendation was made to ***not*** have the TAC committee members tasked with writing the bylaws. The current Trails subcommittee is free to continue working. They just need to work with staff liaison(s) and are not to make any recommendations to APRC.

The next issue is determining the process for appointment of Committee members. There is a list of members that were either appointed by or approved by the Chair of APRC. The point was made that there is a policy approved by the APRC in 2023 establishing three APRC Standing Committees including the Ashland Trails Advisory Committee. That policy outlines the membership of TAC which is reflected in the membership of the current Committee.

What happened to the TAC Bylaws that were in the packet in the August Regular Business meeting? It was stated that they would be developed later. It was noted that the TAC membership makeup was different in the documents included in the packet for tonight's meeting. A suggestion was made to carry the membership of the current Trails to the TAC with no recruitment.

Concern was expressed that the current Trails committee does not include representatives from the senior and dog walking communities. It was affirmed there are multiple dog walkers and seniors on the committee.

Returning to discussion on the draft ordinance for uniformity amongst committees it was confirmed that, in general, the APRC should follow the ordinance unless there was good reason not to. Discussed having an ex-officio non-voting City Council member on the standing committees, agreed it should be consistent across the committees. It was clarified that the current Trails Committee may continue to meet and make recommendations to the APRC except that the elected members of the committee may not vote on the recommendations.

b. Trails Advisory Committee Formation Director Houston

Houston reviewed the proposed resolution to form the Trails Advisory Committee. It was recommended to strike the line referencing 53 miles of trails as that mileage will change.

Motion: Landt: I move that we approve the policy formation of the Trails Advisory Committee with the one change of removing the paragraph, "The Parks Division oversees the operation and maintenance of 53 miles of trails located on City property." Adams seconded.

Discussion on Motion:

Support for diversity on the committee such as a representative for dogwalkers/ADA interests. Clarification requested that the TAC would work on projects the Commission asks them to work on and that the projects be consistent with Capital Improvement goals.

Vote: Seffinger yes, Adams yes, Bachman yes, Landt yes. Motion passes.

c. City Council and APRC Operations and Culture: Recommended Framework Chair Bachman

Prior to the meeting, but after the packet was posted, Bachman provided the Commissioners with the latest draft of the framework document. Several suggestions were made regarding changes in language which Bachman will take back to the small group. It was also suggested to include language about the facilities Parks uses so that if Parks makes improvements using funds from their Capital budget, they will have some assurance they will be allowed continued use of the facility. Most Commissioners felt resolving this type of issue was covered in the document.

For clarity, Landt suggested changing the name of the APRC to APRD (D=Department). APRC would be used to refer only to the Commission/Commissioners. Recommended it be included in the framework document.

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report
b. Bachman thinks the Commissioners should have a discussion, maybe in a goal setting session, about what they want the three standing committees to be working on. Doesn't want the committees to be 'freelancing.'
c. Adams asked for update on LPPG grants. Houston replied we will learn the status next week.

X. UPCOMING MEETING DATES

a. RDAC Meeting September 19, in Person at Lithia Cabin, 4:00 PM
b. APRC Study Session October 2, Electronic Meeting via Zoom, 6:00 PM
c. APRC Business meeting October 9, in person at Council Chambers, 6:00 PM

XI. ADJOURNMENT

Chair Bachman adjourned the meeting at 7:45 PM.

Respectfully submitted by
Nancy A. Mero
Executive Assistant

Council Business Meeting

Date: November 13, 2024

Agenda Item	Draft Capital Improvement Plan
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIa. Draft CIP Plan
2. Draft CIP_26-31

ASHLAND PARKS & RECREATION COMMISSION
AGENDA ITEM

November 13, 2024

REQUESTED ACTION	VIIa. Draft Capital Improvement Plan
ACTION ☐	**INFORMATION ☒**

BACKGROUND

The Department develops a capital improvement plan (CIP) every two years to enable the Department to expend capital funds. At the October 9, 2024, APRC regular business meeting the APRC approved piloting a CIP process that develops a capital budget (two year) and capital program (four year) and associated process for reviewing and adopting the CIP.

The draft CIP presented today is the culmination of the CIP process. This is the first step for review by the APRC and public. The CIP identifies the six types of projects, the funding source, and fiscal years planned to complete the projects. The plan also identifies that it is resource restricted and there are more projects than resources available.

Staff will have the draft CIP available on our website from November 15, 2024, to December 15, 2024, for public review and comment. At the December 4, 2024, APRC regular business meeting, public comments will be taken during the meeting. Staff will capture the public comments and review them in developing a CIP for review and approval at the January 8, 2025, APRC regular business meeting.

The adopted CIP will be used to inform the FY26-27 budget and the citywide CIP.

POLICIES & PLANS

Biannual Budget Process

GOALS SUPPORTED

BN 23 – 25 APRC Goal #7 - Perform a system-wide master plan for Ashland Parks and Recreation Commission to include the following sections, at least (sections may be completed together or independently), specifically:

c. Park system maintenance and improvements

FINANCIAL CONSIDERATIONS

The CIP has identified $5.5 million in capital projects for the FY26-27 budget. These projects have identified funding sources with resources secured or forecasted. The six-year CIP has identified $24.7 million in projects, with about $14 million in other funds that will need to be secured in the future. The remaining $10.7 million is secured or forecasted. The Department works closely with the Finance Department to ensure resources are available for any capital work.

ATTACHMENTS

Parks CIP – FY26-31 (draft)

PREPARED BY: Rocky Houston

Garfield Park Improvements

2026-2031

ASHLAND PARKS & RECREATION

CAPITAL PLAN DRAFT

Ashland Parks & Recreation Department
1195 East Main Street, Ashland, OR 97520
541-488-5340
www.AshlandParksandRec.org

Planned Adoption: January 9, 2025

Better Together

ACKNOWLEDGEMENT
This document represents the efforts and cooperation of Ashland Parks & Recreation staff, the Ashland Parks and Recreation Commission and the City of Ashland community members. Thank you to all who participated in the development of this plan.

Ashland Parks & Recreation Commission

Commissioner Jim Bachman, Chair
Commissioner Rick Landt, Vice-Chair
Commissioner Jim Lewis
Commissioner Justin Adams
Commissioner Stef Seffinger

Ashland Parks & Recreation Staff

Rocky Houston, Director
Rachel Dials, Deputy Director
Kevin Caldwell, Parks Superintendent
Bill Miller, Parks Supervisor
Wes Casale, Parks Supervisor
Jason Minica, Parks Supervisor
Brian Weaver, Golf Manager
Brandon Terry, Senior Administrative Analyst

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Introduction

Ashland Parks & Recreation Commission

The Ashland Parks & Recreation Commission (APRC) administers all parks and open space lands for the City of Ashland. The parks are located primarily within city limits, with some being adjacent to the City's urban growth boundary. APRC manages a portfolio of 36 properties. These properties include 20 developed parks and 53 miles of trail over 811 acres. As the City's population continues to increase, APRC is committed to meet the needs for outdoor recreation.

APRC has existed since being established in 1909, with several new parks developed over the last century. Many park assets are reaching the end of their useful life and routine maintenance is beginning to tip into preventative maintenance and major maintenance tasks. Unfortunately, this trend will continue due to the age of the parks system, continued growth, and subsequent increased use levels of the park system facilities. This is a core focus of the APRC's capital plan: manage the current assets' integrity, while continuing to meet the recreational demand of the community.

This is the first year that APRC has developed a Capital Plan in this format, along with implementing the categories and projects identified later in this document. As such, future iterations of the Capital Plan will have more project information in all the categories as needs and priority planning evolve.

What is in the Parks Capital Plan?

This document includes:

- Regulatory requirements summary
- Local framework for Parks capital planning
- Description of the process used to develop the Capital Plan
- Description of project types and strategies for implementation
- Six Year CIP Summary
- Six Year CIP by Project Type
- Capital Project Overviews
- APRC Adoption Resolution
- Public Comments

Regulatory Requirements Summary

APRC selects projects for the Capital Plan based on a rubric incorporating our mission, goals, and the strategic directives found in the **P**arks, **R**ecreation, **O**pen space & **S**enior Services (PROS) plan (upon completion in 2026). The PROS plan identifies a 20-year

Capital Facilities Plan (CFP) to identify our current and future capital needs and resources. The CFP includes an inventory of existing publicly owned capital facilities, a forecast for the future needs for new or expanded facilities necessary to accommodate growth during the next 20 years. It provides a forecast of projects and resources needed.

The Capital Improvement Plan (CIP) is a six-year implementation plan to meet the highest priority needs. It is financially limited to the resources available. It is updated bi-annually to reflect changes in capital needs and resources available.

APRC Capital Planning, Local Framework

The APRC is authorized under the City Charter to maintain a parks system within its boundaries. This authority has been delegated to the Director of the Parks & Recreation Department, with oversight by the APRC.

Recognizing the reality of funding and staffing limitations, available opportunities, and overall capacity for the parks system each fiscal budget, it is the policy of the APRC to utilize a transparent and systematic methodology for the prioritization of capital expenses. This methodology balances the needs and objectives of the parks system, the obligations of the City to the public, the impact to the APRC and City budgets, and the operational impact of adding to the Parks' portfolio. The APRC works to be agile, flexible, and adaptable in the implementation of a CIP to pursue opportunities that meet the broader goals of department, City, and community as they arise.

The APRC describes capital plan improvements in the following terms:

- **Preventative maintenance**: project to extend the useful life of an existing asset, with a contractor performing the work rather than Park operations staff. Preventative maintenance projects may include (but are not limited to) bench and table renovation, parking lot seal coating, structure painting or siding repair, playground fall protection repair, hazard tree removal, and turf or planting material replacement.
- **Major maintenance**: project renovating, restoring, or replacing an existing asset, with a contractor performing the work rather than Park operations staff. Major maintenance projects may include (but are not limited to) shelter replacement, playground fall surfacing replacement, parking lot or trail resurfacing, restroom replacement, and sports turf replacement.

- **Enhancements**: project creating a new park or park amenity that adds to existing park inventory. Projects may include construction of new or additional sport courts, playgrounds, shelters, restrooms, or new parks in their entirety.
- **Land acquisition**: project acquiring new lands, rights-of-way, or property rights to preserve land or enable future recreation improvements. Rights-of-way may be acquired to improve park access, and property rights can be acquired for habitat or agriculture preservation.
- **Vehicles & Equipment**: the acquisition of a new vehicle or equipment to meet an operational need. This is not the replacement of existing vehicles or equipment.

CIP Development Process

The process of developing the CIP includes four stages:

1. Identification
2. Prioritization
3. Scoping
4. Budget

Identification

Identification of projects by:

- Collating asset condition assessments, public comments, development needs identified in the PROS Plan, prior obligations, and staff observations. The City is in the process of implementing an electronic asset management system which will serve as the method for developing formal lists of items to address.
- Staff sorting of each proposed project into one of the following categories, as described in the previous section: preventative maintenance, major maintenance, development, land acquisition.
- Adding projects and project details to the list by project type.
- Adding notes from plans, community input, government input, etc. to the project spreadsheet to assist with prioritization.

Prioritization

Prioritization of projects by:

- Performing an initial prioritization through the scoring of projects using the rubric applicable by project type, located in the appendices of this policy. The prioritization will be developed into a draft CIP.

- The Director presenting the draft CIP to the APRC bi-annually in the fourth quarter of the preceding year.
- The APRC reviewing and providing input on the draft CIP. Staff reviewing comments and adjusting the CIP as necessary based on the input received, and at a subsequent meeting the APRC considering the adoption of the CIP. The adopted CIP will be used as a part of the budgeting process.

Note: Projects that are funded and currently in development will not be subject to reprioritization, ensuring continual progress on projects already in development. This is consistent with a fiscally constrained capital program, as described in the budgeting section of this policy.

Scoping

Scoping of projects by:

- Developing proposals to accomplish the projects in the prioritized list. This may include bundling projects that are similarly prioritized to take advantage of economic scaling (e.g., parking lot restoration projects in the west park zone that score within ten places of each other may be combined into a single, larger project).
- Estimating costs for proposed projects. Projects ranking higher on the prioritized list will have more accurate estimates completed based on current and projected economic conditions and available APRC resources.
- Evaluating the prioritized list considering current APRC budgetary and staffing capacities, obligatory requirements, etc. When opportunities or challenges are identified, reorganization of the list may occur.
- Using the list of projects, including costs and any APRC comments, in developing the APRC capital budget for presentation to the Public Works Director and City administration.

Budgeting

Budgeting for the CIP will occur by:

- Forecasting each fund available to pay for capital improvements in the APRC portfolio as part of the City's budgetary process, forming the basis of fiscal constraint considerations. While CIP projects may move around in response to conditions, the cumulative costs and impacts to the Parks' portfolio would need to be consistent with the constraints in the adopted capital budget.

- The APRC will pursue funding from outside sources, such as grants, for projects in the CIP as available and where staff capacity exists. Successful competition for outside funding, such as grants, may result in adjustments to the CIP, as described below.

The adopted CIP will be posted on the APRC website.

Alteration

The CIP process will occur bi-annually as part of the budgetary process. Projects that have been completed will be reported to the Finance Department for inclusion in the Comprehensive Annual Financial Report (CAFR), as well as to the APRC as part of the bi-annual CIP update process. New projects will be added to the list per the process described above. Reprioritization may result in changes and should not be construed as being contrary to this policy.

The fiscal constraints mentioned above shall be applied to the overall project budget, subject to the limitations and restrictions upon the different funding sources or appropriations, except when new outside funding becomes available for a specific project(s).

The CIP is intended to be a guiding document for repair, acquisition, and development of APRC assets. It is intended to provide a realistic, achievable set of goals. However, circumstantial changes may result in the need to amend the CIP. It will be the policy of the APRC to make these amendments during the bi-annual update, as described above. If such a change occurs within a biennium budget, the APRC will need to amend the capital budget.

Guiding principles

In support of City policies and goals, the Parks' capital planning process strives to:

- Prioritize projects with the greatest potential to support multiple City programs and goals.
- Consider the impact of the project on people with barriers to recreational opportunities.
- Ensure reliable scientific and engineering assessments of projects.
- Ensure each project in the plan is feasible and the most cost-effective way to meet an identified need.
- Focus limited resources on cost-effective solutions to the most pressing concerns.
- Incorporate environmental benefits into infrastructure repair projects.
- Maintain a list of potential projects to help pursue funding opportunities.

Project Classifications

Preventative Maintenance Projects

Description

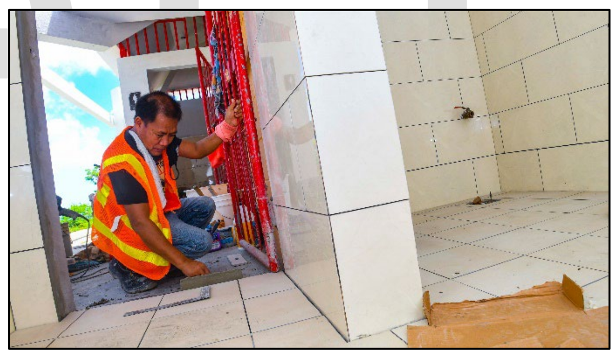
Preventative maintenance projects extend the useful life of an existing asset. They generally cost over $5,000 and are completed by a contractor.

Strategy

Through routine maintenance activities and a semi-annual inventory of park assets and conditions, generate a list of potential projects. Follow the CIP policy and procedures to rank and prioritize preventative maintenance projects.

Major Maintenance Projects

Description



Major maintenance projects generally cost over $100,000 and encompass the repair or replacement of an existing recreational asset.

Strategy

Through a semi-annual inventory of park assets and conditions, generate a list of potential projects. Follow the CIP policy and procedures to rank and prioritize major maintenance projects.

Enhancement Projects

Description

Enhancement projects are when new recreational assets are added to an existing park or a new park is developed.

Strategy

The PROS plan reviews recreation needs, level of service requirements, and outlines a strategy to meet current and future recreational demands. The CIP reviews this plan as it ranks and prioritizes projects. The APRC works to identify funding to develop new parks and recreational assets.

Acquisition Projects

Description

Acquisitions add property to the APRC portfolio. Property is generally divided into acquisition for natural areas and park development.

Strategy

Acquire properties from willing sellers to meet level of service and conservation goals as identified in the Natural Areas Acquisition Plan and the PROS plan. The CIP outlines annual and six-year strategies.

Vehicle and Equipment

Description

Review existing assets and APRC needs to determine what equipment and vehicles are needed to meet operational needs.

Strategy

Complete an annual review and identification of needs and develop a mechanism for the procurement of new vehicles and equipment. This assessment is generally constrained fiscally and assessed to ensure vehicles and equipment will add value for the APRC. Vehicle replacement and procurement will be completed by the Fleet Services.

Funding

This capital plan includes projects and ongoing programs totaling approximately $24 million in APRC funding over the next six years. The first year's budget is an assessment, while the budgets for the subsequent five years are aspirational and actuals will be dependent on APRC resources (personnel & funding), future budget approval, and direction from the City Budget Committee and the City Council. The capital plan is dependent on the funding programs outlined below.

Food & Beverage Tax (FBT)

The APRC receives 25% of the Food & Beverage Tax (FBT). A 5% sales tax is attributed to all prepared food and beverages (excluding alcohol) within the city limits of Ashland. These funds are dedicated to acquisition, planning, development, repair and rehabilitation of City parks. The FBT is currently scheduled to sunset in 2030.

System Development Charges (SDC)

These fees are collected when building permits are issued for single family homes, apartments and other residential projects. The funds collected can be used for park enhancements or land acquisitions. The rate is $486.76 to $1,041.20, depending on the unit type being developed.

General Fund (GF)

The General Fund is generally the property tax revenue generated from properties within City limits. These funds facilitate the operation of City services including Police, Fire, Administrative functions, and Parks.

Transient Lodging Tax (TLT)

The City of Ashland has a transient lodging tax on all hotels and short-term rentals within City limits. The rate is currently at 10%. State laws require that 75% of these funds be directed towards tourism and 25% to other types of projects determined by the local municipality.

Grants and Donations (Other)

Competition for Grants is high and available sources change from year to year. When available, grant funds are aggressively pursued. The Ashland Parks Foundation has assisted the APRC in raising funds for projects via donations and other sources. Volunteer contributions are a common source of donated value to leverage grant funding. Other donations can occur but are not a key source of funding for capital projects.

Capital Plan Overview

The APRC has identified over $50 million in projects during the system review. These projects represent deferred maintenance, park enhancements, plans, and land acquisitions. There is an additional $30 million identified in a park facilities condition assessment. This is representative of the buildings and facilities over the next 30 years. Only a portion of these identified projects are part of the CIP due to the six-year planning window.

The CIP is resource constrained. This means that the CIP is limited only to the capital and staffing resources forecasted over the six-year period. There are more needs than resources. The CIP is at $24.7 million, with the Daniel Myer Memorial Pool representing over 50% of the CIP budget.

The CIP currently has $16.5 coming from other funds (67%). The other funds are a combination of grants ($4.5 million) and $12 million of funding yet determined for the major maintenance of Daniel Myer Memorial Pool. If this project is removed, then about 50% of the project funding would be from Food and Beverage Tax and 37% from other funds. Of the $4.45 million, $2.52 million has been secured already.

To ensure that the recreational needs of the community are met, the plan is primarily focused on major maintenance projects. This represents 65% of prioritized projects. The APRC will continue to identify park system needs to ensure the assets we operate are safe and enjoyable for the park and recreation patrons. The planned strategic plan in 2025-2026 will assist in setting priorities that will influence future capital projects.

Six-Year CIP Plan Summary

Ashland Parks & Recreation Commission - Capital Improvement Program

Prioritized List

The FY 26 through FY 31 APRC Capital Improvement Program is based on the assumption that projects will be completed as scheduled even if funding is uncertain. The program projects are scheduled based on relative priority derived from criteria such as critical infrastructure need, return on investment, public safety and secured funding. The APRC, with citizen input, recommends this program to assist with meeting the Department's Capital Improvements needs and assist in budget development for the APRC.

Category	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total	%
Annual Totals by Category								
Preventative Maintenance	$ 275,000	$ 275,000	$ 350,000	$ 275,000	$ 350,000	$ 275,000	$ 1,800,000	7.30%
Major Maintenance	$ 1,800,000	$ 275,000	$ 6,200,000	$ 6,200,000	$ 450,000	$ 1,100,000	$ 16,025,000	64.96%
Park Enhancements	$ 1,750,000	$ 400,000	$ 400,000	$ 500,000	$ 800,000	$ 1,000,000	$ 4,850,000	19.66%
Planning	$ 75,000	$ 10,000	$ 40,000	$ 100,000	$ 75,000	$ 75,000	$ 375,000	1.52%
Acquisitions	$ 250,000	$ 250,000	$ 500,000	$ -	$ 500,000	$ -	$ 1,500,000	6.08%
Vehicles / Equipment	$ 118,000	$ -	$ -	$ -	$ -	$ -	$ 118,000	0.48%
Annual CIP	**$ 4,268,000**	**$ 1,210,000**	**$ 7,490,000**	**$ 7,075,000**	**$ 2,175,000**	**$ 2,450,000**	$ 24,668,000	
						Other Funds	$ 16,445,000	66.67%
						Food & Beverage Tax	$ 6,385,000	25.88%
						System Development Charges	$ 980,000	3.97%
						General Fund	$ 858,000	3.48%

Total by Category - Identified Need	
Preventative Maintenance	$ 1,465,040
Major Maintenance	$ 21,050,310
Park Enhancements	$ 13,186,000
Planning	$ 407,000
Acquisitions	$ 14,339,920
Vehicles / Equipment	$ 303,000
Total Deferred/Capital Need	**$ 50,751,270**

Six Year CIP by Project Type

Ashland Parks & Recreation Commission- Capital Improvement Program

Prioritized List

The FY 26 through FY 31 APRC Capital Improvement Program is based on the assumption that projects will be completed as scheduled even if funding is uncertain. The program projects are scheduled based on relative priority derived from criteria such as critical infrastructure need, return on investment, public safety and secured funding. The APRC, with citizen input, recommends this program to assist with meeting the Department's Capital Improvements needs and assist in budget development for the APRC.

Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6YR Total
Preventative Maintenance								
Pavement Preservation Projects (multiple parks)	$900,000	$ 125,000	$ 125,000	$ 200,000	$ 125,000	$ 200,000	$ 125,000	$ 900,000
Hazard Trees (multiple parks)	$200,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 300,000
Building & Facilities (multiple parks)	$600,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 600,000
Total		$ 275,000	$ 275,000	$ 350,000	$ 275,000	$ 350,000	$ 275,000	**$ 1,800,000**

Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Major Maintenance								
Hunter Park - Tennis Court Rehabilitation	$1,200,000	$1,200,000						$1,200,000
Lithia - Butler Perozzi Fountain Restoration	$600,000	$450,000	$150,000					$600,000
Irrigation Controllers (multiple parks)	$100,000	$100,000						$100,000
ADA Improvements	$300,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$300,000
Siskiyou Mtn - Trail Re-route	$75,000		$75,000					$75,000
Sherwood - Playground & Bocce Replacement	$100,000			$100,000				$100,000
Railroad - Playground Replacement	$100,000				$100,000			$100,000
Trail Restoration - TBD	$200,000			$50,000	$50,000	$50,000	$50,000	$200,000
Clay - Playground Replacement	$350,000					$350,000		$350,000
Hunter - Pool	$12,000,000			$6,000,000	$6,000,000			$12,000,000
Lithia - Restroom Replacement(s) & ADA upgrade	$1,000,000						$1,000,000	$1,000,000
s	$16,025,000	$1,800,000	$275,000	$6,200,000	$6,200,000	$450,000	$1,100,000	**$16,025,000**

Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Park Enhancements								
East Main - Phase I	$2,150,000	$1,750,000	$400,000					$ 2,150,000
Electric Vehicle Infrastructure	$400,000			$400,000				$ 400,000
East Main - Phase II	$500,000				$500,000			$ 500,000
Clay - Parking Lot Improvements	$300,000					$300,000		$ 300,000
Park Enhancement - TBD	$1,500,000					$500,000	$1,000,000	$ 1,500,000
Total		$1,750,000	$400,000	$400,000	$500,000	$800,000	$1,000,000	**$4,850,000**

Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Planning								
PROS Plan	$85,000	$ 75,000	$ 10,000					$ 85,000
Park Standards	$40,000			$ 40,000				$ 40,000
Park Master Plan - Chitwood	$100,000				$ 100,000			$ 100,000
Park Master Plan - TBD	$150,000					$ 75,000	$ 75,000	$ 150,000
Total		$ 75,000	$ 10,000	$ 40,000	$ 100,000	$ 75,000	$ 75,000	**$ 375,000**

Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Land Acquistion								
Acquisition - TBD	$250,000	$250,000						$250,000
Acquisition - TBD	$250,000		$250,000					$250,000
Acquisition - TBD	$500,000			$500,000				$500,000
Acquisition - TBD	$500,000					$500,000		$500,000
Total		$ 250,000	$ 250,000	$ 500,000	$ -	$ 500,000	$ -	**$ 1,500,000**

Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Vehicles - Equipment								
Trucks	$100,000	$ 100,000						$ 100,000
Mowers & Trailers	$18,000	$ 18,000						$ 18,000
Van								
Total		$ 118,000	$ -	$ -	$ -	$ -	$ -	$ 118,000
		FY 26	**FY 27**	**FY 28**	**FY 29**	**FY 30**	**FY 31**	**Total**
		$ 4,268,000	$ 1,210,000	$ 7,490,000	$ 7,075,000	$ 2,175,000	$ 2,450,000	**$ 24,668,000**

FY 26-27 Capital Budget Project Overviews

This section will provide a brief overview of the projects identified in the CIP projects list. The projects in the FY26-27 budget will have a one-page project summary sheet. Projects for future fiscal years will be summarized in a table.

Preventative Maintenance Projects

The preventative maintenance projects are part of the capital budget project to outline how the APRC is investing in extending the useful life of park facilities to reduce major maintenance project costs and ensure safe use of park facilities. The projects are identified by (3) categories. A summary of each project follows.

Pavement Preservation Projects
Pavement preservation projects are those that address roads, trails, parking lots and sidewalks. They typically are paved but could include concrete or gravel surfaced areas. The projects will address extending the useful life by adding a surfacing, repairing a crack or replacing a smaller section of the area. These projects are identified by conducting field assessments and prioritized to reduce capital costs by keeping the condition above average. Those assets that fall below average and may require more costly solutions become major maintenance projects.

Hazard Trees Projects
Hazard tree projects are typically dead or dying trees that create a safety issue by having a target (structure, high use area, etc.). They can also be trees or vegetation that create a fire risk or other risk to the community. This work is generally done by a contractor because it poses a higher risk to staff or staff is not able to do the work due to capacity or capability.

Building & Facilities Projects
Building and facilities projects include painting, roofing, siding, or other repairs to extend the useful life of the facility. They could include window replacements, conversion to LED lights, HVAC replacements, etc.

Project Name: **Hunter Park – Tennis Courts Rehabilitation** Proj #: **# Unassigned**
Project Type: **Major Maintenance**
Total Project Cost: **$1,200,000** Duration: **1/2025 – 6/2026**

	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design		$120,000					
Construction		$1,080,000					
Land Acquisition							
Revenues:							
Fees							
F&B Tax		$230,000					
SDCs							
Grant		$720,000					
Other		$250,000					

Explain "Other": General Funds

Operational Impact Statement: *This major maintenance project will reduce annual maintenance costs by 50% over the next 5 years. At that time, preventative maintenance will be required for netting and any painted surfaces. It is anticipated that annual maintenance costs will remain 25% lower over the following 10 years. These savings are attributed to the reduction in crack sealing and other surfacing work. The routine maintenance for this site is not anticipated to change as a result of the project.*

Description: *This project will replace the courts, nets, and fencing at the Hunter Park tennis courts. There are currently eight (8) courts, with no planned expansion. The project is considering using a surfacing material that will extend the useful life of the courts reducing cracking and other preventative maintenance.*

Project Name: **Lithia – Butler Perozzi Fountain Restoration** Proj #: **# Unassigned**
Project Type: **Major Maintenance**
Total Project Cost: **$600,000** Duration: **6/2024 – 6/2027**

	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design		$70,000					
Construction		$280,000	$150,000				
Land Acquisition							
Revenues:							
Fees							
F&B Tax							
SDCs							
Grant							
Other		$450,000	$150,000				

Explain "Other": Ashland Parks Foundation funding via fundraising.

Operational Impact Statement: *This major maintenance project is planned to extend the useful life by 30 to 50 years. The project will reduce unplanned maintenance for the fountain by updating many of the operational components and changing materials that increased fountain pumps failure. The routine maintenance should be reduced and no preventative maintenance for 10 years or longer.*

Description: *This project will restore the fountain. This will include the repair or replication of many of the fountain's features to ensure that they are functional and stable. The concrete work around the fountain will be restored to provide an accessible and functional asset. Additional work to reduce natural element impacts to the fountain will also be conducted.*

Project Name: **Irrigation Controllers** Proj #: **# Unassigned**
Project Type: **Major Maintenance**
Total Project Cost: **$100,000** Duration: **7/2025 – 6/2027**

	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design							
Construction		$100,000					
Land Acquisition							
Revenues:							
Fees							
F&B Tax		$100,000					
SDCs							
Grant							
Other							

Explain "Other":

Operational Impact Statement: This major maintenance project will reduce the time it takes staff to complete irrigation tasks by allowing multiple sites to be managed via a computer or smartphone.

Description: *This major maintenance project is the third phase of replacing older irrigation controllers with new 5G WIFI controllers. The controllers allow staff to manage all connected irrigation systems via their computer or smartphone. In addition, the system utilizes local weather data to reduce water usage.*

Project Name: **ADA Improvements** Proj #: **# Unassigned**
Project Type: **Major Maintenance**
Total Project Cost: **$100,000** Duration: **7/2025 – 6/2027**

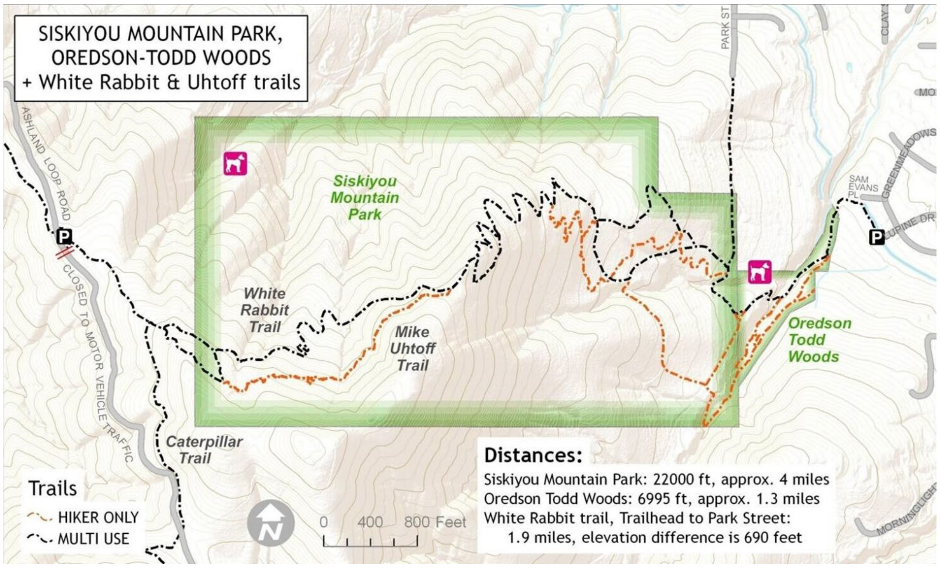
	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design							
Construction		$100,000					
Land Acquisition							
Revenues:							
Fees							
F&B Tax		$100,000					
SDCs							
Grant							
Other							

Explain "Other":

Operational Impact Statement: *This major maintenance project will not have an impact on operational staffing levels.*

Description: *This project will conduct repairs to bring buildings and facilities into ADA compliance. This will include restroom remodeling, door handle replacements, signage updating, access route improvements, etc.*

Project Name: **Siskiyou Mountain Trail re-route** Proj #: **# Unassigned**
Project Type: **Major Maintenance**
Total Project Cost: **$75,000** Duration: **7/2025 – 6/2027**



	Prior Years	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
Expenses:							
Design							
Construction		$75,000					
Land Acquisition							
Revenues:							
Fees							
F&B Tax		$75,000					
SDCs							
Grant							
Other							

Explain "Other":

Operational Impact Statement: *This major maintenance project will be designed to reduce annual maintenance costs for repairs by using sustainable trail design that creates grade reversals, has the trail follow the contours of the land, and is out sloped to shed moisture.*

Description: *This project will re-route a portion of the trail system in Siskiyou Mountain Park. The objective will be to reduce the grade of the trail to provide a better recreational experience while minimizing erosion, trail maintenance, and keeping the micro-hydrology within the current boundaries by not collecting and moving water down a trail.*

Project Name: **East Main – Phase I** Proj #: **# Unassigned**
Project Type: **Park Enhancement**
Total Project Cost: **$2,150,000** Duration: **1/2020 – 6/2027**

	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design	$188,000						
Construction		$2,150,000					
Land Acquisition							
Revenues:							
Fees							
F&B Tax		$800,000					
SDCs		$200,000					
Grant		$1,000,000					
Other		$150,000					

Explain "Other": RVMBA funding via Ashland Parks Foundation

Operational Impact Statement: *The full project is estimated at 7,500 hours per year for routine maintenance. Phase I is estimated at 2,080 hours per year.*

Description: *This project will develop a new community park on 6.5 acres. Phase I includes the development of the parking lot, restroom, street improvements, dog park, and pump track.*

Project Name: **Parks, Recreation, Open space & Seniors Plan** Proj #: **# Unassigned**
Project Type: **Planning**
Total Project Cost: **$85,000** Duration: **1/2025 – 6/2026**

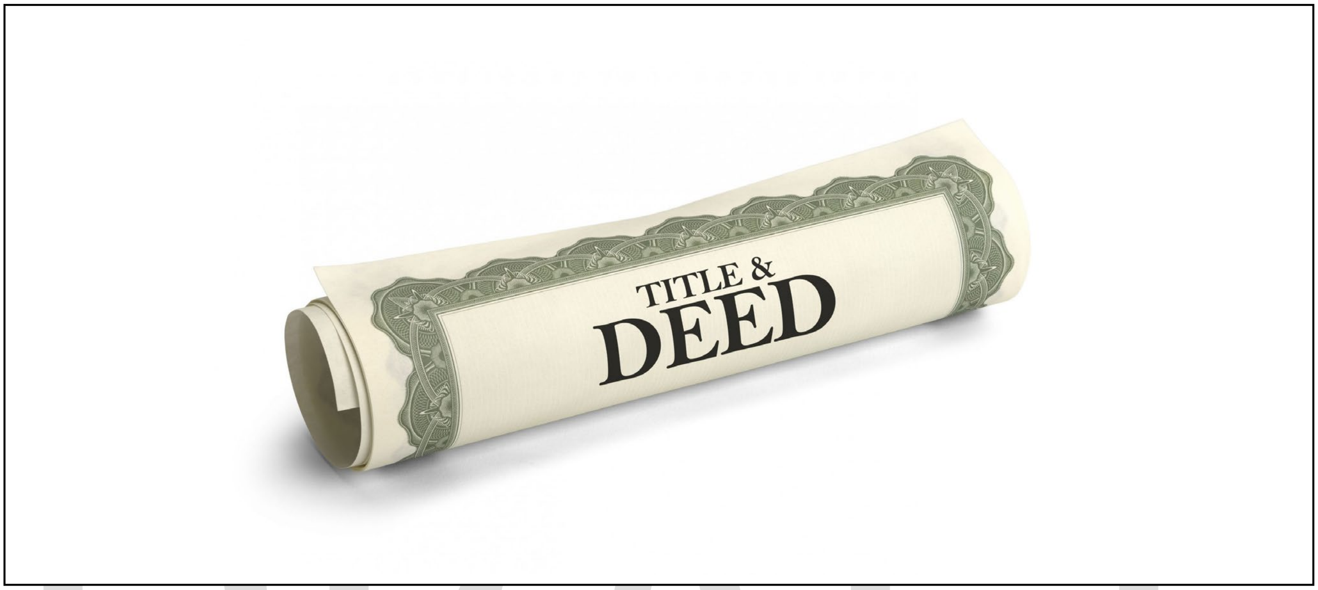
	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design		$85,000					
Construction							
Land Acquisition							
Revenues:							
Fees		$85,000					
F&B Tax							
SDCs							
Grant							
Other							

Explain "Other":

Operational Impact Statement: *This planning project will set forth the mission, vision, and goals for the organization. As a plan, there will be no operational impact. However, the goals of the plan will impact the operational needs of the department.*

Description: *This project will develop a 10-year strategic plan for the department. It will include robust community engagement on the deliverables of the department and the community's needs.*

Project Name: **Acquisition - TBD** Proj #: **# Unassigned**
Project Type: **Land Acquisition**
Total Project Cost: **$250,000** Duration: **7/2025 – 6/2027**



	Prior Years	2025-26 **FY26**	2026-27 **FY27**	2027-28 **FY28**	2028-29 **FY29**	2029-30 **FY30**	2030-31 **FY31**
Expenses:							
Design							
Construction							
Land Acquisition		$250,000					
Revenues:							
Fees							
F&B Tax		$125,000					
SDCs		$125,000					
Grant							
Other							

Explain "Other":

Operational Impact Statement: *Any acquisition will create additional operational staffing needs, be it fallow land or land developed into a recreational asset.*

Description: *This project will acquire property pursuant to the acquisition plan updated in 2024 by the APRC. Acquisitions are opportunity based, i.e. based on willing sellers and a willing buyer.*

FY28 to FY30 Projects

Project Name	Project Type	Project Description
ADA Improvements	Major Maintenance	Misc. ADA improvements at parks
Sherwood Playground	Major Maintenance	Replace playground
Railroad Playground	Major Maintenance	Replace playground
Trail Restoration	Major Maintenance	Repair trails throughout system
Clay Playground	Major Maintenance	Replace playground
Hunter Pool	Major Maintenance	Replace pool and pool house
Lithia Restrooms	Major Maintenance	Replace restroom(s) and complete ADA upgrades
Electric Vehicle Infrastructure	Park Enhancements	Install electrical infrastructure to facilitate electric vehicle charging at park shops.
East Main Phase II	Park Enhancements	Develop phase II of park
Clay – Parking Lot	Park Enhancements	Improve parking area
TBD	Park Enhancements	Park enhancement yet to be identified
Park Standards	Planning	Develop park standards for signs, amenities, plants and associated elements
Chitwood Master Plan	Planning	Develop master plan for Chitwood Park
Park Master Plan	Planning	Develop master plan for park yet to be identified
Acquistion	Land Acquisition	Acquire property per acquisition plan
Acquistion	Land Acquisition	Acquire property per acquisition plan
Acquistion	Land Acquisition	Acquire property per acquisition plan

APRC Adoption Resolution

Public Comments

Council Business Meeting

Date: November 13, 2024

Agenda Item	Draft Trails Advisory Bylaws
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. Final Draft TAC Bylaws updated 11.13.24

Ashland Parks and Recreation Commission

Trails Advisory Committee
Bylaws

Overview

The Ashland Parks and Recreation Commission (APRC) established the Trails Advisory Committee on September 11, 2024.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Trails Advisory Committee (TAC).

ARTICLE II. PURPOSE

The purpose of the TAC is to make recommendations to the APRC on matters related to trails and to coordinate with the Parks Superintendent and APRC Director on matters related to the general operations and maintenance, development, and diversity, equity, and inclusion practices related to trail use.

The process for review of trail proposals is detailed in Addendum B. The TAC may assist the APRC in developing policies and procedures on trails.

ARTICLE III. MEMBERSHIP

The TAC membership shall be composed of up to five (5) voting members. The priority is to have representation as follows:

- (1) Cycling User Group Representative
- (1) Hiking User Group Representative
- (1) Accessibility (ADA) Representative
- (2) At-Large Members

The TAC shall have non-voting Ex Officio members representing:

- APRC
- Ashland City Council
- Forest Lands Management Advisory Committee

TAC members are appointed by the APRC chairperson. If a position is vacated mid-term, the APRC chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in the vacated term, the new member's term will be for the remainder plus three years.

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

See Addendum A for initial TAC members and terms.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify the TAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term. The APRC Chair will make these decisions, in consultation with staff.

ARTICLE IV. MEETINGS OF MEMBERS

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

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

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

ARTICLE VI. OFFICERS

Each year, TAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the first meeting of each calendar year.

ARTICLE V. SUBCOMMITTEES

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

ARTICLE VII. STAFF

The Parks Superintendent and/or APRC Director, or designated representative, will attend and assist in the planning, advertising and management of TAC meetings.

ARTICLE VIII. CONFLICT OF INTEREST

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

ARTICLE IX. MINUTES

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

ARTICLE X. YEARLY REPORT

With the assistance of the Parks Director (or designee), TAC shall present a yearly report at a regular public meeting of the APRC.

ARTICLE XI. DISSOLUTION

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

ARTICLE XII. AMENDMENTS

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

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on [insert approval date] as the Bylaws of this committee.

____

Jim Bachman, APRC Chair

____

ATTEST: Rocky Houston, APRC Director

Bylaws Addendum A: Initial Appointments and Terms

Position	Name	Representing	Date appointed	Current Term Expires
1.		ADA Representative		
2.		Hiking Representative		
3.		Cycling Representative		
4.		At-Large		
5.		At-Large		
Ex-Officio		APRC Commissioner		
Ex-Officio		City Councilor		
Ex-Officio		Forest Lands MAC		

Bylaws Addendum B: Trail Review Process Overview

1. Proposing group completes an [APRC Trails Application] and submits to APRC via email: parksinfo@ashland.or.us (A proposal may also originate within the Trails Advisory Committee).

2. Application is reviewed by the APRC Trails Advisory Committee. (TAC) The TAC may elect to form a working group to address or mitigate specific concerns. The TAC has 60 business days to complete its initial review of an application.

3. The TAC shall vote to approve trail proposal in-concept or deny the proposal. If the proposal is denied, the proposer will receive a communication within 14 business days explaining the reason(s) for denial and what concerns must be addressed before a resubmission. The reasoning may be the applicable meeting minutes. Applicants must wait a minimum of 90 business days before resubmitting a modified proposal for a denied project.

4. If approved by the TAC, the Trails Application will be sent to the Forest Lands Management Advisory Committee (FLMAC), to be placed on the agenda of their next business meeting if received 10 or more business days before the meeting. If not received in time for that meeting, it will be placed on the agenda for the next FLMAC meeting.

5. FLMAC will review the Trails Application regarding wildfire risk and at-risk natural resources and provide a written opinion and recommendation on the potential benefits and/or impacts and possible mitigation actions. Written response should be provided to APRC within 30 business days of the business meeting.

6. Based on TAC and FLMAC reviews, the APRC Commissioner(s) serving on the TAC will determine if a proposal will progress to the full APRC Commission or should go back to TAC to further investigate concerns and possible mitigation.

7. If progressed to the full APRC Commission, the Trails Application review will be placed on an APRC regular business meeting agenda as an action item. APRC will vote to approve or deny the application.

Council Business Meeting

Date: November 13, 2024

Agenda Item	Fourth Quarter FY24, First Quarter FY25 Financial Updates
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIc. Q4 2024 and Q1 2025 Preminiary Financial
2. Q4-2024 & Q1-2025 GF Operations Expenses-Balance Tables

ASHLAND PARKS & RECREATION COMMISSION
AGENDA ITEM

November 13, 2024

REQUESTED ACTION	VIIc. Q4 2024 and Q1 2025 Preliminary Financial Updates
ACTION ☐	**INFORMATION ☒**

BACKGROUND

The Finance Department provides a quarterly review of financial statements. Due to FY24 ending, the City has not yet "closed its books" for Q4-2024 while an annual audit is conducted. Therefore, the financial update for Q4-2024 and Q1-2025 (which has not been presented by the Finance Department) provided here should be considered preliminary.

POLICIES & PLANS

The first year of the 2023-25 biennium ended on June 30, 2024. Of the $7,185,535 allocated in General Funds (GF) for FY24, $6,066,835 had been expended approximately 84.4% of the total revised budget. Q1-2025 ended on September 30, 2024. Of the $7,324,346 allocated in GF for FY25 (which does not include carry-over from FY24), $1,661,635 has been expended approximately 22.7% of the total revised budget.

The Parks Capital Improvement (CIP) Fund had a balance of $3,973,971 at the beginning of the current biennium. At the end of FY24, the ending balance was $3,573,765. As of the end of Q1-2025, the fund stands at $3,578,137.

The Parks System Development Charges (SDC) Fund ended FY24 with a balance of $417,860. As of the end of Q1-2025, the fund stands at $431,917.

GOALS SUPPORTED

Goal #1 Best Management Practices

FINANCIAL CONSIDERATIONS

The GF balance at the end of FY24 was approximately $1,118,700. Of this total, 92% is from the Personnel Services accounts which is made up of salary and benefit costs. At the end of Q1-2025, the department was nearly fully-staffed, which is reflected in the current 22.7% execution rate noted above. So, while the department appears well situated to fully-execute its FY25 budget, the remaining FY24 balance presents an opportunity to tackle larger operational projects before the end of the biennium. Staff are collaborating on and executing a priority project list to address the immediate needs of our facilities and spaces.

ATTACHMENTS

- Q4-2024 & Q1-2025 GF Operations Expenses/Balance Tables

PREPARED BY:

Brandon Terry, Sr. Administrative Analyst

Q4-2024 GENERAL FUND OPERATIONS EXPENSE/BALANCE TABLE

DIVISION	EXPENSE TYPE	ADOPTED BUDGET	REVISED BUDGET	YTD EXPENDED	Q4 EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
ADMINISTRATION	PERSONNEL	$ 1,032,976	$ 1,032,976	$ 721,122	$ 202,844	$ 311,854	$ -	69.81%
	M/S	$ 248,928	$ 248,928	$ 254,314	$ 91,198	$ (5,386)	$ 15,073	102.16%
	Total	**$ 1,281,904**	**$ 1,281,904**	**$ 975,436**	**$ 294,042**	**$ 306,468**	**$ 15,073**	**76.09%**
OPERATIONS	PERSONNEL	$ 1,724,368	$ 1,724,368	$ 1,504,722	$ 401,042	$ 219,646	$ -	87.26%
	M/S + CO	$ 1,603,098	$ 1,615,059	$ 1,555,495	$ 555,809	$ 59,564	$ 61,923	96.31%
	Total	**$ 3,327,466**	**$ 3,339,427**	**$ 3,060,217**	**$ 956,851**	**$ 279,210**	**$ 61,923**	**91.64%**
OPEN SPACE	PERSONNEL	$ 754,584	$ 754,584	$ 613,533	$ 146,667	$ 141,051	$ -	81.31%
	M/S	$ 128,850	$ 128,850	$ 87,984	$ 56,271	$ 40,866	$ 20,965	68.28%
	Total	**$ 883,434**	**$ 883,434**	**$ 701,517**	**$ 202,937**	**$ 181,917**	**$ 20,965**	**79.41%**
RECREATION PROGRAMS	PERSONNEL	$ 156,577	$ 156,577	$ 142,422	$ 35,664	$ 14,155	$ -	90.96%
	M/S	$ 328,677	$ 328,677	$ 399,650	$ 97,358	$ (70,973)	$ -	121.59%
	Total	**$ 485,254**	**$ 485,254**	**$ 542,071**	**$ 133,022**	**$ (56,817)**	**$ -**	**111.71%**
NATURE CENTER	PERSONNEL	$ 269,751	$ 269,751	$ 105,832	$ 25,669	$ 163,919	$ -	39.23%
	M/S	$ 31,950	$ 31,950	$ 4,276	$ 1,348	$ 27,674	$ -	13.38%
	Total	**$ 301,701**	**$ 301,701**	**$ 110,108**	**$ 27,017**	**$ 191,593**	**$ -**	**36.50%**
SENIOR SERVICES	PERSONNEL	$ 306,892	$ 306,892	$ 299,560	$ 55,561	$ 7,332	$ -	97.61%
	M/S	$ 59,925	$ 91,870	$ 63,654	$ 20,663	$ 28,216	$ -	69.29%
	Total	**$ 366,817**	**$ 398,762**	**$ 363,214**	**$ 76,224**	**$ 35,548**	**$ -**	**91.09%**
RECREATION GOLF	PERSONNEL	$ 368,089	$ 368,089	$ 185,905	$ 51,255	$ 182,184	$ -	50.51%
	M/S	$ 126,964	$ 126,964	$ 128,366	$ 45,852	$ (1,402)	$ -	101.10%
	Total	**$ 495,053**	**$ 495,053**	**$ 314,271**	**$ 97,107**	**$ 180,782**	**$ -**	**63.48%**
APRC TOTALS		**$ 7,141,629**	**$ 7,185,535**	**$ 6,066,835**	**$ 1,787,201**	**$ 1,118,700**	**$ 97,962**	**84.43%**

* Does Not Include Encumbrance Balance

Q1-2025 GENERAL FUND OPERATIONS EXPENSE/BALANCE TABLE

DIVISION	EXPENSE TYPE	ADOPTED BUDGET	REVISED BUDGET	YTD EXPENDED	Q1 EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
ADMINISTRATION	PERSONNEL	$ 1,058,254	$ 1,058,254	$ 218,664	$ 218,664	$ 839,590	$ -	20.66%
	M/S	$ 246,428	$ 246,428	$ 77,213	$ 77,213	$ 169,215	$ 15,073	31.33%
	Total	**$ 1,304,682**	**$ 1,304,682**	**$ 295,877**	**$ 295,877**	**$ 1,008,805**	**$ 15,073**	**22.68%**
OPERATIONS	PERSONNEL	$ 1,762,724	$ 1,762,724	$ 439,076	$ 439,076	$ 1,323,648	$ -	24.91%
	M/S + CO	$ 1,645,163	$ 1,667,362	$ 416,235	$ 416,235	$ 1,251,127	$ 127,686	24.96%
	Total	**$ 3,407,887**	**$ 3,430,086**	**$ 855,311**	**$ 855,311**	**$ 2,574,775**	**$ 127,686**	**24.94%**
OPEN SPACE	PERSONNEL	$ 771,641	$ 771,641	$ 154,968	$ 154,968	$ 616,673	$ -	20.08%
	M/S	$ 128,850	$ 130,850	$ 4,760	$ 4,760	$ 126,090	$ 20,965	3.64%
	Total	**$ 900,491**	**$ 902,491**	**$ 159,728**	**$ 159,728**	**$ 742,763**	**$ 20,965**	**17.70%**
RECREATION PROGRAMS	PERSONNEL	$ 160,068	$ 160,068	$ 37,522	$ 37,522	$ 122,546	$ -	23.44%
	M/S	$ 333,337	$ 338,175	$ 100,536	$ 100,536	$ 237,639	$ -	29.73%
	Total	**$ 493,405**	**$ 498,243**	**$ 138,058**	**$ 138,058**	**$ 360,185**	**$ -**	**27.71%**
NATURE CENTER	PERSONNEL	$ 275,881	$ 275,881	$ 26,716	$ 26,716	$ 249,165	$ -	9.68%
	M/S	$ 32,216	$ 33,441	$ 4,029	$ 4,029	$ 29,412	$ -	12.05%
	Total	**$ 308,097**	**$ 309,322**	**$ 30,745**	**$ 30,745**	**$ 278,577**	**$ -**	**9.94%**
SENIOR SERVICES	PERSONNEL	$ 314,093	$ 314,093	$ 60,343	$ 60,343	$ 253,750	$ -	19.21%
	M/S	$ 59,926	$ 60,326	$ 21,028	$ 21,028	$ 39,298	$ -	34.86%
	Total	**$ 374,019**	**$ 374,419**	**$ 81,371**	**$ 81,371**	**$ 293,048**	**$ -**	**21.73%**
RECREATION GOLF	PERSONNEL	$ 376,190	$ 376,190	$ 55,449	$ 55,449	$ 320,741	$ -	14.74%
	M/S	$ 128,913	$ 128,913	$ 45,094	$ 45,094	$ 83,819	$ -	34.98%
	Total	**$ 505,103**	**$ 505,103**	**$ 100,543**	**$ 100,543**	**$ 404,560**	**$ -**	**19.91%**
APRC TOTALS		**$ 7,293,684**	**$ 7,324,346**	**$ 1,661,633**	**$ 1,661,633**	**$ 5,662,713**	**$ 163,724**	**22.69%**

* Does Not Include Encumbrance Balance