



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

REGULAR BUSINESS MEETING AGENDA

Wednesday, December 4, 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 October 2, 2024

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

1. ASAC Minutes September 9, 2024 Agenda Item Report and Minutes

VI. DIRECTORS REPORT

VII. BUSINESS

1. 2025 APRC Meeting Schedule Agenda Item Report and Draft Schedule
2. Ashland Parks Foundation Annual Report
3. Senior Services Division Annual Report Agenda Item Report
4. Lithia Park Master Plan Project Priorities Agenda Item Report and Project List
5. Capital Improvement Plan Public Comment Agenda Item Report

VIII. ITEMS FROM COMMISSIONERS/STAFF

1. Liaison Report

IX. LOOKAHEAD REVIEW

1. Lookahead

X. UPCOMING MEETING DATES

1. APRC Regular Business Meeting January 8, in Council Chamber, 6:00 PM (Tentative)
2. ASAC Meeting January 13, at the Senior Center, 3:30 PM
3. RDAC Meeting January 16, at the Lithia Park Cabin, 4:00 PM
4. APRC Study Session, February 5, in Council Chamber, 6:00 PM

XI. 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).

Public Participation Instructions



Parks & Recreation Commission Meeting Agenda

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.

Written testimony will be accepted via [email](#). Please include "**Public Testimony**" in the subject line. Written testimony submitted on Tuesday the day 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
October 2, 2024
Electronic Meeting via Zoom – 6:00 PM

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

Absent: Deputy Director Dials

I. CALL TO ORDER

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

Bachman asked permission of the other Commissioners to alter the order of Items for Study moving items VI. and VII. to III. and IV.

II. PUBLIC FORUM

None

III. ADVISORY COMMITTEES DRAFT POLICY – DETERMINE WHERE THE MAKEUP OF THE COMMITTEES SHOULD BE: BYLAWS, RESOLUTION OR POLICY ON COMMITTEES

Acting City Attorney McGeary reviewed elements of proposed ordinance 3244 on establishing uniformity for committees. The ordinance is still being drafted. The ordinance will not apply to the Commission. It will apply to APRC's advisory and management committees. The Commissioners and staff will determine the makeup of APRC committees.

Questions/Discussion

Will liaisons from Council/Commission be allowed to be voting members? No – they will be ex-officio nonvoting members only.

Term limits will threaten the institutional knowledge/expertise of long-term committee members (examples: Historical Committee, Forest Lands Committee). Why will there be term limits for committee members when there are no term limits for Council/Commission members? The idea is to avoid habitual sameness and welcome new ideas. After terming out, a committee member can again serve on the same committee after taking a break of two years.

Can a person serve on more than one committee concurrently? Yes, they may serve on two.

Having committees work only on what the Commissioners tell them to is unacceptable. Members of committees who have expertise and passion for the purpose of the committee's existence should be able to bring ideas to the group. Response: that flexibility would be included in the charge the APRC gives to the committees. Suggested that a committee wanting to introduce a recommendation outside of their charge could bring it to the APRC for consideration.

Bachman suggested returning to the agenda item at the end of the items for discussion.

IV. PROPOSED ORDINANCE CHAPTER 2.28.600 PARKS AND RECREATION DEPARTMENT CREATION

Commission Chair Bachman

Bachman is opposed to use of the term 'Dual Reporting' and the phrases "report to" and "the Director shall be directly accountable to the City Manager" (CM) used in 2.28.630 Accountability and Supervisory Structure section of the proposed ordinance. This was not in the framework the small group (Mayor Graham, Councilor Hyatt, Commissioners Bachman and Adams) drafted. Suggested changing the wording. Believes that a person should only have one boss. Can not support the document as is.

McGeary clarified that the CM has operational control over compliance and City-wide operations while the Commissioners retain their authority over Parks strategies and direction. Emphasis is on coordination and collaboration between the CM and Commission. The Parks Director is tasked with receiving guidance and information from both.

Bachman reiterated that the Parks Director must not be directly supervised by the CM.

Questions/Discussion

It sounded like the City Attorney was making a policy argument which is up to the elected bodies, not the attorney. Unless the attorney has a legal reason for not doing so, he should stick to the framework provided by the small working group. The framework sets the expectation that the elected bodies will work together.

A request was made that McGeary explain why some parts of the framework were omitted from the proposed ordinance. Willingness on McGeary's part to make additional versions. He requested suggested language changes be sent to him and welcomed all feedback.

V. PROS PLAN – SCOPE OF WORK REVIEW Director Houston [Presentation](#)

Houston reviewed the elements of the PROS Plan, with additional information on what work will be done by staff versus consultants.

Questions/Discussion:

What is the difference between the PROS plan and the system-wide master plan (Commissioner goal #7 BN 23-25)? The PROS plan would be the foundational document for that master plan.

A good plan, with an aggressive timeline.

VI. EAST MAIN ST PARK – DISCUSSION ON DEVELOPMENT OPTIONS Director Houston [Presentation](#)

Houston gave an overview of the current funding levels, requirements (land-use and grant), and phasing priorities for the project.

Questions/Discussion:

A request was made to see the sport court called out specifically in the phasing and to move the walking trails up in the phasing. The trails will benefit the dense neighborhood adjacent to the park (and help keep people off the grass, reducing damage).

Was the \$4.2 ML reference for Phase 1? No, for the entire project.

Recommended to include underground work for EV charging in Phase I.

Will pump track be finished in the first phase? Yes. Will it be useable while the other phases are being built? Yes.

VII. CIP – PROCESS CONFIRMATION Director Houston [Presentation](#)

Houston: A Capital Improvement Plan is a short-range plan that identifies capital projects and equivalent purchases and provides a schedule and financing or funding options.

Questions/Discussion:

Who does the scoring of potential projects? Mainly Director Houston and Superintendent Caldwell. They would create the draft, which would then be presented to Commissioners for approval.

What about economic impacts? What we do in the parks impacts the entire City. Should show how a project benefits the City budget as well as park users.

What about previous CIP high priority projects that haven't been completed? They will be put in the mix. Every two years the list will be reviewed, and projects reprioritized.

Request for a list of capital projects currently on the list to be sent to Commissioners Bachman and Landt so that they can add to it any older projects that might be missing, then discuss with the whole Commission to begin prioritization. Would like to have an 'agreed to' backlog list. Houston agreed to get them a spreadsheet.

Bachman returned to previous item:

VIII. ADVISORY COMMITTEES DRAFT POLICY – DETERMINE WHERE THE MAKEUP OF THE COMMITTEES SHOULD BE: BYLAWS, RESOLUTION OR POLICY ON COMMITTEES

Bachman asked Houston what he wants from the Commissioners on this item.

Houston: In how many documents do we want to identify the make-up of an Advisory Committee?

The Commission will form a committee by resolution identifying the number of members and providing direction to the committee on what items the Department would like advice. Staff will create the initial by-laws that will identify member groups for adoption by the Commission. Staff will update the advisory committee policy omitting the committees' make-up and listing only the Department's committees.

Committee Chairs can ask for changes to the by-laws. The changes would need to be approved by the Commission.

Questions/Discussion:

While citizen input is critical, Commissioners need to be aware of how much staff time it takes to run an advisory committee.

IX. LOOKAHEAD REVIEW

Houston highlighted upcoming items from the Lookahead.

X. ADJOURNMENT

Bachman adjourned the meeting at 7:51 PM

Respectfully submitted, Nancy A. Mero, APRC Executive Assistant.



Council Business Meeting

Date: December 4, 2024

Agenda Item	ASAC Minutes September 9, 2024 Agenda Item Report and Minutes
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. V. Consent Agenda Item Report
2. MINUTES_ASAC 09.09.24_Draft



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



December 4, 2024

REQUESTED ACTION	V. Consent Agenda Acknowledgement of Advisory Committee Minutes
ACTION ☒	INFORMATION ☐

BACKGROUND

Minutes from an Ashland Senior Advisory Committee meeting require acknowledgement for consent at the December 4, 2024, APRC regular business meeting.

POLICIES, PLANS & GOALS SUPPORTED

N/A

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

ASAC minutes September 9, 2024

PREPARED BY:

Nancy A. Mero, APRC Executive Assistant

City of Ashland
ASHLAND PARKS AND RECREATION COMMISSION (APRC)
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)
Meeting Minutes
Sept 9, 2024

Committee Members Present:

- Mike Gardiner, Chair
- Debra Johnson, Vice Chair
- Jim Bachman
- Cori Frank
- Patty Winner
- John Engelhardt

Committee Members Absent:

- Gina DuQuenne
- Noriko Toyokawa

Staff Present:

- Natalie Mettler
- Shannon Holt
- Rocky Houston

CALL TO ORDER

Gardiner called the meeting to order at 3:35pm.

OPENING

Gardiner welcomed everyone to the meeting.

APPROVAL OF MINUTES

Motion: Johnson/Gardiner m/s to approve the minutes from July 8, 2024. Voice vote – all AYES. Minutes approved.

ADDITIONS OR DELETIONS TO AGENDA

None.

PUBLIC INPUT

None.

NEW BUSINESS

a. APRC Levels of Service (APRC Director Rocky Houston)

- Director Houston is proposing a “Level of Service” model, as part of strategic planning. All Parks and Recreation Divisions are assessing their needs.
- Superintendent Mettler is researching other Senior Centers across the state to gain an idea of the standards for Level of Service.

The following was covered in discussion:

- Based on the analysis, will this guide the budget and the budget for the Senior Center?
Yes, depending on the data, it will dictate where money needs to be allocated.
- What is the timeline for the first level of analysis for Level of Service and how does it dovetail with the City’s budget process?
The process will take 12-18 months to complete, therefore it will not be ready for the upcoming Biennium.

b. 2025 meeting format to return to all in-person

All in favor of moving ASAC meetings to in-person.

c. New ASAC Member Recommendations

Chair Gardiner, Vice Chair Johnson and Superintendent Mettler interviewed 3 candidates. They are recommending that the APRC Commissioner appoint Barbara Talbert, Board President of Ashland at Home, at their next Business Meeting.

PRESENTATION: Alzheimer's Association, Dementia Caregiver Support Group

Becky Martin, Alzheimer's Association volunteer

The following was covered in discussion:

- Dementia Caregiver Group was started in Southern Oregon due to a need for a support group for caregivers.
- There is an online group and in-person group, both with about 12-18 participants.
- There is an educational segment, as well as mutual support among group members.
- Support groups are held either at the UCC Church in Ashland or online.
- Drop off programs for adult daycare would be great but require money and personnel.
- There is a great need for respite care facilities.

STANDING REPORTS

a. APRC Liaison – Commissioner Bachman

- Two ordinances will be going before the City Council that will impact APRC, including an ordinance about City Advisory Committees that will shape the Bylaws for APRC Advisory Committees, including the Trails Advisory Committee.
- Bachman has been meeting with Commissioner Adams, Mayor Graham and Councilor Hyatt to draft a framework to bring the Ashland Parks and Recreation Department into the Ashland municipal code by ordinance.
- Two Commissioner seats are up for election this year.

b. City Council Liaison – Councilor Gina DuQuenne

Not present.

c. Education Report – Senior Services Coordinator Shannon Holt

- Ice Cream Social was a success, serving approximately 100 community members.
- JCLS is now adding classes about how to use their digital resources. Next class will be about using streaming music services.
- Accessible Yoga was cancelled due to lack of enrollment. Will reassess in summer 2025.
- There has been interest from a few community members in teaching new classes or offering one-time events.
- Staff are finalizing the WinterSpring Program Guide.
- The popular Memoir class will be offered again during WinterSpring 2025.

d. Senior Services Superintendent Report – Senior Services Superintendent Natalie Mettler

Mettler highlighted the following in her Superintendent's report:

- End of fiscal year statics; this past year was our highest recorded for participation.

- Mettler is continuing to advocate for the return of a permanent office assistant position for the Senior Services Division.
- At the last meeting, the topic of searching for sponsors came up; staff are continuing to look for creative solutions.

ITEMS FROM ASAC MEMBERS OR WORK GROUPS

Nothing to report.

Next meeting – Monday, November 18, 3:30-5:00pm in person at Ashland Senior Center.

Adjournment – 4:38pm

Respectfully submitted by Shannon Holt, Senior Services Coordinator, Ashland Parks and Recreation Commission



Council Business Meeting

Date: December 4, 2024

Agenda Item	2025 APRC Meeting Schedule Agenda Item Report and Draft Schedule
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIa. 2025 APRC Meeting Schedule
2. Draft 2025 APRC Meeting Schedule



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



December 4, 2024

REQUESTED ACTION	VIIa. 2025 APRC Meeting Schedule
ACTION ☒	INFORMATION ☐

BACKGROUND

The APRC reviews and approves the dates for the 2025 Ashland Parks and Recreation Commission meetings in December of the preceding year to ensure that public meeting notice requirements are met.

The 2025 schedule is similar to the 2024 schedule, with the modification of how study sessions will occur. Staff is recommending that study sessions be held in person to facilitate a more robust engagement with APRC Commissioners. Staff will provide a hybrid option for APRC Commissioners who are unable to attend in person.

POLICIES & PLANS

The City of Ashland Charter identifies that the APRC shall meet routinely to formulate and adopt rules and regulations for the management of park lands.

GOALS SUPPORTED

1. Biennium 23-25, goal #1 – Employ best management practices to strengthen relations between management, co-workers, City employees and community members.

FINANCIAL CONSIDERATIONS

Regular Business Meetings are live-streamed, broadcast, and recorded by Rogue Valley Television at the current rate of \$6,000.00 per biennium.

ATTACHMENTS

Draft 2025 APRC Meeting Schedule

PREPARED BY:

Rocky Houston, Director

2025 APRC Meeting Schedule

January 8	6:00 PM Regular Business Meeting	Council Chamber
January 17	10:00 AM Work Plan Retreat	Lithia Park Cabin
February 5	6:00 PM Study Session	Council Chamber
February 12	6:00PM Regular Business Meeting	Council Chamber
March 5	6:00PM Study Session	Council Chamber
March 12	6:00PM Regular Business Meeting	Council Chamber
April 2	6:00 PM Study Session	Council Chamber
April 9	6:00PM Regular Business Meeting	Council Chamber
May 7	6:00 PM Study Session	Council Chamber
May 14	6:00 PM Regular Business Meeting	Council Chamber
June 4	6:00 PM Study Session	Council Chamber
June 11	6:00 PM Regular Business Meeting	Council Chamber
July 2	6:00 PM Study Session	Council Chamber
July 9	6:00 PM Regular Business Meeting	Council Chamber
August 6	6:00 PM Study Session	Council Chamber
August 13	6:00 PM Regular Business Meeting	Council Chamber
September 3	6:00PM Study Session	Council Chamber
September 10	6:00 PM Regular Business Meeting	Council Chamber
October 1	6:00 PM Study Session	Council Chamber
October 8	6:00 PM Regular Business Meeting	Council Chamber
November 5	6:00PM Study Session	Council Chamber
November 12	6:00PM Regular Business Meeting	Council Chamber
December 3	6:00PM Regular Business Meeting	Council Chamber

All Study Sessions are held on the first Wednesday of the month. All Regular Business Meetings are held on the second Wednesday of the month. Exception: there is only one meeting in December (a Regular Business Meeting) on the first Wednesday of the month.



Council Business Meeting

Date: December 4, 2024

Agenda Item	Ashland Parks Foundation Annual Report
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

None



Council Business Meeting

Date: December 4, 2024

Agenda Item	Senior Services Division Annual Report Agenda Item Report
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIc. Senior Services Division Annual Report



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



December 4, 2024

REQUESTED ACTION	VIIc. Senior Services Division Annual Report
ACTION ☐	INFORMATION ☒

BACKGROUND

This report will summarize the progress of the Senior Services Division during the 2024 calendar year.

On January 19, 2019, the Commission approved the mission and goals for the Senior Services Division (see below under “Goals Supported”), as recommended by the Ashland Senior Advisory Committee (ASAC). In January 2021, ASAC recommended to continue with the same priority goals, although strategies for each goal continue to evolve. There has not been evaluation of the Division’s goals since January 2021.

POLICIES & PLANS

Not applicable to Division Annual Review.

GOALS SUPPORTED

Senior Services Division Mission and Goals:

MISSION

The Ashland Parks and Recreation Commission Senior Services Division enhances the lives of seniors by promoting healthy aging, well-being, dignity, and independence. We empower older adults as valued, contributing members of the community and together advocate for the diverse needs of seniors and their families throughout Ashland.

GOALS

Build partnerships with the many local and regional organizations that serve seniors to foster collaboration and create a stronger safety net.

Identify and reach frail or vulnerable seniors who may be isolated and connect them to services that could help them maintain independence and well-being.

Raise community awareness of senior needs, available resources, wide range of seniors/families served, and special Ashland Senior Services Division initiatives.

Advocate for the needs of Ashland seniors and provide input to the City of Ashland and other entities (such as regional partnerships) regarding policies that affect seniors.

Evaluate/maintain/improve/add facilities to ensure sufficient, safe, accessible venues for programs and activities.

Expand programs: Provide recreation, education, and health promotion programs. Raise awareness of and diversify programs to serve a wider range of senior ages and needs.

Expand services: Provide older adults and their families with information and referrals to services, benefits, and support.

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

None.

PREPARED BY: Natalie Mettler, Senior Services Superintendent



Council Business Meeting

Date: December 4, 2024

Agenda Item	Lithia Park Master Plan Project Priorities Agenda Item Report and Project List
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIId. Lithia Park Master Plan Project Prioritization
2. Lithia MP - Project List - FY26-27



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



December 4, 2024

REQUESTED ACTION	VIIId. Lithia Park Master Plan Project Priorities
ACTION ☒	INFORMATION ☐

BACKGROUND

The Lithia Park Master Plan (Plan) was adopted at the October 9, 2024, APRC regular business meeting. The Plan identifies 37 recommendations. The Plan used nine guiding principles to create an approachable and flexible plan for future decision making. This led to 37 recommendations organized into the following themes:

- **The Meander** – Maintain and enhance the sensation of movement through the diverse spaces within the park.
- **Creek to Canopy** – Ensure the health of the trees, shrubs, and creek
- **Access and Connection** – Manage the three speeds of travel thru the park while improving accessibility to the park.
- **Lithia Park Legacy** – Refine the park to meet future needs while ensuring the character of the park is consistent with past influences.

The 37 recommendations were categorized by the department's project types (figure 1). Staff identified projects that implemented the Plan's recommendations. This allows the department to incorporate the recommendations into annual and bi-annual work planning and budgeting.

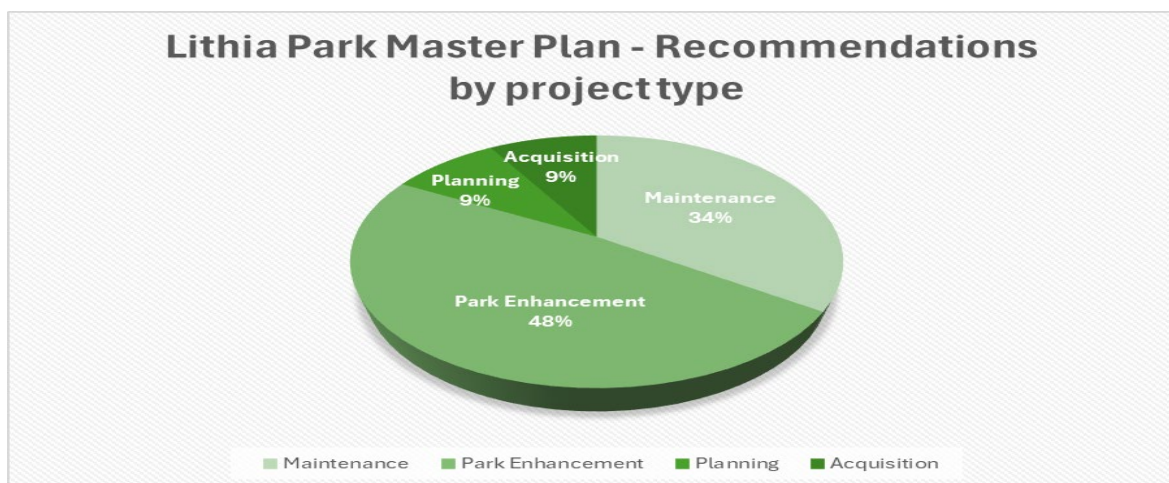


Figure 1 - Lithia park master plan recommendation by project type.

The attached project list identifies priorities for the next biennium. The prioritized project list will assist in implementing the Plan and improving the legacy, access, health, and enjoyment of Lithia Park.

Staff recommends adoption of the Lithia Park Projects Priorities List for FY26-27.

POLICIES, PLANS & GOALS SUPPORTED

Lithia Park Master Plan, 2024

1. APRC FY23-25 Goals – GOAL #1 – 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):
 - c. Park system maintenance and improvements
 - e. Design and maintenance guidelines

FINANCIAL CONSIDERATIONS

The adoption of this item would provide input into the FY26-27 department budget. While there are costs associated with the projects identified, this agenda action would not obligate the department financially.

ATTACHMENTS

Lithia Park Master Plan Project Priorities – FY26-27

PREPARED BY: Rocky Houston, Director

Lithia Park Master Plan Project Priorities - FY26-27						
Recommendation						
Project	#	Master Plan Theme	Project Type	Notes	In CIP	O&M Task
Fuels Reduction	12	Creek to Canopy	Maintenance	5 acres schedule in FY24 for clearing and section along Glenview Rd for burn		X
Hazard Tree Removal	15	Creek to Canopy	Maintenance	Remove hazard trees and plant new trees to maintain canopy		X
Japanese Garden - ADA access improvements	19	Access & Connection	Park Enhancement	Improving access from Winburn Way and providing ADA parking site on Winburn Way	X	
Traffic Speed & Road Design	3,18,20	Access & Connection; The Meandor	Park Enhancement	Integrate road diet by adding center line and pedestrian/bike lane in Winburn Way to reduce speeds and improve safety for pedestrians and bicyclists and/or consideration of piloting low & medium speed use only of a portion of Windurn Way		X
Environmental Education Programming	17	Creek to Canopy	Operations	Development and promotion of citizen science and/or other environmental education at Lithia		X
Interpretation Update	1	The Meandor	Maintenance	Replacement of old interpretation signs with QR code and downloadable pdf for self-tours		X
Trail Map Update	3,19	The Meandor; Access & Connection	Maintenance	Develop new trail map for park		X
Pump Track Development at East Main Community Park	23	Access & Connection	Park Enhancement	Addresses pump track identified in master plan	X	
Restroom Replacement & ADA Improvements	29	Lithia Park Legacy	Maintenance	Removal of a restroom in 100 year floodplain and improvements to existing restroom	X	
Memorial & Public Art Policy	30	Lithia Park Legacy	Planning	Create policy to assess memorials and public art in Lithia Park	Completed	



Council Business Meeting

Date: December 4, 2024

Agenda Item	Capital Improvement Plan Public Comment Agenda Item Report
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. Ville. Capital Improvement Plan Public Comment



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



December 4, 2024

REQUESTED ACTION	VIIe. Capital Improvement Plan Public Comment
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 was presented at the November 13, 2024, APRC regular business meeting, the culmination of the CIP process. The CIP identifies the six types of projects, the funding source(s), 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.

This is the second step for review by the APRC and public. The public comment period began on November 15, 2024, and the public comments received tonight will be added to comments we have already received. The public comment period will end on December 15, 2024. Staff will review all of the public comments to prepare a final 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 Parks Department works closely with the Finance Department to ensure resources are available for any capital work.

ATTACHMENTS

None

PREPARED BY: Rocky Houston, Director

		Information	Action	Lead Staff / Commissioner or Entity Responsible
12/4	Parks Commission Regular Business Meeting Council Chambers 6:00 PM			
	2025 APRC Meeting Schedule (Action)		X	Director Houston
	Ashland Parks Foundation Annual Report (Information)	X		APF President Gardiner
	Senior Services Division Annual Report (Information)	X		Senior Services Superintendent Mettler
	Lithia Park Master Plan Project Priorities (Action)		X	Director Houston
	Capital Improvement Plan Public Comment (Information)	X		Director Houston
1/1	No Study Session - New Year's Day Holiday			
1/8	Parks Commission Regular Business Meeting Council Chambers 6:00 PM			
	Budget Draft (Information)	X		Director Houston
	Recreation Division Annual Report (Information)	X		Deputy Director Dials
	Election of Chair/Vice Chair (Action)		X	Chair Bachman
	TAC Appointments (Action)		X	Chair Bachman
	CIP Adoption (Action)		X	Director Houston
	Advisory Committee & Management Advisory Committee Assignments (Action)		X	Commissioner Bachman
	Proposal for a Lithia Park Advisory Committee (Information)	X		Commissioner Bachman
1/17	Parks Commissioner Work Plan Retreat Lithia Park Cabin 10:00 AM - 1:00 PM			Director Houston
2/5	Parks Commission Study Session Council Chambers 6:00 PM			
	APRC Policy Format (Information)	X		Director Houston
	Ranked Order Voting Resolution (Information)	X		Director Houston
2/12	Parks Commission Regular Business Meeting Council Chambers 6:00 PM			
	Volunteers in Parks Annual Report (Information)	X		Volunteer and Event Manager Shelton
	Parks Division Annual Report (Information)	X		Parks Superintendent Caldwell
	APRC Advisory and Management Advisory Committees			
1/13/2025	Ashland Senior Advisory Committee (Senior Center 3:30 PM)			Senior Services Superintendent Mettler
1/16/2025	Recreation Division Advisory Committee (Lithia Cabin 4:00 PM)			Recreation Manager Flora
TBD	Ashland Japanese Garden MAC - (Lithia Cabin 2:00pm)			Director Houston
TBD	Bee City USA MAC			Deputy Director Dials
TBD	Current Parks, Conservation, and Maintenance MAC			Parks Superintendent Caldwell
	Council Business / Budget Meetings/Commissions			
12/3/2024	Second Reading ORD 3244 Amending AMC 2.10 to Establish Uniform Polices for Committees			Acting City Attorney McGeary
12/17/2024	First Reading ORD 3252 Creating the Parks and recreation Department			Acting City Attorney McGeary
	Ongoing APRC Priority Projects and Work			
	East Main Park (GOAL #3 East Main Park)			
	Daniel Meyer Pool (GOAL #2 Improve Public Aquatics)			
	Ice Rink Chiller Replacement (Goal #9 Support opportunites for events)			
	Salmon Safe Certification			
	Lithia ADA Parking			Parks Superintendent Caldwell
	Bandshell Improvements (GOAL #9 Support opportunities for events)			
	System Development Charges			
Ongoing	Hiring			
	Annual Reports			
	Ashland Parks Foundation Annual Report (December)			APF President
	Standard Memorial Report (Program on Hold)			
	Advisory Committee & Management Advisory Committee Reports (TBD)			
	Volunteers in Parks Report (February)			Volunteer and Events Manager Shelton
	Senior Services Annual Report (December)			Senior Services Superintendent Mettler
	Recreation Division Annual Report (January)			Deputy Director Dials
	Parks Division Annual Report (February)			Parks Superintendent Caldwell
	Mission, Vision and Values Report (GOAL: Master Plan)			Recreation Manager Flora