

# Summary of Changes

<b>General Fund</b>					
<b>Expenditures:</b>	<b>Total Administration</b>	\$	<b>1,356,890</b>		
	Houseless Services to CM Budget		1,000,000		
	Mayor and Council Stipend		146,890		
	Dawn to Dusk/Emergency Shelter		200,000		
	Municipal Court Incode Software Update		10,000		
	<b>Total Fire Department</b>	\$	<b>1,087,220</b>		
	Fire and Life Safety Temporary Employees		49,789		
	Fire Operations Medical Screening rebudgeted		92,500		
	Fire Marshal		203,840		
	Fire Training Officer		194,130		
	Fire Department Materials & Services rebudgeted		481,961		
	Additional Wildfire Funding		65,000		
	<i>Recognize existing transfer out for Marijuana Tax</i>		<i>(200,000)</i>		
	Community Development Pre-Approved ADU Plans		30,000		
	Correct PS Budget for Facilities		44,109		
		\$	<b>2,318,219</b>		
<b>Revenue:</b>	Recognize Higher Carryforward	\$	1,374,461		
	<i>Recognize Marijuana Tax proceeds</i>		<i>200,000</i>		
	Recognize Health Benefits Revenue		480,000		
	<i>Recognize Higher Telecommunications Franchise Fee Revenue</i>		<i>200,000</i>		
			<b>2,254,461</b>	<b>Fund Balance</b>	<b>Policy Amount</b>
					<b>Over/(Under) Policy</b>
	<b>Net change to Ending Fund Balance</b>	\$	<b>(63,758)</b>	\$ 6,126,833	\$ 5,879,923
				\$	\$ 246,910



**Council & Committee Questions & Responses**

*drop into Teams by date*

Meeting date	Asked by	Question	Response / Notes	Additional support included?	Completed ("Yes or Ongoing")	Date Submitted to Requestor
32) 06/06/23	Dylan Bloom	Could you explain what the \$6,636 in rental charges is for? Also, could you shed some light on the \$155,473 for contractual services	The rental charges are for the copier and dishwasher leases. And the contractual services budget are temporary employees. They were previously reflected in salary/wages but have been moved from the personnel category to professional services starting this biennium.	No	Yes	
33) 06/06/23	Leda Shapiro	Link for the Approved Budget	The Form LB1 and the Summary of Changes are posted on our Budget webpage here ( <a href="https://www.ashland.or.us/Page.asp?NavID=18307">https://www.ashland.or.us/Page.asp?NavID=18307</a> ). In tandem with the Proposed Budget, the Summary of Changes reflect what the City Council will be reviewing for potential adoption on the June 6th meeting.	No	Yes	
34) 06/06/23	Leda Shapiro	Whether \$1.2M for housing is the \$1M grant plus \$200K from marijuana tax, or whether the grant is \$1.2M and where is MJ tax; How much is allocated for housing grants that the local non profits apply for.	We received the \$1M Department of Administrative Services grant which is in the budget, and were recently awarded another new grant of \$1.157M from the Continuum of Care (via the State) and is not in the budget (Director Brandon Goldman will be discussing in 6/6 meeting). We recently applied for it in mid May and were awarded last week. Marijuana Tax is in Housing Fund (it flows through GF first, but is budgeted in Housing). The annual award of Community Development Block Grants, which are processed through the Housing and Human Services Advisory Committee, are a separate fund in the budget. Please look at the CDBG Fund for an accounting of that expected revenue (HUD provides approximately 170,000k annually to the City) as well as unexpected carryover from prior years	No	Yes	
35) 06/06/23	Bob Kaplan	what principles are guiding our use of the housing fund? For example, why move the \$1m for "houseless services to the CM budget if these are restricted funds from the state? Wouldn't these be better managed from the housing fund?	It was determined in accordance with the attached ordinance and resolutions. It was determined between Community Development Director Brandon Goldman and City Manager Lessard/Deputy Sabrina Cotta the following: "Over the two years of development the ordinance and resolution for the Housing Trust Fund was to create new affordable housing, not simply pay ongoing operations for a shelter activity that did not move people into permanent housing and gain self-sufficiency. My understanding is the City wants more flexibility to use these funds to pay for low-barrier emergency shelter development/operations, meals, cleaning, campground use, emergency weather shelters, etc, none of which would be considered eligible uses of the HTF given the clients served would not gain self sufficiency as a result of attending a free meal, or camping in a temporary campground. Additionally, I believe the City wants to use the funding directly, with more flexibility and outside of the regulated rfp/award/distribution process dictated by section 7 of the resolution applicable to HTF. As such putting it in a new line item, not the "Housing Fund" would retain that flexibility. "	Yes	Yes	

36)	06/06/23	Bob Kaplan	<p>Also, the housing fund has been receiving \$200k per biennium from marijuana tax revenue. The "summary of changes" suggests it's in the general fund rather than the housing fund for the next biennium. Does putting the \$200,000 in parentheses in the General Fund expenditures mean this is a credit in that fund? On the other hand, the resolution appropriates \$424k in the housing fund, which suggests the \$200k from the marijuana tax may be there after all.</p>	<p>The \$200K marijuana tax revenue is in the Housing Fund. We were just showing a flow of the funds and have updated the Summary of Changes slide to make that better understood. Essentially, in accordance with our standard that funds from a general source of revenue go to the General Fund first, it is then moved to the appropriate bucket, in this case Housing.</p>	No	Yes	
37)	06/06/23	Bob Kaplan	<p>In summary of changes, why is "recognize higher telecommunications revenue of \$200" in the general fund rather than the telecommunications fund?</p>	<p>It is actually higher telecom franchise fees, which goes to the General Fund.</p>	No	Yes	

ORDINANCE NO. 2966

**AN ORDINANCE AMENDING THE ASHLAND MUNICIPAL CODE,  
ADDING A NEW CHAPTER 4.36, PROVIDING FOR THE ESTABLISHMENT OF AN  
AFFORDABLE HOUSING TRUST FUND**

Annotated to show deletions and **additions** to the code sections being modified.  
Deletions are ~~lined through~~ and additions are **in bold**.

**WHEREAS**, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

**WHEREAS**, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293,531 P 2d 730, 734 (1975); and

**WHEREAS**, the City Council of the City of Ashland has determined that in order to protect the health, safety and welfare of existing and future residents of Ashland who are adversely impacted by the lack of housing available to all income types, specifically very low, low, and moderate income households, it is necessary to establish a fund to support the development, preservation, and rehabilitation, of needed housing types within the City; and

**WHEREAS** the City of Ashland City Council recognizes that for a healthy community the provision of a range of affordable housing opportunities and funding mechanisms for affordable development is a top priority for the City of Ashland; and

**WHEREAS**, the City Council of the City of Ashland has determined that neither the private market, nor the public sector, has yet provided the levels of housing affordability necessary to maintain a balanced community, local government must take an active lead to ensure an adequate supply of housing for residents and working people of all income levels;

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

**SECTION 1.** A new Chapter 4.36 [AFFORDABLE HOUSING TRUST FUND] is hereby added to the Ashland Municipal Code to read as follows:

**Chapter 4.36 AFFORDABLE HOUSING TRUST FUND**

**Section 4.36.010 Purpose**

**Section 4.36.020 Definitions**

**Section 4.36.030 Dedication of Revenue**

A. There is hereby established and created an Affordable Housing Trust Fund, [AHTF], a separate account established by the City of Ashland Finance Department for purposes consistent with this ordinance and to provide a discrete account for earmarked affordable housing funds and dedicated affordable housing funds.

B. The AHTF allows for dedicated funds to be used in support of Affordable Housing Priorities through receipt of donations and dedicated revenue streams, including but not limited to donations, grants, sale of surplus City Property, or any other revenue sources approved by the Ashland City Council or the People of Ashland.

C. Distribution of funds shall be in accordance with the policies and procedures per Resolution 2008- 34.


#### 4.36.040 Establishment of Policies and Procedures

The Administrative Procedures associated with the AHTF, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are initially approved by the City Council per establishment of Resolution 2008- 34

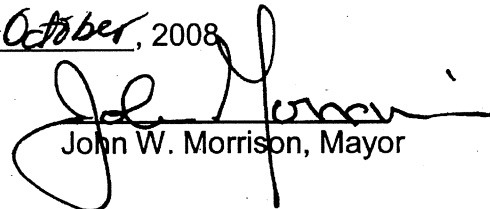
**SECTION 2. Severability.** The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

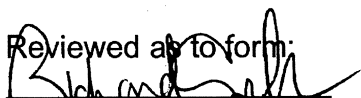
**SECTION 3. Codification.** Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 2-3) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors..

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 16 day of September, 2008, and duly PASSED and ADOPTED this 7 day of October, 2008.

  
Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 8 day of October, 2008

  
John W. Morrison, Mayor

Reviewed as to form:  
  
Richard Appicella, City Attorney

RESOLUTION NO. 2008-34

**A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR  
ADMINISTRATION OF THE AFFORDABLE HOUSING TRUST FUND**

**RECITALS:**

- A. WHEREAS**, the City of Ashland City Council approved the establishment of the Affordable Housing Trust Fund (Ordinance 2966), to keep our community diverse by facilitating the production and preservation of affordable housing throughout Ashland; and
- B. WHEREAS**, The policies and procedures for administration of the Affordable Housing Trust Fund establish eligible uses, eligible applicants, the method by which funds are awarded, and selection criteria; and
- C. WHEREAS**, the City Council understands the changing nature of the housing market and corresponding housing needs, and therefore has established the policies and procedures for administering the Ashland Housing Trust Fund (AHTF) to remain flexible to respond to changing market conditions and opportunities; now therefore

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

**SECTION 1. Purpose**

- 1.1** The purpose of the City of Ashland's Affordable Housing Trust Fund (AHTF) is to establish a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of Ashland residents. To this end the AHTF is established to address the primary purpose of encouraging the creation of housing for homeownership or rent, at a cost that will enable low and moderate income families to afford quality housing while paying no more than thirty per cent of gross household income on housing.
- 1.2** To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing the AHTF will award funds to community development partners that are furthering the AHTF mission. It is expecting that the local contributions made through Ashland's Affordable Housing Trust Fund will assist in maximizing the leveraging of State and Federal funds, as well as encourage private sector investment in affordable housing.

- 3.4** Affordable housing units developed utilizing subsidy from the Affordable Housing Trust Fund shall comply with the income, rent and purchase housing cost limits established by Resolution 2006-13, as amended, and as restricted by a covenant prepared by the City of Ashland.
- 3.5** The Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility the eligible uses have a broad application including the following:
- 3.5.a Acquisition and Construction** of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:
- Purchase price
  - Option costs
  - Financing fees
  - Appraisal costs
  - Closing costs
  - Interest
  - Inspection fees
  - Title insurance
  - Relocation costs
  - Architectural/engineering fees
  - Construction costs
- 3.5.b Conservation** of energy through the use of “green” technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.
- 3.5.c Land Banking:** the purchase of land to be dedicated toward the development of affordable housing in the near or long term.
- 3.5.d Predevelopment activities** undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges.

- 4.1.a** Developments that produce “new” affordable housing units. *New affordable housing units* shall include housing units constructed where none had existed previously, abandoned or fire-damaged residential units to be returned to residential use, and non-residential or non-residentially-zoned property converted to residential use. Any designated new affordable housing units shall be secured as affordable through recorded Resale Restriction Covenants.
- 4.1.b** Developments that provide new affordability. *New affordability* refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased; where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served; or where the term of affordability on the units will be extended for a period beyond thirty (30) years.
- 4.1.c** Developments of housing utilizing the Land Trust model to secure property and perpetual affordability.
- 4.1.d** Developments that include joint ventures between multiple non-profit developers and or for-profit developers, working in partnership, to complete an affordable housing project
- 4.1.e** Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low income individuals in the development of the project, or additional services for the residents upon completion.
- 4.1.f** Developments that incorporate the use of “green” building materials, use of energy-efficient appliances, low-water use landscaping, and incorporation of building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impacts to achieve Earth Advantage Certification.
- 4.1.g** Developments that include affordable units for the disabled and the homeless.
- 4.1.h** Projects that propose long term affordability.
- 4.1.i** Projects that are sponsored by non-profit organizations.



- 5.7** Affordable Housing Trust Funds will be allocated in a manner consistent with the threshold criteria provided Section 8, and consistent with State and Local Public Contracting law.

**Section 6. Match Requirements**

- 6.1** The Ashland Housing Trust Fund is intended to support the development of needed housing, but is not intended to provide the sole source of funding for any development project or housing program. To ensure that affordable housing providers, and organizations that assist individuals and families in obtaining needed housing, do not rely exclusively on AHTF to support their activities, it has been determined that;
- 6.2** The Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost. Required Match can be met utilizing Community Development Block Grants, State or Federal Funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.
- 6.2.a** In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a City approved certified appraisal completed by the applicant, unless otherwise directed in Oregon Revised Statute or City Municipal Code.
- 6.2.b** The valuation of land, and available equity to be considered as matching funds, shall be verified by the City prior to the disbursement of an AHTF grant when its value is considered as required matching funds.
- 6.2.c** Donated materials and labor which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the City at completion of the project.
- 6.2.d** Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the AHTF match requirements.
- 6.3** A recipient of an AHTF grant that fails to verify the match requirements have been satisfied at the conclusion of a project

- 7.1 b** City Staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Ashland Housing Commission and the City Council.
- 7.1 c** The Ashland Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.
- 7.1 d** The Ashland Housing Commission will develop a grant award recommendation to the City Council using the AHTF criteria to determine which projects best meet the City's spending priorities. Each application will be rated on a numeric scale as established in the annual RFP for each criterion of selection (Section 8).
- 7.1 e** The Ashland City Council shall make a final decision on the award of Affordable Housing Trust Funds.
- 7.1 f** The City of Ashland shall prepare an agreement between the City and the award recipient. The Agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Affordable Housing Trust Funds.

**7.2. Notice of Funding Availability (NOFA)**

Upon electing to initiate a Notice of Funding Availability (NOFA) the City shall issue a notice of funding availability through publication in the Ashland Daily Tidings and on the City's Website providing 30 days for eligible applicants to submit qualifications for funding. The City shall review all applications received to determine if the applications meet the City's threshold criteria. If the criteria are met then the funds are awarded to, or reserved for, the applicant. Funds available through the NOFA process are awarded on a first come, first served basis, until reaching the annual funding cap. A reserve award granted to an applicant may be rescinded by the City if the applicant does not undertake the activities identified in response to the NOFA in advance of the City's issuance of another RFP or NOFA.

- 7.2.a** On an annual basis the City shall determine the amount of funds available to be distributed through a NOFA procedure
- 7.2.b** In no case shall the amount disbursed through the non-competitive process exceed 10% of the annual AHTF revenue in a given program year.

- 8.02** If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF. (threshold verification).
- 8.03** Affordable Housing Trust funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of AHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.
- 8.04** The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan.
- 8.05** The lower the income level that is targeted for the benefiting households, the higher the ranking the project shall be given.
- 8.06** The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the City. The greater the number of units provided, the higher the ranking the project shall be given.
- 8.07** The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.
- 8.08** The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.
- 8.09** The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).
- 8.10** The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.
- 8.11** The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.
- 8.12** The budget and time line are thorough and realistic.
- 8.13** The project is ready for implementation.