

CITY OF ASHLAND

DRAFT MINUTES FOR THE REGULAR MEETING ASHLAND CITY COUNCIL Tuesday, January 5, 2021

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

Note: Written and oral testimony will be accepted for public input. For written testimony, email public-testimony@ashland.or.us using the subject line: January 5 Business Meeting Testimony. Those who wish to give oral testimony can fill out a Speaker Request Form at ashland.or.us/speakerrequest and return it to the City Recorder. The deadline for submitting written testimony or speaker request forms will be on Monday, January 4 at 10 a.m. All Public Forum comments will comply with Council Rules; otherwise they will not be included in the Agenda or Council Minutes.

Note: Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.E.]

I. CALL TO ORDER

Mayor Akins called the Business Meeting to order at 6:00 PM.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

IV. MAYOR'S ANNOUNCEMENTS

Mayor Akins announced the current Commission and Committee vacancies.

V. APPROVAL OF MINUTES

1. Business Meeting of August 18, 2020
2. Business Meeting of December 15, 2020

Seffinger/Graham moved to approve the minutes. Discussion: None. All Ayes. Motion passed unanimously.

VI. SPECIAL PRESENTATIONS & AWARDS

VII. MINUTES OF BOARDS, COMMISSIONS, AND COMMITTEES

Airport	Budget	Conservation
Historic	Housing and Human Svcs.	Parks & Recreation
Forest Lands	Climate Policy	Cost Review
Planning	Public Arts	Transportation
Tree	Wildfire Mitigation	

VIII. PUBLIC FORUM Business from the audience not included on the agenda. (Total time allowed for Public Forum is 15 minutes. The Mayor will set time limits to enable all people wishing to speak to complete their testimony.) *[15 minutes maximum]*
See note above for how to submit testimony for Public Forum.

Emily Simon – Spoke regarding Racial Equity and in support of the Resolution request from Mayor Akins. Simon suggested to have verbal responses from the City Council on this topic regarding what is being done.

IX. CITY ADMINISTRATOR REPORT

City Manager Pro Tem Adam Hanks gave the City Manager Report.

DuQuenne/Moran moved to direct Staff to bring back options to Council regarding properties that can be used for the unhoused. Discussion: DuQuenne spoke that this is an item that is overdue and needs to be done. Moran spoke in agreement with DuQuenne. Seffinger spoke agreed with the above statements. Graham spoke that it is important for Staff to look into the best solutions. **Roll Call Vote: Hyatt, Moran, Graham, Seffinger DuQuenne and Jensen: YES. Motion passed unanimously.**

X. CONSENT AGENDA

1. Award of a Professional Services Contract to Galardi Rothstein Group for Water and Storm Drain System Development Charge Updates

DuQuenne requested to remove this item until further discussion.

2. Approval of Liquor License for Louie's Restaurant

Council approved Item 2 of the Consent Agenda unanimously.

Moran questioned Staff what typically goes on the Consent Agenda. Hanks gave an overview regarding the Consent Agenda. He spoke that it is intended that they are items that do not need much discussion.

Hanks gave a background of Item #1 and SDC's.

City Attorney David Lohman spoke that the Consent Agenda is a judgment call by Staff as to things that Council does not need to spend a lot of time on. Council has the option to take items off the Consent and put it to a Regular Agenda Item.

DuQuenne spoke that she appreciates the feedback regarding Item #1. She spoke that because this item is so expensive she would like to have more discussion on the item.

Moran spoke in agreement with DuQuenne. He spoke that the numbers speak for themselves.

Graham/Jensen moved to approve Consent Item #1. Discussion: None. Roll Call Vote: Hyatt, Jensen, Graham and Seffinger: YES. Moran and DuQuenne: NO. Motion passed 4-2.

XI. PUBLIC HEARINGS (Persons wishing to speak are to submit a "speaker request form" prior to the commencement of the public hearing. Public hearings shall conclude at 8:00 p.m. and be continued to a future date to be set by the Council, unless the Council, by a two-thirds vote of those present, extends the hearing(s) until up to 9:30 p.m. at which time the Council shall set a date for continuance and shall proceed with the balance of the agenda.)

XII. UNFINISHED BUSINESS

1. Fire Chief Recruitment

Hanks gave a Staff report.

Human Resources Director Tina Gray went over the suggested options.

Council discussed all options.

Council discussed the hiring process.

Seffinger/Hyatt moved to direct the City Manager to pursue the immediate placement of an Interim Fire Chief through engagement with the Western States Fire Chiefs Association or similarly qualified entity. Discussion: Seffinger spoke that this would give the most objectivity. She spoke that with this process the City would get a more professional person to complete the process. Hyatt agreed with Seffinger. She spoke in appreciation of Chief Sartain and the work that he has done. She spoke in support of the motion. Graham spoke that it is unfortunate that he City has had to be without a permanent Fire Chief. She spoke in support of the motion. Jensen spoke in support of the motion. He spoke in appreciation of Chief Sartain. Council discussed the process with Staff. **Roll Call Vote: Hyatt, Graham, Moran, Seffinger, DuQuenne, Jensen: YES. All Ayes. Motion passed unanimously.**

Jensen suggested that the City of Ashland not use the term “Head Hunter”. He suggested to use “Professional Recruiters” instead.

XIII. NEW AND MISCELLANEOUS BUSINESS

1. Mayor Proposal for Ordinance Development for the Creation of a Racial and Social Equity Commission

Hanks gave a brief Staff report.

Mayor Akins spoke regarding the intent of the Resolution.

Graham spoke regarding the assessment of Commission structure and staffing.

Hanks gave an overview of the typical work for the liaisons.

Seffinger suggested that Staff to look at the structure of Commissions and combine and prioritize city goals recommendations before decisions are made.

DuQuenne in appreciation of what has been said from the other Councilors. She spoke that when looking at what has happened in the City of Ashland the importance of what is needed and this Resolution is needed now. She spoke in support and the importance of the Resolution. She spoke as a member of BIPOC and Queer community; she spoke that this is overdue and would like to see the City move forward.

Jensen spoke in agreement of the value of this proposed Commission but spoke in to the importance of doing this right. He spoke in concern of Staff availability.

Hyatt spoke in appreciation of DuQuenne's comments. She spoke to the importance of the work that is being proposed. She spoke to the importance of policy and working towards racial policies that are equitable and just. She spoke that she doesn't have all of the answers but would like to be part of the solution.

Moran spoke in support of the Commission.

Graham explained that the Resolution is a living document and can be looked at once a month. She explained that if the Commission was operating changes can still be made. Graham suggested for Staff to tighten the ask of a Commission.

Council discussed the timing and scope of this item.

Mayor Akins spoke that she is welcome to changes into the drafted Resolution and would like to move it forward.

Seffinger spoke that she would like this Resolution to be infused to all Commissions and spoke in support to the motion.

Jensen/DuQuenne moved to direct the City Manager and City Attorney to initiate development of an ordinance for the creation of a Race and Social Equity Commission based on the proposal provided by Mayor Akins and integrate it into the early council resolution on social equity 2020-15. Discussion: Jensen spoke that it was a good discussion and spoke in support of the motion. DuQuenne spoke in support of the motion and thanked Council for hearing this item out. Seffinger spoke in appreciation of this discussion. Hyatt thanked all for bringing this item forward. **Roll Call Vote: Hyatt, Graham, Moran, Seffinger, DuQuenne, Jensen: YES. Motion passed unanimously.**

2. Mayor Proposal for Wildfire Town Hall on January 14

Hanks gave a Staff report.

Council directed the City Manager to dedicate staff resources to develop a Wildfire Town Hall event early February, 2021 with both Council and Department Head participation.

3. Budget Committee Appointment Process

Hanks gave a Staff report.

Jensen/Moran move to consider existing applications for or solicit applications for the Citizens' Budget Committee and to direct staff to prepare an amended Municipal Audit Commission ordinance for first reading at the February 2, 2021 City Council meeting. Discussion: Jensen spoke that the motion was straight forward and spoke in support of the motion. Moran agreed with Jensen. **Roll Call Vote: Hyatt, Graham, Moran, Seffinger, DuQuenne and Jensen: YES. Motion passed unanimously.**

4. Budget Calendar and Assumptions

Finance Director Melanie Purcell presented Council with a PowerPoint Presentation (*see attached*)

Items discussed were:

- Budget Steps.
- Budget Calendar.
- Preliminary Budget Pulse.
- Budget Focus.
- Next Steps.

Council discussed upcoming trainings for all Councilors.

Graham/Hyatt moved to accept the budget calendar for the BN2021-2023 Budget process. Discussion: None. All Ayes. Motion passed unanimously.

5. Election of the Chair of Council

Jensen/Seffinger moved to confirm Councilor Graham as Chair of the Council for one year. Discussion: None. All Ayes. Motion passed unanimously.

6. Discussion of a Juneteenth Celebration Staff direction.

Graham gave a Staff report.

Council discussed options on how to get information out to the Community for Juneteenth.

XIV. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. First Reading of the Food & Beverage Tax Allocation Ordinance

Due to time constraints this item was moved to the next Council Meeting.

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

XVI. ADJOURNMENT OF BUSINESS MEETING

The Council Business Meeting was adjourned at 9:29 PM

Respectfully submitted by:

City Recorder Melissa Huhtala

Attest:

Mayor Akins

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 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

City of Ashland

BN2021-2023 Budget Calendar

CITY COUNCIL BUSINESS MEETING

JANUARY 5, 2021

Budget Steps

- ▶ The City Manager will prepare a recommended balanced budget that addresses the mandatory local, state, and federal requirements and such goals and priorities as feasible and established by the City Council.
- ▶ Budget Committee will:
 - ▶ receive the proposed budget and budget message;
 - ▶ hold one or more public hearings following the presentation of the proposed budget; providing citizens the opportunity to comment prior to Council adoption of the budget; and
 - ▶ approve the budget and set the ad valorem property taxes subject to final approval by City Council.
- ▶ City Council will:
 - ▶ hold one or more public hearings following the presentation of the proposed budget; providing citizens the opportunity to comment prior to Council adoption of the budget; and
 - ▶ adopt the final budget and set the tax rate

Budget Calendar

Date	City Council	Budget Committee
01.04.2021	<i>Regular Council Study Session</i>	
01.05.2021	Budget Process Calendar introduced	
01.18.2021	<i>Regular Council Study Session</i>	
01.19.2021	<i>Regular Council Meeting</i>	
02.01.2021	<i>Regular Council Study Session</i>	
02.02.2021	<i>Regular Council Meeting</i>	
02.15.2021	<i>Regular Council Study Session</i>	
02.16.2021	Mid-Year Budget Update	
03.01.2021	<i>Regular Council Study Session</i>	
03.02.2021	<i>Regular Council Meeting</i>	
03.15.2021	<i>Regular Council Study Session</i>	
03.16.2021	<i>Regular Council Meeting</i>	
03.30.2021		Kick-off Meeting/ Budget Introduction
04.05.2021	<i>Regular Council Study Session</i>	
04.06.2021	<i>Regular Council Meeting</i>	Department Videos Available online

Budget Calendar

Date	City Council	Budget Committee
04.13.2021		Governmental Funds Review
04.19.2021	<i>Regular Council Study Session</i>	
04.20.2021	<i>Regular Council Meeting</i>	
04.27.2021		Enterprise Funds Review
05.03.2021	<i>Regular Council Study Session</i>	
05.04.2021	Review Utility Rates	
05.11.2021		Adopt Recommendation to City Council
05.17.2021	<i>Regular Council Study Session</i>	
05.18.2021	Budget Recommendation from Budget Committee	
06.01.2021	Budget Adoption; Tax Rate 1st Reading	
06.14.2021	<i>Regular Council Study Session</i>	
06.15.2021	Tax Rate 2nd Reading	
07.01.2021	Happy New Fiscal Year!	

Preliminary Budget Pulse

- ▶ Most revenues are even or down from BN2019-2021
 - ▶ TOT and F&B due to ongoing COVID impacts
 - ▶ Utilities due to ongoing COVID impacts despite needed rate increase for capital
 - ▶ Fees and charges due to ongoing COVID and market conditions except Community Development
- ▶ Contractual obligations and market factors will increase expenditures moderately
- ▶ Options to maintain a balanced budget will include:
 - ▶ Increase revenues;
 - ▶ Decrease expenditures;
 - ▶ Combination of the first two options.

Budget Focus

- ▶ The budget is based on three tiers:
 - ▶ Mandatory/ Regulatory- services required by federal, state, or local law or other regulatory requirement such as the Government Accounting Standards Board (GASB)
 - ▶ Expected/ Established- services or service levels that have been identified through a formal community process such as the Master Plan or industry standards such as the National Fire Prevention Association (NFPA)
 - ▶ Discretionary- services or service levels that reflect the values and interests of the City Council and community beyond the legal requirements or other established standards
- ▶ Departments are being asked:
 - ▶ What is the ideal mechanisms to deliver the services we are required to deliver?
 - ▶ What services can we no longer provide?
 - ▶ What services can we reduce?

Next Steps

- ▶ February 16, 2021- Mid-year Budget Report and possible amendments
- ▶ March 30, 2021- Presentation of City Manager's Recommended BN2021-2023 Budget to Budget Committee
- ▶ April- May, 2021- Discussion and approval of the budget by the Budget Committee
- ▶ June, 2021- Discussion and adoption of the BN2021-2023 Budget by City Council