



# City Administrator's Report

Adam Hanks, Interim City Administrator

JUNE 16, 2020

The City Administrator's Report showcases current events facing the City externally and internally since the last Council meeting, while highlighting City accomplishments.

## COVID-19 UPDATE

**Reimbursements**—The City will receive a reimbursement around \$500,000 for direct expenses incurred during the COVID-19 pandemic. The reimbursement will cover renting of porta-potties and handwashing stations, personal protective equipment for first responders and other essential staff, cleaning supplies, remote work equipment, protected time-off leave, staff time reassigned to COVID-19 projects and Emergency Operations Center staffing.

**Reopening**—While Jackson County entered Phase 2 of reopening on June 5, the City is being careful and cautious about reopening to the public. During the beginning of the mandated shutdown, the City promoted and expanded ways for the general public to interact and receive services online or over the phone. Specific in-person appointments are now allowed for cash payments and document submittals that can't be done electronically. The City is prepping for opening to the public by installing barriers, social distancing signage, and sanitization stations.

Commission meetings are allowed to resume electronically in July with a few starting in June. Physical distancing guidelines severely impact anything close to normal operations for in-person Council meetings and logistics of those meetings are still being determined.

**Remote Work**—Currently, there is 40 to 50 total staff working all or partially remotely. Human Resources was able to put a new telework policy in place to accommodate this, but significant compliance issues are still present.

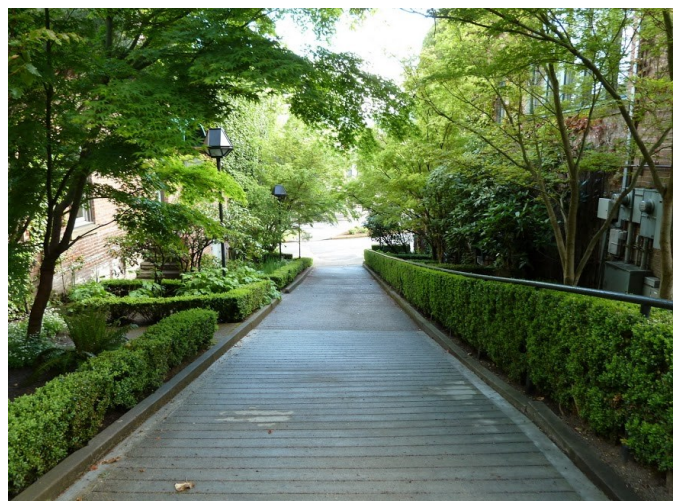
Information for the public on what the City is doing in response to the COVID-19 pandemic, can be found at [ashland.or.us/coronavirus](http://ashland.or.us/coronavirus).

## GRANTS

**Business Oregon Grant**—The City was awarded \$70,000 in matching funds from Business Oregon to offer the COVID-19 Emergency Business Grant Program to local businesses with \$140,000 available. While we are currently waiting on the contract from Business Oregon, there will be a press release and other promotion for the program in the next few weeks. Funding for the program will be dispersed to approved businesses and non-profits by the end of July.

**Tourism Grant**—A \$80,000 grant will also be offered to qualifying non-profits to promote tourism in Ashland. This grant was formed from the Economic, Cultural, Tourism, and Sustainability Grant offered each year, which was reduced due to the COVID-19 crisis. The timeline for the tourism grant will be similar to the COVID-19 Emergency Business Grant Program. The targeted goal is to fund non-profits holding activities and events promoting tourism for Summer and Fall 2020.

**Economic Recovery Grants**—While working in partnership with the Ashland Chamber of Commerce and Southern Oregon University, the City is exploring grant funding for mid- and long-term recovery planning. [Link to Economic Strategy Update](#). The goal is to adapt to long-term changes in our local visitor economy along with changing national trends in tourism and retail.





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## EVACUATION PLANNING STUDY

Ashland Fire & Rescue received a \$40,000 grant to conduct an evacuation planning study. The study will take place July through September and involve multi-departments. The study is also intended to include an evacuation exercise in the Fall.

## PARKING MANAGEMENT

There has been interest from the business community in resuming parking enforcement downtown. This will be complimentary to the summer series planned for downtown. Currently being considered is free four hour parking around downtown along with reduced per fees to encourage the use of the parking structure.

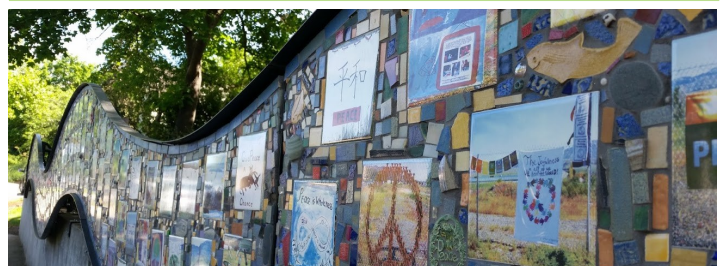
The key issues for resuming parking enforcement is to allow for more frequent turnover of parking spaces and discourage employee parking directly in front of businesses. A press release will be released with details on the change in enforcement and a start date. When available, updates will also be made on [ashland.or.us/parking](http://ashland.or.us/parking) where you can also find general information on downtown parking.



## FINANCIAL PLAN FOLLOW-UPS

Following the Study Session financial update on the General fund from last night, a list of items will be followed up on by the City Administrator. The Council should expect an email by the end of the week. If there are any questions or clarifications needed, please send them to Bryn Morrison, Interim Finance Director, or Adam Hanks, Interim City Administrator.

The June 15 Study Session Financial Impact Update and previous ones can be found by going to [ashland.or.us/cityaction](http://ashland.or.us/cityaction) and scrolling down to the City Finances section. All presentation are linked.



## LOOKING AHEAD

This is a draft list of the next Council meetings agenda and is subject to change.

### July 6—Study Session

- Police Use of Force Presentation

### July 7—Business Meeting

- Annual Presentation by the Forest Lands Commission
- COVID-19 Update
- Request for Proposal (RFP) to Provide Internet Bandwidth
- Memorandum of Understanding (MOU) with Addictions Recovery Center (ARC)
- Approval of Two Contracts with Emergency Communications of Southern Oregon (ECSO)
- Sole Source Procurement for Dry Creek Landfill
- Approval of IGA with Oregon Health Authority
- Oregon Clean Fuels Program
- Hersey Street Close Out
- First Reading of Food and Beverage Ordinance
- Transient Occupancy Tax (TOT) Allocation Resolution
- Downtown Street Closures Resolution

For the full look ahead and more details on the above items, go to [ashland.or.us/lookahead](http://ashland.or.us/lookahead).