



AGENDA FOR REGULAR BUSINESS MEETING

ASHLAND PARKS & RECREATION COMMISSION

July 8, 2020

Electronic Meeting – 6:30 p.m.

This meeting will be held electronically. 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 is encouraged and will be accepted via email sent to sean.sullivan@ashland.or.us. Please include "Public Testimony for July 8 Regular Meeting" in the subject line. Written testimony submitted before Tuesday, July 7, 2020, 1:00 pm will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

6:30 p.m.

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. APCR Regular Meeting – May 13, 2020
2. APCR Regular Meeting – June 10, 2020

III. PUBLIC FORUM

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. UNFINISHED BUSINESS

1. COVID-19 Response Update (Information)
2. CIP Prioritization Discussion (Possible Action)

VI. NEW BUSINESS

1. Calle Fee Waiver Discussion (Possible Action)

VII. ITEMS FROM COMMISSIONERS/STAFF

VIII. UPCOMING MEETING DATES

1. APCR Study Session—August 5, 2020
 - Location TBD—6:30 p.m.
2. APCR Regular Business Meeting —August 12, 2020
 - Location TBD—6:30 p.m.

IX. ADJOURNMENT

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
May 13, 2020
Electronic Meeting - Zoom**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Heller, Lewis; Director Black, Recreation Superintendent Dials; Senior Services Superintendent, Manager Flora, Analyst Kiewel, Assistant Sullivan

Absent: Commissioner Bell; City Council Liaison Mayor Stromberg

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

Gardiner read an opening statement regarding the general impacts felt by the community due to COVID-19. The Commissioners have not met since February. Small businesses and community organizations are struggling to stay solvent. Local governments will be called upon to make many difficult decisions. Steps taken by APRC as a result of COVID-19 impacts include the following:

- 6 permanent employees were laid off
- All part time staff have been laid off
- Many parks facilities have been closed to comply with state mandates
- Job duties have been altered to meet new demands
- Staff continues to work on strategies to re-open activities as permitted by the state

II. APPROVAL OF MINUTES

APRC Special Meeting – February 10, 2020

Motion: Landt moved to approve the Minutes from February 10, 2020 as presented. Lewis Seconded.

Vote: The vote was all yes

APRC Regular Meeting – February 24, 2020

Motion: Landt moved to approve the Minutes from February 10, 2020 as presented. Lewis Seconded.

Vote: The vote was all yes

III. PUBLIC FORUM

Staff confirmed that the public was provided the opportunity to submit comments via email. No public comments were received.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

None

V. CONSENT AGENDA

1. Subcommittee Minutes Acknowledgement
 - Ashland Senior Advisory Committee, January 13, 2020
 - Current Parks, Conservation, and Maintenance Subcommittee, January 21, 2020
2. ASAC Member Appointment Acknowledgement

Motion: Landt moved to acknowledge the subcommittee minutes and approve the ASAC member appointment. Heller Seconded.

Vote: The vote was all yes

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

1. **Ashland Fire and Rescue Drone Monitoring Program (Action)**

Black reviewed the staff report included in the [meeting packet](#) and provided a [PowerPoint presentation](#) (pg. 2-4). The following items were discussed:

- Ashland Fire and Rescue (AFR) was unable to attend the meeting, but provided information that is included in the packet

- AFR is planning to continue to operate drone monitoring in the areas previously approved by Commissioners on August 19, 2019
- Permission to operate was granted by the Commissioners through October 2020
- The 2019 drone monitoring pilot program has been reported as successful by APR. No public complaints were received and offers to give permission to fly over private lands were made by landowners. The 2019 pilot program resulted in the following:
 - 22 Days/39 flight hours from July 17, 2019 to September 19, 2019
 - Nine incidents that required follow up were detected
 - Eight illegal camping incidents (seven on City property and two on USFS property)
 - One suspected fire incident
- The City of Ashland funds this program
- Staff supports the continuation of the program. Unless there are objections from Commissioners, the program will continue and AFR will be prepared to present to Commissioners after the 2020 fire season in October
 - There were no objections from Commissioners

2. Q2 Budget Update (Action)

Kiewel reviewed the staff report included in the [meeting packet](#). The following items were discussed:

- Kiewel reported on APRC YTD finances as of March 2020 & provided the City of Ashland 2nd quarter financial report for acknowledgement
- The 2nd quarter is from October – December
- The target for expenditures through March is 75%. At the end of March expenditures came in at 73.9% or \$75,000 under budget
- General Revenue for APRC includes property taxes, maintenance agreements, grants, donations and revenue generated from facility rentals and recreation programming
- For FY20 general revenue was estimated to be \$7,116,848. Currently, 70.60% (\$5,022,812) of revenue has been collected.
 - These reports do not reflect the loss of revenue that we are anticipating due to COVID -19. Recreation revenue compared to March of 2019 is down 26.80% (\$8,721). Staff will closely monitor and adjust revenue projections for the coming weeks / months
- Black stated when the Q1 budget report was provided to Commissioners, expenditures were trending above budget. Staff successfully responded and reduced expenditures slightly below budget
- Updates on the current financial situation as a result of COVID-19 impacts will be presented by Black later in the meeting

Motion: Landt moved to acknowledge the quarterly report. Seconded by Lewis.

Vote: The vote was all yes

a. COVID-19 Response and Anticipated Re-opening Plan (Information)

Black reported on response efforts undertaken by APRC include the following (information included in the [meeting packet](#)):

- Placement of 24-hour portable toilets and hand-wash stations around town and in proximity to feeding locations for homeless
- Creation of a car camping system at three location in town to address homeless needs
- Working with OHRA (Options for Helping Residents of Ashland) to operate their shower trailer for homeless
- Coordinating and providing staffing for Ashland Adopt a Neighbor
- Coordination with regional homeless groups in developing a homeless service response to the pandemic
- Creation and dissemination of public health announcements and signage related to physical distancing guidelines, closure of facilities and programs, and public assistance services
- Creation of remote recreation opportunities through the "Find Your Space" program that has been highlighted by the National Recreation and Parks Association

Glatt reported on the response efforts by the Senior Services Division (information included in the [meeting packet](#)). The following items were discussed:

- Senior Services has taken a lead role in the City's response efforts, which include the following:

- Information and referral via phone/email/website and help linking seniors to current community services
 - An information page was created by Senior Services Division staff: <http://www.ashland.or.us/Page.asp?NavID=17928>
- Phone outreach to vulnerable seniors
- Senior Phone Buddy program, which matches seniors to another senior for phone/video chat check-ins and socializing
- Collaboration with Adopt a Neighbor Ashland, which matches volunteers to at-risk neighbors for help with shopping and errands
 - This program was up and running less than two weeks after the Governor issued stay at home orders
 - Approximately 75 people are receiving services from this program
 - Masks are being made by volunteers and are being distributed through this program
- Community service assistance from YMCA staff for seniors with special needs not currently met by other community resources
- Remote computer tutoring by a volunteer on issues related to staying at home, such as setting up a Zoom account, figuring out online food delivery programs, or accessing online learning content
- Food and Friends continues to use the Senior Center for food preparation and scheduled pick-ups

Dials reported on reopening efforts (information included in the [meeting packet](#)). The following items were discussed:

- Dials is the President of the Oregon Recreation and Parks Association (ORPA). ORPA has been working with the Governor's office and has been creating resources and best practices for Parks & Recreation organizations throughout the state
- APRC will use these resources to help steer re-opening and communication plans
- Facilities and activities will slowly re-open as Jackson County and the City of Ashland move through Phases:
 - Phase 1 examples:
 - All indoor sports, recreation facilities remain closed (The Grove, Nature Center, Golf Clubhouse)
 - Parks remain open with restrictions in place
 - 10 and fewer people who arrive together are allowed in groups in an outdoor setting
 - Phase 2 examples:
 - Indoor facilities, limited-opening (The Grove, Nature Center and Golf Course Clubhouse -signage regarding distancing and masks. Increased disinfection. Reduced visitation)
 - Playgrounds COULD open with mitigation efforts in place: (signage, disinfection, staff monitoring and physical distancing in place)
 - Final Phase: Because of the vulnerable population served, the Senior Center would be the last facility to open to the public with increased mitigation efforts in place
- Splash pads & pools will not be allowed to be opened until Phase 2
- It is unknown when basketball courts and other "physical impact" activities will be allowed to open
- It is unclear when Nature Center programs, such as the school programs, will be able to re-open
- Sports courts, including tennis courts/pickleball courts, will be re-opened in Phase 1
- Community Gardens have remained open with physical distancing requirements in place
- Black stated that a significant number of signs will be going up to educate the public on what is allowed during Phase I/Phase II

b. COVID-19 Anticipated Operations and Budget Impacts

a) Operations (Action)

Black reviewed the staff report included in the [meeting packet](#) and provided a [PowerPoint presentation](#) (pg. 5-9).

- Black reported that the Emergency Operations Command (EOC) first met regarding COVID-19 on March 15
- The Governor began issuing closure orders the following day. APRC then canceled classes and closed many park facilities
- Recreation revenue was budgeted at \$876,100 or 12.3% of the entire APRC budget
 - Approximately 42% of this revenue was expected to be earned Mid-March through June 30 (current fiscal year)
 - Staff is projecting up to \$375,000 in lost recreation revenue this fiscal year due to COVID-19 restrictions

- Jackson County is expected to go into Phase 1 later in the week. However, this phase is still restrictive, which is why staff is projecting the loss in revenue. Phase 1 is likely to last until the middle of June
- In response to the loss in revenue, staff has done the following:
 1. Staff who can be assigned to direct COVID-19 response efforts have been redeployed whenever possible
 2. All line items in the current biennial budget have been re-evaluated, and the following line-item reductions have been made: Park Patrol – (\$29,000); Park Improvements – (\$40,000)
 3. No realistic alternative revenue sources during the COVID-19 restrictions have been identified
 4. All part-time temporary staff have been laid-off
 5. The following full-time positions/staff were also laid-off through FY 19/20, at least
 - Recreation Office Assistants – 2.75 FTEs
 - Parks Custodial Workers – 2.0 FTEs
 - Parks Superintendent – 1.0 FTEs
 - Total projected savings of items 1-5: approximately \$181,451
- Black recapped:
 - FY19/20 projected loss in revenue = \$375,000
 - FY 19/20 reductions in expenses (1-5 above) = \$181,451
 - FY 20/21 carryover loss in revenue = \$190,549
- Landt stated that it is likely that there will be additional losses to revenue in FY20/21 and staff should take that into consideration
- Black stated the City of Ashland will likely decrease the amount of general funds provided to APRC. The specific amount is currently unknown
- The following factors will continue to negatively impact recreation activities
 - Unclear timelines make planning for recreation activities, such as hiring temporary workers to staff the pool
 - Physical distancing and group size restrictions
 - Additional staffing would be required to monitor activities. Restricted group sizes would result in less revenue
 - Unknown comfort level of the public in recreation program participation

Dials presented on the staff recommendation on pool operation, which included the following:

- Pools are not allowed to open in Phase 1
- The following factors were considered when reviewing whether to reopen the pool (see the pool memo in the [meeting packet](#) for specifics)
 - Public health agency direction
 - Staffing and training timelines
 - Management and enforcement of guidelines
- Due to the increased resources necessary to operate the pool due to COVID-19 guidelines and restrictions and timeline complications to hire and train temporary staff, APRC staff is recommending that the Daniel Meyer Pool remain closed for the summer
- Lewis stated that the complicated logistics required to operate the pool safely make it difficult to see how it would be possible to open the pool
 - Black stated that not opening the pool will have a net savings of \$60,000 in expenses due to the subsidies provided to operate the pool
 - Heller mentioned that the City of Portland is not opening their pools
- Lewis stated that if health guidelines in a later phase allow the splash pad to open, that staff should review reopening it

Motion: Lewis moved to approve the recommendation from staff to keep the Daniel Meyer Pool closed for the 2020 swim season. Seconded by Heller.

Discussion: Heller expressed reluctance to close the pool, but realistically there is no way to open it under the current situation

Vote: The vote was all yes

Black stated that the action to not open the pool has started to address the short falls projected into FY20/21 and that staff is also requesting that the Cost of Living Adjustment (COLA) not be issued for APRC employees as another action to address the FY20/21 budget.

- 2% was budgeted for COLA in FY20/21
- The City of Ashland is not issuing a COLA to non-represented employees
- Not issuing a COLA would save \$50,000
- Black also stated that staff is looking into contracting services for custodial activities and will look to limit temporary employees in FY 20/21

Motion: Heller moved to approve as staff recommends that there be no COLA increase this upcoming fiscal year. Seconded by Lewis.

Discussion: Landt stated the following:

- This is a serious move and one that would not be made in normal times
- It is important to support staff
- It is because of these extraordinary circumstances that these measures are necessary

Vote: The vote was all yes

Black stated that this is being taken very seriously, and that staff was informed that he would be making this recommendation to Commissioners.

b) Capital Improvement Projects (Action)

Black reviewed the staff report included in the [meeting packet](#) and provided a [PowerPoint presentation](#) (pg. 9-11). Subsequent to the meeting packet being publicly posted, the CIP spreadsheet found on the last page of the meeting packet was replaced with a [new spreadsheet](#). The following items were discussed:

- Some Capital Improvement Projects are funded through Food & Beverage Taxes (F&B), which are now projected to come in lower than originally budgeted for as a result of COVID-19 restrictions. Black stated that it is now necessary to reprioritize the CIP due to a decrease in available funds to complete the projects
- Projections for loss in F&B Tax revenue is below:
 - FY19/20: Budgeted \$756,900; New Projection \$462,655 (\$294,245 less than budgeted)
 - FY20/21: Budgeted \$753,844; New Projection \$265,447 (\$488,397 less than budgeted)
- Black presented the [new spreadsheet](#) that replaced the spreadsheet on the last page of the packet. The projects are listed randomly and are not prioritized
 - Most of the projects were planned to be paid for with F&B totaling approximately \$5.2 million for the biennium
 - Staff is now projecting F&B revenue to total approximately \$1.7 million for the biennium
 - Black included the full cost of the pool, \$2,750,000, into the F&B line even though it was not planned to pay for the entire pool in this biennium. Black wanted to show what it would take to complete all the listed projects with money on hand
 - SDC (System Development Charges) revenue was conservatively budgeted at \$90,000 for the biennium and are not likely to decrease
 - Projects that will mainly be funded through grants include the Kestrel Bridge and the skills park. APRC was planning on using \$60,000 for design and would work with third parties who would undertake responsibility for raising funds
 - The Japanese Garden is also grant funded and this project will move forward as planned
 - The Other column includes funds from real estate sale revenue
 - The Priority columns identify Black's priorities. Black considers the following projects as critical to complete
 - Operations Transfer
 - Oak Knoll Irrigation
 - Pool Rebuild
 - Mace Trail
 - TID Improvements
 - Debt Payments
 - Lincoln Park & ACP (Ashland Creek Park) Public Works requirement are not moving forward and do not need to be prioritized
 - Black stated It is unclear if the grants will come through under the current financial situation
 - Landt inquired why the entire cost of the pool rebuild is listed here since the project will not be paid in full this biennium

- Black stated the full cost is included because the plan for a revenue bond will likely need to be changed since there is now not enough F&B revenue coming in to secure the bond. If Commissioners would like to proceed with a bond, the worksheet can be changed to reflect that funding strategy
- Heller stated his understanding that money from previous years have been allocated to Pickleball Courts and inquired allocated funds from previous years is not listed
 - Black responded that every two years Commissioners adopt the CIP budget resulting in the possibility of previous years allocations being changed. In this case the funds previously allocated for Pickleball remained and additional funds were allocated, totaling \$285,000. Black stated that the project is not critical to the operations of APRC and was therefore not identified as critical in the spreadsheet. Black stated if the revenue bond does not move forward, there is a shortfall of approximately \$150,000 for this project
- Black is asking for direction from the Commissioners on pool funding, E Main Park design process and the reprioritization of all CIP projects based on new revenue projections
- Gardiner stated that individual Commissioners should take the spreadsheet and individually prioritize the CIP
- Black asked Commissioners to act on staff's recommendations to reconsider the revenue bond for pool funding and to delay design work for E Main Park

Motion: Landt moved that the pool bond be reconsidered based on the current state of finances. Lewis Seconded.

Vote: The vote was all yes

Landt stated that it would be possible to reprioritize the pool by allocating the available funds of approximately \$1.7 million if additional funds could be secured to equal the budgeted cost of \$2.75 million. Gardiner added there could be ways to look to the future for funds, so it is not necessary to pay the entire cost of the pool this biennium. Black stated if the pool is a priority for Commissioners, staff will look for different ways to fund the projects. Black asked Commissioners to send a prioritized list of existing Capital Improvement Projects.

- Landt stated that there are three main constituencies advocating for projects, which include the skills park, pickleball courts and the pool. Landt suggested that grant funded projects, such as the Japanese Garden, should be removed.
 - Black stated he will send out an updated spreadsheet that lists projects funded by F&B
 - Black stated the list will include critical projects that are far enough along that it makes sense to continue funding them to completion as well as obligations such as debt payments and the operations transfer
- Black asked for direction on delaying the E Main Park design process
 - Landt stated that this could be done at the staff level and does not require a motion. There were no objections
- Lewis suggested that staff investigate potential reductions in General Funds allocations by the City of Ashland
- Lewis inquired about in person meetings
 - Black stated that staff will review possibilities based on State orders and City of Ashland EOC directives
- Black stated the City if looking into funding through the Federal Disaster Relief Fund

VIII. ITEMS FROM COMMISSIONERS/STAFF

Black, Gardiner and Landt commended staff for their efforts during the emergency declaration.

Gardiner inquired if APRC is prepared to engage in monitoring requirements. Black stated that agencies are required to do everything in their power based on personnel and resources. APRC will be signing areas to inform the public on the closure status of facilities and best practices for reducing the spread of COVID-19.

Dials stated that APRC is engaging the public through surveys on how to move forward with reopening recreation programs. Dials added the pollinator tour and the July 4th Run will be canceled. The July 4th Run will be held virtually. Gardiner added the Lithia Park Nature Walks have been canceled for the season.

IX. UPCOMING MEETING DATES

1. APRC Study Session—June 3, 2020
 - Location TBD—6:30 p.m.
2. APRC Regular Business Meeting—June 10, 2020 (*Note: the agenda included a typo listing the 13th as the meeting date*)
 - Location TBD —6:30 p.m.

X. ADJOURNMENT

The meeting adjourned at 8:51 p.m.

Respectfully submitted,
Sean Sullivan, Executive Assistant

DRAFT

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
June 10, 2020
Electronic Meeting – 6:30 p.m.**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Heller, Lewis; Director Black, Recreation Superintendent Dials; Senior Services Superintendent Glatt, Analyst Kiewel, Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

II. PUBLIC FORUM

Written testimony from the public was encouraged and accepted via email. All information submitted for the public forum has been [posted online](#).

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

1. Pathways Contract Approval (Action)

Kiewel reviewed the staff report included in the [meeting packet](#). The following items were discussed:

- This request is for approval to award a public contract to Pathway Enterprises, Inc. to provide janitorial services for Parks restrooms and trash removal
- The term for the janitorial service contract will begin on July 1, 2020 and end on June 30, 2021
- Janitorial services for Parks restrooms and trash removal was quoted at \$167,503.54 for the FY21 fiscal year. Trash pickup and restrooms cleaning will be done every day. High use areas may be serviced more frequently
- This is an unbudgeted expense that will be offset through staff reduction. Contracting for janitorial services allows APRC the ability to have flexibility in the frequency of cleaning and to reduces services if needed to save on expenses
- Black stated that contracts would not typically be brought to the Commissioners, and that this is being brought to the Commissioners because moving forward would eliminate 2 FTE staff positions
- Black stated the cost of the contract is currently the same as the cost of the 2 FTE position, long term savings will be realized through the reduction of retirement and healthcare benefits, which are projected to rise significantly. Black also stated improved coverage by not having to deal with vacation and sick days as Pathways will have continual coverage
- Black stated that the duties performed by Pathways were performed by 3 FTE APRC staff members. Two of the positions will be eliminated and the third FTE has been reassigned to other duties. Black clarified that it may be possible for current staff to fill gaps from time to time in the event of a custodial emergency (such as unsanitary conditions in bathrooms). APRC will see an overall savings by contracting with Pathways for custodial services
- Black clarified that the contract provides financial flexibility, stating that the contract can be decreased instead of laying off staff as well as the ability to increase or decrease the level of service over a short period of time
- Black clarified that the cash savings will be realized over time as liabilities are decreased (Paid Time Off, sick time, retirement, health insurance) and that the liability annual increases for 2 FTE positions are likely to climb higher than the expected annual increase to contract with Pathways
- Black stated the contract is based on hours worked, is for a one-year period and will be evaluated prior to renewing
- Black stated that he had considered contracting for custodial services for several years

Motion: Landt moved to approve the Pathways contract as presented by staff. Seconded by Bell.

Discussion: Gardiner noted for the record that one of his family members works for Pathways in a managerial position, but does not work with contracts.

Vote: The vote was all yes.

Black stated due to the dollar value of the contract, staff is required to present this contract to the City Council as well. That meeting is scheduled for Tuesday, June 16, 2020.

2. Q3 Budget Update (Action)

Kiewel reviewed the staff report included in the [meeting packet](#). The following items were discussed:

- Staff prepares budget summary reports for the Commission to review each quarter and at the end of each fiscal year
- The report being presented at this time is the budget summary report for April 2020
- The City financial reports for the third quarter (January 1 to March 31, 2020) are also included for review
- The target for April expenditures is 83.33%
 - Due to cost cutting measures implemented in April expenses are currently trending under budget for expenses at 80.30% (\$261,957)
 - In FY20 APRC has received a total of \$54,709 in grants which includes Ashland Parks Foundation (APF) grants and corporate sponsorships for programs
 - When including these grants as an offset to some expenses incurred, expenditures are currently at 79.28% (\$208,009 under budget) for the year. Budget amendments still need to be approved by the City Council before all grant revenue is reflected on the budget reports
- Recreation revenue shows as negative in April due to program refunds as a result of COVID-19 restrictions
 - By the end of April, recreation revenue is coming in at 57.5% of target due to COVID-19 restrictions
- Heller requested the reports display Net Income
- Black stated that the report indicated significant savings in expenses, but those will increase starting July 1 and the water budget will likely be negatively impacted due to a low water year for the Talent Irrigation District
- Black stated that APRC is currently running in the negative (Net Income) and that staff is continuing to address budget shortfalls due to COVID-19 and he will discuss strategies later in the meeting

Motion: Landt moved to acknowledge the quarterly budget report as presented by staff. Seconded by Lewis.

Vote: The vote was all yes.

3. COVID-19 Response Update (Information)

Dials reviewed the staff report included in the [meeting packet](#). The following items were discussed:

- Dials stated a desire to include more info in the staff report, but when it was released for the meeting information on the status of Jackson County moving to the next phase was not known
- Jackson County entered Phase 2 on Friday, June 5, 2020
- Dials stated the same requirements/recommendations are still in place including:
 - Physically distancing
 - Wearing face coverings
 - Disinfecting where possible
 - Posting informational signage
- The new guidance that was released for Phase 2 pertain to the following activities:

- General gatherings & special events
 - Venues
 - Recreational sports opportunities
 - Indoor/Outdoor entertainment facilities
 - Swimming pools/spas
 - Sports Courts
- Playgrounds can be opened, and staff is waiting on guidelines and will open as soon as possible
 - Indoor facilities can be opened if guidelines are followed. Staff is unsure when this will occur and will be following guidelines and restrictions from the City of Ashland Emergency Operations Command (EOC)
 - Some sports practices can begin (non-contact sports only)
 - Pools can be opened in Phase 2
 - APRC will not be opening the Daniel Meyer as discussed at the March Regular Meeting
 - Reservations of facilities are allowed, but have guidelines that make it challenging to move forward
 - Events are limited to 250 people / outdoor gatherings are limited to 100 people / indoor gatherings are limited to 50
 - Indoor facility rental (for indoor or outdoor) has the following restrictions
 - There needs to be 35 square feet of space for each person
 - Handwashing stations
 - Physical distancing monitors
 - Contact tracing for events
 - The City of Ashland EOC still in effect and will be providing guidance to APRC. The status of APRC activities include the following:
 - Oak Knoll Golf Course and Mary's BBQ are open
 - Staff is working on outdoor programs and planning for indoor programs when allowed
 - A virtual 4th of July run is being organized
 - APRC staff is still coordinating the Adopt-A-Neighbor program
 - Small volunteer groups have started working outdoors
 - All APRC offices open for phone calls, but are closed to in-person interactions unless there is no other way to communicate and safety protocols will be practiced
 - Community Gardens are open
 - Dials clarified that the phones at the Nature Center are being answered by the Nature Center Manager or Coordinator. They are working with outdoor volunteers and planning future programming. They have also started assisting with grounds maintenance, which was not a typical activity for Nature Center staff in the past
 - Glatt clarified that Senior Division staff are continuing to answer the general phones lines and emails and are diligently working to continue providing services to the senior community. Food and Friends continue to use the Senior Center to prepare meals, but meals are not served on site
 - Dials stated that all incoming calls to The Grove are being diverted to a voicemail and staff is responding to voicemails daily. An automating informational phone system is being implemented
 - Dials clarified that the Calle Guanajuato is currently open. Some restaurants are utilizing their seating areas, others with contracts are not. Staff working with organizers of the artisan market to get it running as soon as possible
 - Dials clarified that Commissioners approved a staff recommendation at the May Regular Business Meeting to close the Daniel Meyer Pool for the 2020 season
 - Dials clarified that the resumption of indoor activities will be determined by the EOC and that restrictions for APRC activities may be greater than what is being required by the State of Oregon
 - Glatt stated that it had been unclear of when Senior Centers will be allowed to open and that she was recently able to get information from the Oregon Health Authority
 - Specific guidance will not be given for Senior Centers and that guidance for indoor facilities should be followed diligently
 - Glatt is researching options for classes and programming
 - The EOC is moving forward cautiously and stated the gatherings in the Senior Center will not be allowed at this time

- Black reinforced the following
 - The City of Ashland, under the EOC, is choosing to not move as quick as every community in Southern Oregon
 - APRC will be acting in accordance with EOC reopening measures
 - Even though Phase 2 allows indoor facilities to open, The EOC has determined to not move forward with allowing the community into indoor facilities
- Dials stated that the State of Oregon has not authorized basketball courts to be opened because it is a contact sport. Staff will continue to monitor guidelines to determine when and how the courts can be reopened
- Black stated authorization to use the sports fields at North Mountain Park has been given to groups for practice only and they are required to follow safety guidelines

- All Commissioners stated a desire to open the splash pad to the public as soon as possible. Lewis and Landt suggested using volunteers if oversight is mandated by the State of Oregon
 - Staff stated that guidance from the CDC (Centers for Disease Control and Prevention), State of Oregon, Jackson County and the City of Ashland will be reviewed to determine the feasibility of opening the splash pad, but there are no immediate plans to open it to the public
 - Black stated a desire to review reopening activities carefully, which may result in activities being open slower than other communities in the region and that staff will continue to work to safely open as many facilities as possible

4. COVID-19 Related Budget Reductions (Action)

Black reviewed the staff report included in the [meeting packet](#) and provided a [PowerPoint presentation](#) (pg.1-6). The following items were discussed:

- Projected losses to revenue due to COVID-19 include the following
 - Recreation Revenue: \$583,419 (FY19/20: \$370,000; FY 20/21 \$211,419)
 - General Fund Decreases: \$300,000
 - **Total Losses: \$883,419**
- The projections of revenue losses will be updated as the situation changes and more information become available
- The presentation includes graphs that show a purple line, which represents pre-COVID-19 projections, the blue line represents current projections
- FY19/FY20/FY21 display general fund revenue, which have become flat. Prior years show an upward trend. This City halted increasing general fund allocations to APRC to deal with pre-COVID-19 budget shortfalls
- Black reviewed the expense reductions staff has taken this FY or plans to take next FY
 - FY 19/20
 - Layoffs: \$181,541
 - Reduction in temporary employees: \$17,400
 - Park Improvements: \$40,000
 - Total FY19/20: \$239,041
 - FY 20/21
 - Parks Division layoffs: \$408,000
 - Recreation layoffs: \$84,768
 - No COLA increase: \$48,000
 - Furloughs: \$93,000
 - Recreation expenses: \$120,892
 - Park Patrol: \$26,000
 - Total FY20/21: \$780,732
 - Grand Total: \$1,019,773 minus Pathways contract expenses (\$167,504) = \$852,269

- Black stated that projected losses total \$883,419 which is more than the projected expense savings. Staff will continue to work on increasing revenue and/or decrease expenses
- Landt asked for an explanation of why Parks has more layoffs than Recreation
 - Black clarified that it was his intention to spread out the layoffs across the organization as a whole
 - The Parks Division layoff total should be decreased to \$167,504 to account for the Pathways contract
 - The remaining layoff in Parks was the superintendent, which comes with a much higher salary cost when compared to the three Recreation staff that were laid off
 - Black stated it is possible that the layoff figures for Parks and Recreation may have bleed over across categories and may need to be cleaned up and revised
- Black stated that the contract in the works with the Ashland School District to use North Mountain Park sports fields will be slightly increased and the school district has not indicated that they will not move forward with finalizing the contract
- Black is recommending furloughing all APRC employees one day per month for twelve months starting July 6, 2020. This will reduce expenses by \$93,000
 - Black is planning to furlough staff on the same day and close all facilities, including the golf course
 - One employee will be available to respond to emergencies
 - Black is planning to finalize the furlough calendar and will identify days that extend time off over the weekend and holidays when applicable, which will be a benefit to staff since their pay is being decreased
 - Dials stated that members of the public will not be allowed to run classes inside facilities or reserve facilities on furlough days. Recreation staff will notify people who use inside facilities
 - Black stated that there will be impacts to the community because the furloughs will reduce the level of service for that day
 - Pathways will collect trash and clean bathrooms on furlough days
 - Black asked for a motion to approve moving forward with the furlough plan and that the first furlough day will be July 6, 2020

Motion: Heller moved to approve the recommendation to close the Ashland Parks and Recreation offices and operations one day per month during the 20/21 fiscal year and impose a mandatory furlough on all employees for those twelve days and that the first furlough day would be July 6, 2020. Seconded by Landt.

Vote: The vote was all yes.

Gardiner added that Black volunteered will take 12 additional furlough days to further reduce expenses.

5. CIP Prioritization Discussion (Possible Action)

Black reviewed the staff report included in the [meeting packet](#) and provided a [PowerPoint presentation](#) (pg. 7-11). The following items were discussed:

- Black stated the focus of the discussion will be on projects that are funded with the Food and Beverage Tax (F&B).
- Black noted multiple instances in the staff report where the year 2019 was referenced and it should have been listed as 2020
- Black reviewed the F&B sources
 - Carry Forward (earned in previous years, but not spent): \$981,825
 - FY19/20: \$470,267 (projected)
 - FY20/21: \$275,000 (projected)
 - Total: \$1,727,092
- Black identified Capital Improvement Plan (CIP) Projects that have been grouped
 - Critical Projects (projects that are underway): \$537,000
 - Required (Bond Payments and the Ops Transfer): \$740,000
 - Discretionary Projects (remaining available funds): \$450,000
 - Total: \$1,727,000
- Black stated that Commissioners may disagree with the projects that have been identified as Critical Projects in the staff report and could make changes to that list during the reprioritization process

- Black noted that he is recommending the Mace property budget be reduced by \$100,000 and add that to the Discretionary Projects bucket, which would increase the amount of funds for Discretionary Projects to \$550,000. Black stated the property is functional right now and the entire project could be phased in later
- Black reviewed the Discretionary Projects list (focusing on the top 5). Commissioners provided Black with individual rankings, which Black used to create the Discretionary/Desirable Projects Ranking. Black stated that the list is a starting point and asked Commissioners to eventually act on establishing a new priority. Black noted that E Main Park has an additional \$600,000 of non-F&B funds dedicated to it
 1. Daniel Meyer Pool (DMP) Rebuild: \$325,00/YEAR \$2,600,000 TOTAL
 2. East Main Park Development: \$350,000.00
 3. Bike Skills Park: \$25,000.00
 4. Build Dedicated Pickle-Ball Courts: \$175,000.00
 5. Oak Knoll Playground: \$113,000.00

Discussion

- Black clarified that the \$325,000 allocated for DMP assumes that APRC will be able to issue a revenue bond to fund the entire project. The \$325,000 would be set aside to make the first payment
- Bell suggested going out for a General Obligation (G.O.) Bond and stated that the residents of Ashland seem supportive of a pool and should be asked to vote on a G.O. Bond if there is not another source of funding available (*Note: discussion on this topic occurred at different point in the meeting. All discussion of bonds, general obligation or revenue, will be listed here*)
 - Black did not have a recommendation or any insight if getting a G.O. Bond on the ballot and noted that issuing a G.O. Bond would raise taxes and a Revenue Bond would not
 - Landt stated that setting aside \$325,000 would be enough money to cover any shortfalls for three years at this radically lower F&B revenue stream, which is a good argument for going out for and securing a Revenue Bond
 - Heller stated that he is in favor of putting the DMP project to the voters as a G.O. Bond
 - Lewis stated support for reviewing the possibility and a timeline for issuing a G.O. Bond to fund the DMP project, which would then free up money for other projects. Lewis stated that although other bond measures recently failed, the DMP seems to have widespread community support. Lewis also stated a desire to see a fall back plan for getting the current pool in working order for next season
 - Bell stated if a campaign began for a G.O. Bond in the fall and the community was supportive, it would free up funds for other projects such as pickleball or the bike skills park. Bell also stated that some of the smaller projects could be added to a G.O. Bond in the fall or in February
 - Gardiner clarified that the list provided by Black was put together to fund projects with the money that is expected to come in. Issuing a G.O. Bond would be another way to fund projects and that a decision will need to be made on how to proceed with funding
 - Landt proposed that the Revenue Bond should be pursued before pursuing a G.O. Bond. Landt stated the following:
 - Securing a revenue bond would be living within our means. It will be secured with money that APRC has or is entitled to in the future
 - A G.O. Bond would be an increase in taxes and could be considered tone-deaf to raise taxes under the current financial conditions
 - Holding money (\$325,000) back to cover shortfalls of projected F&B funds to ensure debt payments are made on a Revenue Bond would be prudent and would be listening to voters who spoke strongly in the last election
 - Heller restated support for a G.O. Bond to fund the DMP project to free up money so construction of dedicated pickleball courts can move forward
 - Black stated that moving forward with a G.O. Bond would require appealing to other authorities and would take time to determine if it is even possible to get on the ballot
 - Bell stated that bonds are a loan from some other source and are secured from F&B or property taxes and that banks would be more likely to issue a bond for property tax money rather than F&B

- Black stated that there is an assumption that it is possible to get a G.O. Bond on the ballot and that voters approve it. Black added that F&B has not been volatile until now, and there is hope that F&B will again become a secure source of revenue
 - Gardiner stated support for moving forward with a Revenue Bond
 - Lewis stated that the City Council should be approached to see how they feel about it
 - Bell suggested getting input from the City Council on different packages that could be put to the voters through a G.O. Bond
- Black clarified that the development of the E Main Park could be done in phases. One of the things to consider with the development of E Main Park, is that the road and parking improvements to provide access to the property could be a significant expense. Black is in the process of determining what will be required to secure permits to develop the park and will then be able to provide better estimates on what components of the park could be constructed with available funds. Black stated that it is possible that even without allocating the full \$350,000 for E Main Park Development, it should be possible to do some improvements and plan for additional improvements to happen in phases in the future. Black added when planning E Main Park, reducing maintenance costs will be a key component to the design
- Heller stated that when prioritizing he focused on the decreased available funds and made an that argument continuing with the Real Estate Acquisition (\$109,000) under the Critical Projects category should be reevaluated because it adds future maintenance liabilities
- Heller stated that the biggest drain on the budget is the golf course and that the pickleball project was located there to assist with golf course revenue. Heller added that his prioritization list focused on what can be fully accomplished with the available funds which is why he focused on the projects that did not cost as much
 - Landt suggested that Heller state for the record that he has a vested interest in pickleball as a paid instructor
 - Heller stated he does teach pickleball and would be happy to drop teaching in order to get the pickleball courts
- Landt stated that the original motion, which initially approved the Revenue Bond to pay for the DMP included funds for tennis court improvements and the construction of pickleball courts because the funds allocated in the CIP for pickleball were not enough to complete the project. Landt continued and stated the following:
 - Although the tennis court improvements are not a CIP project, F&B funds can be used for the project. Landt stated that the total cost of the DMP (\$2,600,000) does not include funds for the tennis courts or pickleball.
 - Landt proposed using a portion of the limited funds available to fix the tennis courts at Hunter Park, which would be maintaining existing infrastructure, but when improvements are made include striping for pickleball courts
 - This would allow pickleball under the lights and added that at this time of available funds having dedicated facilities for anything is a luxury and multipurpose amenities should be considered to meet the needs of multiple user groups while using fewer financial resources
 - The need for additional pickleball courts could be reevaluated after additional courts are made available to pickleball players at Hunter Park
- Black clarified that the top five projects could not be completed with the funds available. Black provided a hypothetical scenario on how to move forward to deliver on as many of the top projects as possible with the available funds:
 - The Mace Property Improvements do not need to move forward as quickly as previously thought, so \$100,000 could be reallocated to discretionary projects. This would bring the total amount for discretionary projects to \$550,000
 - If the revenue Bond were pursued for DMP, \$325,000 could be set aside for it
 - This would leave \$225,000 for other projects
 - Reduce the allocations of funds for E Main Park from \$350,000 to \$125,000 - \$150,000, which would allow for the design of the park and to develop a phasing plan and complete annexation and other planning processes with the City of Ashland. The \$600,000 of non-F&B funds could then be utilized to potentially complete phase one of the development plan.
 - The Bike Skills Park could be incorporated into the phasing plan for E Main Park
 - The remaining \$75,000-\$100,000 could be utilized to improve the Hunter Park tennis courts and restripe some of the courts to provide additional pickleball courts
 - Black noted that the Revenue Bond is not guaranteed, but staff could start moving the process forward to determine the feasibility of securing a bond
- Heller stated that the original pickleball court plan called for dedicated courts and he has witnessed conflicts between tennis players and pickleball players

- Black stated that Commissioners have control on reprioritizing the CIP projects and how the money is spent and is providing options on how to fund DMP since it has been identified as the top priority
- Black clarified that although resurfacing the Hunter Park tennis courts is not listed as a CIP project, it can be paid for with F&B because it is maintenance on existing infrastructure. Resurfacing the tennis courts would also allow for the expansion of pickleball courts since there would not be enough funds to construct dedicated courts if \$325,000 is set aside to secure a Revenue Bond for DMP
- Heller advocated for the construction of dedicated pickleball courts and thought it important to acknowledge that the cost of the pool is not \$325,000 and that it will take a multi-year commitment to pay for the pool and it will impact every other choice Commissioners make over the next decade
- Gardiner stated support for resurfacing the tennis courts for two reasons 1) it addresses a deferred maintenance issue 2) expands the number of pickleball courts
- Heller restated support for reevaluating the land acquisition to expand E Main Park
 - Black stated that unlike building new infrastructure on currently held APRC property, if property is not purchased now there may not be an opportunity to purchase it in the future. Additional details should be addressed in Executive Session and added that if Commissioners still consider acquiring the land a priority, then the acquisition should move forward
 - Lewis stated that E Main Park is a once in a lifetime chance to provide a park for the community. The Park will be there 100 years from now and he is viewing this an obligation to the Ashland residents who need a park on that side of town
 - Heller clarified support for moving forward with E Main and his comments about reevaluation are only regarding the land acquisition for expansion

Gardiner proposed he and Black prepare next steps to continue the discussion at the next Study Session in July. There were no objections. Gardiner directed Black to determine if it is possible to meet in Council Chambers.

VI. ITEMS FROM COMMISSIONERS/STAFF

None

VII. UPCOMING MEETING DATES

1. APRC Study Session—July 1, 2020
 - Location TBD—6:30 p.m.
2. APRC Regular Business Meeting—July 8, 2020

VIII. ADJOURNMENT

The meeting adjourned at 9:31pm

Respectfully submitted,
Sean Sullivan, Executive Assistant

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Rachel Dials, Recreation Superintendent
DATE: July 2, 2020
SUBJECT: COVID-19 Response Update

Situation

Jackson County entered into Phase 2 on June 4th. Phase 2 guidelines have been posted on the Governors website. In order to be considered for Phase 2 Counties must:

- See a declining disease prevalence
- There should be an adequate number of contact tracers, reflective of the community
- Adequate isolation and quarantine facilities
- Minimum testing regimen
- Sufficient hospital surge capacity
- Sufficient PPE supply for hospitals and first responders

Additional Phase 2 criteria include:

- 21 Days minimum within each Phase
- Show no significant increases in incident cases or positivity
- A minimum of 95% of all new cases must be contact traced within 24 hours

Currently within APRC the following facilities are open during Phase 2:

- All outdoor playgrounds
- Garfield Park Splash Pad (will reopen soon)
- The Oak Knoll Golf Course and Clubhouse
- The Dog Park
- The Skate Park
- Tennis & Pickle Ball Courts
- The BMX Track
- Lawn areas and picnic areas in all parks (first come, first served. No reservations)
- Brick and mortar bathrooms with signage in place
- Trails throughout the parks system and in the Ashland Watershed remain open with physical distancing and some routes changed to one-way

- Ballfield reservations for non-contact sports

The following facilities continue to be closed:

- Basketball Courts (because this is a contact sport)
- The Daniel Meyer Pool
- All indoor buildings such as Pioneer Hall, The Grove, The Senior Center and The Nature Center

As of July 1st, face coverings are required for indoor public spaces in every county in Oregon. Children under 12 years of age, as well as people with a disability or a medical condition that prevent them from wearing a face covering, are not required to wear one.

APRC Superintendent Dials and Glatt will have other information at the meeting related to moving forward with outdoor and virtual programs planned for Summer and Fall.

The guidelines from the Governor are available here govstatus.egov.com/or-covid-19

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STAFF REPORT

To: Ashland Parks and Recreation Commissioners
From: Michael Black, Parks and Recreation Director
Date: July 2, 2020
Subject: July 8, 2020 Parks Commission Meeting CIP Discussion

****note: this memo is accompanied by the June 10, 2020 CIP memo and the July 8, 2020 CIP memo which provide more background on CIP funding***

SITUATION

With reduced funding for CIP projects, the Commissioners are being asked to reprioritize the Capital Improvement Plan (CIP) and specific projects that APRC will accomplish over the next twelve-month period.

BACKGROUND

Food and Beverage income is expected to be reduced by nearly \$750,000 in the current biennial budget period. This reduction represents half of the projected income from the Food and Beverage Tax for this biennium. The Commissioners met in a public meeting in June to discuss the CIP. Prior to the meeting, Commissioners were asked to independently rank their personal CIP project priority.

The following table shows the results of the ranking exercise after all the results were combined.

RANK	DESIRABLE PROJECTS (APPROX. \$450,000 AVAILABLE FOR THESE PROJECTS)	BUDGET
1	Daniel Meyer Pool Rebuild	\$ 325,000.00
2	East Main Park Development	\$ 350,000.00
3	Bike Skills Park	\$ 25,000.00
4	Build Dedicated Pickle-Ball Courts	\$ 175,000.00
5	Oak Knoll Playground	\$ 113,000.00
6	Senior Center Improvements	\$ 50,000.00
6	Ashland Creek Park Basketball Court	\$ 50,000.00
8	Lithia Park Improvements	\$ 121,185.00
9	Repair Perozzi Fountain @ Lithia Park	\$ 25,000.00
10	All Parks Master Plan	\$ 300,000.00

After all considerations are made for financial obligations required for this biennium (\$740,000 total for operations transfer and debt payments) as well as necessary projects (those underway already, which total \$537,000), the remaining funds for discretionary projects is \$450,000.

ASSESSMENT

With only \$450,000 in discretionary spending for the CIP, the list of projects that can be accomplished is truly short. We cannot do all of the projects that we anticipated at the beginning of the biennium; however, by prioritizing projects that have the largest positive community impact and compromising on our expectations, we will likely be able to accomplish some of the most important projects for the community.

RECEOMENDATION

The following recommendation has been developed based on public input, the desire to extend the positive reach of the discretionary spending to a diverse group of citizens, the constraints of staff/the ability to complete projects and the discussion from the July 1 Parks Commission meeting.

I recommend that the Commissioners adopt the following plan and prioritization with the subsequent changes to the CIP budget that will be required to accomplish the recommendation:

1. The current projected budget for discretionary projects is \$450,000. I recommend that the Commissioners add another \$100,000 to the available funds for a total of \$550,000 to be used for discretionary projects. The source for the additional \$100,000 is the Mace Property Trail – the current budget for that project is \$150,000. I propose to reduce the Mace Property Trail budget by \$100,000 to add to the discretionary projects.
2. With \$550,000 now available, I recommend the following projects, with the associated budgets, be adopted as the priority for the CIP discretionary projects:
 - a. Daniel Meyer Pool Replacement - \$325,000 – these funds would be set aside while a financing mechanism can be identified and implemented to fund the full cost of the pool replacement. The funding mechanism could be one of many, including a revenue bond, grants, donations, etc. It is likely that the process of finding the funding mechanism will take the rest of this calendar year, at least. Providing the seed money of \$325,000 will make the options that we have for funding the most successful, under the circumstances.
 - b. East Main Park Design and Construction - \$125,000 – these funds would be added to dedicated funds of \$600,000 already in this project budget. The intent for the project would be to move forward with design and planning approval at this point and possibly develop the park in phases.
 - c. Tennis Courts Resurfacing and Pickle Ball Striping - \$100,000 – the intent of this project would be to resurface and restripe courts in Ashland at one of the APRC tennis courts to accommodate multiple uses, such as tennis and pickle ball. Since the funds are not available to construct the dedicated pickle ball courts at Oak Knoll Golf Course, this project will at least provide a higher standard of pickle ball and tennis courts than currently exists without the expense of constructing a new facility.

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STAFF REPORT

To: Ashland Parks and Recreation Commissioners
From: Michael Black, Parks and Recreation Director
Date: June 25, 2020
Subject: July 1, 2020 Parks Commission Meeting CIP Discussion

****note: this memo is accompanied by the June 10, 2020 CIP memo which provides more background on CIP funding***

SITUATION

With reduced funding for CIP projects, the Commissioners are being asked to reprioritize the Capital Improvement Plan (CIP) and specific projects that APRC will accomplish over the next twelve-month period.

BACKGROUND

Food and Beverage income is expected to be reduced by nearly \$750,000 in the current biennial budget period. This reduction represents half of the projected income from the Food and Beverage Tax for this biennium. The Commissioners met in a public meeting in June to discuss the CIP. Prior to the meeting, Commissioners were asked to independently rank their personal CIP project priority.

The following table shows the results of the ranking exercise after all the results were combined.

RANK	DESIRABLE PROJECTS (APPROX. \$450,000 AVAILABLE FOR THESE PROJECTS)	BUDGET
1	Daniel Meyer Pool Rebuild	\$ 325,000.00
2	East Main Park Development	\$ 350,000.00
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6	Ashland Creek Park Basketball Court	\$ 50,000.00
8	Lithia Park Improvements	\$ 121,185.00
9	Repair Perozzi Fountain @ Lithia Park	\$ 25,000.00
10	All Parks Master Plan	\$ 300,000.00

After all considerations are made for financial obligations required for this biennium (\$740,000 total for operations transfer and debt payments) as well as necessary projects (those underway already, which total \$537,000), the remaining funds for discretionary projects is \$450,000.

ASSESSMENT

With only \$450,000 in discretionary spending for the CIP, the list of projects that can be accomplished is truly short. We cannot do all of the projects that we anticipated at the beginning of the biennium; however, by prioritizing projects that have the largest positive community impact and compromising on our expectations, we will likely be able to accomplish some of the most important projects for the community.

RECEOMENDATION

Commission Chair Mike Gardiner and I met after the last Parks Commission meeting and we developed the following recommendation based on the conversations that occurred during the Commission meeting.

We recommend that the Commissioners adopt the following plan and prioritization with the subsequent changes to the CIP budget that will be required to accomplish the recommendation:

1. The current projected budget for discretionary projects is \$450,000. I recommend that the Commissioners add another \$100,000 to the available funds for a total of \$550,000 to be used for discretionary projects. The source for the additional \$100,000 is the Mace Property Trail – the current budget for that project is \$150,000. I propose to reduce the Mace Property Trail budget by \$100,000 to add to the discretionary projects.
2. With \$550,000 now available, I recommend the following projects, with the associated budgets, be adopted as the priority for the CIP discretionary projects:
 - a. Daniel Meyer Pool Replacement - \$325,000 – these funds would be set aside while a financing mechanism can be identified and implemented to fund the full cost of the pool replacement.
 - b. East Main Park Design and Construction - \$125,000 – these funds would be added to dedicated funds of \$600,000 already in this project budget. The intent for the project would be to move forward with design and planning approval at this point and possibly develop the park in phases.
 - c. Hunter Park Tennis Courts - \$100,000 – the intent of this project would be to resurface and restripe the courts at Hunter Park to accommodate multiple uses, such as tennis and pickle ball. Since the funds are not available to construct the dedicated pickle ball courts at Oak Knoll Golf Course, this project will at least provide a higher standard of pickle ball and tennis courts than currently exists without the expense of constructing a new facility.

The meeting on the first of July is a study session and no decision will be made at that meeting; however, based on the conversations that have already taken place, both Chair Gardiner and I believe this proposal is responsive to community needs while still being mindful of the severely restricted budget.

Regarding the idea of floating a general obligation bond, I recommend that the Commissioners do not pursue this route currently for the following reasons:

1. We have not ruled out all other possible funding mechanisms for the pool that do not include increasing taxes.
2. APRC is not a taxing authority and any proposed general obligation bond will need to be approved by the Ashland City Council, and I do not feel comfortable recommending a general obligation bond on the heels of a recently defeated bond.
3. I do not feel that it is necessary to seek a general obligation bond when it may be possible to accomplish the top four recommended discretionary CIP projects (Pool, East Main Park, Bike Skills Park* and Pickle Ball) with existing funds if we are willing to compromise slightly.
4. In light of the current social and financial situations of our City, State and Nation, compromising to accomplish several projects that will affect the most Ashland residents in positive ways is recommended over an alternative that will focus our discretionary dollars on a one user group.

*Potential phase of E Main Park development dependent on third party fundraising

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STAFF REPORT

To: Ashland Parks and Recreation Commissioners
From: Michael Black, Parks and Recreation Director
Date: June 10, 2020
Subject: June 10, 2020 Parks Commission Meeting CIP Discussion

SITUATION

Since the announcement of COVID 19 restrictions in Oregon in late March, Ashland Parks and Recreation Commission (“APRC”) has been experiencing losses to projected revenue that are unprecedented. Since the first announcements of virus-related social and physical restrictions, by the Governor on March 12, 2020, restaurants were ordered to close or go to take-out only. This is projected to have a drastic effect on Food and Beverage Tax (F&B) revenue.

BACKGROUND

APRC receives funds for Capital Improvement Projects from several sources. Those sources are: 1. Food and Beverage Tax; 2. SDC Fees; 3. Grants; and, 4. Loans/Bonds. Item 1. has been affected by COVID-19 due to restaurant restrictions and closures, and new projections are listed below. Items 2. and 3. may be affected by COVID-19 due to lower development and fewer SDC fees due to a potential recession and grants may be affected by reductions in funding for granting agencies. Number 4. is directly correlated to our ability to repay those loans, which relies on F&B Tax revenue.

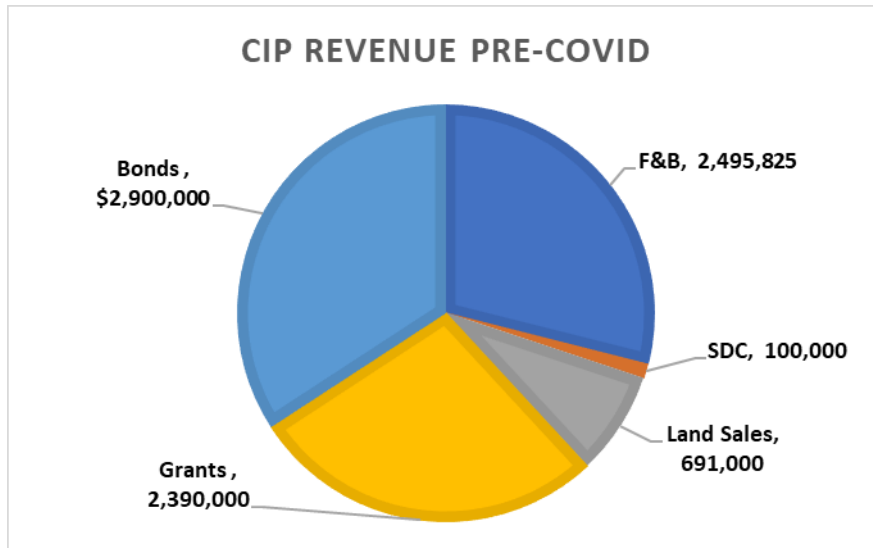
ASSESSMENT

COVID-19 has affected our ability to accomplish our nearly \$8.5 mil. Capital Improvement Plan (CIP). Our CIP requires review and reprioritization due to the anticipated reduction in funding. All projects are impacted either directly or indirectly from the current situation.

Pre-COVID Budget Expectations¹

The CIP Projections for the current biennium were expected to be as represented below:

¹ “Pre-COVID” refers to the time period prior to the first order from the Governor, dated March 12, 2020.



NEW BONDS

The total amount of the bond was approved for \$2,900,000. Of the total, \$2,600,000 was intended for the replacement of the Daniel Meyer Pool. The remaining \$300,000 (\$150,000 for Pickle Ball and \$150,000 for Hunter Park Tennis Courts) was added to the pool needs for a total of \$2,900,000.

APRC anticipated receiving a projected Food and Beverage Tax income of \$750,000 per year. These funds are generally used for capital projects and purchasing land. APRC has used these funds in the past to secure revenue bonds to complete several large projects through the parks system, including Garfield Park and several Lithia Park projects. We have also used these funds to acquire new properties, like the recent purchase of the Hitt Road Property and the Briscoe School Park.

Due to the drastic decrease in revenue from the Food and Beverage Tax, the above bond scenario is no longer valid.

GRANTS

The grant category includes anticipated income from the Nature Playground at NMP (already received and already complete), a bike skills park at the new East Main Park (\$225,000) and the Kestral Park pedestrian bridge (\$500,000). This category also includes the Japanese Garden (\$1,300,000).

At this point we are still anticipating the Japanese Garden grant coming through – the funds are already in the Ashland Parks Foundation’s accounts and the donor would like to move the project forward. The bike skills park and Kestral Park bridge were being managed by partner agencies – Rogue Valley Mountain Bike Assn. and the Bear Creek Greenway Foundation, respectively. Some impacts to grant availability may become a reality. That prospect is discussed below.

LAND SALES

APRC sold the YMCA Park property to the YMCA for a total of \$480,000. We also sold a piece of the property adjacent to the YMCA Park to the City for a total of \$120,000. The final piece of the total are

the surplus funds (\$91,000) from the sale of the remaining property of the piece adjacent to the former YMCA Park to the Housing Authority of Jackson County.

SDCs

These funds come from the building permits. Whenever a new building is constructed, the Building Division charges a calculated amount in that permit for Parks System Development Charges (SDCs). These funds are used to expand the parks system through new parks or new improvements to parks. We budgeted to receive \$50,000 per year for SDCs.

FOOD & BEVERAGE TAX

This is the bulk of our revenue for the CIP budget. In the current biennium, we rolled forward \$981,825 from the previous biennium, which was then added to the following revenue projections:

1. Food and Beverage Tax Revenue:
 - a. FY19/20: Budgeted \$756,900; New Projection \$462,655 (\$294,245 less than budgeted)
 - b. FY20/21: Budgeted \$753,844; New Projection \$265,447 (\$488,397 less than budgeted)

These funds are used for three categories of expenses:

1. Transfer to the Parks General Fund for project management and other project related operations costs: \$185,000 per year or \$370,000 for the full biennium.
2. Payments to bonds and other loans: about \$185,000 per year, or \$370,000 for the full biennium.
3. Parks Improvement. The remaining F&B funds – after debt payments and transfers to the operations budget, which is about \$1,750,000 – goes to pay for current projects like the Mace Property Trail, new playgrounds, the All Parks Master Plan, etc. (a list of all the projects is later in this memo)

APRC has three current revenue bonds in place that are secured by the Food and Beverage Tax, as well as the anticipated addition of a fourth revenue bond for the DMP. Those encumbrances are directly below:

Food and Beverage Tax Encumbrance until 2030

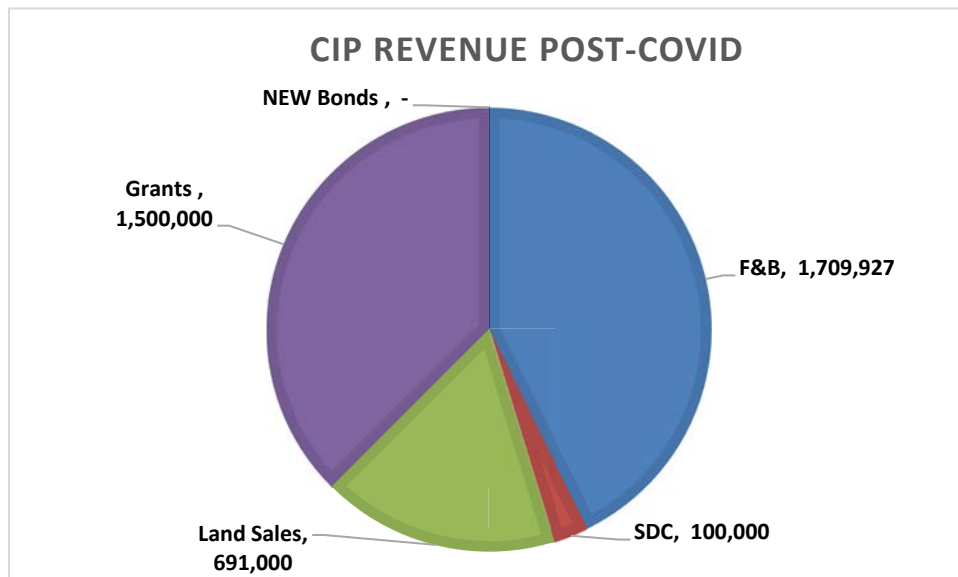
	Garfield	Briscoe	Calle	Pool	TOTAL
2020	\$ 98,239.60	\$ 50,000.00	\$ 36,581.26		\$ 184,820.86
2021	\$ 98,363.40	\$ 50,000.00	\$ 40,931.26	\$ 325,000.00	\$ 514,294.66
2022	\$ 97,455.40	\$ 50,000.00	\$ 40,231.26	\$ 325,000.00	\$ 512,686.66
2023	\$ 97,515.60	\$ 50,000.00	\$ 39,531.26	\$ 325,000.00	\$ 512,046.86
2024	\$ 97,533.40	\$ 50,000.00	\$ 38,831.26	\$ 325,000.00	\$ 511,364.66
2025	\$ 48,508.80	\$ 50,000.00	\$ 38,109.38	\$ 325,000.00	\$ 461,618.18
2026		\$ 50,000.00	\$ 37,343.75	\$ 325,000.00	\$ 412,343.75
2027		\$ 50,000.00	\$ 41,475.00	\$ 325,000.00	\$ 416,475.00
2028			\$ 40,500.00	\$ 325,000.00	\$ 365,500.00
2029				\$ 325,000.00	\$ 325,000.00
2030				\$ 325,000.00	\$ 325,000.00

Post-COVID Budget Expectations²

Budget expectations have changed drastically due to COVID-19. New F&B income is expected to be half of what was budgeted. Again, here is the breakdown of the pre and post-COVID F&B projections:

1. Food and Beverage Tax Revenue:
 - a. FY19/20: Budgeted \$756,900; New Projection \$462,655 (\$294,245 less than budgeted)
 - b. FY20/21: Budgeted \$753,844; New Projection \$265,447 (\$488,397 less than budgeted)

The chart below shows only the new projections, post-COVID:



NEW BONDS

Due to the drastic decrease in revenue from the Food and Beverage Tax, the bond scenario mentioned above for the DMP is no longer valid. The Parks Commissioners have voted to reconsider the bond, and we are looking forward to hearing your direction regarding future bonds at the meeting.

Some of the scenarios, but not all, that could be considered regarding the former DMP bond are:

1. Do not attempt to issue the Bond, and find another way to fund the projects, such as grants, donations, etc.
2. Attempt to reissue the Bond, and:
 - a. Use whatever remaining F&B funds to attempt to secure the first year of Bond payments.
 - b. If it is anticipated that the impact from the COVID-19 closure of restaurants is temporary, we could, potentially, provide security of (\$325,000 if you choose to do all of

² When we use the term "post-COVID" we are only referring to the time period after the first financial impacts of the pandemic. We do not intend to imply that the impacts of the pandemic are in the past.

the projects) for the first years Bond payment and continue the remaining payments with future F&B income.³

3. Try to limp the current pool along for another few years, with some major capital improvements to the pool and the operating system.⁴

Other scenarios certainly exist, and we look forward to hearing the ideas and direction of the Commissioners.

GRANTS

At this point it is hard to speculate whether the granting agencies will be reducing their grant offerings due to their own COVID-19 related budget impacts. The Nature Playground is already finished and paid for but grants for a bike skills park at the new East Main Park (\$225,000) and the Kestral Park pedestrian bridge (\$500,000) may be affected by COVID-19. The aforementioned grants are being sought by partner groups (RVMBA and BCGF) and I wouldn't want to stifle their attempt to get these grants, but I do think it is reasonable to think that there will be an affect to some granting agencies that use funds from Lotto and other sources affected by consumer spending.

At this point we are still anticipating the Japanese Garden grant coming through – the funds are already in the Ashland Parks Foundation's accounts. The bike skills park and Kestral Park bridge were being managed by partner agencies – Rogue Valley Mountain Bike Assn. and the Bear Creek Greenway Foundation, respectively.

LAND SALES

This category is not affected by COVID-19.

APRC sold the YMCA Park property to the YMCA for a total of \$480,000. We also sold a piece of the property adjacent to the YMCA to the City for a total of \$120,000. The final piece of the total were the funds (\$91,000) from the sale of the remaining property of the piece adjacent to the former YMCA Park to the Housing Authority of Jackson County.

SDCs

It does not appear, at this time, that this category will be affected by COVID-19. Building is still taking place, and we generally estimate low on this category because of the volatility of the building market. We budgeted to receive \$50,000 per year for SDCs.

FOOD & BEVERAGE TAX

We are currently expecting that the revenue coming in to APRC from F&B will be half of what was budgeted. Again, here are the projections:

³ This assumes that the banks will be issuing revenue bonds at this time.

⁴ We do not have a figure on what the improvements would cost at this point.

1. Food and Beverage Tax Revenue:
 - a. FY19/20 New Projection \$462,655 (\$294,245 less than budgeted)
 - b. FY20/21 New Projection \$265,447 (\$488,397 less than budgeted)

APRC has several financial obligations that are required to be met prior to any additional spending from this category. Those requirements are current bond payments (see chart below) and transfers to the operations budget for project management and other project related operations costs (\$185,000 per year or \$370,000 for the full biennium).

Food and Beverage Tax Encumbrance until 2030

	Garfield	Briscoe	Calle	TOTAL
2020	\$98,239.60	\$50,000.00	\$36,581.26	\$184,820.86
2021	\$98,363.40	\$50,000.00	\$40,931.26	\$189,294.66
2022	\$97,455.40	\$50,000.00	\$40,231.26	\$187,686.66
2023	\$97,515.60	\$50,000.00	\$39,531.26	\$187,046.86
2024	\$97,533.40	\$50,000.00	\$38,831.26	\$186,364.66
2025	\$48,508.80	\$50,000.00	\$38,109.38	\$136,618.18
2026		\$50,000.00	\$37,343.75	\$87,343.75
2027		\$50,000.00	\$41,475.00	\$91,475.00
2028			\$40,500.00	\$40,500.00
2029				\$-
2030				\$-

Together, the requirements for our financial obligations are \$740,000 for the biennium. Those two obligations are listed below:

REQUIRED PROJECTS (BONDS & BUDGET REQ.)	BUDGET
Project Manager/Operations Transfer	\$ 370,000.00
Debt Payments (Calle, Briscoe, Garfield)	\$ 370,000.00
TOTAL REQUIRED PROJECTS	\$ 740,000.00

As of June 1, 2020, there are six projects that staff suggests are critical to continue with a total expense of \$537,000. These projects are generally those that have already begun and we have some accountability to complete those. Those are listed below:

CRITICAL PROJECTS (ALREADY UNDERWAY)	BUDGET
Daniel Meyer Pool - Design Only	\$ 161,000.00
Real Estate Acquisition	\$ 109,000.00
Oak Knoll CIP 000581	\$ 32,000.00
Mace Property Trail	\$ 150,000.00
Kestral Bridge	\$ 35,000.00
TID Improvements	\$ 50,000.00
TOTAL CRITICAL PROJECTS	\$ 537,000.00

The remaining funds that could be expended on capital projects from F&B, after the two categories above are accounted for, is approximately \$450,000. The total of the remaining projects below is over \$1.5 million.⁵

DESIRABLE PROJECTS (APPROX. \$450,000,000 AVAILABLE FOR THESE PROJECTS)	BUDGET
Repair Perozzi Fountain @ Lithia Park	\$ 25,000.00
East Main Park Development	\$ 350,000.00
Daniel Meyer Pool Rebuild	\$325,00/YEAR \$2,600,000 TOTAL
Lithia Park Improvements	\$ 121,185.00
All Parks Master Plan	\$ 300,000.00
Oak Knoll Playground	\$ 113,000.00
Senior Center Improvements	\$ 50,000.00
Ashland Creek Park Basketball Court	\$ 50,000.00
Build Dedicated Pickle-Ball Courts	\$ 175,000.00
Bike Skills Park	\$ 25,000.00
TOTAL DESIRABLE PROJECTS	\$ 1,534,185.00

All CIP projects that are funded by the F&B Tax need to be reviewed and a reprioritization needs to take place. The focus of the reprioritization process should be the desirability of the 10 projects immediately above. The Commissioners could reevaluate the critical projects as well, but staff recommends that all those projects go forward as proposed.

APRC is fortunate to still have \$450,000 that can be used to fund projects for this biennium. The 10 projects above all have varying levels of necessity. I won't go into those here, but it should suffice to say that all of the projects above are important to some segment of the Ashland population. The actual CIP plan was developed based on a lot of feedback from the community; however, the premise that was used to create the plan – meaning the projected F&B resources in 2018 when the budget was approved

⁵ The cost of the pool is included in two ways in the table. The first is the cost it would be to set aside the funds to pay for the total revenue bond as was proposed (\$325,000) and the second is the total cost of the pool (2,600,000). Prior to now, it wasn't anticipated that we would pay for the first year of the bond until next biennium; however, I have included the cost of the bond in this biennium in case the commissioners wish to use F&B funds from this biennium to secure the first payment of the bond.

– is no longer the same. It has changed drastically, and we must now change the CIP drastically as a result. We simply cannot do all the projects that we anticipated going into this biennium.

RECEOMENDATION

There are 10 projects that require reprioritization. Those projects are (in no particular order):

- Repair Perozzi Fountain
- East Main Park Development
- Daniel Meyer Pool Rebuild
- Lithia Park Improvements
- All Parks Master Plan
- Oak Knoll Playground
- Senior Center Improvements
- Ashland Creek Park Basketball Court
- Dedicated Pickle Ball Courts
- Bike Skill Park

I will send each Commissioner a list of these projects in an email. I am recommending that each Commissioner review the projects and the information provided and rank the list of projects 1-10 – with one being the highest priority and 10 being the lowest priority. You can use any method you want to rank these, but I suggest that you do not use the cost of the project as the only factor in your ranking. It is true that we only have a certain amount of funding, but the priority should be based on what you think is the most important, not the most achievable based on funds. Staff will then work out the scenarios for funding the highest priority projects. Or at least we will do our best in identifying options to fund the highest priority projects.

ASHLAND PARKS & RECREATION COMMISSION

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COMMISSIONERS:

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Rachel Dials, Recreation Superintendent
DATE: July 2, 2020
SUBJECT : Calle Fee Waiver Discussion (Possible Action)

Situation

The Calle Guanajuato season of operation began on March 9, 2020 and Commercial Use Contracts were near completion by APRC staff when Governor Kate Brown declared a state of emergency on March 8th for COVID-19.

Just one week later, on March 16th the Governor announced new statewide mandates, banning all public gatherings of 25 or more people and restricting restaurants to take-out and delivery service only. At that time, some restaurants chose to close completely while others managed to stay open with limited operations. After 60 days, on May 15th, Jackson County entered Phase 1 and at that time restaurants could re-open with guidelines such as mask-wearing and restrictions on capacity and in- person dining.

Currently on the Calle Guanajuato, the following restaurants and the Lithia Artisans Market have Commercial Use Contracts for use of the Calle. Those are:

- Sesame
- Ashland Creek Café
- Little Tokyo
- Louie's Bar and Grill
- Ostra's
- Oberon's
- Greenleaf
- Mix Bake Shop
- Lithia Artisans Market

All are currently utilizing their leased space. Some restaurants began serving right away in Phase 1 and some just recently opened outdoor seating because of business constraints and staffing. On June 20th, the Lithia Artisans Market was back on the Calle with 14 physically-distanced booths. (Normally on a busy weekend there are nearly 40 booths)

As our local economy struggles due to COVID-19 and Ashland businesses and artisans struggle to pay rent, and life gets disrupted a wise step in support would be to waive all Calle Guanajuato fees for the 2020 season.

Background

Each year, restaurants adjacent to the Calle Guanajuato and the Lithia Artisans Market have the ability to request seating. Currently, restaurants are charged \$8 per square foot (7 days per week) or \$5 per square foot (5 days per week) and the Lithia Artisans Market is charged \$5.50 per square foot (2 days per week) upon approval by the Parks and Recreation Commissioners.

Approximately \$32,000 in revenue was projected for the Calle Guanajuato contracts for 2020 and that loss has already been accounted for in the updated budget projections presented to Commissioners.

Assessment & Recommendation

While our City, County and State manage the impacts of COVID-19, taking this measure, while not something that will affect all business owners on the Calle, is a hand up to those businesses that APRC contracts with. This is why I am recommending that APRC waive all fees for the Calle Guanajuato contracts for the 2020 Season.

Potential Motion:

I move to approve waiving the Calle Guanajuato fees for the 2020 Season.