

Written testimony is encouraged and will be accepted via email sent to sean.sullivan@ashland.or.us. Written testimony submitted before Tuesday, May 12, 2020, 1:00 pm will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.



AGENDA FOR REGULAR BUSINESS MEETING

ASHLAND PARKS & RECREATION COMMISSION May 13, 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.

6:30 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 1. APRC Special Meeting – February 10, 2020
 2. APRC Regular Meeting – February 24, 2020
- III. PUBLIC FORUM
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- 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
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 1. Ashland Fire and Rescue Drone Monitoring Program (Action)
 2. Q2 Budget Update (Action)
 3. COVID-19 Response and Anticipated Re-opening Plan (Information)
 4. COVID-19 Anticipated Operations and Budget Impacts
 - a) Operations (Action)
 - b) Capital Improvement Projects (Action)
- VIII. ITEMS FROM COMMISSIONERS/STAFF
- IX. UPCOMING MEETING DATES
 1. APRC Study Session—June 3, 2020
 - Location TBD—6:30 p.m.
 2. APRC Regular Business Meeting—June 13, 2020
 - Location TBD —6:30 p.m.
 3. All APRC Subcommittee Meetings—TBD
- X. ADJOURNMENT

**AGENDA FOR SPECIAL BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
February 10, 2020
The Grove, 1195 E. Main Street**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Heller, Lewis (left meeting at 6:28); Director Black, Recreation Superintendent Dials; Parks Superintendent Oxendine; Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

II. PUBLIC FORUM

None

III. ADDITIONS OR DELETIONS TO THE AGENDA

Gardiner moved the Pool Design Approval of Contract item prior to Unfinished Business (see item below)

IV. UNFINISHED BUSINESS

1. Japanese Garden Update (Informational)

Black reviewed the staff report included in the [meeting packet](#) and introduced Kerry KenCairn who is preparing the construction plans, included in the staff report. This item included the following points:

- There has been a change in process for the design of the project. KenCairn is working with Toru Tanaka, the lead designer, to create plans for the project. The plans are being paid directly by the Ashland Parks Foundation
- Once the plans have been completed and provided to APRC, contractors who work on the garden will be paid directly from APRC funds
- KenCairn reported that APRC staff prepared a detailed tree inventory as displayed in the plan labeled T 1.0
 - There are three tree trees that are being transplanted
 - It may be necessary to remove additional trees once grading planning is completed
 - Black added that the original designs always called for the removal of some trees in the existing garden
- KenCairn clarified the design process she undertook in relation to the original design by Tanaka, referencing plan L 0.0 in the meeting pack
 - The original design was input into a computer model that corrected scale issues and took on-site features, such as slope, into consideration, which the original conceptual plan did not fully do
 - Tanaka was then consulted and agreed that the updated plans meet his original intent
 - The conceptual plan would not have facilitated ADA access, so KenCairn is slightly modifying some aspects of the original design to create ADA access through some spaces of the garden
 - All modifications to the plan will be done in coordination with Tanaka
- KenCairn stated the flow of waterfall will originate at the top off the pumphouse, which will be partially buried and screened from view. The waterfall will be approximately 6'- 7' tall
- KenCairn reported on the Tree Protection plan labeled T 2.0 in the meeting materials
 - Input from Landt was taken in meeting about specific alterations (as drawn on a map provided to KenCairn) to the fencing plan and will be worked into future iterations of the plans
 - Landt also identified areas of fence that may not need to be included (around the area identified as tree 68 on T 2.0)
 - Tree protection fences will not be utilized within the garden due to the need for root pruning
 - There will be fences around trees in the periphery of the project area

- Black stated that fences will be in place once demolition takes place, which would not include transplanting trees
 - The transplanted trees will be placed in Lithia Park, but outside of the Japanese Garden Area
- Black stated that there are trees in Toru's plan outside of the garden area that are not included in the plans presented. KenCairn stated she will consult with Toru and will work to add the trees into the construction plan
- Black stating the project could move forward with transplanting and demo work in the next two weeks
 - Landt inquired if the motion approved by Commissioners at the October 28, 2019 meeting required that the tree protection plan be presented and approved by Commissioners before moving forward with any work on the garden
 - Black stated staff will review the motion in question ([October 28, 2019 Minutes](#))
- Landt stated that the area should be signed prior to fencing the garden
 - Black is planning on a 2-3-week social media campaign and on-site signage three weeks prior to closing the garden for demolition. Staff will also be working on informational signs on the project on-site throughout construction
- APRC staff is reviewing new locations for the Tea House currently located in Japanese Garden
- Black will provide informational reports to Commissioners as the project moves forward

Commissioner Lewis left the meeting at 6:29 p.m.

2. Park Hours Rules (Informational)

Black reviewed the staff report included in the [meeting packet](#). This item included the following points:

- The staff report includes the following exemptions to set park hours (12:00 a.m. – 5:00 a.m.) as a starting point for discussion. A previous exemption included in past discussions regarding allowing golf after hours has been removed from the proposed list:
 1. Vehicular traffic crossing on a public roadway through a park, including Winburn Way;
 2. Persons attending, participating in, going to or coming from an activity either programmed or scheduled by Ashland Parks and Recreation or under a permit issued by Ashland Parks and Recreation;
 3. A person may enter a closed park for a reasonable amount of time to retrieve their personal property or vehicle;
 4. Pedestrians may travel through a park to destinations outside of the park property;
 5. Parks staff and emergency responders may enter closed areas in the course of executing their duties; or
 6. By permit, for special events or other activities approved by the Director of APRC.
- Black stated #6 has been included to allow exemptions under rare circumstances without the need to for a public group to request a public hearing before the Commissioners
- Bell recommended that #4 include language referencing “continuous travel” through the park
- Landt provided the following recommendations:
 - Remove reference of Winburn Way from #1
 - The amended ordinance language (see below) references “City officials” only. Reference to APRC should be included in the proposed ordinance amendment that will be sent to City Council
 - Remove “Parks staff and” from #5 and start with “Emergency responders”

The Ordinance language, as amended by the Commissioners on January 27, 2020 reads as follows:

10.68.380 Hours of Park Closure

- A. No person shall be in any City park, as defined in [AMC 10.68.010](#), between the hours 12:00 AM (midnight) and 5:00 AM, except for City officials or their designees on official business, and as authorized by the Ashland Parks and Recreation Commission consistent with established parks rules and regulations.
- B. Any violation of this section is a Class IV violation subject to the penalties and procedures in [AMC 1.08.020](#).

- Black said staff will bring this item to the Commissioners at a business meeting for adoption prior to sending the ordinance amendment to the City Council and that this ordinance amendment will be sent to the City Council at the same time as the alcohol ordinance amendment

3. Alcohol in Parks Rules (Informational)

Dials reviewed the staff report included in the [meeting packet](#). This item included the following points:

- Staff is recommending the current exemptions included in the ordinance be maintained through the rules and regulations process (see items A-D in the meeting packet)
- Dials is recommending starting with a small number of areas in the park where alcohol consumption is allowed and expanding as necessary. The three proposed locations are:
 - Butler Bandshell, Perozzi Fountain area and Sycamore Grove in Lithia Park
 - Feast of Will Lawn (between lower Duck Pond and Children's Playground)
 - Ice Rink Parking Lot on Winburn Way
 - Dials clarified that the Ice Rink Parking Lot area would be for special events when the ice rink is not in use and will make changes to the proposal
 - Black stated that the Japanese Garden could be a place where receptions could occur, and we may want to include this area in the proposal
 - Gardiner stated that the historical name of the area referred to as the Feast of Will Lawn is the Roper Grove and stated historical names should be used by APRC
- Dials reviewed the recommendations under recommendation #2 (items 1-17) within the staff report
 - #7 – Landt stated that the language about canopies, tents or shelters should be removed and instead use the enclosure language
 - #8 – suggestions were made to start the first sentence with “General Liability Insurance” to better distinguish from the Liquor Liability insurance requirements
 - #9 - #14 - Alcohol permits would be part of the APRC special event permitting process and would include all established policies for special events
 - #15 – Recommendations were made to establish parameters as to when security will be required rather than leaving it ambivalent. A threshold could be established based on the number of attendees expected that would be reported during the application process. Remove the word “may” and insert specific parameters
 - #16 regarding fees should say “APRC” rather than “the department”
 - Black stated that thresholds could be established to determine a fee table for different types and sizes of events
 - Dials stated the current cost of the special application fee is set at \$25, which does not always cover staff time spent on reviewing and approving the application. Dials recommends increasing the special event application fee. The alcohol permit would be a separate fee and thinks it could be in the range of \$300-\$500
 - Gardiner stated that fees can be adjusted in the future if it turns out what is adopted it too high or too low
 - Bell suggested adding a fee based on a percentage of sales in addition to the base fee
 - Dials spoke in favor of a base fee rather than charging by the hour or percentage of sales to keep the fee structure as simple as possible and evaluate the fee structure and program after a period
- Landt raised a concern that this program would not be a significant source of revenue and may not be a good idea to pursue expanding the use of alcohol in the parks if it is not a significant source of revenue
 - Bell stated that allowing alcohol in parks could be a financial benefit to non-profit organizations who provide a public good to the community
 - Landt stated that there are numerous types of non-profit organizations and may not provide any public good to the residents of the City of Ashland. Landt stated that this program seems like a burden to staff and will not result in significant financial gain for APRC
 - Gardiner stated this is under review at the request of the Lions Club
 - Dials stated that this could be a benefit to groups and APRC and should be pursued if the Commissioners want to see it move forward

- Dials clarified that people can reserve a pavilion for gatherings such as a birthday party and not require a special event permit
- Dials clarified that events at Oak Knoll are not required to get an alcohol permit since the alcohol for the special event would be served by the vendor at the club house. Dials also clarified that this ordinance would not prohibit the sale of hard alcohol
- Before bringing this back to Commissioners, Dials would want to consult with the Police Department and review the Council process, which may extend the into June and not be ready for the Feast of Will event
- APRC could potentially offer alcohol at events sponsored by APRC and Rogue World Music, like the Ashland World Music Festival
- Black stated that the ordinance and rules still need to be reviewed and upon further review in the meeting. Black stated that items C & D that were struck in the proposed ordinance amendment may want to be maintained in the ordinance to not overly complicate the process
- Landt stated that there should be specific language allowing ARPC to serve alcohol at APRC sponsored events. Landt provided the following suggestions on some items listed under recommendation #2 (items 1-17) within the staff report
 - #2 – eliminate because it is covered elsewhere
 - #5 – identify OLCC classifications to allow hard cider and other types of alcohol similar to wine and beer
 - Add stipulation for a refundable deposit, because of potential for more trash, in the range of \$500 - \$1,000
- Bell stated that since glass containers are not allowed, it could result in an increase of one-time use plastic cups
 - Landt suggested including language that one-time use containers are not allowed
- Dials suggested bringing this back to Commissioners in April and will reach out to the Lions Club to inform them that it is unlikely for this to move forward through the process prior to their event in the summer of 2020
- Dials will include information on the special event permit to the Commissioners so they can review the process that the public would go through

V. NEW BUSINESS

1. Pool Design Approval of Contract (Action)

Black reviewed the staff report included in the [meeting packet](#). This item included the following points:

- Black stated that any contract that exceeds \$100,000 must be sent to the City Council for final approval
- An RFQ was put out for pool design and two companies put in proposals
- Robertson Sherwood Architects was selected based on qualifications. Their bid is \$151,000 for services and \$9,500 for reimbursable expenses
- The original budget for this portion of the project was initially set at \$115,000, which was an estimation when the budget was set
- Black stated the fees for this project are reasonable. Landt added that 5% of the entire project for design services is in the ballpark of what to expect
- The contract includes five on-site visits during the construction process
- Jason Minica will be the APRC project manager. The company that is chosen to build the pool will have a full-time project manager on site
- Black stated the revenue bond should be issued sometime in May. Once the bond has been issued, the pool will be ordered and paid for upon receipt, which is expected to be in the next fiscal year
- As construction moves forward, the pool designers will be available to provide clarifications on an as needed basis
- Expenses will be paid as they are incurred
- Black stated the best projection for completion would be at the end of the 2020 calendar year. This is tentative and dependent upon variables that could impact the timeline
 - Black is currently operating under an aggressive timeframe to order the pool in April and have construction start shortly after which would result in the pool remaining closed for the 2020 summer season
- The manufacturer of the pool is in Italy
- Landt questioned the ability for the designers to complete the plan by April and move forward with construction over the summer
 - Heller stated a preference to keep the pool open during the summer season, which would delay the project
 - Black stated that it is an aggressive timeline. It is possible to achieve this timeline, but could be altered if any pieces of the project are not ready in time and therefore open the pool as normal over the summer

Motion: Lewis moved to approve the RFO for Robertson Sherwood Architects to start the construction drawings at the agreed upon price. Heller Seconded.

Discussion: Bell asked for clarification that this contractor presented the best proposal. Black stated that this was the case.

Gardiner stated that this is an aggressive timeline, but there is nothing to lose if the timeline slips.

Heller reiterated a desire to keep a pool operational during the summer.

Dials stated that if the pool were to close over the summer, a communication plan would be put into place and would include community resources for aquatic recreation.

Landt supports moving forward but stated that the timeline from staff has changed. The original timeline called for construction to occur outside of summer months. If this timeline slips, funds should be spent to keep the pool open over the summer.

Vote: The vote was all yes

2. IPM Exemption - Blvd. (Informational)

Oxendine reviewed the staff report included in the [meeting packet](#). This item included the following points:

- Oxendine requested the IPM exception for spraying glyphosate at the North Entry Way be expanded to all medians that parks staff maintains to address safety issues
- Heller suggested looking into installing artificial turf similar to what was installed near Omar's Restaurant
 - Oxendine stated the project was funded by the Water Conservation Office, there have been mixed reviews by the public and there is still a need to pull weeds around the seams of the turf
- Gardiner stated the rationale to allow spraying at the North Entryway is due to lower visibility in this area and a higher speed limit than in town
 - Black stated that the speed limit is not always best indicator for safety. The 80th percentile of how fast people are actually going is a better indicator for safety
 - Gardiner stated that a traffic study was not done when the exemption was established, and he is simply relaying what took place when setting the policy
 - Heller stated that traffic is slowed because of cross walks near SOU
- Bell inquired if the covering the medians in concrete would be more cost effective in the long term
 - Black stated that the medians are owned by the City and the City makes decisions about what is in the medians. Parks has an MOU to maintain the medians
- Landt stated the reason there are weeds in the median is due to the types of vegetation that were initially planted because they do not fully cover the area. Landt suggested planting a 2-4" tall evergreen and a pollinator like *Arctostaphylos* and then allow an exemption to spray until plants are established enough to naturally suppress weeds and would also reduce water needs
 - Black reiterated that APRC could make suggestions to the City on what is planted in the medians, but they have control over the type of vegetation planted in the medians
 - Landt stated that changing the type of vegetation that is planted in the medians would result in less staff time spent in the medians in the long-term
- Heller stated that he is not comfortable spraying glyphosate in the medians near SOU because it is a high pedestrian area
- Landt stated support the short-term use of glyphosate if there is a known end point
- Oxendine stated the following:
 - weeds are introduced into the median along Siskiyou Blvd through high vehicular traffic that spread seeds from landscape debris
 - SOU uses glyphosate on all areas vegetated areas except for pollinator gardens

- there is a high concentration of vehicular crashes in the area near SOU
- stated support for changing the type of vegetation in the medians, including more street trees
- Heller suggested APRC talk to the City about the issues faced with maintaining the medians
- Bell suggested approaching the City about establishing an experimental plot with low maintenance plantings, leave the rest of the medians as is for the moment and use glyphosate for the time being
 - Black stated concern about cost and ensuring APRC would be reimbursed by the City. Black also mentioned that this could compete with other priorities
- Oxendine stated that glyphosate is being sprayed at the North Entry Way. Pre-emergent is not being applied at the North Entry Way
- Gardiner stated that even if the use of glyphosate is allowed, staff would still need to do maintenance work in the median
 - Oxendine stated using glyphosate would mitigate risk by reducing the amount of time staff spends in the median
- Black stated that staff will review other options to address staff safety including different types of plantings. If it gets to a point where staff feels it is too unsafe to maintain the medians, APRC will look at not providing this service to the City
- Landt suggested reducing traffic to one lane and increasing signs when doing maintenance
- Black directed Oxendine to consult with the Public Works Superintendent on safety precautions they take when working in streets
- Gardiner and Landt expressed the concern that Commissioners have for staff safety and supports reviewing other options to address the issue

VI. ITEMS FROM COMMISSIONERS/STAFF

Black stated he will be out of town for two days for an Active Transportation Meeting

The start time for meetings, starting in March, is at 6:30 p.m.

Gardiner reported that it is likely that the Butler-Perozzi Fountain will fall off the list for the general obligation bond the city is working on.

VII. UPCOMING MEETING DATES

1. APRC Regular Meeting—February 24, 2020
 - Council Chambers, 1175 E. Main St.—7:00 p.m.
2. Ashland Senior Advisory Committee—March 9, 2020
 - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.
3. Recreation Division Advisory Committee—March 12, 2020
 - Council Chambers, 1175 E. Main St.—4:00 p.m.
4. Bee City USA—March 18, 2020
 - The Nature Center, 620 N Mountain Ave—3:00 p.m.

VIII. ADJOURNMENT

The meeting adjourned at 8:06 p.m.

Respectfully submitted by
Sean Sullivan, Executive Assistant

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
February 24, 2020
Council Chambers, 1175 E. Main Street**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Lewis; Director Black, Recreation Superintendent Dials; Assistant Sullivan

Absent: Commissioner Heller; City Council Liaison Mayor Stromberg

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. APPROVAL OF MINUTES

APRC Special Meeting – January 13, 2020

Motion: Landt moved to approve the Minutes from November 25, 2020 as presented. Lewis Seconded.

Vote: The vote was all yes

APRC Regular Meeting – January 27, 2020

Motion: Landt moved to approve the Minutes from November 25, 2020 as presented. Bell Seconded.

Vote: The vote was all yes

III. PUBLIC FORUM

Casey Botts of Ashland and representing the Rogue Valley Mountain Bike Association (RVMB) spoke regarding the East Main Park. RVMB is starting to investigate moving forward with applying for grants to fund the bicycle facilities that are being planning at E Main Park. Botts stated that group has put in more than 1,200 volunteer maintaining trails and are available to assist with maintenance. Botts also stated that RVMB is launching a nonprofit organization geared towards youth mountain bike riding. Botts stated RVMB is looking forward works with APRC on issues regarding mountain bike facilities in the area.

Gardiner requested Black give an update on the timeline for E Main Park

- One public meeting has been held where community feedback was provided
- A Request for Qualifications (RFQ) was put out last week for consultants to work on site design. Proposals are due by March 16th
- Those proposals will be sent to a group of people comprised of staff, Commissioners and community members who will review the proposals and will also provide input on the park design
- The winning proposal should be ready to be brought to Commissioners in April to approve contract

IV. ADDITIONS OR DELETIONS TO THE AGENDA

None

V. CONSENT AGENDA

1. Subcommittee Minutes Acknowledgment
 - Oak Knoll Golf Course Subcommittee, April 25, 2019
 - Oak Knoll Golf Course Subcommittee, October 8, 2019

Motion: Landt moved to approve the consent agenda. Lewis Seconded.

Vote: The vote was all yes

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

1. Calle Guanajuato Seating Agreements (Action)

Dials reviewed the staff report included in the [meeting packet](#) and presented with PowerPoint (see [attachment I](#)) The following items were discussed:

- Restaurants adjacent to Calle Guanajuato and the Artisan Market have the ability to request and rent space on Calle Guanajuato (the Calle)
- Dials reviewed the current fees included in the meeting packet and stated contracts have not been signed
- Staff denied a request due to established policy where a vendor had seniority and was close to the space requested
- Staff is not requesting fee changes because any increases would need to be taken to the City Council for inclusion in the approved city fee schedule
 - Staff recommends increasing fees based on the Consumer Price Index (CPI) next year
- Staff is requesting the following be approved:
 - **Determine the “season of operation” for the contracts. Staff recommends March 9- November 8, 2020.** In 2019 the commission approved a season spanning March 11 through November 10 and staff recommends a similar arrangement for the 2020 season.
 - **Approve or deny the nine seating agreements for the Calle Guanajuato.** Staff recommends approval of all nine seating agreements as proposed.
 - **Approve the Boundary Map for the 2020 Calle Guanajuato season.** Staff recommend approval of the boundary map. The requests for 2020 are similar to the 2019 requests. The boundary map depicts spaces that are restaurants, spaces that are used by the Artisans and also spaces that can be shared by both parties.
- Black clarified that the map in the meeting packet has not changed and if changes were to be requested by staff, the changes would need to be approved by Commissioners
- Dials stated that her recollection is the last fee increase was 2-3 years ago, but will verify this
 - Landt stated his recollection was that it has been longer than 3 years since fees were increased
 - Landt expressed frustration that the item came before the Commission without enough time to potentially raise the fee and put it before the City Council before the start of the renting season on the Calle
 - Black stated that the process in which fees need to be approved by the City Council is new and that this step had not been required in the past. This requirement was initiated by the City. It takes approximately 2 months for the Council to adopt fees.
 - Black stated that at the last meeting where fees were adopted the Council directed City staff to identify a process where the Commissioners would approve fees without the requirement to have the Council approve them as well
 - This requirement was initiated by the City and APRC staff is moving in a direction to address fees
- Landt suggested that it would be possible to raise the fees and then including language in the Calle agreements that states the new fees would take effect after approval by the City Council and payment would then become due.
 - There was discussion on the logistics of this process without coming to a general agreement on moving forward
- Black suggested that all fees should be put on an annual schedule to be reviewed for increases based on CPI increases
- Gardiner recommended that fees for the Calle should be brought to the Commissioners at the end of the season in October or November to set fees for the next season
- Lewis recommended that all fees should be put an annual schedule for review by Commissioners
- Landt stated a desire to increase fees beyond the CPI and get fees up to market value over a period of years and stated. Landt stated smoke years into account and reduce fees based on decreased income
- Black & Lewis stated that a study on the market rate would need to be done to identify what the market rate is which could be a difficult and time-consuming process

- Bell stated that it may be warranted to subsidize the restaurants on the Calle to ensure that the area remains vibrant and economically successful
- Landt stated that the space on the Calle could be considered as valuable as the indoor space and stated the following:
 - A restaurant owner made a statement at a public meeting in the past that rent was \$1.65 sq./ft
 - A sign on a vacant building listing the rent as \$1.60 sq./ft with all expenses paid by the renter
 - APRC could ask restaurants what they are currently paying in rent for indoor space and set the Calle fees as the average
 - Charging \$1.50 a sq./ft. is reasonable, and it is not necessary to spend money on an appraisal and fair to charge an unsubsidized price
 - This would equate to a change from \$8 sq./ft. for an 8-month season (\$1 sq./ft. per month) to \$12 sq./ft. for an 8-month season (\$1.50 sq./ft. per month)
- Dials stated approximately \$33,000 in revenue is brought in for the 8-month season
- Black recommended increasing all fees annually based on CPI
- Black recommended moving forward with the recommendations staff presented and discuss this issue at a Study Session which would allow the restaurant community to provide input and provide an opportunity for Commissioners to determine steps staff should take on this issue

Motion: Bell moved to approve the recommendation of staff that the season of operations for the Calle Guanajuato rental contracts be from March 9 to November 8, 2020 also that all nine seating agreements are approved as proposed also that the boundary map is approved as presented to the Commission. Lewis seconded.

Discussion: None

Vote: The vote was all yes

Motion: Landt moved to approve the \$8 for the restaurants for 7 days, \$5 dollars for 5 days and \$5.50 for the 2-day lithia artisan market. Lewis seconded.

Discussion: Landt stated for the record that the motion was made to move this through the process, but that he will be voting against it. Landt stated an understanding and frustration that fees cannot be raised because the issue was not brought before the Commissioners earlier and stated a need to get the fees aligned as soon as possible.

Gardiner stated he is voting for this but the discussion of raising the fees is going to be Commissioner driven with the need to direct staff on how to proceed.

Bell stated that there isn't sufficient time to do anything other than approve what has been presented and fix it for next year.

Vote: No: Landt; Yes: Bell, Lewis and Gardiner – Motion passes

Motion: Landt moved to direct staff to plan for appropriate meetings later this year related to fees for the Calle Guanajuato Way. Seconded by Lewis

Discussion: None

Vote: The vote was all yes

Dials stated that renters are notified of the public meeting set to approve contracts and that a set fee has not been not promised.

Gardiner directed staff to add a discussion on the Calle fees to the lookahead for a Study Session in May.

VIII. ITEMS FROM COMMISSIONERS/STAFF

Black proposed the cancelation of the Study Session for March 4, 2020. There were no objections

Gardiner reported that funds for the Butler-Perozzi Fountain and the Solar Array have been dropped from the general obligation bond the City is putting together. The bond measure will be on the May ballot and will include \$8.2 million in total funding which includes \$500K each for Pioneer Hall and Community Center for structural repairs.

IX. UPCOMING MEETING DATES

1. Ashland Senior Advisory Committee – March 9, 2020
 - Ashland Senior Center, 1699 Homes Ave.—2:00 p.m.
2. APRC Regular Meeting—March 11, 2020
 - Council Chambers, 1175 E. Main St.—6:30 p.m.
3. Recreation Division Advisory Committee – March 12, 2020
 - Council Chambers, 1175 E. Main St.—4:00 p.m.
4. Bee City USA – March 18, 2020
 - Nature Center, 620 N. Mountain Ave.—3:00 p.m.
5. Long Range Planning Subcommittee – March 26, 2020
 - Parks Admin Office, 340 S. Pioneer St.—2:00 p.m.

X. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Sean Sullivan, Executive Assistant

DRAFT

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: Michael Black, Director

DATE: May 5, 2020

SUBJECT: Consent: Subcommittee Minutes Acknowledgement

The following minutes are being submitted for acknowledgement by the Commission.

- Ashland Senior Advisory Committee, January 13, 2020
- Current Parks, Conservation, and Maintenance Subcommittee, January 21, 2020

Possible Motion

I move to acknowledge the subcommittee minutes as submitted

City of Ashland
ASHLAND PARKS AND RECREATION COMMISSION (APRC)
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)
Meeting Minutes
January 13, 2020

Committee Members Present:

- Rob Casserly
- Mike Hersh
- Mike Gardiner
- Mary Russell-Miller
- Stef Seffinger
- Sandy Theis, Chair

Staff Members Present:

- Isleen Glatt
- Natalie Mettler

Committee Members Absent:

- Anne Bellegia, Co-Chair

CALL TO ORDER

Thisis called the meeting to order at 3:31pm.

OPENING

Invited speakers and other guests gave short introductions: Scott Fleury (Deputy Director of Public Works), Jackie Bachman (Housing & Human Services Commissioner, OHRA board member), Judy Emanuel (Ashland physician and Senior Services patron), and Gina Duquenne (Housing & Human Services Commissioner).

APPROVAL OF MINUTES

Motion: Gardiner/Russell-Miller m/s to approve the minutes from November 4, 2019. Voice vote – All AYES.

ADDITIONS OR DELETIONS TO AGENDA

None

PUBLIC INPUT

Following up on the November meeting's discussion about how ASAC could better connect with other City boards and commissions, Bachman offered to facilitate communication between ASAC and the City and community groups of which she is part (Housing & Human Services Commission, OHRA Board, Emergency Management Advisory Council, Revitalize Downtown Ashland). Theis asked if there are any current issues from these groups of which ASAC should be aware. Bachman shared that the Revitalize Downtown Ashland project has heard from OSF patrons that there needs to be more disabled/special needs parking, although there must be a balance of parking spaces as loading zones for downtown businesses. She also wants the public to be more aware of the option of rounding up their utility bill to fund the City's ALIEAP program, which benefits low-income residents, including seniors.

TRANSPORTATION COMMISSION UPDATE, NEW RVTD PROJECTS – Scott Fleury, Deputy Director of Public Works

Fleury reported on three main transportation and transportation planning projects that are relevant to seniors:

1) RVTD Ashland Connector

RVTD, with the support of the Ashland City Council and Transportation Commission, applied for and received a Special Transportation Improvement Fund (STIF) grant from the state to run this demand-response microtransit system pilot, which had a soft start last month and is scheduled to run through June 2021. Two ADA-accessible vans are stored at the B St yard and use the City's fueling station, allowing RVTD to save operating costs. They currently run from 11am-4pm with a \$2 fare (or \$1 reduced fare for qualified riders, including seniors 62+), but expanded service hours are planned. The goal is for clients to be picked up within

30 minutes of making their same-day reservation, using special customized software. This app will learn trip time and travel patterns, thus facilitating the improvement of service over time. These vans will be able to access the narrow streets and steep gradients above the Boulevard, which has long been a transportation challenge in Ashland. Continuation of this pilot depends on usage and cost recovery.

Hersh asked about accessibility of the Ashland Connector to low income riders, including seniors. Fleury replied that the Connector operates with the same reduced fare fees and 90-minute transfers as the regular route 10 and express 1x routes that serve Ashland. Glatt added that the Touchpass cards are available for free to eligible seniors at the Senior Services office. Fleury noted that the Senior Center is a preferred stop location for the Ashland Connector.

Casserly shared that OLLI participants have given feedback on how well the Ashland Connector is working, and they would like to know the policy on tips for the Connector drivers. Fleury stated that, unlike Uber, there is no obligation for tips as this is a route service, but will check with RVTD about any formal policy. He has also heard positive feedback and urges ASAC to help get the word out about this service so that people use it and support it; future service past the pilot depends on ridership and the continuation of the state STIF levy used for funding.

2) Updating the Transportation System Plan

Updates to Ashland's Transportation System Plan, which covers roads, sidewalks and bike lanes, will take 12-18 months. The proposed update plan will be presented to the Transportation Commission on Thursday, Jan 16. To gather community feedback, there will be three open houses and three small group community workshops, to which advocacy groups will be invited. Fleury requested that ASAC recommend a representative for the Citizen Advisory Committee; Glatt and Theis noted that Katharine Danner is already an advocate for seniors on the Transportation Commission.

Fleury stated that this system update plan embodies a "complete street philosophy," meaning that it accommodates all transportation modes in evaluating the level of traffic stress for all users, including bicyclists and pedestrians, and accounts for all ages and abilities. It also considers features such as landscaping, lighting and storm water management to build a complete street view. Seffinger asked if this complete street philosophy had ever been applied to Glenview Drive, as had previously been discussed. Fleury confirmed that Glenview Drive, as well as Grandview Drive and Ashland Loop Road, are all defined in the current transportation system plan as "shared roads," meaning they are 15-20ft wide, posted at 15mph and have pedestrian refuges. Their primary function is not for cars, although cars are permitted, thereby creating an environment for other users such as bicyclists and pedestrians. He added that more such roads and especially alleys are planned for the future.

Theis asked where these alleys are and how they are being prioritized. She also asked about surfacing alleys, for congestion mitigation and dust suppression. Fleury responded that priority is given to areas based on the number of adjacent residents who make requests and participate of their own financial accord, showing resident support; all this is kept in public input files. A priority list is being compiled, per ODOT request, to determine how funding will be allocated.

Seffinger asked about whether installing sidewalks on the streets adjacent to Lithia Park would be part of the transportation system plan. Fleury clarified that above Nutley Street, these areas become roads with easements that are APRC property and so not considered part of the public right of way transportation network. The APRC Trail Master Plan and other documents will be among important documents to be considered for the Transportation Master Plan, so they can be referenced where there is overlap.

3) RVTD Ashland Express bus (Route 1X)

SUGGESTION TO ASK ASAC MEMBERS TO ATTEND OTHER COMMUNITY MEETINGS AND REPORT BACK

Hersh stated it would be good to add one or two more members to ASAC to extend the Committee's reach to attend community meetings. In addition to the Citizen Advisory Committee to the Transportation Commission, other valuable groups to attend might include: Chamber Greeters, Ashland Police Department, Jackson Public Library Services, Asante Ashland Community Hospital, Ashland Emergency Food Bank. This responded that ASAC members could make a point of sharing from organizations of which they are already part in the "Items from ASAC Members or Work Groups" part of the agenda. She noted that ASAC and SSD have already made significant progress in communicating and collaborating with other community groups. This asked that ASAC members send Glatt a list of the community groups they are involved with so this information can be shared at the next meeting. ASAC could then think what other groups would be beneficial to attend, if they have members available to attend.

Seffinger requested that ASAC review major documents such as the Trail Master Plan, which she feels doesn't account well for senior needs. Gardiner responded that there are opportunities for ASAC or their allies to be on citizen advisory committees to advocate for senior needs, as well to be tuned in to planned changes, but he cautioned against overloading the finite capacity of ASAC members. Glatt agreed with Gardiner that it is daunting to add more groups to attend; this is an ongoing struggle.

Gardiner noted that it would be interesting to associate with the Chamber Greeters, as connecting with the business community is often overlooked. Casserly asked about hosting the Greeters at the Senior Center. Glatt said this had been considered in the past, but it is problematic given the early morning timing conflicting with regularly scheduled classes at the Senior Center, but she would look at options. Gardiner suggested hosting Greeters on the deck or at the pool property.

STANDING REPORTS

a. APRC Update

Gardiner reported that ongoing discussions about repairs to the Community Center and Pioneer Hall may affect some seniors who used those facilities. He responded to Seffinger's comment about the need for sidewalks in Lithia Park, stating that he better understood, following Fleury's presentation, what the difficulties are for installation, and that easements might be the best solution.

b. City Council Update

Seffinger reported on the Trail Master Plan presented to the City Council, which includes a major path on the TID that potentially impacts seniors negatively, as it is one of the few relatively flat areas that seniors on that side of the TID can access for exercise and recreation. She noted that, in general, seniors and those with disabilities should be able to access more of the Ashland Creek Watershed but currently there are very few trails with steps or handrails that would make them more usable for these groups.

c. Education Report

Mettler provided [flyers](#) for upcoming events so that ASAC could share with their networks: Ashland Connector Workshop (February 5); Life History Story Time (February 26); Avoiding Frauds, Scams and Cons (March 11); Sue DeMarinis author talk (April 8). Mettler featured the March 11 presentation by retired detective and Crime Prevention Specialist Ron Kohl, encouraging ASAC to attend to learn about this important senior issue. She also reported that the Education Programming Work Group met on January 3 to discuss developing a better evaluation process for events and programs, and staff is working on developing new forms and mechanisms.

d. Senior Services Superintendent Report

See Senior Services Superintendent Report in meeting packet. Glatt highlighted the new RVTD Ashland Connector service and associated workshop on February 5 and shared a [handout package](#) on the new service. She shared the feeling of having turned a corner in serving the community by reaching new audiences, offering more and bigger events, and improving the facility (e.g. painting, acoustic paneling). She thanked ASAC and staff for helping develop and support a new culture of partnerships, enabling the Senior Services Division to do more with a small budget.

ITEMS FROM ASAC MEMBERS AND WORK GROUPS

a. Advocacy/Age-Friendly Communities

Bellegia, Glatt and Theis will attend the February 4 City Council Meeting to present the application for Ashland to join AARP's Network of Age-Friendly Communities, which has already been approved by the APRC. Administrator Madding also requested an update on ASAC and SSD progress addressing community senior needs, which will be given at this or a future meeting.

b. Public Awareness

Russell-Miller provided a [written update](#), "ASAC Public Awareness Work Group Meeting Notes 12/19/19 Updates 1/13/20."

c. Mayor Stromberg's offer to take ASAC members to see local universal housing development

Mayor Stromberg has secured an open invitation from Laz Alaya, the developer of new universal design housing in Ashland (The Garden Cottages at 476 N. Laurel St.), for a tour of this age-friendly development. Glatt will work on scheduling for a non-quorum group to attend.

UPCOMING MEETINGS

- a. Monday, March 9, 3:30-5:00pm, at Ashland Senior Center, 1699 Homes Ave
- b. Monday, May 11, 3:30-5:00pm, at Ashland Senior Center, 1699 Homes Ave

Adjournment – 4:59 pm

Respectfully submitted,
Natalie Mettler, Senior & Adult Services Coordinator, Ashland Parks and Recreation Commission

MINUTES
ASHLAND PARKS & RECREATION COMMISSION
Current Parks, Conservation, and Maintenance Subcommittee
January 21, 2020
Lithia Cabin 340 S. Pioneer

Present: Commissioner Lewis, Bell; Director Black; Superintendent Oxendine; Tech III Minica Tech III Miller; Assistant Sullivan

CALL TO ORDER

Lewis called the meeting to order at 2:03 p.m.

APPROVAL OF MINUTES

- Current Parks, Conservation, and Maintenance Subcommittee – December 10, 2019

Motion: Lewis moved to approve the minutes from December 10, 2019 as presented. Bell Seconded.

Vote: The vote was all yes.

PUBLIC PARTICIPATION

Open Forum

None

BUSINESS

APRC/City of Ashland Coordination on the Climate and Energy Action Plan (CEAP) (Informational)

Discussion on this item included the following points:

Stu Green, from the City of Ashland Conservation Division stated that the CEAP has been adopted by Ordinance and is applicable to all City of Ashland and APRC activities. Black stated that APRC follows all requirements outlines in the CEAP, such as considering alternative fuels when purchasing vehicles.

Bell stated the goal of the Built Environment Subcommittee is to insert aspects of the CEAP into the City's Comprehensive Plan. Black clarified that once goals included in the CEAP are adopted into the Comprehensive Plan, the goals can then be implemented through the planning process for the general public.

Green stated that City of Ashland subcommittees working on conservation issues are still working through the process of how to implement the CEAP to the wider community. Black requested that information on proposals coming out of the subcommittees be communicated to APRC.

Black stated that an opportunity for collaboration between APRC and the City of Ashland could be on design practices that APRC is seeking to implement that would reduce the level of maintenance required and would therefore reduce energy consumption.

Bell inquired if there is a policy related to artificial turf. Black stated that there are no policies in place regarding artificial turf; however, using artificial turf is an option on APRC properties.

Green is planning on releasing a summary report in the spring detailing the activities of the Climate Division.

Black stated that a discussion at the next APRC Business Meeting could be held regarding a dedicated APRC position on the Climate Policy Commission and Bell's role in this process. Bell was appointed to this Commission by the Mayor as a private citizen.

Black stated that APRC will be in touch with Green regarding the pool construction project regarding reducing the use of natural gas.

Public Input:

Joanne Eggers of Ashland spoke regarding establishing an oak/riparian habitat as a non-manicured component of Ashland Creek Park.

APRC Fuel Consumption Analysis (Informational)

Black reported that the fuel consumption analysis is ongoing. The data that has been collected was not provided in a format that can be easily analyzed. Staff will continue to work with the data to bring back findings to the subcommittee. Black reported that fuel consumption has been reduced at the golf course.

Bell requested that natural gas consumption in facilities be analyzed. Green has this data and can provide it to APRC staff. Green stated that as facilities are retired, improved and constructed, an opportunity to reduce natural gas consumption becomes possible. Significant changes to use in existing facilities is limited.

Additional Sustainability Measures Discussion (Informational)

Oxendine reported that he received a questionnaire from Osbourne Organics as a first step in establishing the test plot(s) using organic maintenance practices. Staff is working on completing this and will submit it to Osbourne Organics so they can move onto creating a prescriptive plan for the test plot(s).

Bell inquired if there is a list kept of pollinator-friendly shrubs that can be used as a guide for plantings in parks, such East Main Park. Black stated that there is a list maintained by the Water Conservation Department. Oxendine will retrieve this list and send it out to the group for review. Black stated that the designer of East Main Park is being given direction to use planning principles that will reduce maintenance. Black invited Green to participate in the planning process for East Main Park, which may consist of an Ad-Hoc working group.

Minica stated that permits are in place to burn the piles created by the Lithia Park Hillside Fuels Reduction Project. Burning will start in March and will proceed until all the piles are burned or when burning season is over, whichever comes first.

SET NEXT MEETING DATE / TIME / PLACE

TBD

ADJOURNMENT

The meeting adjourned at 3:15 p.m.

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

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Isleen Glatt, Senior Services Superintendent

DATE: May 7, 2020

SUBJECT: Consent: Acknowledgement of Appointment to ASAC

At the July 16, 2019, meeting, your Commission approved an Ashland Senior Advisory Committee (APRC) request to increase membership by up to two members, for a total of up to nine members.

After a period of recruitment and screening of applicants, APRC Chair Mike Gardiner has appointed Gina DuQuenne to ASAC as a community partner member. Ms. DuQuenne will start with the next ASAC meeting (TBD).

Gina DuQuenne is a resident of Ashland and the Senior Sales Manager for the Neuman Hotel Group. Ms. DuQuenne is concerned about the needs of our senior community and applied to ASAC with a goal “to be of service.”

Ms. DuQuenne will also strengthen ASAC with a wealth of connections with other organizations. In addition to her business contacts, she currently serves with the following organizations:

- City of Ashland Housing and Human Services Commission since 2015
- Member of Ashland Chamber of Commerce and attends Ashland Chamber Greeters
- Rotary Club of Ashland board member and membership chair
- Southern Oregon Pride founder and president since 2010
- Ashland Martin Luther King, Jr. Committee member
- Addictions Recovery Center board member since 2017
- Children’s Advocacy Center board member since 2014

Possible Motion

I move to acknowledge the appointment of Gina DuQuenne to ASAC

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

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Michael Black, Director
DATE: May 7, 2020
SUBJECT: Public Lands Monitoring by Aerial Drone (Action)

Situation

Ashland Fire and Rescue (AFR) is preparing to start the aerial drone monitoring program for the 2020 fire season and plans to utilize the Acid Castle property to launch aerial drones used for the detection of fires and illegal camping in forested areas. Additionally, AFR will continue to fly over APRC properties including Acid Castle, Burnson and Lawrence properties for detection purposes. APRC is not being asked to provide any funding for the program.

Background

Permission was granted on August 19, 2019 to APR to engaged in drone monitoring activities on APRC managed property. The motion granted permission to:

Ashland Fire and Rescue, using air drones, to monitor Burnson, Lawrence and Acid Castles properties to detect fires, use of fire, and illegal camping in accordance with the City of Ashland approved aerial drone detection program during the fire season. In addition, similar use for other APRC properties for emergencies. The APRC Director or designee shall be notified of emergency use. The approval is through October 2020 and then requires a review.

AFR was scheduled to seek approval for the continuation of the program from the City Council at May 5, 2020 meeting. Due to time constraints, this agenda item was postponed to the May 19, 2020 City Council Meeting.

Assessment

The 2019 drone monitoring pilot program has been reported as successful by APR. No public complaints were issued 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 continuation of this program will allow for an increased capacity to monitor forest lands for wildland fires and unauthorized activities on public land.

This activity relates to Commission Goal #10:

Explore fire vulnerability on all APRC lands and if discovered there is a large volume of different mitigation work – Explore a bond for fire suppression

Recommendation

Staff supports the continuation of the aerial drone monitoring program. If Commissioners would like AFR to retain permission to access APRC properties for this program, no action is needed at this point since permission was granted through October 2020. Staff will invite AFR to make a presentation at the end of the 2020 fire season for Commissioner review.

Attachments:

Council Communication, Drone Monitoring Program

AFR Drone Detection Presentation

RVCOG IGA

RVCOG IGA Amendment

Council Business Meeting

May 5th, 2020

Agenda Item	Summary of 2019 aerial drone fire patrol and request for extension of the Intergovernmental Agreement with Rogue Valley Council of Governments for fire season drone detection.	
From	Chris Chambers	Wildfire Division Chief, Fire Department
Contact	Chris.Chambers@ashland.or.us	541-552-2066

SUMMARY

With support from the Forest Lands Commission and the Wildfire Safety Commission, the Fire Department is seeking City Council approval to continue the use of aerial drones for detection of fires, use of ignition sources, and illegal camping in forested areas in and around the city and lower Ashland watershed. The 2019 pilot year of this program was successful and accomplished under budget due in part to a shorter fire season. An Intergovernmental Agreement (IGA) was executed for drone services in 2019 and staff would like Council approval to amend the IGA to continue through Fiscal Year 2021.

POLICIES, PLANS & GOALS SUPPORTED

The Wildfire Safety Commission and Forest Lands Commission recommended that Council approve use of drones for fire and illegal camping detection in 2019.

Drone detection supports enforcement of AMC 10.46 that prohibits camping in public places and City-owned property.

Drone detection supports previous Council Goals regarding protection of the Ashland Watershed along with similar goals in the Climate Energy Action Plan.

PREVIOUS COUNCIL ACTION

In May of 2019, Council approved a one-year pilot program to use aerial drones for wildfire prevention on City owned forestlands. An IGA was executed with Rogue Valley Council of Governments for this service.

BACKGROUND AND ADDITIONAL INFORMATION

The City historically sponsored watershed fire safety patrols which initially incorporated volunteers and more recently a contract for patrol services through the Jackson County Sheriff's Office that was terminated in 2018. Evidence of illegal camps and reports from citizens are common and Ashland Fire & Rescue has responded to numerous illegal campfires and several wildfires resulting from camping in the past decade. Though not in the proposed patrol area, the Oak Knoll Fire that burned down 11 homes inside the city was caused by illegal use of fire (cigarettes) in a wildland area. After Council approval of the 2019 pilot period, the Ashland Parks Commission approved expansion of the patrol area to include the Parks-managed Acid Castle and Burnson-Lawrence properties. In addition, we patrolled adjacent U.S. Forest Service areas that are comingled with City and Parks properties in the

lower Ashland Watershed where fire starts and camping are prevalent. The added areas are in the same elevations and topography as the City's watershed lands and were easily added into the fly over route. There were no citizen complaints and there were offers to give permission to fly the drone over private lands in the area.

FISCAL IMPACTS

Of the budgeted \$13,000 in the first fiscal year for forest patrol, the RVCOG contract cost the City \$5,982. The low cost was in part due to a late start and early end to fire season. This fire season looks to be starting earlier than last, and we will adjust costs by alternating between two and three day a week patrol to stay within budget.

Ashland Police Department will follow up on enforcement within the city and on City properties outside the city with existing resources as they did in 2019. There was no over and above cost to APD in follow up last year. Coordination with U.S. Forest Service law enforcement is ongoing and part of their normal duties. Any fire detected is immediately reported and dispatched through 911.

STAFF RECOMMENDATION

Staff recommends Council approve the extension of an Intergovernmental Agreement with Rogue Valley Council of Governments to end June 30th, 2021 using budgeted funds in the City's Wildfire Division.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the extension of the City of Ashland's 2019 Intergovernmental Agreement with the Rogue Valley Council of Governments for the purpose of wildfire prevention until June 30th, 2021.

REFERENCES & ATTACHMENTS

2019 RVCOG IGA for Drone Services

**Proposed Extension of Wildfire
Safety Patrol IGA: Drone Infrared
Detection Program
May 5th, 2020**

**Chris Chambers
Wildfire Division Chief
Ashland Fire & Rescue**

Review: Why a Drone Detection Program?

- **City Has Patrolled or Contracted for Watershed Fire Patrol Since 1980's**
- **Wildfire Ignitions Risk as Climate Warms Resulting in More Severe Fires Threatening Life, Property, Business, Tourism, Recreation, and the City's Water Supply**
- **Resource Damage and Clean Up Costs Caused by Camping**
- **Impractical and Uneconomical to Cover Steep, Difficult Terrain with Regularity Using Foot Patrols**
- **Drone can be deployed immediately after lightning storms**

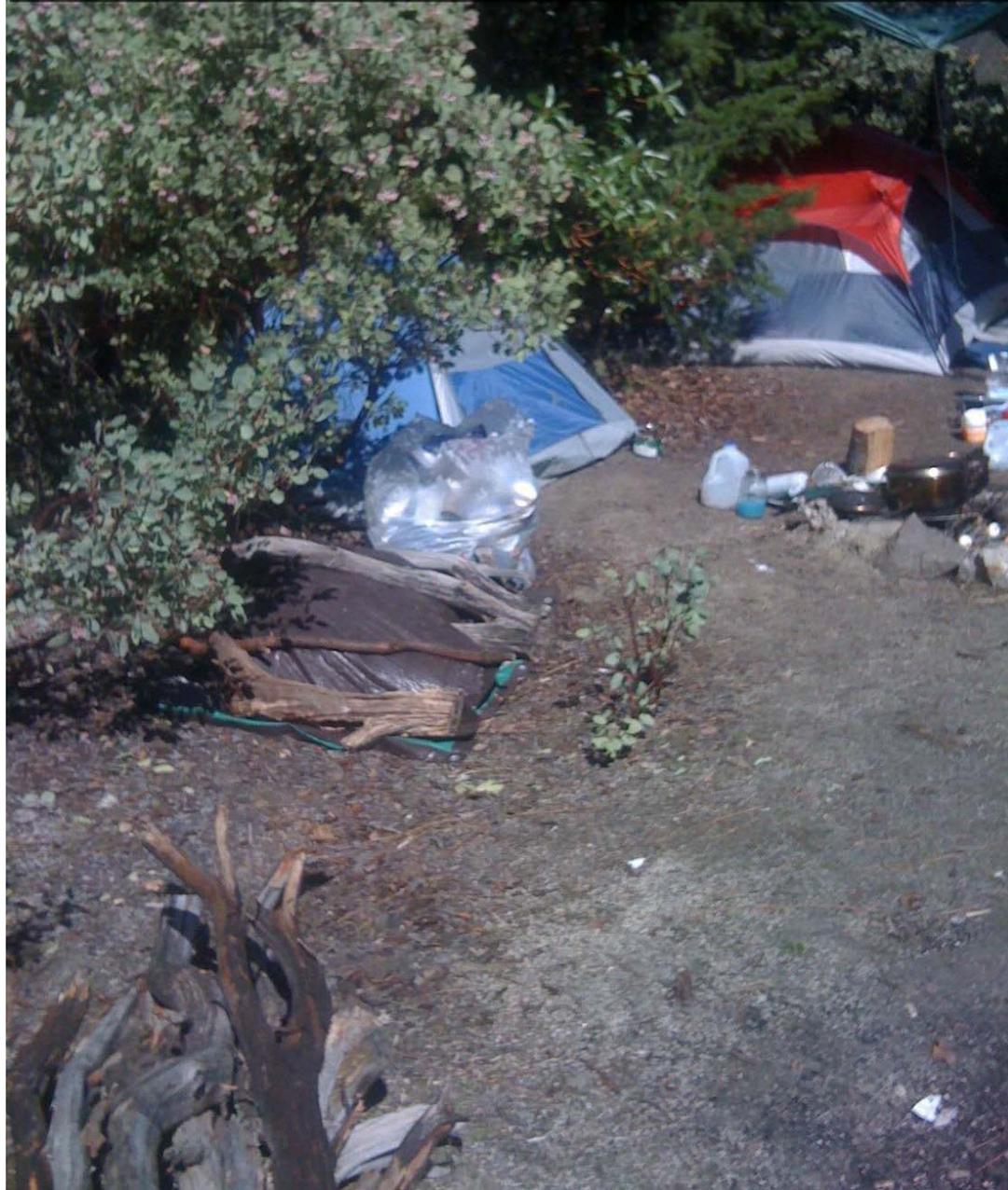
Natural Resource Damage from Illegal Camping







Fire Ignition Risks from Illegal Camping



Ignition Sources Found Near OSF in Lithia Park



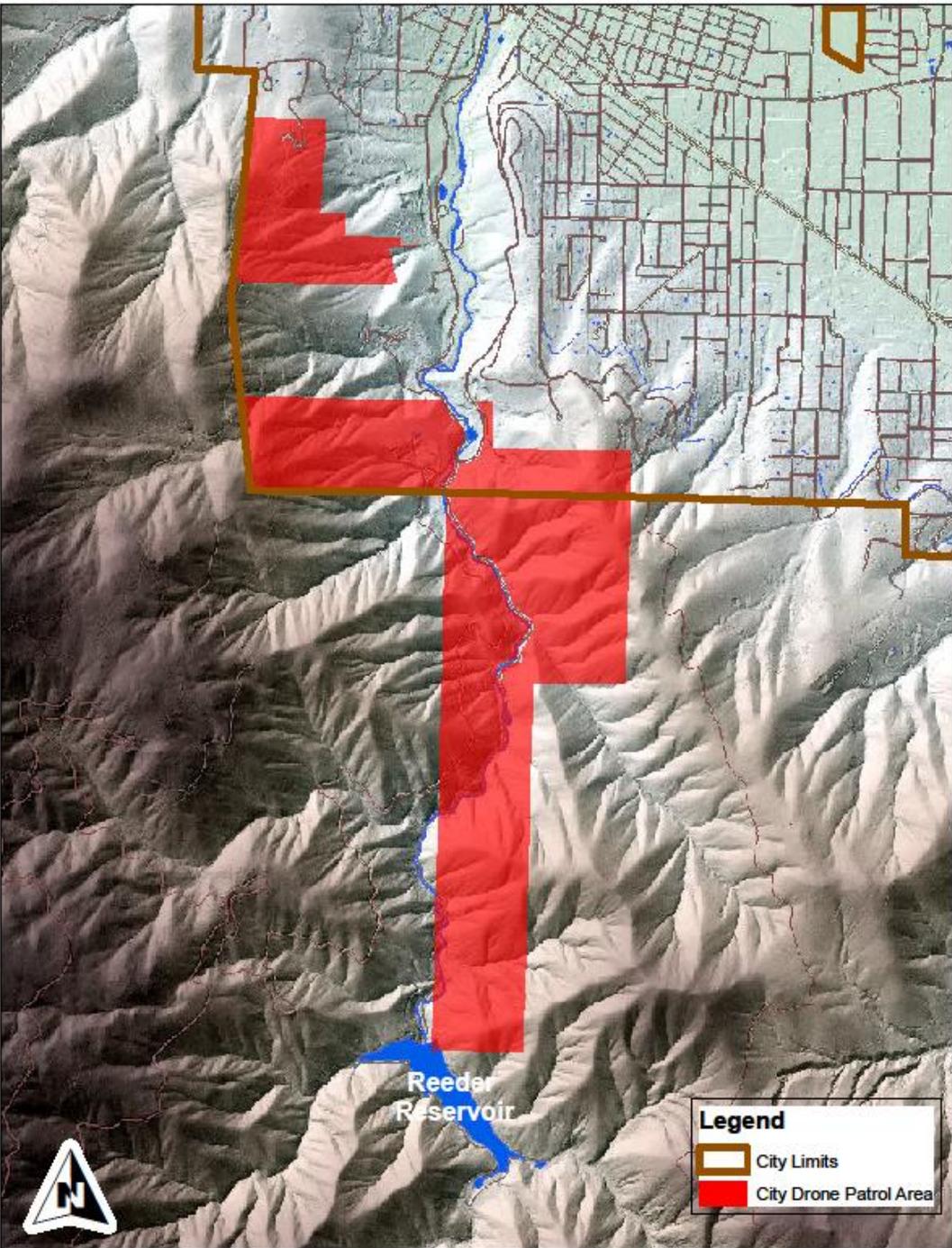
Wildfires Caused by Camping

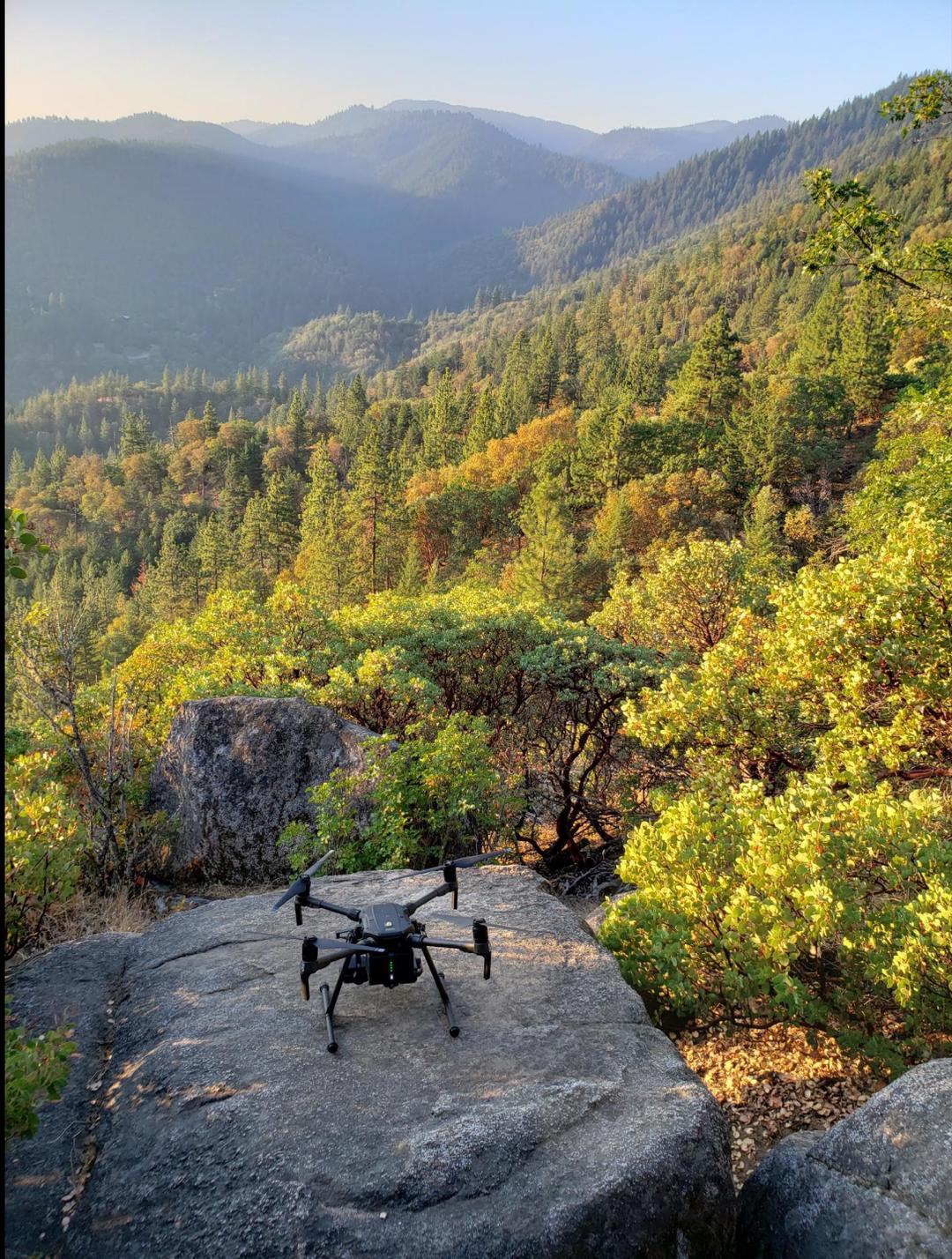




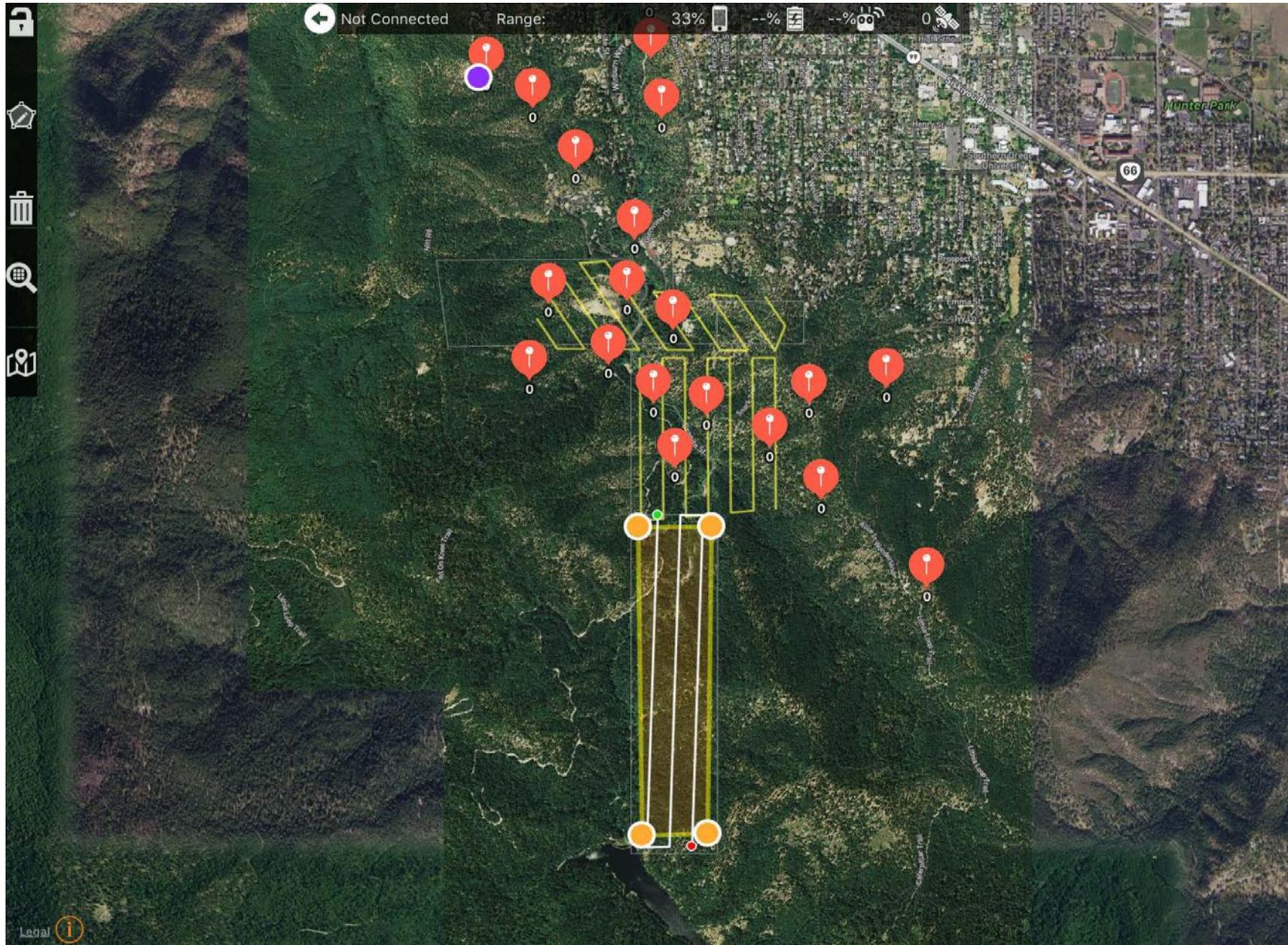


Proposed Patrol Program Approval: Review of 2019 Operations





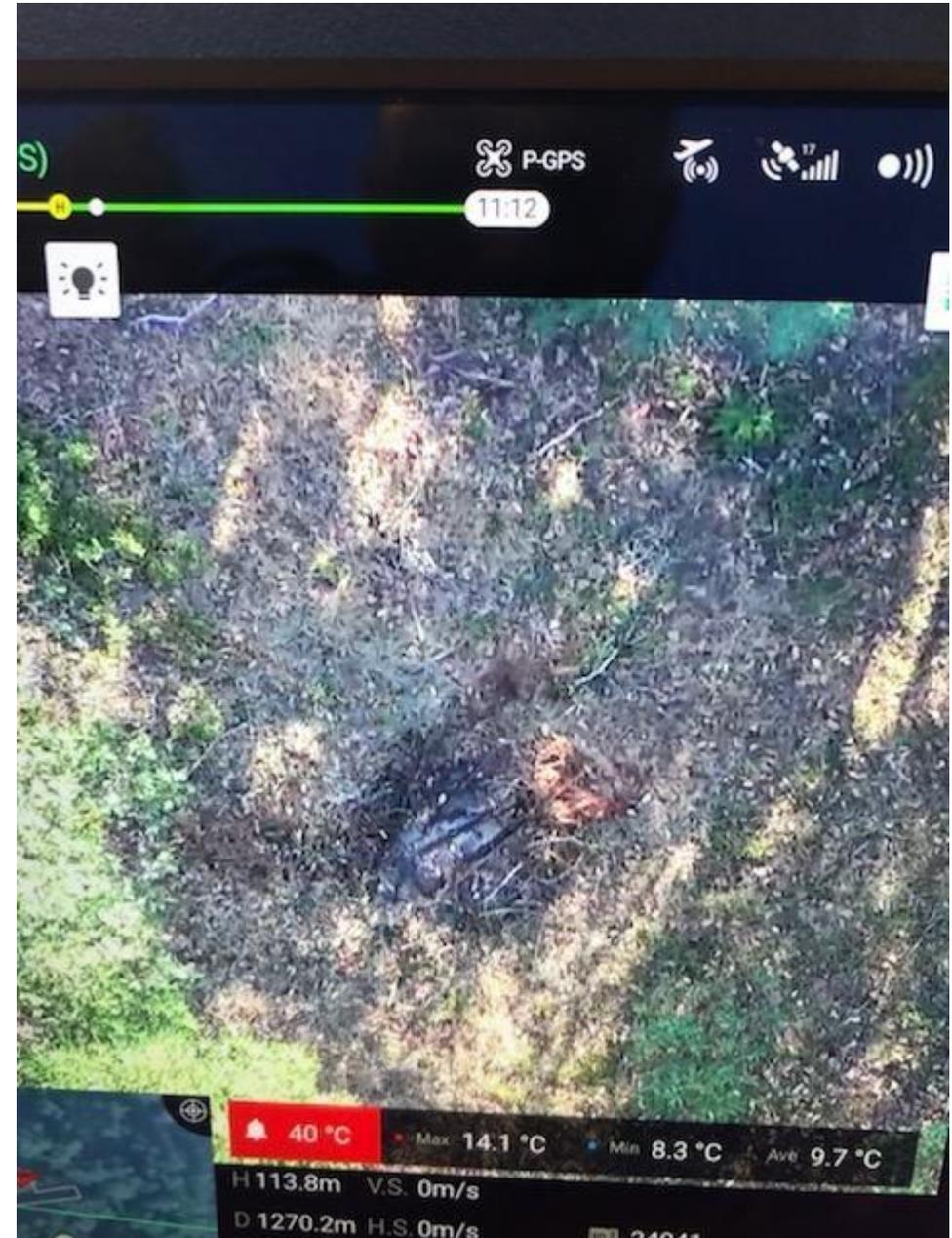
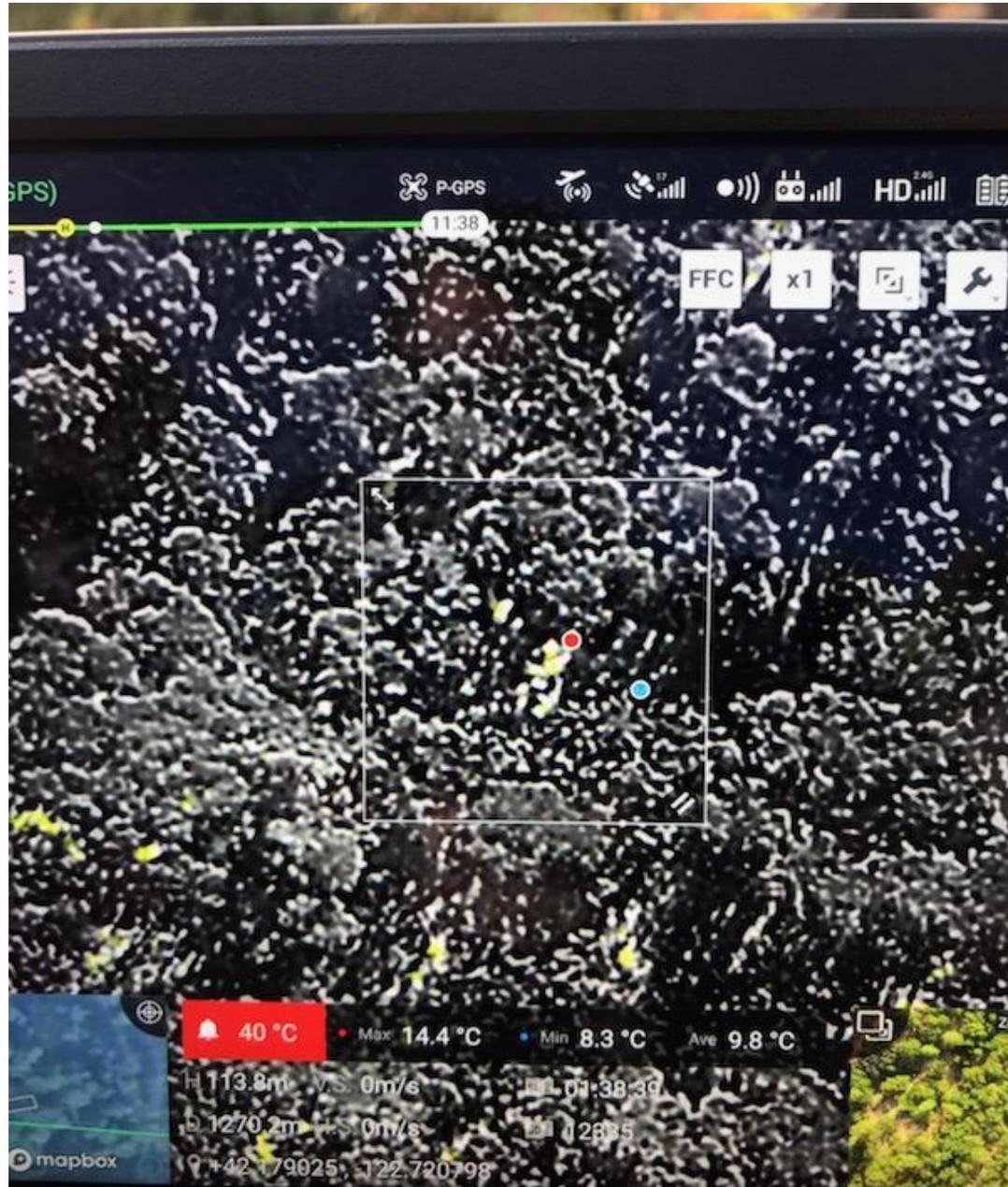
Pre-Programmed Flight Route



Pilot's Screen Using Infrared Detection Imagery



Infrared Heat Detection and Location



Budget Allocation and 2019 Costs

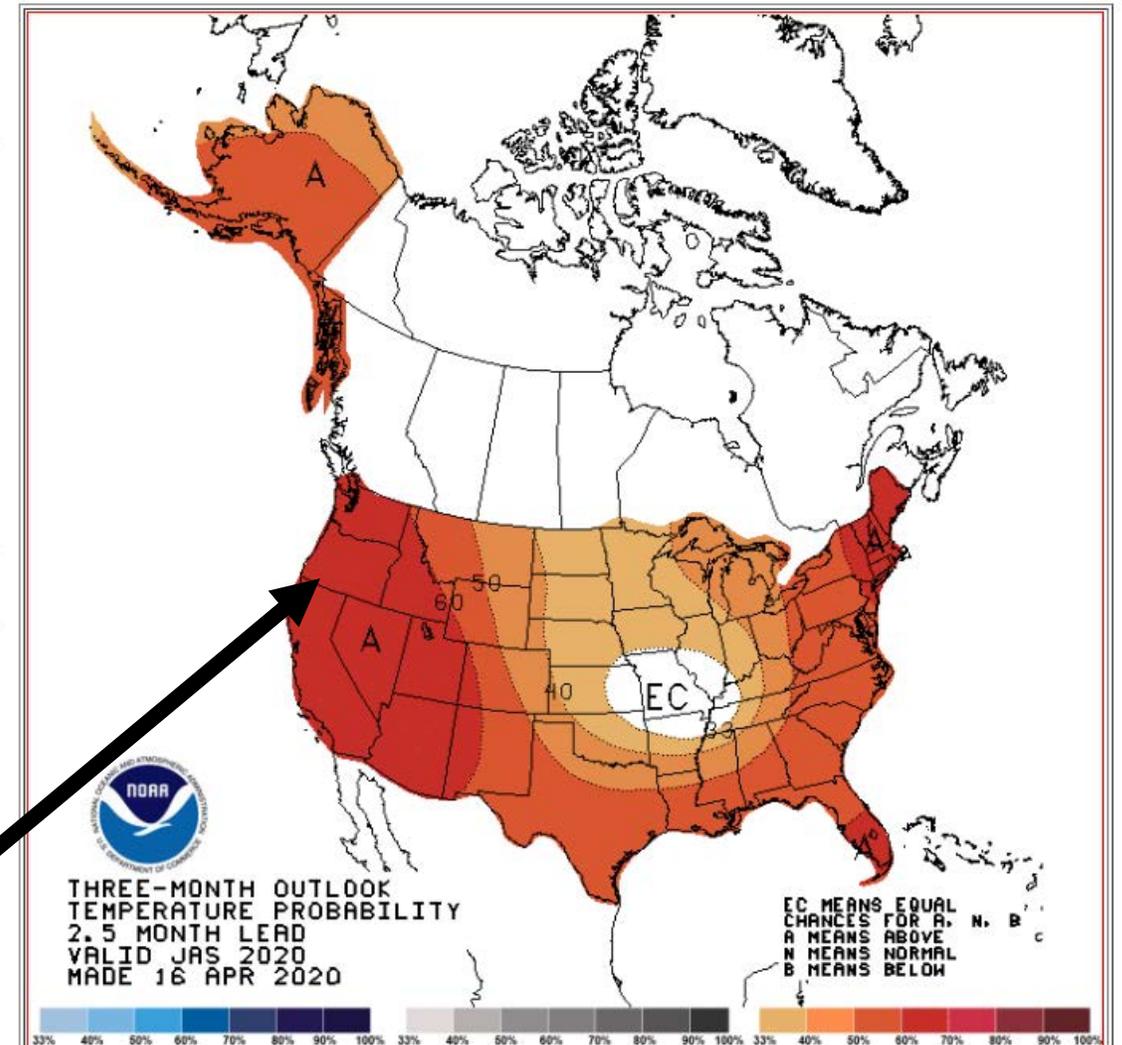
- **Created an Intergovernmental Agreement with Rogue Valley Council of Governments in 2019 for drone services**
- **Utilizes previously allocated funds from the well established watershed foot patrol program dating to 1990's**
- **2019 costs were \$5,982.16 including travel, flights, and processing time.**
- **Ashland Police Department enforces illegal camping on City lands inside and outside the City limits. USFS follows up in watershed. All under current resources and budgets.**

2019 Patrol Results

- **22 Days/39 flight hours, from July 17 to September 19th**
- **Recorded nine incidents that required follow up:**
 - **Eight illegal camping incidents (seven on City, two on USFS)**
 - **One arrest for outstanding warrants**
 - **One recovered and returned purse**
 - **One suspected fire incident investigated (old burn pile, no fire) by Ashland Fire & Rescue**

2020 Adjustments Anticipated

- Fire Season Started a Month Early at May 1st
- Longer season expected, adjustments by days/week will be made to stay in budget
- May – June – July Climate Predictions show strong chances of warmer than normal and drier than normal conditions.
- Strong chances of warmer than normal continue July-September



INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter "Agreement") is made and entered into by and between the Rogue Valley Council of Governments, a voluntary intergovernmental association, hereinafter referred to as "RVCOG," and the City of Ashland, an Oregon municipal corporation, hereinafter referred to as "CITY," both of which are hereinafter referred to collectively as "PARTIES."

WITNESSETH

WHEREAS, RVCOG is a voluntary association of local governments serving Jackson and Josephine Counties, Oregon; and

WHEREAS, CITY is a member agency of the RVCOG; and

WHEREAS, CITY has a need for technological monitoring services; and

WHEREAS, the purpose of this agreement is to make provisions for RVCOG to perform monitoring tasks related to unauthorized fire activity within and around CITY limits.

NOW THEREFORE, in consideration of the mutual terms, conditions, stipulations and covenants herein contained, the PARTIES do hereby agree to the following:

A. SCOPE OF SERVICES

CITY hereby agrees to engage RVCOG and RVCOG hereby agrees to perform and carry out in a legal and proper manner, as reasonably determined by CITY, professional services related to monitoring of CITY-owned properties for the purpose of locating unauthorized fire activity using small Unmanned Aircraft Systems. In the event RVCOG staff locates an unauthorized fire event during monitoring activity, RVCOG staff agrees to immediately contact emergency services to report the location and nature of the fire event. As safety allows, RVCOG staff shall collect aerial images of the fire event for processing and delivery to CITY staff. In the event RVCOG staff locates human activity in the absence of fire activity, RVCOG agrees to report the location and nature of the activity via email to CITY staff upon return to RVCOG offices. Aerial images of humans will not be collected in the absence of suspected unauthorized fire activity but may be collected when associated with suspected unauthorized fire activity. Any images associated with unauthorized fire activity monitoring will be provided to the CITY and are the sole property of the CITY.

B. TIME OF PERFORMANCE

This Agreement shall take effect upon execution by both PARTIES (the "Effective Date"), and unless sooner terminated as set forth in Subsection C.2., this Agreement shall remain in full force and effect up to and including December 31, 2019. A total of three (3) monitoring tasks shall be completed weekly over a period of time not to exceed twelve (12)

cumulative weeks and thirty-six (36) monitoring tasks. This period of time need not be consecutive calendar weeks.

C. AMENDMENTS AND TERMINATION

1. This document constitutes the entire understanding and agreement between the PARTIES, and no other agreement exists between them, either stated or implied. Any amendments or changes to the provisions of this Agreement shall be reduced to writing and signed by both PARTIES.
2. This Agreement may be terminated by either party as follows: a) for any or no reason, upon not less than thirty (30) days' prior written notice to the other party; b) upon not less than seven (7) days' prior written notice upon the other party's default of any term or condition hereof and its failure to cure same within the 7-day period; or (c) if any contemplated funding from CITY is not obtained or continued at levels sufficient to allow for full performance herein, this Agreement may be modified or terminated immediately to accommodate such reduction in funds.
3. Upon termination of this Agreement for reasons other than RVCOG's default, the CITY shall remain responsible to RVCOG for applicable fees incurred for Services performed by RVCOG prior to such termination.
4. Any termination shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

D. PAYMENTS

1. RVCOG will invoice CITY on a monthly basis. CITY shall reimburse RVCOG within 30 days of receipt of invoice. Invoiced costs will be accompanied by documents and receipts evidencing such costs and expenses.
2. CITY will reimburse RVCOG for professional services performed on the unauthorized fire activity monitoring program for CITY by RVCOG employees at hourly rates. Travel time to and from monitoring locations will not be charged for the period of this agreement. One (1) to two (2) hours of hourly rates shall be charged for each small Unmanned Aircraft System mission at a rate of \$100.00 (one hundred dollars) per hour not to exceed \$7,200.00 (seven thousand and two hundred dollars) for thirty-six (36) monitoring missions. An additional eight (8) hours of data processing shall be billed at a rate of \$45.00 (forty-five dollars) per hour not to exceed \$360.00 (three hundred and sixty dollars) for the period of this Agreement.

E. RESPONSIBILITIES

1. CITY shall administratively assist RVCOG in accomplishing the tasks identified under Scope of Services by making the payments identified in Section D. above; maintaining regular communication with RVCOG; helping to resolve differences that may arise

between the PARTIES; and providing background information and technical support as necessary to accomplish any task assigned. RVCOG staff shall be permitted to access and conduct small Unmanned Aircraft System missions on CITY-owned properties as directed by CITY staff.

2. CITY shall make available all necessary information to enable RVCOG employees to undertake the timely implementation of the unauthorized fire activity monitoring program.
3. RVCOG agrees to keep current all necessary business and professional registrations as may be required to perform the services required under this agreement.

F. INDEMNIFICATION

Subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260-300, the Oregon Constitution, Article XI, Section 7 and the terms of any applicable policies of insurance, the parties agree to save, hold harmless and indemnify each other, including their officers, agents and employees, from any loss, damage, injury, claim, or demand by a third party against either party to this agreement arising from the activities of the other party in connection with this Agreement. Neither party shall be liable for any loss, damage, injury, claim, or demand against each other arising from their respective activities in connection with this agreement, except as otherwise expressly set forth herein.

G. COMPLIANCE WITH LAWS

RVCOG shall comply with all applicable laws, ordinances and codes of the federal, state and local governments in its performance under this Agreement. In the event that CITY directs RVCOG to perform drone-related tasks that are contrary to FAA rules and regulations, RVCOG will not perform those tasks.

H. INSURANCE

RVCOG shall provide to the City upon execution of this Agreement, and prior to performing any work, a certificate of insurance meeting the requirements set forth below (Certificate).

- a) Commercial General Liability with a limit of at least \$1,000,000 (one million dollars) per occurrence, with a \$2,000,000 (two million dollars) annual aggregate.
- b) Workers' Compensation as required by applicable statutory law.
- c) Business Automobile Liability with a limit of at least \$1,000,000 (one million dollars) per occurrence.

All insurance coverages indicated above must be underwritten by insurers licensed to do business in the state in which RVCOG performs its services, and insurers must maintain an A.M. Best Rating of A+ or better.

The City of Ashland shall be named an "Additional Insured" under the Commercial General Liability policy carried by RVCOG via Additional Insured Endorsement attached to the Certificate. In addition, the policy shall be endorsed to state that the coverage extended to the City shall be primary and non-contributory with any insurance coverages maintained by the City. The Certificate shall specify that the above policies may not be canceled nor the coverages reduced without providing the City thirty (30) days' prior written notice by registered mail. Renewal Certificates and endorsements must be issued immediately upon renewal of all policies.

The fulfillment of the insurance obligations shall not otherwise relieve RVCOG of any liability assumed under this Agreement, in any way modify, or limit RVCOG's obligations to indemnify the City hereunder.

I. INDEPENDENT CONTRACTOR

RVCOG is an independent contractor under this Agreement, and neither RVCOG, its subcontractors, nor its employees, are employees of CITY. RVCOG is responsible for all federal, state and local taxes and fees applicable to payments for services of its employees under this agreement.

J. ASSIGNMENT AND SUBCONTRACTS

RVCOG shall not assign this contract or subcontract any portion of the Services without the prior written consent of CITY which consent shall not be unreasonably withheld. Any attempted assignment or subcontract without CITY's written consent shall be void. RVCOG shall be fully responsible for the acts or omissions of any of the assigns or subcontractors and of all persons employed by them. The approval by CITY of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and CITY.

K. LIMITATIONS

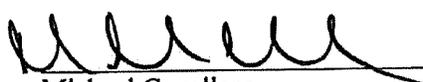
This Agreement in no way restricts RVCOG or CITY from participating in similar agreements with other public or private agencies, organizations, or individuals with regard to any aspect of this agreement, so long as the same do not unreasonably interfere with each parties' performance herein.

L. REPORTS AND RECORDS

All work or documents produced by RVCOG while working for the CITY under this Agreement shall be the exclusive property of the CITY provided that RVCOG may obtain a copy of any public record information by paying for the reproduction costs thereof.

IN WITNESS WHEREOF, RVCOG and CITY have caused this Agreement to be executed by their authorized representatives as of the date or dates affixed below:

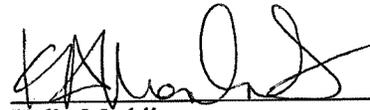
ROGUE VALLEY COUNCIL
OF GOVERNMENTS:



Michael Cavallaro
Executive Director, RVCOG

7/16/19
Date

CITY OF ASHLAND:



Kelly Madding
City Administrator, City of Ashland

7/18/19
Date

Attest: _____
Melissa Huhtala, City Recorder
City of Ashland

Date

AMENDMENT NO. 1
to an
INTERGOVERNMENTAL AGREEMENT
between
THE CITY OF ASHLAND,
an Oregon municipal corporation,
("CITY")
and
THE ROGUE VALLEY COUNCIL OF GOVERNMENTS,
a voluntary intergovernmental association,
("RVCOG")
for
FIRE ACTIVITY MONITORING SERVICES

RECITALS

A. The CITY and RVCOG previously entered into an Intergovernmental Agreement effective on July 18, 2019 (the "Agreement"), in order for RVCOG to provide fire activity monitoring services to the CITY; and

B. The CITY and RVCOG wish to amend the Agreement to reduce the number of monitoring tasks to be performed and to adjust the compensation to be paid to RVCOG.

AGREEMENT

NOW THEREFORE, in consideration of the mutual benefits and obligations set forth herein, the parties agree as follows:

1. Amend Section B., TIME OF PERFORMANCE, of the Agreement as follows, with strikeout wording deleted and underscored wording added:

B. TIME OF PERFORMANCE

This Agreement shall take effect upon execution by both PARTIES (the "Effective Date"), and unless sooner terminated as set forth in Subsection C.2., this Agreement shall remain in full force and effect up to and including December 31, 2019. A total of three (3) monitoring tasks shall be completed weekly over a period of time not to exceed twelve (12) cumulative weeks and ~~thirty-six (36)~~ thirty-one (31) monitoring tasks. This period of time need not be consecutive calendar weeks.

2. Amend Section D., PAYMENTS, of the Agreement as follows, with strikeout wording deleted and underscored wording added:

D. PAYMENTS

1. RVCOG will invoice CITY on a monthly basis. CITY shall reimburse RVCOG within 30 days of receipt of invoice. Invoiced costs will be accompanied by documents and receipts evidencing such costs and expenses.
2. CITY will reimburse RVCOG for professional services performed on the unauthorized fire activity monitoring program for CITY by RVCOG employees at hourly rates. ~~Travel time to and from monitoring locations will not be charged for the period of this agreement. One (1) to two (2) hours of hourly rates shall be charged for each small Unmanned Aircraft System mission at a rate of \$100.00 (one hundred dollars) per hour, not to exceed \$7,200.00 (seven thousand and two hundred dollars) for thirty six (36) monitoring missions. An additional eight (8) hours of data processing shall be billed at a rate of \$45.00 (forty five dollars) per hour not to exceed \$360.00 (three hundred and sixty dollars) for the period of this Agreement.~~ and mileage at the following costs: One (1) to two (2) hours of hourly rates shall be charged for each small Unmanned Aircraft System mission at a rate of \$100 (one hundred dollars) per hour. Travel time and mission-related administrative duties shall be charged at an hourly rate of \$52.50 (fifty-two dollars and fifty cents) per hour. Mileage reimbursement shall be charged at a rate of \$0.46 (forty-six cents) per mile. Costs for thirty-one (31) total flights shall not exceed \$10,026 (ten thousand twenty-six dollars.) For attempted flight missions that could not be completed due to unforeseen weather events, a flat fee of \$100 (one hundred dollars) shall be charged.
3. This Amendment No. 1 shall be effective retroactively to August 1, 2019.
4. Except as specifically modified by this Amendment No. 1, the terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF the parties have caused this Amendment No. 1 to be signed in their respective names by their duly authorized representatives as of the dates set forth below:

CITY OF ASHLAND, OREGON

By: KAMARIS

Printed Name: Kelly A. Maddaloni

Title: CITY Administrator

Date: 12/2/19

ROGUE VALLEY COUNCIL OF GOVERNMENTS (RVCOG)

By: [Signature]

Printed Name: MICHAEL CAVALCANTO

Title: EXECUTIVE DIRECTOR

Date: 11/20/19

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

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Tara Kiewel, Admin Analyst

DATE: May 7, 2020

SUBJECT: March FY20 YDT APRC Budget Summary Report
Second Quarter FY20 COA Financial Report (Information/Action)

Situation:

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 March 2020. The City financial reports for the second quarter (October 1 to December 31, 2019) are also included for review.

The second quarter of this biennium was not affected by the COVID-19 pandemic. Staff has been working on forecasting expenses and revenue projections based on the impacts of the pandemic. Commissioners will be updated on budget impacts as more information becomes available.

Background:

The budget summary reports detail expenditures broken down by division and department and the targeted expenditure percent. APRC administrative staff reviews this information on a monthly basis.

Assessment:

Attached to this report you will find the current year-to-date (YDT) report as of March 31, 2020.

Expenses

Our target for March expenditures is 75.00%. We are currently trending slightly under budget for expenses at 73.90% (\$75,527).

Revenue

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.

Recreation Revenue - As of 3/31/20						
Revenue Source	Budgeted Revenue	YTD Revenue	March Revenue	Remaining Revenue	% Collected	
Calle Revenue	\$ 32,000	\$ -	\$ -	\$ 32,000	0%	
Facility Rentals	\$ 78,000	\$ 42,229	\$ 2,201	\$ 34,822	54.14%	
Golf Course Revenue Total	\$ 301,500	\$ 200,267	\$ 23,120	\$ 101,233	66.42%	
Adult General Recreation	\$ 100,000	\$ 34,241	\$ (2,708)	\$ 65,759	34.24%	
Youth General Recreation	\$ 5,300	\$ 1,100	\$ -	\$ 4,200	20.75%	
Daneil Meyer Pool	\$ 99,000	\$ 59,252	\$ -	\$ 39,748	59.85%	
Ice Rink	\$ 142,500	\$ 134,159	\$ 600	\$ 8,341	94.15%	
Recreation Event	\$ 55,000	\$ 6,962	\$ -	\$ 48,038	12.66%	
Nature Center	\$ 35,000	\$ 12,356	\$ (489)	\$ 22,644	35.30%	
Other Programs	\$ 25,000	\$ 7,418	\$ (404)	\$ 18,532	29.67%	
Miscellaneous Revenues (Advertising)	\$ 31,000	\$ 21,988	\$ 1,265	\$ 9,137	70.93%	
Total Rec Revenue	\$ 904,300	\$ 519,972	\$ 23,586	\$ 384,453	57.50%	

Recommendation

Review the attached information and acknowledge it during the official business meeting of May 13, 2020.

Possible Motion

I move to acknowledge the reported quarterly financial report as presented.

Attachments:

- FY20 March YTD APCR Budget Summary Report
- FY20 March Recreation Revenue Report
- City of Ashland Quarterly Financial Report for December 31, 2019

**APRC Budget Status Report
As of 3/31/20**

General Fund		Adopted Budget	YTD Expended	MTD Expended	ENCUMBRANCES	Balance	Percent Used
Administration	Personnel	\$ 520,360	\$ 384,178	\$ 44,620	\$ -	\$ 136,182	73.83%
	M&S	\$ 768,838	\$ 560,394	\$ 51,684	\$ 10,786	\$ 197,658	74.29%
Administration Totals		\$ 1,289,198	\$ 944,572	\$ 96,304	\$ 10,786	\$ 333,840	74.10%
Forestry	Personnel	\$ 401,350	\$ 319,085	\$ 35,637	\$ -	\$ 82,265	79.50%
	M&S	\$ 86,675	\$ 54,068	\$ 10,271	\$ 4,623	\$ 27,985	67.71%
Forestry Totals		\$ 488,025	\$ 373,153	\$ 45,909	\$ 4,623	\$ 110,249	77.40%
Operations	Personnel	\$ 1,814,093	\$ 1,272,842	\$ 137,053	\$ -	\$ 541,252	70.16%
	M&S	\$ 914,660	\$ 696,696	\$ 53,669	\$ 2,295	\$ 215,668	76.42%
Capital (Park Improvements)		\$ 50,000	\$ 38,591	\$ 1,125	\$ 3,044	\$ 8,365	83.27%
Operations Totals		\$ 2,778,753	\$ 2,008,129	\$ 191,847	\$ 5,339	\$ 765,285	72.50%
TOTAL PARKS DIVISION		\$ 4,555,976	\$ 3,325,854	\$ 334,060	\$ 20,748	\$ 1,209,375	73.00%
Rec Admin	Personnel	\$ 332,041	\$ 239,268	\$ 26,329	\$ -	\$ 92,772	72.06%
	M&S	\$ 110,580	\$ 79,235	\$ 7,117	\$ 13,764	\$ 17,582	84.10%
Recreation Admin Totals		\$ 442,621	\$ 318,503	\$ 33,446	\$ 13,764	\$ 110,354	75.10%
Rec Programs	Personnel	\$ 434,388	\$ 358,319	\$ 20,789	\$ -	\$ 76,069	82.49%
	M&S	\$ 185,520	\$ 118,686	\$ 22,115	\$ 2,961	\$ 63,874	65.57%
Recreation Programs Totals		\$ 619,908	\$ 477,005	\$ 42,905	\$ 2,961	\$ 139,942	77.40%
Community Center Totals		\$ 31,200	\$ 15,276	\$ 3,198	\$ 4,752	\$ 11,172	64.20%
Nature Ctr	Personnel	\$ 323,174	\$ 239,803	\$ 27,041	\$ -	\$ 83,372	74.20%
	M&S	\$ 46,350	\$ 36,018	\$ 2,625	\$ 5,741	\$ 4,591	90.10%
Nature Center Totals		\$ 369,524	\$ 275,821	\$ 29,667	\$ 5,741	\$ 87,962	76.20%
TOTAL RECREATION DIVISION		\$ 1,463,253	\$ 1,086,605	\$ 109,216	\$ 27,217	\$ 349,430	76.12%
Senior Services	Personnel	\$ 303,805	\$ 206,908	\$ 26,535	\$ -	\$ 96,897	68.11%
	M&S	\$ 41,695	\$ 33,513	\$ 5,150	\$ 5,169	\$ 3,014	92.77%
TOTAL SENIOR SERVICES DIVISION		\$ 345,500	\$ 240,420	\$ 31,685	\$ 5,169	\$ 99,911	71.10%
Golf Course	Personnel	\$ 464,498	\$ 333,819	\$ 35,051	\$ -	\$ 130,679	71.87%
	M&S	\$ 135,050	\$ 106,523	\$ 6,926	\$ 1,326	\$ 27,202	79.86%
TOTAL GOLF		\$ 599,548	\$ 440,342	\$ 41,978	\$ 1,326	\$ 157,881	73.70%
GRAND TOTAL		\$ 6,964,277	\$ 5,093,221	\$ 516,939	\$ 54,459	\$ 1,816,597	73.90%
Period #	9	Target Percent	75.00%				
Revenue		Estimated Rev	YTD Earned	Remaining			
General		\$ 7,116,848	\$ 5,022,812	\$ 2,094,036	70.60%		
CIP		\$ 2,473,900	\$ 501,224	\$ 1,972,676			
Equipment		\$ 253,272	\$ 127,030	\$ 126,242			
Grand Total Revenue		\$ 9,844,020	\$ 5,651,066	\$ 4,192,954			

Recreation Revenue - As of 3/31/20

Revenue Source	Budgeted Revenue	YTD Revenue	March Revenue	Remaining Revenue	% Collected
Calle Revenue	\$ 32,000	\$ -	\$ -	\$ 32,000	0%
Facility Rentals	\$ 78,000	\$ 42,229	\$ 2,201	\$ 34,822	54.14%
Golf Course Revenue Total	\$ 301,500	\$ 200,267	\$ 23,120	\$ 101,233	66.42%
Adult General Recreation	\$ 100,000	\$ 34,241	\$ (2,708)	\$ 65,759	34.24%
Youth General Recreation	\$ 5,300	\$ 1,100	\$ -	\$ 4,200	20.75%
Daneil Meyer Pool	\$ 99,000	\$ 59,252	\$ -	\$ 39,748	59.85%
Ice Rink	\$ 142,500	\$ 134,159	\$ 600	\$ 8,341	94.15%
Recreation Event	\$ 55,000	\$ 6,962	\$ -	\$ 48,038	12.66%
Nature Center	\$ 35,000	\$ 12,356	\$ (489)	\$ 22,644	35.30%
Other Programs	\$ 25,000	\$ 7,418	\$ (404)	\$ 18,532	29.67%
Miscellaneous Revenues (Advertising)	\$ 31,000	\$ 21,988	\$ 1,265	\$ 9,137	70.93%
Total Rec Revenue	\$ 904,300	\$ 519,972	\$ 23,586	\$ 384,453	57.50%

Recreation Revenue year over year comparision

Revenue Source	20-Mar	19-Mar	% change
Calle Revenue	\$ -	\$ -	0.00%
Facility Rentals	\$ 2,201	\$ 4,245	-48.15%
Golf	\$ 23,120	\$ 17,835	29.64%
Adult General Recreation	\$ (2,708)	\$ 4,492	-160.29%
Youth General Recreation	\$ -	\$ 324	-100.00%
Daniel Meyer Pool	\$ -	\$ 4,500	-100.00%
Ice Rink	\$ 600	\$ 430	39.53%
Recreation Event	\$ -	\$ -	
Nature Center	\$ (489)	\$ 313	-256.23%
Community Garden	\$ 236	\$ 208	13.73%
Other Programs	\$ (404)	\$ 155	-360.59%
Miscellaneous Revenues (Advertising)	\$ 1,265	\$ 37	3316.06%
Total Recreation Revenue	\$ 23,822	\$ 32,539	-26.79%

(8,717.23)

Council Study Session

April 6, 2020

Agenda Item	Presentation of the 2 nd Quarter Financial Statements	
From	Kelly A. Madding	City Administrator
Contact	Kelly.madding@ashland.or.us ; (541) 488-6002	
Item Type	Requested by Council <input type="checkbox"/> Update <input checked="" type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input checked="" type="checkbox"/>	

SUMMARY

The Council are supplied with quarterly financial reports to ensure budgetary compliance and for informational and comparative purposes throughout the year.

POLICIES, PLANS & GOALS SUPPORTED

D. Develop current and long-term budgetary resiliency.

E. During the 2019-2021 Biennium analyze various departments/programs with the goal of gaining efficiencies, reducing costs, and improving City services.

F. Enhance and improve transparency and communication

BACKGROUND AND ADDITIONAL INFORMATION

The attached financial statements cover six months of activity for the period July 1, 2019 through December 31, 2019 and equate to 25 percent of the biennial budget. Financial statements provide a mechanism to review the City's financial transactions on a quarterly basis. The Financial Report includes all funds and department.

Total citywide revenue collections for this period are 27 percent of budget appropriations. Total citywide expenses of 20.3 percent of budget appropriations are below the projections for the biennium.

Note: Page 2 of Attachment 1 provides a useful statement of revenues and expenditures City wide. Pages 3-23 shows both revenue and expenditures by Fund. Pages 24-26 show a schedule of budgetary compliance.

FISCAL IMPACTS

There is no fiscal impact of this discussion.

DISCUSSION QUESTIONS

Understandably, it may be difficult to focus on the 2nd quarter financial report in light of the current global pandemic. As such, there may be the desire to focus on the effects of COVID-19 on the City's expenditures and revenue. At this time City staff is working on numerous financial projections related to the current and anticipated future effects of COVID-19 to City revenue and expenditures and will report to the City Council at a later date.

REFERENCES & ATTACHMENTS

Attachment 1: BN 2019/21 Second Quarter Financial Report for July 1, 2019 - December 31, 2019

City of Ashland
Summary of Fund Balances
as of December 31, 2019

Fund	Balance December 31, 2019	Balance December 31, 2018	Change From FY 2019
General Fund	\$ 9,669,235	\$ 8,486,796	\$ 1,182,439
Parks General Fund	805,837	743,840	61,997
Housing Fund	130,755	17,285	113,470
Community Block Grant Fund	18,475	11,731	6,744
Reserve Fund	38,904	37,967	937
Street Fund	2,189,226	5,087,101	(2,897,875)
Airport Fund	262,301	251,923	10,378
Capital Improvements Fund	818,752	1,257,280	(438,528)
Parks Capital Improvements Fund	1,105,830	1,023,443	82,386
Debt Service Fund	1,126,852	855,053	271,799
Water Fund	11,318,059	11,135,861	182,198
Wastewater Fund	9,960,715	8,807,227	1,153,488
Storm Drain Fund	1,796,606	1,819,309	(22,703)
Electric Fund	2,196,061	2,791,523	(595,461)
Telecommunications Fund	1,379,782	971,100	408,681
Central Services Fund	1,341,932	931,778	410,155
Insurance Services Fund	(213,800)	136,810	(350,610)
Health Benefits Reserve Fund	1,037,700	443,671	594,029
Equipment Fund	4,168,225	3,162,976	1,005,249
Parks Equipment Fund	199,074	202,534	(3,460)
Cemetery Trust Fund	945,268	978,716	(33,448)
	<u>\$ 50,295,789</u>	<u>\$ 49,153,923</u>	<u>\$ 1,141,865</u>
Total Fund Balances	<u>\$ 50,295,789</u>	<u>\$ 49,153,923</u>	<u>\$ 1,141,865</u>
<u>Restricted and Committed Funds</u>			
Restricted	\$ 10,776,447	\$ 10,632,486	\$ 143,961
Committed	14,207,094	13,419,001	788,093
Unassigned	25,312,247	25,102,436	209,811
	<u>\$ 50,295,789</u>	<u>\$ 49,153,923</u>	<u>\$ 1,141,865</u>
Total Fund Balances	<u>\$ 50,295,789</u>	<u>\$ 49,153,923</u>	<u>\$ 1,141,865</u>

City of Ashland
Statement of Revenues and Expenditures - City Wide
as of 12/31/2019 (50% of Fiscal Year)

	Fiscal Year 2019 Year-To-Date Actuals	Fiscal Year 2019 End-of-Year Actuals	Percent Collected / Expended	Fiscal Year 2020 Year-To-Date Actuals	1st Year of Biennial Budget	Percent Collected / Expended	Year-over-Year Change
Revenues							
Taxes	\$ 16,812,649	\$ 25,940,766	64.8%	\$ 17,797,079	\$ 27,350,130	65.1%	105.9%
Licenses and Permits	485,731	859,045	56.5%	503,789	949,150	53.1%	103.7%
Intergovernmental Revenues	1,687,602	4,132,531	40.8%	1,451,018	6,382,437	22.7%	86.0%
Charges for Services - Rate & Internal	30,670,469	61,075,437	50.2%	32,666,903	62,661,349	52.1%	106.5%
Charges for Services - Misc. Service fees	896,211	1,945,241	46.1%	1,248,405	1,798,673	69.4%	139.3%
System Development Charges	462,240	898,309	51.5%	542,730	386,500	140.4%	117.4%
Fines and Forfeitures	307,266	588,070	52.2%	279,071	602,900	46.3%	90.8%
Assessment Payments	3,054	8,924	34.2%	7,878	30,000	26.3%	258.0%
Interest on Investments	463,276	1,035,443	44.7%	514,321	777,110	66.2%	111.0%
Miscellaneous Revenues	1,720,028	2,369,877	72.6%	384,571	685,025	56.1%	22.4%
Total Revenues	53,508,524	98,853,643	54.1%	55,395,766	101,623,273	54.5%	103.5%
Budgetary Resources:							
Other Financing Sources	1,478,294	3,065,628	48.2%	-	25,202,562	0.0%	0.0%
Transfers In	560,419	1,201,143	46.7%	846,619	1,085,156	78.0%	151.1%
Total Budgetary Resources	2,038,713	4,266,771	47.8%	846,619	26,287,718	3.2%	41.5%
Total Resources	55,547,237	103,120,414	53.9%	56,242,384	127,910,991	44.0%	101.3%
Operating Expenditures:							
Personnel Services	17,147,618	33,828,865	50.7%	17,806,793	36,293,908	49.1%	103.8%
Materials and Services	24,606,178	50,064,300	49.1%	25,284,759	53,193,943	47.5%	102.8%
Debt Service	2,160,237	4,624,140	46.7%	2,239,278	4,617,690	48.5%	103.7%
Total Operating Expenditures	43,914,033	88,517,306	49.6%	45,330,830	94,105,541	48.2%	103.2%
Capital Construction:							
Capital Outlay	4,395,786	10,583,306	41.5%	5,064,736	21,281,918	23.8%	115.2%
Transfers and Contingencies:							
Transfers Out	560,419	1,201,143	46.7%	846,619	1,085,156	78.0%	151.1%
Contingencies (Original Budget \$3,085,000)	-	-	0.0%	-	1,417,059	0.0%	103.7%
Total Budgetary Requirements	560,419	1,201,143	46.7%	846,619	2,502,215	33.8%	151.1%
Total Requirements	48,870,238	100,301,755	48.7%	51,242,185	117,889,674	43.5%	104.9%
Excess (Deficiency) of Resources over Requirements	6,676,999	2,818,659	236.9%	5,000,200	10,021,317	50.1%	74.9%
Working Capital Carryover	42,476,929	42,476,929	100.0%	45,295,588	24,403,661	185.6%	106.6%
Unappropriated Ending Fund Balance	\$ 49,153,923	\$ 45,295,588	108.5%	\$ 50,295,789	\$ 34,424,978	146.1%	102.3%

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
as of 12/31/2019 (50% of Fiscal Year)

	Fiscal Year 2019 To-Date Actuals	Fiscal Year 2019 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2020 1st Year Expenses	Budget to Actual		
					Fiscal Year 2020 1st Year of Biennial Budget	Percent Collected / Expended	Actual to Actual Year-over-Year Change
110 General Fund							
Taxes	\$ 15,359,337	\$ 22,145,317	69.4%	\$ 16,240,825	\$ 23,572,680	68.9%	105.7%
Licenses and Permits	485,731	859,045	56.5%	503,789	949,150	53.1%	103.7%
Intergovernmental	739,362	2,255,466	32.8%	512,893	1,356,298	37.8%	69.4%
Charges for Services	837,879	1,591,398	52.7%	1,093,290	1,729,000	63.2%	130.5%
Fines	307,266	588,070	52.2%	279,071	602,900	46.3%	90.8%
Interest on Investments	41,207	123,331	33.4%	43,546	125,000	34.8%	105.7%
Miscellaneous	63,383	67,249	94.3%	43,074	70,100	61.4%	68.0%
Transfer in (Water Fund)	125,000	250,000	50.0%	125,000	250,000	50.0%	100.0%
Transfer In (Cemetery)	11,419	23,598	48.4%	61,463	75,000	82.0%	538.3%
Transfer In (Health Benefits)	-	-	N/A	100,000	100,000	100.0%	0.0%
Total Revenues and Other Sources	17,970,584	27,903,475	64.4%	19,002,951	28,830,127	65.9%	105.7%
Administration	664,663	1,084,583	61.3%	647,311	1,108,530	58.4%	97.4%
Administration - Parking	88,061	181,332	48.6%	101,029	168,000	60.1%	114.7%
Administration - Municipal Court	270,725	507,950	53.3%	321,732	698,644	46.1%	118.8%
Administrative Services - Miscellaneous	4,326	4,326	100.0%	14,383	19,000	75.7%	332.5%
Administrative Services - Band	42,398	64,213	66.0%	39,242	66,274	59.2%	92.6%
Administrative Services - Parks	2,695,950	5,391,900	50.0%	2,695,950	5,391,900	50.0%	100.0%
Police Department	3,869,162	7,504,873	51.6%	4,144,364	8,237,420	50.3%	107.1%
Fire and Rescue Department	5,033,821	10,040,008	50.1%	4,583,844	9,352,374	49.0%	91.1%
Public Works - Cemetery Division	234,963	431,797	54.4%	257,663	532,967	48.3%	109.7%
Community Development - Planning Division	772,107	1,565,134	49.3%	851,475	1,708,426	49.8%	110.3%
Community Development - Building Division	360,620	717,188	50.3%	400,404	829,108	48.3%	111.0%
Community Development - Social Services Grants	134,000	134,000	100.0%	134,000	134,000	100.0%	100.0%
Transfers (Cemetery, Housing Trust and Debt Svc)	105,500	105,500	100.0%	105,500	105,500	100.0%	100.0%
Contingency	-	-	N/A	-	400,000	0.0%	N/A
Total Expenditures and Other Uses	14,276,294	27,732,803	51.5%	14,296,897	28,752,142	49.7%	100.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	3,694,290	170,672	2164.6%	4,706,055	77,985	6034.6%	127.4%
Beginning Fund Balance	4,792,508	4,792,508	100.0%	4,963,180	4,119,443	120.5%	103.6%
Ending Fund Balance	\$ 8,486,796	\$ 4,963,180	171.0%	\$ 9,669,235	\$ 4,197,428	230.4%	113.9%
Reconciliation of Fund Balance:							
Restricted and Committed Funds				1,177,370			
Unassigned Fund Balance				\$ 8,491,865			

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
as of 12/31/2019 (50% of Fiscal Year)

	Fiscal Year 2019 Year- To-Date Actuals	Fiscal Year 2019 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2020 1st Year Expenses	Budget to Actual			
					Fiscal Year 2020 1st Year of Biennial Budget	Percent Collected / Expended	Actual to Actual Year-over-Year Change	
211 Parks and Recreation General Fund								
Intergovernmental	\$ -	\$ 500.00	0.0%	\$ 52,709	\$ 15,000	351.4%	N/A	
Charges for Services - Internal	2,695,950	5,391,900	50.0%	2,695,950	5,391,900	50.0%	100.0%	
Charges for Services - Misc. Service Fees	396,899	916,636	43.3%	507,041	1,165,100	43.5%	127.8%	
Interest on Investments	9,136	20,599	44.3%	10,890	23,310	46.7%	119.2%	
Miscellaneous	13,734	25,700	53.4%	19,998	31,000	64.5%	145.6%	
Transfer In	85,000	85,000	100.0%	185,000	185,000	100.0%	217.6%	
Total Revenues and Other Sources	3,200,719	6,440,335	49.7%	3,471,587	6,811,310	51.0%	108.5%	
Parks Division	2,120,776	4,151,758	51.1%	2,070,049	4,067,952	50.9%	97.6%	
Recreation Division	720,459	1,552,403	46.4%	720,551	1,463,252	49.2%	100.0%	
Golf Division	277,097	554,750	49.9%	310,900	599,548	51.9%	112.2%	
Senior Services Division	-	-	N/A	156,369	345,500	45.3%	N/A	
Parks Forestry Division	-	-	N/A	250,759	488,025	51.4%	N/A	
Contingency	-	-	N/A	-	75,000	0.0%	N/A	
Total Expenditures and Other Uses	3,118,331	6,258,911	49.8%	3,508,628	7,039,277	49.8%	112.5%	
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	82,388	181,424	45.4%	(37,040)	(227,967)	83.8%	-45.0%	
Beginning Fund Balance	661,453	661,453	100.0%	842,877	305,538	275.9%	127.4%	
Ending Fund Balance	\$ 743,840	\$ 842,877	88.3%	\$ 805,837	\$ 77,571	1038.8%	108.3%	
Reconciliation of Fund Balance:								
Restricted and Committed Funds				-				
Unassigned Fund Balance				<u>\$ 805,837</u>				

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
as of 12/31/2019 (50% of Fiscal Year)

	Fiscal Year 2019 To-Date Actuals	Fiscal Year 2019 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2020 1st Year Expenses	Fiscal Year 2020 1st Year of Biennial Budget	Budget to Actual	
						Percent Collected / Expended	Actual to Actual Year-over-Year Change
411 Parks Capital Improvement Fund							
Taxes	\$ 158,157	\$ 803,844	19.7%	\$ 206,070	\$ 756,900	27.2%	130.3%
Intergovernmental	19,857	19,857	100.0%	5,000	915,000	0.5%	25.2%
Interest on Investments	11,304	24,077	46.9%	15,976	20,000	79.9%	141.3%
Miscellaneous	-	-	0.0%	-	250,000	0.0%	N/A
Total Revenues and Other Sources	<u>189,319</u>	<u>847,779</u>	22.3%	<u>227,046</u>	<u>1,941,900</u>	11.7%	119.9%
Materials and Services	16,327	30,999	52.7%	8,574	-	N/A	N/A
Capital Outlay	46,372	124,575	37.2%	196,971	1,930,000	10.2%	424.8%
Transfer Out	85,000	245,045	34.7%	344,656	444,656	77.5%	405.5%
Total Expenditures and Other Uses	<u>147,700</u>	<u>400,619</u>	36.9%	<u>550,201</u>	<u>2,374,656</u>	23.2%	372.5%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	41,619	447,160	9.3%	(323,155)	(432,756)	74.7%	-776.5%
Beginning Fund Balance	981,825	981,825	100.0%	1,428,985	532,000	268.6%	145.5%
Ending Fund Balance	<u>\$ 1,023,443</u>	<u>\$ 1,428,985</u>	71.6%	<u>\$ 1,105,830</u>	<u>\$ 99,244</u>	1114.3%	108.0%
Reconciliation of Fund Balance:							
Restricted and Committed Funds				1,105,830			
Unassigned Fund Balance				<u>\$ (0)</u>			

City of Ashland
Statement of Resources, Requirements, and Changes in Fund Balance
as of 12/31/2019 (50% of Fiscal Year)

	Fiscal Year 2019 To-Date Actuals	Fiscal Year 2019 End-of-Year Actuals	Actual Percent Collected / Expended	Fiscal Year 2020 1st Year Expenses	Fiscal Year 2020 1st Year of Biennial Budget	Budget to Actual	
						Percent Collected / Expended	Actual to Actual Year-over-Year Change
731 Parks Equipment Fund							
Charges for Services - Internal	\$ 113,750	\$ 227,500	50.0%	\$ 73,750	\$ 147,500	50.0%	64.8%
Interest on Investments	1,827	4,898	37.3%	3,424	725	472.3%	187.4%
Miscellaneous	31,006	46,331	66.9%	-	-	N/A	0.0%
Total Revenues and Other Sources	<u>146,583</u>	<u>278,729</u>	52.6%	<u>77,174</u>	<u>148,225</u>	52.1%	52.6%
Capital Outlay	70,903	141,092	50.3%	142,591	150,000	95.1%	201.1%
Total Expenditures and Other Uses	<u>70,903</u>	<u>141,092</u>	50.3%	<u>142,591</u>	<u>150,000</u>	95.1%	201.1%
Excess(Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	75,680	137,637	55.0%	(65,417)	(1,775)	3685.4%	-86.4%
Beginning Fund Balance	<u>126,854</u>	<u>126,854</u>	100.0%	<u>264,491</u>	<u>105,047</u>	251.8%	208.5%
Ending Fund Balance	<u>\$ 202,534</u>	<u>\$ 264,491</u>	76.6%	<u>\$ 199,074</u>	<u>\$ 103,272</u>	192.8%	98.3%
Reconciliation of Fund Balance:							
Restricted and Committed Funds				199,074			
Unassigned Fund Balance				<u>\$ -</u>			

City of Ashland
Schedule of Budgetary Compliance Per Resolution 2019-12

as of 12/31/2019 (25% of Biennium)

	Biennial to Date Actuals (6 Months)	Biennial Budget 2019-2021	Percent Used	Balance
General Fund				
Administration	\$ 748,341	\$ 2,559,724	29.2%	\$ 1,811,383
Administration - Municipal Court	321,732	1,406,654	22.9%	1,084,922
Administrative Services - Miscellaneous	14,383	38,000	37.9%	23,617
Administrative Services - Band	39,242	132,733	29.6%	93,491
Administrative Services - Parks	2,695,950	10,783,800	25.0%	8,087,850
Police Department	4,144,364	16,719,886	24.8%	12,575,522
Fire and Rescue Department	4,583,844	19,255,049	23.8%	14,671,206
Public Works - Cemetery Division	257,663	1,075,095	24.0%	817,432
Community Development - Planning Division	851,475	3,463,963	24.6%	2,612,488
Community Development - Building Division	400,404	1,677,657	23.9%	1,277,253
Community Development - Social Services Grants	134,000	268,000	50.0%	134,000
Transfers	105,500	211,000	50.0%	105,500
Contingency	-	800,000	0.0%	800,000
Total General Fund	14,296,897	58,391,562	24.5%	44,094,665
Parks and Recreation General Fund				
Parks Division	2,070,049	8,209,415	25.2%	6,139,366
Recreation Division	720,551	2,957,983	24.4%	2,237,432
Golf Division	310,900	1,195,851	26.0%	884,951
Senior Services Division	156,369	700,180	22.3%	543,811
Parks Forestry Division	250,759	985,619	25.4%	734,860
Contingency	-	150,000	0.0%	150,000
Total Parks and Recreation Fund	3,508,628	14,199,047	24.7%	10,690,420
Housing Trust Fund				
Materials and Services	5,118	247,000	2.1%	241,882
Total Housing Trust Fund	5,118	247,000	2.1%	241,882
Community Development Block Grant Fund				
Personnel Services	18,142	70,528	25.7%	52,386
Materials and Services	36,396	456,199	8.0%	419,803
Total Community Development Grant Fund	54,538	526,727	10.4%	472,189
Reserve Fund				
Interfund Loan	-	-	N/A	-
Total Reserve Fund	-	-	N/A	-
Street Fund				
Public Works - Ground Maintenance	123,881	536,150	23.1%	412,269
Public Works - Street Operations	4,169,361	19,828,324	21.0%	15,658,963
Public Works - Street Operations Debt	71,981	251,460	28.6%	179,479
Public Works - Transportation SDC's	251,596	930,213	27.0%	678,617
Contingency	-	43,700	0.0%	43,700
Total Street Fund	4,616,818	21,589,847	21.4%	16,973,029
Airport Fund				
Materials and Services	54,429	266,088	20.5%	211,659
Capital Outlay	8,134	340,000	2.4%	331,866
Contingency	-	-	0.0%	-
Total Airport Fund	62,563	606,088	10.3%	543,525

Schedule of Budgetary Compliance Per Resolution 2019-12

as of 12/31/2019 (25% of Biennium)

	Biennial to Date Actuals (6 Months)	Biennial Budget 2019-2021	Percent Used	Balance
Capital Improvements Fund				
Public Works - Facilities	574,325	2,968,878	19.3%	2,394,553
Administrative Services - SDC (Parks)	-	50,000	0.0%	50,000
Administrative Services - Open Space (Parks)	-	100,000	0.0%	100,000
Transfers	110,000	220,000	50.0%	110,000
Contingency	-	60,000	0.0%	60,000
Total Capital Improvements Fund	684,325	3,398,878	20.1%	2,714,553
Parks Capital Improvement Fund				
Materials and Services	8,574	-	N/A	(8,574)
Capital Outlay	196,971	5,020,000	3.9%	4,823,029
Transfers	344,656	793,828	43.4%	449,172
Total Parks Capital Improvement Fund	550,201	5,813,828	9.5%	4,814,455
Debt Service Fund				
Debt Service	1,306,044	3,790,874	34.5%	2,484,830
Total Debt Service Fund	1,306,044	3,790,874	34.5%	2,484,830
Water Fund				
Public Works - Conservation	105,174	578,660	18.2%	473,486
Public Works - Water Supply	417,879	4,382,522	9.5%	3,964,644
Public Works - Water Supply Debt	127,863	19,090	669.8%	(108,773)
Public Works - Water Distribution	2,148,556	9,219,893	23.3%	7,071,337
Public Works - Water Distribution Debt	254,348	502,563	50.6%	248,215
Public Works - Water Treatment	908,564	18,225,395	5.0%	17,316,831
Public Works - Water Treatment Debt	106,201	298,883	35.5%	192,682
Public Works - Improvement SDC's	95,881	4,153,000	2.3%	4,057,119
Public Works - Debt SDC's	132,435	430,600	30.8%	298,165
Transfer	125,000	500,000	25.0%	375,000
Contingency	-	685,000	0.0%	685,000
Total Water Fund	4,421,901	38,995,606	11.3%	34,573,705
Wastewater Fund				
Public Works - Wastewater Collection	1,465,892	5,741,660	25.5%	4,275,768
Public Works - Wastewater Collection Debt	58,310	151,658	38.4%	93,348
Public Works - Wastewater Treatment	1,196,418	8,319,440	14.4%	7,123,022
Public Works - Wastewater Treatment Debt	148,949	3,434,209	4.3%	3,285,260
Public Works - Improvements SDC's	50,789	1,109,750	4.6%	1,058,961
Contingency	-	325,000	0.0%	325,000
Total Wastewater Fund	2,920,359	19,081,717	15.3%	16,161,358
Stormwater Fund				
Public Works - Storm Water Operations	392,787	1,888,482	20.8%	1,495,695
Public Works - Storm Water Operations Debt	11,025	23,700	46.5%	12,675
Public Works - Improvements SDC's	59,031	316,000	18.7%	256,969
Contingency	-	30,000	0.0%	30,000
Total Stormwater Fund	462,843	2,258,182	20.5%	1,795,340
Electric Fund				
Administration - Conservation	378,184	1,853,148	20.4%	1,474,964
Electric - Supply	3,701,521	16,114,835	23.0%	12,413,314
Electric - Distribution	3,777,963	16,896,919	22.4%	13,118,957
Electric - Transmission	470,821	2,665,970	17.7%	2,195,149
Debt Service	22,121	22,123	100.0%	2
Contingency	-	225,000	0.0%	225,000
Total Electric Fund	8,350,610	37,777,995	22.1%	29,427,386

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: May 7, 2020

SUBJECT: COVID-19 Response Efforts/Re-opening Plan

Situation

The Oregon Recreation and Park Association (ORPA)- Administrative Section along with the Legislative Committee began discussions in early April regarding the plans that Oregon park and recreation agencies are making to reactivate parks spaces and recreation facilities in the face of the COVID-19 crisis. In consultation with other west coast state associations, and using early work done by the Washington Recreation and Park Association (WRPA), the group developed 2 documents that were sent to the Governor's office last Friday. These documents will help guide APRC as we begin the process of re-opening.

Background – Response to COVID-19

Since the declaration of the emergency was announced by the State and the City of Ashland, APRC staff has been heavily involved in the emergency response. Michael Black serves on the EOC as the Care and Shelter Branch leader and many other staff have been involved in EOC actions. Some of those are:

1. Placement of 24-hour portable toilets and hand-wash stations around town and in proximity to feeding locations for homeless.
2. Creation of a car camping system at three location in town to address homeless needs.
3. Working with OHRA to operate their shower trailer for homeless.
4. Coordinating and providing staffing for Ashland Adopt a Neighbor, that is detailed in the SSD section below.
5. Coordination with regional homeless groups in developing a homeless service response to the pandemic.
6. Creation and dissemination of public health announcements and signage related to physical distancing guidelines, closure of facilities and programs, and public assistance services
7. Creation of remote recreation opportunities through the “Find Your Space” program that has been highlighted by the National Recreation and Parks Association.

Additionally, our parks division has responded by ensuring that the Governor's order to close facilities is met. Most of the park system remains closed at this point. Reopening plans will be discussed below.

All recreation programs were closed at the end of March and remain closed today. The only exception is the golf course, which opened on May 1st. Our office buildings, rec centers and other facilities remain closed at this point. Reopening plans will be discussed below and at the meeting on May 13th.

Although Ashland Senior Center and other facilities are closed, essential services to seniors continue, and the Senior Services Division has developed several alternative programs to serve older adults remotely during this time of physical distancing:

- Information and referral via phone/email/website and help linking seniors to current community services
- 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
- 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

In addition, our partner Rogue Valley Council of Governments continues to operate a modified Food & Friend/Meals on Wheels program from Ashland Senior Center for home delivery and scheduled meal pick up. Capacity has expanded with additional emergency funding for senior nutrition.

Background – Reopening Plan

ORPA has committed to working with the Governor on a phased approach and requested continued outreach from the Governor's office for advice on the best ways to return to some sense of normalcy. The workgroup that put this together was comprised of Directors and Superintendents from State and County Parks, Special Districts, Cities, Parks and Recreation agencies large and small and the staff of ORPA. Some of the key parts of these documents include:

- **The grid document v 1.0** serves as a guide to Oregon Parks and Recreation agencies on indoor and outdoor protocols and considerations related to each phase of the Governor's plan. There are also examples of the mitigation measures that correspond to those protocols. This document will evolve and as the COVID-19 situation changes, we know we'll have to adapt as well.
- **The Recovery Plan Framework Letter** serves as a commitment from ORPA to work together to reactivate parks spaces and recreation facilities to the benefit of the public and that we will do so in a responsible manner.

Assessment

How does this framework help APRC respond? A framework is in place that guides APRC staff in reactivation of our services and programs. This framework fosters consistency across the state while respecting differences in jurisdictional authorities and keeps us operating in a manner that is consistent with the local phases of recovery. It also provides us with venues for best practice discussions and distribution of consistent and replicable program models and materials.

APRC is already using this information to put together plans for reopening. As we move forward in each phase we will be evaluating and asking questions such as: Could we open? Is it the right thing to do? What are the mitigation efforts required and how do our resources align with that? Guidance is changing weekly, sometimes daily and our staff is doing a remarkable job adjusting to not only the changing guidelines but undertaking it with a decreased level of staffing due to layoffs and the lack of seasonal/temporary employment.

Although we don't know when each phase will move forward, we know right now that with the phased reopening when certain things will be permitted to open:

Phase 1 examples:

- **All indoor sports, recreation facilities remain closed** (The Grove, Nature Center, Golf Clubhouse)
- **Parks remain open with restrictions in place**

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.

Again, these are **examples** of how APRC can use the phased document. We will evaluate every step of the way to ensure that we are using our resources efficiently and prudently.

Attachments:

Proposed COVID-19 Recovery Plan Framework for Public Parks & Recreation Service Providers in Oregon
Parks Re-opening Phases Grid v1.0
Oregon Executive Order No. 20-12



Proposed COVID-19 Recovery Plan Framework for Public Parks & Recreation Service Providers in Oregon

*Developed in consultation with Washington Recreation and Park Association,
California Park and Recreation Society, California Association of Recreation and Park Districts,
and Idaho Recreation and Park Association*

On behalf of public park and recreation service providers across Oregon, we ask Governor Brown to entrust park professionals with re-activating park spaces and recreation facilities to the benefit of the public and to build confidence that we can do so in a consistent, progressive and responsible manner.

We acknowledge:

That we have entered a unique time in our nation's history and that social distancing and protections from communicable diseases will be a factor for our industry to bear in mind moving forward. Further, we acknowledge that sacrifices must be made, and we accept our responsibility to make substantive and meaningful changes to the way we deliver services.

We share:

A common goal to have a safe and healthy community for all residents, with special consideration for youth and vulnerable populations, including safe workplaces for parks and recreation professionals.

We believe:

Public Parks and Recreation spaces and services are crucial in the recovery process, as social isolation and lack of physical and outdoor experiences negatively impact the

*Proposed COVID-19 Recovery Plan Framework
for Public Parks and Recreation Service Providers in Oregon*

mental, emotional and physical health of citizens. **Oregonians spend an average of 46 days a year recreating outdoors. Of all the places where they go, local parks are the most visited.** Local parks support social equity and access to nature and healthy spaces in proximity to one's home. In fact, local parks are an equal-access destination and experience for all segments of society regardless of their income, their racial makeup, their religion, or their sexual orientation. **Parks and outdoor recreation environments provide some of the lowest cost, most effective public health interventions available in our communities.**

Allowing the greatest number of safe options as possible, given diverse needs and interests, is essential to the overall health and well-being of our community members in the near term as well as to help Oregonians become more resistive and resilient against all forms of disease. The National Recreation and Park Association (NRPA) has prepared guidance to support safe use of parks and open spaces during the COVID-19 outbreak. As of March 27, 2020, more than 1,000ⁱ organizations have signed on to voice support for the power of parks and open spaces as essential resources for health and wellness. We recognize that physical distancing may take a toll on our mental health, especially during high-stress and anxiety-producing global public health emergencies. We also know that parks provide a connection to the outdoors and green space as well as opportunities for physical activity which studies demonstrate reduces stress and improves mental health.

The necessary Stay Home-Save Lives restrictions have re-invigorated an even greater appreciation for the multi-faceted benefits of community parks and recreation services and restrictions on travel will create a significant "stay-cation" demand on local park and recreation systems, as seen in previous economic downturns.

Parks and recreation play an equally important role in community economic revival, as it is a core part of an outdoor recreation sector that has an economic impact value of over \$54 billion (2018 USD)ⁱⁱ. Restoring activities that can be done in small groups and in a socially responsible manner, such as camping, boating, and hiking, can produce immediate employment and economic gains.

*Proposed COVID-19 Recovery Plan Framework
for Public Parks and Recreation Service Providers in Oregon*

We commit:

- To align our services with local, state and federal guidance, with an early focus on distanced outdoor, open space activation and restrictions on large gatherings. We are planning in a way that is consistent with the progressive phases outlined in the recent [Opening America](#) release and Governor Brown's 3-phase plan to reopen the economy. We have been actively working with health agencies and our national association to promote social distancing and safety protocols.
- To empower and facilitate responsible use and enjoyment of our park and recreation system within our local communities.
- To structure programmatic offerings that can be delivered in small groups where contact is limited between participants and social distancing can be reinforced.
- To utilize technology, registration processes and physical barriers to prevent unauthorized or over-sized gatherings from occurring.
- To train our staff and equip them to safely operate programs, services and public facilities.

As a state-wide association, **we are prepared to:**

- 1) Collaborate with the Governor's Office, Oregon Health Authority and local public health jurisdictions and other governmental and private sector interests to further develop a recovery framework with the above principles in mind;
- 2) Provide park and recreation professionals with venues for best practice discussions and distribution of consistent and replicable program models and materials. For example, we have sample plans for social distancing that have already been created for many of our standard activities;
- 3) Help foster consistency across the state while respecting differences in jurisdictional authorities; and
- 4) Work in tandem with local health jurisdictions with special emphasis on preventing re-emergence of the virus in areas with high populations and higher risk based on health disparities and past rates of contagion by operating in a manner consistent with the locally determined phase of recovery.
- 5) Adapt programs and operations to meet changing public health restrictions and social distancing requirements, including adjusting service delivery should a region experience a second wave of outbreak.

*Proposed COVID-19 Recovery Plan Framework
for Public Parks and Recreation Service Providers in Oregon*

We request that:

1. Representatives from public parks and recreation be consulted as Governor Brown assembles community, business, public health, education and industry leaders to advise her on recovery considerations and priorities;
2. Community settings where children are cared for, including K-12 schools, day-cares, and locally attended summer camps be an early priority to allow the workforce to return to work. Consistent with FEMA's [preliminary strategies for recovery](#), supporting the continuity of learning over the summer months- such as small group day camps- are critical as an option for child care and for social-emotional development;
3. Camping, hiking, and non-motorized watercraft recreation access should be more immediately provided due to the inherent distancing and small group nature of the activities, with added precautions; best practices will be developed and provided for local providers to follow in an effort to ensure the safety of guests and staff;
4. Support be provided to acquire and distribute necessary health tests and safety supplies and equipment, including Personal Protective Equipment (PPE) for park and recreation service providers- including: face coverings, gloves, and hand sanitizer;
5. Relief funding be allocated for local agencies to hire and retain staff to support operations. Helping jurisdictions with significant budget reductions and revenue shortfalls is also critical in order to enable the hiring of additional staff to maintain lower participant-to-leader ratios.

Sincerely,

Michael Klein

Association Director
Oregon Recreation & Park Association
503.534.5673
Director@orpa.org

ⁱ [Joint Statement on Using Parks and Open Space While Maintaining Social Distancing](#) (National Recreation and Park Association, 2020)

ⁱⁱ [2019-2023 Statewide Comprehensive Outdoor Recreation Plan](#) (Oregon Parks and Recreation Department, 2019)



Phased Reopening Guide Proposal (*version 1.0*)

- In alignment with Gov. Kate Brown’s Statewide Phased Reopening Plan Framework
 - Regions, and agencies and departments within each region, will likely begin each phase at different times
- Intended as planning tool for agencies, departments, district, cities and counties
 - Includes key considerations/protocols/procedures for each phase
 - Agencies will make determinations based on resources available to achieve mitigation
- Intended to begin the conversation/considerations for how, when and what should open at each phase and under what conditions
- ORPA will update and revise this document for planning purposes as conditions change. ORPA will send updates to this document as changes are made.

Executive Summary

The following is a plan for reopening parks and recreation based on Executive Order 20-12. Item numbers from the Executive Order are below.

Phase 1:

- All indoor recreation closed (EO Item 1. A. and D.)
- Closed or severely reduced amenities and services (EO Item 21)
- Playgrounds, skate parks, outdoor sports courts, pools remain closed (EO Item 20)
- State parks campgrounds closed; Small, local/regional, campgrounds and programs open/restricted (EO Item 18)
 - Campgrounds providing safe campfire access as opposed to dispersed sites in private areas
- Item 21 stays in place
- Boating facilities and boat ramps remain open

Phase 2:

- Daycare provided consistent with (EO Item 16 A and B.)
- Summer camps recommended reopening with physical distancing
- Indoor facilities, limited opening but not Senior Centers / facilities primarily serving vulnerable populations (EO Item 21)
- Events, organized athletic practices, or competitions, allowed within size restriction (EO Item 1 A. and D.)
- Playgrounds, skateparks, sports courts open if capacity mitigation considerations can be met
- Outdoor pools open, only if able to meet industry best practices and state/local conditions

Phase 3:

- Indoor Pools/Aquatics, limited-opening
- Outdoor pools open
- Summer camps
- Events, concerts, movies allowed
- Contact sports programs and leagues

PHASE 0 – CURRENT PHASE		
Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
All Indoor Closed	<p>Closed or severely reduced amenities and services</p> <p>Boating facilities remain open</p> <p>Some urban parks and trails open</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Reduce number of parking spaces • Consider issuance of permits for high use areas • Additional monitoring with staff/increase park patrols • Increased communications through media and signage about mitigation measures • Hand sanitize stations • Reduce group picnic tables • Active monitoring and data collection • Increase frequency of cleaning restrooms 	<ul style="list-style-type: none"> • Communications plan developed • Cooperation, coordination and sharing between agencies and levels • Operations modeling and projections defined • Ensure equity of operations • Ensure that operations are sustainable • Develop staffing operations plan • Develop distancing plan • Develop cleaning and sanitization plan • Identify and solidify supply, services and partner pathways and contracts • Develop staff training plan • Procure supplies needed to maintain safe environment within defined model/scope • Understand guidelines and requirement, including OSHA, OHA and CDC • Be able to demonstrate operations are sustainable into next phase

PHASE 1

Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
<p>Indoor sports, recreation and cultural facilities remain closed</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Additional monitoring with staff • Increased communications through media and signage about mitigation measures • Hand sanitize stations • Shield service areas • Move furniture and equipment to assure 6' distance • Frequent cleaning • Active monitoring and data collection <p>Daycare operations by parks and recreation providers permitted with restrictions (EO 20-12)</p>	<p>Organized athletic practices, events or competitions remain closed</p> <p>Playgrounds, skateparks, sports courts remain closed</p> <p>Day use areas open to small groups</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Staff monitoring then switch to self-monitoring • Reduce number of parking spaces • Consider issuance of permits for high use areas • Additional monitoring with staff/increase park patrols • Increased communications through media and signage about mitigation measures • Hand sanitize stations • Reduce group picnic tables • Active monitoring and data collection • Increase frequency of cleaning restrooms <p>State parks campgrounds closed; Small, local/regional, campgrounds and programs restricted</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Operator must have written plan incorporating best practices in place to guide safe use of camping facilities. • Continue increased cleaning and sanitation procedures • Decreased benches, chairs & tables • Additional monitoring with staff 	<ul style="list-style-type: none"> • Staff to telework depending upon job function • Potential local citizen-use only • Cleaning and disinfection plan in place (pre-opening and on-going) • Job specific staff training • Indoor/outdoor maintenance staff plans • Use technology, registration processes and physical barriers to prevent unauthorized or over-sized gatherings from occurring. • Collect and evaluate data • Refine and modify operations as needed, up to and including eliminating services • Continue to coordinate and cooperate with other agencies and levels. • Monitor and respond to guidance and recommendations from OHA, OSHA and CDC • Be able to demonstrate operations are sustainable into next phase

- Increased communications through media and signage
- Consider increased sanitation facility maintenance
- Consider closure of large gathering areas such as beaches

PHASE 2

Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
<p>Summer camps</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Reduced enrollment of large camps to 50 or less • Consider changing ratio of staff to children to exceed state guidelines • Implement social distancing strategies • Intensify cleaning and disinfection efforts • Modify drop off and pick up procedures • Implement screening procedures upon arrival <p>Indoor facilities, limited-opening</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Reduced visitation • Implement social distancing strategies • Intensify cleaning and disinfection efforts • Implement screening procedures upon arrival • Signage regarding capacity, distancing, masks? (multiple languages) • Hand sanitizer stations • Active monitoring and data collection • Manage routing of visitors 	<p>Events, organized athletic practices, or competitions, allowed within size restriction</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Implement social distancing strategies • Intensify cleaning and disinfection efforts • Increased park patrols/stewardship • Communicate use guidelines through internet, signage and media <p>Playgrounds, skateparks, sports courts open if capacity mitigation considerations can be met</p> <p>Outdoor pools open, only if able to meet industry best practices and state/local conditions</p> <ul style="list-style-type: none"> • CDC/industry model protocol for opening aquatic facilities followed • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing 	<ul style="list-style-type: none"> • Collect and evaluate data • Refine and modify operations as needed, up to and including eliminating services that data indicates • Continue to coordinate and cooperate with other agencies and levels. • Monitor and respond to guidance and recommendations from OHA, OSHA and CDC • Be able to demonstrate operations are sustainable into next phase

PHASE 3

Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
<p>Indoor Pools/Aquatics, limited-opening</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • CDC/industry model protocol for opening aquatic facilities followed • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing <p>Summer camps</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Increased overall enrollment • Rotation of smaller groups indoor/outdoor areas • Active monitoring and data collection • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing 	<p>Events, concerts, movies allowed</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Mitigation measures in place • Staff monitoring and educating/enforcing • Increased sanitation <p>Outdoor pools open</p> <p>Contact sports programs & leagues</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Staff monitoring and educating/enforcing 	<ul style="list-style-type: none"> • Collect and evaluate data • Refine and modify operations as needed, up to and including eliminating services that data indicates • Continue to coordinate and cooperate with other agencies and levels. • Monitor and respond to guidance and recommendations from OHA, OSHA and CDC • Be able to demonstrate that operations are sustainable



EXECUTIVE ORDER NO. 20-12

STAY HOME, SAVE LIVES: ORDERING OREGONIANS TO STAY AT HOME, CLOSING SPECIFIED RETAIL BUSINESSES, REQUIRING SOCIAL DISTANCING MEASURES FOR OTHER PUBLIC AND PRIVATE FACILITIES, AND IMPOSING REQUIREMENTS FOR OUTDOOR AREAS AND LICENSED CHILDCARE FACILITIES

On February 28, 2020, I appointed the State of Oregon's Coronavirus Response Team.

On February 29, 2020, the Department of Human Services issued strict guidelines, restricting visitation at congregated care facilities, including nursing homes.

On March 2, 2020, the State of Oregon Emergency Coordination Center was activated.

On March 8, 2020, I declared an emergency under ORS 401.165 *et seq.* due to the public health threat posed by the novel infectious coronavirus (COVID-19).

On March 12, 2020, I prohibited gatherings of 250 or more people, and announced a statewide closure of Oregon K-12 schools from March 16, 2020, through March 31, 2020.

On March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency.

On March 16, 2020, the Department of Human Services imposed its most recent protective measures to restrict visitors to long-term care facilities and other residential facilities. The Oregon Health Authority has adopted similar measures at the Oregon State Hospital and other behavioral health settings and has limited admissions to the Oregon State Hospital. The Oregon Department of Corrections has suspended all visits to state prisons.

On March 17, 2020, I prohibited gatherings of 25 or more people, banned on-site consumption of food and drink at food establishments statewide, and extending school closures until April 28, 2020. I also encouraged all businesses not subject to the prohibitions to implement social distancing protocols.

On March 18, 2020, I suspended in-person instructional activities at higher education institutions through April 28, 2020.



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On March 19, 2020, I ordered the postponement of non-urgent health care procedures, in order to conserve personal protective equipment and hospital beds for the state's COVID-19 emergency response efforts. I also directed the Oregon Health Authority to provide guidance regarding limitations and screening for visitors to hospitals and ambulatory surgical centers.

COVID-19 may cause respiratory disease leading to serious illness or death. The World Health Organization considers COVID-19 to be a global pandemic. COVID-19 spreads person-to-person through coughing, sneezing, and close personal contact, including touching a surface with the virus on it and then touching your mouth, nose, or eyes.

To reduce spread of COVID-19, the United States Centers for Disease Control and Prevention (CDC) has recommended community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of people and social distancing in smaller gatherings.

State and local public health officials advise that the virus is circulating in the community and expect the number of cases to increase. The CDC reports that COVID-19 is most contagious when the individual is most symptomatic but may also spread before symptoms appear.

The number of COVID-19 cases continues to rise in Oregon. On March 8, 2020, at the time I declared an emergency, there were 14 presumptive or confirmed cases in Oregon. By March 12, 2020, there were 21. As of today, there are at least 161 cases and five deaths.

In a short time, COVID-19 has spread rapidly. Additionally, some Oregonians are not adhering to social distancing guidance provided by the Oregon Health Authority, as represented by crowds this last weekend at the Oregon Coast, Smith Rock State Park, the Columbia River Gorge, and other places around the state. To slow the spread of COVID-19 in Oregon, to protect the health and lives of Oregonians, particularly those at highest risk, and to help avoid overwhelming local and regional healthcare capacity, I find that immediate implementation of additional measures is necessary. The purpose of this Executive Order is to reduce person-to-person interaction with the goal of slowing transmission.



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NOW THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Stay Home, Save Lives

1. It is essential to the health, safety, and welfare of the State of Oregon during the ongoing state of emergency that, to the maximum extent possible, individuals stay at home or at their place of residence, consistent with the directives set forth in my Executive Orders and guidance issued by the Oregon Health Authority. To that end, pursuant to ORS 433.441(3), ORS 401.168(1), ORS 401.175(3), and ORS 401.188(2) to (3), I am ordering the following:
 - a. Non-essential social and recreational gatherings of individuals outside of a home or place of residence (e.g., parties, celebrations, or other similar gatherings and events) are prohibited immediately, regardless of size, if a distance of at least six feet between individuals cannot be maintained.
 - b. Individuals are prohibited from patronizing businesses that are closed pursuant to paragraph 2 of this Executive Order, and from engaging in conduct prohibited by prior Executive Orders or inconsistent with guidance provided by the Oregon Health Authority.
 - c. When individuals need to leave their homes or residences, they should at all times maintain social distancing of at least six feet from any person who is not a member of their immediate household, to the greatest extent possible, and comply with the other Social Distancing Requirements guidance issued by the Oregon Health Authority.
 - d. Individuals may go outside for outside recreational activities (walking, hiking, etc.), but must limit those activities to non-contact, and are prohibited from engaging in outdoor activities where it is not possible to maintain appropriate social distancing (six feet or more between individuals).
 - e. Failure to comply with any of the provisions of this Executive Order constitutes an imminent threat and creates an immediate danger to



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public health. Any person found to be in violation of this Executive Order is subject to the penalties described in ORS 401.990.

Closure of Certain Businesses

2. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective 12:01 a.m. on March 24, 2020, I prohibit the operation of the following businesses, for which close personal contact is difficult or impossible to avoid:

Amusement parks; aquariums; arcades; art galleries (to the extent that they are open without appointment); barber shops and hair salons; bowling alleys; cosmetic stores; dance studios; esthetician practices; fraternal organization facilities; furniture stores; gyms and fitness studios (including climbing gyms); hookah bars; indoor and outdoor malls (i.e., all portions of a retail complex containing stores and restaurants in a single area); indoor party places (including jumping gyms and laser tag); jewelry shops and boutiques (unless they provide goods exclusively through pick-up or delivery service); medical spas, facial spas, day spas, and non-medical massage therapy services; museums; nail and tanning salons; non-tribal card rooms; skating rinks; senior activity centers; ski resorts; social and private clubs; tattoo/piercing parlors; tennis clubs; theaters; yoga studios; and youth clubs.

3. Paragraph 2 of this Executive Order does not apply to restaurants, bars, taverns, brew pubs, wine bars, cafes, food courts, coffee shops, or other similar establishments that offer food or drink, which remain subject to Executive Order No. 20-07 (prohibiting on-premises consumption of food or drink, but allowing take-out or delivery service).
4. Indoor and outdoor malls, and other businesses subject to paragraph 2 of this Executive Order, are not prohibited from operating to provide food, grocery, health care, medical, pharmacy, or pet store services.
5. Subject to approval by the Governor, the Oregon Health Authority has the authority to determine if additional business closures are necessary to slow the spread of COVID-19 during the ongoing state of emergency.



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Required Social Distancing for Other Retail Businesses

6. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective 12:01 a.m. on March 24, 2020, I prohibit the operation of any other retail business not subject to paragraph 2 of this Executive Order, unless the business designates an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority.
7. Retail businesses that fail to comply with paragraph 6 of this Executive Order will be closed until they demonstrate compliance.
8. Paragraphs 6 and 7 of this Executive Order do not apply to grocery, health care, medical, or pharmacy services, which also are encouraged to comply with social distancing guidelines.

Workspace Restrictions

9. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective March 25, 2020, all businesses and non-profit entities with offices in Oregon shall facilitate telework and work-at-home by employees, to the maximum extent possible. Work in offices is prohibited whenever telework and work-at-home options are available, in light of position duties, availability of teleworking equipment, and network adequacy.
10. When telework and work-from-home options are not available, businesses and non-profits must designate an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority. Such policies also must address how the business or non-profit will maintain social distancing protocols for business-critical visitors.
11. Businesses and non-profits that fail to comply with paragraphs 9 and 10 of this Executive Order will be closed until they demonstrate compliance.



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Government Buildings

12. Pursuant to ORS 433.441(3)(a), (b), (d) and (f), ORS 401.168(1), and ORS 401.188(1) to (3), and effective March 25, 2020, all state executive branch offices and buildings, to the maximum extent possible, shall close to the public and provide public services by phone and online during regular business hours. To the extent that closure is not feasible, in-person interactions between staff and the public should be by appointment, whenever possible. When public services require in-person interactions, social distancing measures must be established, implemented, and enforced, to the maximum extent possible.
13. State executive branch offices and buildings shall facilitate telework and work-at-home by employees, to the maximum extent possible. When telework and work-from-home options are not possible, agencies must designate an employee or officer to establish, implement, and enforce social distancing policies, consistent with guidance from the Oregon Health Authority.
14. Paragraphs 12 and 13 of this Executive Order apply to all offices and buildings owned or occupied by the state executive branch. This Executive Order does not apply to offices and buildings owned or occupied by the state legislative and judicial branches, federal government, local governments, and tribal governments, but those governments are nonetheless strongly encouraged to adhere to the policies underlying these directives.

Childcare Facilities

15. Pursuant to ORS 433.441(3)(a) and (d), ORS 401.168(1), and ORS 401.188(2) and (3), it is ordered that any childcare facility licensed under ORS 329A.030 and ORS 329A.250 to ORS 329A.450 that does not meet the requirements of paragraph 16 of this Executive Order shall close from March 25, 2020, through April 28, 2020 ("effective period"), unless that period is extended or terminated earlier by the Governor.
16. Notwithstanding paragraph 15, childcare facilities are allowed to remain open during the effective period if they meet the following requirements:



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- a. Childcare must be carried out in maximum stable groups of 10 or fewer children (“stable” means the same 10 or fewer children are in the same group each day), and in a classroom that cannot be accessed by children outside the stable group; and
 - b. Facilities must prioritize the childcare needs of first responders, emergency workers, health care professionals, followed by critical operations staff and essential personnel, consistent with guidance provided by the Oregon Department of Education, Early Learning Division.
17. I delegate authority to the Oregon Department of Education, Early Learning Division, to set forth exceptions to the rules provided by paragraph 16 of this Executive Order, if it becomes necessary to do so.

Outdoor Recreation and Travel

18. Pursuant to the powers vested in me by ORS 433.441(3), ORS 401.168(1) and (3), and ORS 401.188(1) to (3), I hereby order all private and public campgrounds to be closed immediately. This order does not prohibit camp hosts or veterans from remaining in state campgrounds, nor does it extend to RV parks and other housing.
19. I authorize the Oregon Parks and Recreation Department to close any property or facility, when proper social distancing cannot be maintained.
20. I order the immediate closure of all pools, skate parks, outdoor sports courts, and playground equipment areas.
21. For public recreational areas that are permitted to remain open subject to this Executive Order, signs requiring social distancing must be posted at all entrances, exits, and in prominent areas. On-site restrooms must have trash cans, and soap and water or hand sanitizer available. Users of open public recreational areas must strictly adhere to social distancing guidelines.
22. Individuals are directed to minimize travel, other than essential travel to or from a home, residence, or workplace; for obtaining or providing food, shelter, essential consumer needs, education, health care, or emergency services; for essential business and government services; for the care of family members, household members, elderly persons, minors, dependents,



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persons with disabilities, or other vulnerable persons, pets or livestock; travel as directed by government officials, law enforcement, or courts; and other essential travel consistent with the directives of my Executive Orders and guidance from the Oregon Health Authority.

Enforcement

23. The directives in this Executive Order are effective statewide.
24. This Executive Order is a public health law, as defined in ORS 431A.005, and may be enforced as permitted under ORS 431A.010. Additionally, any person found to be in violation of this Executive Order is subject to the penalties described in ORS 401.990.

This Executive Order is issued under the authority conferred to the Governor by ORS 401.165 to 401.236. Pursuant to ORS 401.192(1), the directives set forth in this Executive Order have the full force and effect of law, and any law, ordinances, rules and orders shall be inoperative to the extent that they are inconsistent with this exercise of the Governor's emergency powers.

This Executive Order is effective immediately, and remains in effect until terminated by the Governor.

Done at Salem, Oregon this 23rd day of March, 2020.

Kate Brown
GOVERNOR

ATTEST:

Bev Clarno
SECRETARY OF STATE

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



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Director

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STAFF REPORT

To: Ashland Parks and Recreation Commissioners
From: Michael Black, Parks and Recreation Director
Date: May 7, 2020
Subject: COVID-19 Operations/Budget Impacts

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 physical restrictions, by the Governor on March 12, 2020, APRC has been ordered to stop the events, activities and programs that bring most of the revenue that supports our Recreation Division. In fact, the Recreation Division’s budget projects earning 45% of their yearly revenue during the months of April, May and June. We collected none of the projected recreation revenue from the last week of March and the end of April because of the COVID 19 Pandemic. On May 1, we reopened the Oak Knoll Golf Course with physical distancing requirements. We expect that we will be required to enforce strict restrictions on all of our programming through the summer, which will have major impacts on our revenue collection.

BACKGROUND

The yearly operating budget for APRC is \$ 6,964,277. APRC employs 38.75 FTEs, and, depending on the season, dozens more part-time temporary employees. The organization is split into four distinct divisions: a) Administration; b) Parks Operations; c) Recreation; and, d) Senior Services. The Budget and FTE count for each of the divisions is as follows:

- a) Administration: \$ 1,289,198; 4 FTEs (includes Central Service Fees paid to the City)
- b) Parks Operations: \$ 3,266,788; 20.5 FTEs
- c) Recreation: \$2,062,791; 11.25 FTEs
- d) Senior Services: \$ 345,500; 3 FTEs

Home of Famous Lithia Park

APRC receives the bulk of its revenue from property taxes, which are collected by the City of Ashland and distributed to APRC, consistent with City Charter. APRC operates a biennial budget, and the historical contribution to APRC from the City tax revenue is \$2.09 per \$1,000 of assessed property value in the City of Ashland.

With growing budget concerns that predate COVID-19, APRC has placed more emphasis on creating alternative revenue streams through the recreation program. In practice, we have increased our revenue earnings over the years through enhancements to our recreation program – which has also increased our dependence on these projected revenues.

Biennium 2019/21 General Budget Reductions

Although the historic amount needed to maintain the current park and recreation system is \$2.09/\$1,000 of assessed value, APRC received less revenue - \$1.89 per \$1,000 of assessed property value – in the current biennium. The result of the reduced budget was a significant decrease in operating revenues, which had a significant effect on operations for the biennium starting on July 1, 2019. At the time of the reduction in general fund (tax) revenue, APRC agreed to the reduction in revenue for the current biennium. It was clear at the time, that the entire City was experiencing perpetually increasing expenses with not enough revenue to go around, and we accepted our proportionate share of the impact.

Recreation revenue for services performed, such as classes, events, programs and food and beverage sales represent 12.3 % (\$876,100) of the total APRC budgeted revenue and 42.5% of the Recreation Division's total budget.

ASSESSMENT

Budget Situation Prior to COVID-19

APRC's budget was severely impacted prior to COVID 19 by the decision to reduce general fund revenues to the organization by \$.20 per \$1,000 of assessed value and increased City central service charges. This amounted to a reduction of \$375,000 per fiscal year for the 19/20, 20/21 Biennium.

The current biennium is, without a doubt, the tightest and highest-stress budget APRC has ever seen. Though we were able to evade the impact to personnel at the outset of the biennium, it was clear that further impacts to budgeted revenue or expenses would be devastating to our financial outlook. That was before the impacts to our revenue from COVID 19.

Budget Situation Post to COVID-19 (projected to impact revenues through June)

APRC is very supportive of the Governor's actions and we understand the necessity of those actions; however, the resulting impacts to recreation revenue are significant and inescapable.

The Recreation Division of APRC is projected to collect \$877,000 in revenue in FY 19/20. This revenue was intended to offset expenses in the FY 19/20 biennium. The projected loss of revenue from the last week of March to the end of June is \$372,000 – 45% of the total projected revenue of FY 19/20.

ACTIONS ALREADY TAKEN

To address the loss in revenue due to COVID-19, the following actions have already been taken to address the loss of revenue, as reported:

1. Staff who can be assigned to direct COVID-19 response efforts have been redeployed whenever possible. APRC is responsible for care and shelter in the City EOC, and our staff is engaged in those response efforts. Most of the staff involved with response efforts are in the Recreation Division, which will potentially allow for some reimbursements from federal disaster relief funding. Unfortunately, we do not know how much or when we will see this relief, if at all.
2. All line items in the current biennial budget have been re-evaluated, and the following line-item reductions have been made:
 - a. Park Patrol – (\$29,000)
 - b. 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 due to lack of work associated with the recreation and park shutdown.
 - a. A total of eight part-time temporary employees were laid off, for a potential savings of \$17,500 through FY 19/20.
5. The following full-time positions/staff were also laid-off through FY 19/20, at least. Decisions will be made on the dispositions of these positions as a fuller picture of the COVID-19 impacts are clearer – as time passes:
 - a. Recreation Office Assistants – 2.75 FTEs – these positions are usually tasked with answering phones, setting up reservations, signing people up for classes and acting as reception for the Grove Recreation Center and the Nature Center.
 - b. Parks Custodial Workers – 2.0 FTEs – these positions are usually tasked with cleaning park restrooms in 18 parks and several facilities.
 - c. Parks Superintendent – 1.0 FTEs – The duties of the Parks Superintendent are largely administrative. This position is usually responsible for the administration of the parks maintenance division, budget management, and employee oversight of parks supervisors.

Total projected savings of items 1-5: approximately \$181,451

OUTLOOK BEYOND JUNE 2019

At this point, we have put some cost-saving factors in place that will address the projected shortfall in revenue. We will continue to monitor the situation and ease up on those factors as the condition dictates. As you can see from the above projected savings of those actions, the anticipated savings from actions taken in the 19/20 fiscal year will only account for \$181,451 toward the projected \$372,000 in potential loss of revenue. More actions will be required in FY 20/21 to account for the remaining \$190,549 in lost revenue.

As time passes, it becomes clearer that this pandemic will not magically disappear. We are past April now and we expect some changes to the Governor's executive orders which may allow for some easing of restrictions; however, we do not anticipate that recreation programs will resume soon. When

programming does resume, we expect that strict restrictions will be placed on group gatherings and physical distancing will be required into the foreseeable future.

Our goal is to reopen our recreation programming as soon as possible. However, several factors need to be considered when the anticipated phased reopening is allowed prior to restrictions being fully lifted. Some of the higher-level factors to consider are:

1. Not knowing in advance, what the reopening timeline will be creates a clear problem with planning. Many of our programs rely on part-time temporary employees for staffing. The process of advertising, hiring and training is a process that can take months to accomplish.
2. The strict restrictions for group sizes and physical distancing has an impact on the success of the programming. We are required to enforce any restrictions if we run programming. The fact that participation will be limited and staffing (enforcement) requirements will be increased, gives a picture of reduced income and increased expenses – it is clear that less people will be able to participate, but staffing will likely have to increase to maintain the distancing requirements.
3. All our recreation programming is subsidized to some extent, based on decisions made in the budget process. If revenues are down and expenses are up, we can project more subsidization of these programs, which will be a further budget impact that will need to be accounted for. If we choose to increase spending in recreation, we will need to decrease spending somewhere else in the budget.
4. The desires of our customers to participate in programming could change based on a few factors, two of those factors are:
 - a. Perceived safety – even though the Gov't. says its ok to resume some normal activities, will our customers feel safe, comfortable and willing to participate in group activities?
 - b. Quality of programming – will the restrictions being placed on programming reduce the desirability of the program, or event, and will our customers enjoy participating in modified programs that could affect the function of the class, event or activity?

At this point, staff is projecting \$372,000 in lost revenue. As time goes on, we will update that number with the actual loss; however, we need to continue to think ahead of the issue and plan ahead as well. We have already taken some action towards this; we need to do more. Many factors are still unknown, as detailed above, but we are continuing to make projections and propose actions based on the best available information.

RECOMENDATIONS

The following actions are being proposed to address the budget shortfall:

1. Do not issue a Cost of Living Allowance (COLA) increase for this fiscal year. Last year APRC issued a 2.0% COLA increase. We budgeted for a 2.0% COLA again this year, which equates to about \$50,000. I have already informed staff that I will be recommending this measure. The City has also recommended a 0.0% COLA increase for their non-represented employees.
2. APRC Director and senior staff will work together on staffing plans, considering the following:
 - a. When/if to bring back laid-off employees
 - b. Potential contracting opportunities – cost saving measure based on contracting out certain services, such as custodial duties.
 - c. When to lift the restriction on hiring seasonal temporary employees

3. Consider which programs should open as usual, and which programs may reopen with modified operation or not at all based on being disproportionately affected by COVID-19 restrictions.
 - a. We have provided a separate memo on the Daniel Meyer Pool operations and the disproportionate affects on its operations by COVID-19. Please review that attachment for the recommendation on the pool for this season.

Possible motions:

1. I move to approve the recommendation of the Parks Director that no Cost of Living Allowance be issued for all APRC employees for the FY 20/21.
2. No motion required for staffing related recommendations.
3. (based on the attached memo) I move to approve the recommendation from staff of keeping the Daniel Meyer Pool closed for the 2020 swim season.

Attachment: Daniel Meyer Pool Operation Impact Memo

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Recreation Superintendent
Lonny Flora, Recreation Manager

DATE: May 7, 2020

SUBJECT: COVID-19 Update-Anticipated Operations of the Daniel Meyer Pool in Summer 2020

Situation

The COVID-19 pandemic has caused closures to all aquatic facilities in Oregon. Certifying agencies and public health officials have been working on new aquatic facility operating procedures, equipment, and standards of care that adhere to public health guidelines to slow the spread of the COVID-19 virus.

Background

APRC is one of only a few aquatic facility providers in the Southern Oregon region with seasonal operation of a pool during the summer months. All public aquatic facilities in Oregon have been ordered to be closed for now. Currently aquatic facility operators are awaiting announcement on phased re-opening plans that would permit operations to resume under new guidelines and best practices.

APRC staff has studied new guidelines and best practice proposals from Starfish Aquatics Institute and StarGuard Elite which is APRCs certifying agency. Staff is still awaiting announcements from the Governors office along with the CDC and the Oregon Health Authority regarding operation of aquatic facilities in phased opening plans.

Assessment

APRC staff have focused on the following factors and what we know right now regarding potential opening of the Daniel Meyer Pool for the Summer of 2020:

1. Public Health Agency Direction,
2. Staffing and Training Timeline,
3. Management and Enforcement of Guidelines.

Public Health Agency Direction:

1. The Governor's Reopening Oregon framework will be used to make decisions on public health guidelines and potential re-opening plans throughout the state.
2. Phased planning will involve returning to more restrictive policies if virus spread increases as a result of easing restrictions.
3. StarGuard Elite has developed version 1.0 of COVID 19 information, considerations and best practices for clients of which we are one. The information is fluid but provides an outline of the best information available right now for requirements for aquatic facilities to operate. General guidance for operating aquatic facilities include:
 - a) Potential screening of staff, patrons prior to entry including taking temperature with touchless thermometer and questions related to COVID 19 related symptoms and risk of exposure
 - b) Enhanced PPE used when care is provided that could include goggles/face shields, gowns
 - c) Advising staff to wear masks at all times (not in water)
 - d) Regular handwashing and increased disinfection of common areas
 - e) Limiting group sizes and physical distancing in and out of the pool
 - f) Operational and programming changes that support distancing and decreasing contact with shared items and spaces
4. Other guidelines for aquatic facilities will be forthcoming from the CDC and Oregon Health Authority but release dates are not known at this time.

APRC Staff Feedback:

1. Opening the Daniel Meyer Pool under the proposed Phase 1 guidelines is not possible.
2. Opening the pool under Phase 2 guidelines of limits on gatherings to 50 people could be possible but physical distancing requirements will still be in effect.
3. Limiting participation below our pool capacity (115 people) will create situations where people are turned away or asked to physically distance outside of the facility. This would require additional staffing resources.
4. Once opening is possible, it appears that direction from StarGuard Elite and public health agencies will require more scrutiny by staff to allow admission to the pool with temperature-taking and interviewing for symptoms that could potentially lead to conflicts.
5. Best practices from Starguard Elite also states that lifeguards on duty should not be enforcing physical distancing guidelines and that additional staff would be needed to ensure public health guidelines are being followed.

Staffing and Training Timeline

1. Recruiting for staff requires:
 - a. Minimum 2 week posting of positions on the City Website.
 - b. Minimum 1 week for interviewing, hiring and onboarding.
2. Minimum 1 week for training the staff on how to operate the pool.

- a. Lifeguards must be certified through StarGuard Elite. (facilitated by APRC staff)
- b. Swim Instructors must be certified by Starfish Swimming Institute. (facilitated by APRC staff)
- c. Seasonal supervisor/manager must be in place and on-site prior to staff training.
- d. Additional training may be involved for staff responsible for managing physical distancing and disinfection requirements.

APRC Staff Feedback:

1. APRC staff would need a 5-week window of time to properly recruit, interview, hire, and train staff to operate the pool prior to opening.
2. Added requirements for aquatic facility operation will likely increase the amount of time to train and implement.

Management and Enforcement of Guidelines

1. The current public health guidelines are centered around physical distancing to avoid transmission of the COVID 19 virus.
2. The proposed Phase 1 and 2 reopening plans appear to continue physical distancing guidelines.
3. The bathhouse is central to pool operations for monitoring admission to the facility, changing areas, and restroom use.
4. Public access to the pool requires navigating around blind corners into the locker rooms and exiting to the pool deck through a group shower area and narrow corridor that includes more blind corners.
5. Very little room to maintain physical distance of 6' from others as the shower area is small.

APRC Staff Feedback:

1. Access to the pool through the bathhouse will be challenging for customers to adhere to physical distancing guidelines.
2. Use of showers in the locker room would create another difficult situation since access to the pool requires people to enter the shower area to access the pool. It is not known whether upcoming decisions would require closing shower/locker room areas or continuing with current public health guidelines to shower before entry.
3. Staffing may have to include dedicated positions that focus on enforcing physical distancing while lifeguards focus on water safety. Additionally monitoring both men's and women's locker rooms would require two staff with gender specific duties as well as potential for awkward locker room confrontations.

Recommendation

Based on the information provided in this memo and the increased resources that will be required to operate the pool moving forward, APRC staff is recommending that the Daniel

Meyer Pool remain closed for the 2020 Summer recreational swim season.

Potential Motion: I move to approve the recommendation from staff of keeping the Daniel Meyer Pool closed for the 2020 swim season.

ASHLAND PARKS & RECREATION COMMISSION

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STAFF REPORT

To: Ashland Parks and Recreation Commissioners
From: Michael Black, Parks and Recreation Director
Date: May 7, 2020
Subject: COVID-19 CIP Impacts

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 impact 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). Projections for loss in F&B Tax revenue is below:

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)

Our CIP requires review and potential re-prioritization due to the anticipated reduction in funding. All the projects are impacted either directly or indirectly from the current situation. Some of the more

pressing projects that require immediate attention and direction are the Daniel Meyer Pool (DMP) replacement, Pickle Ball Courts and Tennis Courts, as well as the East Main Park Development.

The DMP replacement project is budgeted for \$2,715,000. The design of the project accounts for \$161,000 from F&B Tax cash on hand, and the remainder was to come from a revenue bond that was secured by projected F&B Tax revenue. The revenue bond was to also cover the new pickle ball courts and tennis court resurfacing. The ability to secure the revenue bond has been impacted by reduced revenue and a new funding plan will need to be in place for the project to move beyond the design phase.

The East Main Park was ready for design, having a concept plan that was developed in cooperation with the public through a mini-charrette process. That concept plan was incorporated into a Request for Qualifications and sent out to design professionals to find a qualified consultant to move that concept to park development plan. APRC received two responses from consultants at the onset of the pandemic and those responses remain unreviewed, pending reprioritization of the CIP.

All CIP projects need to be reviewed and a reprioritization needs to take place. I have attached a worksheet that details each CIP project, its revenue source, current disposition and the necessity of the project from staff's point of view.

RECEOMENDATION

At this point, I have only three recommendations:

1. That the revenue bond proposal be re-evaluated, and a new finance plan be created to fund this project if the Commissioners prioritize the project moving forward.
2. That the East Main Park design process be delayed until prioritization has occurred.
3. That the Commissioners review the attached worksheet and discussions begins about the reprioritization of the CIP with the goal of creating a new plan based on new revenue projections.

I look forward to discussing the CIP further in the Parks Commission meeting.

ASHLAND PARKS and RECREATION 2020 CIP WORKSHEET - FOR PLANNING and REPRIORTIZATION DUE TO COVID-19 - May 7, 2020

PROJECT	BUDGET	REVENUE SOURCE				F&B EXPENDITURES TO DATE		PROJECT DISPOSITION						PRIORITY			NOTES		
		FOOD & BEVERAGE	SDC	GRANTS	OTHER	EXPENDITURES YTD	BALANCE OF REQUIREMENT	CONCEPTUAL PLANNING	PLANS STARTED	DESIGN PLANS COMPLETE	BID DOCS	SHOVEL READY	CONSTRUCITON/ PROJECT UNDERWAY	CRITICAL	NECESSARY	DESIRABLE			
Repair Perozzi Fountain @ Lithia Park	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	YES	NO	NO	NO	NO	NO			YES	WE HAVE REACHED OUT TO A DESIGNER AND HAVE SOME PRELIMINARY PLANS FOR RENNOVATION		
Project Manager/Operations Transfer	\$ 370,000.00	\$ 370,000.00	\$ -	\$ -	\$ -	\$ -	\$ 370,000.00	N/A	N/A	N/A	N/A	N/A	YES	YES			OPERATIONS TRANSFER IS CRITICAL FOR OPERATIONS FUND		
ACP Public Works Requirement	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	N/A	N/A	N/A	N/A	N/A	NO	NO	NO	NO	REQUIRED TRANSFER TO PARKS OPERATIONS		
East Main Park Development	\$ 950,000.00	\$ 350,000.00	\$ -	\$ -	\$ 600,000.00	\$ 3,383.21	\$ 346,616.79	YES	NO	NO	NO	NO	YES		YES		\$475K FROM SALE OF YMCA; \$125K FROM SALE OF EAST MAIN TO CITY; RFQ FOR DESIGN SERVICES, TWO PROPOSALS RECEIVED ON 3/16, NOT RECEIVED YET		
Oak Knoll CIP 000581	\$ 32,000.00	\$ 32,000.00	\$ -	\$ -	\$ -	\$ 4,622.23	\$ 27,377.77	YES	YES	YES	YES	YES	YES	YES			PROJECT TO UPGRADE IRRIGATION IS NEAR COMPLETION		
Daniel Meyer Pool Rebuild	\$ 2,750,000.00	\$ 2,750,000.00	\$ -	\$ -	\$ -	\$ 5,140.00	\$ 2,744,860.00	YES	YES	50%	NO	NO	YES	YES			\$2.6 MIL BOND (\$325K/YEAR); \$161K F&B CASH FOR DESIGN SERVICES; CRITICAL DUE TO DETERIORATING POOL		
Real Estate Acquisition	\$ 200,000.00	\$ 109,000.00	\$ -	\$ -	\$ 91,000.00	\$ -	\$ 109,000.00	YES	YES	N/A	N/A	N/A	YES			YES	EAST MAIN PROPERTY UNDER CONTRACT/ANNEXATION IS IN PROCESS		
Lithia Park Improvements	\$ 121,185.00	\$ 121,825.00	\$ -	\$ -	\$ -	\$ -	\$ 121,825.00	YES	YES	NO	NO	NO	NO		YES		LPMP IDENTIFIED SERVERAL PROJECTS		
All Parks Master Plan	\$ 300,000.00	\$ 250,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 250,000.00	NO	NO	N/A	N/A	N/A	NO		YES		PLANNING WILL BE NECESSARY TO INCREASE SDC FEES, BUT TIMING IS OPEN		
Mace Property Trail	\$ 225,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 2,371.34	\$ 22,628.66	YES	NO	NO	NO	NO	YES	YES			TRAIL IS PART OF A COMMITMENT TO TRAILS IN THE AREA AND EXTENSION OF THE BEAR CREEK GREENWAY		
Skills Park	\$ 250,000.00	\$ 25,000.00	\$ -	\$ -	\$ 225,000.00	0	\$ 25,000.00	YES	NO	NO	NO	NO	YES			YES	THIS IS A PROJECT THAT IS ONLY PARTLY FUNDED BY APRC, THE BULK OF THE PROJECT IS COMMUNITY FUNDED THROUGH GRANTS AND VOL.		
Kestral Park Bridge	\$ 500,000.00	\$ 35,064.00	\$ -	\$ -	\$ 475,000.00	\$ 22,261.75	\$ 12,802.25	YES	YES	YES	YES	YES	YES		YES		AGAIN, PART OF THE LARGER BCG PLAN, BUT THIS PROJECT IS ANTICIPATED TO BE FUNDED THROUGH GRANTS WITH THE ASSISTANCE OF THE BCGF		
Oak Knoll Playground	\$ 113,000.00	\$ 113,000.00	\$ -	\$ -	\$ -	\$ 5,812.50	\$ 107,187.50	YES	YES	YES	YES	YES	YES		YES		THE PLAYGROUND HAS BEEN ON THE LIST OF PROJECTS FOR MORE THAN A DECADE AND SHOULD MOVE FORWARD IF POSSIBLE TO GET A PLAYGROUND IN THIS COMMUNITY		
Senior Center Improvements	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	NO	NO	NO	NO	NO	NO		YES		THE PLAN FOR THIS PROJECT IS TO MAKE COSMETIC AND NEEDED REPAIRS TO THE SENIOR CENTER BUILDING		
TID Improvements	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	YES	YES	NO	NO	NO	NO	YES			THIS PROJECT WITH ALLOW APRC TO REDUCE RELIANCE ON CITY WATER		
Japanese Garden	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ -	YES	YES	50%	NO	NO	YES			YES	THIS IS A GRANT FUNDED PROJECT		
Ashland Creek Park Basketball Court Resurface	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 5,686.07	\$ 69,313.93	YES	YES	YES	YES	YES	YES			YES	FOLLOWING THROUGH WITH THE PARTIAL SECOND PHASE OF THE ACPMP		
Lincoln Park Improvements	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	NO	NO	NO	NO	NO	NO	NO	NO	NO	NOT GOING FORWARD, THE SCHOOL DISTRICT IS NOT LEASING THIS GROUND TO APRC, SO NO IMPROVEMENTS WILL BE NEEDED		
Build Dedicated Pickle-Ball Courts	\$ 325,000.00	\$ 175,000.00	\$ 40,000.00	\$ -	\$ 150,000.00	\$ 8,461.43	\$ 166,538.57	YES	YES	YES	YES	YES	YES		YES		COURTS ARE DESIGNED AND READY TO BID, IF FUNDS ARE AVAILABLE		
Tennis Court Improvement	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -	YES	YES	N/A	N/A	YES	YES		YES		PLANS NOT REQUIRED, PROJECT READY TO MOVE FORWARD AS SOON AS FUNDS ARE AVAILABLE		
Debt Payments (Calle, Briscoe, Garfield)	\$ 370,000.00	\$ 370,000.00	\$ -	\$ -	\$ -	\$ -	\$ 370,000.00	N/A	N/A	N/A	N/A	N/A	N/A	YES			REQUIRED BOND PAYMENTS		
TOTAL FOR EACH FUNDING SOURCE		\$ 4,985,889.00	\$ 90,000.00	\$ 1,500,000.00	\$ 1,691,000.00														
PROEJCTED REVENUE		\$ 1,706,926.00	\$ 90,000.00	\$ 1,500,000.00	\$ 691,000.00														
REVENUE SHORTFALL		\$ (3,278,963.00)	\$ -	\$ -	\$ (1,000,000.00)														
							TOTAL EXPENDITURES	\$ 57,738.53											
							TOTAL BALANCE OF REIUREMENTS	\$ 4,928,150.47											