



## **AGENDA FOR STUDY SESSION & EXECUTIVE SESSION**

### **ASHLAND PARKS & RECREATION COMMISSION**

**March 3, 2021 – 6:00 p.m.**

**Electronic Meeting**

#### **Public Participation Instructions**

This meeting will be held electronically via Zoom. Registration is required to view the meeting. A link to the meeting will be sent to you once registration has been completed: [https://zoom.us/webinar/register/WN\\_NGIxx3itTy203KOLB3aOfQ](https://zoom.us/webinar/register/WN_NGIxx3itTy203KOLB3aOfQ)

Written testimony will be accepted via email sent to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us). Please include “**Public Testimony for March 3, 2021 Study Session**” in the subject line. Written testimony submitted before Tuesday, March 2, 2020, 11:00 am will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us) before Tuesday, March 2, 2020, 11:00 am. Please provide the following information: 1) make the subject line of the email “**March 3 Speaker Request**”, 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer (Zoom Name) or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

- I. CALL TO ORDER
- II. PUBLIC INPUT
- III. BUDGET PROCESS UPDATE AND REVIEW
- IV. APRC 2021-2023 BIENNIUM GOALS DISCUSSION
- V. ADJOURNMENT

The Ashland Parks and Recreation Commission will hold an Executive Session immediately after the Study Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e).

- I. CALL TO ORDER
- II. EXECUTIVE SESSION REAL PROPERTY DISCUSSION – PURSUANT TO ORS 192.660(2)(e)
- III. ADJOURNMENT

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).*

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Julian Bell  
Leslie Eldridge  
Jim Lewis



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** February 25, 2021

**SUBJECT:** Budget Process Update and Review (Information)

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For this discussion item, staff plans to bring the Commissioners up-to-date on the current budget process. By the time we meet, on the 3<sup>rd</sup>, staff will have a better view of the upcoming budget cycle and the potential issues and opportunities. This item will be a preview to the following week, on Feb. 10<sup>th</sup>, when we will present the entire budget. The goal of having this discussion in advance is to inform the Commissioners of any perceived issues and opportunities as you consider the goals.

Since we are still preparing the budget, we will be discussing the upcoming biennial budget generally. Staff will present the full detail of the budget at the meeting on the 10<sup>th</sup>.

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## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** February 25, 2021

**SUBJECT:** APCR 2021-2023 Biennium Goals Discussion (Information)

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At the goal setting meeting held on the 19<sup>th</sup> of February 2021, the Commissioners expressed goals that they would like to see addressed in the coming biennium. After a four-hour meeting, the Commissioners ended with a list of proposed goals. Since the 19<sup>th</sup>, I have had the opportunity evaluate each goal for resources required and timing to accomplish each goal. I also grouped similar goals together and the result is the attached table of Draft Goals for 2021-23.

The Commissioners proposed goals that fall into the following categories:

1. Funding
2. Comprehensive Planning
3. Operations
4. Development
5. Recreation
6. Open Space/Fire Mitigation
7. Environment
8. Diversity, Equity and Inclusion

In total, there are 21 unique goals, based on my classification of the draft goals. I have provided the table with the summary of the draft goals so that you will have the opportunity to evaluate each goal and the classifications as I have assigned them.

Commissioners may, or may not, agree with my classifications and there will be time and opportunity to evaluate each classification. I plan to spend the time in the work session to continue discussion on the goals with more context than what was available at the initial goal setting meeting.

The additional context refers to the resources required for each goal, including projected funding requirements. The funding is provided at this point as information only. I should have more information in the meeting on the 3<sup>rd</sup> on feasibility of each goal.

Please take this opportunity to review the goals prior to the meeting. If you would like to change or add goals, you will have the opportunity to do that at the upcoming meeting and up to the point that the goals are adopted.

**2021-23 BIENNIUM DRAFT GOALS - PARKS COMMISSIONER WORKSHEET**

ASHLAND PARKS and RECREATION COMMISSION - FEBRUARY 24, 2021

#	GOAL	PROPOSED BY	CATEGORY	RESOURCES	TIMING	NOTES	
1	A Perform feasibility study on finding dedicated funding source for APRC In Progress: Develop funding source to sustain APRC, including SDC fees (note: contracted, coded to professional services)	LANDT	FUNDING	STAFF TIME/ VOLUNTEERS/BUDGET	\$ 50,000.00	2021	consultant fees budgeted in professional services in Admin & legal
	B Permanent funding	BELL					
	C Dedicated funding source. Investigate, study and put into a place a dedicated funding source for APRC	GARDINER					
2	D Update Open Space Comp Plans and continue to purchase land according to the plans	STAFF	COMP PLANNING	STAFF TIME/ VOLUNTEER/ BUDGET	\$ 10,000.00	2021	mainly volunteer, but any budgeted expenses in professional services in Admin & legal
	B Update Open Space Comp Plans. Consider purchasing land only when the land is critical to completing the plan or will not add to maintenance costs (at least not in the next ten years)	CARRY OVER					
3	A Develop parks development and maintenance standards and guidelines	LANDT	OPERATIONS	STAFF TIME		2022	staff time only
	B Develop parks development and maintenance standards and guidelines that incorporate best practices, reduce long-term costs and improve the environment	CARRY OVER					
4	A Design and begin building new East Main Street neighborhood park, including the top priority of the	CARRY OVER	DEVELOPMENT	CIP	\$ 950,000.00	2020	Sources: \$480,000 (YMCA Sale); \$120,000 (Sale to City); \$91,000 (sale to HAJC): Total \$691,000 + \$258,900 new in F&B
	B Construction of the East Main Park Pump Track and Skills Park (note: funding has been secured by	ELDRIDGE					
	C In Progress: Build East Main Street neighborhood park including the dog park (building of bike-skills park will be dependent on procuring additional funds)	LANDT					
	D Build East Main	BELL					
5	A Improve public aquatic recreation and competitive options in Ashland consistent with the findings and recommendations of the Pool Ad Hoc Committee and ensure the continuous operation of an adequate recreational pool in Ashland during the summer months, at a minimum until construction begins on a new pool	CARRY OVER	RECREATION	CIP	\$ 5,325,000.00	2020	Sources: \$325,000 (F&B); \$5,000,000 (Grants and Bond)
	B Design and build a new municipal pool that does not use fossils fuels for heating. Begin construction soon as funds are secured. As feasible, provide operation of the existing pool in Ashland during the summer months, at a minimum, until construction begins on a new pool	LANDT					
	C DMP replacement	GARDINER					
	D Build a non-fossil fuel option for DMP	BELL					
6	A Install basketball court at Ashland Creek Park in the graveled area with striping for multiple uses, including pickleball	CARRY OVER	DEVELOPMENT	CIP	\$ 75,000.00	2022	Sources: \$75,000 (F&B if available)
	B Install basketball court at Ashland Creek Park in the graveled area with striping for multiple uses, including pickleball	LANDT					
7	Mitigate fire vulnerability on all APRC lands and if discovered there is a large volume of different mitigation work – Explore funding to support fire suppression	CARRY OVER	OPEN SPACE/FIRE MITIGATION	STAFF TIME/OPERATIONS BUDGET	\$ 50,000.00	2021	Budgeted in Open Space: Temp Employees
8	A Explore the feasibility and community support of a low-angle trail on the east side of Lithia Park (kid-friendly)	CARRY OVER	COMP PLANNING	STAFF TIME/ VOLUNTEER/CONSULTANT	\$ 12,500.00	2021	Source: \$12,500 (Grant) for engineering and geology
	B Review and Decision on potential bike trails in Lithia Park/Pioneer Promenade	ELDRIDGE					
9	Work with the Ashland School District to get agreements to use school gyms for recreation leagues or open play for volleyball, basketball and pickleball during non-school times and during smoke events (possibly expand and add SOU)	CARRY OVER	RECREATION	STAFF TIME	IN KIND	2021	Should expand to include both indoor and outdoor outdoor facilities with ASD and SOU
10	A Create a small pocket-neighborhood playground/park in the vicinity of Oak Knoll Club House	CARRY OVER	DEVELOPMENT	CIP	\$ 125,000.00	2020	Source: \$125,000 (F&B)
	B Create a small pocket-neighborhood playground/park in the vicinity of Oak Knoll Club House						

#	GOAL	PROPOSED BY	CATEGORY	RESOURCES	TIMING	NOTES	
11	A Explore and implement, as funds allow, capital improvements that would reduce long term maintenance costs with a goal for the improvements to pay for themselves B Review irrigation sources with an eye to reduce water expenses	CARRY OVER	OPERATIONS	CIP	\$ 100,000.00	2020	Source: \$105,000 (F&B TID Improvements)
12	A LPMP completed and implementation Complete the Lithia Park Master Plan internal review within three months so that the Plan can be reviewed and approved by Commissioners. Then promptly act upon the recommendations where appropriate and feasible. High priority should be attached to creating safer pedestrian passage along Winburn Way (Rick) B	GARDINER LANDT	COMP PLANNING	STAFF TIME/ VOLUNTEERS	\$ 243,000.00	2019	Source: Ashland Parks Foundation; Lithia Park Account
13	A Perform a system wide master plan for APRC and determine the need for an increased SDC fee B Perform a system wide master plan for APRC and determine the need for an increased SDC fee C Perform a vehicle and equipment audit to ensure we have the proper sized fleet for our operations D Gather data on usage of APRC tennis and pickleball courts over the next nine months. Let the data drive allocation of existing courts and determine the need for additional courts	CARRY OVER LANDT	COMP PLANNING	STAFF TIME/ CONSULTANT	\$ 150,000.00	2022	Source: \$150,000 (F&B)
14	Butler-Perozzi Fountain restoration	GARDINER	OPERATIONS	CIP	\$ 435,000.00		Source: \$25,000 (F&B); \$410,000 (Grant)
15	A GHG inventory of APRC for emissions B An Environmental Sustainability Assessment and Implementation Plan (across all divisions of APRC- reduction in GHGs, sustainable ops, etc.) Inventory of equipment and facilities emissions rather than carbon sequestering processes. This would include an inventory of the APRC fleet and an inventory of the small engine landscaping equipment. Additionally, a year by year review of the emissions to monitor improvements C Inventory, Evaluate & Where Appropriate, Improve all APRC Systems & Equipment in Search of Opportunities for Cost Savings & Measures to Improve the Environment (including greenhouse gas reductions) D	BELL ELDRIDGE LANDT	ENVIRONMENT	STAFF TIME/CONSULTANT/ VOLUNTEERS	\$ 25,000.00	2021	mainly volunteer, but any budgeted expenses in professional services in Admin & legal
16	Comprehensive evaluation and plan for how APRC, FLC and City of Ashland can work together to promote tourism in outdoor recreation, parks and pedestrian/mountain bike trails as a healthy and safe tool for economic recovery	ELDRIDGE	RECREATION/ TOURISM	STAFF TIME/ PARTNERSHIPS	\$ -	2021	Some meetngs have already taken place and APRC can be part of future discussion as they come up. Ashland Chamber is lead.
17	Review and update APRC policies	LANDT	COMP PLANNING	STAFF TIME	\$ -	2020	In-progress
18	Complete the Japanese Garden renovation, limiting APRC contributions to "in kind" work	LANDT	DEVELOPMENT	CIP	\$ 1,500,000.00	2020	Sources: \$1,500,000 (Grant); other in-kind
19	Evaluate the property maintenance MOU with the City of Ashland for true costs and renegotiate if needed	STAFF	OPERATIONS	STAFF TIME	\$ -	2021	In-progress
20	Update the ICC Motorola irrigation central computer system and reincorporate all irrigation into central control	STAFF	OPERATIONS	CIP	\$ 200,000.00		Sources: \$200,000 (F&B)
21	Investigate ways to improve Diversity, Equity and Inclusion (DEI) for both internal workforce and public access and services. With the help of a qualified DEI consultant, gather community input, define areas for improvement, and implement action in alignment with City DEI policies and initiatives.	STAFF	DIVERSITY, EQUITY AND INCLUSION	STAFF TIME/CONSULTANT	\$ 15,000.00	2021	This would need to funded through Admin Operations budget
				TOTAL GOALS EST. COST	<u>\$ 9,265,500.00</u>		(NOTE: THESE GOALS HAVE NOT BEEN FUNDED; THIS IS A DRAFT LIST)