

# Council Communication

## October 21, 2014, Business Meeting

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### Consideration of a Resolution for the City of Ashland to Provide a City Building Two Nights per Week as a Winter Shelter

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**FROM:**

Dave Kanner, city administrator, dave.kanner@ashland.or.us

**SUMMARY**

For the past two years, the City made Pioneer Hall available for a winter shelter for the homeless, staffed by volunteers from The Rogue Valley Unitarian Universalist Fellowship (RVUUF) and Temple Emek Shalom (Temple). RVUUF and the Temple are interested in continuing this partnership during the coming winter season and this resolution authorizes use of a city building for a winter shelter for the homeless two nights per week.

**BACKGROUND AND POLICY IMPLICATIONS:**

On August of 2013, the City Council adopted a resolution allowing the use of Pioneer Hall as a one-night-a-week winter shelter for the homeless and establishing conditions and policies governing the use of the building. On September 3, 2013 Council updated the previous resolution to allow for dogs in the shelter. In December of 2013, Council authorized approval for an additional shelter night. The shelter was staffed by volunteers from the Rogue Valley Unitarian Universalist Fellowship (RVUUF) and Temple Emek Shalom (Temple). Nearly all of the conditions and policies in the resolution arose from recommendations made by the City's risk management staff and our general liability insurance carrier.

The Temple and RVUUF have verbally indicated a willingness to provide volunteers and take responsibility for shelter operations this winter if the City provides a building.

**FISCAL IMPLICATIONS:**

There will be an additional charge of roughly \$400 per month for general liability insurance for using a city facility as a winter shelter. This is the same amount we paid for last winter's shelter. Money was not specifically budgeted for this purpose in the biennial budget, however the cost has been absorbed by the Insurance Fund.

**STAFF RECOMMENDATION AND REQUESTED ACTION:**

N/A

**SUGGESTED MOTIONS:**

I move approval of a resolution titled, "A Resolution authorizing the City of Ashland to provide a city building for a winter shelter two nights per week through April, 2015."



ATTACHMENTS:  
Resolution



**RESOLUTION NO. 2014-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF ASHLAND TO  
PROVIDE A CITY BUILDING FOR A WINTER SHELTER TWO NIGHTS  
PER WEEK THROUGH APRIL, 2015**

**RECITALS:**

- A. Rogue Valley Unitarian Universalist Fellowship (RVUUF) and Temple Emek Shalom (Temple) wish to partner with the City of Ashland to provide shelter for homeless community members at a City building two nights per week from November, 2014, through April, 2015.
- B. RVUUF and the Temple will provide volunteers to staff, manage and clean the shelter.
- C. The City is willing to provide a building two nights a week to accommodate this proposal in accordance with the provisions below.

**THE CITY OF ASHLAND RESOLVES AS FOLLOWS:**

SECTION 1. Provision of a Shelter.

Ashland will provide a City building for use as a shelter for homeless community members two nights per week under the terms and conditions set forth herein.

SECTION 2. Terms and Conditions.

- a. This building is offered for the period November, 2014, through April, 2015.
- b. Prior to staffing a City-owned facility, volunteers must sign a waiver releasing the City from liability for any personal injuries to them.
- c. The shelter will be staffed by volunteers from RVUUF and Temple who are certified to staff an overnight shelter. RVUUF and Temple must provide to the Parks and Recreation Department written assurance that every volunteer who will staff the shelter is certified to have completed appropriate training on the emergency plan, mental health plan and emergency communications for the shelter and has passed criminal background checks.
- d. Each night of operation of the shelter, at least one male volunteer and one female volunteer will staff the shelter from 8:00 p.m. to 8:00 a.m. An additional male volunteer will be required when more than 10 male guests are present. More volunteers may be required by the City depending on the building to be used. If the minimum number or qualified volunteers are not available for the entire time, the shelter will not be opened that night.
- e. Shelter occupancy will be limited to 25 guests on a first come, first serve basis.
- f. Shelter will open at approximately 7:30 p.m. and close the following morning at 7:30 a.m. Doors will be locked at 10:00 p.m. with no re-entry for any that leave.
- g. City insurance requires separate sleeping space be designated for single men, women and families. Appropriate signage must be displayed that warns against children being left alone. Buildings must have separate restrooms for men and women.
- h. Ashland Parks & Recreation will identify the building to be used and provide access. The priority from an operational and safety perspective is Pioneer Hall, the Community

Center and the Grove, in that order.

- i. No showers or food service will be made available during the hours of operation.

### SECTION 3. Shelter Policies.

Operation of the shelter shall, to the greatest extent feasible, comply with the following guidelines:

- a. Shelter services must be provided with dignity, care, and concern for the individuals involved.
- b. The buildings used as a shelter will comply with City, County and State Building, Fire and Health Codes, unless exemptions have been obtained from the appropriate agencies, and must be maintained in a safe and sanitary condition at all times.
- c. Upon entering the shelter facility each night, each guest must sign in, and sign an agreement committing to comply with shelter rules, absolving the City and volunteers of any responsibility for the security of the guest's personal property, releasing the City and volunteers from all claims of liability for property damage or personal injury arising from operation of the shelter or use of the City's building and certifying that he or she is eighteen years of age, or older.
- d. No cooking. Kitchen facilities are to be secured and access is prohibited.
- e. No drugs, alcohol, or weapons will be allowed in the shelter property at any time.
- f. No pets will be allowed in the shelter, except as described in Section 4, below.
- g. No disorderly conduct will be tolerated.
- h. No threatening or abusive language will be tolerated.
- i. No excessive noise will be tolerated, e.g. loud radios, telephone conversations, etc.
- j. Smoking will be restricted to the outdoors in designated areas.
- k. All guests should maintain their own areas and belongings in an orderly condition.
- l. If a volunteer/staff member accepts any item from a guest for safe keeping at least one other volunteer/staff member will witness the transaction.
- m. Failure to comply with shelter policies may disqualify a guest(s) from future stays.
- n. The check-in/check-out process shall be maintained by the volunteers sufficient to ensure a control of the premises and exiting by guests at 7:30 a.m. to allow cleaning and room set-up by 8:00 a.m.

### SECTION 4. Dogs.

Dogs may be permitted in the shelter under the following circumstances:

- a. Shelter volunteers must designate a specific area in the shelter for dogs. The floor of such area must be covered with thick plastic.
- b. Dogs must remain in crates while in the shelter. Crates will not be provided, stored, repaired or cleaned by the City of Ashland and must be removed from the shelter when it is vacated.
- c. Service dogs are not required to remain in crates but must be leashed while in the shelter.
- d. If taken outside for biological needs, dogs must be leashed.
- e. Shelter volunteers are to devise and follow procedures to keep dogs away from each other and other guests as they are being housed for the night and as they exit in the morning.
- f. Shelter volunteers must be responsible for cleaning and sanitizing any areas soiled by a dog or dogs. Such cleaning is to be done to the satisfaction of City facilities maintenance staff.

- g. Dogs that become threatening to others or are otherwise unmanageable will be required to leave the shelter.
- h. Shelter volunteers must notify Jackson County Animal Control in the event a dog bite breaks the skin of an emergency shelter guest or volunteer.

SECTION 5. This resolution takes effect upon signing by the Mayor.

This resolution was duly PASSED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014, and takes effect upon signing by the Mayor.

\_\_\_\_\_  
Barbara Christensen, City Recorder

SIGNED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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John Stromberg, Mayor

Reviewed as to form:

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David H. Lohman, City Attorney