

# Council Communication

## April 5, 2016, Business Meeting

---

### Report to the Council on the 2016 winter shelter program

---

**FROM:**

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

**SUMMARY**

This is a report to the Council on the winter shelter program offered Tuesday and Thursday nights in Pioneer Hall. Representatives of Temple Emek Shalom and the Unitarian Universalist Fellowship will be on hand to provide the report, along with representatives of the Ashland Parks and Recreation Department, which manages Pioneer Hall.

**BACKGROUND AND POLICY IMPLICATIONS:**

Representatives from Temple Emek Shalom and the Unitarian Universalist Fellowship first approached the Council in December 2012 about having the City provide space to serve as a temporary weekly homeless shelter, for which the two faith groups would provide volunteers. At a special meeting held on January 2, 2013, the Council agreed to provide Pioneer Hall for this purpose and has done so in each subsequent winter. In December 2013, the Council agreed to allow Pioneer Hall to be used two nights a week (Tuesday and Thursday).

Each year, after the temporary shelter season draws to a close, the Temple and the Fellowship have provided a report to the Council on shelter activities. In addition, the Parks and Recreation Department has been invited to participate in this year's presentation to discuss issues and concerns it has regarding the use of Pioneer Hall as a shelter.

**COUNCIL GOALS SUPPORTED:**

5. *Seek opportunities to enable all citizens to meet basic needs.*
  - 5.3 Leverage partnerships with non-profit and private entities to build social equity programming.

**STAFF RECOMMENDATION AND REQUESTED ACTION:**

N/A. This item is for information only.

**SUGGESTED MOTION:**

N/A

**ATTACHMENTS:**

Resolution 2015-26

Agreement with Temple Emek Shalom and Unitarian Universalist Fellowship



**RESOLUTION NO. 2015-26**

**A RESOLUTION AUTHORIZING THE CITY OF ASHLAND TO  
PROVIDE A CITY BUILDING FOR A WINTER SHELTER TWO NIGHTS  
PER WEEK THROUGH APRIL, 2016**

**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, 2015, through April, 2016.
- 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, 2015, through April, 2016.
- 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 30 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. 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.

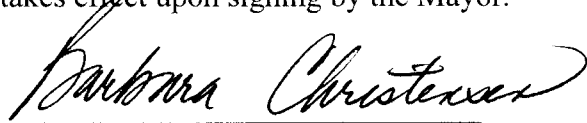
### SECTION 4. Dogs.

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. Service dogs are not required to remain in crates but must be leashed while in the shelter.
- c. If taken outside for biological needs, dogs must be leashed.
- d. 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.
- e. 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.
- f. Dogs that become threatening to others or are otherwise unmanageable will be required to leave the shelter.
- g. 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 30 day of October, 2015, and takes effect upon signing by the Mayor.



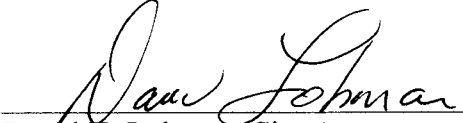
Barbara Christensen, City Recorder

SIGNED and APPROVED this 31 day of October, 2015.



Pam Marsh, Council Chair

Reviewed as to form:



David H. Lohman, City Attorney

**AGREEMENT  
BETWEEN ROGUE VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP AND  
TEMPLE EMEK SHALOM AND CITY OF ASHLAND**

Agreement made this 1st day of December, 2015, between the Rogue Valley Unitarian Universalists (RVUUF) and Temple Emek Shalom (Temple) and City of Ashland (City).

**RECITALS**

- A. RVUUF and Temple (the Service Providers) proposed a partnership to provide a winter shelter two nights a week on City property.
- B. City agreed to make the Pioneer Hall available as a shelter each Tuesday and Thursday from November, 2015, through April, 2016.
- C. RVUUF and Temple will provide volunteers to staff the shelter per the rules and guidelines of Resolution #2015 - 26 ("Resolution").
- D. Attached for reference is Resolution No. 2015-26.

**Parties agree:**

**1. Services.** The Service Providers will open, manage, and close the facilities per the directions included in the Resolution. City will provide no services beyond making Pioneer Hall available for the purpose described in Recitals A and B above and periodically inspecting it for cleanliness and damage.

**2. Volunteers.** Service Providers will ensure the volunteers staffing the shelter conform to the guidelines of the Resolution. Volunteers shall be deemed volunteers or employees of RVUUF and Temple and will not be afforded any rights or privileges as volunteers or employees of the City.

**3. Facilities and Structures.** City will inspect and make adjustments to Pioneer Hall as required for this temporary use.

**4. Insurance and Coverage.** Each party is responsible for its own insurance and coverage relating to claims arising from providing or staffing a shelter. No City coverage is extended to the other parties or volunteers however the City will maintain existing property coverage of the facility.

**5. Length of Agreement.** The term of this Agreement shall commence on November 1, 2015, and terminate on April 30, 2016.

**6. Termination.** Any party may terminate this Agreement with written notice 10 days or more delivered to both of the other parties.

ROGUE VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP

By: Rev Nan Z. White

Title: REVEREND

Date: 11/10/15

TEMPLE EMEK SHALOM

By: Joshua Breitzer

Title: RABBI

Date: 12/1/15

CITY OF ASHLAND

By: John Stromberg

Title: MAYOR

Date: 12/4/15