

Council Study Session

September 17, 2018

Agenda Item	Winter Shelter Update	
From	Kelly Madding	City Administrator
Contact	Kelly.madding@ashland.or.us , 541-488-6002	
Item Type	Requested by Council <input checked="" type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/>	

SUMMARY

Councilors Bachman and Slattery as well as City staff have been working with a group entitled the Winter Shelter 2019 Work Group to plan for a winter shelter. Representatives from the group include Options for Homeless Residents of Ashland (OHRA), the One Site group, the faith community, volunteer coordinators, and other homeless advocates. This is an update on the progress of the group.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals

- 5. Seek opportunities to enable all citizens to meet basic needs
- 5.4 Encourage the ongoing effectiveness of the Resource Center

BACKGROUND AND ADDITIONAL INFORMATION

The citizens of Ashland have been providing a winter homeless shelter for many years. Shelter has been provided in churches and in City-owned Pioneer Hall and staffed by volunteers. Overtime, the shelter has ranged from three to seven days a week and has operated for up to four months. The winter shelter is provided regardless of temperature. In addition, the City of Ashland provides emergency shelter in a City-owned facility when the temperature is 20 degrees or below (Resolution 2013-04).

Below is a summary of outcomes and progress of the Winter Shelter 2019 Work Group and remaining uncertainties.

Rogue Valley Church

Located at 2082 E. Main, the Rogue Valley Church is a vacant church that is approximately 3,760 square feet. The property is currently owned by the Calvary Baptist Church of Oregon, Inc. but is in the process of being purchased by Doug Irvine, a local developer. As this property is to be purchased for redevelopment it will likely only be available for no more than three years. OHRA representatives along with City staff have been working with Mr. Irvine on leasing the church which would provide shelter for 90 days to 47 homeless individuals and two volunteers. The property is outside of the Ashland city limits but within the Urban Growth Boundary. As such Jackson County Fire District #5 has reviewed the building and the floor plan and has given tentative approval for the 90-day shelter. That being said, there are significant tasks/processes yet to complete.



- Lease: Mr. Irvine is confident that he can assist in successfully negotiating of the church lease. The City is currently discussing with ORHA who will be the lessee for Rogue Valley Church. City staff has stressed that they would prefer OHRA lease the building. City staff will be attending the ORHA Board meeting on September 17 before the Council Study Session to discuss this further with them.
- Land Use Permit: City staff met with County staff to determine the land use permitting process for a winter shelter at the church. The County requires a Type 2 land use application, which will take approximately 75 days to process. The application must be submitted as soon as possible for the winter shelter to open in November. While City staff believes that an approval is likely there is always the chance for an appeal. If an appeal were to occur, the County has 120 days total to make a final decision. Therefore, if the shelter application is appealed it will likely prohibit the use of the Rogue Valley Church this coming winter.
- Funding: City staff have requested grant funding from ACCESS, likely directly to OHRA if agreement can be reached, for the operation of the winter shelter at the Rogue Valley Church. The grant would pay for building lease payments, utilities, insurance, and maintenance, a case manager, and the land use application. Due to the limited number of years the Rogue Valley Church could be used, sprinklers would not be an eligible expense. ACCESS is currently reviewing the request.

Presbyterian Church

The Presbyterian Church as committed to three nights of shelter; Friday, Saturday and Sunday should the Rogue Valley Church not be available. If the Rogue Valley Church serves as the main winter shelter, the Presbyterian Church may be able to serve as the emergency shelter on nights 20 degrees or less. The Fire Marshall and the Building Official have inspected the Presbyterian Church and have provided a short list of improvements that are required to allow the winter shelter. Improvements include, additional fire extinguishers, replacing exit signs, and testing fire alarm system.

- Funding: City staff requested funding from ACCESS to install sprinklers in the area that is used for homeless sheltering. The Presbyterian Church has been used for winter sheltering for many years and it is likely that it will be used in subsequent years making it eligible for funding for sprinklers. Sprinklering the area will allow for a safer environment and may

allow for a greater number of people to be served. City staff also requested that ACCESS fund volunteers who would staff the emergency shelter.

United Methodist Church

If the Rogue Valley Church serves as the main winter shelter, the United Methodist Church may be able to serve as the emergency shelter on nights 20 degrees or less. The Fire Marshall and the Building Official have inspected the United Methodist Church and have provided a short list of improvements that are required to allow the winter shelter. Improvements include additional fire extinguishers and the addition of smoke alarms, exit signs and egress lighting to both levels.

- Funding: City staff also requested the ACCESS fund volunteers who would staff the emergency, 20 degrees or less shelter.

Pioneer Hall

Ideally, Pioneer Hall will not be needed this winter. However, if the Rogue Valley Church is not available and there is a desire for a seven day per week shelter, then it is likely that Pioneer Hall will need to be used up to four days per week, which coupled with the Presbyterian Church would yield up to a seven day a week winter shelter. Pioneer Hall could also function as one of the emergency shelter (under 20 degree night) locations, along with the Presbyterian and United Methodist sites. Keep in mind this is the final year Pioneer Hall will be used for a winter shelter.

FISCAL IMPACTS

At this time is it not known if the City will be asked for grant funding for the winter shelter. City staff, working with OHRA have requested funds from ACCESS for the operation of the winter shelter at the Rogue Valley Church, sprinklers at the Presbyterian Church and for volunteer staffing of an emergency shelter.

DISCUSSION QUESTIONS

- Would the City be willing to lease the Rogue Valley Church? OHRA has stated that their insurance will increase if they lease the Rogue Valley Church. The City has requested funds from ACCESS to pay for OHRA's increase. Staff is reluctant to recommend leasing a building outside the city, whose use the City is not involved in.
- If the Rogue Valley Church is not available, will the City allow Pioneer Hall to be utilized? If so for how many days and under what operating conditions?

SUGGESTED NEXT STEPS

Councilor Bachman and Slattery as well as City staff will remain involved in helping to facilitate the winter shelter. At this time there are various actions being taken to bring the winter shelter to fruition, and while we are getting closer to certainty there remain some significant balls still in the air. As such, staff is not requesting any formal next steps for the City Council at this time.

REFERENCES & ATTACHMENTS

Resolution No. 2013-04

Preliminary winter shelter internal layout at the Rogue Valley Church

Letter from Jackson County Fire District #5 regarding the Rogue Valley Church

RESOLUTION NO. 2013-04

**A RESOLUTION SETTING FORTH POLICIES AND CONDITIONS
UNDER WHICH ASHLAND WILL PROVIDE EXTREME WEATHER
RELATED EMERGENCY SHELTER HOUSING AND REPEALING
RESOLUTION NO. 2007-11**

RECITALS:

- A. Ashland is located in an area that has four distinct seasons, and the winter season can have weather extremes that can be hazardous to persons without adequate shelter.
- B. The City of Ashland desires to set forth the conditions under which it will provide emergency shelter housing and the policies related to those staffing or utilizing such emergency shelter.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

SECTION 1. Provision of Emergency Shelter.

Ashland will provide emergency shelter under the terms and conditions set forth herein during times of extreme weather conditions. For purposes herein, weather conditions shall be considered extreme when outside temperatures are 20° F or below or a combination of weather conditions, in the discretion of the City Administrator, make conditions hazardous to human life without adequate shelter.

SECTION 2. Terms and Conditions.

- 1) In the event of the need for an emergency shelter during extreme weather, an available city-owned building such as the Grove or Pioneer Hall may be used. Previously booked groups in those locations may be subject to cancellation.
- 2) The shelter will be staffed by volunteers from nonprofit organizations or other organizations in the business of providing for the needs of persons. The city's insurance company requires organizations providing volunteers to provide a letter to the City of Ashland stating that all shelter volunteers have received appropriate training to staff a shelter and have passed criminal background checks.
- 3) Shelter(s) will open at 8:00 p.m. Doors will be locked at 9:00 p.m. Guests may leave the shelter but not re-enter after 9:00 p.m. Guests arriving at the shelter after 9:00 p.m. will not be admitted unless brought to the shelter by a police officer. Guests must vacate the shelter no later than 8:00 a.m. the following morning.
- 4) Shelters must have separate restrooms for men and women and separate sleeping spaces for single men, for single women and for families. Children must not be left alone in the shelter, and signage must be conspicuously displayed to remind guests and volunteers of this requirement.

5) The shelter must contain an emergency box with a first aid kit. Shelter volunteers should bring their own cell phones in case of emergency.

SECTION 3. Emergency Shelter Activation.

Provisions for emergency shelter will be activated as follows:

- 1) When the City Administrator or designee determines that weather conditions are or are likely to become “extreme,” he/she will contact the City’s CERT Coordinator.
- 2) The CERT Coordinator will contact the Parks and Recreation to determine which facility or facilities will be used as an emergency shelter.
- 3) The CERT Coordinator will contact designated representatives from volunteer organizations to arrange for staff volunteers at the shelter.
- 4) Volunteers and guests are responsible for following the same cleaning requirements as other groups.

SECTION 4. Emergency Shelter Policies.

Operation of the emergency shelters shall, to the greatest extent feasible, comply with the following policy guidelines:

- 1) Shelter services must be provided with dignity, care, and concern for the individuals involved.
- 2) The buildings used as shelter must be maintained in a safe and sanitary condition at all times and must comply with City, County and State Building, Fire and Health Codes, unless exemptions have been obtained from the appropriate agencies..
- 3) In all Shelters, there should be adequate separation of families and singles, and adequate separation of single women.
- 4) No drugs, alcohol, or weapons will be allowed in shelter property at any time.
- 5) No disorderly conduct will be tolerated.
- 6) No threatening or abusive language will be tolerated.
- 7) No excessive noise will be tolerated, e.g. loud radios etc.
- 8) Smoking will be restricted to the outdoors in designated areas.
- 9) Guests should maintain their own areas in an orderly condition and may be assigned other responsibilities or tasks at the shelter.

SECTION 5. Dogs

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

- 1) Shelter volunteers must designate a specific area in the shelter for dogs. The floor of such area must be covered with thick plastic.
- 2) 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.
- 3) If taken outside for biological needs, dogs must be leashed.
- 4) 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.
- 5) 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.
- 6) Dogs that become threatening to others or are otherwise unmanageable will be required to leave the shelter.
- 7) Shelter volunteers must notify Jackson County Animal Control in the event a dog bite breaks the skin of an emergency shelter guest or volunteer.

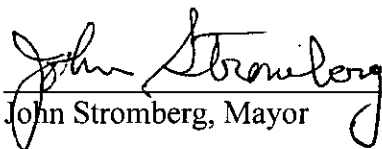
SECTION 6. Resolution No. 2007-11 is hereby repealed.

SECTION 7. This resolution takes effect upon signing by the Mayor.

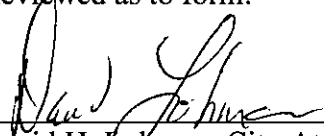
This resolution was duly PASSED and ADOPTED this 5 day of March, 2013, and takes effect upon signing by the Mayor.


Barbara Christensen, City Recorder

SIGNED and APPROVED this 5 day of March 2013 ~~2012~~ BC


John Stromberg, Mayor

Reviewed as to form:

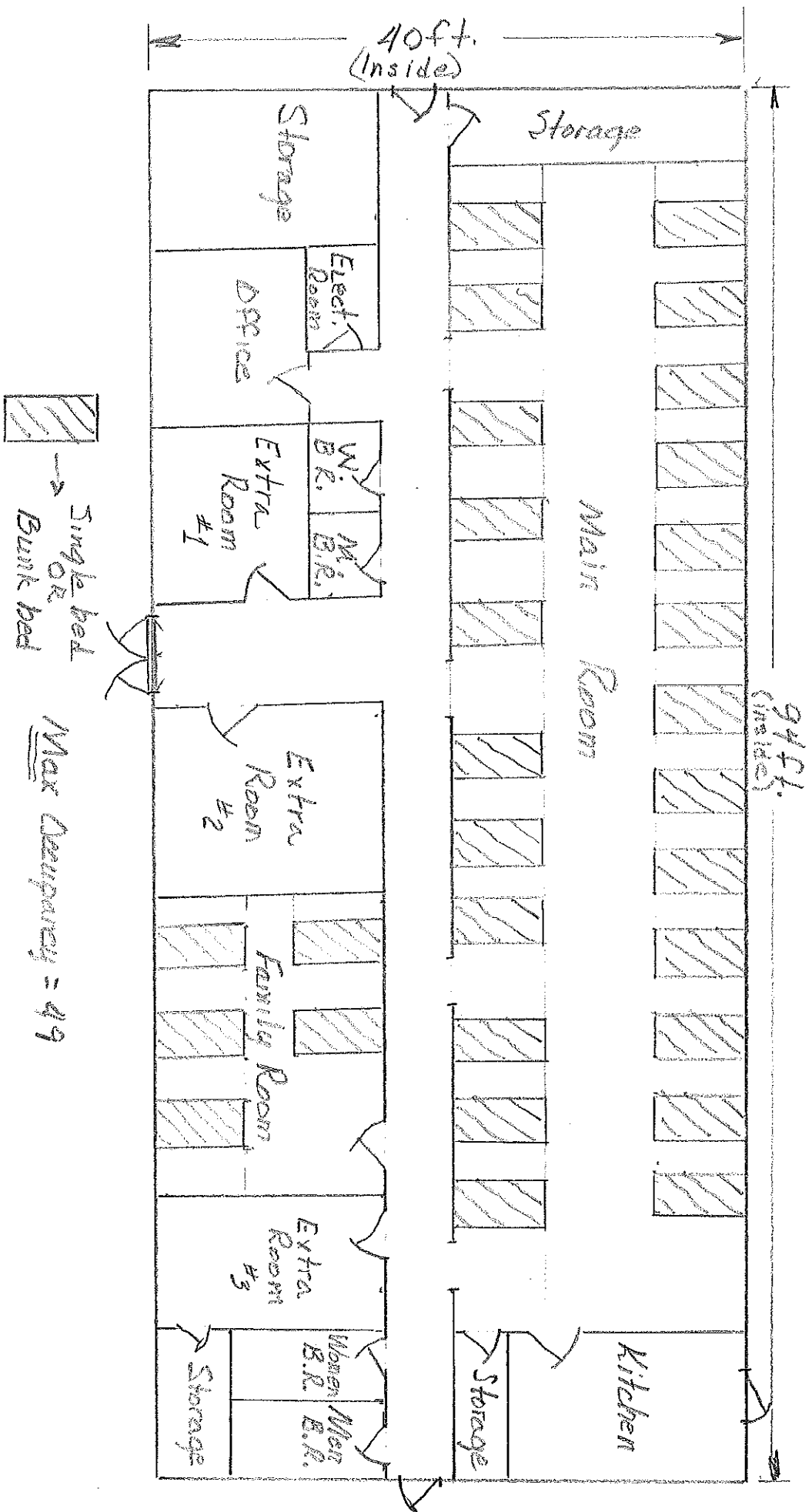

David H. Lohman, City Attorney

Preliminary

Ashland Winter Shelter Plan

2082 East Main

(Old Baptist Church)





- Green 600D polyester fabric, PVC coated
- Comes with 2 cots, 2 side organizers, 2 carry bags, set of stack adapters, and 2 locking straps
- User weight capacity: 500 pounds per cot
- Dimensions (sleeping area): 79 x 28 inches
- Dimensions (outer): 82 x 32.5 x 36 inches
- Weight: 60 pounds



JACKSON COUNTY FIRE DISTRICT #5

5811 South Pacific Highway • Phoenix, OR 97535

Phone (541) 535-4222 • Fax (541) 535-4226

To: Phil Johncock

9/9/18

After an initial review of the building and proposed floor plan, Jackson County Fire District 5 has approved your request to establish a 90-day temporary winter shelter located at 2082 East Main Street, Ashland. The maximum occupancy under the temporary shelter status is set at 49. Approval is based on the following conditions and the facility must be inspected prior to opening to insure all requirements have been met:

- 1) Meet all requirements set in the Oregon Fire Code Interpretations and Technical Advisories Ruling Technical Advisory No. 11-14 (Revised TA# 09-03).
- 2) Install two dry chemical (ABC) fire extinguishers: One near the corner of extra room #2 in the main hallway, and one just outside the storage room next to the kitchen. The extinguishers must be certified by a fire extinguisher professional and have inspection cards.
- 3) Inspect and insure that the battery back-up is in proper working order on all exit signs.
- 4) Complete the drywall and fire tape in the electrical room.
- 5) Remove the bushes from outside any sleeping area windows.
- 6) Establish an outside smoking area on the blacktop or green lawn, at least 10 feet away from any doors with suitable non-combustible containers for cigarette butt and match disposal.
- 7) Identify a fire watch coordinator who will be responsible for overseeing watch activities and documentation. Fire watch forms and instructions will be provided after the final inspection.

Thank You,

Engineer Dave Meads

Jackson County Fire District 5