

Council Communication

October 18, 2016, Business Meeting

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

FROM:

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

SUMMARY

For the past four years, the City has 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. Per Council direction, the resolution increases the maximum number of allowed guests in Pioneer Hall from 30 to 42.

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 is 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.

On September 6, 2016, the Council held a study session with representatives of the Temple and RVUUF to discuss potential modifications to the resolution. Per Council direction arising from that study session, the resolution has been modified to increase the maximum number of allowed guests and a pioneer Hall shelter night from 30 to 42. The language in section 2.d regarding the requirements for one male and one female volunteer at each shelter night has also been modified. Also removed from the resolution are the requirements that dogs in the shelter must remain in crates and that the floor in areas where dogs are kept must be covered in thick plastic.

FISCAL IMPLICATIONS:

The City pays roughly \$400 per month for general liability insurance for using a city facility as a winter shelter. Money is not specifically budgeted for this purpose in the biennial budget, however the cost is absorbed by the Insurance Fund.



STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval of the resolution authorizing the use of Pioneer Hall as a winter shelter two nights per week.

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, 2017.”

ATTACHMENTS:

Resolution



RESOLUTION NO. 2016-_____

**A RESOLUTION AUTHORIZING THE CITY OF ASHLAND TO
PROVIDE A CITY BUILDING FOR A WINTER SHELTER TWO NIGHTS
PER WEEK THROUGH APRIL, 2017**

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, 2016, through April, 2017.
- 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, 2016, through April, 2017.
- 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. If volunteers of each gender are not available on a given night, RVUUF or the Temple shall notify the City Administrator by no later than 3 p.m. of the night of the shelter that the volunteers will be of the same gender. If the City Administrator is not available, RVUUF or the Temple shall notify the Director of Ashland Parks and Recreation. 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 42 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. If taken outside for biological needs, dogs must be leashed.
- b. 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.
- c. 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.
- d. Dogs that become threatening to others or are otherwise unmanageable will be required to leave the shelter.
- e. 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 _____, 2016, and takes effect upon signing by the Mayor.

Barbara Christensen, City Recorder

SIGNED and APPROVED this ____ day of _____, 2016.

John Stromberg, Mayor

Reviewed as to form:

David H. Lohman, City Attorney