

# Council Study Session

August 1, 2022

<b>Agenda Item</b>	2082 E. Main Shelter- Shelter Funding Breakdown and Timeline	
<b>From</b>	Linda Reid	Housing Program Manager
<b>Contact</b>	Linda Reid, Housing Program Manager Email: <a href="mailto:Linda.reid@ashland.or.us">Linda.reid@ashland.or.us</a> Phone 541-552-2043	
<b>Item Type</b>	Requested by Council <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input checked="" type="checkbox"/>	

## **SUMMARY**

In 2020 the City of Ashland wrote a grant to provide non-congregate sheltering opportunities through the winter months. Prior to developing the grant application, City staff had met with several organizations regarding desire, capacity, and logistics of operating such a shelter. The City was awarded a \$300,000 grant from the State of Oregon Emergency Shelter Grant Program. Of the \$300,000 awarded, \$95,000 was set aside for site preparation and the purchase of 10 pallet shelters and \$200,000 was set aside for shelter operations and administrative costs. \$5,000 was reserved for data collection. Operations, consisting mainly of staffing the emergency shelter in three shifts for 24 hours each day, were expected to cost between \$34,000 and \$40,000 per month of operation. Based on that assumed operating cost the City applied for enough operational funding to operate a shelter through the winter months, from November 2021 through March 2022, a period of 5 months.

Rogue Retreat began operations of the Ashland Community Shelter in November 2021. In January 2022, Rogue Retreat submitted two applications for available City funding, Affordable Housing Trust funds, and Community Development Block Grant Coronavirus Aid and Relief funding, also known as CARES act funding or CDBG-CV to provide funding for continued operations at the shelter beyond the initial 5-month period previously described. In April 2022 the City awarded Rogue Retreat \$55,000 in Affordable Housing Trust Funds and \$40,674 in CDBG CARES act funding. Revenues and expenditures are shown in detail in the attached profit and loss statement.

The City was notified in mid-May that Rogue Retreat was running out of funding to continue operations at the shelter and was looking for assistance from the City to find ways to support ongoing operations. Several ideas were talked about, but ultimately Rogue Retreat decided that they needed to close the Ashland shelter to avoid incurring further costs. Rogue Retreat ceased operations at the Ashland Community Shelter on June 10<sup>th</sup> 2022.

## **POLICIES, PLANS & GOALS SUPPORTED**

Not Applicable

## **PREVIOUS COUNCIL ACTION**

Not Applicable

## **BACKGROUND AND ADDITIONAL INFORMATION**

See above

**FISCAL IMPACTS**

None

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

None

**REFERENCES & ATTACHMENTS**

**1. Ashland Shelter Spreadsheet**

**2. Ashland Letter**

[April 19, 2022-City Council Meeting Minutes](#)

# Rogue Retreat Profit & Loss

October 1, 2021 through June 27, 2022

## Ashland Shelter 2021 (ESG-CV) (CITY OF ASHLAND)

<b>Ordinary Income/Expense</b>	
<b>Income</b>	205,000.00
<b>Gross Profit</b>	<u>205,000.00</u>
<b>Expense</b>	
6064 · Automobile Expense	427.03
6061 · Supportive Services Expense	29.00
6058 · Office Supplies	182.92
6056 · License/Dues/Subscript/Permits	0.00
6051 · Furnishings	333.11
6048 · Cleaning/Janitorial Services	2,296.83
6560 · Supplies	23,980.62
6550 · Construction	3,005.96
6518 · Utilities	4,612.54
6514 · Maintenance/Repairs	3,987.69
6047 · Food/Meals	2,436.21
6019 · Telephone and internet	266.26
6032 · Rent	8,750.00
<b>Personnel Expenses</b>	
6067 · Salaries/Wages	141,594.69
6065 · Pre-Employment Drug Screening	45.00
6066 · Employee Insurance Benefits	0.00
6098 · Payroll Taxes - Agency	13,016.49
6108 · Employee Background Checks	35.65
<b>Total Personnel Expenses</b>	<u>154,691.83</u>
<b>Total Expense</b>	<u>205,000.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

**Rogue Retreat  
Profit & Loss**

October 1, 2021 through June 27, 2022

**CDBG-CV Cares  
(CITY OF ASHLAND)**

<b>Ordinary Income/Expense</b>	
<b>Income</b>	40,674.00
<b>Gross Profit</b>	<u>40,674.00</u>
<b>Expense</b>	
6064 · Automobile Expense	0.00
6061 · Supportive Services Expense	0.00
6058 · Office Supplies	0.00
6056 · License/Dues/Subscript/Permits	0.00
6051 · Furnishings	0.00
6048 · Cleaning/Janitorial Services	0.00
6560 · Supplies	0.00
6550 · Construction	0.00
6518 · Utilities	0.00
6514 · Maintenance/Repairs	0.00
6047 · Food/Meals	0.00
6019 · Telephone and internet	0.00
6032 · Rent	0.00
<b>Personnel Expenses</b>	
6067 · Salaries/Wages	37,487.14
6065 · Pre-Employment Drug Screening	0.00
6066 · Employee Insurance Benefits	0.00
6098 · Payroll Taxes - Agency	3,186.86
6108 · Employee Background Checks	0.00
<b>Total Personnel Expenses</b>	<u>40,674.00</u>
<b>Total Expense</b>	<u>40,674.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

**Rogue Retreat  
Profit & Loss**

October 1, 2021 through June 27, 2022

**Housing Trust Fund  
(CITY OF ASHLAND)**

<b>Ordinary Income/Expense</b>	
<b>Income</b>	34,228.67
<b>Gross Profit</b>	<u>34,228.67</u>
<b>Expense</b>	
6064 · Automobile Expense	791.08
6061 · Supportive Services Expense	58.00
6058 · Office Supplies	0.00
6056 · License/Dues/Subscript/Permits	1,166.00
6051 · Furnishings	0.00
6048 · Cleaning/Janitorial Services	897.29
6560 · Supplies	598.14
6550 · Construction	0.00
6518 · Utilities	2,576.06
6514 · Maintenance/Repairs	0.00
6047 · Food/Meals	114.88
6019 · Telephone and internet	0.00
6032 · Rent	2,500.00
<b>Personnel Expenses</b>	
6067 · Salaries/Wages	27,479.90
6065 · Pre-Employment Drug Screening	100.00
6066 · Employee Insurance Benefits	13,834.90
6098 · Payroll Taxes - Agency	2,563.77
6108 · Employee Background Checks	25.65
<b>Total Personnel Expenses</b>	<u>44,004.22</u>
<b>Total Expense</b>	<u>52,705.67</u>
<b>Net Ordinary Income</b>	<u>-18,477.00</u>
<b>Net Income</b>	<u><u>-18,477.00</u></u>

## Rogue Retreat Profit & Loss

October 1, 2021 through June 27, 2022

### Total CITY OF ASHLAND (GRANTORS)

<b>Ordinary Income/Expense</b>	
Income	279,902.67
<b>Gross Profit</b>	<b>279,902.67</b>
Expense	
6064 · Automobile Expense	1,218.11
6061 · Supportive Services Expense	87.00
6058 · Office Supplies	182.92
6056 · License/Dues/Subscript/Permits	1,166.00
6051 · Furnishings	333.11
6048 · Cleaning/Janitorial Services	3,194.12
6560 · Supplies	24,578.76
6550 · Construction	3,005.96
6518 · Utilities	7,188.60
6514 · Maintenance/Repairs	3,987.69
6047 · Food/Meals	2,551.09
6019 · Telephone and internet	266.26
6032 · Rent	11,250.00
Personnel Expenses	
6067 · Salaries/Wages	206,561.73
6065 · Pre-Employment Drug Screening	145.00
6066 · Employee Insurance Benefits	13,834.90
6098 · Payroll Taxes - Agency	18,767.12
6108 · Employee Background Checks	61.30
<b>Total Personnel Expenses</b>	<b>239,370.05</b>
<b>Total Expense</b>	<b>298,379.67</b>
<b>Net Ordinary Income</b>	<b>-18,477.00</b>
<b>Net Income</b>	<b>-18,477.00</b>



June 27, 2022

Linda Reid  
20 E Main St.  
Ashland, Or.

Dear Linda,

This letter is to attest to the expenditures associated with the ESG-CV, CDBG Cares, and the Housing Trust Funds. The first chart shows the total amounts spent by line item of each grant. The second chart shows how wages were expended by each grant. Herein lies the problem. Some of Rogue Retreat's staff are paid on a bi-monthly timetable while others are paid monthly. All the dates of 4/15/22 and 5/15/22 are for the employees that are paid bi-monthly. Those same employees are paid again on the 30<sup>th</sup> of each month along with the monthly paid employees. This could cause confusion which we apologize for. We hope this clears up any questions. Please feel free to contact us with any further questions. Thank you.

Sincerely,

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