



# Council Study Session Agenda

**ASHLAND CITY COUNCIL  
STUDY SESSION AGENDA  
Monday, April 15, 2024  
Council Chambers, 1175 E Main Street**

**Live stream** via [rvtv.sou.edu](http://rvtv.sou.edu) select RVTV Prime. Recorded meetings are available on our [website](#).

Public testimony will be accepted for both public forum items and agenda items.

If you would like to submit **written testimony** or if you wish to **speak electronically** during the meeting, please complete the **Public Testimony Form** no later than 10 a.m. the day of the meeting.

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## **5:30 p.m. Study Session**

- 1. Public Input (15 minutes – Public input or comment on City business not included on the agenda)**
- 2. Recology Update & Rate Increase**
- 3. Severe Weather Shelter 2023–24 Season Summary**
- 4. Adjournment of Study Session**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102–35.104 ADA Title I).





# Council Study Session

April 15, 2024

|             |                                                                                                                                                                               |                             |  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--|
| Agenda Item | Recology Rate Increase & Update                                                                                                                                               |                             |  |
| From        | Sabrina Cotta                                                                                                                                                                 | Interim/Deputy City Manager |  |
| Contact     | Sabrina.cotta@ashland.or.us                                                                                                                                                   |                             |  |
| Item Type   | Requested by Council <input type="checkbox"/> Update <input checked="" type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> |                             |  |

## **SUMMARY**

Pursuant to Ashland Municipal Code 9.50.050, Section H.2 & the Current Franchise Agreement with Recology has made a CPI based rate increase of 3.8%. The appropriate Resolution will be on consent at the City Council Business Meeting April 16, 2024.

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

Sustainability through creativity, affordability and right sized service delivery.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Pursuant to Ashland Municipal Code 9.50.050, Section H.2 and the current Franchise Agreement with Recology Ashland for Solid Waste Management granted by the City Council in 2013 (Franchise Agreement), rates for solid waste management services shall be adjusted annually based on the consumer process index (CPI). Recology Ashland has adjusted rates with an increase of 3.8% based upon the Consumer Prices Index- All Urban Consumers- All Items- Pacific Division (CPI-U) published in January. This rate increase had an effective date of April 1, 2024.

## **FISCAL IMPACTS**

This has no direct fiscal impacts to the City. The adjustment amounts to an increase of \$0.91 (ninety-one cents) per month for the typical residential customer. Rate adjustments are allowable under the current franchise agreement and A.M.C code.

## **REFERENCES & ATTACHMENTS**

2024 Rate Notification

Ashland Rates Sheet

Consumer Prices Indexes Pacific Cities and U.S. City Average





Sabrina Cotta, Interim/Deputy City Manager  
City of Ashland  
20 East Main Street  
Ashland, OR 97520

March 13, 2024

Dear Sabrina:

Pursuant to Ashland Municipal Code 9.50.050, Section H.2, we are formally submitting our annual request for a CPI based rate increase of 3.8%, to be applied equally across all rate structures. This adjustment is based on the Consumer Price Index—All Urban Consumers—All Items—Pacific Division, West Region (CPI-U), published in January. A copy of the index, along with our accompanying financial statement and projections for 2024, is enclosed with this letter.

The CPI increase has an effective date April 1, 2024. This adjustment amounts to an increase of \$0.91 (ninety-one cents) per month for the typical residential customer. The following haven't been adjusted and remain the same, consistent with prior years: Restart Fee, Cart re-delivery fee, Go Back fee and Recycle Center Surcharge

Please let me know if you have any questions and we look forward to April 15 presenting an update to the city council.

Sincerely,

A handwritten signature in black ink that reads 'Gary Blake'.

Gary Blake, General Manager

Recology Ashland  
City of Ashland Rates  
Effective April 1, 2024 [CPI = 3.8%]

| <b>Residential Rates</b>           | <b>April 1, 2024</b> |
|------------------------------------|----------------------|
| 32 Gallon Cart                     | \$ 24.90             |
| Add'l 32 Gallon Trash Cart         | \$ 28.38             |
| 32 Gallon Bear Cart                | \$ 31.36             |
| 64 Gallon Cart                     | \$ 51.98             |
| 64 Gallon Bear Cart                | \$ 58.44             |
| 96 Gallon Cart                     | \$ 79.05             |
| 32 Gallon Trash On-Call per Setout | \$ 11.32             |
| 96 Gallon Green Waste Cart         | \$ 9.56              |
| Additional Green Waste Cart        | \$ 2.72              |
| 32 Gallon Recycle Only Cart        | \$ 6.82              |
| 64 Gallon Recycle Only Cart        | \$ 6.82              |
| 96 Gallon Recycle Only Cart        | \$ 8.17              |
| Recycling On-Call per Setout       | \$ 5.41              |
| Additional Recycling Cart          | \$ 2.72              |
| Not on Service 1st Can             | \$ 18.47             |
| Additional No-Service Can          | \$ 8.21              |
| Extra - 1 Can/Large Bag Each       | \$ 8.21              |
| Extra - 1 Small Bag Each           | \$ 4.10              |
| Extra Service - Green Waste Cart   | \$ 6.00              |

| <b>Go-in Rates</b>      |          |
|-------------------------|----------|
| Off curb up to 40 Yards | \$ 8.17  |
| 40 yards to 1/2 mile    | \$ 21.97 |
| 1/2 Mile to 1 Mile      | \$ 43.92 |
| Beyond 1 Mile           | \$ 73.12 |



| <b>Commercial Cart Rates</b>         | <b>April 1, 2024</b> |
|--------------------------------------|----------------------|
| 32 Gallon 1 x Week                   | \$ 24.90             |
| 32 Gallon 2 x Week                   | \$ 51.98             |
| 32 Gallon 3 x Week                   | \$ 79.05             |
| 32 Gallon 4 x Week                   | \$ 106.16            |
| 32 Gallon 5 x Week                   | \$ 133.23            |
| 32 Gallon 6 x Week                   | \$ 160.30            |
| 64 Gallon 1 x Week                   | \$ 51.98             |
| 64 Gallon 2 x Week                   | \$ 106.16            |
| 64 Gallon 3 x Week                   | \$ 160.30            |
| 64 Gallon 4 x Week                   | \$ 214.45            |
| 64 Gallon 5 x Week                   | \$ 268.62            |
| 64 Gallon 6 x Week                   | \$ 322.77            |
| 96 Gallon 1 x Week                   | \$ 79.05             |
| 96 Gallon 2 x Week                   | \$ 160.30            |
| 96 Gallon 3 x Week                   | \$ 241.53            |
| 96 Gallon 4 x Week                   | \$ 322.77            |
| 96 Gallon 5 x Week                   | \$ 404.00            |
| 96 Gallon 6 x Week                   | \$ 485.23            |
| 32 Gallon Commerical Organics Cart   | \$ 9.56              |
| 96 Gallon Green Waste Cart           | \$ 9.56              |
| 32 Gallon Recycle Only Cart 1 x Week | \$ 6.82              |
| 32 Gallon Recycle Only Cart 2 x Week | \$ 13.64             |
| 32 Gallon Recycle Only Cart 3 x Week | \$ 20.46             |
| 64 Gallon Recycle Only Cart 1 x Week | \$ 6.82              |
| 64 Gallon Recycle Only Cart 2 x Week | \$ 13.64             |
| 64 Gallon Recycle Only Cart 3 x Week | \$ 20.46             |
| 96 Gallon Recycle Only Cart 1 x Week | \$ 8.17              |
| 96 Gallon Recycle Only Cart 2 x Week | \$ 16.37             |
| 96 Gallon Recycle Only Cart 3 x Week | \$ 24.55             |

| <b>Container Rates</b> | <b>April 1, 2024</b> |
|------------------------|----------------------|
| 1 Yard 1 x Week        | \$ 136.24            |
| 1 Yard 2 x Week        | \$ 238.80            |
| 1 Yard 3 x Week        | \$ 342.20            |
| 1 Yard 4 x Week        | \$ 444.35            |
| 1 Yard 5 x Week        | \$ 546.28            |
| 1 Yard 6 x Week        | \$ 647.40            |
| 1.5 Yard 1 x Week      | \$ 177.80            |
| 1.5 Yard 2 x Week      | \$ 309.16            |
| 1.5 Yard 3 x Week      | \$ 441.55            |
| 1.5 Yard 4 x Week      | \$ 576.10            |
| 1.5 Yard 5 x Week      | \$ 702.98            |
| 1.5 Yard 6 x Week      | \$ 832.53            |
| 2 Yard 1 x Week        | \$ 222.05            |
| 2 Yard 2 x Week        | \$ 387.92            |
| 2 Yard 3 x Week        | \$ 574.93            |
| 2 Yard 4 x Week        | \$ 709.19            |
| 2 Yard 5 x Week        | \$ 870.35            |
| 2 Yard 6 x Week        | \$ 1,030.13          |
| 3 Yard 1 x Week        | \$ 303.32            |
| 3 Yard 2 x Week        | \$ 565.07            |
| 3 Yard 3 x Week        | \$ 741.90            |
| 3 Yard 4 x Week        | \$ 959.51            |
| 3 Yard 5 x Week        | \$ 1,176.70          |
| 3 Yard 6 x Week        | \$ 1,392.20          |
| 4 Yard 1 x Week        | \$ 386.66            |
| 4 Yard 2 x Week        | \$ 662.95            |
| 4 Yard 3 x Week        | \$ 941.35            |
| 4 Yard 4 x Week        | \$ 1,216.61          |
| 4 Yard 5 x Week        | \$ 1,491.33          |
| 4 Yard 6 x Week        | \$ 1,763.95          |
| 5 Yard 1 x Week        | \$ 472.60            |
| 5 Yard 2 x Week        | \$ 808.70            |
| 5 Yard 3 x Week        | \$ 1,147.42          |
| 5 Yard 4 x Week        | \$ 1,482.20          |
| 5 Yard 5 x Week        | \$ 1,816.31          |
| 5 Yard 6 x Week        | \$ 2,147.80          |
| 6 Yard 1 x Week        | \$ 561.80            |
| 6 Yard 2 x Week        | \$ 960.12            |
| 6 Yard 3 x Week        | \$ 1,361.71          |
| 6 Yard 4 x Week        | \$ 1,758.38          |
| 6 Yard 5 x Week        | \$ 2,154.24          |
| 6 Yard 6 x Week        | \$ 2,546.83          |

|                                  |           |
|----------------------------------|-----------|
| Extra Service 1 Yard Container   | \$ 45.49  |
| Extra Service 1.5 Yard Container | \$ 49.89  |
| Extra Service 2 Yard Container   | \$ 62.95  |
| Extra Service 3 Yard Container   | \$ 119.31 |
| Extra Service 4 Yard Container   | \$ 159.08 |
| Extra Service 5 Yard Container   | \$ 198.85 |
| Extra Service 6 Yard Container   | \$ 238.34 |

|                                                 |           |
|-------------------------------------------------|-----------|
| 2 - 96 Gallon Carts Equal to 1 Yard Container   | \$ 136.24 |
| 3 - 96 Gallon Carts Equal to 1.5 Yard Container | \$ 177.80 |
| 4 - 96 Gallon Carts Equal to 2 Yard Container   | \$ 222.05 |

| <b>Debris Box Rates</b>                                    | <b>April 1, 2024</b> |
|------------------------------------------------------------|----------------------|
| 7 Yard per Load                                            | \$ 224.12            |
| 10 Yard per Load                                           | \$ 278.46            |
| 25 Yard per Load                                           | \$ 466.72            |
| 40 Yard per Load                                           | \$ 746.63            |
| DB Haul Fee 10yd (non-trash)*                              | \$ 153.99            |
| DB Haul Fee 25yd (non-trash)*                              | \$ 283.30            |
| *fee may be reduced depending on value of commodity        |                      |
| Daily Rent <1 Year                                         | \$ 19.13             |
| Monthly Rent 10yd box (> 1 year)                           | \$ 106.74            |
| Monthly Rent 25yd box (> 1 year)                           | \$ 142.32            |
| DB Direct Haul to landfill - haul fee only. Disposal extra | \$ 308.29            |

| <b>Compactor per Pickup Rates</b> | <b>April 1, 2024</b> |
|-----------------------------------|----------------------|
| 1 Yard per Load                   | \$ 44.16             |
| 2 Yard per Load                   | \$ 88.29             |
| 3 Yard per Load                   | \$ 132.43            |
| 4 Yard per Load                   | \$ 176.57            |
| 8 Yard per Load                   | \$ 353.13            |
| 15 Yard per Load                  | \$ 529.13            |
| 20 Yard per Load                  | \$ 653.90            |
| 25 Yard per Load                  | \$ 778.70            |
| 30 Yard per Load                  | \$ 903.53            |

| <b>Medical Waste Rates</b> | <b>April 1, 2024</b> |
|----------------------------|----------------------|
| 1 Gallon Medical Waste     | \$ 31.37             |
| 2 Gallon Medical Waste     | \$ 38.19             |
| 15 Gallon Medical Waste    | \$ 40.92             |
| 34 Gallon Medical Waste    | \$ 75.04             |

| <b>Fees &amp; Other Charges</b>                            | <b>April 1, 2024</b> |
|------------------------------------------------------------|----------------------|
| Restart Fee (after suspend)                                | \$ 15.00             |
| Cart re-delivery fee                                       | \$ 20.00             |
| Go Back Fee                                                | \$ 20.00             |
| Bulky Item pickup first two items each (plus disposal)     | \$ 19.14             |
| Bulky Item pickup greater than two items each (plus disp.) | \$ 9.56              |
| Standing Time Fee per minute                               | \$ 3.08              |
| Recycle Center Surcharge                                   | \$ 1.60              |



# CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

December 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

| MONTHLY DATA                                            | All Urban Consumers (CPI-U) |          |          |                |          |                 | Urban Wage Earners and Clerical Workers |          |          |          |
|---------------------------------------------------------|-----------------------------|----------|----------|----------------|----------|-----------------|-----------------------------------------|----------|----------|----------|
|                                                         | Indexes                     |          |          | Percent Change |          |                 | Indexes                                 |          |          | F        |
|                                                         |                             |          |          | Year ending    |          | 1 Month ending  |                                         |          |          |          |
|                                                         | Dec 2022                    | Nov 2023 | Dec 2023 | Nov 2023       | Dec 2023 | Dec 2023        | Dec 2022                                | Nov 2023 | Dec 2023 | Nov 2023 |
| U. S. City Average.....                                 | 296.797                     | 307.051  | 306.746  | 3.1            | 3.4      | -0.1            | 291.051                                 | 301.224  | 300.728  | 3        |
| West.....                                               | 314.599                     | 326.299  | 325.932  | 3.3            | 3.6      | -0.1            | 306.762                                 | 318.299  | 317.689  | 3        |
| West – Size Class A <sup>1</sup> .....                  | 323.322                     | 335.522  | 335.308  | 3.4            | 3.7      | -0.1            | 312.793                                 | 324.235  | 323.863  | 3        |
| West – Size Class B/C <sup>2</sup> .....                | 183.686                     | 190.409  | 190.095  | 3.1            | 3.5      | -0.2            | 184.829                                 | 191.999  | 191.462  | 3        |
| Mountain <sup>3</sup> .....                             | 125.349                     | 129.252  | 129.156  | 2.9            | 3.0      | -0.1            | 126.516                                 | 130.765  | 130.406  | 2        |
| Pacific <sup>3</sup> .....                              | 121.105                     | 125.904  | 125.743  | 3.5            | 3.8      | -0.1            | 122.023                                 | 126.781  | 126.574  | 3        |
| Los Angeles-Long Beach-Anaheim, CA.....                 | 312.601                     | 323.341  | 323.456  | 2.8            | 3.5      | 0.0             | 302.271                                 | 311.684  | 311.427  | 2        |
| BI-MONTHLY DATA<br>(Published for odd months)           | Indexes                     |          |          | Percent Change |          |                 | Indexes                                 |          |          | F        |
|                                                         |                             |          |          | Year ending    |          | 2 Months ending |                                         |          |          |          |
|                                                         | Nov 2022                    | Sep 2023 | Nov 2023 | Sep 2023       | Nov 2023 | Nov 2023        | Nov 2022                                | Sep 2023 | Nov 2023 | Sep 2023 |
|                                                         | Nov 2022                    | Sep 2023 | Nov 2023 | Sep 2023       | Nov 2023 | Nov 2023        | Nov 2022                                | Sep 2023 | Nov 2023 | Sep 2023 |
| Riverside-San Bernardino-Ontario, CA <sup>3</sup> ..... | 125.983                     | 131.372  | 131.372  | 4.9            | 4.3      | 0.0             | 126.453                                 | 131.946  | 131.963  | 4        |
| San Diego-Carlsbad, CA.....                             | 348.145                     | 367.185  | 366.343  | 4.7            | 5.2      | -0.2            | 331.524                                 | 349.402  | 347.878  | 4        |
| Urban Hawaii.....                                       | 319.971                     | 328.905  | 331.428  | 2.2            | 3.6      | 0.8             | 318.464                                 | 327.946  | 330.577  | 2        |
| BI-MONTHLY DATA<br>(Published for even months)          | Indexes                     |          |          | Percent Change |          |                 | Indexes                                 |          |          | F        |
|                                                         |                             |          |          | Year ending    |          | 2 Months ending |                                         |          |          |          |
|                                                         | Dec 2022                    | Oct 2023 | Dec 2023 | Oct 2023       | Dec 2023 | Dec 2023        | Dec 2022                                | Oct 2023 | Dec 2023 | Oct 2023 |
|                                                         | Dec 2022                    | Oct 2023 | Dec 2023 | Oct 2023       | Dec 2023 | Dec 2023        | Dec 2022                                | Oct 2023 | Dec 2023 | Oct 2023 |
| Phoenix-Mesa-Scottsdale, AZ <sup>4</sup> .....          | 175.019                     | 181.391  | 179.733  | 2.9            | 2.7      | -0.9            | 174.903                                 | 181.521  | 179.593  | 2        |
| San Francisco-Oakland-Hayward, CA.....                  | 331.222                     | 341.219  | 339.915  | 2.8            | 2.6      | -0.4            | 326.465                                 | 337.698  | 335.597  | 2        |
| Seattle-Tacoma-Bellevue, WA.....                        | 330.489                     | 345.992  | 344.982  | 4.8            | 4.4      | -0.3            | 324.906                                 | 340.263  | 338.852  | 4        |
| Urban Alaska.....                                       | 256.634                     | 263.984  | 261.178  | 1.1            | 1.8      | -1.1            | 255.001                                 | 261.285  | 258.598  | 0        |





# Council Study Session

April 15, 2024

|             |                                                                                                                                                                                          |                                  |  |  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--|--|
| Agenda Item | Severe Weather Shelter 2023-24 season summary                                                                                                                                            |                                  |  |  |
| From        | Kelly Burns                                                                                                                                                                              | Emergency Management Coordinator |  |  |
| Contact     | Kelly.burns@ashland.or.us                                                                                                                                                                |                                  |  |  |
| Item Type   | Requested by Council <input checked="" type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> |                                  |  |  |

## **SUMMARY**

This presentation is a summary of the operations and expenditures of the Severe Weather Shelter during the 2023-24 winter season.

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

The ongoing efforts to address homelessness in and around Ashland support the following City of Ashland values and policies:

Value: COMMUNITY – Regional cooperation, including in support for public safety and homelessness

## **BACKGROUND AND ADDITIONAL INFORMATION**

In 2023, the City acquired the property at 2200 Ashland Street for homeless shelter services with State funding under the Governor's declared state of emergency due to homelessness. The 24/7 emergency homeless shelter was opened on November 1, 2023. Part of the building was classified as a separate occupancy and was operated as the City's Severe Weather Shelter for the winter season of 2024-25. The Severe Weather Shelter was managed by local provider, OHRA (Opportunities for Housing, Resources and Assistance, Inc.), who provided wrap-around services to residents and participants at both shelters. The contract with OHRA for Severe Weather Shelter services expired April 1<sup>st</sup>, 2024. For the winter season of 2023-24 the Severe Weather Shelter was activated for **39** nights. Nightly number of participants who stayed at the shelter ranged from 12-28, with lower numbers at the beginning of the season, and gradually increasing numbers as the winter season progressed. Most nights beginning in February were full capacity at 28.

While the Severe Weather Shelter is advertised as no frills, special thanks should be extended to Avram Sacks and his dedicated team of volunteers for their ongoing efforts and support of the severe weather shelter. They helped provide warm meals, coffee, and helped obtain donations for comfort items including lamps, carpet remnants and carpet pads to make the stay more comfortable for overnight guests.

The Severe Weather Shelter part of the structure can continue to be used as the Severe Weather Shelter but will require the services and staffing of a third-party non-profit to maintain operations.

## **FISCAL IMPACTS**

The City used state funding to upgrade the 2200 property to sustain the several month operations of Severe Weather Shelter. Ongoing costs and building maintenance continue to be covered by the City. These costs include landline phone service and utilities.





# Council Study Session

## **DISCUSSION QUESTIONS**

What will the 2200 Ashland St property be used for in the future?

## **SUGGESTED NEXT STEPS**

1. Maintain Severe Weather Shelter site in same part of the building previously used for the Severe Weather Shelter.
2. Release RFP for a service provider to maintain operations for the Severe Weather Shelter.
  - a. Execute a service contract with a Severe Weather Shelter services provider. Deadline mid-June 2024.
3. Create a site plan for the 2200 Ashland St property.
4. Allow Laundry Love and other social support NGOs to continue use the OHRA shower and laundry trailer on site at 2200 Ashland St every Tuesday and Thursday until such time as the Council has the broader discussion about a site plan and following recommendations from the Homeless Services Masterplan Subcommittee.
5. Need a City employee dedicated as a Homeless Services Coordinator.
6. Improved Smoke modeling for activating during smoke days/nights. Currently weather models and predictors are not able to provide 48-hour notice for smoke days in excess of 150 AQI.

## **REFERENCES & ATTACHMENTS**

OHRA invoices for SWS: November 2023, December (x2) 2023, January 2024, February 2024, March 2024  
2022-33 Severe Weather Shelter Resolution  
OHRA contract for Severe Weather Shelter Services 2023-24 (expired)  
Homeless Services Coordinator Duties, FINAL  
Powerpoint SWS April 2024 (slides for presentation)

# INVOICE

**TO:** Kelly Burns

City of Ashland  
Emergency Management Coordinator  
Planning Division  
20 E. Main St.  
Ashland, OR 97520

**FROM:**

Options for Helping Residents of  
Ashland

**DATE:**

12/5/2023

**PROJECT TITLE:** City of Ashland Severe Weather Shelter

**INVOICE NO:** 1

**AMOUNT:** \$3,129.55

**SERVICE DATES:** 11/01/23 - 11/27/23

| BUDGET LINE ITEM  | BUDGET       | CURRENT EXPENDITURES | EXPENDED TO DATE | UNEXPENDED AMOUNT |
|-------------------|--------------|----------------------|------------------|-------------------|
| Expenses          | \$100,000.00 | \$3,129.55           | \$0.00           | \$96,870.45       |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
| <b>TOTAL COST</b> | \$100,000.00 | \$3,129.55           | \$0.00           | \$96,870.45       |

Request is hereby made for reimbursement of current month/quarter expenditures. Reimbursement is requested based on actual expenses incurred in providing services in accordance with the Agreement with the City of Ashland.

I certify that this statement of expenditures is made herein to the best of my knowledge. All reported expenditures are supported by documentation, attached and filed in Sub-recipient's files and are subject to audit by the City of Ashland and the Department of Housing and Urban Development.

**Signature:**



**Date:** 12/05/2023

**Title:** Executive Director

**Phone:** 541-941-6300

**FOR CITY OFFICE USE**

**APPROVED FOR PAYMENT**

**Date:**



# Options For Helping Residents of Ashland

## Statement of Activity Detail

July - December, 2023

| DATE                                                          | NUM      | NAME       | CLASS                                           | MEMO/DESCRIPTION                                | AMOUNT            |
|---------------------------------------------------------------|----------|------------|-------------------------------------------------|-------------------------------------------------|-------------------|
| Ordinary Revenue/Expenditures                                 |          |            |                                                 |                                                 |                   |
| Expenditures                                                  |          |            |                                                 |                                                 |                   |
| 43000 SEVERE WEATHER SHELTER                                  |          |            |                                                 |                                                 |                   |
| 43020 SEVERE WEATHER SHELTER Payroll Expense                  |          |            |                                                 |                                                 |                   |
| 43021 SEVERE WEATHER SHELTER Wages                            |          |            |                                                 |                                                 |                   |
| 11/03/2023                                                    | DF       |            | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings pd 11.3.23 | 1,002.67          |
|                                                               | 11.14.23 |            | Severe Weather Shelter-1                        |                                                 |                   |
|                                                               | #1       |            |                                                 |                                                 |                   |
| 11/20/2023                                                    | DF       |            | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To Allocate wages for grant billing PD 11.20.23 | 750.00            |
|                                                               | 11.27.23 |            | Severe Weather Shelter-1                        |                                                 |                   |
|                                                               | #1       |            |                                                 |                                                 |                   |
| <b>Total for 43021 SEVERE WEATHER SHELTER Wages</b>           |          |            |                                                 |                                                 | <b>\$1,752.67</b> |
| 43022 SEVERE WEATHER SHELTER Payroll Taxes                    |          |            |                                                 |                                                 |                   |
| 11/03/2023                                                    | DF       |            | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings pd 11.3.23 | 90.12             |
|                                                               | 11.14.23 |            | Severe Weather Shelter-1                        |                                                 |                   |
|                                                               | #1       |            |                                                 |                                                 |                   |
| 11/20/2023                                                    | DF       |            | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To Allocate wages for grant billing PD 11.20.23 | 67.45             |
|                                                               | 11.27.23 |            | Severe Weather Shelter-1                        |                                                 |                   |
|                                                               | #1       |            |                                                 |                                                 |                   |
| <b>Total for 43022 SEVERE WEATHER SHELTER Payroll Taxes</b>   |          |            |                                                 |                                                 | <b>\$157.57</b>   |
| <b>Total for 43020 SEVERE WEATHER SHELTER Payroll Expense</b> |          |            |                                                 |                                                 | <b>\$1,910.24</b> |
| 43025 SEVERE Shelter supplies                                 |          |            |                                                 |                                                 |                   |
| 11/01/2023                                                    |          | Home Depot | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | Key Safe, Gallon totes                          | 423.14            |
|                                                               |          |            | Severe Weather Shelter-1                        |                                                 |                   |
| 11/17/2023                                                    |          | Amazon     | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | Mats, and flashlight                            | 675.39            |
|                                                               |          |            | Severe Weather Shelter-1                        |                                                 |                   |
| 11/21/2023                                                    |          | Goodwill   | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | Ext Credit Card Debit Purchase : ASHLAND RETAIL | 7.49              |
|                                                               |          | Ashland    | Severe Weather Shelter-1                        | ASHLAND, OR (5847)                              |                   |
| 11/22/2023                                                    |          | BiMart     | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | cough drops, dixie bowls, bulb                  | 31.20             |
|                                                               |          |            | Severe Weather Shelter-1                        |                                                 |                   |
| 11/24/2023                                                    |          | BiMart     | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | Coffee and paper cups                           | 29.95             |
|                                                               |          |            | Severe Weather Shelter-1                        |                                                 |                   |

# Options For Helping Residents of Ashland

## Statement of Activity Detail

July - December, 2023

| DATE                                           | NUM | NAME        | CLASS                                                                       | MEMO/DESCRIPTION  | AMOUNT            |
|------------------------------------------------|-----|-------------|-----------------------------------------------------------------------------|-------------------|-------------------|
| 11/26/2023                                     |     | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA<br>Severe Weather Shelter-1 | Plates and coffee | 42.96             |
| 11/27/2023                                     |     | Shop'n Kart | TOTAL RESTRICTED:COA Severe Weather Shelter:COA<br>Severe Weather Shelter-1 | Milk              | 9.18              |
| <b>Total for 43025 SEVERE Shelter supplies</b> |     |             |                                                                             |                   | <b>\$1,219.31</b> |
| <b>Total for 43000 SEVERE WEATHER SHELTER</b>  |     |             |                                                                             |                   | <b>\$3,129.55</b> |
| <b>Total for Expenditures</b>                  |     |             |                                                                             |                   | <b>\$3,129.55</b> |
| <b>Net Revenue</b>                             |     |             |                                                                             |                   | <b>\$ -</b>       |
|                                                |     |             |                                                                             |                   | <b>3,129.55</b>   |

# INVOICE

**TO:** Kelly Burns

City of Ashland  
Emergency Management Coordinator  
Planning Division  
20 E. Main St.  
Ashland, OR 97520

**FROM:**

Options for Helping Residents of  
Ashland

**DATE:**

12/19/2023

**PROJECT TITLE:** City of Ashland Severe Weather Shelter

**INVOICE NO:** 2

**AMOUNT:** \$3,450.77

**SERVICE DATES:** 11/30/23 - 12/15/23

| BUDGET LINE ITEM  | BUDGET       | CURRENT EXPENDITURES | EXPENDED TO DATE | UNEXPENDED AMOUNT |
|-------------------|--------------|----------------------|------------------|-------------------|
| Expenses          | \$100,000.00 | \$3,450.77           | \$3,129.55       | \$93,419.68       |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
| <b>TOTAL COST</b> | \$100,000.00 | \$3,450.77           | \$3,129.55       | \$93,419.68       |

Request is hereby made for reimbursement of current month/quarter expenditures. Reimbursement is requested based on actual expenses incurred in providing services in accordance with the Agreement with the City of Ashland.

I certify that this statement of expenditures is made herein to the best of my knowledge. All reported expenditures are supported by documentation, attached and filed in Sub-recipient's files and are subject to audit by the City of Ashland and the Department of Housing and Urban Development.

**Signature:**



**Date:** 12/19/2023

**Title:** Executive Director

**Phone:** 541-941-6300

**FOR CITY OFFICE USE**

**APPROVED FOR PAYMENT**

**Date:**



# Options For Helping Residents of Ashland

## Statement of Activity Detail

July - December, 2023

| DATE                                                          | NUM            | NAME   | CLASS                                                                    | MEMO/DESCRIPTION           |
|---------------------------------------------------------------|----------------|--------|--------------------------------------------------------------------------|----------------------------|
| Ordinary Revenue/Expenditures                                 |                |        |                                                                          |                            |
| Expenditures                                                  |                |        |                                                                          |                            |
| 43000 SEVERE WEATHER SHELTER                                  |                |        |                                                                          |                            |
| 43020 SEVERE WEATHER SHELTER Payroll Expense                  |                |        |                                                                          |                            |
| 43021 SEVERE WEATHER SHELTER Wages                            |                |        |                                                                          |                            |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| <b>Total for 43021 SEVERE WEATHER SHELTER Wages</b>           |                |        |                                                                          |                            |
| 43022 SEVERE WEATHER SHELTER Payroll Taxes                    |                |        |                                                                          |                            |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| 12/05/2023                                                    | DF 12.18.23 #1 |        | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | To allocate wages for grar |
| <b>Total for 43022 SEVERE WEATHER SHELTER Payroll Taxes</b>   |                |        |                                                                          |                            |
| <b>Total for 43020 SEVERE WEATHER SHELTER Payroll Expense</b> |                |        |                                                                          |                            |
| 43025 SEVERE Shelter supplies                                 |                |        |                                                                          |                            |
| 11/29/2023                                                    |                | BiMart | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | Coffee                     |
| 12/09/2023                                                    |                | BiMart | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-2 | coffee, sugar, cough drops |
| <b>Total for 43025 SEVERE Shelter supplies</b>                |                |        |                                                                          |                            |
| <b>Total for 43000 SEVERE WEATHER SHELTER</b>                 |                |        |                                                                          |                            |
| <b>Total for Expenditures</b>                                 |                |        |                                                                          |                            |
| <b>Net Revenue</b>                                            |                |        |                                                                          |                            |

# INVOICE

**TO:** Kelly Burns

City of Ashland  
Emergency Management Coordinator  
Planning Division  
20 E. Main St.  
Ashland, OR 97520

**FROM:**

Options for Helping Residents of  
Ashland

**DATE:**

1/9/2024

**PROJECT TITLE:** City of Ashland Severe Weather Shelter

**INVOICE NO:** 3

**AMOUNT:** \$4,921.47

**SERVICE DATES:** 12/01/23 - 12/31/23

| BUDGET LINE ITEM  | BUDGET       | CURRENT EXPENDITURES | EXPENDED TO DATE | UNEXPENDED AMOUNT |
|-------------------|--------------|----------------------|------------------|-------------------|
| Expenses          | \$100,000.00 | \$4,921.47           | \$6,580.32       | \$88,498.21       |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
| <b>TOTAL COST</b> | \$100,000.00 | \$4,921.47           | \$6,580.32       | \$88,498.21       |

Request is hereby made for reimbursement of current month/quarter expenditures. Reimbursement is requested based on actual expenses incurred in providing services in accordance with the Agreement with the City of Ashland.

I certify that this statement of expenditures is made herein to the best of my knowledge. All reported expenditures are supported by documentation, attached and filed in Sub-recipient's files and are subject to audit by the City of Ashland and the Department of Housing and Urban Development.

**Signature:**



**Date:** 01/09/2024

**Title:** Executive Director

**Phone:** 541-941-6300

**FOR CITY OFFICE USE**

**APPROVED FOR PAYMENT**

**Date:**

# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                                | TRANSACTION TYPE | NAME                             | CLASS                                                                    |
|-----------------------------------------------------|------------------|----------------------------------|--------------------------------------------------------------------------|
| Ordinary Revenue/Expenditures                       |                  |                                  |                                                                          |
| Expenditures                                        |                  |                                  |                                                                          |
| 41000 OHRA Admin                                    |                  |                                  |                                                                          |
| 41300 Insurance                                     |                  |                                  |                                                                          |
| 41330 "Non Profit Pack"                             |                  |                                  |                                                                          |
| 12/06/2023                                          | Bill             | Philadelphia Insurance Companies | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 41330 "Non Profit Pack"</b>            |                  |                                  |                                                                          |
| <b>Total for 41300 Insurance</b>                    |                  |                                  |                                                                          |
| 41600 OHRA Payroll Expenses                         |                  |                                  |                                                                          |
| 41610 Admin Wages                                   |                  |                                  |                                                                          |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 41610 Admin Wages</b>                  |                  |                                  |                                                                          |
| 41620 Admin Payroll Taxes                           |                  |                                  |                                                                          |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 41620 Admin Payroll Taxes</b>          |                  |                                  |                                                                          |
| <b>Total for 41600 OHRA Payroll Expenses</b>        |                  |                                  |                                                                          |
| <b>Total for 41000 OHRA Admin</b>                   |                  |                                  |                                                                          |
| 43000 SEVERE WEATHER SHELTER                        |                  |                                  |                                                                          |
| 43020 SEVERE WEATHER SHELTER Payroll Expense        |                  |                                  |                                                                          |
| 43021 SEVERE WEATHER SHELTER Wages                  |                  |                                  |                                                                          |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 43021 SEVERE WEATHER SHELTER Wages</b> |                  |                                  |                                                                          |
| 43022 SEVERE WEATHER SHELTER Payroll Taxes          |                  |                                  |                                                                          |
| 12/20/2023                                          | Journal Entry    |                                  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |



# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                         | TRANSACTION TYPE | NAME        | CLASS                                                                    |
|----------------------------------------------|------------------|-------------|--------------------------------------------------------------------------|
| 46000 COA Shelter                            |                  |             |                                                                          |
| 46025 Shelter Supplies                       |                  |             |                                                                          |
| 12/23/2023                                   | Expenditure      | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 46025 Shelter Supplies</b>      |                  |             |                                                                          |
| 46028 Recruitment                            |                  |             |                                                                          |
| 12/01/2023                                   | Bill             | Intellicorp | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 46028 Recruitment</b>           |                  |             |                                                                          |
| 46029 COA Shelter Nutrition                  |                  |             |                                                                          |
| 12/23/2023                                   | Expenditure      | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-3 |
| <b>Total for 46029 COA Shelter Nutrition</b> |                  |             |                                                                          |
| <b>Total for 46000 COA Shelter</b>           |                  |             |                                                                          |
| <b>Total for Expenditures</b>                |                  |             |                                                                          |
| <b>Net Revenue</b>                           |                  |             |                                                                          |

# INVOICE

**TO:** Kelly Burns

City of Ashland  
Emergency Management Coordinator  
Planning Division  
20 E. Main St.  
Ashland, OR 97520

**FROM:**

Options for Helping Residents of  
Ashland

**DATE:**

1/31/2024

**PROJECT TITLE:** City of Ashland Severe Weather Shelter

**INVOICE NO:** 4

**AMOUNT:** \$14,073.64

**SERVICE DATES:** 01/01/24 - 01/31/24

| BUDGET LINE ITEM  | BUDGET       | CURRENT EXPENDITURES | EXPENDED TO DATE | UNEXPENDED AMOUNT |
|-------------------|--------------|----------------------|------------------|-------------------|
| Expenses          | \$100,000.00 | \$14,073.64          | \$11,501.79      | \$74,424.57       |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
| <b>TOTAL COST</b> | \$100,000.00 | \$14,073.64          | \$11,501.79      | \$74,424.57       |

Request is hereby made for reimbursement of current month/quarter expenditures. Reimbursement is requested based on actual expenses incurred in providing services in accordance with the Agreement with the City of Ashland.

I certify that this statement of expenditures is made herein to the best of my knowledge. All reported expenditures are supported by documentation, attached and filed in Sub-recipient's files and are subject to audit by the City of Ashland and the Department of Housing and Urban Development.

Signature:



Date: 01/31/2024

Title: Executive Director

Phone: 541-941-6300

FOR CITY OFFICE USE

APPROVED FOR PAYMENT

Date:

# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                                          | TRANSACTION TYPE | NUM           | NAME | CLASS                                                                    | MEM   |
|---------------------------------------------------------------|------------------|---------------|------|--------------------------------------------------------------------------|-------|
| Ordinary Revenue/Expenditures                                 |                  |               |      |                                                                          |       |
| Expenditures                                                  |                  |               |      |                                                                          |       |
| 41000 OHRA Admin                                              |                  |               |      |                                                                          |       |
| 41600 OHRA Payroll Expenses                                   |                  |               |      |                                                                          |       |
| 41610 Admin Wages                                             |                  |               |      |                                                                          |       |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| <b>Total for 41610 Admin Wages</b>                            |                  |               |      |                                                                          |       |
| 41620 Admin Payroll Taxes                                     |                  |               |      |                                                                          |       |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| <b>Total for 41620 Admin Payroll Taxes</b>                    |                  |               |      |                                                                          |       |
| <b>Total for 41600 OHRA Payroll Expenses</b>                  |                  |               |      |                                                                          |       |
| <b>Total for 41000 OHRA Admin</b>                             |                  |               |      |                                                                          |       |
| 43000 SEVERE WEATHER SHELTER                                  |                  |               |      |                                                                          |       |
| 43020 SEVERE WEATHER SHELTER Payroll Expense                  |                  |               |      |                                                                          |       |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/19/2024                                                    | Journal Entry    | DF 1.23.24 #2 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| <b>Total for 43020 SEVERE WEATHER SHELTER Payroll Expense</b> |                  |               |      |                                                                          |       |
| 43021 SEVERE WEATHER SHELTER Wages                            |                  |               |      |                                                                          |       |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |
| 01/05/2024                                                    | Journal Entry    | DF 1.23.24 #1 |      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To al |



# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                                                            | TRANSACTION TYPE | NUM           | NAME        | CLASS                                                                    | MEMO/DESCRIPTION        |
|---------------------------------------------------------------------------------|------------------|---------------|-------------|--------------------------------------------------------------------------|-------------------------|
| <b>Total for 43021 SEVERE WEATHER SHELTER Wages</b>                             |                  |               |             |                                                                          |                         |
| 43022 SEVERE WEATHER SHELTER Payroll Taxes                                      |                  |               |             |                                                                          |                         |
| 01/05/2024                                                                      | Journal Entry    | DF 1.23.24 #1 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/05/2024                                                                      | Journal Entry    | DF 1.23.24 #1 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/05/2024                                                                      | Journal Entry    | DF 1.23.24 #1 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/05/2024                                                                      | Journal Entry    | DF 1.23.24 #1 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/19/2024                                                                      | Journal Entry    | DF 1.23.24 #2 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/19/2024                                                                      | Journal Entry    | DF 1.23.24 #2 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/19/2024                                                                      | Journal Entry    | DF 1.23.24 #2 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/19/2024                                                                      | Journal Entry    | DF 1.23.24 #2 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/19/2024                                                                      | Journal Entry    | DF 1.23.24 #2 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| 01/19/2024                                                                      | Journal Entry    | DF 1.23.24 #2 |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | To allocate wages for g |
| <b>Total for 43022 SEVERE WEATHER SHELTER Payroll Taxes</b>                     |                  |               |             |                                                                          |                         |
| <b>Total for 43020 SEVERE WEATHER SHELTER Payroll Expense with sub-accounts</b> |                  |               |             |                                                                          |                         |
| 43025 SEVERE Shelter supplies                                                   |                  |               |             |                                                                          |                         |
| 01/06/2024                                                                      | Expenditure      |               | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | Ext Credit Card Debit F |
| 01/11/2024                                                                      | Expenditure      |               | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | Duct Tape and Coffee    |
| 01/11/2024                                                                      | Expenditure      |               | Albertsons  | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | milk                    |
| 01/12/2024                                                                      | Expenditure      |               | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | Paper Plates            |
| <b>Total for 43025 SEVERE Shelter supplies</b>                                  |                  |               |             |                                                                          |                         |
| 43033 Nutrition                                                                 |                  |               |             |                                                                          |                         |
| 01/08/2024                                                                      | Expenditure      |               | Shop'n Kart | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe Weather Shelter-4 | Milk                    |
| <b>Total for 43033 Nutrition</b>                                                |                  |               |             |                                                                          |                         |
| <b>Total for 43000 SEVERE WEATHER SHELTER</b>                                   |                  |               |             |                                                                          |                         |
| <b>Total for Expenditures</b>                                                   |                  |               |             |                                                                          |                         |
| <b>Net Revenue</b>                                                              |                  |               |             |                                                                          |                         |

# INVOICE

**TO:** Kelly Burns

City of Ashland  
Emergency Management Coordinator  
Planning Division  
20 E. Main St.  
Ashland, OR 97520

**FROM:**

Options for Helping Residents of  
Ashland

**DATE:**

3/15/2024

**PROJECT TITLE:** City of Ashland Severe Weather Shelter

**INVOICE NO:** 5

**AMOUNT:** \$5,551.02

**SERVICE DATES:** 02/01/24 - 02/29/24

| BUDGET LINE ITEM  | BUDGET       | CURRENT EXPENDITURES | EXPENDED TO DATE | UNEXPENDED AMOUNT |
|-------------------|--------------|----------------------|------------------|-------------------|
| Expenses          | \$100,000.00 | \$5,551.02           | \$25,575.43      | \$68,873.55       |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
|                   |              |                      |                  |                   |
| <b>TOTAL COST</b> | \$100,000.00 | \$5,551.02           | \$25,575.43      | \$68,873.55       |

Request is hereby made for reimbursement of current month/quarter expenditures. Reimbursement is requested based on actual expenses incurred in providing services in accordance with the Agreement with the City of Ashland.

I certify that this statement of expenditures is made herein to the best of my knowledge. All reported expenditures are supported by documentation, attached and filed in Sub-recipient's files and are subject to audit by the City of Ashland and the Department of Housing and Urban Development.

Signature:



Date: 03/15/2024

Title: Executive Director

Phone: 541-941-6300

**FOR CITY OFFICE USE**

**APPROVED FOR PAYMENT**

**Date:**

# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                         | TRANSACTION<br>TYPE | NUM                | NAME CLASS                                                                  | MEMO/DESCRIPTION                                   | AMOUNT          |
|----------------------------------------------|---------------------|--------------------|-----------------------------------------------------------------------------|----------------------------------------------------|-----------------|
| Ordinary Revenue/Expenditures                |                     |                    |                                                                             |                                                    |                 |
| Expenditures                                 |                     |                    |                                                                             |                                                    |                 |
| 41000 OHRA Admin                             |                     |                    |                                                                             |                                                    |                 |
| 41600 OHRA Payroll Expenses                  |                     |                    |                                                                             |                                                    |                 |
| 41610 Admin Wages                            |                     |                    |                                                                             |                                                    |                 |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#2 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 100.95          |
| <b>Total for 41610 Admin Wages</b>           |                     |                    |                                                                             |                                                    | <b>\$100.95</b> |
| 41620 Admin Payroll Taxes                    |                     |                    |                                                                             |                                                    |                 |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#2 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 8.73            |
| <b>Total for 41620 Admin Payroll Taxes</b>   |                     |                    |                                                                             |                                                    | <b>\$8.73</b>   |
| <b>Total for 41600 OHRA Payroll Expenses</b> |                     |                    |                                                                             |                                                    | <b>\$109.68</b> |
| <b>Total for 41000 OHRA Admin</b>            |                     |                    |                                                                             |                                                    | <b>\$109.68</b> |
| 43000 SEVERE WEATHER SHELTER                 |                     |                    |                                                                             |                                                    |                 |
| 43020 SEVERE WEATHER SHELTER Payroll Expense |                     |                    |                                                                             |                                                    |                 |
| 43021 SEVERE WEATHER SHELTER Wages           |                     |                    |                                                                             |                                                    |                 |
| 02/05/2024                                   | Journal Entry       | DF 2.26.24<br>#3   | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.5.24  | 148.00          |
| 02/05/2024                                   | Journal Entry       | DF 2.26.24<br>#3   | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.5.24  | 700.00          |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#3 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 975.00          |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#3 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 136.00          |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#3 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 272.00          |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#5 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 335.76          |
| 02/20/2024                                   | Journal Entry       | DF 3.12.24 -<br>#3 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 | To allocate wages for grant billings PD<br>2.20.24 | 592.00          |



# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE       | TRANSACTION<br>TYPE | NUM                | NAME                                                                        | CLASS | MEMO/DESCRIPTION                                   | AMOUNT   |
|------------|---------------------|--------------------|-----------------------------------------------------------------------------|-------|----------------------------------------------------|----------|
| 02/20/2024 | Journal Entry       | DF 3.12.24 -<br>#5 | TOTAL RESTRICTED:COA Severe Weather Shelter:COA Severe<br>Weather Shelter-5 |       | To allocate wages for grant billings PD<br>2.20.24 | 1,224.00 |

# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                                          | TRANSACTION<br>TYPE | NUM        | NAME        | CLASS                                           | MEMO/DESCRIPTION                                | AMOUNT            |
|---------------------------------------------------------------|---------------------|------------|-------------|-------------------------------------------------|-------------------------------------------------|-------------------|
| <b>Total for 43021 SEVERE WEATHER SHELTER Wages</b>           |                     |            |             |                                                 |                                                 | <b>\$4,382.76</b> |
| 43022 SEVERE WEATHER SHELTER Payroll Taxes                    |                     |            |             |                                                 |                                                 |                   |
| 02/05/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.5.24  | 62.93             |
|                                                               |                     | 2.26.24 #3 |             | Severe Weather Shelter-5                        |                                                 |                   |
| 02/05/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.5.24  | 13.33             |
|                                                               |                     | 2.26.24 #3 |             | Severe Weather Shelter-5                        |                                                 |                   |
| 02/20/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.20.24 | 87.65             |
|                                                               |                     | 3.12.24 -  |             | Severe Weather Shelter-5                        |                                                 |                   |
|                                                               |                     | #3         |             |                                                 |                                                 |                   |
| 02/20/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.20.24 | 53.30             |
|                                                               |                     | 3.12.24 -  |             | Severe Weather Shelter-5                        |                                                 |                   |
|                                                               |                     | #3         |             |                                                 |                                                 |                   |
| 02/20/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.20.24 | 24.50             |
|                                                               |                     | 3.12.24 -  |             | Severe Weather Shelter-5                        |                                                 |                   |
|                                                               |                     | #3         |             |                                                 |                                                 |                   |
| 02/20/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.20.24 | 28.72             |
|                                                               |                     | 3.12.24 -  |             | Severe Weather Shelter-5                        |                                                 |                   |
|                                                               |                     | #5         |             |                                                 |                                                 |                   |
| 02/20/2024                                                    | Journal Entry       | DF         |             | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | To allocate wages for grant billings PD 2.20.24 | 110.28            |
|                                                               |                     | 3.12.24 -  |             | Severe Weather Shelter-5                        |                                                 |                   |
|                                                               |                     | #5         |             |                                                 |                                                 |                   |
| <b>Total for 43022 SEVERE WEATHER SHELTER Payroll Taxes</b>   |                     |            |             |                                                 |                                                 | <b>\$380.71</b>   |
| <b>Total for 43020 SEVERE WEATHER SHELTER Payroll Expense</b> |                     |            |             |                                                 |                                                 | <b>\$4,763.47</b> |
| 43025 SEVERE Shelter supplies                                 |                     |            |             |                                                 |                                                 |                   |
| 02/08/2024                                                    | Expenditure         |            | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | Coffee                                          | 16.98             |
|                                                               |                     |            |             | Severe Weather Shelter-5                        |                                                 |                   |
| 02/27/2024                                                    | Expenditure         |            | BiMart      | TOTAL RESTRICTED:COA Severe Weather Shelter:COA | Ext Credit Card Debit Purchase : BI-MART 608    | 43.24             |
|                                                               |                     |            |             | Severe Weather Shelter-5                        | ASHLAND, OR (5847)                              |                   |
| <b>Total for 43025 SEVERE Shelter supplies</b>                |                     |            |             |                                                 |                                                 | <b>\$60.22</b>    |
| 43026 SEVERE Office/General Administrative Expenses           |                     |            |             |                                                 |                                                 |                   |
| 01/07/2024                                                    | Bill                |            | Intellicorp | TOTAL RESTRICTED:COA Severe Weather Shelter:COA |                                                 | 17.65             |

# Options For Helping Residents of Ashland

## Statement of Activity Detail

July 2023 - June 2024

| DATE                                                                 | TRANSACTION<br>TYPE | NUM | NAME                 | CLASS                                                                       | MEMO/DESCRIPTION    | AMOUNT                   |
|----------------------------------------------------------------------|---------------------|-----|----------------------|-----------------------------------------------------------------------------|---------------------|--------------------------|
| Severe Weather Shelter-5                                             |                     |     |                      |                                                                             |                     |                          |
| <b>Total for 43026 SEVERE Office/General Administrative Expenses</b> |                     |     |                      |                                                                             |                     | <b>\$17.65</b>           |
| 43029 SEVERE Repair & Maintenance                                    |                     |     |                      |                                                                             |                     |                          |
| 02/16/2024                                                           | Bill                | Feb | Bills Bug<br>"e" inc | TOTAL RESTRICTED:COA Severe Weather Shelter:COA<br>Severe Weather Shelter-5 | Bed Bug extra spray | 600.00                   |
| <b>Total for 43029 SEVERE Repair &amp; Maintenance</b>               |                     |     |                      |                                                                             |                     | <b>\$600.00</b>          |
| <b>Total for 43000 SEVERE WEATHER SHELTER</b>                        |                     |     |                      |                                                                             |                     | <b>\$5,441.34</b>        |
| <b>Total for Expenditures</b>                                        |                     |     |                      |                                                                             |                     | <b>\$5,551.02</b>        |
| <b>Net Revenue</b>                                                   |                     |     |                      |                                                                             |                     | <b>\$ -<br/>5,551.02</b> |



## **RESOLUTION N O . 2022-33**

### **A RESOLUTION REPEALING RESOLUTION NO. 2013-04 AND SETTING POLICIES AND CONDITIONS UNDER WHICH ASHLAND WILL ACTIVATE SEVERE WEATHER EMERGENCY SHELTER FACILITATION**

#### **RECITALS:**

- A. Ashland is in an area that has four distinct seasons, all of which can exhibit extreme conditions due to severe weather events that can be hazardous to persons without access to adequate heating, cooling, sheltering or air quality resources.
- B. The City of Ashland desires to set forth the conditions under which it will call for the availability of protective or emergency sheltering during severe weather-related events and the policies related to the procedures the City will take to determine when to call of a shelter and how the City will coordinate with community volunteers and disseminate information on such emergency shelter.

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

**SECTION 1.** This resolution repeals and replaces Resolution 2013-04.

#### **SECTION 2. Provision of Emergency Shelter During Severe Weather Events**

- 1) Ashland will facilitate the provision of protective or emergency shelter within available resources as set forth here during times of extreme weather. Calling or activating a severe weather shelter is subject to practical considerations which may include, but are not limited to, identifying an available facility/facilities appropriate for the intended use, the ability to operate the shelter(s) in a safe manner for all potential users and supporting volunteers/staffing, the capacity of the shelter operations to adhere to the Severe Weather Shelter Operations Policy (attached), and the availability and level of necessary resources to support shelter operation. Necessary resources include volunteer support and contracted/city staffing, authorized and available funding. The City's ability to address or manage practical considerations will impact its ability to call for or maintain over time a severe weather shelter. For purposes herein, weather conditions shall be considered extreme under the following:
  - The general threshold for calling a cold weather shelter: 32 degrees or below considering such factors as wind chill, precipitation, number of days' duration or in instances where the National Weather Service issues a Weather Warning.
  - The general threshold for calling an extreme heat shelter: 95 degrees or above depending upon other factors such as humidity, UV index, and overnight lows or in instances where the National Weather Service issues an Extreme Heat warning.
  - The threshold for calling a smoke related shelter: an air quality index of 150 and above or designation of "unhealthy for everyone") or above.
  - And/or any combination of weather conditions, community circumstances including interruption of electric or essential city services, which, at the discretion of the City Manager, or their designee, make conditions hazardous to human life without adequate shelter.

#### **SECTION 3. City's Role in Instances of Emergency Shelter**

1) The City Manager, or their designee, will fulfill the following duties:

- Shelter Activation: Determine when the City will activate the provision or opening of protective or emergency shelter and approve the use of City resources for this purpose.
- **48 Hour Notice: The City will strive to provide 48-hour notice, unless in times of sudden severe weather conditions to contracted shelter provider to allow ample time for volunteer coordination and dissemination of information to the public.**
- Communication: Communicate between internal City staff and the community. This will include communication between non-profits contracted to provide shelter coordination and City staff involved/concerned with sheltering activities, including but not limited to staff from Emergency Operations, Ashland Fire and Rescue, the Community Emergency Response Team (CERT) Coordinator or other AFR staff as designated by the Fire Chief, Ashland Police, Ashland Parks and Recreation, and City Administration, as well as with the Mayor and City Council, and other elected and appointed officials.

Communication will include coordination with or use of Nixle alerts as appropriate. The communication should provide information to the public regarding shelter information, which could include posting new items on the City's website, notifying 211, and posting information about shelters on the City's social media platforms.

- Shelter Coordination: Protective and emergency weather shelter will be staffed by community and/or CERT volunteers. The City will take steps within funding appropriated for the purpose to contract with a third-party non-profit organization to provide shelter coordination and oversight, including volunteer coordination and the provision of liability insurance to cover all emergency shelter related activities. Contracted shelter coordination may also include soliciting, vetting, and providing trainings to shelter volunteers (in coordination with CERT volunteer trainings), maintaining a shelter volunteer contact list, and coordinating with the City staff regarding background checks for shelter volunteers. These items and any additional duties will be outlined in a separate shelter coordinator service contract.

The City will arrange for the provision of materials and resources as needed to protect those managing and utilizing its facilitated emergency shelter. Materials and resources will also be made available for the training of protective and emergency shelter associated staff and volunteers.

Shelter coordination should also include periodic or regular meetings as necessary between City staff, the non-profit shelter coordinator and volunteer participants/stakeholders to debrief event management and review shelter processes/procedures for planning and coordinating improvement.

- 2) Emergency shelter during or in anticipation of a severe weather event may require the use of an available city owned building/facility. Previously booked/scheduled groups in those locations will be subject to cancellation in such a case. The City will endeavor to establish an appropriate, permanent location and facility for emergency weather shelter for the community.

#### **SECTION 4. Severe Weather Activation**

Provisions for emergency shelter will be activated as follows:

- a) When the City Manager, or their designee, determines that weather conditions are or are



likely to become "extreme," they will contact the City's Emergency Operations Officer or CERT Coordinator to confirm the emergency circumstances and activate the provision of protective or emergency shelter.

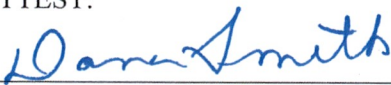
- b) Emergency Operations Officer or CERT Coordinator will, in turn, contact the following:
- City's non-profit shelter coordinator to determine the feasibility of initiating emergency shelter operations, including the availability of volunteer staffing, and
  - The City's Parks and Recreation Department and other facilities management to determine if a city facility or facilities are available for the sheltering event. If no suitable City building is available, city staff and the non-profit shelter coordinator will work with community partners toward securing a sheltering location elsewhere in the city.
- c) The Non-profit Shelter Coordinator will contact designated representatives from volunteer organizations to arrange for on-site volunteers at the shelter.
- d) The CERT Coordinator or other AFR staff as designated by the Fire Chief, will put out a call for volunteers through the CERT system annually to notify them of shelter training availability.
- e) Shelter volunteers should bring their own cell phones in case of emergency.

**SECTION 5.** Emergency shelter will be operated consistent with the attached Severe Weather Shelter Operations Policy.

**SECTION 6.** This resolution takes effect upon signing by the Mayor.

ADOPTED by the City Council this 6th day of December, 2022.

ATTEST:

  
Dana Smith, Clerk of the Council Pro Tem

SIGNED and APPROVED this 18<sup>th</sup> day of July, 2023.

  
Tonya Graham, Council Chair

Reviewed as to form:

  
Doug McGeary, Interim City Attorney



AGREEMENT FOR COORDINATING SERVICES AND OF SEVERE WEATHER  
EMERGENCY SHELTER BETWEEN CITY OF ASHLAND AND OPPORTUNITIES FOR  
HOUSING, RESOURCES, AND ASSISTANCE.

This Agreement by and between THE CITY OF ASHLAND, a municipal corporation (hereinafter "City"), and of OPPORTUNITIES FOR HOUSING, RESOURCES, AND ASSISTANCE ("OHRA"), a 501(c)(3) corporation registered in Oregon.

- A. City and OHRA enter into this agreement to identify their roles and responsibilities for providing Severe Weather Emergency Shelter to vulnerable persons and families at risk who require safety and protection from exposure to extreme weather conditions; and NOW, THEREFORE, in consideration for the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**AGREEMENT**

1. RECITALS. The recital set forth above is true and correct and is incorporated herein by this reference.
2. DURATION. Except for termination as provided herein, the term of this agreement shall be November 10<sup>th</sup>, 2023, through April 1<sup>st</sup>, 2024, unless otherwise amended by both parties.
3. BUDGET LIMITS. The cost to the City shall not exceed \$100,000.00, the maximum amount can be amended depending upon weather and sheltering needs.
4. OHRA SERVICES, FUNCTIONS AND RESPONSIBILITIES. OHRA shall use its best efforts to achieve the following objectives during the period of this Agreement:
  - 4.1 During the term of this Agreement, on each day City declares a shelter emergency per Resolution 2022-33, OHRA shall make all arrangements and commitments necessary and sufficient to have paid and volunteer persons at a location designated for Severe Weather Shelter use. OHRA will provide adequately trained staffing for authorized, safe, and lawful operation of the shelter.
  - 4.2 OHRA will provide communication and distribution of notices for shelter nights on each shelter emergency day.
  - 4.3 OHRA will hire and train temporary shelter staff.
  - 4.4 When a shelter emergency is declared, OHRA will ensure the provision of paid Fire Watch Staff, and any combination of paid overnight shelter staff and trained volunteers to operate Severe Weather Emergency Shelter with oversight by a Shelter Coordinator and the Director of Program Services. OHRA ensures training on the emergency plan, first aid, abuse prevention, de-escalation, trauma-informed care, safety, and emergency communications for the shelter, and execution of waivers, in a form reviewed by the City, which releases City from liability as provided in section 12 below.

- 4.5 OHRA ensures compliance with the Ashland Municipal Code by paying a living wage, as defined in AMC 3.12, to all persons paid to perform work under this Agreement and to any subcontractor paid to perform 50% or more of the service work under this Agreement as detailed in Exhibit A, budget for Severe Weather Emergency Shelter activity, attached to this contract. OHRA is also required to post the living wage notice prominently in areas where all its employees will see it.
5. CITY OBLIGATIONS. The City shall declare a shelter emergency upon forecasted conditions set forth under the City's Resolution 2022-33;
- 5.1 The City will give 48 hours notice to OHRA when declaring the need for Severe Weather Shelter.
- 5.2 The City will ensure that money is budgeted and available to make payments to OHRA as provided in this Agreement. City will pay OHRA for costs as identified in the budget for Severe Weather Emergency Shelter activity, attached as Exhibit A, all costs will be paid on an actual or per event basis.
- 5.3 OHRA will invoice one to four times per month for actual nightly and operational costs as identified in attached Exhibit A. The City will reimburse weekly for invoices submitted.
6. PAYMENT. This agreement involves the payment of money from the City of Ashland to OHRA for Severe Weather Emergency Shelter Services.
- 6.1 All payments made to OHRA under this Agreement should be sent to the following address:
- Opportunities for Housing, Resources, and Assistance  
P.O. Box 1133  
Ashland, OR 97520
7. PERSONNEL. OHRA shall be solely responsible for wages and benefits paid to any employees working for OHRA.
8. REAL OR PERSONAL PROPERTY. There shall be no transfer of title or possession to any real or personal property pursuant to this Agreement.
9. TERMINATION.
- 9.1 All or part of this Agreement may be terminated by mutual consent by both parties; or by either party at any time, upon thirty (30) days' notice in writing and delivered by certified mail. In the event of termination of the Agreement, each party shall be responsible for its own costs and expenses in complying with the Agreement.
- 9.2 This Agreement may be terminated by either party if the other party commits any material breach of any of the terms or conditions of this Agreement and fails or neglects to correct the same within 10 days after written notice of such breach. If the breach is of such nature that it cannot be completely remedied within the 10-day period, this provision shall be complied with if correction of the breach begins within the 10-day period and thereafter



proceeds with reasonable diligence and in good faith to affect the remedy as soon as is practicable.

10. ASSIGNMENT. OHRA shall not assign or transfer any interest in this Agreement without prior written consent of the City, provided, however, that OHRA may subcontract the performance of any provision or obligation required by this Agreement, so long as OHRA remains primarily responsible to the City for the performance of such provision or obligation.

#### 11. INSPECTION RECORDS.

11.1 OHRA shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to properly reflect all costs of whatever nature claimed to have been incurred and anticipated in the performance of the Agreement. The City and its duly authorized representatives shall have access to the books documents, papers, and records of OHRA which are directly pertinent to the Agreement for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by OHRA for three years from the date of the completion of work unless a shorter period is authorized in writing. OHRA is responsible for any OHRA audit discrepancies involving deviation from the terms of the Agreement.

#### 12. HOLD HARMLESS AND INDEMNIFICATION.

- 12.1 The City of Ashland is not providing services but rather purchasing services from OHRA. Accordingly, to the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the parties both shall hold each other harmless, defend and indemnify the other from any and all claims, demands, damages or injuries, liability of damage, including injury resulting in death or damage to property, that anyone may have or assert by reasons of any error, act or omission of the other, its officers, employees or agents. Similarly, the City of Ashland shall not be held responsible for any claims, actions, costs, judgments, or other damages, directly and injury proximately caused by any form of negligence by OHRA, its employees, or agents, or its volunteers. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

13. INDEPENDENT CONTRACTOR STATUS. OHRA is an independent contractor and neither OHRA nor anyone performing work pursuant to this Agreement and under OHRA's auspices is an employee of the City. OHRA shall have complete responsibility for performance of its obligations under this Agreement. Except as provided for in this Agreement, the City shall not be liable for any obligations incurred by OHRA. OHRA shall not represent to any person that the City is liable for OHRA's obligations; except for such obligations the City may be liable as provided for in this Agreement.



14. INSURANCE. Each party is responsible for its own insurance and coverage relating to claims arising from providing or staffing a Severe Weather Emergency Shelter. No City coverage is extended to the other parties or volunteers; however, the City will maintain existing property coverage of the facility.

15. DISPUTE RESOLUTION. City and OHRA shall attempt to resolve all disputes through staff discussions at the lowest possible level. Both parties to this Agreement agree to provide other resources and personnel to negotiate and find resolution to disputes that cannot be resolved at the staff level. As a next step, claims, disputes or other matters in questions between the parties to this Agreement arising out of or relating to this Agreement, or breach thereof shall be determined by mediation, arbitration, or litigation. Disputes shall be initially submitted to mediation by a mediator chosen by the parties. The cost of mediation shall be borne equally by the parties. If the parties are unable to agree upon a mediator within 5 days or if mediation fails to resolve the dispute and if either party wants to further pursue the dispute, either party may request that the dispute be submitted to arbitration before a single arbitrator agreed to by the parties. If both parties agree to arbitration but are unable to agree upon an arbitrator, each party shall select an arbitrator.

The arbitrators so chosen shall select a third, and the decision of a majority of the arbitrators shall be final, binding the parties, and judgment may be entered thereon. Unless the parties mutually agree otherwise, any arbitration proceeding shall be conducted in accordance with the currently in effect Arbitration Rules of the American Arbitration Association pursuant to ORS 190.720. Notwithstanding the above, either party may, at its own discretion, elect to resolve disputes in excess of \$50,000 by litigation, if mediation is not successful.

16. NOTICE AND REPRESENTATIVES. All notices, certificates, or communications shall be delivered or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

CITY of Ashland:

City Manager 20 East Main  
Ashland, OR 97520

Opportunities for Housing, Resources, and Assistance

P.O. Box 1133  
Ashland, OR 97520

And when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed

given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

MERGER. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OR TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THE PARTIES, BY THE SIGNATURES BELOW OR THEIR AUTHORIZED REPRESENTATIVES, ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE AGREEMENT AND THE PARTIES AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) duplicate originals, either as individuals, or by their officers thereunto duly authorized.

CITY OF ASHLAND

Approved as to form

BY: Sabrina Cotta

Title: Acting City Manager

Dated: 10/12

Douglas M McGeary

Acting City Attorney

OPPORTUNITIES FOR HOUSING, RESOURCES, AND ASSISTANCE

By: Cass Sinclair

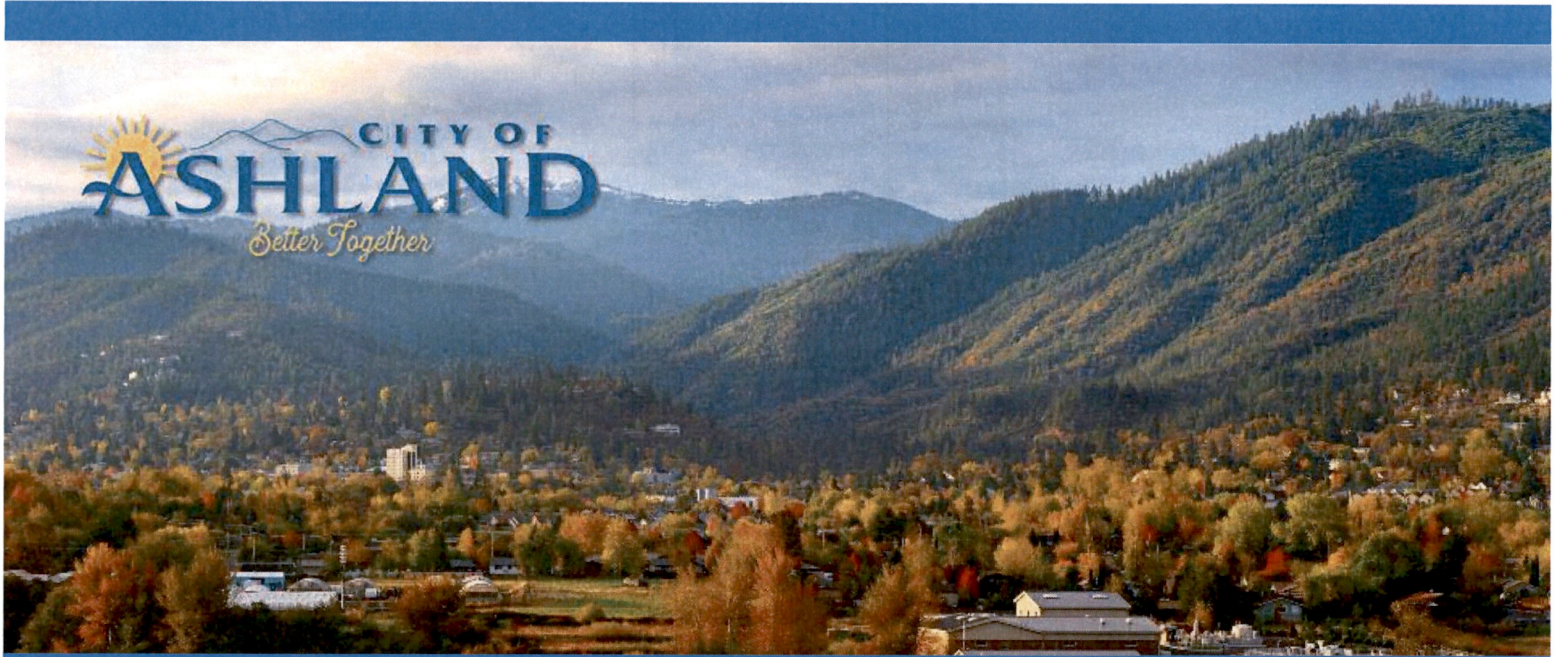
Title: Executive Director

Dated: Cass Sinclair

## Homeless Services Coordinator Duties

- Assessment and Planning:
  - Conduct comprehensive assessments to understand the scale, demographics, and needs of the homeless population.
  - Implement the strategic plan to address homelessness, including prevention, immediate support, and long-term housing solutions and facility specific plans
  - Act as staff liaison for current and future homeless service and facility planning committees.
- Service Coordination and Provider Management:
  - Administer contracts with service providers, ensuring they deliver quality services and meet performance benchmarks.
  - Evaluate the effectiveness of services provided and make adjustments as necessary.
  - Act as a liaison between the city, non-profit organizations, and private service providers to ensure services are coordinated and meet the needs of the homeless population.
- Inclement Weather Shelter Activation:
  - Implement protocols for activating extra shelter spaces during severe weather conditions.
  - Suggest revisions to resolutions relating to shelter activation relating to changing needs
  - Coordinate with shelters, community centers, and other facilities to provide temporary housing during inclement weather.
  - Manage communication and advertising efforts to ensure homeless individuals are aware of available resources during extreme weather.
  - Coordinate volunteers when needed.
- Regional Collaboration:
  - Work with regional and state-level organizations to share resources, data, and best practices.
  - Participate in regional planning and advocacy efforts to address homelessness on a larger scale, such as staffing the Continuum of Care and MAC group.
- Grant Writing and Fundraising:
  - Identify and apply for federal, state, and private grants to fund City actions to provide an infrastructure of support for homeless services.
- Public Information
  - Develop public awareness campaigns to educate the community about homelessness, including causes, challenges, and ways to help.
  - Provide data and reporting to the City Manager, City Council and advisory committees relating to services provided, crime statistics, utility assistance programs, rapid rehousing placements, or other associated information as requested.
- Housing Solutions:
  - Coordinate with the Ashland Housing program and non-profit housing providers regarding affordable and transitional housing options for homeless individuals and families.





## Severe Weather Shelter – winter season 2023–24 summary

04/15/2024

### Severe Weather Shelter Winter Ops 2023–24

Nights Activated

**39**

Nightly participants:

**12–28**

early in season less people, gradually increasing  
numbers as season progressed.



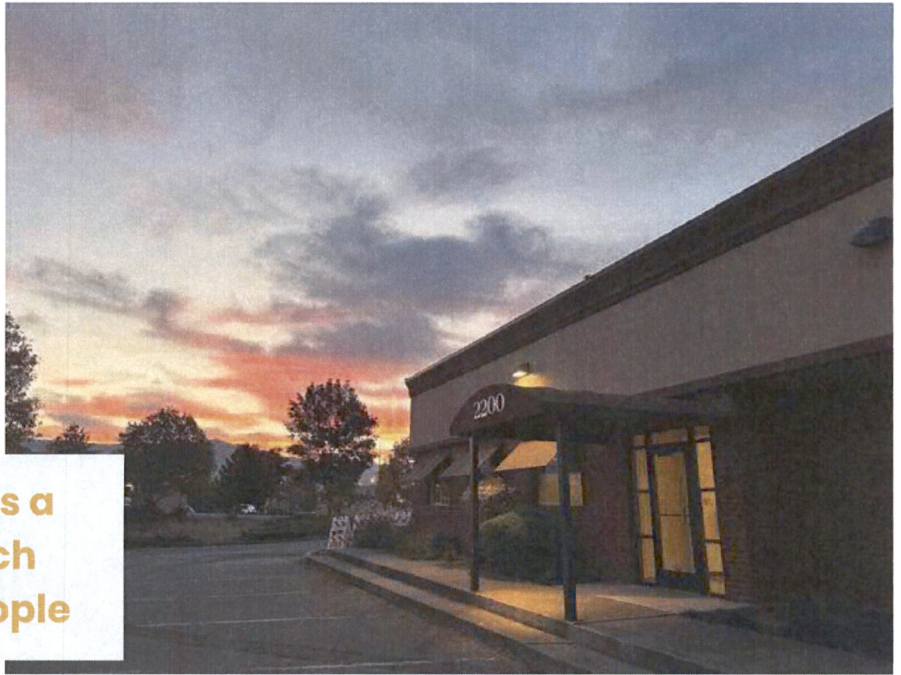


Severe Weather Shelter

## Where?

**2200 Ashland St**

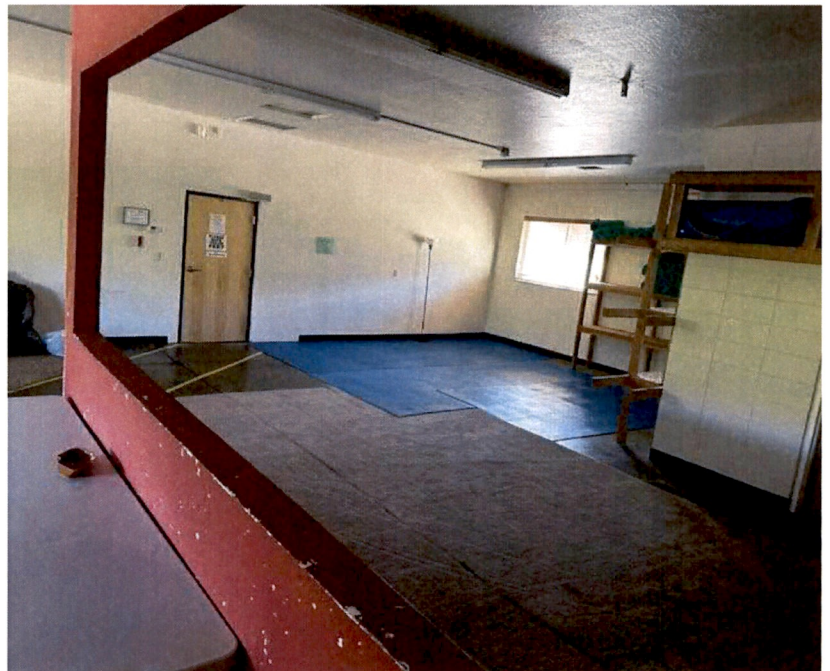
**West-end of the building is a separate occupancy, which can be occupied by 28 people**



Severe Weather Shelter

## How?

Shelter is low-barrier, no-frills. A safe dry space to get out of the cold, wet weather temporarily. Managed by OHRA for 2023-24.





## Severe Weather Shelter How much?

Total to date invoices/costs  
submitted by OHRA for SWS  
services:

**\$25,575.43** (March 2024  
invoice not received as of  
date of this presentation  
submission)



### Severe Weather Shelter

## What can our Severe Weather Shelter Do?

### Resolution 2022-33

*Defines thresholds and conditions for activating Severe Weather Shelter.*

#### Cooling Center

~12-7PM during  
hottest times of day.

Temp > 95F.

#### Overnight Warming

During winter weather.

Temp < 32.

#### Cleaner Air Center/Shelter

AQI >150.





Severe Weather Shelter  
**Future vision**

Need guidance from Council.

RFP: Need 3<sup>rd</sup> party service provider.

Need site plan for 2200 Ashland St.

Need Homeless Services Coordinator.

Improved Smoke modeling for  
activating during smoke days/nights.



THOUGHTS & QUESTIONS?

