



## MEMORANDUM

**TO:** Mayor and Council Members

**THROUGH:** Stephanie Hayden-Howard, LMSW, Assistant City Manager

**FROM:** David Gray, Homeless Strategy Officer *DG*

**DATE:** January 8, 2024

**SUBJECT:** **City Shelters During Extreme Weather Events (Resolution No. 20230209-040)**

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On February 9, 2023, Council approved Resolution [20230209-040](#) that instructed the City Manager to consult with stakeholders and subject matter experts regarding extreme weather events and shelter activation criteria and processes. Staff with Homeland Security and Emergency Management (HSEM) provided two updates for this resolution – one on [June 20, 2023](#) and the second on [July 7, 2023](#). This memo serves as the concluding update regarding the resolution.

The Homeless Strategy Office (HSO) is responsible for activating Cold Weather Shelters (CWS). HSO meets regularly, throughout the year, with stakeholders, including City staff, external partners, and individuals with lived experiences of homelessness, to discuss cold weather shelter operations. During these meetings, feedback is gathered to help improve shelter operations.

Information on CWS activation and operational procedures was included in the November 28, 2023, [Winter Weather Readiness Work Session presentation to Council](#). The current procedures, as presented, incorporate some of the opportunities for improvement identified through stakeholder feedback. It is also important to note that all recommendations from the 2022 “Emergency Shelters for Dangerous Temperatures Audit” are incorporated into the current CWS activation and operational procedures.

Should you have any questions, please contact me at (512) 974-7836 or via email at [David.Gray@austintexas.gov](mailto:David.Gray@austintexas.gov).

cc: Jesús Garza, Interim City Manager  
Bruce Mills, Interim Assistant City Manager  
Ken Snipes, Director, Homeland Security and Emergency Management