



# MAYOR & COUNCIL COMMUNICATION

**DATE:** April 15, 2014  
**CONSENT**  
**ITEM** 6

**AGENDA ITEM:** City Facility Use Policy  
**SUBMITTED BY:** Adam Bell, City Clerk/Assistant City Administrator  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Beckie Gumatz, Deputy Clerk

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<b><u>SUGGESTED ORDER OF BUSINESS:</u></b>	
- Introduction of Item .....	City Administrator
- Report/Presentation .....	City Administrator
- Questions from Council to Staff.....	Mayor Facilitates
- Call for Motion.....	Mayor & City Council
- Discussion .....	Mayor & City Council
- Action on Motion .....	Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** Staff recommends that the City Council approve the City Facilities Use Policy so that all groups will be aware of policies related to reserving the Council Chambers and Fire Hall meeting rooms. The motion for this action is as follows:

*“Move to approve the City Facilities Use Policy”*

**LEGISLATIVE HISTORY:** There currently is no written *Public Facilities Use Policy* on record.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** Policy provides clarity and direction for staff determinations of when city facility reservations are requested. Written guidelines and standards allow for uniform application. Written policy eliminates arbitrary reservation decisions and provides notice to public on what reservation standards apply.

**Weaknesses** The policy does not address every possible scenario that could arise.

**Opportunities** Written defined policy can reduce potential liability.

**Threats** Failure to have a written policy can open the City up to accusations of arbitrary and discriminatory facility use determinations.

**RECOMMENDATION:** Staff recommends that the City Council approve the City Facilities Use Policy so that all groups will be aware of policies related to reserving the Council Chambers and Fire Hall meeting rooms. The motion for this action is as follows:

*“Move to approve the City Facilities Use Policy”*

**ATTACHMENT:**

1. City Facilities Use Policy