



AGENCY:	City Council
MEETING DATE:	Nov 9, 2015
DEPARTMENT:	Administration
PRESENTED BY:	L. Ruffing

## AGENDA ITEM SUMMARY

**TITLE:**

**RECEIVE REPORT REGARDING TOWN HALL COMMUNITY MEETINGS AND PROVIDE DIRECTION TO STAFF**

**ISSUE:**

At the October 13, 2015 City Council meeting, the Council received a recommendation from the Public Works & Facilities Committee regarding a proposal to make Town Hall available, free of charge on one evening each month for a "Community Meeting" to enhance civic engagement and encourage a robust community dialogue. At that meeting, the Council continued action on the item to give the City Attorney an opportunity to review the proposed Facility Use Application process. The matter is now brought back for Council direction.

**RECOMMENDED ACTION:**

Provide direction to staff to reserve Town Hall one evening per month for "Community Meetings" and to accept reservations in accordance with the process outlined on the revised Facility Use application form.

**ALTERNATIVE ACTION(S):**

1. No action.
2. Provide alternative direction to staff.

**ANALYSIS:**

The City's Facility Use Application (Attachment 1) has been modified to incorporate a process for monthly "Community Meetings." The revised application includes the following text:

- A. In an effort to encourage civic engagement and a robust community dialogue, the City will make the Town Hall building available for a Community Meeting on one evening per month. The following provisions apply to these meetings:
  1. Town Hall will be available for Community Meetings on the second Tuesday of each month, unless Town Hall is booked for a City Council meeting on that night, in which case Town Hall will be available for the third Tuesday in the month.
  2. Reservations for Town Hall shall be available on a first-come, first-served basis.
  3. An individual or group may only reserve one meeting date at a time, and may only hold one reserved meeting date at a time.
  4. The City will waive the standard rental fee and insurance requirement for the meeting and the meeting will be covered under the City's liability coverage as a "city-sponsored" meeting. However, the renting party must provide a \$100 security cleaning deposit.
  5. The applicant must identify a meeting coordinator on the Facility Use Application. The meeting coordinator will be responsible for unlocking Town Hall, setting up, cleaning up, locking up, and returning the key.

6. With the exception of the fee schedule, the remaining rules and regulations contained herein shall be applicable to Community Meetings.

This approach removes the discretion about whether a topic is a matter of civic interest, as envisioned in the original Public Works & Facility Committee recommendation. With this approach, there is a brief statement of the intent of the meetings and the space may be reserved for a free Community Meeting once a month. If, in the future, the City decides that the Town Hall Community Meetings are not being used properly, or are being used in a way that is inconsistent with the intent of the Council, then the policy can be revisited.

**FISCAL IMPACT:**

The fiscal impact of this action is minimal although there is some risk that the \$100 deposit will not cover costs associated with cleaning or damage to the facility. The current facility use fee is intended to cover cleaning costs. If this becomes a problem, staff will report back to the Public Works & Facilities Committee.

**CONSISTENCY:**

This action is consistent with the Council's expressed interest in fostering local participation in civic matters.

**IMPLEMENTATION/TIMEFRAMES:**

If so directed, the new Facility Use Application process can be established immediately.

**ATTACHMENTS:**

1. City Facility Use Application (revised)

**NOTIFICATION:**

1. None

**City Clerk's Office Use Only**

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____ Ordinance No.: _____		
Moved by:	_____ Seconded by: _____		
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		