

**REPORT TO THE
CITY COUNCIL**
City of Salinas, California

DATE: August 30, 2016

FROM: Jim Pia, Assistant City Manager

BY: Patricia M. Barajas, City Clerk

SUBJECT: **COUNCIL CHAMBER USE POLICY AND FEES**

RECOMMENDATION:

It is recommended that the City Council approve a resolution accepting the Council Chamber Use Policy, application, and established fees.

DISCUSSION:

On July 21, 2015 the City Council received an administrative report outlining the Comprehensive User Fee Study prepared by Willdan and Associates. The purpose of the study was to capture the true cost of providing various programs and services within City operations and to consider setting the fees at a level that achieves full cost recovery for all City programs. Following a second hearing on August 18, 2015, the City Council adopted the proposed fees for service schedule, which included facility use rental fees. During the hearings, Council requested City staff reconsider the recommended rental fees in efforts to allow nonprofit organizations or community organizations to use the facilities at a reduced fee or free of charge. Staff reevaluated the fees and determined that a reduction in the fees was not warranted because the current fees for the use of those facilities was minimal, and past practice allowed nonprofit organizations to utilize the space free of charge.

Additionally, Council requested that staff evaluate the Council Chamber use policy and fees in efforts to make the Council Chamber accessible for public use. Attached is a policy, application and fee schedule specific to the use of the Council Chamber for consideration. The proposed policy was presented to the Finance Committee on August 16, 2016, with members providing additional input and changes to the policy specific to nonprofit use, food and drinks, and hourly fees were recommended. The Finance Committee also recommended staff's future consideration and development of a facility use policy and fees schedule for the use of the West Wing Conference Room, City Council Conference Room, and the City Manager's Conference Room.

ISSUE:

Shall the City Council approve a resolution accepting the Council Chamber Use Policy, application and established fees?

FISCAL IMPACT:

There is no fiscal impact to the City's General Fund other than the fees collected from the use of the facilities.

ALTERNATIVES/IMPLICATIONS:

The City Council may elect not to accept the Council Chamber Use Policy, application, and fees as proposed and provide direction to staff.

CITY COUNCIL GOALS:

The Council Chamber Policy support the Council's Effective and Sustainable Government by providing adequate and improved service to the public via the use of City facilities.

CONCLUSIONS:

Staff recommends the City Council approve a resolution accepting the Council Chamber Use Policy, application and established fees.

Back Up Pages:
Resolution
Policy
Application

RESOLUTION NO. _____ (N.C.S.)

**A RESOLUTION APPROVING THE ATTACHED CITY COUNCIL CHAMBER USE
POLICY, APPLICATION AND ESTABLISHED FEES**

WHEREAS, the Salinas City Council wants to make the Council Chamber accessible for public use; and

WHEREAS, City staff has developed a Council Chamber use policy and fee schedule and received additional Council input at the City's Finance Committee on August 16, 2016.

NOW, THEREFORE, BE IT RESOLVED THAT THE SALINAS CITY COUNCIL approves the Council Chamber Use Policy, Application and established fees.

PASSED AND ADOPTED this 30th day of August, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk