



# CITY COUNCIL STUDY SESSION REPORT

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**MEETING DATE:** September 13, 2004

**ITEM NUMBER:**

**SUBJECT:** COUNCIL POLICY 100-7 PERTAINING TO USE OF CITY HALL  
CONFERENCE ROOMS BY OUTSIDE ORGANIZATIONS

**DATE:** SEPTEMBER 8, 2004

**FROM:** City Manager's Office

**PRESENTATION BY:** STEVEN E. HAYMAN, ASSISTANT CITY MANAGER

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The intent of this report is to discuss issues regarding Council Policy 100-7. As this is a study session item, no Council action can be taken.

## **BACKGROUND:**

Council Policy 100-7, "Waiver of Fees for Use of City Facilities/Equipment," is used by City staff to evaluate requests from the public for use of rooms and/or equipment at various City facilities (see Attachment 1). It was last updated in 2001 to allow for additional uses of City facilities and equipment while still containing costs. This update was the result of a request by the then existent Service Organization Council for a waiver of rental charges for use of a City Hall conference room for quarterly meetings during the weekday noon hour.

Recently, City staff received a request from the Mesa Del Mar Homeowners Association (MDM-HOA) Board of Directors (see Attachment 2). The request, to use one of the first floor conference rooms in City Hall for monthly evening Board of Director meetings, also asks for an amendment to Council Policy 100-7, allowing outside groups to reserve an available room during the evenings City Hall is open. The MDM-HOA letter has prompted further analysis of Council Policy 100-7.

## **ANALYSIS:**

The written request by the MDM-HOA Board of Directors is the only such request received from a homeowners group. Generally speaking, homeowner associations rent rooms for their annual meetings at the Neighborhood Community or Balearic Centers, or other locations. Board meetings are usually held at a director's home or at the HOA's common area room. The MDM-HOA requests the use of a City Hall conference room during evenings when City Hall is open due to a concurrent meeting.

### Availability of City Hall Conference Rooms

Unlike the Neighborhood and Balearic Community Centers, City Hall is not a staffed facility designed for rental use, particularly after 5 p.m. City Hall is only open during evenings when the facility is staffed for City business (i.e. Council, Commission and Council appointed Committee meetings). Conference room schedules note that, when City Hall is “open and in use” during the evening hours, conference room 1A is usually being used. The other first floor conference rooms are generally not used. Conference room 1B accommodates up to eight persons comfortably and conference room 1C is a computer training room. All other conference rooms would require that staff be present to lock and unlock elevators, and hallway/room doors. Floors 1 and 5 are the only handicapped-accessible floors.

### Interpretation of Council Policy 100-7, Exhibit A

While Exhibit A of Council Policy 100-7 notes “No current rental charge” for City Hall Conference Rooms under the Weekday Charge to be Waived, staff has not interpreted this to mean weeknight for the reasons stated above. However, there appears to be some ambiguity in the wording of Council Policy 100-7 because “City Hall Conference Rooms” is, in fact, included in the list of facilities. This might be construed to mean that City Hall conference rooms can be reserved under the Policy.

### Discussion Points

- Who are the City Hall conference rooms intended to serve?
- Should City Hall conference rooms be available for rental by outside organizations and other government agencies as defined in 100-7?
- Should this be extended to weeknights when City Hall is open for City business?
- What are the fiscal implications of including City Hall conference rooms in Policy 100-7?

### **ALTERNATIVES CONSIDERED:**

One alternative is to modify Council Policy 100-7 so that it clearly allows organizations or groups to use City Hall conference rooms during the evenings, as long as City Hall is already staffed. This alternative might be conditioned so that official City business by elected officials, appointed officials and/or City staff would take priority over other organizations and groups. Demand by City staff for conference rooms during the day would preclude outside groups from using them, except, perhaps, during the noon hour. Fee waivers beyond the current quarterly allowance would have to be reviewed as part of this alternative to determine cost-effectiveness.

Another alternative is to clarify the language in Council Policy 100-7, including Exhibit A, to exclude City Hall as a meeting facility, retaining only the Neighborhood and Balearic Community Centers.

### **FISCAL REVIEW:**

No fiscal review at this time. Should the item be agendaized, fiscal review will be conducted.

**LEGAL REVIEW:**

No legal review at this time. Should this item be agendized, legal review will be conducted.

**CONCLUSION:**

If the Council so chooses, this item will be placed on an upcoming City Council meeting agenda for consideration of appropriate amendments to Council Policy 100-7.

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ATTACHMENTS: 1 Council Policy 100-7, Exhibit A & Resolution 01-11  
2 Letter from Mesa Del Mar Homeowners Association Board of Directors