



## Legislation Text

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**File #:** 19-1656, **Version:** 1

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Library Department recommending the Board:

- 1) Approve and adopt Board Policy A-10, the Meeting Room Policy; and
- 2) Rescind County Resolution 83-95, which was approved in 1995, thereby replacing it with this policy. (Est. Time: 30 Min.)

**FUNDING:** N/A

### **DISCUSSION / BACKGROUND**

El Dorado County Resolution No. 83-95, approved on April 4, 1995, governs the current use of County meeting rooms and conference rooms. The proposed Meeting Room Policy updates and replaces Resolution 83-95 with a County Policy, providing greater public access to information about County meeting rooms. The proposed Meeting Room Policy also updates and clarifies information concerning the conditions under which County meeting rooms may be used for meetings, who may use those rooms and when they may be used. Numerous discussions were held with County Counsel, Risk Management, Health and Human Services Agency, Chief Administrative Officer staff, and other Department heads to review issues regarding current use of meeting rooms, and to seek solutions to maintain the safety and security of staff and facilities.

The primary use of County meeting rooms continues to be for the conduct of County government business, including the use of groups formed or authorized by departments for the purpose of directly supporting or furthering the provision of County-provided or County-operated services or programs. Meeting rooms may also be used, as available, for County employee organizations and by agencies and officers of federal, state or other local governments for government functions.

Non-Government organizations or groups may use meeting rooms, contingent upon availability, for programs or activities of civic, cultural, educational or community interest. Non-Government organizations or groups may meet only during regular business hours and their meetings must be open to the public and for a non-commercial purpose. Locations of meeting rooms available for non-government organization or groups are listed in Section III-B, and includes County libraries in four locations. All meeting room use will be at no charge. The current fee of \$20 for two hours of meeting room use will be discontinued.

Parks Division facilities are excluded from the policy because it has separate reservation, deposit and fee requirements.

Veteran's Memorial Building is also excluded from the policy because it is government by state and local agreements and state regulations.

### **ALTERNATIVES**

The Board could decide to continue with Resolution 83-95, or to alter the proposed Meeting Room Policy.

### **PRIOR BOARD ACTION**

Resolution No. 256-82 9/28/1982  
Resolution No. 317-82 11/30/1982  
Resolution No. 344-91 10/29/1991  
Resolution No. 83-95 4/4/1995

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel  
Risk Management  
County Department Heads  
Chief Administrative Office

**CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

Current fee of \$20 per two hour meeting in libraries is eliminated with an annual reduction of revenue of \$2,500. This will be covered by savings in other areas. The time spent to administer a fee program will be saved.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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