



## Legislation Text

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**File #:** 19-558, **Version:** 1

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*Report Prepared by: Steve Carrigan, City Manager*

**SUBJECT:** City Council Response to the Civil Grand Jury Report Regarding the Policy Related to and the Use of City Hall Facilities

### REPORT IN BRIEF

City Council Response to the Civil Grand Jury Report Regarding the Policy Related to and the Use of City Hall Facilities.

### RECOMMENDATION

**City Council** - Adopt a motion approving the response to the Grand Jury Investigation regarding the Policy Related to and the Use of the Merced City Hall Facilities and authorizing submittal of the response to the Presiding Judge of the Merced County Superior Court by the Mayor.

### ALTERNATIVES

Direct staff to make revisions to the draft response.

### AUTHORITY

City of Merced Charter, Section 405  
Penal Code Section 933.05

### DISCUSSION

On July 1, 2019, the Merced County Grand Jury issued a report on its investigation of a complaint regarding the use of the Merced City Council Chambers.

The Grand Jury made five (5) findings and four (4) recommendations which are set forth on the second and third page of the report. The Grand Jury also requested the City Council respond to the following findings and recommendations within 90 days:

#### Findings

**F2.** City employees are unaware of the policies regarding the usage of City Hall. Misinformation has been given to citizens.

**F3.** The City's Application and Agreement for Use of Facilities does not include the facilities available at Council Chambers.

**F4.** The policy dated October 17, 1994, entitled "Administrative Policies and Procedures: Rules for Use of Civic Center, Conference Room, Meeting Rooms, Exhibition Hall, and Council Chambers" was outdated.

**F5.** The policy dated May 20, 2019 fails to address some of the concerns put forth in this report as detailed above.

### Recommendations

**R1.** The current Administrative Policies and Procedures should be updated and presented to the City Council for approval and implementation within 90 days of this report. Provide confirmation of the new policy adopted by Council to the Grand Jury within 120 days of this Report.

**R2.** The City staff responsible for disseminating information regarding usage of City Hall facilities must be properly trained with current information within 30 days of the adoption of policies by the City Council.

**R3.** The policies and procedures related to use of City Hall facilities must be reviewed on a regular basis and updated as needed.

**R4.** An update to all materials pertaining to the rental of City facilities including, but not limited to rental agreements, website, and fliers to ensure all information is consistent with policy and procedures and provide the public with accurate information.

A response from the City Council is due by September 30, 2019. Staff recommends the City Council review the draft response prepared, make suggested revisions, if any, and authorize its transmittal to the Presiding Judge.

### **IMPACT ON CITY RESOURCES**

None.

### **ATTACHMENTS**

1. Grand Jury Report Regarding Use of the Merced City Council Chambers
2. Draft Response to the Civil Grand Jury's Request