



Approve Updated SACOG External Room Reservation Policy and Fee Schedule

Consent

Prepared by: Rene Handy

Attachments: Yes

Approved by: James Corless

Referring Committee: Policy & Innovation

1. Issue:

Update to the external room reservation policy and fee schedule.

2. Recommendation:

The Policy and Innovation Committee unanimously recommends that the board adopts the updates to the SACOG External Room Reservation Policy and Fee Schedule and delegate authority to the executive director to make future adjustments to the policy and fee schedule.

3. Background/Analysis:

The SACOG board adopted the current External Room Reservation Policy and Fee Schedule in June 2019. The newly designed office space allowed SACOG to offer meeting rooms to rent to external parties for a fee. The adoption of the policy took place prior to the office shut down during COVID-19 in March 2020. Since the shutdown, SACOG has updated our meeting rooms to include Zoom capabilities to allow for hybrid meetings. An audio/visual (A/V) fee will be included in the updated costs as explained below. The updated policy also includes safety protocols for external parties to follow state and county guidelines. The revisions to the policy and fee structure are reflected in the attachment. The revenue from room reservations will continue to cover SACOG's operating costs.

4. Discussion/Analysis:

Staff has updated the fee schedule to include an A/V fee to offset staff time to assist with setting up meeting room equipment and an increase of 2.5 percent each year since the last adoption in 2019 to reflect SACOG's annual increase in rent. Updates to the policy also include COVID-19 protocols. Upon adoption, this policy and related fee schedule will be effective July 1, 2022. The policy and fee schedule will be reviewed by staff annually. Future updates to the policy and fee schedule would be approved by SACOG's executive director and then will be published on SACOG's website.

5. Fiscal Impact/Grant Information:

Fees collected from room rentals will be used to offset SACOG's indirect budget, which includes rent, utilities, insurance, and administrative staff.

6. This staff report aligns with the following SACOG Work Plan Objectives: