



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Discuss Usage of the Carnegie Forum Small Conference Room as Office Space for Staff of Senator Poochigian for Two Half-Days per Month (Not to Exceed One Year)

MEETING DATE: February 5, 2003

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: That Council discuss and take appropriate action regarding the request for use of the Small Conference Room at Carnegie Forum by Staff of Senator Poochigian for two half-days per year-month. This use shall not exceed the time period of one year.

BACKGROUND INFORMATION: The City Manager was approached by Senator Poochigian's office inquiring as to the availability of potential office space located within the City. The Senator's office noted that they are on a very limited budget and sought the City's help with their office needs. The City's current Administrative Policy, dated May 1, 1995 (Attachment "A"), stipulates the permissible uses of Carnegie Forum and allows the City Council to make exceptions to said Policy.

FUNDING: Not Applicable

Respectfully,

Janet S. Keeter
Deputy City Manager

Attachment

APPROVED:

D. Dixon Flynn -- City Manager



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Discuss Usage of the Carnegie Forum Small Conference Room as Office Space for Staff of Senator Poochigian for Two Half-Days per Month (Not to Exceed One Year)

MEETING DATE: February 6, 2003

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: That Council discuss and take appropriate action regarding the request for use of the Small Conference Room at Carnegie Forum by Staff of Senator Poochigian for two half-days per year. This use shall not exceed the time period of one year.

BACKGROUND INFORMATION: The City Manager was approached by Senator Poochigian's office inquiring as to the availability of potential office space located within the City. The Senator's office noted that they are on a very limited budget and sought the City's help with their office needs. The City's current Administrative Policy, dated May 1, 1995 (Attachment "A"), stipulates the permissible uses of Carnegie Forum and allows the City Council to make exceptions to said Policy.

FUNDING: Not Applicable

Respectfully,

A handwritten signature in cursive script that reads "Janet Keeter".

Janet S. Keeter
Deputy City Manager

Attachment

APPROVED: _____

A handwritten signature in cursive script that reads "Dixon Flynn".
Dixon Flynn -- City Manager

CITY OF LODI
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT: : CARNEGIE FORUM - USE OF - Policy
DATE ISSUED: : May 1, 1995
SECTION: : C

SECTION 1: PURPOSE

The purpose of this policy is to delineate the authorized uses of Carnegie Forum.

SECTION 2: USES

The following are authorized uses of the spaces in the Carnegie Forum.

1. All meetings of the City Council.
2. All meetings of City boards and commissions when such boards and commissions are staffed by a City liaison person.
3. Meetings called by a City Councilmember(s) to discuss City business with constituents and others.
4. Department Head and other City staff meetings.
5. City employee training sessions.
6. General meetings of City employees for the purpose of disseminating job-related information.
7. Professional meetings hosted/conducted by City staff.
8. City-sponsored community awareness programs.

Exceptions to this policy may be made only on the authority of the City Council.

All requests for use of Carnegie Forum spaces shall be made through the Secretary to the City Manager.