



Kalama City Council - Council Agenda Item Information Form

Agenda Item: 5B-Unfinished Business

Meeting Date August 1, 2019

Prepared by: Coni McMaster, Clerk/Treasurer

Subject: Community Building fee – Candidate Meet & Greet

Information: See the attached information from PDC and the Community
Building Policies

PDC says meeting facilities can be used for a “neutral forum” where the activity is not endorsed by the public agency. May be used by campaign committees on the same terms and conditions as other community groups subject to the provisions of the agency’s policies.

Community Building Policies: “Non-profit organizations with current federal registration are allowed to hold public events at reduced rates. Proof of the non-profit tax exempt status must be attached to the contract or a copy provided each year. To obtain the special or reduced rate the event must be by and for the non-profit organization completing the contract. Payment must be made with a check drawn on the non-profit applicant’s account. Fees may be waived by the City Council for events that directly benefit either the building itself or the City. The City will allow the Building to be used for public meetings by other public and governmental entities when the purpose is to inform the community at large of issues that may affect the community as a whole. Kalama service organizations having worked on and donated to the Community Building are allowed to use the Building for their monthly meetings without charge.”

Recommendation: The event appears to have been a neutral forum not endorsed by the City. Under our policies since the sponsor was not a public or governmental entity nor a non-profit organization staff cannot waive the fee, only the Council has that authority.

► **Action or Draft/Suggested Motion:** A motion to waive the fee of \$150 would need to be made.