

Balcony Policy

PRESENTED TO THE CITY COUNCIL

AUGUST 19

Presentation Outline



Background



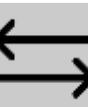
Other Key Burleson Policies



Policy Components



Considerations



Direction



Other Key Burleson Policies

BUILDING ACCESS POLICY

- Date: August 27, 2018
- Key Components:
 - Public Access: No member of the public may enter or be present within any public building at any time other than during normal business hours
 - Restricted Areas: No member of the public may enter an interior area of a city building that is restricted by signage indicated “Authorized Personnel Only”
 - Area Specific Rules of Conduct: The city may adopt additional rules specific to a particular area.

EMPLOYEE HANDBOOK

- Date: Revised October 1, 2023
- Key Components:
 - Chapter 4.8 – Section b:10: An employee of the city shall not use City supplies, equipment, or facilities for any purpose other than the conduct of official city business without proper authorization
 - Chapter 15 – Drug-Free Workplace: Prohibits alcoholic beverages in the workplace, during working hours, or in a city vehicle.

New Policy Components to Consider



Eligibility



Limitations



Reservations &
Application Process



Prohibited Actions



Restricted Areas



Food & Alcohol

New Policy Components to Consider

- Eligibility
 - Council and Staff only
 - Are family and guests allowed
 - Usage and Hours
- Reservations & Application Process
 - Priority & approval process
 - Usage & hours
- Restricted Areas
 - Conference room and balcony are behind doors that state “authorized personnel only”
 - Adjacent to staff offices
- Limitations
 - Conference room occupancy: 28
 - Balcony occupancy: 18
- Prohibited Actions
 - No smoking
 - No alcohol
 - No non-service animals
 - Music & decorations allowed?
- Vision
 - Music
 - Decorations
 - Holidays

Direction & Recommendations

- Staff seeks direction related to the possible establishment of special use provisions for the City Hall Annex and balcony
- Staff recommends that city staff be allowed to utilize the balcony for business use only and within the guidelines established by the existing Building Access Policy
- If the City Council wishes to establish special provisions for the use of the City Hall Annex and balcony staff recommends to revise Building Access Policy to include special rules of conduct for this area

Questions / Comments
