

Council Meeting: May 14, 2026	Prepared By: Jessica Christensen Buck, Parks and Recreation Manager
Topic: Heritage Park Building - Usage Survey	Action Required: Direction

Summary

Staff recently developed a Heritage Park Building Usage Survey to gather community feedback regarding anticipated building usage, rental expectations, programming interests, and operational preferences for the building. The survey included a question gauging public interest in volunteering as a potential building attendant during rentals or community use periods.

During internal review and discussion of the survey, questions were raised regarding the broader organizational and policy implications of establishing a volunteer-based building attendant program. Based on those discussions, staff believes City Council direction is needed prior to moving further toward development of any volunteer operational model. Included as an attachment is the draft Heritage Park Building Survey.

Staff is seeking direction from the City Council regarding whether there is interest in pursuing a volunteer building attendant model for the Heritage Park Building. If Council is supportive of exploring that approach further, staff can continue evaluating the operational, legal, and organizational considerations associated with implementation. This would include the questions and concerns identified through HR review related to volunteer responsibilities, oversight, training, building access, and associated administrative impacts.

Staff is also seeking general direction regarding Council's expectations for building operations, rental frequency, and level of service so operational planning, staffing capacity, available tools, and future funding considerations can be aligned with the desired use and management of the facility.

To assist in providing policy direction, staff is seeking feedback and discussion on the following operational considerations related to the Heritage Park Building:

- What level of rental activity and community use does the Council envision for the facility?
- What are Council's expectations regarding staffing presence and operational oversight during rentals and events?
- Is there interest in pursuing a volunteer building attendant model to support building operations?
- If volunteers are considered, what types of responsibilities would Council be comfortable assigning to volunteers?
- What level of access, responsibility, and oversight should volunteers or attendants have within the building?
- What balance does Council wish to achieve between desired service levels, operational capacity, staffing availability, and long-term budget impacts?

Financial/Budget

No direct financial impact is associated with the Heritage Park Building Usage Survey, itself. However, future operational expectations for the facility may result in additional staffing, operational, and/or administrative costs depending on the level of service, frequency of rentals/programming, and building oversight model ultimately pursued by the City.

Options

Staff recommends that the City Council provide general policy direction regarding operational considerations related to the Heritage Park Building.

Recommendation

Staff recommends that the City Council provide general policy direction regarding operational

considerations related to the Heritage Park Building.

Council Action

Staff recommends that the City Council provide general policy direction regarding operational considerations related to the Heritage Park Building.

Attachments

1. [Heritage Park Building Survey - PDF](#)