



Recreation Fee Waiver Policy

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Recreation and Parks

Board of Community Services: July 24, 2024



Potential Policy Overview



- Delegation of authority to department head to waive or reduce fees for some Recreation and Parks services.
- Aligns with Council Goals:
 - Create an environment that supports staff and operational excellence
 - Foster a safe, healthy, and inclusive community
- Reduce financial barriers and streamline the process for the City to partner with local non-profit agencies and other governmental agencies to provide services that are beneficial to the community.
- Provide support for these services without burdening the General Fund or compromising the core mission of the Department to provide recreation and leisure activities.



Potential Fees Included

- All Recreation fees
- Specific to Permit Fees:
 - Facility Rentals
 - Special Event Park Permits
 - Picnic Reservations
 - Sports Field Permits




Eligibility Requirements

- ▶ Permit holder is a non-profit organization or a local governmental agency providing services for Santa Rosa residents.
- ▶ Services provided are beneficial to the community and in line with City Council goals, City values and Recreation and Parks mission.
- ▶ Services are provided to the general public at no cost.
- ▶ City shall not incur any cost related to program or event.
- ▶ Program or event shall not impact existing department activities or permitted events and shall not have detrimental impacts on the facilities or public access and use of facilities.
- ▶ Hosting organization is an official Santa Rosa City partner or co-sponsored event declared by City Manager.



Other Factors for Consideration

- Maximum dollar amount
 - Defined discounts (i.e. 25%, 50%, 75%)
 - Specific call outs for organizations
 - Specific call outs for certain facilities
 - Damage Deposits / Collection of fees with reimbursement
 - Application fee
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Process



- ▶ Applying organization will need to follow all existing permit requirements including submission deadlines, insurance and security requirements and outside agency permits such as ABC licensing, County Health, etc.
- ▶ In addition, permit holder will need to submit an application for fee waiver for department review.
- ▶ Appeal of department decision will follow the City's filing and processing of appeals procedures.



Reporting



- Recreation and Parks Department will provide an annual report to the Board of Community Services regarding all fee waivers approved and issued including the organizations and the amounts waived for each organization. Report shall include an overview as to the effectiveness of the fee waiver program.
- Recreation and Parks Department will provide the Board of Community Services with a copy of the procedures created to evaluate and rule on applications for fee waivers. These procedures will be included in annual report or as updated.
- Review of all declined applications



Questions and Feedback

- City Policy / Department Procedures
- Which fees to include
- Eligibility requirements
- Annual report / auditing
- Recovery of burdened costs
- Maximum waiver amount
- Waiver or reimbursement
- Defined discount amounts
- Non-profit fundraisers
- Application fee