

STAFF REPORT REGULAR MEETING

AGENDA DATE: November 18, 2025

DEPARTMENT: Leisure Services

TITLE:

Fee Waiver Policy

SUMMARY:

The Leisure Service Department has created a draft policy for Fee Waivers for facility use. Direction is requested to adopt the fee waiver policy, revise the fee waiver policy, or to eliminate fee waivers and charge all reservations based on the Schedule of Fees.

BACKGROUND AND JUSTIFICATION:

The 2026 Fiscal Year Fee Schedule went into effect on October 1, 2025. All facility rental fees have been established for residents, non-profits, and non-residents. All requests for the waiving facility rentals fees must be approved by commission.

Leisure Services received two fee waiver requests and placed them on the Regular Commission Agenda for November 4th, 2025. One of the fee waiver requests was pulled from the agenda and the other was presented to commission. The fee waiver request was denied, and direction was given to not bring forward additional fee waiver requests to commission until a draft policy was presented for discussion/direction.

All fee waivers for facility rentals have direct costs including staff supervision, electricity, and water. As well as opportunity costs of the other rentals that could use the same facility at the same time. In addition, the collection of information and creation of the staff report and presentation at the Regular Commission meeting also involves a large amount of staff time and preparation—often with tangible and intangible costs difficult to measure but in a range of \$400.00-1,000.00 to prepare each fee waiver for consideration.

Staff created a fee waiver request form and a draft of the fee waiver policy with a quantitative grading mechanism to more objectively score fee waiver requests based on a data driven approach; this draft policy received one legal review and was in the second legal review when requested to bring forward to commission. Staff request direction on the draft fee waiver policy or elimination of any fee waivers.

Option 1: Adopt the current draft fee waiver policy upon final legal review

Option 2: Amendments/revisions to the draft fee waiver policy

Option 3: Only fee waivers accepted are for celebrations of life for individuals for which the facility is named

Option 4: No fee waiver policy and no fee waivers

MOTION:

Move to approve/disapprove Option 1, 2, 3, or 4 regarding the fee waiver policy draft.

ATTACHMENT(S):

Draft Fee Waiver Policy

Fee Waiver Request Form