



MEMORANDUM

DATE: March 4, 2008

TO: Val Carpenter, Mayor
City Council members

FROM: Douglas J. Schmitz

SUBJECT: **FEE WAIVER POLICY**

BACKGROUND:

Several times over the past six months, the City Council has been asked to waive municipal fees for facility usage.

In many cities, small waivers are usually addressed by the staff pursuant to guidelines established by the Council. I am proposing that the Council consider the following proposed policy for the future handling of waivers.

POLICY:

For fee waiver requests from community and non-profit groups for one-time events or facility usage, the City Manager or his/her designee is authorized to consider the request and to render a decision IF the amount of the waiver is less than \$1000. For requests greater than \$1000, a written request shall be placed on the agenda of the City Council for its determination.

The City Manager or his/her designee shall provide notification to the members of the City Council of his/her decision on either the granting or rejecting of a request.

RECOMMENDATION:

Adopt the policy for fee waivers for community and non-profit groups up to the listed limits.