

## **COUNCIL POLICY NO. X-5**

**TITLE:** CITY COUNCIL CONSIDERATION OF FEE WAIVER REQUESTS

**POLICY:** See attachment.

**REFERENCE:** July 11, 2022, City Council Meeting, Item 5.b., Resolution No. 2022-39 ;  
February 14, 2022, City Council Meeting, Item 3.2b., Resolution No. 2022-3.

**COUNCIL POLICY X-5**  
**CITY COUNCIL CONSIDERATION OF FEE WAIVER REQUESTS**  
**(Effective July 12, 2022 – Resolution No. 2022-39)**

**Background:**

The City of Salem charges fees for use of facilities and meeting rooms to fully or partially cover the cost of providing the facility. Generally, fees are adopted annually in a Master Fee Schedule through City Council resolution. The Master Fee Schedule provides a 20% reduction in the Facility Use Fee for qualified non-profit organizations.

Consideration of additional reductions on a case-by-case basis is difficult due to the need to collect fees to sustain City facilities and services and, further, requiring the consideration of factors that may result in inequitable results. Therefore, the 20% reduction constitutes the extent of the City's fee reduction for qualified groups and the City Council will not consider additional reductions.

In addition to qualified non-profit organizations, City-recognized neighborhood association shall receive a 100% reduction in the Facility Use Fee for official meetings of the association. Further, City-recognized neighborhood associations are deemed a qualified non-profit organization and are eligible for a 20% reduction of the Facility Use Fee for association social events.

**Applicability:**

This policy applies to City Council waivers or reductions of Facility Use fees as adopted by City Council in the Master Fee Schedule for use of City facilities such as meeting rooms and park amenities. This policy does not apply to permit fees such as fees for sound permits, short-term concessionaire permits, street closures, and alcohol permits, which cannot be waived. Other costs associated with the use of a facility, such as deposits, cleaning fees, required staffing, other permits such as sound permits, and equipment are not subject to a fee waiver or reduction.

**Policy:**

The City Council supports local, non-profit organizations, projects and events that directly benefit the community-at-large, aid residents who need assistance, or directly support and advance the City Council's adopted goals. City fees are necessary to pay for the cost of ensuring that City services and facilities meet the needs and expectation of the community. The Master Fee Schedule includes a 20 percent reduction in Facility Use Fees for qualifying nonprofit organizations. The 20 percent reduction in the City's Facility Use Fee is a fair and equitable reduction in fees for community groups. City Council shall not consider requests for additional reductions.

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