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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Niki Wendt, Recreation Manager

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TO: Parks & Recreation Committee

FROM: Niki Wendt, Recreation Manager

DATE: September 26, 2016

RE: Action: Request Approval of Updated Recreation Program Fee Waiver Policy

The Parks, Recreation & Facilities Management Department along with the City Attorney's Office have updated the Recreation Fee Waiver Policy. Assistant City Attorney Emily Truman has been reviewing our policies and providing feedback on language/formatting. There were numerous items throughout this particular policy that required additional clarification and consistency in wording.

Outside of cleaning up the language and reformatting the policy the main change to the policy falls under the eligibility section where it refers to youth being eligible to receive an annual pool pass. In the past they were eligible for the pool pass by registering for a swim lesson program. In order for us to prove they completed this, they are now required to attend at least 70% of the classes and present their swim test card to the City Hall 1st Floor Customer Service Center Staff.

Another change was made to the definition of a "Family." A clarification was made noting the youth has to live with the adult(s) at least 50% of the time. This clarification was made for cases where youth come from a two-household living arrangement. To correlate with this change, the definition of a "Resident" now states they must reside within the corporate city limits at least 50% of the calendar year.

Please contact me at 832-3925 or niki.wendt@appleton.org with any questions.