

Adoption of Resolution No. 394

Establishing Recreation Program
Refund Policies and Procedures



Purpose

- Define circumstances and terms
- Describe the steps to refund payment
- Set refund standards

Process

- PRCS, ASD, and City Attorney collaboration
- PRCS Board review and approval

Policy Implications

- Consistent public messaging
- Administrative efficiencies
- Formalize current standard operating procedure
- No budget implications

Recommendation

The adoption of Resolution 394



Questions? Comments?

