


CITY COMMISSION POLICY

 <p>GRAND RAPIDS MICHIGAN</p>	NUMBER: 1100-08	HISTORY
	DATE: July 28, 1992	FILE # DATE
	FILE NUMBER: 56509	
	DEPARTMENT: PARKS & REC.	

SUBJECT: **PARKS AND RECREATION DEPARTMENT FEES AND CHARGES**

PURPOSE: To establish a basis upon which the City Manager shall establish fees and charges for Parks and Recreation Department Services.

POLICY:

The Parks and Recreation Department shall administer a system of fees and charges based upon the following criteria:

1. Fundamental parks and recreation services shall be funded by the City's General Fund with no user fees and available to all citizens on an equitable basis. Fundamental parks and recreational services shall include, but not be limited to, general recreational use of park grounds and outdoor recreation facilities.
2. Criteria for Fees and Establishment of Fees:
 - A. Fees shall be charged for services beyond fundamental parks and recreation services. These special parks and recreation services for which a participation or user fee shall be charged shall include:
 - 1) All activities having costs in excess of those normally associated with fundamental parks and recreation services.
 - 2) All activities limited to a relatively few participants.
 - 3) All activities with a limited or special interest constituency.
 - 4) All activities for which public facilities are used for private gain or benefit. This shall include benevolent organizations if the City is not a co-sponsor of the event.
 - 5) All activities of a nature that will provide revenues that can be used to extend parks and recreation programs and services where administratively feasible.

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- 6) Non-residents of the City of Grand Rapids shall be charged a higher fee than residents when administratively feasible.
- B. The following guidelines shall be used to establish the fees:
- 1) All direct costs of providing services plus the indirect costs, or a portion thereof, shall be recovered for adult athletic leagues and special interest classes or programs.
 - 2) All direct operating expenses shall be recovered for specialized recreational programs or activities including, but not limited to, gymnastics, trips, tours, youth athletics and fitness classes.
 - 3) Partial direct operating expenses shall be recovered for services provided to special needs individuals such as the economically disadvantaged, the youth, senior citizens and individuals with disabilities. Fees shall be set so as to avoid causing undue economic hardship or substantially reduce program participation.
 - 4) Fees shall be charged to recover all or a part of the ongoing operating cost, capital cost, interest or any other debt service cost for major facilities including, but not limited to, a golf course or ice arena.
 - 5) Fees may be charged for any location to encourage efficient use of the location and to prevent overuse or monopolization.
 - 6) Fees may be adjusted to accommodate cost increases for labor, materials, supplies, etc.
3. No special consideration shall be granted to special interest groups or individuals in the form of reduced fees or free services.
 4. The City Manager is authorized to set or amend fees for Parks and Recreation Department services. Prior to setting or amending the fees, the City Manager shall consult with and receive the recommendation of the Parks and Recreation Director and the Parks and Recreation Advisory Board.
 5. Annually the City Commission will be provided with a comprehensive list of Parks and Recreation Department fees and charges.
 6. The Michigan Department of Natural Resources shall be provided, for DNR approval, schedules of all fees and charges and any amendments as required by grant project agreements.

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7. Definitions:

- A. Direct Costs: Those costs directly attributable to a particular program such as program leadership or officials and their fringe benefits, program supplies and equipment, contracted services strictly attributed to that program or programs, and specialized maintenance or utilities which can be clearly associated with a particular program.
- B. Indirect Costs: Those costs which may not be clearly associated with a particular program such as administration, promotion, utilities, maintenance, equipment and supplies shared by programs, insurance, interest payments, other City services charged to the department not specifically identifiable to a particular program, general staff training and education.