



November 1, 2001

To: The Montgomery County Planning Board
Via: Don Cochran, Director of Parks
From: Carolyn D. Wainwright, Community Services Supervisor
Re: Proposed Fees for the Park Fund FY 03

STAFF RECOMMENDS: APPROVAL

As part of the Department's preparation of its FY 03 Operating Budget, we are pleased to present the following recommendations for changes in the fees charged through the Park Permit Office and the Nature Centers. Please note that these Nature Center fees, formerly a part of the Enterprise Fund, have now been included in the Park Fund.

For your information, a copy of the Commission's "Policy on User Fees", as approved on November 30, 1992, has been attached.

The attached chart summarizes the recommendations for all fees. However, we would like to highlight the following for your consideration:

General Fee Assumption:

Most of the fees recommended for increase have not been changed since your approval in 1996. Since that time, salaries with COLA's have risen an average of 6% annually. As we analyzed all the costs associated with operating the Permit Office and handling an increase in customers, we realized that the average cost of "servicing" a permit (from initial contact with the customer to the completion of his/her event) not only requires the inclusion of Permit staff but also regional maintenance staff and the Park Police. For instance, the facilities we permit are maintained by regional staff whose costs for supplies, gasoline, equipment and overtime must be factored into the equation. Likewise, Park Police are our best source of mitigating disputes of permitted rights to field use or documenting conditions of facilities when they respond to customers' calls. Therefore, by increasing fees associated with ballfields, recreation buildings and administrative processes, we come closer to supporting the increased expenses experienced by these divisions.

Administrative Fees:

Returned Check Fee - Per Check	\$25.00	2/94	\$30.00	07/01/02	20%
Permit change/Reissue - Per Permit	\$25.00	2/94	\$30.00	07/01/02	20%

Most banks are now charging \$30 for returned checks.

Cancellation Fee - Per Permit	\$25.00	2/96 (new)	\$30.00	07/01/02	20%
Park Police/Park Maint. Service Charge	\$25.00	2/96 (new)	\$30.00	07/01/02	20%

Administrative - Processing Fee	\$15.00	2/96 (new)	\$20.00	07/01/02	33%
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These fees were new in 1996. The Park Police and Park Maintenance service charge is implemented when a customer needs assistance to enter a building because they have lost their key or when excessive violations by customers require maintenance staff response. The Administrative Processing Fee applies only to those permits where no other space use charge is applicable. For instance, although the Montgomery County Department of Recreation pays nothing for the use of a building, we still charge the Administrative Fee for issuing the permit.

Agricultural History Farm Park-Activity Room

Per 4 Hours - Weekend	\$198.00	11/16/00	\$236.00	07/01/02	19%
Per 4 Hours - Weekday evening	\$157.00	11/16/00	\$176.00	07/01/02	12%
Per 4 Hours - Weekday (9am-3pm)	\$41.00	11/16/00	\$60.00	07/01/02	46%

This fee is based on \$29 per hour custodial fee in addition to regular fee charged for rental of recreation building. For example: \$176 for 4 hours weekday evening use= \$116 custodian + \$60 (proposed increase) space rental fee.

Local Picnic Shelters

MC Recreation Department Programs	\$15 (admin fee)	2/96	\$20.00	07/01/02	33%
Other Users	\$75.00	2/96	\$80.00	07/01/02	7%

The increase for this fee is based on costs associated with the maintenance of these shelters, which are increasing in popularity.

Nature Centers

Conservation Clubs					
Ages 5-7	\$55.00	11/16/00	\$55.00	No Change	
Ages 8-15	\$85.00	11/16/00	\$85.00	No Change	
Ages 16-Adult	\$95.00	11/16/00	\$95.00	No Change	
Demonstrator's Table	\$25.00	5/93	\$30.00	07/01/02	20%
Outdoor Skill -Per person per hour					
Regular	\$ 3.00	5/93	\$ 4.00	07/01/02	33%
Child (11 & under)	\$ 2.00	4/96	\$ 3.00	07/01/02	50%
Nature Foray - Per person per hour					
Regular	\$ 3.00	5/93	\$ 4.00	07/01/02	33%
Child (11 & under)	\$ 2.00	4/96	\$ 3.00	07/01/02	50%
Large Group Program					
1 Hour Program	\$250.00	4/99	\$250.00	No Change	
2 Hour Program	\$400.00	4/99	\$400.00	No Change	

Tours - Per person					
Boat - regular - per hour	\$ 3.00	5/93	\$4.00	7/01/02	33%
Boat - child (11 & under per hour)	\$2.00	5/93	\$3.00	7/01/02	50%
Canoe - Regular - per hour	\$3.00	5/93	\$4.00	7/01/02	33%
Bike - Regular - per hour	\$3.00	5/93	\$4.00	7/01/02	33%
Bike - Child - per hour	\$2.00	4/96	\$3.00	7/01/02	50%

Archaeology Summer Camp - 1 week					
Beginner	\$105.00	5/99	\$105.00	No Change	
Field School (9 a.m. - 3 p.m.)	\$200.00	5/99	\$200.00	No Change	
Field School (Extended hours 3-5 p.m.)	\$ 50.00	5/00	\$ 50.00	No Change	

Recreation Centers

<i>Recreation Dept. - 4 Hours</i>	\$15.00 (admin. fee)	2/96	\$20.00	33%
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Chartered Youth Group Meetings

Per 2 Hours - Weekday	\$15.00 (admin. fee)	2/96	\$20.00	33%
Per 4 Hours - Weekend	\$41.00	11/16/00	\$60.00	46%

Civic Associations

Per 2 Hours - Weekday Meetings	\$15.00 (admin. fee)	2/96	\$20.00	33%
Per 4 Hours - Weekend - Socials (<100 people)	\$ 82.00	11/16/00	\$120.00	46%
Per 4 Hours - Weekend (>100 people)	\$165.00	11/16/00	\$120.00	(Decreased)

Regular Users

Per 4 Hours - Weekdays (<100 people)	\$ 41.00	11/16/00	\$60.00	46%
Per 4 Hours - Weekdays (>100 people)	\$ 82.00	11/16/00	\$60.00	Decreased
Per 4 Hours - Weekend - Socials (<100 people)	\$ 82.00	11/16/00	\$120.00	46%
Per 4 Hours - Weekend (>100 people)	\$165.00	11/16/00	\$120.00	(Decreased)

We are proposing a change in the rate structure based on peak time use rather than size of group. We realize that, with the existing fee for weekend use by a 100+ group, we offer no more services or building features than we do for a group of less than 100. In addition, the majority of complaints that we receive about excessive crowds or parking issues relate to a permittee who indicated that their event would be small, thereby qualifying for the lesser fee. Therefore, proposed rates for rentals are flat fees regardless of group size. As is Commission policy, youth groups are one-half regular rental rates for weekend use.

Regional/Special Park Ballfields - Per GAME

Field Use - Baseball - 19 and Over	\$35.00	2/96	\$38.00	07/01/02	8%
Field Use - Baseball - 13 to 18	\$27.00	2/96	\$30.00	07/01/02	11
Field Use - Baseball - 12 and Under	\$15.00	2/96	\$18.00	07/01/02	20
Field Use - Football/Soccer/Other- 19 and Over	\$27.00	2/96	\$30.00	07/01/02	11
Field Use - Football/Soccer/Other - 13 to 18	\$27.00	2/96	\$30.00	07/01/02	11
Field Use - Football/Soccer/Other- 12 and Under	\$15.00	2/96	\$18.00	07/01/02	20
Field Use - Softball - 19 and Over	\$27.00	2/96	\$30.00	07/01/02	11
Field Use - Softball - 13 to 18	\$27.00	2/96	\$30.00	07/01/02	11
Field Use - Softball - 12 and Under	\$15.00	2/96	\$18.00	07/01/02	20

According to regional maintenance staff and the Ballfield Coordinator, supplies, materials, equipment, fuel and staff costs have increased an average of 10-11% over the last 5 years. In order to continue the standard of maintenance expected by regional/recreational ballfield users, we are proposing a \$3 increase in the permit for each type of field use.

If the proposed changes are approved, the revenue from the permit fees for FY03 would be \$745,630. Revenues from the Nature Center fees would be \$147,500. Summaries of the revenues generated from the fees proposed are attached in memos dated October 18, 2001.

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PROPOSED PARK FUND USER FEES - FY 03

<u>Fee Types</u>	<u>Current Fee</u>	<u>Last Commission Approval Date</u>	<u>Proposed Fee Effective Date</u>	<u>% Change/No Change</u>
Administrative Fees				
Returned Check Fee - Per Check	\$25.00	2/94	\$30.00 07/01/02	20%
Permit change/Reissue - Per Permit	\$25.00	2/94	\$30.00 07/01/02	20%
Cancellation Fee - Per Permit	\$25.00	2/96 (new)	\$30.00 07/01/02	20%
Park Police/ Park Maint. Service Charge	\$25.00	2/96 (new)	\$30.00 07/01/02	20%
Administrative - Processing Fee	\$15.00	2/96 (new)	\$20.00 07/01/02	33%
Agricultural History Farm Park-Activity Room				
Per 4 Hours - Weekend	198.00	11/16/00	\$236.00 07/01/02	19%
Per 4 Hours - Weekday evening	\$157.00	11/16/00	\$176.00 07/01/02	12%
Per 4 Hours - Weekday (9am-3pm)	\$41.00	11/16/00	\$60.00 07/01/02	46%
Bus Permits				
Non-Mont/PG County Groups - Per Bus	\$36.00	11/16/00	\$36.00 No Change	
Montgomery /PG County Residents - Per Bus	\$15.00 (admin fee)	2/96	\$20.00 07/01/02	33%
Camping - Overnight Only				
Primitive - Per site/Per night County Residents only	\$16.00	11/16/00	\$16.00	No Change
Commercial Filming				
Per Event	\$225.00	11/16/00	\$225.00	No Change
Concessionaire Permit				
Non-profit groups (single event)	\$150	11/16/00	\$150.00	No Change
Non-profit groups (season)	\$250	11/16/00	\$250.00	No Change
For profit individuals/companies (single event)	\$500	11/16/00	\$500.00	No Change
For profit individuals/companies (season)	\$750	11/16/00	\$750.00	No Change

PROPOSED PARK FUND USER FEES - FY 03

Electricity								
For Picnic Shelter - Per Site	\$21.00	11/16/00		\$21.00				No Change
Group Picnic Areas								
Exclusive Use - Per Date	\$310.00	11/16/00		\$310.00				No Change
Gymnasium - Per Hour								
MC Recreation Department	\$15 (admin fee)	2/96		\$20.00	07/01/02			33%
Other Users	\$21.00	11/16/00		\$26.00				20%
Local Ballfields - Per Field Per Permit								
All Users	\$15.00	2/96		\$20.00	07/01/02			33%
Local Picnic Shelters								
MC Recreation Department Programs	\$15 (admin fee)	2/96		\$20.00	07/01/02			33%
Other Users	\$75.00	2/96		\$80.00	07/01/02			7%
Nature Centers								
Conservation Clubs								
Ages 5-7	\$55.00	11/16/00		\$55.00				No Change
Ages 8-15	\$85.00	11/16/00		\$85.00				No Change
Ages 16-Adult	\$95.00	11/16/00		\$95.00				No Change
Demonstrator's Table	\$25.00	5/93		\$30.00	07/01/02			20%
Outdoor Skill -Per person per hour								
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Child (11 & under)	\$ 2.00	4/96		\$ 3.00	07/01/02			33%
Large Group Program								
1 Hour Program	\$250.00	4/99		\$250.00				No Change
2 Hour Program	\$400.00	4/99		\$400.00				No Change

PROPOSED PARK FUND USER FEES - FY 03

Nature Centers (continued)

Tours - Per person					
Boat - regular - per hour	\$ 3.00	5/93	\$4.00 7/01/02	33%	
Boat - child (11 & under per hour)	\$2.00	5/93	\$3.00 7/01/02	50%	
Canoe - Regular - per hour	\$3.00	5/93	\$4.00 7/01/02	33%	
Bike - Regular - per hour	\$3.00	5/93	\$4.00 7/01/02	33%	
Bike - Child - per hour	\$2.00	4/96	\$3.00 7/01/02	50%	
Archaeology Summer Camp - 1 week	\$105.00	5/99	\$105.00	No Change	
Beginner	\$200.00	5/99	\$200.00	No Change	
Field School (9 a.m. - 3 p.m.)	\$ 50.00	5/00	\$ 50.00	No Change	
Field School (Extended hours 3-5 p.m.)					

Recreation Centers

Recreation Dept. - 4 Hours	\$15.00 (admin. fee)	2/96	\$20.00	33%	
Chartered Youth Group Meetings					
Per 2 Hours - Weekday	\$15.00 (admin. fee)	2/96	\$20.00	33%	
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Civic Associations					
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Per 4 Hours - Weekend (>100 people)	\$165.00	11/16/00	\$120.00	Decreased	

Please note: Proposed rates for rentals are flat fees regardless of group size. Youth groups are one-half regular rental rates for weekend use.

PROPOSED PARK FUND USER FEES - FY 03

Recreation Centers (continued)						
<i>MCPS Adult Education</i>						
Per Hour - Weekday	\$11.00	11/16/00	\$11.00			No Change
<i>Day Care</i>						
Per Hour - Weekday rate or 25% Monthly Fee Increase	\$11.00	11/16/00	\$11.00			No Change
<i>Waves of Glory Church</i>						
Per Month (Sundays, 10a-2p, 7-11p) [Restroom use only]	\$129.00	11/16/00	\$129.00			No Change
Regional/Special Park Ballfields - Per GAME						
Field Use - Baseball - 19 and Over	\$35.00	2/96	\$38.00	07/01/02		8%
Field Use - Baseball - 13 to 18	\$27.00	2/96	\$30.00	07/01/02		11%
Field Use - Baseball - 12 and Under	\$15.00	2/96	\$18.00	07/01/02		20%
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Field Use - Football/Soccer/Other - 13 to 18	\$27.00	2/96	\$30.00	07/01/02		11%
Field Use - Football/Soccer/Other - 12 and Under	\$15.00	2/96	\$18.00	07/01/02		20%
Field Use - Softball - 19 and Over	\$27.00	2/96	\$30.00	07/01/02		11%
Field Use - Softball - 13 to 18	\$27.00	2/96	\$30.00	07/01/02		11%
Field Use - Softball - 12 and Under	\$15.00	2/96	\$18.00	07/01/02		20%
Security/Damage Deposits						
Recreation Centers/Other - Damage	\$125.00	11/16/00	\$125.00			No Change
Recreation Centers/Other - Key	\$20.00	11/16/00	\$20.00			No Change

MEMORANDUM

To: Donald Cochran, Director of Parks

From: Carolyn Wainwright, Community Services Supervisor
Denise Reid Bourne, Permit Office Supervisor

Date: October 18, 2001

Subject: Park Permit Office Proposed Revenues for Fiscal Year 2003

Please find below a chart representing the FY03 proposed revenues for the Park Permit Office.

Title	Object	FY01 (Actual)	FY02 Budget	FY03 (Proposed)
Filming Fees	8400	\$1,448.00	\$3,100.00	\$2,250.00
Ballfields - Regional/Recreational	8409	\$205,810.00	\$200,000.00	\$240,000.00
Bus Fees	8415	\$1,515.00	\$2,000.00	\$2,400.00
Camp Sites Fees*	8417	\$2,955.00	\$5,100.00	\$4,000.00
Group Picnic Area Fees	8447	\$47,015.00	\$51,480.00	\$51,150.00
Key Deposits**	8452	\$44,870.00	\$0.00	\$0.00
Admin. Fee - Local Ballfields	8479	\$47,123.00	\$47,000.00	\$60,000.00
Administrative Fee - Cancellations	8527	\$0.00	\$400.00	\$480.00
Administrative - Processing Fee	8528	\$3,792.00	\$4,500.00	\$5,500.00
Local Park Picnic Shelters	8535	\$2,903.00	\$4,430.00	\$3,200.00
Gymnasium Fees	8617	\$15,080.00	\$15,000.00	\$15,450.00
Recreation Centers	8620	\$342,557.00	\$349,700.00	\$349,700.00
Concession Fees	8670	\$700.00	\$750.00	\$1,500.00
Service Charge***	8810	\$3,865.00	\$23,000.00	\$3,000.00
Fines/Forfeitures	8862	\$8,254.00	\$7,000.00	\$7,000.00
Total=		\$727,887.00	\$713,460.00	\$745,630.00

* Please note the current FY02 Budget Figure is incorrect and should be \$4000

** Please note Key deposits should not be considered as revenue items

***Please note that the FY02 Budget Figure is incorrect and should be listed as \$3,000

MEMORANDUM

To: Donald Cochran, Director of Parks
From: Carolyn Wainwright, Community Services Supervisor
Date: October 18, 2001
Subject: Nature Centers Proposed Revenues for Fiscal Year 2003

Please find below a chart representing the FY03 proposed revenues for the Nature Center programs, now a part of the Park Fund.

Title: Nature Center Programs	Object	FY01 (Actual)	FY02 Budget	FY03 (Proposed)
Day Camps	8502	\$2,200.00*	\$34,000.00**	\$45,000.00
Nature Programs	8506	\$94,341.00	\$61,410.00	\$92,000.00
Archaeology Camp	8509	\$6,910.00	\$13,800.00	\$10,500.00
TOTAL		\$103,451.00	\$109,210.00	\$147,500.00

*Reflects revenue for camp at Meadowside Nature Center only

**Reflects budgeted revenue for all nature centers

CC: Julie Carroll
Gwen Wright

**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
DEPARTMENT OF PARKS, MONTGOMERY COUNTY
POLICY ON USER FEES**

PURPOSE

To provide direction and consistent rationale in the development and application of User Fees charged for facilities, services and programs in the Department of Parks, Montgomery County. These fees may be applicable to facilities, services and programs such as recreation buildings, permits, ballfields, Brookside Gardens, group picnic areas, parking, Nature Centers, and primitive camping areas, which are primarily funded through general tax dollars. These fees are applicable to golf courses, ice rinks, indoor tennis courts, conference centers, miniature trains, boat rentals and rides, Wheaton Carousel, Little Bennett campground and selected activities at Brookside Gardens, which are self-supporting facilities, services and programs, and must produce sufficient revenue to cover both direct and indirect costs.

POLICY STATEMENT

Basic facilities, services and programs (such as trails, playgrounds and picnic areas), which appeal to a broad spectrum of the community, are supported by general tax dollars and are provided at no additional charge to residents. User Fees are charged for those facilities, services and programs, which provide an individual benefit or an exclusive use. User Fees may also be charged to balance use with capacity and demand, and to allocate scarce resources. When feasible, the User Fee charged should cover the direct and indirect costs of that part of the facility use, service or program from which the user derives the individual benefit. Fee reductions are given to qualified lower income individuals and groups, and may be given to qualified community based groups and qualified chartered youth groups. In general, User Fees should be higher for residents outside of Montgomery and Prince George's Counties.

User Fees for self-supporting facilities, services and programs are established at a level which (1) is competitive with comparable public and private facilities and services in the area; (2) can reasonably be expected to generate sufficient revenue to sustain administrative, operating and maintenance costs; (3) is likely to generate surplus operating income to fund capital improvements at existing and developing facilities; and (4) reflects user demand and patterns of use.

Criteria For Determining Whether A User Fee Should Be Charged

The following criteria are considered before a User Fee is charged:

- * The service can be provided only to the paying users, thus preventing access to all others.
- * The amount of net revenue generated from the User Fee outweighs the difficulty and cost of collection.
- * The application of a User Fee does not have a significant impact on usage.

Fee Reductions For Lower Income Individuals and Groups

Qualified lower income individuals and groups are offered reductions on normal fees to provide access to selected facilities, services and programs. Pursuant to County Council policy, costs not covered by lower income users will be absorbed by the general taxpayers, not by other users.

Fee reductions may be applicable to facilities, services and programs such as:

Recreation Centers
Gymnasiums
Group Picnic Areas
Bus Parking
Golf Courses
Nature Center Programs
Ice Rinks
Primitive Camping
Agricultural History
Activity Room

Indoor Tennis Center
Brookside Gardens Programs
and Facility
Miniature Trains
Wheaton Carousel
Picnic Shelters
Boat Operations

Fee reductions are not applicable to merchandise sales, private lessons, bus trips, concessionaire operated facilities, use of ballfields by leagues and teams, some equipment and facility rentals or seasonal reservations. Reductions may not be applicable during peak attendance hours.

Fee Reductions for Community Based Groups and Chartered Youth Groups

Qualified community based groups and qualified chartered youth groups may be offered reductions from normal fees for use of recreation centers and conference centers on weekdays. There may also be a charge to cover the operational costs of administration, security, and custodial services.

Process for Determining Fees and Fee Reductions

Annually, staff from the Department of Parks will review each fee for policy compliance, and cost basis, to determine a fee recommendation. The Park Commission will review the staff fee recommendations and act on them. Approved User Fees will be reflected in the Department of Parks User Fees schedule.

The Department of Parks, in cooperation with the County's social service agencies, and the Department of Recreation, will establish eligibility guidelines, application procedures, and fee reduction levels for lower income individuals and groups, community based groups, and chartered youth groups.

Any reduction of fee not specifically mentioned in this policy must have the approval of the Director of Parks. The Director of Parks' determination will provide the final decision in this fee reduction process.

Approved by the Montgomery County Park Commission November 30, 1992.