

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Fees and Charges

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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY: Common Council

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. General Statement of Policy

- A. The City offers a variety of programs, activities, and facilities intended to meet the recreational, cultural, and leisure needs of the community. These programs are intended to serve all segments of the City's population.
- B. In order to relieve the burden on the general fund property taxpayer; to recognize that participation in Leisure Services activities is optional and elected by the participants; fees shall be charged for the programs.
- C. The establishment of fees is not intended to exclude individuals from participation.

II. Authority and Responsibility of Fees

- A. It is the responsibility of the Parks, Recreation, and Forestry Committee to establish all fees and charges for the leisure services. The Parks and Recreation Director and Supervisory staff shall keep the schedule current based upon the costs incurred from year-to-year.
- B. No city resident shall be denied participation in any department program due to the inability to pay a fee, or which may create a hardship on a family or any other extenuating circumstances. The Parks and Recreation Director upon request shall make such determination.

- C. Refund Policy – Refunds will be made in full when the Department cancels a program. No refunds will be issued on or after the date the program had begun. The only exceptions will be in case of illness or emergencies.

III. Establishing Fees and Charges for Programs

A. Direct/Indirect Program Costs

1. Programs in which fees are to be charged shall be determined by the direct cost of providing the program which includes:
 - a. Program instructors or program supervisors wages
 - b. Number of classes and hours of instruction
 - c. Cost of materials and/or equipment
 - d. Rental cost of the facility
 - e. Minimum number of students/teams required to operate the program will be the basis for setting individual/team fees.
2. The Parks and Recreation Department does not allocate any indirect cost or expenses to any individual program which includes:
 - a. Administrative staff time
 - b. Maintenance costs
 - c. Utilities

B. Definition of Residents and Non-Residents

1. There are several out of city residents who make use of the leisure service, but make no tax contribution to help support the operation. Department activities are supported through taxes paid by the residents of the City. All participants not residing within the corporate city limits of the City shall be charged according to the following formula:
 - a. Resident – Persons residing within the corporate city limits.
 - b. Non-Residents – Persons residing outside the corporate city limits will be charged 1 ½ times the resident fee.

C. Establishing Fees

The following are the recovery ratio goals to be utilized in developing specific program fees.

1. Aquatics Facilities (Hefko Pool and Senior High Pool)
 - a. To recover 90% of cost.
2. Senior Center
 - a. Goal - 10%
 - b. Use by outside groups.
 - Non profit – 0% recovered.
 - Profit – 100% of costs, plus a user fee.

3. Recreation Programs
 - a. Adult – Goal – 100% of cost.
 - b. Youth – Goal – 50% of cost.
4. Clinics, Instruction, and Recreational Trips
 - a. 100% of costs shall be recovered for clinics and instruction.
 - b. 110% of direct costs (bus and tickets) shall be recovered for trips.
5. Parks and Equipment Use
 - a. A fee shall be charged where practical.
6. Contractual Programs
 - a. To recover 100% of costs.

D. Special Conditions

1. If a fee becomes so high that attendance begins to drop, then a special fee may be established.
2. The Parks and Recreation Director may make exceptions to deal with individual financial hardships.