

 <b>NEW YORK</b> STATE OF OPPORTUNITY. <b>Parks, Recreation and Historic Preservation</b>	Procedure Title: <b>Annual Fee Schedule Review and Approval</b>
Section: <b>Fiscal Management</b>	Directive: <b>FIN-PCD-011</b>
	Effective Date: <b>11/19/2014</b>

**Summary**

New York State parks and historic sites generate millions of dollars in revenue annually through patron use fees. The majority of these funds are appropriated to the Office of Parks, Recreation and Historic Preservation (OPRHP) to support agency operations and to maintain the various facilities and amenities enjoyed by our patrons. The categories of fee collection which produce the greatest share of revenues are vehicle-use fees (VUF), Empire Passports, camping/cabin rental, golf, boating, historic site visitation, rental of shelters/pavilions, and park use permits. Most fees are structured on a statewide basis, while others are facility, activity or amenity specific. All OPRHP regulatory fees are reviewed and approved by the agency through the process described in this procedure.

**Procedure**

It is the responsibility of the Albany Fiscal Management Bureau to maintain a master fee schedule by fee type, subtype, region, and facility. Annually, prior to the start of the operating season, the fee schedule is made available to Regional Directors to submit any proposed changes, additions, increases and/or deletions to the schedule. A comment field column is provided on the spreadsheet to justify/describe any proposed changes; changes are to be identified as either a “new fee,” “update to reflect current fee,” or “proposed change to existing fee.” All revised schedules are returned to Albany Fiscal Management Bureau by the required due date. The Fiscal Management Bureau forwards proposed changes to Executive Staff for review and approval.

Generally, changes requested by the Regional Directors are region-specific. Proposed fee changes affecting major revenue categories statewide, e.g., VUF, require broader discussion among Executive Staff and the Regional Directors. The State Administrative Procedure Act, Section 102(2)(a)(i) requires fees of \$100 or more to be set in regulation; therefore, those fees are established and amended through the rule making process (*See, 9 NYCRR Part 381*).

Once OPRHP establishes and approves its regulatory fees for the operating season, the schedule is posted annually via Fiscal Management program guidance, on the agency's intranet and public website.

This procedure does not apply to fees and rental charges that are negotiated and established by contract.

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### **Forms**

No applicable forms

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### **Other Related Information**

State Administrative Procedure Act, Section 102(2)(a)(i)  
9 NYCRR Part 381

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### **History**

11/24/2014 This procedure confirms existing practice and is effective immediately.