

 Parks, Recreation and Historic Preservation Section: Fiscal Management	Procedure Title: Annual Fee Schedule Review and Approval Directive: FIN-PCD-011 Effective Date: 03/31/2019
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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.

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.

Forms

No applicable forms

Other Related Information

9 NYCRR Part 381

History

03/31/2019 Updated to reflect current interpretation of the NYS SAPA statute, regarding publication of user fees in regulation. All references to SAPA removed.

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