

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT DEPARTMENT POLICY AND PROCEDURE	DEPT 1400-12-01 LGL 2012-0057
TITLE: RECREATION PROGRAMS COST RECOVERY EFFECTIVE DATE: September 1, 2007 REVISION EFFECTIVE DATE: June 11, 2012	

1.0 GENERAL

1.1 This policy establishes a cost recovery procedure for department recreation programs. It is to be used as a guideline for developing recreation program budgets and establishing fees to be charged for recreation activities.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to the Spokane Parks and Recreation Department.

3.0 REFERENCES

- City Charter – Section 48. Park Board – Powers
- Park Board Rules – Section 14. General Operating Polices and Procedures, Ruling and Appeals
- Park Board Financial Management Policy as adopted December 8, 2005 – Section V.a. ii.

4.0 DEFINITIONS

- 4.1 "Cost recovery percentage" means the revenue generated by the activity divided by the cost of the activity.
- 4.2 "Department" means the City of Spokane Parks and Recreation Department.
- 4.3 "Direct costs" mean specific costs of providing an activity; including instructors, materials, transportation, equipment costs with depreciation, facility rental, etc. These costs would not be incurred unless the activity is held.
- 4.4 "Indirect costs" mean the combination of program overhead, such as program supervision and related costs; shared costs, including registration system costs, activity guide, payment processing fees, telephone, computer, insurance and division management and related costs; and department support, such as office space, accounting services and management support. Department support will be calculated using the Park and Recreation full cost overhead rate, as established by the Finance department.

5.0 POLICY

- 5.1 The City of Spokane Parks and Recreation Department:
 - a. desires to provide high quality recreation activities and opportunities suitable for people of all ages and abilities; and
 - b. cultivates volunteers and community partners to help provide services; and
 - c. seeks to efficiently provide services that are affordable and not readily available elsewhere in the community; and
 - d. defines through the budget the amount of taxpayer support available for recreation activities.
- 5.2 The Park Board establishes cost recovery goals as follows:
 - a. Therapeutic Recreation Program 95%-100% of direct costs
 - b. Personal Interest Program 175%-185% of direct costs
 - c. Corbin Art Center Program 175%-185% of direct costs

- d. Athletic Program 175%-185% of direct costs
- e. Outdoor Program 120%-130% of direct costs
- f. Aquatic Program 25%- 35% of direct costs
- g. Programs Overall 45% - 55% of total costs

6.0 PROCEDURE

- 6.1 On an annual basis, a report identifying recreation program revenue and direct and indirect costs for the fiscal year will be presented to the Park Board.
- 6.2 Customer satisfaction will be measured by a combination of surveys, evaluations and other feedback. Performance measures will further be identified in the strategic plan.
- 6.3 Opportunities and target populations will be identified in the strategic plan.
- 6.4 Cost recovery goals will be updated no less than every three (3) years.

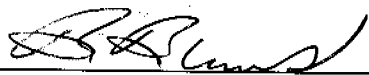
7.0 RESPONSIBILITIES

The Director of the Parks and Recreation Department shall administer this policy.

8.0 APPENDICES

None

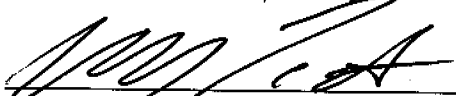
APPROVED BY:



 City Attorney (A25T)

6-11-12

 Date



 Director - Parks and Recreation

6-11-12

 Date