

## Council Meeting Staff Report

August 31, 2021

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<b>Agenda No.:</b>	B.
<b>Indexes (Council Goals):</b>	* 2021 Council Goal - N/A
<b>Presenters:</b>	Cory Styron; Katherine Hudspeth
<b>Legislative File:</b>	13901-21

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### Title

Revision to Los Alamos County Community Services Department Charges and Fees Policy

### Recommended Action

**I move that the County Council approve the revisions of the Charges and Fees Policy for the Community Services Department.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

### Board, Commission or Committee Recommendation

Parks & Recreation Board recommends that Council approve the motion as presented.

### Body

On July 13, 1998 Los Alamos County Council approved the "Los Alamos County Parks and Recreation Department Fees and Charges Policy" which was established per County Manager's Policy #426. Since the original approval in 1998, this document has not been updated and major revisions were needed as items, processes and facilities have changed throughout Los Alamos County.

The primary purpose of this revision is to provide more in-depth information on the processes and methodology used to determine the appropriate level of County subsidy and cost recovery for all programs and services provided by the Community Services Department (CSD). This policy reflects the general philosophy and guidelines set forth for the entire general County in the Los Alamos County User Fee Policy #426, adopted by Council on June 21, 1993. In addition, it considers the unique customers of CSD and their input and suggestions. The current practice of establishing user fees and charges in CSD is based upon sound management practices and general CSD administrative principles. This policy formalizes this practice and establishes goals, guidelines, definitions and procedures for considering and calculating user fees and charges.

Significant changes from the 1998 policy to the proposed updated policy are as follows: The current 1998 document is 16 pages, the proposed document is five (5) pages, this is due to the removal of verbiage, terms and definitions that are no longer used within the County, or not applicable to this updated document. Eight (8) sections were also removed due to them no longer being relevant and/or items were better addressed in an already existing section. Los Alamos County staff strived to provide a streamlined, simplified document, updated and added relevant terms and definitions. Additional items that were updated were the Cost Recovery section, to reflect the current processes and information from Finance; the Calculating Fees and Charges section to reflect what is taken into account when setting fees and charges; and staff updated the verbiage from annual review to periodic review to allow for flexibility if needed for the various seasonal divisions within the Community Services Department.

The Charges and Fees Policy was taken to the PRB board in July of 2021 and was passed with

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unanimous vote to approve.

**Fiscal and Staff Impact**

The Department, working in collaboration with the Parks and Recreation Board and its subcommittees, will review the Fees and Charges Policy and the specific related Fees and Charges Schedule periodically to ensure alignment with cost recovery targets.

**Attachments**

A - Fees & Charges Policy 2020 Final

B - User Fees & Charges Policy (1998 Orig.)