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STATE OF WASHINGTON

County of Jefferson

An Ordinance Relating to County Fee Policy and Requirements and Department of Public Works Parks and Recreation Division Fee Schedules; Amending Title 3 JCC, Title 12 JCC, and Appendix Fee Schedules; Repealing and Replacing Ordinance No. 05-0707-14 and Ordinance 12-1209-96

ORDINANCE NO. 02-0612-23

WHEREAS, the existing method of adopting and amending fee schedules that appear in the code under [Appendix Fee Schedules](#) lacks transparency and is a cumbersome process for county departments with few resources; and,

WHEREAS, [Appendix Fee Schedules](#) contains many out-of-date fee schedules as a result; and,

WHEREAS, the present [Appendix Fee Schedules](#) is difficult to locate and some county codes that require fees for services or as a part of an application do not mention fee schedules; and,

WHEREAS, many other county jurisdictions amend fee schedules by resolution to allow ease of adoption; and,

WHEREAS, adoption and amendment of fee schedules by resolution will allow the county to more quickly and efficiently amend fee schedules; and,

WHEREAS, it is the desire of the Board of County Commissioners (“BoCC”) that all fee schedules, including those adopted by the Board of Health, be adopted by resolution and that the [Appendix Fee Schedules](#) be eliminated from county code; and

WHEREAS, county departments should be required to post fees on their websites, make fee schedules widely available to the public, and place fee policy in the code for greater transparency and ease of reference for the public; and,

WHEREAS, the Jefferson County Department of Public Works, Parks and Recreation Division (“Parks”) collects reasonable fees to offset the costs of operation and maintenance of county parks pursuant to chapter [12.25](#) JCC and [Appendix Fee Schedules](#); and

WHEREAS, the costs for operation and maintenance of county parks has escalated dramatically since 2014, when the fee schedule was last amended, and it is necessary to update the fee schedule accordingly; and

WHEREAS, in some cases, the 2014 fees did not correspond to actual use patterns which needlessly depressed facility use; and

WHEREAS, Parks has studied the existing fee schedule, and compared the proposed fees with the fees of similar agencies, and

WHEREAS, Parks discussed the fee proposal with school officials, park users, and youth sports organizations; and

WHEREAS, The Jefferson County Parks and Recreation Advisory Board partnered with staff to develop the fee schedule, reviewed the fee proposal on February 2, 2023 and unanimously recommended the fee proposal for adoption by the Jefferson County Board of Commissioners (BoCC) on April 6, 2023; and

WHEREAS, on May 22, 2023, the Jefferson County Board of Commissioners (“BoCC”) held a public hearing soliciting input and feedback on the proposed fee and fee schedule changes.

NOW THEREFORE, be it hereby ordained by the BoCC as follows:

Section 1. Findings. The BoCC hereby adopts the recitals (the “WHEREAS” statements) as its findings of fact in support of this Ordinance.

Section 2. Amendments adopted in Appendix A. The BoCC adopts Appendix A adding a new chapter 3.80 of the Jefferson County Code (“JCC”) relating to general county department fee requirements and policies. This chapter places policy that appeared within the Appendix Fee Schedule into a new chapter 3.80 JCC. It also adds a Large Projects section. It further authorizes all county department and offices to request amendment of fee schedules by resolution.

Section 3. Amendments adopted in Appendix B. The BoCC adopts Appendix B, which amends Appendix Fee Schedules to repeal the general requirements at the beginning (Fees for New Programs, Events, or Services; Annual Fee Indexing; and Periodic Fee Review) which will by this ordinance be placed in chapter 3.80 JCC. Appendix B also repeals Section V of Appendix Fee Schedules, including V-010 and V-020, relating to Department of Public Works-Facilities, Parks and Recreation Division. A new fee schedule will be adopted by resolution as permitted by the JCC 3.80.020 (adopted as a part of this ordinance). It is the desire of the BoCC that the entire Appendix Fee Schedules be eliminated and be replaced by chapter 3.80 JCC and fee authorization and policy in implementing codes as necessary, and that all departments with fee schedules adopted in Appendix Fee Schedules bring similar revisions to the BoCC in the coming year.

Section 4. New Section for Chapter 12.25 JCC. A new section is added to chapter 12.25 JCC, to read as follows:

12.25.270 Fee collection authorized. Jefferson Parks and Recreation shall collect fees authorized under this chapter and chapter 3.80 in the Jefferson county code.

(1) Jefferson Parks and Recreation shall collect campground fees, recreation center fees, shelter fees, field fees, recreation programs, and fees for other facilities and services as provided in a fee resolution adopted pursuant to chapter 3.80 JCC and as allowed in this chapter.

(2) Recreation programs. Certain Jefferson County park and recreation program fees vary from year to year and are based on the costs of program delivery. These costs may include but are not limited to instructors, equipment, coaches, uniforms, facility reservation, officiating costs, number of participants, and administration costs. The parks and recreation manager has the authority to set recreation program fees. A percentage of the revenue may be used for scholarships. In addition, the recreation program will seek to raise scholarship funds through grants, fundraising activities, and donations.

(a) Fees for recreation department programs shall be established each year and posted before the beginning of the specific sport or program season by the parks and recreation manager, and are subject to review upon request by the board of county commissioners.

(b) The amount of the fee will be determined with consideration given to the following administrative costs: the cost of the staff necessary to run the program, the cost of the maintenance required due specifically to that program, and the cost of supplies, equipment and other associated expenses for the program.

Section 5. New Section for Chapter 12.25 JCC. A new section is added to chapter 12.25 JCC, to read as follows:

12.25.280 Authority to adopt rules and procedures.

The parks and recreation manager may administratively adopt rules, regulations, and restrictions specific to particular programs and facilities depending on condition of facilities, environmental conditions, and other issues related to management of facilities and programs. Any rule, regulation, or restriction enacted under this section shall be posted on-site at the facility affected and on the county website.

Section 6. New Section for Chapter 12.25 JCC. A new section is added to chapter 12.25 JCC, to read as follows:

12.25.290 Payment and reservation policies for facilities.

(1) Payment for facilities use. Payment is due in full at time of facility reservation; except that athletic field reservations may pay a 20 percent deposit at time of reservation with the remaining 80 percent due before the first event.

(2) Facilities reservations.

(a) Facility reservations are accepted on a first-come, first-served basis.

(b) Facility reservations will be accepted up to one year prior to the event date.

- (c) Reservations for scholastic athletic events must be made at least 30 calendar days prior to the event date.

(3) Refunds.

- (a) A 100 percent refund will be made for facility use reservations cancellations made 30 days or more before the date of reservation. A 50 percent refund will be made for cancellations made between 29 and 15 days before the reservation.
- (b) No refund will be given for cancellations made 14 days or less from the first day of the facility reservation; except that the parks and recreation manager may issue refunds based on emergencies or special circumstances, for cancellations made by Jefferson County, or for an issue regarding the facility.
- (c) The parks and recreation manager has the authority to issue a refund at any time for a facility reservation when it is based on a legitimate issue regarding the condition of the facility, as determined by the manager.

(4) Cancellations by Jefferson County. Jefferson County parks and recreation reserves the right to cancel a recreation program at any time based on staff, registration, facility, equipment issues, or environmental conditions. When Jefferson County parks and recreation cancels a program, a 100 percent refund will be provided.

(5) Policies for groups or individuals who cause damage to facilities.

- (a) Groups or individuals that cause damage to facilities due to abuse and neglect, or do not follow rules will be denied subsequent use of the facility.
- (b) When the risk of damage is high, or there is a record of past damage, a damage deposit may be required in advance of the event. The deposit may be used to pay for repairs to damages caused by the event. Unused deposits will be returned promptly.
- (c) Groups or individuals that cause damage to facilities above and beyond normal wear and tear are liable for the full cost of replacement or repair of those facilities. The replacement or repair will be conducted by Jefferson County parks and recreation and the responsible party will be invoiced.

Section 7. Ordinance Nos. 05-0707-14 and 12-1209-96 are hereby repealed and replaced by this Ordinance and Resolution 24-23.

Section 8. JCC 8.00.010(6) states that the Board of Health shall “[e]stablish fee schedules for issuing and renewing licenses and permits, or for such other services as are authorized by the law and rules of the State Board of Health.” Fees schedules established by the Board of Health should be adopted by resolution, so that the method for amending fee schedules is consistent throughout the county.

Section 9. Severability. If any section, subsection, sentence, clause, phrase or section of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 10. Effective Date. The Ordinance becomes effective upon adoption by the BoCC.

Section 11. SEPA Categorical Exemption. This ordinance is categorically exempt from the State Environmental Policy Act under WAC 197-11-800 (19).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this 12 day of June, 2023.

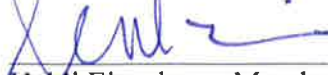
JEFFERSON COUNTY BOARD OF COMMISSIONERS



Greg Brotherton, Chair



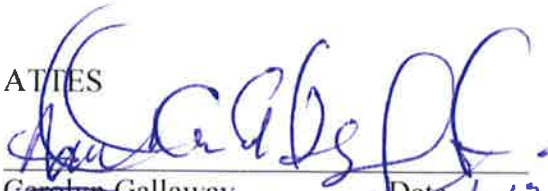
Kate Dean, Member




Heidi Eisenhour, Member



SEAL:

ATTIES


Carolyn Gallaway Date 6-12-23

~~Deputy Clerk of the Board~~ 
Executive Assistant

Approved as to form only:



Barbara Dykes Ehrlichman Date 06/12/2023
Civil Deputy Prosecuting Attorney