


Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Monte Reinders, P.E. 
Public Works Director/County Engineer

Agenda Date: June 2, 2014, 10:00am

Subject: Parks and Recreation Fee Ordinance Update

Statement of Issue: Working closely with the Parks and Recreation Advisory Board and key stakeholders, staff has prepared a draft new fee ordinance for parks and recreation programs and facility use. Staff will make a presentation about the new fee ordinance, and discuss the draft new fee ordinance with the board.

Analysis/Strategic Goals/Pro's & Con's: The previous fee ordinance was adopted in 2006. The fees have been the same since 2009. Parks and recreation faces funding challenges which this fee increase will help to address.

Fiscal Impact/Cost Benefit Analysis: It is estimated that this fee increase will raise parks and recreation fee revenue from \$59,742 to \$69,564 or \$9,822 per year. The fee ordinance is structured so that it increases incrementally over the next five years.

Recommendation: Discuss and provide feedback on the draft new ordinance, set a public hearing for July 7, 2014 at 10am.

Department Contact: Matt Tyler, 385-9129

Reviewed By:



Philip Morley, County Administrator

5/28/14

Date

Publish in Legals Twice: June 11 and June 18, 2014

Bill: Jefferson County Public Works Department, Parks and Recreation Division

Account No: 02105378 – Jefferson County Public Works Legal Ads

**NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PARKS AND RECREATION FEE PROPOSAL**

A public hearing will be held on Monday, July 7, 2014 at 10:05 AM by the Jefferson County Board of Commissioners at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368 for the purpose of taking public testimony regarding the proposal to increase the fees for services rendered by the Parks and Recreation Division of the Public Works Department. Written testimony on the proposal will be accepted until Monday, July 7th, 2014. The proposal can be viewed on-line at www.co.jefferson.wa.us. For additional information, contact Matt Tyler, Jefferson County Public Works Department, (360) 385-2221, or email mtyler@co.jefferson.wa.us.

Signed this 2nd day of June, 2014

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chair

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

In the matter of an Ordinance Replacing }
 Specific Fee Schedules Contained in }
 Ordinances 13-1213-99; 14-1213-99; }
 04-0317-03; and 12-1211-06 }
 For the Parks and Recreation Division }
 of the Public Works Department }

ORDINANCE NO. _____

SECTION 1 – PURPOSE AND SCOPE:

The purpose of this ordinance is to repeal and replace fee schedules and rules for the Jefferson County Parks and Recreation Division of the Public Works Department.

SECTION 2 – FEE SCHEDULES:

The fee schedule is as follows (all values in dollars):

(1) Campground Fees.

Campground Fees Per Night					
Campground	2014	2015	2016	2017	2018
Lake Leland	18	18	18	18	18
Upper Oak Bay W/Electric	25	25	25	25	25
Upper Oak Bay	20	20	20	20	20
Lower Oak Bay	20	20	20	20	20
Chimacum	15	15	15	15	15
Quilcene	12	12	12	15	15
Additional Vehicle Fee	10	10	10	12	12
Bicycle Only any non-utility site	10	10	10	12	12

(2) Recreation Center.

Port Townsend Recreation Center					
Rec Center Room	2014	2015	2016	2017	2018
Head Start Room/Hour	8	8	8	9	9
Gym/Hour	18	18	18	20	20
Rec Room/Hour	18	18	18	20	20
Add Kitchen/Hour	8	8	8	9	9
Public Event Entire Facility/Four Hours	260	260	260	275	275

(3) Shelter Fees.

Shelter Fees for Four Hours					
Rotary Pavilion	2014	2015	2016	2017	2018
Events over 100 people (both sides)	175	175	175	185	185
Events 50-100 people (both sides)	125	125	125	135	135
Events 25 to 50 people (both sides)	75	75	75	85	85
Events 25 people or less	50	50	50	55	55
Salmon and Other Park Shelters	2014	2015	2016	2017	2018
Events over 100 people (Salmon Shelter only)	75	75	75	85	85
Events 50-100 people (Salmon Shelter Only)	50	50	50	55	55
Events 25 to 50 people (Salmon Shelter and Indian Island)	35	35	35	40	40
Events 25 people or less	25	25	25	30	30

(4) Field Fees

Athletic Field Fees					
Memorial Athletic Field	2014	2015	2016	2017	2018
Varsity Football/Game	750	750	750	800	800
Other School Sports/Game	200	200	200	225	225
Club Sports Games/Day (No Services)	250	250	250	275	275
Pick-Up Sports/Day	30	30	30	35	35
Educational Activity/Year	750	750	750	800	800
Softball Field/Day	50	50	50	55	55
Non-Sports Event Entrance Fee	400	400	400	450	450
Non-Sports Event no Entrance Fee	350	350	350	400	400
WBF Public Parking Fri/Sun	10	10	10	15	15
WBF Public Parking Sat	20	20	20	25	25
WBF Park + Over 30 Feet for Fri & Sun	10	10	10	15	15
WBF Park + Over 30 Feet for Sat	20	20	20	25	25
H.S. Sports Training Camp/Day	350	350	350	400	400
Kids Summer Camp/Day	100	100	100	125	125
Carnival/Day	500	500	500	550	550
Concession Stand/Event	25	25	25	30	30
Add Field Lights/Event	50	50	50	55	55
HJ Carroll Athletic Field	2014	2015	2016	2017	2018
School Sports Games 1 Field/Game	200	200	200	225	225
Club Sports Games all Fields/Day (No Services)	250	250	250	275	275
Softball Field Games/Day	50	50	50	55	55
H.S. Sports Training Camp/Day	250	250	250	275	275
Kids Summer Camp/Day	100	100	100	115	115
Concession Stand/Day	25	25	25	30	30

(5) Recreation Programs

Certain Jefferson County Parks and Recreation Programs 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, 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.

SECTION 3 – RULES:

The County reserves the right to add to the following rules and regulations by publishing on site, local area policies and procedures that are specific to certain programs, facilities, and changing environmental conditions.

1. Jefferson County Parks and Recreation reserves the right to cancel any recreation program at anytime based on staff, registration, facility, or equipment issues. When Jefferson County Parks and Recreation cancels a program a 100% refund will be provided.
2. The assistant recreation manager has the authority and discretion to issue refunds based on issues such as emergencies, special circumstances, health, or school. When such a refund is granted, the refund amount, and the reason will be documented in writing.
3. 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. 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.
4. 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.
5. Payment is due in full at time of facility reservation. Athletic field reservations may pay a 20% deposit at time of reservation with the remaining 80% due before the first event.
6. Facility reservations will be accepted up to one year prior to the event date. Reservations are made on a first come first served basis. Reservations for scholastic athletic events must be made at least 30 calendar days prior to the event date.
7. A 100% refund will be made for facility use reservations cancellations made 30 days or more before the date of reservation. A 50% refund will be made for cancellations made between 29 and 15 days before the reservation. No refund will be given for cancellations made 14 days or less from the first day of the facility reservation.
8. 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 facility.

SECTION 4 – REPEALER:

This Ordinance repeals and replaces Ordinance No. 12-1211-06 and 04-0317-03 and 13-1213-99 and Section 2 of 14-1213-99 and 12-1211-06.

SECTION 5 – SEVERABILITY:

If any section, subsection, or sentence, clause, phrase, or figure of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application to other persons or circumstances shall not be affected.

SECTION 6 – EFFECTIVE DATE

This Ordinance shall become effective upon adoption.

APPROVED AND ADOPTED THIS _____ DAY OF _____, 2014.

BOARD OF COUNTY COMMISSIONERS

John Austin, Chair

Phil Johnson, Member

SEAL: _____
David W. Sullivan, Member

ATTEST: _____
Approved as to Form:

Carolyn Avery
Deputy Clerk of the Board

David Alvarez
Deputy Prosecuting Attorney

Date

1 orig PW }
 cc: PA }
 And }
 Sheriff } 12/12/06

STATE OF WASHINGTON
 COUNTY OF JEFFERSON

EXISTING
 ORDINANCE

ORDINANCE NUMBER 12-1211-06

In the matter of an Ordinance }
 Replaces Specific Fee Schedules }
 Contained in Ordinances }
 13-1213-99 and 14-1213-99 and 04-0317-03 }
 For the Parks and Recreation Division }
 of the Public Works Department }

SECTION 1 – PURPOSE AND SCOPE:

The purpose of this ordinance is to repeal and replace fee schedules and rules for the Jefferson County Parks and Recreation Division of the Public Works Department.

SECTION 2 – FEE SCHEDULES:

The fee schedule is as follows:

CAMPGROUND FEES*				
LAKE LELAND	2006	2007	2008	2009
RATE PER NIGHT	\$10.00	\$12.00	\$15.00	\$18.00
UPPER OAK BAY	2006	2007	2008	2009
RATE PER NIGHT	\$12.00	\$15.00	\$15.00	\$18.00
RATE PER NIGHT W/ELECT	\$15.00	\$18.00	\$18.00	\$20.00
LOWER OAK BAY SUMMER*	2006	2007	2008	2009
RATE PER NIGHT	\$12.00	\$15.00	\$15.00	\$18.00
LOWER OAK BAY WINTER*	2006	2007	2008	2009
RATE PER NIGHT	\$8.00	\$8.00	\$10.00	\$12.00
CHIMACUM AND QUILCENE	2006	2007	2008	2009
RATE PER NIGHT	\$12.00	\$12.00	\$12.00	\$12.00

* Campgrounds open at 12 noon on April 1st and close at 12 noon on October 31st, except for Lower Oak Bay which is open all year. Summer fees will start at Lower Oak Bay for the night of April 1st and end the night of October 31st. Winter fees are in effect November 1st through March 31st.

RECREATION CENTER

ANY ONE ROOM	2006	2007	2008	2009
FLAT RATE PER 4 HOUR PERIOD IN 1 DAY	\$10	\$10	\$11	\$12
FLAT RATE PLUS THIS % FOR PROGRAMS THAT GENERATE REVENUE	10%	10%	10%	10%
ADD KITCHEN	\$5	\$5	\$6	\$6
WHOLE DOWNSTAIRS (NO GYM)				
	2006	2007	2008	2009
FLAT RATE PER 4 HOUR PERIOD IN 1 DAY	\$35	\$35	\$37	\$40
FLAT RATE PLUS THIS % FOR PROGRAMS THAT GENERATE REVENUE	10%	10%	10%	10%
ENTIRE FACILITY				
	2006	2007	2008	2009
FLAT RATE PER 4 HOUR PERIOD IN 1 DAY	\$50	\$75	\$125	\$200
FLAT RATE PLUS THIS % FOR PROGRAMS THAT GENERATE REVENUE	10%	10%	10%	10%

SHELTER FEES

NOTE: SHELTER FEES ARE FOR ONE FOUR HOUR PERIOD. SHELTER FEES HAVE TWO PARTS: FLAT RENTAL FEE + PER PERSON FEE = TOTAL FEE.

ROTARY PAVILION		2006	2007	2008	2009
WEDDING*	FLAT RATE +	\$ 150.00	\$ 150.00	\$ 200.00	\$ 275.00
	PER PERSON RATE	\$ 0.00	\$ 1.00	\$ 1.00	\$ 1.00
PRIVATE PARTY	FLAT RATE +	\$ 0.00	\$ 30.00	\$ 35.00	\$ 40.00
	PER PERSON RATE	\$ 0.00	\$ 0.50	\$ 0.50	\$.75
OTHER**	FLAT RATE +	\$ 0.00	\$ 40.00	\$ 45.00	\$ 50.00
	PER PERSON RATE	\$ 0.00	\$ 0.50	\$ 0.75	\$ 1.00
USE OF ROTARY PAVILION AS A CONCERT STAGE	FLAT RATE +	\$ 150.00	\$ 200.00	\$ 225.00	\$ 250.00
	PERCENTAGE OF GROSS	0	10%	10%	10%
SALMON SHELTER					
		2006	2007	2008	2009
WEDDING*	FLAT RATE +	\$ 20.00	\$ 75.00	\$ 75.00	\$ 100.00
PRIVATE PARTY	FLAT RATE +	\$ 20.00	\$ 20.00	\$ 25.00	\$ 30.00
OTHER**	FLAT RATE +	\$ 20.00	\$ 30.00	\$ 35.00	\$ 40.00
ALL OF THE ABOVE	ADD/PERSON	\$ 0.00	\$ 0.50	\$ 0.50	\$ 0.50

* The fee for weddings is higher due to the additional labor costs for preparation & cleanup of the site.

** Examples: Incorporated Groups, Businesses, Non-profits.

OTHER PARK SHELTERS		2006	2007	2008	2009
WEDDING*	FLAT RATE +	\$ 20.00	\$ 50.00	\$ 50.00	\$ 65.00
PRIVATE PARTY	FLAT RATE +	\$ 15.00	\$ 20.00	\$ 20.00	\$ 25.00
OTHER**	FLAT RATE +	\$ 15.00	\$ 20.00	\$ 25.00	\$ 30.00
ALL OF THE ABOVE	ADD/PERSON	\$ 0.00	\$ 0.25	\$ 0.25	\$ 0.25
CONCESSIONS		2006	2007	2008	2009
FEES ARE TWO PART: FLAT FEE PLUS % OF GROSS = TOTAL FEE					
HJ CARROLL PARK/MEMORIAL FIELD	FLAT RATE/DAY	\$ 35.00	\$ 50.00	\$ 75.00	\$ 75.00
PARKING OF A CONCESSIONS SALES VAN	FLAT RATE/DAY	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
HJ CARROLL PARK/MEMORIAL FIELD/CONCESSIONS SALES VAN	PERCENTAGE OF GROSS	10%	15%	20%	20%

* The fee for weddings is higher due to the additional labor costs for preparation & cleanup of the site.
 **Examples: Incorporated Groups, Businesses, Non-profits.

FIELD FEES (Concession stand not included - see Shelter Fees for charge)

STADIUM LIGHTS		2006	2007	2008	2009
FIRST HOUR	HOUR	\$ 0.00	\$ 30.00	\$ 40.00	\$ 55.00
SUBSEQUENT HOURS	HOUR	\$ 0.00	\$ 20.00	\$ 30.00	\$ 35.00
SCHOOL SPORTS		2006	2007	2008	2009
VARSITY FOOTBALL	GAME	\$ 400.00	\$ 500.00	\$ 600.00	\$ 650.00
OTHER SPORTS	GAME	\$ 75.00	\$ 125.00	\$ 150.00	\$ 175.00
ALL SPORTS	PRACTICE	\$ 50.00	\$ 75.00	\$ 100.00	\$ 100.00
ADULT SPORTS		2006	2007	2008	2009
TOURNAMENT	DAY	\$ 200.00	\$ 250.00	\$ 300.00	\$ 375.00
CLUB FIELD SPORTS		2006	2007	2008	2009
GAMES (no services)	DAY	\$ 75.00	\$ 150.00	\$ 200.00	\$ 250.00
PRACTICE (no services)	DAY	\$ 50.00	\$ 75.00	\$ 100.00	\$ 100.00
TOURNAMENT	DAY	\$ 300.00	\$ 400.00	\$ 500.00	\$ 750.00

SPECIAL EVENTS		2006	2007	2008	2009
CARNIVAL	DAY	\$ 200.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00
PICKUP SPORTS	2 HR PERIOD	\$ 0.00	\$ 10.00	\$ 12.00	\$ 12.00
EDUCATIONAL ACTIVITIES	YEAR	\$ 0.00	\$ 650.00	\$ 700.00	\$ 750.00
ARTS AND CRAFTS SHOW	FLAT FEE/EVENT	\$ 0.00	\$ 200.00	\$ 300.00	\$ 400.00
ARTS AND CRAFTS SHOW	BOOTH/DAY	\$ 12.00	\$ 13.00	\$ 14.00	\$ 16.00
FESTIVAL, EVENT OR CONCERT/ FREE ADMISSION	FLAT FEE/EVENT	\$ 200.00	\$ 200.00	\$ 250.00	\$ 300.00

ORDINANCE NO, 12-1211-06

FESTIVAL, EVENT OR CONCERT/ CHARGING ADMISSION	FLAT FEE PLUS % OF GROSS ADMISSIONS	0	\$300 PLUS 10%	\$300 PLUS 15%	\$300 PLUS 15%
PUBLIC PARKING	CAR/DAY	\$ 20.00	\$ 20.00	\$ 20.00	\$ 25.00
GROUP CAMPING EVENT	FLAT FEE FOR 24 HOUR PERIOD	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
	PLUS PER PERSON RATE	\$ 2.00	\$ 3.00	\$ 3.00	\$ 4.00

SUMMER CAMPS		2006	2007	2008	2009
FIELD SPORTS	DAY	\$ 125.00	\$ 175.00	\$ 200.00	\$ 250.00
NON SPORTS	DAY	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00

RECREATION PROGRAMS

PROGRAMS

Certain Jefferson County 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, coaches, uniforms, facility reservation, officiating, number of participants and administration costs. In all cases, a percentage of the revenue will be used for scholarships. In addition the Recreation Program will seek to raise scholarship funds through grants, fundraising activities and donations.

SECTION 3 – RULES:

The County reserves the right to add to the following rules and regulations by publishing on site, local area policies and procedures that are specific to certain programs, facilities, and changing environmental conditions.

1. The County Reserves the right to cancel programs and facility, campsite, field, and room reservations due to weather, maintenance, safety, or emergency conditions related to a building or a facility.
2. 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.

SECTION 4 – REPEALER:

This Ordinance repeals and replaces Ordinance No. 04-0317-03 and 13-1213-99 and Section 2 of 14-1213-99.

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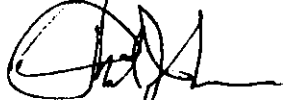
ORDINANCE NO. 12-1211-06

SECTION 6 – EFFECTIVE DATE

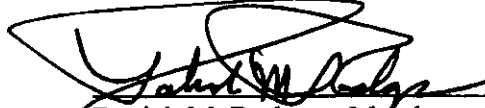
This Ordinance shall become effective upon adoption.

APPROVED AND ADOPTED this 11th day of December, 2006

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS



Phil Johnson, Chair



Patrick M. Rodgers, Member



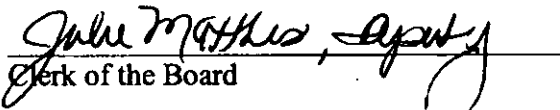
David W. Sullivan, Member

Approved as to form only this 1ST
day of NOVEMBER, 2006.



Deputy Prosecuting Attorney

SEAL
ATTEST



Clerk of the Board