

**ADMINISTRATIVE ORDER NO. 57-23-02-F**  
**of the**  
**City Manager of the City of Eugene**

**SETTING RECREATION DIVISION FEES AND SUPERSEDING THE  
FEE SCHEDULE ADOPTED BY ADMINISTRATIVE ORDER NO. 57-22-  
04-F.**

**The City Manager of the City of Eugene finds as follows:**

**A.** Section 2.020 of the Eugene Code, 1971, authorizes the City Manager of the City of Eugene to determine and set fees and charges to be imposed by the City for services, goods, use of municipal property, and licenses and permits. Pursuant to that authority, the City has implemented a Recreation Division Fee Schedule (“the Fee Schedule”). The most recent amendments to the Fee Schedule were adopted on December 28, 2022, by Administrative Order No. 57-22-04-F.

**B.** On August 21, 2023, I issued Administrative Order No. 57-23-02 ordering that notice be given of the opportunity to submit written comments on my proposal to set new Recreation Division fees. The Notice specified that comments on the proposed amendments would be received 15 days from August 24, 2023, the publishing and posting date of the Notice. No comments were received within the time or in the manner described in the Notice.

**C.** Based on my investigation pursuant to the provisions of Section 2.020 of the Eugene Code, 1971, I find that the fees should be set as proposed. (See Exhibit B to this Order)

**D.** The unamended Recreation Division fees adopted by Administrative Order No. 57-22-04-F are incorporated into the Fee Schedule attached as Exhibit A to this Order.

**On the basis of these findings, I order that:**

**1.** The Recreation Division Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services as of the effective date of this Order.

**2.** The Fee Schedule attached to Administrative Order No. 57-22-04-F is superseded by the Recreation Fee Schedule attached as Exhibit A to this Order as of the effective date of this Order.

**Dated and effective this 14<sup>th</sup> day of September, 2023.**

JB  
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**Sarah Medary**  
**City Manager**

**CITY OF EUGENE RECREATION DIVISION FEE SCHEDULE**

(Effective September \_\_, 2023)

<b>A. <u>ADMINISTRATION AND MARKETING</u></b>		<b><u>Fees</u></b>
<b>1. Recreation Guide Advertising Commercial Rate</b>		
¼ page vertical	3.3333" w x 4" h	\$250
½ page horizontal	6.9583" w x 4" h	\$500
Full page (interior B & W)	6.9583"w x 9.3333"h	\$850
Full page (interior color)	6.9583"w x 9.3333" h	\$950
Back cover (color or B &W)	7.0833" w x 6.6667" h	\$1,000
(10% discount for an identical ad placed in 2 or more consecutive guides.)		
<b>2. Recreation Guide Advertising Internal LRCS Department Rate</b>		50% of Commercial Rate
<b>3. Recreation Guide Advertising Internal City Department Rate</b>		75% of Commercial Rate
<b>4. Recreation Guide Advertising Nonprofit Organization Rate</b>		90% of Commercial rate
<b>5. Photocopying (all Recreation Facilities)</b>		See current Public Records Requests Fee Schedule

<b>B. <u>AQUATICS SERVICE AREA</u></b>		<b><u>Fees</u></b>
<b>1. Youth and Senior (60 and older) Discounted Admission: (Senior Admission includes Fitness Classes)</b>		
Amazon, Echo Hollow, and Sheldon Pools		<ul style="list-style-type: none"> <li>• Single Visit: \$5.50</li> <li>• 10 Visit Punch Card: \$40.00</li> <li>• 30 Day Pass: \$48.00</li> <li>• 90 Day Pass: \$116.00</li> </ul>
<b>2. Adult Admission (includes Fitness Classes):</b>		
Amazon, Echo Hollow, and Sheldon Pools		<ul style="list-style-type: none"> <li>• Single Visit: \$6.00</li> <li>• 10 Visit Punch Card: \$46.00</li> <li>• 30 Day Pass: \$59.00</li> <li>• 90 Day Pass: \$143.00</li> </ul>

**B. AQUATICS SERVICE AREA****Fees****3. Family Admission:\***

Amazon, Echo Hollow, and Sheldon Pools

- Single Visit: \$18.00
- \*additional names, \$3.50 each
  
- 10 Visit Punch Card: \$99.00
- \*additional names, \$20.00 each
  
- 30 Day Pass: \$119.00
- \*additional names, \$24.00 each
  
- 90 Day Pass: \$286.00
- \*additional names, \$57.00 each

\*Family admission includes up to five members of a household; additional names can be added to the card as noted above.

**4. Learn to Swim Classes - All Pools**

Per person, per meeting: \$6.00

**5. Private Lessons - All Pools**

- Per person, per half-hour: \$30.00
- Two persons who register or sign up together, per half-hour: \$36.00

**6. Personal Training - All Pools**

Per person, per half-hour: \$30.00

**7. Kayak Drop-In - All Pools**

Per person: \$6.00

**8. Aquatics' Camps and Summer Swim & Water Polo League/Camp**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected camp.*

**9. Lifeguard Certification**

\$175.00\*

\*The LRCS Director, or the Director's designee, may temporarily reduce by 50% or eliminate this fee as an incentive for hiring lifeguards when such position vacancies are high and application submittals are low, at least 30% lower than what is defined as needed to fully operate all 3 pools.

**10. Swimming Pool Stores**

Pool store items sold at cost, plus mark-up not to exceed 100%

**11. \*Special Events**

*\*Special events are those events not provided for in items 1 - 9 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

**14. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.

**C. RENTAL RATES**

**Fees**

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**1. Amazon Community Center\***

- Main Hall: \$55.00 per hour / \$70.00 per hour if alcohol is served.
- Large Meeting Room: \$55.00 per hour / \$70.00 per hour if alcohol is served.
- Small Meeting Room: \$40.00 per hour. No alcohol permitted
- Outdoor: \$22.00 per hour / no alcohol permitted
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**2. Hilyard Community Center\***

- Entire Facility: \$90.00 per hour / \$105.00 per hour if alcohol is served
- MP Room: \$55.00 per hour / \$70.00 per hour if alcohol is served.
- Classroom: \$40.00 per hour / \$55.00 per hour if alcohol is served.
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**3. Washington Park Center\***

- \$50.00 per hour / \$65.00 per hour if alcohol is served.
- Commercial rate is an additional 20%
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**4. Sheldon Community Center\***

- Gym: \$60.00 per hour
- Large Meeting Room: \$55.00 per hour
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**5. Campbell Senior Center\***

Regular Season (September 1 – April 30):

- East Hall and Great Hall: \$70.00 per hour / \$85.00 per hour if alcohol is served
- Meeting Rooms: \$40.00 per hour

Peak Season (May 1 – August 31 on Saturday and/or Sunday only):

- East Hall and Great Hall: \$85.00 per hour / \$100.00 per hour if alcohol is served
  - Meeting Rooms: \$40.00 per hour during open hours
- All weekend rentals are a minimum 4-hour rental.
- Outdoor Chairs: \$85 per rental contract
  - Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**C. RENTAL RATES**

**Fees**

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**6. Petersen Barn Community Center \***

- Main Hall: \$55.00 per hour / \$70.00 per hour if alcohol is served
- Commercial rate is an additional 20%

**Deduct \$10.00 per hour for rentals that occur during regular open hours**

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**7. Lamb Cottage**

- \$50.00 per hour.
  - \$200.00 refundable deposit.
  - Commercial rate is an additional 20%
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**8. Echo Hollow**

- Full facility: Summer season \$335.00 per hour for up to 300 people. Fall, winter, and spring seasons \$200 per hour up to 200 people. Summer season is defined as Memorial Day to Labor Day, inclusive
  - For each additional 50 people: \$35.00 per hour.
    - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$55 for up to 10, \$105 for up to 25 and \$155 for up to 40
  - Daydream Island Room: \$35.00 per hour. Deduct \$10.00 per hour for rentals that occur during regular open hours.
  - Dive-In Movie Services: \$110.00 for set-up, plus \$25.00 per hour for lifeguarding
  - Kayak and Paddle Rental: \$5.50
  - Inflatable Play Structure Services: \$110.00 for set-up, plus \$25.00 per hour for lifeguarding services.
  - Commercial rate is an additional 20%
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**9. Sheldon Pool**

- Full facility: Summer season \$335.00 per hour for up to 300 people. Fall, winter, and spring seasons \$200 per hour up to 200 people. Summer season is defined as Memorial Day to Labor Day, inclusive
  - For each additional 50 people: \$35.00 per hour.
    - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$55 for up to 10, \$105 for up to 25 and \$155 for up to 40
  - Dive-In Movie Services: \$110.00 for set-up, plus \$25.00 per hour for lifeguarding
  - Kayak and Paddle Rental: \$5.50
  - Inflatable Play Structure Services: \$110.00 for set-up, plus \$25.00 per hour for lifeguarding services.
  - MP (Multi-Purpose) Room: \$35 per hour Deduct \$10.00 per hour for rentals that occur during regular open hours
  - Commercial rate is an additional 20%
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**C. RENTAL RATES**

**Fees**

**10. Amazon Pool**

- Full facility: \$335.00 per hour for up to 300 people.
- For each additional 50 people: \$35.00 per hour.
  - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$55 for up to 10, \$105 for up to 25 and \$155 for up to 40
- Kayak and Paddle Rental: \$5.50
- Inflatable Play Structure Services: \$110.00 for set-up, plus \$25.00 per hour for lifeguarding services
- Commercial rate is an additional 20%

**11. Aquatics Rental Rates**

Aquatics rental rates for the use of aquatics pools and facilities for Community Partnerships or Commercial entities shall be established by utilizing Facility Use Agreements.

**12. Wayne Morse Farm House\***

- \$40.00 per hour / \$55.00 per hour if alcohol is served
- \$6.00 additional fee if kitchen is needed
- Commercial rate is an additional 20%

**13. Wayne Morse Farm Shelter\***

- \$20.00 per hour / \$35.00 per hour if alcohol is served
- Commercial rate is an additional 20%

**14. Field and Court Rentals:**

**Rental Class Descriptions**

**Class I** - City Sponsored Activities

**Class II** - 4J and Bethel School District Activities

**Class III** - Local, Youth Leagues, Regular Season Activities

**Class IV** - Local, Not-For-Profit Activities and Groups

**Class V** - Local, For-Profit Activities and Groups

**Class VI** - Out-of-City, For-Profit Activities and Groups

*Lights (if requested) are an additional fee based on actual costs.*

Softball Field Rentals

\$10.00 per field per hour

Softball Field Rentals – Tournaments

Tournament Fees = \$10.00 per hour

+ \$35.00 per field preparation fee (\$35.00 minimum) + field maintenance costs which include direct personnel and materials & supplies (if requested or required for large tournaments).

Lights (if requested) are an additional fee based on actual costs.

**C. RENTAL RATES**

**Fees**

Natural Grass Field Rentals

- \$0.00 - Class I, II and III
- \$25.00 per field per hour: Class IV
- \$30.00 per field per hour: Class V
- \$50.00 per field per hour: Class VI
- Lights (if requested) are an additional fee based on actual costs.

Tennis Court Rentals

- \$0.00 - Class I, II and III
- \$14.00 per court per hour: Class IV
- \$18.00 per court per hour: Class V
- \$30.00 per court per hour: Class VI
- Lights (if requested) are an additional fee based on actual costs.

**15. School District 4J and 52 Rentals of Recreation Division facilities.**

No charge during open hours, if space is available. During closed hours, there is a \$25.00 per hour Building Supervisor fee.

**16. Community Partnership/Program Partner Building Use**

*(Community and Program Partners are non-profit entities, governmental entities, or entities with similar status, who meet certain criteria (as described in the Community & Program Partnerships Policies and Procedures), and apply for, and enter into, an agreement for Community Partnership status.)*

Community Partner's and Program Partner's building use during open hours is free or provided at a reduced rate as negotiated by contract, except:

- During closed hours, there is \$25.00 per hour Building Supervisor fee.
- When using buildings on a regular basis, a deposit fee, established by this fee schedule, is required.
- Aquatic/pool lane use rates will be negotiated by contract.

Program Partner's building use will be limited to the facility in which it provides a service or benefit.

**17. Rental Deposit**

- \$100.00 refundable deposit required for general rentals, except as otherwise detailed in this Fee Schedule.
- \$150.00 refundable deposit when alcohol is served, or for commercial or for-profit rentals.
- Additional \$110.00 refundable key deposit may be required for unsupervised facility use.

**C. RENTAL RATES**

**Fees**

**18. Changes and Cancellations**

- Changes: \$25.00 fee for changes to rentals. Paid for at the time the change is made. Applies to all rentals including partner rentals and recurring rentals. A change occurs each instance a request is made to change the permit. Changes include time, dates, facility, and responsible party. Multiple changes may be made with a single change request. Changes made less than three (3) weeks prior to the event are subject to manager approval.
- Cancellations:
  - Requested 21 days or more prior to event, renters will be charged a \$25 change fee. Remaining deposit, fees and add-ons will be refunded.
  - Requested between 8 and 20 days prior to event, renters forfeit \$100 deposit. All other fees and add-ons will be refunded.
  - Requested 7 days or less prior to event, renter forfeits all rental fees and add-ons. Deposit refunded in full.

**19. Commercial Rentals or Fund Raisers**

Add 20% per hour on for-profit rentals or non-community partner fundraisers.

**20. Recreation Passenger Van Rental Rate**

Van rentals refer to the rental of the City of Eugene 15 Passenger Recreation Buses. Rentals Include a driver for the entire rental. Costs are based on total time the bus is rented, not while actively in use.

Base Rental Rate - \$320 per eight-hour day; or \$175.00 for 2 hours and up to 120 Miles. Each additional hour = \$75.00 and up to an additional 60 miles per hour. Mileage exceeding 120 miles for the first two hours or 60 miles for each additional hour will incur a per-mile rate based on the most current United States General Services Administration (GSA) mileage reimbursement rate. Vehicle must be returned with a full tank of fuel; if not, a charge of \$6.00/gallon will be incurred.

**21. Adaptive Equipment Rental**

- \$10 per hour, not to exceed \$40 per day
- \$40 per day, not to exceed \$100 per week
- \$50.00 per weekend rental, checkout Friday and return on Monday
- Weekly rates starting at \$100
- \$5 Individual fitting/assessment
- \$10 per hour Individual staff-assisted bicycle demo



**C. RENTAL RATES**

**Fees**

**22. Recreation Passenger Van -  
Community Partner Rental Rate**

*Partner agency is responsible for payment in full one week prior to rental date.*

Van rentals refer to the rental of the City of Eugene 15 Passenger Recreation Buses, including Community Partners. Rentals include a driver for the entire rental. Costs are based on total time the bus is rented, not while actively in use.

Base Rental Rate - \$250 per eight-hour day; or \$100.00 for 2 hours and up to 120 Miles. Each addition hour = \$50.00 up to an additional 60 miles per hour

Mileage exceeding 120 miles for the first two hours or 60 miles for each additional hour will incur a per-mile rate based on the most current United States General Services Administration (GSA) mileage reimbursement rate. Vehicle must be returned with a full tank of fuel; if not, a charge of \$6.00/gallon will be incurred.

**23. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 20% surcharge for renting Recreation-managed facilities.

*\*For purposes of this fee schedule, "alcohol" means:*

- 1. An alcoholic beverage containing more than one-half of one percent of alcohol by volume; or*
- 2. Malt beverages, to wit, beer, ale, porter, stout and similar beverages made of barley malt, hops and water, containing more than one-half of one percent of alcohol by volume and not more than 14 percent of alcohol by volume.*

*"Alcohol" does not include hard liquor, which is an alcoholic beverage, including sweet wines and all spirituous liquors, containing 14 percent or more of alcohol by volume, which is prohibited within City parks per Park Rule 1.007.*

*Service is limited to a maximum of three hours.*

**D. SENIOR RECREATION  
SERVICE AREA**

**Fees**

**1. Van/Bus/Outdoor Trips**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected trip.*

**2. Wood Shop Drop-in**

\$3.00 Per Visit

**3. Recreation Classes**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected class.*

**D. SENIOR RECREATION SERVICE AREA**

**Fees**

- 4. \*Special Events**  
*\*Special events are those events not provided for in items 1 - 3 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

- 5. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.

**E. ADAPTIVE RECREATION SERVICE AREA**

**Fees**

- 1. Classes/Recreation-Based Support Groups and Bus/Outdoor Trips**

$(\text{Total Direct Labor Costs}) + (\text{Total Direct Labor Costs} \times \text{up to } 40\% \text{ Service Area Overhead Rate}) + (\text{Materials \& Services}) \text{ divided by } (*\text{Minimum Number of Participants}) = (\text{Per Person Fee})$

*\*Minimum Number of Participants shall be determined based on each projected trip.*

- 2. Individual Assessment Charge**

$(\text{Total Direct Labor Costs}) + (\text{Total Direct Labor Costs} \times \text{up to } 40\% \text{ Service Area Overhead Rate}) + (\text{Materials \& Services}) \text{ divided by total hours} = (\text{Per Labor Hour Cost})$

- 3. Youth / Teen Camps**

$(\text{Total Direct Labor Costs}) + (\text{Total Direct Labor Costs} \times \text{up to } 40\% \text{ Service Area Overhead Rate}) + (\text{Materials \& Services}) \text{ divided by } (*\text{Minimum Number of Participants}) = (\text{Per person Fee})$

*\*Minimum Number of Participants shall be determined based on each projected camp program.*

Early drop off/late pickup fee: \$1.00 per minute.

- 4. \*Special Events**  
*\*Special events are those events not provided for in items 1 - 3 of this section.*

The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

- 5. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.

**F. YOUTH & FAMILY SERVICE  
AREA**

**Fees**

**1. Classes offered by the Recreation Division at Amazon, Petersen Barn and Sheldon Community Centers**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected class.*

Late child pick up fee: \$1.00 per minute

**2. Before and After School Care**

Annual (Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*total annual hours) = hourly rate.

*\*Total annual hours are calculated for each site.*

- Non-refundable registration fee: \$35.00
- Late payment fee: \$25.00
- Late child pick up fee: \$1.00 per minute
- Lunch fee: \$5.00
- Withdrawals are processed at the end of the month the child attends, and no refund for missed days will occur.
- Limited scholarships and 5% sibling discounts are available.

**3. Camp Programs**

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = Per Person Fee.

*\*Minimum Number of Participants shall be determined based on each projected camp program.*

- Some camps offer a \$25.00 reserve fee. Full payment is due three weeks prior to start date. See Section J. for withdrawal and refund policies.
- Limited scholarships and 5% sibling discounts are available.
- Late payment fee: \$25.00
- Late child pick up fee: \$1.00 per minute
- Lunch fee: \$5.00

**4. Preschool**

Annual (Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by (\*total annual hours) = hourly rate

*\*Total annual hours are calculated for each site.*

- Limited scholarships and 5% sibling discounts are available.
- Non-refundable registration fee: \$35.00
- Late payment fee: \$25.00
- Late child pick up fee: \$1.00 per minute

**F. YOUTH & FAMILY SERVICE AREA**

**Fees**

**5. Reduced Fee After School Care**

- Per member: \$20.00
- Youth qualifying for reduced fee school lunch: \$10.00
- Youth qualifying for free school lunch: Free
- Late child pick up fee: \$1.00 per minute

**6. \*Special Events**

*\*Special events are those events not provided for in items 1 – 5 of this section.*

The LRCS Director, or the Director’s designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department’s event goals, attendance projections, expense projections, income projections and suggested fees based upon the City’s cost recovery goals.

**7. Miscellaneous.** These charges and policies apply in addition to the fees provided for in items 2 - 4 and 6 of this section.

- Accounts will be assessed a fee of \$1.00 for every minute after the designated pick-up time.
- For family emergency or children having extended illness, family may receive 50% credit if notification is made at the time of the emergency and the child is absent a minimum of two weeks.

**8. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities, and programs and services for After School Youth Clubs are excluded.

**G. ATHLETICS SERVICE AREA**

**Fees**

*Fees in this section are indicated on a per game basis. However, teams or individuals, as applicable, shall pay for the full season (per game fee x the number of games in a season) at the time of registration.*

**1. Basketball Leagues:**

$(\text{Total direct labor costs}/2) + (\text{Official cost per game}/2) + (\text{Materials and services cost per game per team}) + (\text{Facility surcharge, if applicable}/2) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**2. Softball Leagues:**

$(\text{Total direct labor costs (field maintenance, supervision)}/2) + (\text{Official cost per game}/2) + (\text{Materials and services cost per game per team}) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**3. Outdoor Soccer Leagues:**

$(\text{Total direct labor costs (supervision)}/6) + (\text{Official cost per game}/2) + (\text{Materials and services cost per game per team}) + (\text{Facility surcharge, if applicable}/2) = \text{Direct cost per team for one game} \times (60\% \text{ Overhead}) = \text{Total cost per team for one game} \times (\text{Number of games in a season}) = \text{Team registration per season.}$

**G. ATHLETICS SERVICE AREA**

**Fees**

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**4. Ultimate:** (Total direct labor costs (supervision)/2) + (Materials and services cost per game per team) = Direct cost per team for one game x (60% Overhead) = Total cost per team for one game x (Number of games in a season) = Team registration per season.

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**5. Volleyball Leagues:** (Total direct labor costs/2) + (Official cost per game) + (Materials and services cost per game per team) + (Facility surcharge, if applicable) = Direct cost per team for one game x (60% Overhead) = Total cost per team for one game x (Number of games in a season) = Team registration per season.

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Indoor Facility Surcharge

Indoor Basketball and Volleyball per team and per game fees in this fee schedule may be increased to cover additional expense if securing different or additional facilities is needed.

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**6. Pickleball Leagues** (Total direct labor costs/2) + (Official cost per game) + (Materials and services cost per game per team) + (Facility surcharge, if applicable) = Direct cost per team for one game x (60% Overhead) = Total cost per team for one game x (Number of games in a season) = Team registration per season.

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**Lessons** (Total direct labor costs/number of players) + (instructor cost/number of players) + (Materials and services cost per lesson) + (Facility surcharge, if applicable) = Direct cost per player per lesson x (Number of lessons) = Individual registration fee per session.

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**6. \*Special Events**  
*\*Special events are those events not provided for in items 1 - 5 of this section.* The LRCS Director, or the Director's designee, may establish Special Event fees based upon written proposals prepared by program staff for each event which shall include the department's event goals, attendance projections, expense projections, income projections and suggested fees based upon the City's cost recovery goals.

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**H. OUTDOOR/ENVIRONMENTAL PROGRAM**

**Fees**

**1. Challenge Course, Group Contracts, and Private Lessons**

(Total Direct Labor Costs) + (Total Direct Labor Costs x Challenge Course Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected course.*

*\*\*See Section C.17., and C.18 for applicable deposit, refund, and cancellation fees.*

**CHALLENGE COURSE OVERHEAD RATES:**

- Up to 40% for youth and family classes
- Up to 50% for adult, non-profit agency bookings
- Up to 100% for corporate bookings

**2. Youth, Family, Adult Instruction, Trips & Camps**

(Total Direct Labor Costs) + (Total Direct Labor Costs x Outdoor Area Overhead Rate) + (Materials & Services) divided by (\*Minimum Number of Participants) = (Per Person Fee)

*\*Minimum Number of Participants shall be determined based on each projected trip.*

**Deposit Fees:**

- \$25.00 deposit for camps, refundable only if patron withdraws by three weeks prior to the camp start date.
- \$200.00 deposit for trips that cost more than \$500.00, refundable only if patron withdraws by three weeks prior to the trip start date

**OUTDOOR OVERHEAD RATES:**

- Up to 40% for youth and family programs
- Up to 50% for adult programs

**3. \*Special Events & Drop-In Programs**

*\*Special events are those events not provided for in items 1 – 2 of this section.*

The LRCS Director, or the Director’s designee, may establish Special Event and Drop-In fees based upon written proposals prepared by program staff for each event which shall include the department’s event goals, attendance projections, expense projections, income projections and suggested fees based upon the City’s cost recovery goals.

**4. Non-Resident Fee**

Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.

**I. WITHDRAWAL, REFUND AND REGISTRATION PAYMENT POLICY.**

1. Except as provided in this Section or in Sections A through I, the fees provided for therein are non-refundable. Participants who preregister for an activity, class or trip, (hereinafter referred to as “registered activity”) may request a refund. Unless a different procedure is provided in Sections A through I, refunds shall be issued and processed as provided in this Section.

2. Withdrawal and refund requests must be made at the facility sponsoring the activity.
3. All withdrawals from recreation activities are subject to a withdrawal fee. A withdrawal fee of \$10.00 will be charged for each registration under \$100.00. A withdrawal fee of \$25.00 will be charged for each registration \$100.00 and higher. See Section C. Rental Rates, 18. "Changes and Cancellations" for information specific to facility rentals cancellations.
4. Except as provided in paragraph 6 of this section, a refund shall be issued, minus the withdrawal fee, when the request is made seven or more calendar days before the first meeting of the registered activity.
5. Except as provided in paragraph 6 of this section, when a refund is requested six or fewer calendar days before the first meeting of the registered activity, or once a registered activity has started, a refund shall be issued ONLY if:
  - (a) The participant is moving out of town; or
  - (b) The participant is medically unable to participate; or
  - (c) The registered activity is cancelled by the sponsoring department, in which case no withdrawal fee will be charged.Refunds will be prorated for classes already attended.
6. No refund shall be issued if the refund request is for athletic league fees and trips that require prepayment of advanced reservation tickets or admission fees, or the registrant fails to attend a registered activity.
7. Some activities require a non-refundable registration fee.
8. Patrons are not considered to be registered until they pay in full for a course. Exceptions are for those courses that authorize scheduled payments or third party billing for reimbursement by disability brokerage services. If a patron is unable to pay in full for a course that does not provide for scheduled payments or brokerage billing, the patron can be placed on a wait list for the course.
9. Further information is available from the Recreation Division.

**City Manager’s Findings  
Proposed Recreation Division Fee Schedule Amendments**

Pursuant to Section 2.020(2) of the Eugene Code, 1971, the City Manager has considered the following factors in determining the proposed Recreation Division Fee Schedule amendments:

**(a) Applicable policies, enactments and directives of the Council.**

Findings:

The City of Eugene’s City Council adopts a City-wide budget regularly. Budgets include expense and revenue targets, including those for the Recreation Division.

Fees and charges increased on September 1, 2023, are reflected herein. Increases result in fees and charges that remain comparable to similar providers in the area/region, and to keep pace with wage and price inflation that is driving increased costs.

**(b) The amount charged by the City in the past.**

Findings:

Proposed changes center around Aquatics Service Area updates. Below are tables that reflect the proposed changes to fees/charges, those fees/charges in the existing Administrative Order (effective date 1/1/23), as well as those of the previous two Administrative Orders that date back to 1/1/21. Only those items subject to proposed changes are listed. Also, proposed changes are presented in the order they appear in the proposed document.

<b>Aquatics Service Area Fees (\$)</b>	<b>Previous Fee (eff 1/1/21)</b>	<b>Existing Fee (eff 1/1/23)</b>	<b>Proposed Fee (eff 9/1/23)</b>
<b>Youth and Senior (60 and Older) Discounted Admission: (Senior Admission includes Fitness Classes - Amazon, Echo Hollow, and Sheldon Pools</b>			
Single Visit	4.50	4.50	5.50
10 Visit Punch Card	36.00	36.00	40.00
30 Day Pass	44.00	44.00	48.00
90 Day Pass	105.00	105.00	116.00
<b>Adult Admission (includes Fitness Classes) – Amazon, Echo Hollow, and Sheldon Pools</b>			
Single Visit	5.00	5.00	6.00
10 Visit Punch Card	42.00	42.00	46.00
30 Day Pass	54.00	54.00	59.00
90 Day Pass	130.00	130.00	143.00
<b>Family Admission – Amazon, Echo Hollow, Sheldon Pools</b>			
Single Visit / additional names	15.00/2.50	15.00/2.50	18.00/3.50
10 Visit Punch Card / additional names	90.00/18.00	90.00/18.00	99.00/20.00
30 Day Pass / additional names	108.00/22.00	108.00/22.00	119.00/24.00
90 Day Pass / additional names	260.00/53.00	260.00/53.00	286.00/57.00
Learn to Swim Classes – All Pools (per person per meeting)	5.00	5.00	6.00
Private Lessons – All Pools, per person per half-hour	25.00	25.00	30.00
Private Lessons – All Pools, two persons who register or sign up together, per half-hour	30.00	30.00	36.00

<b>Rental Rates</b>	<b>Previous Fee (eff 1/1/21)</b>	<b>Existing Fee (eff 1/1/23)</b>	<b>Proposed Fee</b>
Campbell Senior Center (Peak Season) East Hall and Great Hall	\$85 per hour w/ alcohol	\$95 per hour w/ alcohol	\$100 per hour w/ alcohol



Exhibit B  
to Administrative Order No. 57-23-02-F

Birthdays Party Package (Echo Hollow, Sheldon, Amazon pools) including reserved space for an hour and group admittance to a regularly scheduled recreation swim.	n/a	n/a	\$55 for up to 10. \$105 up to 25, and \$155 up to 40
Sheldon Pool: (regarding Full facility rate), for each additional 50 people (to make consistent with Amazon, Echo Hollow pools)	n/a	n/a	\$35 per hour
Sheldon Pool: Dive-In Movie Services	\$55 one-time set-up charge per rental	\$55 one-time set-up charge per rental	\$110 for set-up, plus \$25 per hour for lifeguarding
Wayne Morse Farm House w/ alcohol	45	50	55
Wayne Morse Farm Shelter w/ alcohol	45	30	35
Recreation Passenger Van Rental Rate	\$40 per hour for van usage by approved users (non-community partner). Includes City of Eugene approved driver	\$50.00 per hour for usage by approved users; (non-community partner). Includes City of Eugene approved driver	Base Rental Rate - \$320 per eight-hour day; or \$175.00 for 2 hours and up to 120 Miles. Each additional hour = \$75.00 and up to an additional 60 miles per hour. Miles exceeding 120 miles for the first two hours or 60 miles for each additional hour will incur a per-mile rate based on the most current United States General Services Administration (GSA) mileage reimbursement rate. Vehicle must be returned with a full tank of fuel; if not, a charge of \$6.00/gallon will be incurred.
Recreation Passenger Van - Community Partner Rental Rate	\$250 per van per 8 hour day	\$300.00 per van per 8 hour day	Base Rental Rate - \$250 per eight hour day; or \$100.00 for 2 hours and up to 120 Miles. Each addition hour = \$40.00 up to and additional 60 miles per hour Miles exceeding 120 miles for the first two hours or 60 miles for each additional hour will incur a per-mile rate based on the most current United States General Services Administration (GSA) mileage reimbursement rate. Vehicle must be returned with a full tank of fuel; if not, a charge of \$6.00/gallon will be incurred.

**(c) The full costs of providing the service supported by the fee.**

Findings:

The Recreation Division incurs personnel and materials and supply expenses. In fiscal year 2022 its total expenses, excluding grant-related expenses, totaled just over \$11 million. These costs are partially offset by revenues including, but not limited to, program/league registration, rental, contracted program, and late fees. The Recreation Division's revenue is, historically, about 30% of its total expenses.

**(d) The amounts charged by other comparable providers.**

Findings:

The proposed increases to youth, senior, and adult single visit admissions (Sections B.1., B.2.), swim lessons (B.5.), and 10-visit punch card passes fall within a range of aquatics providers surveyed across the state. Proposed increases to family single visit admissions (B.3.) is also comparable to other providers within the state, though prices are subject to a range of approaches (e.g., fixed price per family, fixed price plus variable price component, price per family member, date restricted, fitness/rec swim restricted) that make direct comparisons difficult. For the same reasons, true comparisons of youth, senior, adult, and family 30-day and 90-day passes are difficult to make. The proposed admission rates appear to be at the high end of the spectrum, but are good for admission at any of the three City of Eugene pools, two of which maintain fully outfitted weight/fitness rooms. The proposed increase in private lesson fees (B.5) is comparable to the one other provider offering this service.

The increase to the Campbell Senior Center rental rate (when alcohol is served) of the East Hall and Great Hall (Section C.5) reflects a correction. The previous (effective date 1/1/23) Administrative Order should have reflected a rate of \$100 per hour, which represents an increase from \$85 per hour as stated in the past previous (effective date 1/1/21) Administrative Order. The proposed rate is well within the range of both public and private sector rentals of comparable size and quality.

Amazon, Echo Hollow, and Sheldon Pools birthday party packages (C.10) have no comparables per se, but represent slight discounts to youth single visit pricing, which falls within a range of in-state comparables.

The increase in Dive-In Movie Service pricing (C.9.) aligns Sheldon Pool's pricing with Echo Hollow Pool's. No comparables for this service were established.

Increases in the hourly rate for Wayne Morse Farm House and Shelter (12., 13.) were to create consistency across rentals with alcohol, which are set at a \$15 per hour premium over rentals with no alcohol. No comparables for this rate were solicited.

Sections 20 and 22. Includes increased rental rate for the use of Recreation passenger vans. Section 20. Includes non-community partner van rental prices and are based on recovering all labor and materials and supplies expenses incurred, as well as an overhead charge of 40%. Note that passenger van rentals require use of a Recreation-approved driver, a component which makes comparisons to other providers difficult. Section 22 reflects community partner van rental pricing, which is discounted at roughly 25%-33% relative to the Section 20. rate, and which represents a set of prices representing a decrease from the previous Administrative Order.

**(e) The revenue needs of the City as determined by the adopted city budget.**

Findings:

The Recreation Division incurs personnel and materials and supply expenses that align

with its portion of the City's adopted budget. These budgeted costs are partially offset by an expectation for the collection of a range of fees and charges including, but not limited to, program registration, rental, contracted program, and late fees. The fiscal year 2023 adopted City budget targets revenue collections of about \$3.6 million. The proposed changes summarized above are estimated to have a positive impact on existing cost recovery.

**Factors listed above that are irrelevant or inapplicable in determining the amount of the fees, if any:** n/a

**Signature:** Joshua Bates  
Joshua Bates (Sep 13, 2023 07:58 PDT)

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