

ADMINISTRATIVE ORDER NO. 57-24-03-F
of the
City Manager of the City of Eugene

SETTING RECREATION DIVISION FEES AND SUPERSEDING THE FEE SCHEDULE ADOPTED BY ADMINISTRATIVE ORDER NO. 57-23-02-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 to determine and set fees and charges to be imposed by the City for services, goods, use of municipal property, and licenses and permits.

B. 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 September 14, 2023, by Administrative Order No. 57-23-02-F.

C. On August 29, I issued Administrative Order No. 57-24-03, 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 for 15 days from September 6, 2024, the publishing and posting date of the Notice. No comments were received within the time or in the manner described in the Notice.

D. 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)

E. The unamended Recreation Division fees adopted by Administrative Order No. 57-23-02-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 The Fee Schedule attached to Administrative Order No. 57-23-02-F is superseded by the Recreation Division Fee Schedule attached as Exhibit A to this Order, as of the effective date of this Order.

Dated and effective this 10/01/2024 **day of October, 2024.**

JB
JB



Sarah Medary
City Manager

CITY OF EUGENE RECREATION DIVISION FEE SCHEDULE
(Effective October 1, 2024)

A. <u>ADMINISTRATION AND MARKETING</u>		<u>Fees</u>
1. Recreation Guide Advertising Commercial Rate		
¼ page vertical	3.3333” w x 4” h	\$275
½ page horizontal	6.9583” w x 4” h	\$550
Full page (interior B & W)	6.9583”w x 9.3333”h	\$935
Full page (interior color)	6.9583”w x 9.3333” h	\$1,045
Back cover (color or B &W)	7.0833” w x 6.6667” h	\$1,100
(10% discount for an identical ad placed in 2 or more consecutive guides.)		
2. Recreation Guide Advertising Internal LRCS Department Rate		50% of Commercial Rate
3. Recreation Guide Advertising Internal City Department Rate		75% of Commercial Rate
4. Recreation Guide Advertising Nonprofit Organization Rate		90% of Commercial rate
5. Photocopying (all Recreation Facilities)		See current Public Records Requests Fee Schedule
B. <u>AQUATICS SERVICE AREA</u>		<u>Fees</u>
1. Youth and Senior (60 and older) Discounted Admission: (Senior Admission includes Fitness Classes)		
Amazon, Echo Hollow, and Sheldon Pools	<ul style="list-style-type: none"> •Single Visit: \$5.50 •10 Visit Punch Card: \$40.00 •30 Day Pass: \$48.00 •90 Day Pass: \$116.00 	
2. Adult Admission (includes Fitness Classes):		
Amazon, Echo Hollow, and Sheldon Pools	<ul style="list-style-type: none"> •Single Visit: \$6.00 •10 Visit Punch Card: \$46.00 •30 Day Pass: \$59.00 •90 Day Pass: \$143.00 	

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 25% surcharge for registered activities. Drop-in activities are excluded.

C. RENTAL RATES

Fees

1. Amazon Community Center*

- Main Hall: \$60.00 per hour / \$75.00 per hour if alcohol is served.
- Large Meeting Room: \$60.00 per hour / \$75.00 per hour if alcohol is served.
- Small Meeting Room: \$45.00 per hour. No alcohol permitted
- Outdoor: \$25.00 per hour / no alcohol permitted
- Commercial rate is an additional 20%

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

2. Hilyard Community Center*

- Entire Facility: \$100.00 per hour / \$115.00 per hour if alcohol is served
- MP Room: \$60.00 per hour / \$75.00 per hour if alcohol is served.
- Classroom: \$45.00 per hour / \$60.00 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

3. Washington Park Center*

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

4. Sheldon Community Center*

- Gym: \$65.00 per hour
- Large Meeting Room: \$60.00 per hour
- Commercial rate is an additional 20%

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

C. RENTAL RATES

Fees

5. Campbell Senior Center*

Regular Season (September 1 – April 30):

- East Hall and Great Hall: \$75.00 per hour / \$90.00 per hour if alcohol is served
- Meeting Rooms: \$45.00 per hour

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

- East Hall and Great Hall: \$95.00 per hour / \$110.00 per hour if alcohol is served
 - Meeting Rooms: \$45.00 per hour during open hours
- All weekend rentals are a minimum 4-hour rental.
- Outdoor Chairs: \$90 per rental contract
 - Commercial rate is an additional 20%

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

6. Petersen Barn Community Center *

- Main Hall: \$60.00 per hour / \$75.00 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

7. Lamb Cottage

- \$55.00 per hour.
- \$200.00 refundable deposit.
- Commercial rate is an additional 20%

8. Echo Hollow

- Full facility: Summer season \$365.00 per hour for up to 300 people. Fall, winter, and spring seasons \$220 per hour up to 200 people. Summer season is defined as Memorial Day to Labor Day, inclusive
- For each additional 50 people: \$40.00 per hour.
 - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$60 for up to 10, \$115 for up to 25 and \$170 for up to 40
- Daydream Island Room: \$40.00 per hour. Deduct \$10.00 per hour for rentals that occur during regular open hours.
- Dive-In Movie Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding
- Kayak and Paddle Rental: \$6.00
- Inflatable Play Structure Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding services.
- Commercial rate is an additional 20%

C. RENTAL RATES

Fees

9. Sheldon Pool

- Full facility: Summer season \$365.00 per hour for up to 300 people. Fall, winter, and spring seasons \$220 per hour up to 200 people. Summer season is defined as Memorial Day to Labor Day, inclusive
- For each additional 50 people: \$40.00 per hour.
 - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$60 for up to 10, \$115 for up to 25 and \$170 for up to 40
- Dive-In Movie Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding
- Kayak and Paddle Rental: \$6.00
- Inflatable Play Structure Services: \$120.00 for set-up, plus \$30.00 per hour for lifeguarding services.
- MP (Multi-Purpose) Room: \$40 per hour. Deduct \$10.00 per hour for rentals that occur during regular open hours
- Commercial rate is an additional 20%

10. Amazon Pool

- Full facility: \$365.00 per hour for up to 300 people.
- For each additional 50 people: \$40.00 per hour.
 - Birthday party package includes reserved space for an hour and group admittance to a regularly scheduled recreation swim. \$60 for up to 10, \$115 for up to 25 and \$170 for up to 40
- Kayak and Paddle Rental: \$6.00
- Inflatable Play Structure Services: \$120.00 for set-up, plus \$30.00 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*

- \$60.00 per hour / \$75.00 per hour if alcohol is served
- Commercial rate is an additional 20%

13. Wayne Morse Farm Shelter*

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

C. RENTAL RATES

Fees

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.

Sand Volleyball Court Rentals \$15.00 per field per hour

Softball Field Rentals \$15.00 per field per hour

Softball Field Rentals – Tournaments Tournament Fees = \$15.00 per hour
+ \$42.00 per field preparation fee (\$42.00 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.

Natural Grass Field Rentals •\$0.00 - Class I, II and III
 •\$25.00 per field per hour: Class IV
 •\$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
 •\$15.00 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.

Pickleball Court Rentals •\$0.00 - Class I, II and III
 •\$8.00 per court per hour: Class IV
 •\$9.00 per court per hour: Class V
 •\$15.00 per court per hour: Class VI
Lights (if requested) are an additional fee based on actual costs.

C. <u>RENTAL RATES</u>	<u>Fees</u>
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 \$30.00 per hour Building Supervisor fee.
16. Community Partnership/Program Partner Building Use <i>(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.)</i>	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: <ul style="list-style-type: none"> •During closed hours, there is \$30.00 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	<ul style="list-style-type: none"> •\$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.
18. Changes and Cancellations	<ul style="list-style-type: none"> •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: <ul style="list-style-type: none"> •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.

C. RENTAL RATES

Fees

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 Individual fitting/assessment/bicycle demo
- \$10 for the first hour, then \$6 per hour up to eight (8) hours
- \$52 per 8 – 24-hour rental
- \$60 per 24 – 72-hour rental, including weekends. Weekend rentals pick up Friday evening and return Monday morning.
- \$150 per week

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 25% 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.*

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 25% 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

(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. Individual Assessment Charge

(Total Direct Labor Costs) + (Total Direct Labor Costs x up to 40% Service Area Overhead Rate) + (Materials & Services) divided by total hours = (Per Labor Hour Cost)

E. ADAPTIVE RECREATION SERVICE AREA

Fees

3. Youth / Teen Camps

(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.*

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 25% 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.

**F. YOUTH & FAMILY SERVICE
AREA**

Fees

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

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.

F. YOUTH & FAMILY SERVICE AREA

Fees

8. Non-Resident Fee

Non-residents of the City of Eugene will be assessed a 25% 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:

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

4. Ultimate:

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

5. Volleyball Leagues:

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

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.

G. ATHLETICS SERVICE AREA

Fees

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.

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.

7. *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.

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

H. OUTDOOR/ENVIRONMENTAL PROGRAM

Fees

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 25% 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. Beginning July 1, 2023, it migrated from a 12-month, July-to-June budget cycle, to a 24-month (biennial) cycle.

Proposed fee and charge increases, to be effective October 1, 2024, are reflected herein. The rates of increase, and resultant levels of fees and charges, are comparable to local or regional providers’, and are applied to meet increased revenue targets 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 increases in facility and field rental rates, non-resident fees, and charges for increases associated with (rental) supervisory oversight. Below are tables that reflect the proposed changes to fees/charges, those fees/charges in the existing Administrative Order (effective date 9/14/23), as well as those of the previous Administrative Order with an effective date of 1/1/23. Only those items subject to proposed changes are listed. Also, proposed changes are presented in the order they appear in the proposed document.

A. Administration and Marketing Fees (\$)	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee (eff 10/1/24)
1.Recreation Guide Advertising Commercial Rate			
¼ page vertical 3.3333" w x 4" h	250.00	250.00	275.00
½ page horizontal 6.9583" w x 4" h	500.00	500.00	550.00
Full page (interior B & W) 6.9583" w x 9.3333" h	850.00	850.00	935.00
Full page (interior color) 6.9583" w x 9.3333" h	950.00	950.00	1,045
Back cover (color or B & W) 7.0833" w x 6.6667" h	1000.00	1000.00	1,100

B. Aquatics Service Area	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee (eff 10/1/24)
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.	Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.	Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

C. Rental Rates	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee (eff 10/1/24)
1.Amazon Community Center			
Main Hall	\$55/hr / \$70/hr w/ alcohol	\$55/hr / \$70/hr w/ alcohol	\$60/hr / \$75/hr w/ alcohol
Large Meeting Room	\$55/hr / \$70/hr w/ alcohol	\$55/hr / \$70/hr w/ alcohol	\$60/hr / \$75/hr w/ alcohol
Small Meeting Room	\$40/hr / no alcohol	\$40/hr / no alcohol	\$45/hr / no alcohol

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Outdoor	\$22/hr / no alcohol	\$22/hr / no alcohol	\$25/hr / no alcohol
2. Hilyard Community Center			
Entire Facility	\$90/hr / \$105/hr w/ alcohol	\$90/hr / \$105/hr w/ alcohol	\$100/hr / \$115/hr w/ alcohol
Multi-Purpose (MP) Room	\$55/hr / \$70/hr w/ alcohol	\$55/hr / \$70/hr w/ alcohol	\$60/hr / \$75/hr w/ alcohol
Classroom	\$40/hr / \$55/hr w/ alcohol	\$40/hr / \$55/hr w/ alcohol	\$45/hr / \$60/hr w/ alcohol
3. Washington Park			
Main Hall	\$50/hr / \$65/hr w/ alcohol	\$50/hr / \$65/hr w/ alcohol	\$55/hr / \$70/hr w/ alcohol
4. Sheldon Community Center			
Gym	\$60/hr	\$60/hr	\$65/hr
Large Meeting Room	\$55/hr	\$55/hr	\$60/hr
5. Campbell Senior Center			
East Hall and Great Hall Regular Season (Sept. 1 – Apr 30)	\$70/hr / \$85/hr w/ alcohol	\$70/hr / \$85/hr w/ alcohol	\$75/hr / \$90/hr w/ alcohol
East Hall and Great Hall Peak Season (May 1 – August 31)	\$85/hr / \$95/hr w/ alcohol	\$85/hr / \$100/hr w/ alcohol	\$95/hr / \$110/hr w/ alcohol
Meeting Rooms	\$40/hr	\$40/hr	\$45/hr
Outdoor Chairs	\$85 per rental contract	\$85 per rental contract	\$90 per rental contract
6. Petersen Barn Community Center			
Main Hall	\$55/hr / \$70/hr w/ alcohol	\$55/hr / \$70/hr w/ alcohol	\$60/hr / \$75/hr w/ alcohol
Meeting Rooms	\$45/hr / \$50/hr w/ alcohol	NA	NA
7. Lamb Cottage			
Main Hall	\$50/hr	\$50/hr	\$55/hr
8. Echo Hollow			
9. Sheldon Pool			
10 Amazon Pool (summer only)			
Full facility: Summer season	\$335 (<= 300 people)	\$335 (<= 300 people)	\$365 (<= 300 people)
Full facility: Fall, Winter, Spring seasons	\$200 (<= 200 people)	\$200 (<= 200 people)	\$220 (<= 200 people)
For each additional 50 people	\$35/hr	\$35/hr	\$40/hr
Birthday package: reserved space for an hour, group admittance to a regularly scheduled rec swim.	NA	\$55 for up to 10 \$105 for up to 25 \$155 for up to 40	\$60 for up to 10 \$115 for up to 25 \$170 for up to 40
Daydream Island Room (Echo Hollow only)	\$35/hr	\$35/hr	\$40/hr
Dive-In Movie Services (excludes Amazon)	\$55/\$110 setup (Sheldon./Echo Hollow) \$25/hr for lifeguarding	\$110 setup \$25/hr for lifeguarding	\$120 setup \$30/hr for lifeguarding
Kayak and Paddle Rental	\$5.50	\$5.50	\$6.00
Inflatable Play Structure Services	\$110 setup \$25/hr for lifeguarding	\$110 setup \$25/hr for lifeguarding	\$120 setup \$30/hr for lifeguarding
Multi-Purpose Room (Sheldon only)	\$35/hr	\$35/hr	\$40/hr
12. Wayne Morse Farm			
House	\$40/hr / \$50/hr w/ alcohol \$6 kitchen use	\$40/hr / \$55/hr w/ alcohol \$6 kitchen use	\$60/hr / \$75/hr w/ alcohol NA
13. Wayne Morse Farm			
Shelter	\$20/hr / \$30/hr w/ alcohol	\$20/hr / \$35/hr w/ alcohol	\$55/hr / \$70/hr w/ alcohol
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			
Sand Volleyball Court Rentals	NA	NA	\$15/hr per field
Softball Field Rentals	\$10/hr per field	\$10/hr per field	\$15/hr per field
Softball Field Rentals - Tournaments	Tournament Fee - \$10/hr + \$35 field prep fee (minimum)	Tournament Fee - \$10/hr + \$35 field prep fee (minimum)	Tournament Fee - \$15/hr + \$42 field prep fee (minimum)
Tennis Court Rentals	\$0 - Class I, II, III \$14/hr per court: Class IV \$18/hr per court: Class V \$30/hr per court: Class VI	\$0 - Class I, II, III \$14/hr per court: Class IV \$18/hr per court: Class V \$30/hr per court: Class VI	\$0: Class I, II, and III \$15/hr per court: Class IV \$18/hr per court: Class V \$30/hr per court: Class VI
Pickleball Court Rentals	NA	NA	\$0: Class I, II \$5.00 per participant per season: Class III \$8/hr per court: Class IV \$9/hr per court: Class V \$15/hr per court: Class VI
15. School District 4J and 52 Rentals of Recreation Division Facilities			
	\$25/hr building supervisor fee (during closed hours)	\$25/hr building supervisor fee (during closed hours)	\$30/hr building supervisor fee (during closed hours)
16. Community Partnership/Program Partner Building Use			

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	\$25/hr building supervisor fee (during closed hours)	\$25/hr building supervisor fee (during closed hours)	\$30/hr building supervisor fee (during closed hours)
21. Adaptive Equipment Rental			
	\$10/hr, not to exceed \$40/day \$40/day not to exceed \$100/week \$100/week \$50/weekend \$5 per individual fitting/assessment \$10/hr Individual staff-assisted bicycle demo	\$10/hr, not to exceed \$40/day \$40/day not to exceed \$100/week \$100/week \$50/weekend \$5 per individual fitting/assessment \$10/hr Individual staff-assisted bicycle demo	\$10/hr first hour, 6/hr thereafter, up to eight (8) hours \$52 per 8-24 hours \$60 per 24-72 hours, incl weekends \$150/week \$10 per individual fitting/assessment/bicycle demo NA
23. Non-Resident Fee			
	Non-residents of the City of Eugene will be assessed a 20% surcharge for renting Recreation-managed facilities	Non-residents of the City of Eugene will be assessed a 20% surcharge for renting Recreation-managed facilities	Non-residents of the City of Eugene will be assessed a 25% surcharge for renting Recreation-managed facilities

D. Senior Recreation Service Area	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee
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.	Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.	Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

E. Adaptive Recreation Service Area	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee
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.	Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.	Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

F. Youth & Family Service Area	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee
8. Non-Resident Fee			
	Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities, and programs and service for After School Youth Clubs are excluded.	Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities, and programs and service for After School Youth Clubs are excluded.	Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities, and programs and services for After School Youth Clubs are excluded.

H. Outdoor/Environmental Program	Previous Fee (eff 1/1/23)	Existing Fee (eff 9/14/23)	Proposed Fee
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.	Non-residents of the City of Eugene will be assessed a 20% surcharge for registered activities. Drop-in activities are excluded.	Non-residents of the City of Eugene will be assessed a 25% surcharge for registered activities. Drop-in activities are excluded.

(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 2023 its total expenses, excluding grant-related expenses, totaled approximately \$12.3 million. These costs are partially offset by revenues including, but not limited to, program/league registration, rental, contracted programs, and late fees. The Recreation Division's revenue was 24% of total costs in fiscal year 2023, and historically tracks about 30%.

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

Findings:

Section A. Administration and Marketing. Changes in this section represent a 10 percent price increase for advertising in the Recreation Division's Programming Guide, published three times per year, as a strategy to address increased revenue targets and keep pace with increased costs of goods and labor. Aside from modest changes in the dimension of advertisements implemented in 2017, prices for advertising have not changed since before the Administrative Order effective June 1, 2014. No market comparable providers were assessed.

Non-Resident fee surcharges (aka non-resident fees, or out of district fees) on rentals and registered activities are being increased from 20% to 25%, also to address increased revenue targets and to keep pace with increased costs of goods and labor. At 25%, the proposed non-resident surcharge is similar to other municipal park and recreation divisions / park and recreation district non-resident surcharges. Virtually all are in the 20-30% range.

Section B. Aquatics Service Area 14. Non-Resident Fees;
Section C. Rental Rates 23. Non-Resident Fee;
Section D. Senior Recreation Service Area, 5. Non-Resident Fee;
Section E. Adaptive Recreation Service Area, 5. Non-Resident Fee;
Section F. Youth & Family Service Area, 8. Non-Resident Fee; and
Section H. Outdoor/Environmental Program, 4. Non-Resident Fee.

C. Rental Rates. Changes in this section represent an across-the-board 10 percent price increase in the cost of renting most Recreation Division facilities or equipment. The increase is a strategy to address increased revenue targets, and to keep pace with increased costs of goods and labor. With limited exceptions, rental rates have not been updated since the Administrative Order effective January 1, 2023.

1. Amazon Community Center. Rental rates for the Main Hall, the Large Meeting Room, the Small Meeting Room, and the Outdoor Space, have remained unchanged since the Administrative Order effective January 1, 2023. Local and regional providers have increased rates at a similar pace, and to levels generally comparable.
2. Hilyard Community Center. Rental rates for the Multi-Purpose (MP) Room, the Classroom, and the entire facility, have remained unchanged since the

- Administrative Order effective January 1, 2023. Local and regional providers have increased rates at a similar pace, and to levels generally comparable.
3. Washington Park. Rental rates for the Main Hall, have remained unchanged since the Administrative Order effective January 1, 2023. Local and regional providers have increased rates at a similar pace, and to levels generally comparable.
 4. Sheldon Community Center. Rental rates for the Large Meeting Room and the Gymnasium, have remained unchanged since the Administrative Order effective January 1, 2023. Local and regional providers' rates are generally comparable.
 5. Campbell Senior Center. Rental rates for the Great Hall and East Hall during regular season, and Meeting Rooms, and for Outdoor chairs, have remained unchanged since the Administrative Order effective January 1, 2023. Rental rates for the Great Hall and East Hall during peak season increased \$5 per hour from January 1, 2023 to September 14, 2023 due to an administrative correction. Local and regional providers have increased rates at a similar pace, and to levels generally comparable.
 6. Petersen Barn Community Center. Rental rates for the Main Hall have remained unchanged since the Administrative Order effective January 1, 2023. Rental rates for a Meeting Room were eliminated after the January 1, 2023 Administrative Order, due to the fact that Petersen Barn usable space, other than its Main Hall, is not configured in a manner conducive for renting. Local and regional providers have increased rates at a similar pace, and to levels generally comparable.
 7. Lamb Cottage. Rental rates for Lamb Cottage have remained unchanged since the Administrative Order effective January 1, 2023. Local and regional providers have increased rates at a similar pace, and to levels generally comparable.
 - 8.,9.,10 Echo Hollow Pool, Sheldon Pool, Amazon Pool.

Full Facility: Summer Season
Full Facility: Fall, Winter, Spring Seasons
Birthday package: reserved space for an hour, group admittance to a regularly scheduled rec swim
Daydream Island Room (includes Echo Hollow Pool only)
Dive-In Movie Services (excludes Amazon Pool)
Kayak and Paddle Rental
Inflatable Play Structure Service
Multi-Purpose (MP) Room

Direct comparability across the Pools' rentable space and services vary. However, and generally speaking, local and regional providers' rates are comparable.

12. Wayne Morse Farm House. Rental rates for Wayne Morse Farm House have remained unchanged since the Administrative Order effective January 1, 2023. Local and regional providers' rates are generally comparable. The proposed increase for use of this facility exceeds 10 percent. Additionally, the proposed change includes the elimination of a \$6 per use charge for Kitchen access, due to a lack of use and it being included in the new, proposed rate.
13. Wayne Morse Farm Shelter. Rental rates for Wayne Morse Farm Shelter

have remained unchanged since the Administrative Order effective January 1, 2023. This rate is generally higher than other comparable shelters, but includes a building supervisor component given Wayne Morse Farm no longer has a live-in supervisor.

14. Field and Court Rentals.

Sand Volleyball Court Rentals have been added to this proposed Administrative Order section. Proposed rates fall within the range of regional municipalities, park and recreation districts, and associations providing similar facilities and access.

Softball Field Rentals. Proposed rates have remained unchanged since the Administrative Order effective January 1, 2023, and fall within the range of regional municipalities, park and recreation districts, and associations providing similar facilities and access.

Softball Field Rentals – Tournaments. Proposed rates have remained unchanged since the Administrative Order effective January 1, 2023, and fall within the range of regional municipalities, park and recreation districts, and associations providing similar facilities and access.

Pickleball Court Rentals have been added to this proposed Administrative Order. Proposed rates fall within the range of regional municipalities, park and recreation districts, and associations providing similar facilities and access.

21. Adaptive Equipment Rental. Proposed changes to Adaptive equipment rental rates are proposed to be re-structured slightly from the previous Administrative Order, and appear generally comparable to previous rates. For example, the previous “base” rate was \$10 per hour, not to exceed \$40 per day; whereas the proposed “base” rate would be \$6 per hour up to eight (8) hours. However, weekly rates are increasing from \$100 to \$150, and individual fittings/assessments are increasing from \$5 to \$10. Local and regional market comparables are difficult to make given the highly specialized nature of adaptive mobility and the significant structural pricing differences (e.g., membership pricing, first hour free, onsite only, et al), but there is evidence that the new rate structure is comparable, to slightly higher, to regional and national providers.

Building Supervisor / Lifeguarding. Proposed changes to fees include increases associated with building supervision during facility rentals, or lifeguarding oversight during rented pool activities. The following sections include such increases:

- C. Rental Rates 8. Echo Hollow Pool: Dive-In Movie Services
- C. Rental Rates 8. Echo Hollow Pool: Inflatable Play Structure Services
- C. Rental Rates 9. Sheldon Pool: Dive-In Movie Services
- C. Rental Rates 9. Sheldon Pool: Inflatable Play Structure Services
- C. Rental Rates 10. Amazon Pool: Dive-In Movie Services
- C. Rental Rates 10. Amazon Pool: Inflatable Play Structure Services
- C. Rental Rates 15. School District 4J and 52 Rentals of Recreation Divisions facilities (closed hours)
- C. Rental Rates 16. Community Partnership/Program Partner Building Use (closed hours)

The proposed increase is from \$25 per hour to \$30 per hour and is intended to cover the total expense associated with the referenced oversight personnel, along with related

overhead (e.g., taxes and fringe, training, et al). Market rate comparables for this fee are not readily available. However, hourly pay rate ranges for Lifeguard, Head Lifeguard, and Site Coordinator (Job titles typically used in the roles supporting these rental activities) are \$15.05 - \$20.03, \$16.64 - \$23.02, and \$16.64 - \$23.02, respectively. When considering total compensation include approximately 8% - 42% amount of fringe (i.e., SSDI, Medicare, OPSRP/PERS, et. al), these ranges, together, span from \$16.25 to potentially as high as \$32.70 hourly.

(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 Biennium 2023-2025 adopted City budget targets revenue collections of about \$8.1 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
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