

**ADMINISTRATIVE ORDER NO. 58-24-27-F**  
**of the**  
**City Manager of the City of Eugene**

**SETTING PUBLIC WORKS PROFESSIONAL SERVICES FEES AND  
SUPERSEDING THE FEE SCHEDULE ADOPTED BY  
ADMINISTRATIVE ORDER NO. 58-21-22-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. EC 7.130 directs that fees be set pursuant to EC 2.020 to cover the costs, including overhead, of engineering, inspection and review services performed by the City of all private or public improvements not engineered by the City.

**B.** Pursuant to the above authority, on September 12, 2021, I issued Administrative Order No. 58-21-22-F making the most recent changes to the Public Works Professional Services fees and adopting an updated Public Works Professional Services Fee Schedule (“the Fee Schedule”).

**C.** On September 26, 2024, I issued Administrative Order No. 58-24-27, ordering that notice be given of the opportunity to submit written comments on my proposal to set new Public Works Professional Services fees. The Notice specified that comments on the proposed amendments would be received for 15 days from October 7, 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 Public Works Professional Services fees adopted by Administrative Order No. 58-21-22-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 Public Works Professional Services Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services effective November 1, 2024.

2. The Fee Schedule attached to Administrative Order No. 58-21-22-F is superseded by the Public Works Professional Services Fee Schedule attached as Exhibit A to this Order, effective November 1, 2024.

Dated this 28th day of October, 2024.

Richard T. Hoey  
Richard T. Hoey (Oct 28, 2024 16:06 PDT)

Matt Rodriguez  
Matt Rodriguez (Oct 28, 2024 17:17 PDT)



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

**PUBLIC WORKS PROFESSIONAL SERVICES FEE SCHEDULE**  
(Effective November 1, 2024)

<u>Class</u>	<u>Description</u>	<u>Fees</u>
4013	Associate Engineering Technician .....	\$177.00 per hour
4009	Engineering Technician 1 .....	\$133.00 per hour
4012	Engineering Technician 2 .....	\$151.00 per hour
4110	Civil Engineer 1 .....	\$187.00 per hour
4111	Civil Engineer 2 .....	\$199.00 per hour
6110	Electrician 1 .....	\$177.00 per hour
6120	Electrician 2 .....	\$179.00 per hour
9198	Engineering Dev/Review Manager .....	\$227.00 per hour
5320	Landscape Architect .....	\$187.00 per hour
5319	Traffic Engineering Tech 2 .....	\$130.00 per hour
5033	Development & Infra Technician .....	\$130.00 per hour

Employees Temporarily Assigned to the Professional Services Funds

Other employees may be charged at an hourly rate based on salary, fringe benefits, and overhead costs.

As-Constructs & Warranty Inspection Fees:  
*(Fees are based upon the bonded value of the public improvements.)*

Small Development (less than \$25,000) .....	\$625.00
Medium Development (\$25,000 to less than \$100,000) .....	\$1,100.00
Large Development (\$100,000 to \$500,000) .....	\$1,700.00
Very Large Development (greater than \$500,000) .....	0.35% x construction costs, up to a maximum of \$3,000

**City Manager’s Findings  
Proposed Public Works Professional Services 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 Public Works Professional Services Fee Schedule amendments:

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

Findings: The Professional Services Fund is an internal service fund that is required to set rates to cover costs, which includes an hourly rate by class for staff.

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

Class	Description	Current Fees	Proposed Fees
4013	Associate Engineering Technician	\$133.00	\$177.00
4009	Engineering Technician 1	\$103.00	\$133.00
4012	Engineering Technician 2	\$119.00	\$151.00
4110	Civil Engineer 1	\$136.00	\$187.00
4111	Civil Engineer 2	\$153.00	\$199.00
6110	Electrician 1	\$110.00	\$177.00
6120	Electrician 2	\$120.00	\$179.00
9198	Engineering Dev/Review Manager	\$169.00	\$227.00
3520	Landscape Architect	\$136.00	\$187.00
5319	Traffic Engineering Tech 2	\$101.00	\$130.00
5033	Development & Infra Technician	n/a	\$130.00

Employees Temporarily Assigned to the Professional Services Fund

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(Fees are based upon the bonded value of the public improvements.)

Small Development (less than \$25,000)	\$625.00
Medium Development (\$25,000 to less than \$100,000)	\$1,100.00
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Very Large Development (greater than \$500,000)	0.35% x construction costs, up to a maximum of \$3,000

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

Findings:

Rates are set based upon the Professional Services Fund Rate Model. The rate model is based upon projected budget and projected billable hours by employee class. The overall rate increase is an average of approximately 24%. This rate increase is

necessary to balance the fund and end the 6-year forecast window with a balance available that is close to the City’s two-month operating reserve target. Rates in this fund have been held flat since FY22 in an attempt to compensate for the economic pressures of rising costs and to use reserves until they were exhausted. There have been significant increases in personnel costs due to an in-depth market study completed in 2023. This rate model incorporates both current and projected future personnel and materials & supply costs to right size the fund along with a contribution to balance available, which is projected to be under the recommended two months operating reserve by the end of the biennium.

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

Findings:

Below is a survey of comparable providers. The City of Eugene’s rates are on average comparable with private companies, with the exception of the Civil Engineer 2 and Eng. Development Review Mgr, which are 8% and 18% lower than the average.

Class	Description	COE Proposed FY24/25 Rate	Beacon Electric	Builders Electric	DOWL	David Evans	Kittleson & Assoc.	Brown & Caldwell	New Way	OTAK
6110	Electrician 1	\$110.00	N/A	N/A	N/A	N/A	N/A	N/A	\$110.00	N/A
6120	Electrician 2	\$120.00	\$118.00	\$113.00	N/A	N/A	N/A	N/A	\$114.00	N/A
2993	Landscape Designer	\$181.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$172.00
2480	Landscape Architect	\$187.00	N/A	N/A	\$175.00	N/A	N/A	N/A	N/A	\$198.00
4110	Civil Engineer 1	\$187.00	N/A	N/A	\$155.00	\$192.60	\$157.00	\$175.00	N/A	\$174.00
2849	Engineering Associate	\$187.00	N/A	N/A	\$155.00	\$166.00	N/A	N/A	N/A	\$170.00
4111	Civil Engineer 2	\$199.00	N/A	N/A	\$200.00	\$196.20	\$249.00	\$212.00	N/A	\$225.00
9198	Eng. Dev/Review Mgr	\$227.00	N/A	N/A	\$245.00	\$276.00	\$284.00	\$312.00	N/A	\$273.00

Class	Description	Average of Companies Surveyed	Difference COE less Average	% Diff
6110	Electrician 1	\$110.00	\$0.00	0%
6120	Electrician 2	\$115.00	\$5.00	4%
2993	Landscape Designer	\$172.00	\$9.00	5%
2480	Landscape Architect	\$186.50	\$0.50	0%
4110	Civil Engineer 1	\$170.72	\$16.28	10%
2849	Engineering Associate	\$163.67	\$23.33	14%
4111	Civil Engineer 2	\$216.44	(\$17.44)	-8%
9198	Eng. Dev/Review Mgr	\$278.00	(\$51.00)	-18%
Overall average % Diff				1%

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

Findings:

The Professional Service Fund rate revenue included in the 2023-2025 adopted biennium budget was projected prior to this proposed rate increase. PSF revenue is expected to increase with the new rates. This revenue increase is needed to fund the expenses associated with managing and overseeing the program and allow for this program to cover its full cost and also contribute to balance available.

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