

ADMINISTRATIVE ORDER NO. 57-24-05
of the
City Manager of the City of Eugene

**REGARDING THE OPPORTUNITY TO COMMENT ON A PROPOSAL
TO AMEND THE RECREATION DIVISION FEE SCHEDULE.**

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. 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 October 1, 2024, by Administrative Order No. 57-24-03-F.

B. In determining whether to amend the Fee Schedule, in accordance with EC 2.020(2), I have considered the following factors: applicable policies, enactments and directives of the City Council; the amount charged for these services by the City in the past; the full costs of providing the services supported by the fees; the amounts charged by other comparable providers; and the revenue needs of the City as determined by the adopted City budget. See Exhibit B.

C. Based on my consideration of the factors listed above, I propose to replace the Fee Schedule with an updated Fee Schedule as set forth in the Notice attached as Exhibit A to this Order.

On the basis of these findings, I order that a copy of this Order with its exhibits shall be provided to the Mayor and City Councilors, and a Notice substantially conforming to the Notice attached as Exhibit A shall be made available to any persons who have requested such notice and posted at two locations at City Hall.

Dated this 12th day of December, 2024.



Sarah Medary
City Manager



NOTICE OF OPPORTUNITY TO COMMENT ON PROPOSED CHANGES TO THE RECREATION DIVISION FEE SCHEDULE.

Pursuant to the provisions of Section 2.020 of the Eugene Code, 1971, and as a result of an investigation of the revenue needs of the City in providing Recreation services, the City Manager is proposing to amend the following fees in the Recreation Division Fee Schedule effective January 1, 2025. The current fees proposed to be deleted are shown in ~~red strikethrough~~ and proposed additions are shown underlined in blue.

F. YOUTH & FAMILY SERVICE AREA

Fees

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~~ 25% deposit. 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

F. YOUTH & FAMILY SERVICE AREA

Fees

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

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:

- ~~Some camps offer a \$25.00 25% deposit. for camps, refundable only if patron withdraws by three weeks prior to the camp start date~~ Full payment is due three weeks prior to start date. See [Section I for withdrawal and refund policies.](#)
- ~~\$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

I. WITHDRAWAL, REFUND AND REGISTRATION PAYMENT POLICY.

1. Except as provided in this Section or in Sections A through ~~I~~[H](#), 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~~[H](#), 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.~~ 25%, with a \$10 minimum, will be charged. A withdrawal fee will be charged for each activity. 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 25% withdrawal fee, when ~~the request is made~~ seven (7) or more calendar days before ~~prior to~~ the first activity 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.~~ Withdrawals from camp must be requested 21 or more calendar days prior to the first day of camp. No refund will be issued for requests made 20 or fewer days prior to the first day of camp. If camp is not paid in full by the scheduled payment deadline, the participant will be dropped and forfeit their deposit.

~~Refunds will be prorated for classes already attended.~~

6. No refund shall be issued if the participant fails to attend. ~~No refund will be given 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.~~ No withdrawal fee will be charged for activities cancelled by the Recreation Division. Refunds will be prorated for classes already attended.

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.

Comments on the proposed amendments may be submitted in writing to Peter Chavannes, City of Eugene Recreation Services Director, Acting-In-Capacity, 100 W. 10th Avenue, Suite 321, Eugene, Oregon, 97401, or via e-mail to pchavannes@eugene-or.gov. To be considered, written and e-mail comments must be received within 15 days from the date posting as indicated below. If the City Manager chooses to take action after considering the comments received, the proposed or modified fees will be adopted by administrative order.

Sarah Medary, City Manager

Date of Posting: December 12, 2024

**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 changes to registration deposits and related withdrawal fees and timelines, and associated with elimination of sibling discounts, are reflected herein. These proposed changes are to be effective January 1, 2025.

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

Findings:

Sibling Discount

One proposed change relates to the elimination of 5 percent sibling discounts. Said discounts are referenced (identically) in the current Administrative Order in the following three areas:

Section F. Youth & Family Service Area, 2. Before and After School Care;
Section F. Youth & Family Service Area, 3. Camp Programs; and
Section F. Youth & Family Service Area, 4. Preschool

In these three areas the existing language is proposed to change as follows:

Existing:

Limited scholarships and 5% sibling discounts are available

Proposed:

Limited scholarships are available

The elimination of the sibling discount is expected to have a negligible impact on revenue.

Camp Reserve Fee/Deposit

Another proposed change reflects a slightly different policy (and labeling), changing from

a flat reservation fee to a percentage of a reservation deposit, as well as an updated reference to a different section of the Administrative Order:

Currently, Section F. Youth & Family Service Area, 3. Camp Programs, includes the following language:

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.

This language is proposed to change to the following:

Some camps offer a 25% deposit. Full payment is due three weeks prior to start date. See Section I for withdrawal and refund policies.

Section H. Outdoor/Environmental Program, 2. Youth, Family, Adult Instruction, Trips & Camps includes changes outlined above and, additionally, is eliminating the following other deposit policy language that is no longer applicable:

\$200 deposit for trips that cost more than \$500, refundable only if patron withdraws by three weeks prior to the trip start date.

The change in the reserve fee/deposit is expected to have a negligible impact on current revenue.

Withdrawal, Refund, and Registration Payment Policy

Section I. Withdrawal, Refund and Registration Payment Policy, 1. Includes modest administrative changes associated updated citations of Sections I to Sections H.

Section 1. Withdrawal, Refund and Registration Payment Policy, 3. Proposed changes modify the following language:

... A withdrawal fee of \$10.00 will be charged for each registration under \$100. A withdrawal fee of \$25.00 will be charged for each registration \$100.00 and higher.

To the following, proposed language:

...A withdrawal fee of 25%, with a \$10 minimum, will be charged. A withdrawal fee will be charged for each activity.

Section 1. Withdrawal, Refund and Registration Payment Policy, 4. Is proposed to change to a 25% withdrawal fee, consistent with the proposed changes in 3., above. It also includes grammatical changes to improve clarity.

Current language:

“Except as provided in paragraph 6 of this section, a refund shall be issued, minus the withdrawal fee, when request is made seven or more calendar days before the first meeting of the registered activity.”

To the following, proposed language:

“Except as provided in paragraph 6 of this section, a refund shall be issued, minus the 25% withdrawal fee, when requested seven (7) or more calendar days prior to the first activity meeting.”

Section 1. Withdrawal, Refund and Registration Payment Policy, 5. Includes qualifying language for refunds requested six or fewer calendar days as follows:

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.

This section is proposed to be changed to read as follows:

Withdrawals from camp must be requested 21 or more calendar days prior to the first day of camp. No refund will be issued for requests made 20 or fewer days prior to the first day of camp. If camp is not paid in full by the scheduled payment deadline, the participant will be dropped and forfeit their deposit.

It should be noted that the refund policy relating to the Recreation Division cancelling activities remains unchanged but is moved to a different section (6.) of the Administrative Order.

Section 1. Withdrawal, Refund and Registration Payment Policy, 6. Is modified with clarifying language and/or with other existing policy (RE: proration of refunds, cancellations) language moved to it from 5.

(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 2024 its total expenses, excluding grant-related expenses, totaled approximately \$13.2 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 27% of total costs in fiscal year 2024, and historically tracks about 30%.

(d) The amounts charged by other comparable providers.

Findings:

Proposed changes to the Recreation Division Administrative Order can be related to five general topics. The following summarizes those topics and is accompanied by

comparisons to other providers.

Elimination of the 5% sibling discount. Similar providers (public sector agencies, park and recreation districts) maintain a wide range of sibling discount approaches. There are similar providers that do not indicate, online, that they provide sibling discounts.

Change to 25% deposit from a fixed deposit amount. There is a wide range of approaches across public sector agencies and park and recreation districts relative to registration deposits. At least one other Oregon municipal park and recreation division requires a 25% of registration deposit as opposed to a flat deposit fee. Others require a flat registration fee in the \$20-\$50 range. Others require full payment at the time of registration with no deposit option.

Change to a percentage withdrawal fee from a fixed withdrawal fee amount. There is a wide range of approaches across public sector agencies and park and recreation districts relative to withdrawal fees. Some Oregon municipal park and recreation divisions or park and recreation districts charge a percentage of the registration fee for withdrawal, based on scale tied to the number of days before program start date. Others charge a percentage as well as a one-time withdrawal processing fee.

The extension of Camp withdrawal deadline from seven (7) days advance notice to 21 or more calendar days advance notice to receive a refund; and, related, increasing Camp withdrawal fees to the entire registration fee under 21 days. There is a wide range of approaches across public sector agencies and park and recreation districts relative to the number of days in which registrants must provide notice of withdrawal prior to the first day of the activity. Generally, public sector agencies and park and recreation districts allow withdrawal from camps and a full refund of registration fees at 14 days or less, with lesser amounts/percentages refundable the closer withdrawal notice is provided to the first day of activity.

(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 expected to have an immaterial impact on existing cost recovery.

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