

ADMINISTRATIVE ORDER NO. 58-25-25
of the
City Manager of the City of Eugene

**REGARDING THE OPPORTUNITY TO COMMENT ON A PROPOSAL
TO AMEND THE PUBLIC WORKS PROFESSIONAL SERVICES FEE
SCHEDULE.**

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

A. Section 2.020 of the Eugene Code, 1971 (EC), 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 October 28, 2024, Administrative Order No. 58-24-27-F was issued establishing the current Public Works Professional Services Fee Schedule (“the Fee Schedule”).

C. 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 C.

D. 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:

1. 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.

2. A Notice substantially conforming to the Notice attached as Exhibit B which contains those fees proposed to be \$250 or more shall be published in the Register Guard Newspaper.

Dated this 28 **day of August, 2025.**

RTH
RTH



Sarah Medary
City Manager

**NOTICE OF OPPORTUNITY TO COMMENT ON PROPOSED CHANGES TO THE
PUBLIC WORKS PROFESSIONAL SERVICES FEE SCHEDULE.**

Pursuant to the provisions of Sections 2.020 and 7.130 of the Eugene Code, 1971, and as a result of an investigation of the revenue needs of the City in providing professional services for inspection and review of privately constructed public improvements, the City Manager is proposing to change the fees for Public Works Professional Services as follows.

<u>Class</u>	<u>Description</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
4013	Associate Engineering Technician	\$177.00 per hour	\$180.00 per hour
4009	Engineering Technician 1	\$133.00 per hour	\$145.00 per hour
4012	Engineering Technician 2	\$151.00 per hour	\$160.00 per hour
4110	Civil Engineer 1	\$187.00 per hour	\$190.00 per hour
4111	Civil Engineer 2	\$199.00 per hour	\$205.00 per hour
5032*	Development & Infra Technician 1.....	<i>N/A</i>	\$142.00 per hour
5033	Development & Infra Technician 2.....	\$130.00 per hour	\$154.00 per hour
6110	Electrician 1	\$177.00 per hour	**
6120	Electrician 2	\$179.00 per hour	**
4073*	Engineering Associate.....	<i>N/A</i>	\$190.00 per hour
9198	Engineering Dev/Review Manager	\$227.00 per hour	\$234.00 per hour
3520	Landscape Architect	\$187.00 per hour	\$190.00 per hour
3519*	Landscape Designer	<i>N/A</i>	\$184.00 per hour
0622*	Management Analyst	<i>N/A</i>	\$190.00 per hour
5319	Traffic Engineering Tech 2	\$130.00 per hour	**
9215*	PW Operations Manager	<i>N/A</i>	\$234.00 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.	<i>No Change</i>

<u>Class</u>	<u>Description</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
<u>As-Constructs & Warranty Inspection Fees:</u> (Fees are based upon the bonded value of the public improvements.)			
	Small Development (less than \$25,000)	\$625.00	\$650.00
	Medium Development (\$25,000 to less than \$100,000) ...	\$1,100.00	\$1,150.00
	Large Development (\$100,000 to \$500,000)	\$1,700.00	\$1,750.00
	Very Large Development (greater than \$500,000)	0.35% x construction costs, up to a maximum of \$3,000	No Change

*Fees for these professionals have historically been charged under the “Employees Temporarily Assigned to the Professional Services Funds” category. They are now being listed individually in the Fee Schedule to provide clarity.

**Fees for these professionals have historically been listed individually in the Fee Schedule but have seldom been charged. When required, they will now be charged under the “Employees Temporarily Assigned to the Professional Services Funds” category.

Comments on the proposed amendments may be submitted in writing to Emily Hayes, Senior Financial Analyst, 99 W. 10th Ave., Suite 370, Eugene, Oregon 97401, or via e-mail to PWAdmin@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: September 5, 2025

**NOTICE OF OPPORTUNITY TO COMMENT ON PROPOSED CHANGES TO THE
PUBLIC WORKS PROFESSIONAL SERVICES FEE SCHEDULE.**

Pursuant to the provisions of Section 2.020, and as a result of an investigation of the revenue needs of the City in providing professional services for inspection and review of privately constructed public improvements, the City Manager is proposing to amend the Public Works Professional Services Fee Schedule Fee Schedule.

Fees proposed to be \$250 or greater are set out below. A full schedule of the proposed amendments can be reviewed at the City Hall bulletin board posting locations, 500 E. 4th Avenue, Eugene and on the City's website at www.eugene-or.gov/520/Administrative-Order.

<u>Description</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
<u>As-Constructs & Warranty Inspection Fees:</u> <i>(Fees are based upon the bonded value of the public improvements.)</i>		
Small Development (less than \$25,000)	\$625.00	\$650.00
Medium Development (\$25,000 to less than \$100,000)	\$1,100.00	\$1,150.00
Large Development (\$100,000 to \$500,000)	\$1,700.00	\$1,750.00

Comments on the proposed amendments may be submitted in writing to Emily Hayes, Senior Financial Analyst, 99 W. 10th Ave., Suite 370, Eugene, Oregon 97401, or via e-mail to PWAdmin@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 Publication: September 5, 2025

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 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 who work on Privately Engineered Public Improvement (PEPI) projects.

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

Class	Description	Current Fees	Proposed Fees
4013	Associate Engineering Technician	\$177.00	\$180.00
4009	Engineering Technician 1	\$133.00	\$145.00
4012	Engineering Technician 2	\$151.00	\$160.00
4110	Civil Engineer 1	\$187.00	\$190.00
4111	Civil Engineer 2	\$199.00	\$205.00
5032*	Development & Infra Technician 1	N/A	\$142.00
5033	Development & Infra Technician 2	\$130.00	\$154.00
4073*	Engineering Associate	N/A	\$190.00
9198	Engineering Dev/Review Mgr	\$227.00	\$234.00
3520	Landscape Architect	\$187.00	\$190.00
3519*	Landscape Designer	N/A	\$184.00
0622*	Management Analyst	N/A	\$190.00
9215*	PW Operations Manager	N/A	\$234.00

Employees Temporarily Assigned to the Professional Services Fund

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)	\$650.00
Medium Development (\$25,000 to less than \$100,000)	\$1,150.00
Large Development (\$100,000 to \$500,000)	\$1,750.00)
Very Large Development (greater than \$500,000)	0.35% x construction costs, up to a maximum of \$3,000

*Fees for these professionals have historically been charged under the "Employees Temporarily Assigned to the Professional Services Funds" category. They are now being listed individually in the Fee Schedule to provide clarity.

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

Findings:

PEPI 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 4%. 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. This rate model incorporates both current and projected future personnel and materials & supply costs 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 Management Analyst, which are 6% lower than the average, and Engineering Development Review Manager and PW Operations Manager, which are 18% lower than the average.

Class	Description	COE Proposed FY26 Rate	DOWL	HHPR	OTAK	SZS Engineering	Toole Design Group	Conсор	GRI	DKS
4013	Associate Engineering Technician	\$180.00	\$185.00	N/A	N/A	\$180.00	N/A	N/A	\$185.00	N/A
4009	Engineering Technician 1	\$145.00	\$135.00	\$168.00	\$140.00	N/A	N/A	\$150.00	N/A	N/A
4012	Engineering Technician 2	\$160.00	\$175.00	\$200.00	\$174.00	N/A	N/A	N/A	N/A	\$175.00
4110	Civil Engineer 1	\$190.00	\$190.00	\$200.00	\$186.00	N/A	N/A	N/A	N/A	N/A
4111	Civil Engineer 2	\$205.00	\$235.00	\$200.00	\$235.00	N/A	\$224.00	\$206.00	\$210.00	\$215.00
5032	Development & Infra Technician 1	\$142.00	\$165.00	N/A	\$129.00	\$160.00	N/A	N/A	N/A	N/A
5033	Development & Infra Technician 2	\$154.00	\$165.00	\$168.00	N/A	\$160.00	N/A	\$150.00	N/A	N/A
4073	Engineering Associate	\$190.00	\$210.00	N/A	\$174.00	\$200.00	\$208.00	N/A	N/A	N/A
9198	Engineering Dev/Review Mgr	\$234.00	\$315.00	\$257.00	\$290.00	\$350.00	\$230.00	\$264.00	\$295.00	\$275.00
3520	Landscape Architect	\$190.00	\$195.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3519	Landscape Designer	\$184.00	N/A	N/A	N/A	N/A	\$206.00	\$169.00	N/A	\$175.00
0622	Management Analyst	\$190.00	\$202.00	N/A	N/A	\$200.00	\$208.00	N/A	N/A	N/A
9215	PW Operations Manager	\$234.00	\$315.00	\$257.00	\$290.00	\$350.00	\$230.00	\$264.00	\$295.00	\$275.00

Class	Description	Average of Companies Surveyed	Difference COE less Average	% Diff
4013	Associate Engineering Technician	\$183.00	(\$3.00)	-2%
4009	Engineering Technician 1	\$145.00	\$0.00	0%
4012	Engineering Technician 2	\$171.00	(\$11.00)	-6%
4110	Civil Engineer 1	\$192.00	(\$2.00)	-1%
4111	Civil Engineer 2	\$218.00	(\$13.00)	-6%
5032	Development & Infra Technician 1	\$151.00	(\$9.00)	-6%
5033	Development & Infra Technician 2	\$161.00	(\$7.00)	-4%
4073	Engineering Associate	\$198.00	(\$8.00)	-4%
9198	Engineering Dev/Review Mgr	\$285.00	(\$51.00)	-18%
3520	Landscape Architect	\$195.00	(\$11.00)	-6%
3519	Landscape Designer	\$183.00	\$7.00	4%
0622	Management Analyst	\$203.00	(\$13.00)	-6%
9215	PW Operations Manager	\$285.00	(\$51.00)	-18%
Overall average % Diff				-6%

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

Findings:

The PEPI rate revenue included in the 2025-2027 adopted biennium budget was projected prior to this proposed rate increase. PEPI revenue is expected to increase with the new rates. This revenue increase is needed to fund the expenses associated with managing and overseeing the PEPI program, and allow 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