

ADMINISTRATIVE ORDER NO. 58-25-25-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. 58-24-27-F.**

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. On August 28, 2025, I issued Administrative Order No. 58-25-25 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 September 5, 2025, 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.)

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 as of the effective date of this Order.

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 The Fee Schedule attached to Administrative Order No. 58-21-22-F is superseded by the Public Works Professional Services Fee Schedule attached as Exhibit A to this Order as of the effective date of this Order.

Dated and effective this 29 **day of September, 2025.**

RTH
RTH



Sarah Medary
City Manager

PUBLIC WORKS PROFESSIONAL SERVICES FEE SCHEDULE
(Effective September 29, 2025)

<u>Class</u>	<u>Description</u>	<u>Fees</u>
4013	Associate Engineering Technician	\$180.00 per hour
4009	Engineering Technician 1	\$145.00 per hour
4012	Engineering Technician 2	\$160.00 per hour
4110	Civil Engineer 1	\$190.00 per hour
4111	Civil Engineer 2	\$205.00 per hour
5032	Development & Infra Technician 1	\$142.00 per hour
5033	Development & Infra Technician 2	\$154.00 per hour
4073	Engineering Associate	\$190.00 per hour
9198	Engineering Dev/Review Manager	\$234.00 per hour
3520	Landscape Architect	\$190.00 per hour
3519	Landscape Designer	\$184.00 per hour
0622	Management Analyst	\$190.00 per hour
9215	PW Operations Manager	\$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.

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

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