

ADMINISTRATIVE ORDER NO. 58-13-03-F
of the
City Manager of the City of Eugene

**AMENDMENT OF THE PARK AND FACILITY USE FEE SCHEDULE
AND REPEAL OF ADMINISTRATIVE ORDER NO. 58-12-01-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. In accordance with the above procedures, Administrative Order No. 58-12-01-F was issued on March 14, 2012, establishing the Park and Facility Use Fee Schedule (the Fee Schedule), as set forth in Exhibit A attached to that Administrative Order.

C. On October 28, 2013, I issued Administrative Order No. 58-13-03 proposing to amend the Fee Schedule. Notice of the proposed amendments, which contained the current fees and proposed fees, was attached as Exhibit A to that Administrative Order.

D. The Notice was provided to the Mayor and City Councilors, made available to any persons who had requested such notice, and made available for inspection by interested persons at the offices of the City Manager, 125 East 8th Avenue, Eugene, Oregon 97401, during normal business hours. On October 28, 2013, the Notice was posted at two locations at City Hall. The Notice provided that written comments would be received for a period of 15 days from the date of posting. No comments were received within the time or in the manner provided in the Notice.

E. I find that amendment of the Fee Schedule is necessary in order to recover the costs of providing Park services and should be amended as proposed. In determining the fees, I have considered the 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 these 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.

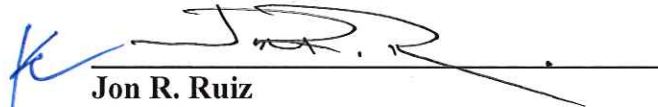
On the basis of these findings, I order that:

1. The fees set forth in Exhibit A are the fees to be charged for the described services as of the effective date of this Order.

2. Any unamended fees established by Administrative Order No. 58-12-01-F remain in full force and effect and are incorporated into the Fee Schedule attached to this Order as Exhibit A.

3. Administrative Order No. 58-12-01-F is repealed as of the effective date of this Order.

Dated and effective this 2 ^{December} day of ~~November~~, 2013.


Jon R. Ruiz
City Manager

PARK AND FACILITY USE FEE SCHEDULE
 (Effective _____, 2013)

EVENT PERMIT FES

<u>Permit Description</u>	<u>Fees</u>
•Standard Park Use Permit Application:	
Ten or more working days prior to the event	\$15.00
Less than ten working days prior to the event	\$30.00
•Special Event Park Use Permit Application:	
30 days prior to the event	\$40.00
Less than 30 days prior to the event	\$80.00
•Special Event Use Permit for Controlled Admission Event:	
Ten or more working days prior to the event	\$540.00
Less than ten working days prior to the event	\$580.00
•Bike Path (runs, walks, and bike events)	\$75.00
Recreation Division Facilities.....	See rental information brochure for building capacities and conditions; call individual facilities for rates.
•Other Park Sites as Requested.....	Fees are dependent upon the nature of the event and the activity and/or the park site.
•Commercial and Special Uses	\$75.00 per hour; maximum of \$750 per day
<i>Any production that would restrict use of any park area by the general public for an extended period of time.</i>	
<i>(Video and movies: restricted from Hendricks Rhododendron Garden area and Owen Rose Garden.)</i>	
•Commercial Photography.....	\$75.00
<i>(Restricted from Hendricks Rhododendron Garden and Owen Rose Garden)</i>	
•Vehicle Access Permit for event access upon Regional Bike and Pedestrian Paths for event setup/takedown:	
Ten or more working days prior to the event	\$25.00 per vehicle
Less than ten working days prior to the event	\$50.00 per vehicle
•Vehicle Access Permit for event use of Internal Park Sidewalks and Paths, Irrigated Turf and Non-Irrigated Turf for event setup/takedown or static display	\$10.00 per vehicle
•Event Security Deposit.....	\$150.00
•Public School Use	Standard use permit or special event permit required. No charge for events that are part of

EVENT PERMIT FES

<u>Permit Description</u>	<u>Fees</u>
	classroom instruction.
•City-Sponsored Event.....	Standard use permit or special event permit required. Fee obligations can be met by the sponsoring City department either outright or through event work.
•General Park Areas (park areas not identified as specific reservation use "Areas" in this Fee Schedule):	
Reservation of park area up to 2,000 sq. ft.....	Included in park use permit fees
Reservation of park area over 2,000 sq. ft.: (May be reserved in 43,560 sq. ft. increments)	
First 6 hours.....	\$25 per increment
Over 6 hours.....	\$50 per increment
•Early Date Hold.....	\$500*
<i>*Non-refundable. Up to \$450 may be applied to permit and rental fees.</i>	
•Revocable Encroachment Permit:	
Application and review.....	\$50.00
Annual permit fee.....	\$10 per 100 sq. ft.
•Overflow event parking fee for one or more City-designated overflow parking zones (capacity approx. 200 vehicles)	\$245 per zone
<u>Application Fees:</u> Application fees are not refundable.	

COMMUNITY GARDENS PLOT USE PERMIT FEES

(Fee applies to current calendar year.)

	<u>Fees</u>
Alton Baker Garden - Raised bed	\$25.00
Alton Baker and Mathews Gardens - Small size plot (approx.. 200 sq. ft.).....	\$60.00
All Gardens except for Whiteaker Garden - Large size plot (approx.. 400 sq. ft.) .	\$100.00
Skinner City Farm - Organizational plot.....	\$185.00
Whiteaker Garden - Small size plot (approx.. 200 sq. ft.).....	\$48.00
Whiteaker Garden – Large size plot (approx.. 400 sq. ft.).....	\$80.00

FACILITY RENTAL FEES

<u>Facility Description</u>	<u>Fees</u>
•Alton Baker Park:	
Entrance Shelter (Area #10).....	\$25 per day
Small Shelter #1 (seats 110 people):	
First 6 hours	\$135.00
Over 6 hours (single day)	\$250.00
24 hour use (until park closure)	\$350.00
Large Shelter #2 (seats 150 people):	
First 6 hours	\$160.00
Over 6 hours (single day)	\$275.00
24 hour use (until park closure)	\$400.00
Turf Area #3:	
First 6 hours	\$25.00
Per day	\$50.00
Turf Area #4:	
First 6 hours	\$50.00
Per day	\$150.00
Turf Area #5:	
First 6 hours	\$50.00
Per day	\$150.00
Turf Area #6:	
First 6 hours	\$50.00
Per day	\$150.00
Turf Area #7:	
First 6 hours	\$50.00
Per day	\$150.00
Turf Area #8:	
First 6 hours	\$25.00
Per day	\$50.00
Turf Area #9:	
First 6 hours	\$25.00
Per day	\$50.00
Power and Water Charge	If services available within rented area, they are

FACILITY RENTAL FEES

<u>Facility Description</u>	<u>Fees</u>
	included in the area use fee.
Parking fees:	
20 to 150 attendees at event. Parking for 0 to 99 vehicles	No charge
151 to 300 attendees at event. Parking for 100 to 200 vehicles	\$75.00
Over 300 attendees at event. Parking for over 200 vehicles	\$150.00
•Bethel Community Park:	
Shade canopy	\$25 per day
•Charnel Mulligan Picnic Shelter	\$25 per day
•Irwin Park Picnic Shelter	\$25 per day
•Maurie Jacobs Park Concrete Event Area (not covered)	\$25 per day
•Owen Rose Garden: (Gazebo Area, Arbor Area, Cherry Tree)	
Three hour maximum	\$75.00
With chairs (includes \$75.00 facility use fee)	\$115.00
•Skinner Butte Park:	
Area #1 – Field area west of RiverPlay:	
Reservation of park area up to 2,000 sq. ft.	Included in Park Use Permit fees
First 6 hours	\$25.00
Over 6 hours	\$50.00
Area #2 – Picnic area north of RiverPlay:	
First 6 hours	\$25.00
Over 6 hours	\$50.00
Area #3 – Horseshoe picnic tables northeast of horseshoe parking lot:	
First 6 hours	\$25.00
Over 6 hours	\$50.00
Area #4 – Picnic area east of 210 Cheshire and on south side of Cheshire Street:	
First 6 hours	\$25.00
Over 6 hours	\$50.00
Area #5 – Campbell picnic tables northwest of west Campbell parking lot:	
First 6 hours	\$25.00
Over 6 hours	\$50.00
•Tugman Park Picnic Shelter	\$25 per day

FACILITY RENTAL FEES

<u>Facility Description</u>	<u>Fees</u>
•University Park Picnic Shelter and Small Amphitheater:	
First 6 hours	\$25.00
Over 6 hours.....	\$50.00
•Washington Jefferson Park:	
Section #1 - Area north of railroad and south of W. 1 st Avenue:	
First 6 hours	\$75.00
Over 6 hours (single day)	\$150.00
24 hour use (until park closure).....	\$200.00
Section #2 - South of Railroad and north of W. 5 th Avenue (<i>Includes lawn area with a few benches</i>):	
Reservation of park area up to 2,000 sq. ft.	Included in Park Use Permit fees
Reservation of park area over 2,000 sq. ft.:	
(<i>May be reserved in 43,560 sq. ft. increments</i>)	
First 6 hours	\$25.00 per increment
Over 6 hours	\$50.00 per increment
Section #3- Area between W. 5 th and W. 6 th Avenues (<i>Includes lawn area with a few benches</i>):	
Reservation of park area up to 2,000 sq. ft.	Included in Park Use Permit fees
Reservation of park area over 2,000 sq. ft.:	
(<i>May be reserved in 43,560 sq. ft. increments</i>)	
First 6 hours	\$25.00 per increment
Over 6 hours	\$50.00 per increment
Section #4 - Area between W. 6 th Avenue and W. 7 th Avenue (<i>Includes lawn area with a few benches</i>):	
Reservation of park area up to 2,000 sq. ft.	Included in Park Use Permit fees
Reservation of park area over 2,000 sq. ft.:	
(<i>May be reserved in 43,560 sq. ft. increments</i>)	
First 6 hours	\$25.00 per increment
Over 6 hours	\$50.00 per increment
Section #5 - Area north of W. 1 st Avenue	
	Included in park use permit fees
Power and Water Charge	If services available within rented area, they are included in the area use fee

FACILITY RENTAL FEES

<u>Facility Description</u>	<u>Fees</u>
•Wikins Shelter: <i>(Typically available for rental April 1 through October 30)</i>	
Day use	\$100.00
First 6 hours	\$75.00

Park Sites: Rentals and reservations are normally restricted to the specific locations listed above.

Damage Fees: Reasonable additional costs for damage and/or vandalism in relation to the event or activity will be deducted from security deposits or billed to the park user separately.

APPEAL FEES

	<u>Fees</u>
Appeal of denial of park permit application pursuant to Park Rule 1.004(10)(b)...	\$50.00*
Appeal of decision made pursuant to Park Rule 1.040(6)	\$50.00*

**Appeal fee will be refunded if applicant's appeal is successful.*