



# City of Union

## Agenda

### Council Work Session Meeting

Monday, December 22, 2025 @ 6:00 PM

Leonard Almquist Council Chambers, 342 S. Main St,  
Union, OR 97883

For More Information, Please Contact Celeste Tate, City Administrator at 541-562-5197

### **Zoom Information**

Join Zoom Meeting

<https://us06web.zoom.us/j/9315921644?pwd=VW50QUVkv2dwUzF6eW5nYTZGcmVjZz09>

Meeting ID: 931 592 1644

Passcode: 760310

Dial by your location

• +1 253 215 8782 US (Tacoma)

Page

### 1. **CALL TO ORDER AND ROLL CALL:**

**Mayor:**

Hawkins

**Councilors:**

Cox, Middleton, Seale, Black, George  
and Boyer-Davis

### 2. **PRESENTATIONS:**

### 3. **UPCOMING BUSINESS DISCUSSIONS:**

#### 3.1. Water and Sewer Rates

2 - 10

[Water Rates](#)

[Sewer Rates](#)

[ORD 563 Revising and Updating Sewer & Water Charges](#)

[RES 2025-02 Adjusting Water and Wastewater Rates Effective April 1, 2025](#)

[WATER RATE LIST 2025](#)

#### 3.2. City of Union Fee Schedule Updates

11 - 12

[Resolution 2025-09 Schedule of Fees](#)

[Resolution 2025-09 Exhibit A Schedule of Fees Update](#)

#### 3.3. System Development Fees Resolution

### 4. **COMMITTEE DISCUSSIONS:**

### 5. **ORDINANCE/CHARTER REVIEW:**

### 6. **OTHER:**

### 7. **ADJOURNMENT:**

Water Fund Revenues and Expenditures

2026-2027	2025-2026	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020
Projection	Projection	July-Dec Current	Actual	Actual	Actual	Actual	Actual	Actual

Utility Charges	\$ 522,000.00	\$ 522,243.10	\$ 256,065.00	\$ 558,259.89	\$ 592,038.36	\$ 589,160.44	\$ 514,074.00	\$ 382,509.00	\$ 334,654.10
Interest	\$ 35,000.00	\$ 34,716.77	\$ 14,669.31	\$ 752.43	\$ 3,196.24	\$ 2,295.18	\$ 1,406.00	\$ 1,246.00	\$ 2,286.95
Water Project User Fees	\$ -	\$ -	\$ -		\$ -		\$ 19,046.00	\$ 76,035.00	\$ 75,507.01
Set-up Fees	\$ 1,200.00	\$ 1,162.90	\$ 550.00	\$ 1,182.50	\$ 1,175.00	\$ 1,175.00	\$ 1,275.00	\$ 1,418.00	\$ 1,775.00
Installation Fees	\$ 10,000.00	\$ 8,585.49	\$ 3,885.00	\$ 6,135.00	\$ 11,820.00	\$ 4,701.55	\$ 16,739.00	\$ 17,706.00	\$ 2,210.00
IFA Loan/Grant	\$ -			\$ -	\$ -		\$ -	\$ -	\$ -
Misc Revenue	\$ 4,200.00	\$ 3,719.08	\$ 1,202.35	\$ 2,610.28	\$ 2,096.39	\$ 8,357.48	\$ 3,990.00	\$ 1,422.00	\$ 9,079.99
Transfers In	\$ -				\$ -	\$ 2,238.57	\$ 3,750.00	\$ -	\$ -
Operating Revenue	\$ 572,400.00	\$ 570,427.34	\$ 276,371.66	\$ 568,940.10	\$ 610,325.99	\$ 607,928.22	\$ 560,280.00	\$ 480,336.00	\$ 425,513.05

Rate increase	3.00%	3.00%	3.00%	1.00%	1.00%	3.00%	Re-Work	2.50%	
Increase in Water Usage Fees		\$ (36,016.79)		\$ (33,778.47)	\$ 2,877.92	\$ 75,086.44	\$ 131,565.00	\$ 47,855.00	
% Increase in Op. Exp		15.43%		20.08%	4.53%	-6.42%	7.33%	3.69%	
Operating Expenses	\$ 459,916.96	\$ 425,849.04	\$ 212,924.52	\$ 368,908.70	\$ 307,222.71	\$ 293,909.78	\$ 314,079.00	\$ 292,617.00	\$ 282,204.09
Transfer To	\$ 207,000.00	\$ 307,000.00	\$ 153,500.00	\$ 207,000.00	\$ 142,000.00	\$ 172,000.00	\$ 118,250.00	\$ 147,000.00	\$ 72,000.00
Contingency	\$ -				\$ -				
Total Expenditures	\$ 666,916.96	\$ 732,849.04	\$ 366,424.52	\$ 575,908.70	\$ 449,222.71	\$ 465,909.78	\$ 432,329.00	\$ 439,617.00	\$ 354,204.09
Revenues less Exp	\$ (94,516.96)	\$ (162,421.70)	\$ (90,052.86)	\$ (6,968.60)	\$ 161,103.28	\$ 142,018.44	\$ 127,951.00	\$ 40,719.00	\$ 71,308.96
Rev. less Exp. Without transfer	\$ 112,483.04	\$ 144,578.30	\$ 63,447.14	\$ 200,031.40	\$ 303,103.28	\$ 314,018.44	\$ 246,201.00	\$ 187,719.00	\$ 143,308.96
Loss With 0%		\$ (126,404.91)							
Beginning Balance	\$ 593,047.26	\$ 683,100.12	\$ 683,100.12	\$ 690,068.72	\$ 528,965.44	\$ 386,947.00	\$ 258,996.00	\$ 218,277.00	\$ 146,968.04
Ending Balance	\$ 498,530.30	\$ 520,678.42	\$ 593,047.26	\$ 683,100.12	\$ 690,068.72	\$ 528,965.44	\$ 386,947.00	\$ 258,996.00	\$ 218,277.00
Gain in Fund Balance	\$ (94,516.96)	\$ (162,421.70)	\$ (90,052.86)	\$ (6,968.60)	\$ 161,103.28	\$ 142,018.44	\$ 127,951.00	\$ 40,719.00	\$ 71,308.96

Sewer Fund Revenue and Expenditures

	2026-2027	2025-2026	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	
	Projection	Projection	July-Dec Current	Actual	Actual	Actual	Actual	Actual	Actual	
Utility Charges	\$ 692,649.26	\$ 677,649.26	\$ 332,263.38	\$ 664,031.17	\$ 598,275.71	\$ 592,111.46	\$ 602,542.00	\$ 656,657.00	\$ 634,554.40	
Interest	\$ 10,000.00	\$ 10,234.03	\$ 4,324.31	\$ 752.43	\$ 3,196.24	\$ 2,295.18	\$ 1,406.00	\$ 1,260.00	\$ 2,316.80	
Billed Labs	\$ 1,000.00	\$ 760.00	\$ 380.00	\$ 820.00	\$ 865.00	\$ 2,365.00	\$ 3,620.00	\$ 2,630.00	\$ 4,250.00	
Septic Fees	\$ 100.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 100.00	\$ 165.00	\$ -	\$ -	\$ 2,210.00	
Set-up Fees	\$ 1,200.00	\$ 1,110.04	\$ 525.00	\$ 1,150.00	\$ 1,150.00	\$ 1,175.00	\$ 1,275.00	\$ 1,368.00	\$ 1,825.00	
Installation Fees	\$ 6,500.00	\$ 4,198.82	\$ 1,900.00	\$ 1,950.00	\$ 11,150.00	\$ 1,800.50	\$ 13,336.00	\$ 5,042.00	\$ 12,968.04	
Misc Revenue	\$ 5,500.00	\$ 3,477.77	\$ 1,149.14	\$ 1,426.64	\$ 1,281.19	\$ 17,236.50	\$ 1,203.00	\$ 7,205.00	\$ 8,572.61	
Operating Revenue	\$ 716,949.26	\$ 697,479.93	\$ 340,566.83	\$ 670,180.24	\$ 616,018.14	\$ 617,148.64	\$ 623,382.00	\$ 674,162.00	\$ 666,696.85	
Rate increase	3%	3.00%	3.00%	3.00%	2.00%	3.00%	Re-Work	0.00%		
Increase in Sewer Fees		\$ 13,618.09		\$ 65,755.46	\$ 6,164.25	\$ (10,430.54)	\$ (54,115.00)	\$ 22,102.60		
% Increase in Op. Exp.		8.98%		22.17%	-2.68%	7.61%	-3.30%	-0.29%		
Operating Expenses	\$ 468,225.38	\$ 441,722.06	\$ 220,861.03	\$ 405,339.11	\$ 331,778.76	\$ 340,908.60	\$ 316,810.00	\$ 327,613.00	\$ 328,564.95	
Sewer Debt Pymt	\$ 177,000.00	\$ 177,000.00	\$ 88,500.00	\$ 177,000.00	\$ 177,000.00	\$ 177,000.00	\$ 183,732.00	\$ 185,107.00	\$ 187,585.00	
Transfer To	\$ 84,000.00	\$ 84,000.00	\$ 42,000.00	\$ 107,000.00	\$ 103,500.00	\$ 144,762.43	\$ 147,000.00	\$ 197,000.00	\$ 197,000.00	
Total Expenditures	\$ 729,225.38	\$ 702,722.06	\$ 351,361.03	\$ 689,339.11	\$ 612,278.76	\$ 662,671.03	\$ 647,542.00	\$ 709,720.00	\$ 713,149.95	
Revenues less Exp		\$ (5,242.13)	\$ (10,794.20)	\$ (19,158.87)	\$ 3,739.38	\$ (45,522.39)	\$ (24,160.00)	\$ (35,558.00)	\$ (46,453.10)	
Rev. less Exp without xfer		\$ 78,757.87	\$ 31,205.80	\$ 87,841.13	\$ 107,239.38	\$ 99,240.04	\$ 122,840.00	\$ 161,442.00	\$ 150,546.90	
Beginning Balance	\$ 204,557.55	\$ 209,799.68	\$ 165,640.81	\$ 184,799.68	\$ 181,060.30	\$ 226,582.69	\$ 250,743.00	\$ 286,301.00	\$ 332,754.10	
Ending balance	\$ 192,281.42	\$ 204,557.55		\$ 165,640.81	\$ 184,799.68	\$ 181,060.30	\$ 226,583.00	\$ 250,743.00	\$ 286,301.00	
									\$ -	
Drop in Fund Balance	\$ (12,276.13)	\$ (5,242.13)		\$ (19,158.87)	\$ 3,739.38	\$ (45,522.39)	\$ (24,160.00)	\$ (35,558.00)	\$ (46,453.10)	\$ (128,196.55)

CITY OF UNION  
STATE OF OREGON

In the Matter of Revising and  
Updating Union City Code Sections  
Relating to Sewer and Water Charges

ORDINANCE NO. 563

WHEREAS the City of Union provides sanitary sewer and water service to City residents; and

WHEREAS calculation of how the City of Union charges for such utility services needs revisions and updating in order to maintain the current level of services while operating in a fiscally reasonable manner; and

NOW, THEREFORE the City Council of City of Union amends Union City Code Chapter Section 50.068 as follows:

**§ 50.068 METERS.**

(F) Charges.

(1) Funds in excess of utility expenses. If revenues received from the imposition of water and sewer rates exceed expenses of the current operation, capital improvement costs and debt service for the water and sewer systems, the excess water and sewer revenues shall be held, respectively in the Water Reserve Fund and Sewer Reserve Fund, and the use of those funds shall be limited to the future maintenance, improvement and debt payment for the water and sewer systems, respectively.

(2) Water; residential equivalent unit.

(a) Except as provided following the chart below, the number of residential equivalent units (REUs) shall be determined by meter size, as follows:

Water Meter Size	Number of REUs	Allowable Consumption Included in Base Rate (Cubic Feet)	Base Water Rate Month	Base Sewer Rate Month
3/4-inch	1	0	\$33	\$50
1-inch	2	0	\$75	\$100
1 1/2-inch	4	0	\$150	\$200
2-inch	8	0	\$250	\$400
3-inch	16	0	\$400	\$800

(b) The number of residential equivalent units (REUs) for duplexes, triplexes, manufactured dwelling parks, multi-family dwelling and businesses with apartment where two or more dwelling units are served by a single meter, shall be the sum of the dwelling units served by that meter, irrespective of meter size.

(3) Water rates.

(a) All dwellings (REUs) using water from the City of Union will be required to have a three-fourths inch meter (or larger if required by special circumstances e.g., fire suppression system). The base rate water for residential service shall be \$33 per month per residential equivalent unit (REU) as defined in this section, which base rate does not include charges for water usage.

(b) In addition to the base fee set forth in F(3)(a) the first 1000 cubic feet of water used per billing cycle shall be subject to a charge of \$0.005 per cubic foot. Thereafter, water usage in excess of 1000 cubic feet shall be charged at the rate of \$0.0125 per cubic foot, except during the time frame from June 1 to October 1, during which time the first 2000 cubic feet of water usage per billing cycle shall be charged \$0.005 per cubic foot and charged \$0.0125 per cubic foot used thereafter.

(4) Sewer rates.

(a) The residential equivalent unit (REU) for sewer is 725 cubic feet of effluent. Each additional REU used, such as by heavy industrial or commercial laundry use, for example, will be multiples of the REU rate like the water chart (division (F)(2)(a) above).

(b) The base rate for sewer service from the City of Union shall be \$50 per month per residential equivalent unit (REU).

(c) Hotels, motels and RV parks will be charged one base rate for the business and pro-rated one-thirtieth per use day of rooms or hookups.

(5) Rates following disconnection.

(a) When water service to a lot, parcel, or unit has been disconnected, the account shall no longer be subject to any maintenance, the base rate, or usage charges. Users disconnecting services will be responsible only for paying a disconnect fee (turn off) and any water usage that has occurred since the last meter reading.

(b) Water or sewer service shall not be resumed without authorization from the City of Union, and the payment of any fees that may be due and owing including a fee for resumption of service or re-connection has been paid.

(c) Any property with water and sewer services that has been disconnected for a period greater than or equal to three years, shall pay system development charges, if any such charges are enacted in the interim, to reconnect service to the system.

(6) Rates: use of water no sewer or sewer no water.

(a) Those accounts receiving city water service but no sewer service will pay the amounts owed for water service as set forth in section (F)(3) above.

(b) Those accounts receiving city sewer service will pay full rates for sewer.

(7) Adjustments. For the purposes of this section, a 0% - 3.0% increase in the above rates in divisions (F)(3), (4), (5) and (6) above will be made yearly to keep the water and sewer rates current with increased cost of living

(a) A 1.5% increase will automatically go into effect on April 1 annually should council fail to address the rates as depicted in (F)(7)(b) below.

(b) The City Council shall review the current rate annually in January (but no later than March) and may increase rates as determined to be appropriate not to exceed 3.0%.

(c) In the event of an emergency defined as a major loss to the water or sewer system, the need to respond to an unfunded mandate of the State of Oregon or the U.S. Federal government, an act of God, terrorism or vandalism, Council may adjust the rates appropriately.

(d) The City Council is further authorized to decrease sewer rates, water rates, or both in the event the Council determines that such decrease will not reduce the current acceptable level of services.

(e) Notwithstanding the foregoing, or any provision of any ordinance of the City of Union, the City Council is hereby authorized to set or amend all water and sewer rates, and system development charges, by resolution.

(8) Special circumstances and requirements. For any utility rates not expressly provided for in this section, including but not limited to utility hookup charges, standby fire rates and contract rates, the City Council retains the authority to set rates by resolution.

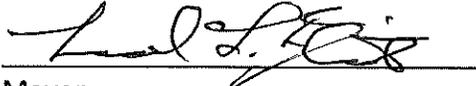
(G) Effective date of metered rates. The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges

All previous Ordinances Effective date of metered rates. The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges.

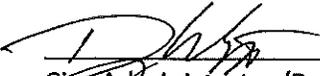
(Ord. 421, passed 5-30-1990; Ord. 508, passed 6-28-2007; Ord. 545, passed 11-10-2014)

Effective Date. This Ordinance shall take effect on the 1 day of October 2021.

FIRST READING: August 9, 2021  
SECOND READING: September 13, 2021  
DATED this September 14, 2021  
CITY OF UNION CITY COUNCIL

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Administrator/Recorder

**CITY OF UNION  
RESOLUTION NO. 2025-02**

**A RESOLUTION ADJUSTING WATER AND WASTEWATER RATES  
EFFECTIVE APRIL 1, 2025**

**WHEREAS**, administration for the City of Union has reviewed water and wastewater revenues and expenditures over the past year; and,

**WHEREAS**, administration has found that water revenues have remained strong, but are beginning to show signs of falling behind due to a substantial increase of supplies over the year; and,

**WHEREAS**, administration has found wastewater revenues have not been keeping up with the current rate of inflation on supplies; and,

**WHEREAS**, administration advises that wastewater rates and water rates need an increase, but not at the set rates as defined in Ordinance 50.068(F)(7); and,

**WHEREAS**, administration believes the rates of water needs an adjustment of 3% and wastewater rates needs an adjustment of 3%.

**NOW, THEREFORE**, the City Council, in regular assembly, does hereby declare and resolve the proposed changes shall be applied to the City of Union water and wastewater rates:

1. 3% increase per each REU (Resident Equivalent Unit) category on wastewater
2. 3% increase per each REU (Resident Equivalent Unit) category on water
3. Rates shall take effect on the April billing cycle.

**ADOPTED** by 5 members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 10th day of February 2025.

**Approved:**

  
Susan Hawkins, Mayor

**Attest:**

  
Celeste Tate, City Administrator

## 2025 RATE LIST (effective April 1, 2025)

<u>METER SIZE</u>	<u>BASE RATE/MONTH</u>	<u>BASE CUBIC FEET ALLOWED</u>	<u>SEWER RATE BASE</u>
¾ inch	\$35.72	up to 1000	\$ 55.74
1 inch	\$81.18	up to 2000	\$ 111.47
1 ½ inch	\$162.34	up to 4000	\$222.93
2 inch	\$270.56	up to 8000	\$445.84
3 inch	\$432.90	up to 16000	\$891.68

Base rate prior to any water use \$101.46 (includes EMS rate of \$10.00)

Base rate prior to any water use without EMS fee \$91.46 – after July

Each cubic foot is .005 per cubic foot allowed

Each cubic foot over allowed is .0125 per cubic foot

June 1<sup>st</sup> – Sept 30<sup>th</sup> usage increases 1000 additional

## 2025 RATE LIST (effective April 1, 2025)

<u>METER SIZE</u>	<u>BASE RATE/MONTH</u>	<u>BASE CUBIC FEET ALLOWED</u>	<u>SEWER RATE BASE</u>
¾ inch	\$35.72	up to 1000	\$ 55.74
1 inch	\$81.18	up to 2000	\$ 111.47
1 ½ inch	\$162.34	up to 4000	\$222.93
2 inch	\$270.56	up to 8000	\$445.84
3 inch	\$432.90	up to 16000	\$891.68

Base rate prior to any water use \$101.46 (includes EMS rate of \$10.00)

Base rate prior to any water use without EMS fee \$91.46 – after July

Each cubic foot is .005 per cubic foot allowed

Each cubic foot over allowed is .0125 per cubic foot

June 1<sup>st</sup> – Sept 30<sup>th</sup> usage increases 1000 additional



**CITY OF UNION  
RESOLUTION NO. 2025-09**

**A RESOLUTION AMENDING THE CITY OF UNION SCHEDULE OF  
CHARGES AND FEES**

**WHEREAS**, administration for the City of Union has begun the process to review the City of Union Schedule of Charges and Fees; and

**WHEREAS**, administration has found that certain fees have not been updated for ten years or more and no longer reflect actual costs; and

**WHEREAS**, Union City Council has reviewed the proposed changes and deems it in the best interest of the city to approve and adopt said changes to fees.

**NOW, THEREFORE**, the City Council, in regular assembly, does hereby declare and resolve the attached fees with proposed changes shall be applied to the City of Union Schedule of Charges and Fees. All remaining charges and fees remain unchanged at this time.

The new fees will go into effect 30 days from adoption of this resolution.

**ADOPTED** by \_\_\_ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this \_\_\_ day of \_\_\_\_\_ 20\_\_.

**Approved:**

**Attest:**

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Celeste Tate, City Administrator

Exhibit A									
Proposed amendments to the City of Union Schedule of Charges and Fees. Fees represent staff time to process applications, staff reports and State required mailings.									
CITY OF UNION SCHEDULE OF CHARGES AND FEES:				<b>Current</b>			<b>Proposed</b>		
				<b>Amount</b>	Ord.	Date	<b>Amount</b>		
BUILDING PERMITS, ZONING APPROVAL PRE-BUILD				\$ 25.00	2001-14	11/13/2001	<b>\$45</b>		
CONDITIONAL USE				\$ 350.00	2014-09	6/19/2014	<b>Type I \$250 Type II \$475</b>		
MAJOR PARTITION				\$ 500.00	2014-09	6/9/2014	<b>\$675 + \$125 per lot</b>		
(Plus Applicant or Developer pays full cost of Engineer's Review before final plat Approval)									
MINOR PARTITION				\$ 300.00	2014-09	6/9/2014	<b>\$400 + \$75 per lot</b>		
(Plus Applicant or Developer pays full cost of Engineer's Review before final plat Approval)									
PROPERTY LINE ADJUSTMENT				\$ 50.00	2001-14	11/13/2001	<b>90.00</b>		
STREET OR ALLEY VACATION				\$ 100.00	2001-14	11/13/2001	<b>500.00</b>		
VARIANCE				\$ 350.00	2014-09	6/9/2014	<b>Type I \$350 Type II \$475</b>		
WATER TURN-OFF (By City for any reason)									
During Regular Public Works Working Hours				\$ 16.00	2014-01	3/10/2014	<b>25.00</b>		
If Outside Regular Public Works Working Hours				\$ 90.00	2014-01	3/10/2014	<b>125.00</b>		
Day Time Emergency Water Turn-Off				\$ 30.00	2014-01	3/10/2014	<b>45.00</b>		
WATER TURN-ON (By City for any reason)									
During Regular Public Works Working Hours				\$ 16.00	2014-01	3/10/2014	<b>25.00</b>		
If Outside Regular Public Works Working Hours				\$ 90.00	2014-01	3/10/2014	<b>125.00</b>		
Day Time Emergency Water Turn-On				\$ 30.00	2014-01	3/10/2014	<b>45.00</b>		
WATER TURN-ON CHARGE									
For Repairs after customer has Been Advised to install house shut-off valve &									
has not done so.				\$ 50.00	2006-04	2/13/2006	<b>80.00</b>		
Low-Income Waiver for Land Use Review Fees									
A low-income applicant may request a waiver of fees for a land use review application on the site of the applicant's primary residence if the applicant owns the site in whole or in part. Applicants receiving a fee waiver must be an individual or noncorporate entity. An applicant for a fee waiver will be required to certify gross annual income and household size. The fee will be waived for households with a gross annual income of less than 50% of the area median income as established by the Department of Housing and Urban Development (HUD), as adjusted for household size. the City Administrator will determine eligibility for fee waivers. Financial information provided by the applicant will remain confidential to the extent permitted under Oregon public records law.									
Type I Conditional Use Permit: Operate a Business in an R1 Zone, Temporarily Live in a Recreational Vehicle in a Residential Zone									
Type II Conditional Use Permit: Anything not specifically stated as a Type I Conditional Use Permit									
Type I Variance: To impede on setbacks									
Type II Variance: Anything not specifically stated as a Type I Variance									