

## RESOLUTION No. 615-26

### A RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR CERTAIN ADMINISTRATIVE AND UTILITY BILLING SERVICES. REPEALS RESOLUTION No. 597-25.

**WHEREAS**, the City staff provide a number of services for which a fee is assessed; and

**WHEREAS**, Donald Municipal Code Section 110 authorizes City Council to set the Business License Fee by resolution; and

**WHEREAS**, Donald Municipal Code Sections 50.087 and 51.18 authorizes the Donald City Council to increase water and sewer rates and Sections 50.087 (A) and 51.18 (A) state that the water and sewer rates shall be adjusted annually to reflect any increase in the Consumer Price Index (CPI), Portland-Salem measured by the United States Bureau of Labor & Statistics; however, in 2017 the Bureau of Labor Statistics discontinued the Portland-Salem CPI, and on February 11, 2020 the City Council adopted Resolution No. 494-20 establishing the January CPI-U, Pacific-Size, Class B/C to be used as the City of Donald's inflationary rate for budgetary purposes; and

**WHEREAS**, Donald Municipal Code Sections 50.087 (E) and 51.18 (D) authorize the Donald City Council to collect a reserve fee from each water and sewer account to fund repairs to components of the utility systems which are un scheduled or obsolete; and

**WHEREAS**, a street utility fee and stormwater utility fee were implemented by Resolution No. 560-22 and Resolution No. 561-22, to finance costs for stormwater and street operations; and

**WHEREAS**, the Donald City Council finds it necessary to establish a new fee schedule for Fiscal Year 2026-2027,

#### **NOW, THEREFORE, THE CITY OF DONALD RESOLVES AS FOLLOWS:**

**Section 1.** The following administrative fees are hereby assessed:

Business Registration: New	\$150
Business Registration: Annual Renewal	\$75
Business Registration: Temporary (operating <6 weeks)	\$25
Business Registration: Final Notice	\$10
Transient Merchant Registration	\$5/day or \$30/month
Lien Search per lot	\$10
NSF Check Returned	\$40
OLCC License Application, Renewal, or Transfer	\$25
Public Records Request	Staff time plus material/mailing
Fax, first page/additional pages	\$1.00/\$0.25
Flash drive copies	\$25
Photocopies, per page	\$0.25 for 8½x11
	\$1 for 8x14 or 11x17
Parade Permit	\$25


Overstreet Banner Permit	\$25
Retail Sidewalk Permit (initial application)	\$100 + Planning, if needed
Retail Sidewalk Permit Renewal (no changes)	\$50
Enterprise Zone Application	See Resolution 344-13
Land Use Action Fees	See Resolution 614-26
Building Compliance Application	\$150
System Development Charges	See Resolution 611-26
Right-of-Way Permit	\$75
RV Parking Permit	\$25
Municipal Court Payment Plan Agreement	\$25
Municipal Court Appeal Filing Fee	\$350

**Section 2.** The following utility billing service fees are hereby assessed:


Establishment of New Customer Account	\$50
Transfer account back to landlord	\$20
Past Due: charged morning of the 21st of the month	\$5
Water Meter Shut-Off Notice "Red Tag"	\$20
Water Meter Shut Off (non-payment)	\$35
Meter Read Test – returned if meter reads +2% fast	\$50
Bulk Water Sale	\$100+monthly rate+consumption
Water Service Installation: Residential (3/4" meter)	\$6,000
Without excavation	\$2,200
Sewer Service Installation: Residential (1,000g tank)	\$12,500
Without excavation	\$8,000
Decrease/increase meter/septic tank size	at cost
Water Monthly Base Charge - includes 1000 gallons	\$54.85
Water Consumption per 1000 gallons	\$3.85
Water Monthly Reserve Fee	\$3
Sewer Monthly Base Charge	\$42.70
Sewer Commercial Rates - above 5,190 gallons	\$2.20/1,000 gallons of water
Sewer Monthly Reserve Fee	\$3
Stormwater Maintenance Fee	\$1
Street Maintenance Fee	\$3

**PASSED and ADOPTED** by the City Council of the City of Donald at their regular meeting on this 9<sup>th</sup> day of June 2026 by the vote of 7 ayes and 0 nays.

**DATE:** June 9, 2026

  
James Houdyshett, Mayor

**ATTEST** by City Manager this 9<sup>th</sup> day of June 2026.

  
Eric Underwood, City Manager