

**RESOLUTION NO. 1178**  
**CITY OF GLADSTONE, OREGON**

*A Resolution Adopting a Revised Master Fee Schedule*

**WHEREAS**, The Gladstone City Council is authorized by the Gladstone Municipal Code to adopt certain fees; and

**WHEREAS**, The City Council desires to adopt an updated Master Fee Schedule reflecting periodic updates; and

**WHEREAS**, Updates to a Water Environment Services (WES) utility rate charges (pass-through) is increasing by 5% increasing their monthly charge by \$.84, from \$25.36 per equivalent dwelling unit (EDU) to \$26.20 per EDU.

**WHEREAS**, Updates to the Oak Lodge Water Services Sewer Charge (pass-through) is increasing by 0.5% increasing their monthly charge by \$0.28, from \$55.19 per equivalent dwelling unit (EDU) to \$55.47 per EDU.

**WHEREAS**, The City was advised by North Clackamas County Water Commission (NCCWC) that effective July 1, 2020 wholesale water rates (pass-through) will be decreased by 1.64%, from \$0.7486 to \$0.7363 cost per hundred cubic feet of water (CCF) 748 gallons.

**WHEREAS**, The City is including System Development Charges (SDC's) to the master fee schedule to make the charges more transparent. The charges are increased annually based on the ENR-CCI (Engineering News Record Construction Cost Index) for Seattle per the City's SDC Methodology Reports and ORS 223.304. (This year's increase is 1%, May 2019-May 2020).

**WHEREAS**, The City has historically furnished the actual charges for low income users in our Municipal Code. Providing the low income user charges in the Master Fee Schedule mitigates the risk created by providing multiple information in two sources. Providing a singular Master Fee Schedule also creates procedural efficiencies by eliminating the staff time required to update the Municipal Code each time the low income user charges are revised. The low income user charges in the Gladstone Municipal Code will remain current simply by referencing the updated Master Fee Schedule. Exhibit B details information on the program.

**WHEREAS**, The Fire Department is proposing an increase to their fire incident and investigation reports. This fee increase is based on comparison to our public records request hourly rate. To pull and redact a report takes about 30 minutes at an approximate hourly rate of \$40/hour.



**WHEREAS**, Library fees will be removed due to the transfer of the Library to Clackamas County.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Gladstone, a municipal corporation of the State of Oregon, the following:


The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1172 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes/additions are noted in **highlight** and deletions are noted in ~~strike through~~ and amends the Low Income Utility Assistance Program attached as Exhibit B.

This Resolution is effective July 1, 2020.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 9<sup>th</sup> day of JUNE, 2020.

ATTEST:

  
\_\_\_\_\_  
Tamara Stempel, Mayor

  
\_\_\_\_\_  
Tami Bannick



Resolution 1178 - Exhibit "A"

City of Gladstone Master Fee Schedule **Effective July 1, 2020**

ADMINISTRATION	
Adopted Budget	\$ 45.00
Blasting Permit Fee	\$ 5,000.00
Blasting Permit Inspections each (after first two inspections)	\$ 2,000.00
Business License Base Fee	\$ 100.00
Business License Commencing July-December	\$ 50.00
Business License fee per employee over 3 FTE's	\$ 5.00
Business License for Rental Property in Gladstone - base fee plus tiered approach below	\$ 100.00
1 rental unit	\$ 25.00
2 - 5 rental units	\$ 50.00
6 - 12 rental units	\$ 75.00
13+ rental units	\$ 100.00
Business License Past Due Fee per month	\$ 10.00
Electronic Copy of a Recorded Meeting	\$ 20.00
Home Occupation - Initial Application Fee	\$ 50.00
Liquor License Review	
Original Application	\$ 100.00
Change in ownership, location, or privilege	\$ 75.00
Renewal or temporary application	\$ 35.00
Lien Search	\$ 30.00
Notary Fee (Non-Resident)	\$ 10.00
Notary Fee (Resident)	\$ 5.00
NSF Check Charge	\$ 35.00
Parking Permits	\$ 25.00
Penalty for work commencing before application approval	Investigation fee equal to permit fee
Photocopies B&W up to 8 x 14	\$ 0.25
Postage and Handling Flat Fee + actual cost of postage	\$ 1.00
Public Records Administrative Research per hour (quarter hour increment charge)	Based on hourly rate
Public Records Clerical Research per hour (quarter hour increment charge)	Based on hourly rate
Public Records Legal Research per hour (quarter hour increment charge)	Based on hourly rate

Public Records Request Deposit (large) toward hourly rate	\$	100.00
Public Records Request Deposit (small) toward hourly rate	\$	25.00
Returned Check Charge/processing	\$	35.00
Road Re-naming	\$	150.00
Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$	100.00
<b>FIRE</b>		
<del>Fire Report- Fire and EMS Incident Report</del>	<del>\$</del>	<del>15</del>
Fire Investigation Report	\$	\$20.00
Fire Investigation Photos	\$	\$20.00
		\$10.00
<b>LIBRARY</b>		
<del>Annual Out-of-District Resident Library Card</del>	<del>\$</del>	<del>95.00</del>
<del>Damaged Items</del>	<del>\$</del>	<del>Replacement Cost</del>
<del>Late Charge (per day); Maximum per item: \$3-children/\$5 adult</del>	<del>\$</del>	<del>0.25</del>
<del>Lost Cultural Pass (varies from \$15.00-\$200.00)</del>	<del>\$</del>	<del>Replacement Cost</del>
<del>Lost Items</del>	<del>\$</del>	<del>Replacement Cost</del>
<del>Lost Library Card</del>	<del>\$</del>	<del>1.00</del>
<del>Photocopies (first two pages of non-circulating materials are free)</del>	<del>\$</del>	<del>0.10</del>
<del>Black and White Copies (per page)</del>	<del>\$</del>	<del>0.40</del>
<del>Color Copies (per page)</del>	<del>\$</del>	<del>2.00</del>
<del>Missing/Damaged Part (Barcode Replacement, CD Booklet or Missing Artwork, CD Case,</del>	<del>\$</del>	<del>2.00</del>
<b>PARKS AND RECREATION</b>		
Softball/Baseball Tournaments (per day/per field)	\$	55.00
Softball/Baseball Non-Gladstone Leagues Only (per team)	\$	27.50
(per field)	\$	11.00
Softball/Baseball Picnic Use (per day/per field)	\$	11.00
Soccer Field Reservation (per day/per field)	\$	44.00
Soccer League Play for Gladstone Residents (per team/per field)	\$	5.00
Soccer League Play for Non-Gladstone Residents (per team/per field)	\$	20.00

**PLANNING AND BUILDING**

The City of Gladstone contracts with Clackamas County for planning and building services, fees for those applications and services are set by the County

**POLICE**

A-Frame Sign Permit (initial application fee)	\$	100.00
Address Record Print (per address)	\$	5.00
Alarm Permit		
Initial Permit or Renewal		25.00
Late Fee (after 30 days expiration or installation)		25.00
Second False Alarm (within permit year)		50.00
Third False Alarm (within permit year)		100.00
Fourth and Each Subsequent Alarm (within permit year)		150.00
Failure to obtain Alarm Permit		90.00
Animal Permit Application (per year)	\$	25.00
Block Party	\$	35.00
CD's including photos/videos	\$	25.00
ID Theft		Victim Free
Local History Printout (per record)	\$	5.00
Noise variance	\$	75.00
Nuisance Property Abatement		Actual Cost
Police Report - No Charge for Victims		0.00
Police Report (first 2 pages)	\$	15.00
Police Report (page 3 and over) each page	\$	1.00
Temporary/Portable Storage Container		50.00
Vehicle Impound (after business hours)	\$	125.00
Vehicle Impound (during regular business hours)	\$	100.00

**PUBLIC WORKS**

Technical Plan Review-Development Engineering Fee		
Review	\$	2.5% of the construction cost
Inspection	\$	2.5% of the construction cost
Barricade Delivery and Pickup Fee	\$	50.00
Dye Test Residential/Commercial	\$	100.00

Erosion Control Violation	\$	300.00	
Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$	50.00	
Registration Fee	\$	50.00	
Street Opening Inspection Fee	\$	85.00	
Street Opening Permit Fee	\$	150.00	
Street Opening Re-Inspection Fee (if necessary)	\$	85.00	
System Development Charges (SDC's)			1% increase
	\$	\$3,706 per (EDU) equivalent dwelling unit	\$ 3,743
* Water:		3/4" meter - \$7,847	\$ 7,925
		1" meter - \$13,005	\$ 13,135
		1 1/2" meter - \$26,132	\$ 26,393
		2" meter - \$41,828	\$ 42,246
		3" meter - \$83,733	\$ 84,570
		4" meter - \$130,819	\$ 132,127
		6" meter - \$261,559	\$ 264,175
* Sewer Collection (City System)		\$5,638 per (EDU) equivalent dwelling unit	\$ 5,694
* Sewer Treatment provided by others (pass-through) to Oak Lodge Water Services or Tri-City (WES) based on the individual district rates that the property is served by.		\$7,836 per (RPE) residential population equivalent	\$ 7,914
* Parks		\$3,019 per (EDU) equivalent dwelling unit	\$ 3,049
* Stormwater			
<b>SENIOR CENTER</b>			
Building Rental (per hour) Group 1: City of Gladstone Residents.		Planton Room-\$40.00 and Bloye Hall-\$45.00	
Building Rental (per hour) Group 2: Private Parties, individuals, groups, and non-profits.		Planton Room-\$45.00 and Bloye Hall-\$55.00	
Building Rental (per hour) Group 3: Commercial, for-profit professional groups.		Planton Room-\$50.00 and Bloye Hall-\$75.00	
Kitchen Fee	\$	50.00	
Meal under 60 years	\$	4.00	
Meal (suggested donation) over 60 years	\$	3.00	
Fax (per page - staff only)	\$	1.00	
Photocopy (per page)	\$	0.25	
Van Donation (suggested donation) each way	\$	1.00	



Friday Excursions (\$7-\$25)			varies
Billiards Room (suggested donation of per game played)		\$	0.25
Notary Fee- Clackamas County resident age 60 or older			Free
Notary Fee- Gladstone Resident			\$5.00
Notary Fee- Non Resident- Clackamas County			\$10.00
<b>UTILITY BILLING RATES &amp; UTILITY RIGHT OF WAY RATES</b>			
<b>RIGHT-OF-WAY (ROW) RATES</b>			
Franchise Administrative Review		\$	5,000.00
ROW License Application Fee (Excluding Small Cell Wireless Facilities ****)		\$	50.00
ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)		\$	250.00
ROW Use Fee (Excluding Small Cell Wireless Facilities)			5% of gross revenues** or Minimum Annual Right-of-Way Use Fee, whichever is greater.
Minimum Annual Right-of-Way Use Fee ***			
TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY			
Up to 5,000			\$5,628.00
5,001 to 10,000			\$8,442.00
10,001 to 20,000			\$11,255.00
More than 20,000			\$16,883.00
ROW Attachment Fee (Excluding Small Cell Wireless Facilities)			\$5,150
ROW Application fee for Small Cell Wireless Facilities (1-5 sites)			500.00
Each additional Site			100.00
Small Cell Wireless Facility Attachment Fee			270.00
<b>SEWER RATES</b>			
Sewer Inspection Fee, except mobile homes, motor homes and travel trailers		\$	100.00
Sewer Insepection Fee for mobile homes, motor homes, and travel trailers		\$	50.00
Oak Lodge Water Services Sewer Charge (Pass-through) *****		\$55-19---	\$55.47 per month per EDU*
Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****		\$25-36-	\$26.20 per month per EDU*
City of Gladstone Sanitary Sewer Collection Charge			\$20.16 per month per EDU*
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA			(50%) reduction of base rates listed above

<b>STORMWATER RATES</b>		
Residential Stormwater Fee per EDU* each month (Class 001 accounts)		\$11.00
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)		\$11.00
	(Class 002 and 003 accounts)	
	(Impervious area is calculated based on the city's GIS system data)	
<b>WATER RATES (monthly)</b>		
	Base Meter Charge (no water included)	
Meter Size		
3/4"		\$23.09
1.0"		\$36.72
1.5"		\$57.29
2.0"		\$102.44
3.0"		\$127.61
4.0"		\$152.79
6.0"		\$169.80
8.0"		\$212.26
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	Usage Bracket	Rate
Block Rate 1	1 - 6 Units	\$1.24/unit
Block Rate 2	7 - 10 Units	\$1.99/unit
Block Rate 3	11 Units and Up	\$2.74/unit
Water rates for properties outside the city limits	Add 33% to above rates	
<b>WATER UTILITY CHARGES</b>		
Low Income Rate Violation Fee	As set forth in ORS 164.125	
Mailed Late Notice/Shut Off Notification		\$ 7.00
Shut Off Door Hanger (2nd Late Fee)		\$ 25.00
Shut Off Water		\$ 25.00
Turn On Water (during business hours)		\$ 25.00

Turn On Water (after business hours)	\$	175.00
Water Meter Tampering Charge	\$	250.00
<p>* Equivalent Dwelling Unit (EDU)</p> <p>** <i>Gross revenues</i> shall have the meaning as defined in Chapter 12.24</p> <p>*** This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.</p> <p>**** Small Cell Wireless Facilities are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28 cubic feet, placed on a structure that is either no more than 50 feet in height, no more than 10 percent taller than adjacent structure, or no more than 10 percent taller than adjacent structure, or no more than 10 percent taller than adjacent structure, or no more than 10 percent taller than adjacent structure, or no more than 10 percent taller than adjacent structure.</p> <p>***** These rates are set by Oak Lodge Water Service and Water Environment Services (WES). Any updates to these rates will be brought forward for City Council approval.</p>		



# Resolution 1178 - Exhibit B

## City of Gladstone, Oregon



### Low Income Utility Assistance Program

The City of Gladstone provides residential customers a Low Income Utility Assistance Program which permits a reduced monthly charge for Water, Sewer and Storm Water services. As shown in the City's Master Fees & Charges Schedule, the reduced rates are 50% of the base rate only, for each type of utility.

#### Qualifications:

- A residential customer of Gladstone with one or more utility services provided by the City.
- The property is the principal residence and occupied by the applicant.
- No delinquent payments owed to the City, including utilities, court fines, and any other assessed fees or charges.
- Written application must be submitted on the City form and include all requested documentation for proof of income from all sources listed, from all income earners.
- Approval expires every year on June 30<sup>th</sup> and re-qualification must be submitted with current information annually.
- The Finance Department will notify all applicants of approval or denial in writing. If denied the applicant will have the ability to appeal within ten days from the date of the denial letter.

#### Income Limits:

- Based upon Housing and Urban Development (HUD) Income Limits/Very Low Income Limits (50% of Median Family Income) for the Portland-Vancouver-Hillsboro, OR-WA MSA as published at HUD.gov and updated annually. Limits in effect as of July 1 will apply for the fiscal year period.
- Income limit areas are based on the current fiscal year Fair Market Rent (FMR) areas.
- Income levels are incrementally based on households of one to eight persons.

#### Income Limits as of July 1, 2020:

##### Persons in Household

Very Low (50%) Income	1	2	3	4	5	6	7	8
Annual	\$32,250	\$36,850	\$41,450	\$46,050	\$49,750	\$53,450	\$57,150	\$60,800
Monthly	\$2,688	\$3,071	\$3,454	\$3,838	\$4,146	\$4,454	\$4,763	\$5,067





# City of Gladstone

## Utility Billing Department

### Low Income Application Form

18505 Portland Ave Gladstone, OR 97027

Email: UB@ci.gladstone.or.us

Phone: 503-557-2771

Low Income Utility Rates Fiscal Year \_\_\_\_\_

Renewal  New  Date \_\_\_\_\_ Utility Account# \_\_\_\_\_

Applicant Name \_\_\_\_\_ Applicant Age \_\_\_\_\_

Email Address \_\_\_\_\_

Spouse Name \_\_\_\_\_ Spouse Age \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Dependent: List of dependents claimed on Income Tax forms (please print)**

1. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

3. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

4. Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**Occupants: Other than spouse or dependent children. Persons who live in the household and either contribute to household expenses or are renting space in the dwelling. All income received must be accounted for and disclosed on the application.**

1. Name \_\_\_\_\_ Contributed to Household Expenses Yes  No

2. Name \_\_\_\_\_ Contributed to Household Expenses Yes  No

3. Name \_\_\_\_\_ Contributed to Household Expenses Yes  No

4. Name \_\_\_\_\_ Contributed to Household Expenses Yes  No

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

Signature is required: by signing this document, the signer is acknowledging that the information is true and correct to the best of the signer's knowledge.

*Please use a separate sheet for additional Dependents of Occupants*



# City of Gladstone

# Utility Billing Department

## Low Income Application Form

18505 Portland Ave Gladstone, OR 97027

Email: UB@ci.gladstone.or.us

Phone: 503-557-2771

### Monthly/Yearly Income [Instructions]

Please remember that documentation for each source of income is required. In addition, must be accompanied by 2 recent months of Bank Statements; Failure to provide documentation will result in approval delays and the possibility of your application being returned.

For any follow-up questions please Call (503)557-2771

Income Source	Total Last Month	Total Last Year
Wages, salaries, tips	\$	\$
Interest from Checking/Saving Account if Applicable	\$	\$
Child Support/Alimony – Must have documentation	\$	\$
Business Income / Capital Gains (Exclude losses and expenses) (Must provide Schedule C from tax return)	\$	\$
Individual Retirement Account Distributions	\$	\$
Pension Income / Life Insurance Distributions	\$	\$
Real Estate Income / Rental Income	\$	\$
Unemployment Income	\$	\$
Social Security Income / Social Security Disability Income (including SNAP benefits)	\$	\$
Veterans Benefits / Active Duty Military Pay and Benefits	\$	\$
Assistance / Friends, Family, Others person	\$	\$
All Other Income: Income received from all sources not included above or from other individuals that may be helping pay household expenses	\$	\$
Total Income	\$	\$





# City of Gladstone

## Low Income Application Form

## Utility Billing Department

18505 Portland Ave Gladstone, OR 97027

Email: UB@ci.gladstone.or.us

Phone: 503-557-2771

**Additional Information** – use the section to provide any further information or to explain any unique situation that the applicant may have. Please write legibly.

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----- **OFFICE USE ONLY** -----

Received Date: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Incode Entry  Fees Entry  Alert Date Setup  Reference Date: \_\_\_\_\_

----- **APPROVER USE** -----

Approval Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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