

RESOLUTION NO. 1198
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 1.53% increasing their monthly charge by \$.40, from \$26.20 per equivalent dwelling unit (EDU) to \$26.60 per EDU; and

WHEREAS, Updates to the Oak Lodge Water Services Sewer Charge (pass-through) is decreasing by 1.5% decreasing their monthly charge by \$0.83, from \$55.47 per equivalent dwelling unit (EDU) to \$54.64 per EDU; and

WHEREAS, The City was advised by North Clackamas County Water Commission (NCCWC) that effective July 1, 2021 wholesale water rates (pass-through) will be increased by 3.09%, from \$0.7363 to \$0.7667 cost per hundred cubic feet of water (CCF) 748 gallons; and

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 7%, May 2020-May 2021).

WHEREAS, The Meldrum Bar Parking fee was implemented in May 2021, however, a card replacement fee was not included; and

WHEREAS, The City has updated the low income levels applicable as of July 1, 2021 based on the Housing and Urban Development Income Limits/Very Low Income Limits (50% of Median Family Income) for the Portland-Vancouver-Hillsboro, OR-WA MSA. Exhibit B details information on the program.

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 1192 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, 2021.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 13TH day of JULY, 2021.

ATTEST:



Tamara Stempel, Mayor



Tami Bannick

Resolution 1198 - Exhibit "A"
City of Gladstone Master Fee Schedule Effective July 1, 2021

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
Home Occupation - Initial Application Fee	\$ 50.00
Declaration of Candidacy Filing Fee	\$ 50.00
Electronic Copy of a Recorded Meeting	\$ 20.00
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
FIRE		
Fire and EMS Incident Report		\$20.00
Fire Investigation Report		\$20.00
Fire Investigation Photos		\$10.00
PARKS AND RECREATION		
Meldrum Bar Parking Fee:		
Non-Resident		\$3.00/day
Non-Resident		\$40.00/year
Resident		Free (limit one per household)
Card Replacement fee		\$5.00 per card
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
	\$	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)			7% increase
* Water:			
	\$3,706 per (EDU) equivalent dwelling unit	\$	4,005
	3/4" meter - \$7,847	\$	8,480
	1" meter - \$13,005	\$	14,054
	1 1/2" meter - \$26,132	\$	28,241
	2" meter - \$41,828	\$	45,203
	3" meter - \$83,733	\$	90,490
	4" meter - \$130,819	\$	141,376
	6" meter - \$261,559	\$	282,667
* Sewer Collection (City System)	\$5,638 per (EDU) equivalent dwelling unit	\$	6,093
* 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.			
* Parks	\$7,836 per (RPE) residential population equivalent	\$	8,468
* Stormwater	\$3,019 per (EDU) equivalent dwelling unit	\$	3,262
SENIOR CENTER			
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

UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES	
RIGHT-OF-WAY (ROW) RATES	
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	\$5,797.00
5,001 to 10,000	\$8,695.00
10,001 to 20,000	\$11,593.00
More than 20,000	\$17,389.00
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
SEWER RATES	
Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$ 100.00
Sewer Inseption Fee for mobile homes, motor homes, and travel trailers	\$ 50.00
Oak Lodge Water Services Sewer Charge (Pass-through) *****	\$54.64 \$55.47 per month per EDU*
Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****	\$26.60 \$26.20 per month per EDU*
City of Gladstone Sanitary Sewer Collection Charge	\$32.26 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
STORMWATER RATES	
Residential Stormwater Fee per EDU* each month (Class 001 accounts)	\$13.20
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)		\$13.20
(Class 002 and 003 accounts)		
(Impervious area is calculated based on the city's GIS system data)		
WATER RATES (monthly)		
Meter Size	Base Meter Charge	(no water included)
3/4"	\$28.86	
1.0"	\$45.90	
1.5"	\$71.61	
2.0"	\$128.05	
3.0"	\$159.51	
4.0"	\$190.99	
6.0"	\$212.25	
8.0"	\$265.33	
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA		
Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	(50%) reduction of base rates listed above	
Block Rate 1	Usage Bracket	Rate
	1 - 6 Units	\$1.57 \$1.55/unit
Block Rate 2	7 - 10 Units	\$2.51 \$2.49/unit
Block Rate 3	11 Units and Up	\$3.45 \$3.43/unit
Water rates for properties outside the city limits		
Add 33% to above rates		
WATER UTILITY CHARGES		
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
* Equivalent Dwelling Unit (EDU)		
** Gross revenues shall have the meaning as defined in Chapter 12.24		

*** This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.

**** 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

**** 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.



Resolution 1198 - 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 30th 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, 2021:

Persons in Household

Very Low (50%) Income	1	2	3	4	5	6	7	8
Annual	\$33,850	\$38,700	\$43,550	\$48,350	\$52,250	\$56,100	\$60,000	\$63,850
Monthly	\$2,821	\$3,225	\$3,629	\$4,029	\$4,354	\$4,675	\$5,000	\$5,321

