

**RESOLUTION NO. 1210**  
**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 4.89%, increasing their monthly charge by \$1.30 from \$26.60 per equivalent dwelling unit (EDU) to \$27.90 per EDU; and

**WHEREAS**, Updates to the Oak Lodge Water Services Sewer Charge (pass-through) is increasing by 6.81%, increasing their monthly charge by \$3.72 from \$54.64 per equivalent dwelling unit (EDU) to \$58.36 per EDU; and

**WHEREAS**, The City was advised by North Clackamas County Water Commission (NCCWC) that effective July 1, 2022 wholesale water rates (pass-through) will be increased by 3.42%, from \$0.7667 to \$0.7929 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 6.6%, Dec 2020-Dec 2021).

**WHEREAS**, The City has updated the low income levels applicable as of July 1, 2022 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 1203 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, 2022.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 12th day of July, 2022.

ATTEST:

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

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



Resolution 1210 - Exhibit "A"

City of Gladstone Master Fee Schedule **Effective July 1, 2022**

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
<b>FIRE</b>		
Fire and EMS Incident Report		\$20.00
Fire Investigation Report		\$20.00
Fire Investigation Photos		\$10.00
<b>PARKS AND RECREATION</b>		
Meldrum Bar Parking Fee:		
Non-Resident		\$3.00/day
Non-Resident		\$40.00/year
Non-Resident Visiting Sports Teams		Free (in designated area)
Resident		Free (limit two per household)
Card Replacement fee		\$5.00 per card
<b>GLADSTONE USER GROUP FEES FOR RESERVED PLAY</b>		
<b>Baseball/Softball User Groups:</b>		
Gladstone Junior Baseball Association		\$20.00 per registered player/year
Gladstone Girls Softball Association		\$20.00 per registered player/year
<b>Soccer User Group:</b>		
Gladstone Youth Soccer Association (2 rosters a year for per player charge)		\$15.00 per registered player/year
<b>Tournament Fees: Baseball/Softball Soccer:</b>		
Meldrum Bar Park Fields - all fields/3-day cap		\$500.00
Dierickx Fields - all fields/3-day cap		\$200.00
Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		



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	
<b>PUBLIC WORKS</b>			
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)			
* Water:	\$4,005 per (EDU) equivalent dwelling unit		<b>NEW RATE</b>
	3/4" meter - \$8,480	\$	4,269
	1" meter - \$14,054	\$	9,040
	1 1/2" meter - \$28,241	\$	14,982
			30,105

2" meter - \$45,203	\$	48,186
3" meter - \$90,490	\$	96,462
4" meter - \$141,376	\$	150,707
6" meter - \$282,667	\$	301,323
\$6,093 per (EDU) equivalent dwelling unit	\$	6,495

\* Sewer Collection (City System)

\* 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.

\$8,468 per (RPE) residential population equivalent

\* Parks

\$ 9,027

\* Stormwater

\$3,262 per (EDU) equivalent dwelling unit \$ 3,477

**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		\$5,971.00
5,001 to 10,000		\$8,956.00
10,001 to 20,000		\$11,941.00
More than 20,000		\$17,911.00
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) *****		\$54.64 per month per EDU*
Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****		\$26.60 per month per EDU*
City of Gladstone Sanitary Sewer Collection Charge		\$33.55 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)		\$13.73
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)		
(Class 002 and 003 accounts)		\$13.73
(Impervious area is calculated based on the city's GIS system data)		
<b>WATER RATES (monthly)</b>		
	Base Meter Charge	



Meter Size	(no water included)
3/4"	\$30.01
1.0"	\$47.74
1.5"	\$74.47
2.0"	\$133.17
3.0"	\$165.89
4.0"	\$198.63
6.0"	\$220.74
8.0"	\$275.94
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 \$1.63/unit
Block Rate 2	7 - 10 Units \$2.64/unit
Block Rate 3	11 Units and Up \$3.62/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
Disconnect/Reconnect Charge (if greater than 30 Days for Water & Sewer base charges)	\$25.00 each time
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 than 10	





## Resolution 1210 - 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, 2022:

#### Persons in Household

Very Low (50%) Income	1	2	3	4	5	6	7	8
Annual	\$37,300	\$42,600	\$47,950	\$53,250	\$57,550	\$61,800	\$66,050	\$70,300
Monthly	\$3,108	\$3,550	\$3,996	\$4,438	\$4,796	\$5,150	\$5,504	\$5,858

