

MINUTES
MILWAUKIE CITY COUNCIL WORK SESSION
JUNE 4, 2013

Mayor Ferguson called the work session to order at 5:04 p.m. in the City Hall Conference Room.

Council Present: Councilors Scott Churchill (arrived 5:30), Mark Gamba, and Mike Miller

Excused: Council President Dave Hedges

Staff Present: City Manager Bill Monahan, Assistant to the City Manager Teri Bankhead, City Recorder Pat DuVal, Finance Director Rina Byrne, Interim Community Development and Planning Director Steve Butler, Building Official Tom Larsen, Engineering Manager Jason Rice, Parks and Sustainability Director JoAnn Herrigel, and Library Director Katie Newell.

City Manager's Report

Mr. Monahan reviewed the evening's agenda. The hope was to have a complete package on the Wildlands Habitat Development Agreement (HDA) by next week. **Councilor Gamba** said the PGE letter could be moved to the June 18 work session for discussion.

In Audience Participation Mr. Monahan would comment on the construction related concerns raised at the previous meeting regarding parking, signage, and communication. He was pleased to acknowledge that the staging of the pipe bursting project was moved down to the post office area. Input was being solicited from business people to help determine the timing of the Main Street paving project. The Clackamas County Coordinating Committee (C4) met on key transportation issues with Councilor Churchill and Mr. Rice attending on behalf of the City. Mr. Monahan announced the Board of County Commissioners (BCC) made a motion at a recent study session to allocate \$1 million of the Good Neighbor Funds into the Milwaukie Riverfront Park. A treatment plant tour of the Tri-City Plant, Three Creeks pump station, and Kellogg Treatment Plant was planned for this week and would include Citizens Utility Advisory Board (CUAB) members and Charles Bird of the Good Neighbor Committee. Mr. Monahan received a suggestion from the Finance Department to open City Hall at 9 a.m. on Tuesday mornings starting July 2 to allow for regular staff meetings. No opposition from the City Council was expressed.

Community Development, Engineering and Planning Active Projects

Parks and Sustainability

Mr. Butler noted that interpretive signs had been installed at Klein Point. The City will participate in an oral defense of the Milwaukie Riverfront Park grant application before the Oregon Parks and Recreation Department this week. The North Clackamas Parks District (NCPRD) Board allocated \$80,000 for master planning four undeveloped parks in Milwaukie.

City Council Work Session – June 4, 2013

Approved Minutes

Page 1

Planning

Mr. Butler reported on the Transportation System Plan (TSP) public meeting.

Engineering

Mr. Rice reported the Harrison Street Waterline project had resulted in temporary service shutdowns. The clay pipe replacement project was out of the downtown with curb and ramp replacement and the removal of equipment happening ahead of schedule. Mr. Rice discussed a communication strategy for light rail closures and the Monroe Street pipe replacement. The Oregon Department of Transportation (ODOT) was gathering proposals for design services on the 17th Avenue Bike/Pedestrian path, and intergovernmental agreements were expected by the end of June. City staff will canvass downtown businesses to get input on the Main Street inlay which was coupled with the downtown ADA ramp replacement project.

Councilor Churchill had walked Main Street from Jackson to Washington and noted curb heights varied significantly.

Mr. Rice discussed ponding and side streets reconstruction.

Councilor Churchill asked how far it would have to be peeled back and if there was a benefit in biting the bullet? He discussed feathering on side streets.

Mr. Monahan suggested that question be addressed when it came to City Council after citizen input. If the City were to delay the project, then staff would determine the costs of addressing the most egregious conditions.

Councilor Gamba suggested doing small projects and having the property owners pitch in too.

Mr. Rice discussed street closures that pushed reconstruction of Harrison toward September and October. He understood Tri-Met will have finished all of its improvements on Harrison between 24th and 26th Avenues so access could be coordinated. He discussed the Street Surface Maintenance Program (SSMP) and Community Development Block Grant (CDBG) funding for the ramp replacement and Main Street paving.

Mr. Monahan understood the direction was to press forward at this time.

Community Development

Mr. Butler distributed a brochure that would go out to downtown businesses that might be interested in providing outdoor seating in the summer.

Park and Recreation Board Work Plan

Ms. Herrigel, joined by Park and Recreation Board (PARB) members Ray Harris and Mart Hughes, discussed the work plan and noted the addition of the park naming rules. The Board will monitor and provide input to Kellogg for Coho and Tree City status.

Mr. Hughes discussed the open space strategy and consideration of the master planning processes to determine what was needed and to estimate costs. There was a need to understand costs and develop a plan for a levy and Metro grant applications. If the City did not understand the needs, then opportunities would be missed. Mr. Hughes recommended planning a quality of life strategy in the City of Milwaukie. The Kellogg for Coho program was extremely beneficial to the community as well as cost effective. Those involved were highly qualified. He urged the City to take care of the obstacles

City Council Work Session – June 4, 2013

Approved Minutes

Page 2

and move it forward and noted it would be a feather in the Council's cap to bring it home. Mr. Hughes' last item dealt with the NCPRD master planning process and the candid discussion of people's feelings about the District. They talked about leaving the District due to a growing disconnect between it and the people it served. He suggested the City Council consider its support for an independent service district with its own elected board.

Mr. Harris was pleased with the maintenance of the parks. There will be concerts Ball-Michel Park this summer, and he wanted to somehow publicize that food donations were accepted. Mr. Harris agreed about the need a greater voice in District operations. He would like parks dollars to stay in the community.

Councilor Miller discussed the political nature of the BCC and District; he was looking for ways to make it better. He added that bills before the legislature were falling by the wayside.

Update to Master Fees and Charges Schedule

Ms. Byrne provided background information on the fees and charges schedules that were reviewed for accuracy by the department directors annually. In accordance, fees were designed to recover costs for direct services. She discussed charge out rates for services. Utility rate updates were based on CUAB recommendations for water fees but not stormwater or wastewater.

Councilor Gamba would like to look at how to change stormwater rates based on impervious surface.

Mr. Monahan agreed that was typically how other jurisdictions made their calculations.

Ms. Byrne noted the tree removal permit was in Engineering and had been stricken from Planning. Another major area for updates was parking. The permit program now had a discount for multiple months and bulk purchase of passes. She reviewed parking fines that included handicapped zones and commented on systems development charges (SDC).

The group discussed the procedure for retrieving abandoned shopping carts. **Mr. Monahan** explained that was state legislation which the City chose to adopt.

Councilor Gamba had questions about page 18, the \$100 charge for solar installation and was curious why this was high.

Mr. Larsen replied the photovoltaic fee was structural but was lower to encourage solar installations.

Councilor Gamba asked about a structural permit fee, page 21, and said it seemed the fee for building a modest house was greater than the fee for building a mansion.

Mr. Larsen replied that if you build a big house you still have the same number of inspections. As valuation went up the percentage increase went down. The idea was to set fees to recover costs, and this structure was the closest to the actual time spent.

The group briefly discussed basketball hoops.

Mr. Monahan noted fees may be set to encourage compliance in certain situations.

The group discussed the court dismissal fee.

Councilor Gamba cited page 38, the removal of bee colonies from the schedule and noted they were now outright allowed. He asked for clarification of the school construction excise tax.

Mr. Larsen said it was a tax on construction to help fund capital projects for school districts. This was a pass through created by the legislature, and it was not applied to commercial since that type of construction did not add to student enrollment.

Mayor Ferguson recessed the work session at 6:30 p.m. for the joint Budget Committee meeting.

Mayor Ferguson adjourned the work session at 7:01 p.m.

Respectfully submitted,



Pat DuVal, Recorder

WORK SESSION

REVISED

AGENDA

MILWAUKIE CITY COUNCIL WORK SESSION

JUNE 4, 2013

MILWAUKIE CITY HALL

10722 SE Main Street

A light dinner will be served

- | | | | | |
|----|-----------|---------------------------------------------------|----------------------------------|----|
| 1. | 5:00 p.m. | City Manager's Report | Bill Monahan | |
| 2. | 5:30 p.m. | Park and Recreation Board Work Plan | JoAnn Herrigel and Board Members | 1 |
| 3. | 5:45 p.m. | Update to Master Fees and Charges Schedule | Rina Byrne | 10 |
| 4. | 6:00 p.m. | Budget Committee Joint Session – Quarterly Report | Rina Byrne | 79 |
| 5. | 6:45 p.m. | Adjournment | | |

Information

Executive Session: The City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@ci.milwaukie.or.us at least 48 hours prior to the meeting.



Agenda Item: WS 2.
Meeting Date: 6-4-2013

COUNCIL AGENDA ITEM SUMMARY

Issue/Agenda Title: Parks and Recreation Board Update

Prepared By: JoAnn Herrigel, Parks and Sustainability Director

Dept. Head Approval: Steve Butler, Interim Community Development Director

City Manager Approval:

Reviewed by City Manager:

ISSUE BEFORE THE COUNCIL

City Council meets with all boards and commissions each year to discuss their current and proposed work plan. The Parks and Recreation Board (PARB) last met with City Council in June 2012. A summary of the Board's work over the past year and a proposed list of tasks for 2013-14 are attached for Council's information. Board members will discuss their work further at the June 4 work session.

STAFF RECOMMENDATION

None.

KEY FACTS & INFORMATION SUMMARY

The Parks and Recreation Board currently has five active members (one vacant seat and one previous member applying for reappointment) and meets monthly on the fourth Tuesday of the month.

OTHER ALTERNATIVES CONSIDERED

Not applicable.

CITY COUNCIL GOALS

PARB work plan tasks impact Council Goals 2 - Complete Riverfront Park and Council Goal 11 – Seek Tree City USA Status and develop a tree protection ordinance.

ATTACHMENT LIST

1. 2013-14 Work Plan
2. PARB Bylaws

FISCAL NOTES

Not applicable.



To: Mayor and City Council

Through: Bill Monahan, City Manager
Steve Butler, Interim Community Development Director

From: JoAnn Herrigel, Parks and Sustainability Director

Subject: Parks and Recreation Board Update

Date: May 21, 2013

ACTION REQUESTED

None. Council guidance and input requested only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

June 2012: Members of the Parks and Recreation Board (PARB) met with Council at a work session to discuss their 2012-13 work plan.

BACKGROUND

The 7-member Parks and Recreation Board meets monthly on the fourth Tuesday at 7:30 am. The current chair of the Board is Mart Hughes and the Vice Chair position is open. The staff liaison for the Parks and Recreation Board is JoAnn Herrigel.

Over the past year, Board tasks included:

- Attending each neighborhood association to provide an update on the PARB's work plan, answer questions raised by neighbors and carry concerns and ideas back to the Board for consideration;
- Visiting each of the City's parks to identify maintenance needs and report to the PARB on general park conditions (issues raised were forwarded to the Park District for action);
- Reviewed and provided input on the revised Wichita Park master plan, the management plan for Spring Park and the master plan for the north side of North Clackamas Park; and
- Participated in meetings and interviews related to the Park District's Master Plan update.

The Board is proposing to carry over many of their 2012-13 goals to 2013-14. However, the following items were added or modified at the Board's April 23 meeting:

- The group will provide input, but not guidance, on the Riverfront Park completion (Riverfront Task Force to guide this park process);
- Review the park naming rules
- Monitor progress and provide input on City projects such as Kellogg for Coho and pursuit of Tree City USA status

CONCURRENCE

The Parks and Recreation Board voted to forward this work plan to Council.

FISCAL IMPACT

None.

WORK LOAD IMPACTS

None

ALTERNATIVES

Not applicable.

ATTACHMENTS

1. 2013-14 Work Plan
2. PARB Bylaws

Attachment 1

City of Milwaukee Park and Recreation Board

Report on 2012-13 Work Plan

- Participate in development of the NCPRD Master Plan and CIP update
Staff and a few Board members attended open houses and small group meetings as part of the Master Plan update process. District staff attended the Park Board twice during the year to provide the group with Master Plan process updates
- Develop acquisition strategy for the City and map of target sites
The Board did not begin this task in 2012-13 but plans to work on it in 2013-14.
- Monitor administration of intergovernmental agreement with NCPRD and provide guidance on amendments as necessary
No amendments to the intergovernmental agreement were required during this year.
- Park board members to attend each of the seven NDAs to discuss Park Board work plan and answer questions about the Board and Parks issues
Board members attended all seven neighborhoods and brought back questions and concerns to staff and the Board.
- Provide staff with input and guidance regarding maintenance, design and development of Milwaukee Riverfront Park (Klein Point to be constructed in June/July 2012)
Regular – on-going.
- Monitor park maintenance levels and provide District maintenance staff with input on an on-going basis. This includes Board site visits to each City park and reports back on needs, raves and ideas.
Completed – all parks visited and maintenance concerns passed on to District staff.
- Review City's Park rules in 2012-13 and provide staff with guidance on enforcement of these rules at all City Parks
The Board did not begin this task in 2012-13 but plans to work on it in 2013-14.
- Provide letters of support for grants for City Park projects
Regular – on-going
- Monitor the development of Community Gardens in the City
Community garden development in the City to date has been organized by volunteers from the community and has not been coordinated by City staff or the Park Board. Garden efforts by Milwaukee Community Gardens and

the Hector Campbell NDA have been monitored, but not directed or guided, by the Park Board and the staff liaison.

- Review all development plans affecting City parks that are referred to the Board
Spring Park management plan, the north side master plan for North Clackamas Park and the revised master plan for Wichita Park was reviewed by the Board.
- Monitor progress and provide input into City projects such as Kronberg Park design, Spring Park management plan, and Wichita Park design and development
The City's parks priorities were reinforced through testimony, survey submittals and work group participation as part of Park District Master Plan update process.
- Other

Provided Council with comments on Kellogg For Coho

At the December 2012 Park Board meeting, the Board discussed the Kellogg For Coho project status. The Board expressed their support for the City's continued support of the Kellogg for Coho project and their hope that Council would pursue a formal agreement with Wildlands.

Reviewed and discussed tree programs

At the Board's January 2013 meeting, the staff liaison presented a summary of four public tree programs being implemented by local jurisdictions in Oregon. These programs included: Heritage Tree Programs, Tree City USA, Friends of Trees and Tree Ordinances. The Board suggested that staff discuss these options with Council further before moving forward with any one tree program for the city.

**City of Milwaukie
Park and Recreation Board**

Proposed Work Plan for 2013-14

- Participate in development of the NCPRD Master Plan and CIP update.
- Develop an open space acquisition strategy for the City and map of target sites.
- Review City's Park rules in 2012-13 and provide staff with guidance on enforcement of these rules at all City Parks.
- Monitor administration of intergovernmental agreement with NCPRD and provide guidance on amendments as necessary.
In 2011-12, the City transferred park utility payment responsibility to the Park District. The Intergovernmental agreement should be amended to formalize this responsibility. This task is proposed to be completed in 2013-14.
- Park board members to attend each of the seven NDAs to discuss Park Board work plan and answer questions about the Board and Parks issues.
- Provide staff with input regarding maintenance, design and development of Milwaukie Riverfront Park (Boat facilities and northern park elements to begin construction in June 2014.)
- Monitor park maintenance levels and provide District maintenance staff with input on an on-going basis. This includes Board site visits to each City park and reports back on needs, raves and ideas.
- Provide letters of support for City park grants.
- Monitor the development of Community Gardens in the City
The Park Board will continue monitoring community garden efforts in the City and has expressed interest in possibly assisting with the proposed City Hall demonstration garden as well.
- Review all development plans affecting City parks that are referred to the Board.
- Monitor progress and provide input into neighborhood park projects including Kronberg Park design, Spring Park management plan, and Wichita Park design and development.
- Monitor progress and provide input into City projects such as Kellogg For Coho and the pursuit of Tree City USA status.

**Bylaws
Milwaukee Park and Recreation Board**

Article I

This Board was established by ordinance # 1696, a copy of which is attached.

Article II

- 1) Membership consists of seven regular members
- 2) Members must attend all meetings or notify the Board Chair or staff of absence prior to next regularly scheduled meeting. Frequent absences by a member will be reviewed by the Board and brought to Council's attention when deemed necessary.
- 3) Four members must be present, for motions to be voted on

Article III

- 1) Officers are Chairman and Vice Chairman
- 2) Chairman presides over the meetings following informal parliamentary procedure outlined in Roberts Rules
- 3) The Chairman works with the staff liaison to develop meeting agendas
- 4) The Vice Chair presides over the meeting in the absence of the Chairman
- 5) Staff liaison takes and prepares minutes of each meeting, keeps attendance records and posts minutes and agendas on the City's web site.
- 6) Meeting agendas shall be distributed to the Board 3 days before the meeting.
- 7) Meeting minutes shall be distributed to Board members within 7 days after a meeting.

Article IV

- 1) Elections will be held previous to the annual work session with City Council, which will be scheduled for June. Candidates will be nominated from the floor. If there is more than one candidate, a vote will be taken by secret ballot. The candidate receiving the highest number of votes wins.
- 2) Each successful candidate assumes office on the first day of the month following the election. He/she serves until successor is installed.
- 3) In the event an officer vacates an office before the end of his/her term, an emergency election will be held to complete the term.

Article V

- 1) Regular meetings will be held each month.
- 2) Special meetings may be called by the Chairman or two members
- 3) Regular meetings may be cancelled if approved by four or more Board members.

ORDINANCE NO. 1696

AN ORDINANCE OF THE CITY OF MILWAUKIE, OREGON, AMENDING ORDINANCE NO. 1452, SECTION 2 CODIFIED AS MUNICIPAL CODE SECTION 2.12.020 AND REPEALING ORDINANCE NO. 1555; ALL PERTAINING TO PARKS AND RECREATION COMMISSION MEMBERSHIP APPOINTMENT.

WHEREAS, Section 2.12.020 generally defines the qualifications of commission members and states that a majority of the members must be city residents; and

WHEREAS, on June 5, 1990, the City Council adopted Resolution No. 18-1990, authorizing the City's inclusion in the North Clackamas Regional Parks and Recreation District; and

WHEREAS, voters approved the formation of the District in the November, 1990 General Elections; and

WHEREAS, the area within the Milwaukie City limits has been designated as one of the neighborhood groups within the district and as such will participate in the District as an advisory group; and

WHEREAS, the City of Milwaukie desires the advisory group to fully represent the needs of its residents; now therefore,

THE CITY OF MILWAUKIE DOES ORDAIN AS FOLLOWS:

Section 1. The first sentence of Section 2, Ordinance No. 1452 codified in Section 2.12.020 of the Milwaukie Municipal Code is amended to read as follows:

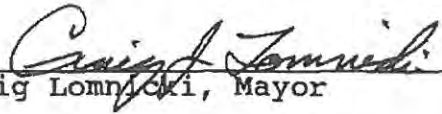
The commission shall consist of seven members appointed by the council, all of whom must be city residents.

Section 2. Ordinance No. 1555, adopted November 1, 1983, amending the first sentence of Section 2, Ordinance No. 1452, and codified in Section 2.12.020 of the Milwaukie Municipal Code is hereby repealed.

Read for the first time on February 5, 1991, and moved to second reading by unanimous vote of the City Council.

Read the second time and adopted by the City Council on February 5, 1991.

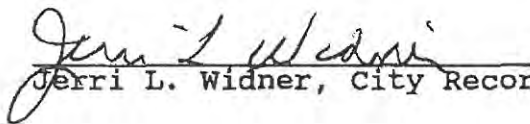
Signed by the Mayor on February 5, 1991.


Craig Lomnycki, Mayor

APPROVED AS TO FORM:


O'Donnell, Ramis, Crew & Corrigan

ATTEST:


Jerri L. Widner, City Recorder

Ordinance No. 1796 page 2 of 2



To: Mayor and City Council

Through: Bill Monahan, City Manager

From: Rina Byrne, Finance Director

Date: May 21, 2013 for June 04, 2013 City Council Regular Session

Subject: Annual Master Fee Schedule Update, 2013-2014

ACTION REQUESTED

Adopt, by Resolution, an updated City Master Fee Schedule.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

The City's fiscal policies state that the City will periodically and systematically review user fees and charges to take into account the effects of additional service costs and inflation. An updated Master Fee Schedule is adopted by Council each year, commonly in June preceding the fiscal year of applicability. The most recent fee schedule was adopted in June 2012 for the 2013 fiscal year.

BACKGROUND

The attached Master Fee Schedule (a red-line version and a clean version are both provided as attachments to the adopting Resolution), if adopted, would go into effect on July 1, 2013. Each year department heads review their fees and make changes as necessary. The suggested changes generally reflect either a new City practice or a change in the City's cost. The overarching goal is to accurately recover City costs incurred, per the City's adopted fiscal policies:

The City will maximize the use of service and user charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided. The Council may establish fees at less than "full cost recovery" when deemed in the public interest. The City will periodically and systematically review user fees and charges to take into account the effects of additional service costs and inflation.

The more significant changes in this year's update are:

- Increases in utility rates as suggested by the Citizens Utility Advisory Board (CUAB), for water charges.

- Addition of a quarterly parking pass, as well as discounts for bulk and multi month purchases.
- Increases to the parking bail schedule.
- Updates to a variety of police services fees.
- Updates to a variety of planning material fees.
- Increase of 3.9% to SDC fees in accordance with the Construction Cost Index.

The Master Fee Schedule is updated through the course of the year as needed, when Council actions impact fees.

CONCURRENCE

Changes and updates were solicited from all Department Directors.

FISCAL IMPACT

Increases to utility rates are designed to recuperate expenses based on a cost of service model and build reserves for necessary capital improvements. Other changes are proposed to cover costs and will not have a significant impact on fund budgets.

WORK LOAD IMPACTS

None.

ALTERNATIVES

A delay in adoption would leave current fees in place.

ATTACHMENTS

1. A Resolution of the City Council of the City of Milwaukie, Oregon, Revising Fees and Charges
2. Master Fee Schedule (clean version)
3. Master Fee Schedule (red-line version)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,
REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING
THE MASTER FEE SCHEDULE DOCUMENT OF THE CITY OF MILWAUKIE**

WHEREAS, it is the policy of the City of Milwaukie to maximize the use of user charges for services that can be identified and where costs are directly related to the level of service provided; and

WHEREAS, the City Manager shall periodically cause a review of City fees and charges to recover costs of providing City services, products and regulations and recommend adjustments to the City Council; and

WHEREAS, Milwaukie advisory boards, commissions and committees periodically provide recommended adjustments to the fees and charges levied in providing City services, products and regulations; and

WHEREAS, the City Manager has caused a review of all City fees and charges, has received guidance from advisory boards, commissions, and committees, and has determined the cost for such fees and charges;

NOW, THEREFORE, BE IT RESOLVED that the City of Milwaukie Master Fee Schedule, included as Attachment A to this resolution, is hereby adopted.

Introduced and adopted by the City Council on June __, 2013.

This resolution is effective on June __, 2013.

Jeremy Ferguson, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC

Pat DuVal, City Recorder

City Attorney

1. GENERAL INFORMATION

1.1 Overview

The City of Milwaukie provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, and community library services. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: <http://www.ci.milwaukie.or.us/finance>.

1.2 Fee waiver and variance statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into this resolution, and it shall be included and specified during the next update to this document. It shall be communicated to Council in writing to allow opportunity for comment. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less).

1.3 Billable hourly rates

Unless otherwise specified, the City employee billable hourly rate shall be calculated as 2.5 times ~~the employee's hourly pay rate~~ **step 4 of the employee's job classification**, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, and police services. The use of a multiplier of 2.5 is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

1. GENERAL INFORMATION (continued)

1.3 Billable Hourly Rates (continued)

Community Development and Public Works Administration

Community Development Director	\$	120
Resource and Economic Development Specialist		75
Light Rail Design Coordinator		85
Administrative Supervisor		65
Administrative Specialist III		60
Administrative Specialist II		55
Community Development Coordinator		35

Engineering

Engineering Manager		95
Civil Engineer		85
Associate Engineer		70
Engineering Technician		60
Engineering Intern		35

Planning

Planning Director		110
Senior Planner		85
Associate Planner		75
Assistant Planner		65

Building

Building Official		95
Building Inspector		95
Permit Technician		60

Operations

Public Works Director		110
Operations Supervisor		80
Water Quality Coordinator		65
Asset Management Technician		65
Utility Specialist II		65
Utility Worker II		60
Utility Specialist I		55
Utility Worker I		55
Fleet Supervisor		80
Shop Foreman		70
Mechanic		60
Facilities Maintenance Coordinator		70
Facilities Maintenance Technician		60

Code Compliance

Code Compliance Coordinator		65
Code Compliance Assistant		55

2 UTILITIES

2.1 Monthly Rates

Wastewater and Water

UTILITY	Residential Charges			Low Income Charges			Commercial Charges		
	Treatment	Billing & Administration	Volume	Treatment	Billing & Administration	Volume	Treatment	Billing & Administration	Volume
	(per EDU)	(per account unit)	(per CCF of water consumption)	(per EDU)	(per account unit)	(per CCF of water consumption)	(per EDU)	(per account unit)	(per CCF of water consumption)
Wastewater ¹ effective January 1, 2013	\$ 26.10	\$ 7.65	\$ 2.46	\$ 13.05	\$ 3.83	\$ 1.23	\$ 56.75	\$ 7.65	\$ 2.46

1. Residential wastewater volume charge is determined by the average monthly water usage from December to March (winter average). The winter average is adjusted annually on March 31st.

	Fixed	Volume Charge		Fixed	Volume Charge		Fixed	Volume Charge
Water ² effective July 1, 2013	6.04	2.74		exempt	2.74		6.04	2.74
	5.27	2.39			2.39		5.27	2.39

1. Residential wastewater volume charge is determined by the average monthly water usage from December to March (winter average). The winter average is adjusted annually on March 31st.

2. Fixed water rate of \$6.04 (~~5.27~~) is for a 3/4" meter or smaller. The base rates for larger meters are as follows:

Commercial/Multifamily Meters		Standby Meters for Fire Flow Purposes		Current	
Meter Size	Monthly Base Rate	Meter Size	Monthly Base Rate		
1"	\$ 8.43	2"	\$ 9.00	7.35	7.85
1.5"	13.60	4"	32.43	11.86	28.27
2"	21.13	6"	47.21	18.42	41.16
3"	52.09	8"	64.09	45.41	55.88
4"	89.53	10"	80.97	78.06	70.59
6"	132.11	12"	97.85	115.18	85.31

Stormwater and Streets

UTILITY	Single Family Residential	Low Income	Commercial
Stormwater effective July 1, 2013	11.44	5.72	11.44 per 2,706 sq. ft. of impervious area
Street Maintenance Ord. #1966 effective July 1, 2007	\$3.35	Exempt	\$.35 per daily trip generated ³

Full billing cycle rates for street maintenance in other residential categories are:

Street Maintenance Rates for Other Residential Categories	
Residential Category	Rates
Multifamily residential	\$2.10 per unit
Elderly housing	\$1.40 per unit
Mobile homes	\$1.40 per unit
Congregate care	\$.70 per unit

3. Commercial daily trip generation is calculated based on type of use and building square feet. Monthly bill is capped at \$250, indexed annually by to the CPI published by the Bureau of Labor Statistics. Current maximum is \$279.32 (~~276.73~~). (Municipal Code Section 3.25.060.)

2 UTILITIES (continued)

2.2 Other Charges

Water:

Service and Equipment

Connect Service 5/8" or 3/4" Residential Service

	Fee	Current
	\$ 2,600	2460
Connect Service 1"	2,700	2547
Connect Service 1 1/2"	3,100	2923
Connect Service 2"	3,200	3067

Equipment

3/4" Meter

1" Meter

1 1/2" Meter

2" Meter

Hydrant Meter Deposit

(Refundable less water usage)

	220	208
	320	304
	540	540
	660	625
	2,100	2000

Sewer Connection

A fee charged to the City by Clackamas County and collected to recover invoiced costs for each new connection to the public sanitary sewer system.

5,670 Per
EDU[1]

Miscellaneous

Delinquent Account—Past Due Notice

Delinquent Account—Notice of Termination

Shut-off/Turn-on

After-hours Restoration of Service ~~(reduced from \$120 by authorization of City Manager on 3/11/11)~~

(Monday-Friday 3:00-8:00 p.m.; Saturday and Sunday 8:00 a.m.-8:00 p.m.)

~~Information Research~~

Reimbursement District Fee

	5
	5
	30
	80
	\$44/hr.
	To be determined by scope of project

2.3 Penalties (each day that a violation exists is a separate offense)

Low income utility rate violation (Ord. #1424, adopted 1979)

up to \$200

Water, wastewater, or storm system regulation violation

\$25 to \$500

(Ord. #1418, adopted 1978, Ord. #1548, adopted 1983, and Ord. #1755, adopted 1994)

Sewer violation (Ord. #1548, adopted 1983)

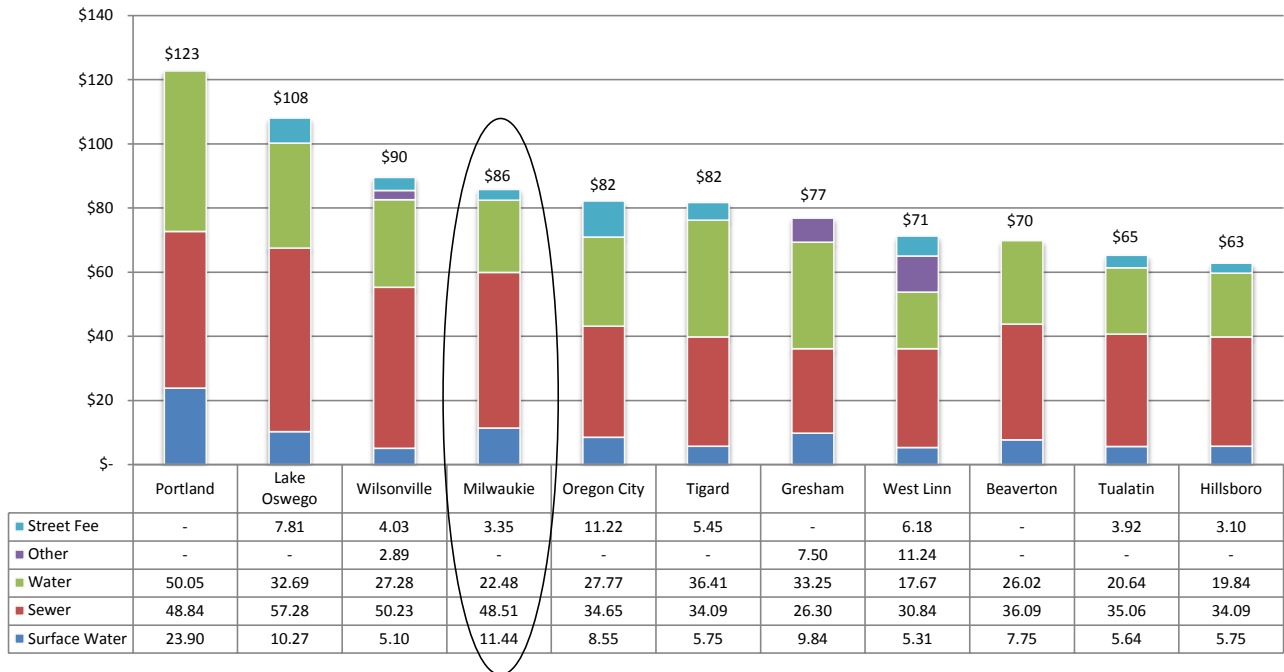
maximum \$500

FOG violation (Ord. #1990, adopted 2008, Ord. #1985, adopted 2008, and Ord. #1972, adopted 2007)

maximum \$500

[1] An EDU or "equivalent dwelling unit" is a unit of measurement of sewer usage that is assumed to be equivalent to the usage of an average dwelling unit.

2.4. Comparison Graph of Average Utility Bills of Neighboring Cities (on a monthly basis)



This graph compares the average utility bills for the neighboring cities surrounding Milwaukie. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to average monthly amounts so they are comparable to Milwaukie. Also, cities increase different rates at different times during they year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different average water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 6ccfs of water used per month so as to be most comparable to Milwaukie's overall average. Below are Milwaukie's calculations:

	<u>July 1, 2011</u>	<u>eff. July 1, 2012</u>		<u>eff. Jan 1, 2013</u>		<u>eff. July 1 2013</u>	
	<u>avg bill</u>	<u>increased</u>	<u>avg bill</u>	<u>increased</u>	<u>avg bill</u>	<u>increased</u>	<u>avg bill</u>
Water Service Fee							
Base	\$ 4.50	17.1%	\$ 5.27	0%	\$ 5.27	14.70%	\$ 6.04
Plus per 6ccf	12.24	17.1%	14.33	0%	14.33	14.70%	16.44
<i>Avg water per house (6ccfs)</i>	16.74		19.60		19.60		22.48
Sewer Service Fee							
Base fee	11.15	7.0%	\$ 11.93	118.78%	14.17	26.10	26.10
Plus per 6ccf	25.38	7.0%	27.16	-17.49%	(4.75)	22.41	22.41
<i>Avg sewer per house</i>	36.53		39.09		48.51	48.51	48.51
Storm Water Management Fee	10.64	7.5%	11.44	0%	11.44	0.0%	11.44
Street Maintenance Fee	3.35	0%	3.35	0%	3.35	0%	3.35
<i>Average bill to homeowner</i>	<u>\$ 67.26</u>		<u>\$ 73.48</u>		<u>\$ 82.90</u>		<u>\$ 85.78</u>

3. BUILDING

3.1 Residential Building Permits

A. **Structural Permits**—Valuation shall be calculated in accordance with OAR 918-050-0100.

1. Permit	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
\$1 to \$500	\$ 18.75	\$ -
\$501 to \$2,000	18.75	2.89
<u>Plus each additional \$1,000 of BV</u>		
\$2,001 to \$25,000	62.10	11.54
\$25,001 to \$50,000	327.52	8.58
\$50,001 to \$100,000	542.02	5.77
Over \$100,000	830.52	4.88
Minimum permit fee	100.00	
Permit fees from calculation of total valuation from the square footage of the improvement		

	<u>Fee</u>
2. Initial Plan Review Fees	65% of the permit fee
3. Plan Review Fees Required/Requested by Changes, Additions, Revisions	75/hr. (1 hr. min.)
4. Third Party Plan Review Fee (for transfer of plan review to a third party)	10% of the permit fee (\$65 min.)
5. Residential Solar PV Installation	\$ 100.00

B. **Mechanical Permits**—Fees per current Mechanical Permit application

	<u>Fee</u>
Minimum Permit Fee	\$ 85.00
1. HVAC	
For the installation of:	
Air handling unit including ducts:	
Up to 10,000 cfm	24.00
Over 10,000 cfm	27.00
Air conditioning/heat pump (site plan required)	42.00
Alteration of existing HVAC system	19.50
Boiler/compressor	19.50
Install/relocate/replace furnace/burner including ductwork and vent:	
Up to 100,000 BTU/H	19.50
Over 100,000 BTU/H	23.00
Install/relocate/replace heaters (room, suspended, wall- or floor-mounted)	19.50
Vent for other than furnace	19.50

3. BUILDING (continued)

2. Environmental Exhaust and Ventilation

For the installation of:

	<u>Fee</u>
Appliance vent	\$ 16.00
Dryer exhaust	13.00
Each hood that is served by a mechanical exhaust or air conditioning	11.00
Exhaust system with single duct (bath fan) each	9.00
Exhaust system apart from heating or air conditioning	13.00

3. Fuel Piping and Distribution

LPG-NG-Oil fuel piping:

Up to 4 outlets (includes gas tag)	23.00
Each additional outlet over 4	2.50

4. Other Listed Application or Equipment

Decorative fireplace or insert	37.00
Woodstove/pellet stove	49.00
For each appliance or piece of equipment regulated by the code but not classed in other appliance categories, for which no other fee is listed in this code, or for which there is an alteration or extension of an existing mechanical system	19.50

C. Plumbing Permits—Fees per current Plumbing Permit application

	<u>Fee</u>
Minimum Permit Fee	\$ 85.00

1. Total Bathrooms Per Dwelling

1 bath dwelling (includes 1 kitchen)	352.00
2 bath dwelling (includes 1 kitchen)	389.00
3 bath dwelling (includes 1 kitchen)	462.00
Additional bathroom/kitchen	184.00

Includes the first 100 ft. of water piping, sanitary and storm sewer lines, hose bibs, icemakers, under floor low point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

2. Additions, Alterations, and Repairs (per fixture)	18.00
-------------------------------------------------------------	--------------

3. Utilities per 100 feet	65.00
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Catch basin	28.00
Drywells each	28.00
Footing drain (per 100 lin. ft.)	56.00
Rain drain connector	28.00
Manholes each	56.00

4. Interior Piping (per 100 lin. ft.)	65.00
----------------------------------------------	--------------

3. BUILDING (continued)

5. Stand-alone Fire Suppression Systems (requires a backflow device installed by licensed plumbing contractor or persons exempt from licensing)

	Fee
0 sq. ft. to 2,000 sq. ft.	\$ 94.50
2,001 sq. ft. to 3,600 sq. ft.	141.75
3,601 sq. ft. to 7,200 sq. ft.	177.50
\$7,201 sq. ft. and greater	330.75

6. Multipurpose or Continuous Loop Fire Suppression Systems

0 sq. ft. to 2,000 sq. ft.	94.50
2,001 sq. ft. to 3,600 sq. ft.	141.75
3,601 sq. ft. to 7,200 sq. ft.	177.50
\$7,201 sq. ft. and greater	330.75

7. Minimum Permit Fee 85.00

D. Other Inspections and Fees

	Fee per hour
Minimum Inspection Fee	\$ 85.00
1. Inspections outside of normal business hours (Must be preapproved by applicant)	98/hr. (2 hr. min.)
2. Inspections for which no fee is specifically indicated (Must be preapproved by applicant)	68/hr
3. Re-inspection fee	60/hr
4. Replacement sheets (each)	23/sheet
5. Investigation fee	Amount of subject permit fee

E. Manufactured Dwelling and Cabana Installation Permits— All jurisdictions in the Tri-County area shall charge a single fee for the installation and set-up of manufactured homes. This single fee shall include the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling standard, electrical feeder and plumbing connections, and all cross-over connections.

	Fee
1. Installation permit	\$ 445.00
2. Earthquake-resistant bracing	135.00
3. Re-inspection	135.00
4. Statewide code development, training and monitoring fee (in addition to all other manufactured dwelling fees and charges)	30.00

3. BUILDING (continued)

3.2 Commercial/Industrial Building Permits

A. Structural Permits—Valuation shall be calculated in accordance with OAR 918-050-0110.

1. Permit Fee

	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
\$1 to \$500	\$ 18.75	\$ -
\$501 to \$2,000	18.75	2.89
		<u>Plus each additional \$1,000 of BV</u>
\$2,001 to \$25,000	62.10	11.54
\$25,001 to \$50,000	327.52	8.58
\$50,001 to \$100,000	542.02	5.77
Over \$100,000	830.52	4.88
Minimum permit fee	100.00	

Permit fees from calculation of total valuation from the square footage of the improvement

	<u>Fee</u>
2. Initial Plan Review Fees	65% of the permit fee
3. Plan Review Fees Required/Requested by Changes, Additions, Revisions	\$75/hr. (1 hr. min.)
4. Fire and Life Safety Plan Review Fee (commercial only) (Based on valuation of total improvements or \$50.00/hr. to review a Fire and Life Safety Master Plan) (Hourly charge must be approved by Applicant)	40% of structural permit fee
5. Seismic Site Hazard Report Review	1% of total structural and mechanical fees

B. Mechanical Permits—Valuation shall be calculated on the value of the equipment and installation costs.

1. Use this section for commercial installation, replacement or relocation of non-portable mechanical equipment or mechanical work not covered previously. Indicate the value of all mechanical labor, materials, and equipment.

	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
1. Permit Fee:		
\$1 to \$6,500	\$ 85.00	\$ -
\$6,501 to \$10,000	85.00	1.73
		<u>Plus each additional \$1000 of BV</u>
\$10,001 to \$100,000	145.50	10.50
Over \$100,000	1,090.50	7.25
Minimum permit fee	85.00	
2. Plan review fee	25% of mechanical permit fee	
3. Plan Review Fees Required/Requested by Changes, Additions, Revisions	\$75/hr. (1 hr. min.)	

3. BUILDING (continued)

C. Plumbing Permits

	<u>Fee</u>
1. Additions, Alterations, and Repairs (per fixture)	\$ 18.00
2. Utilities per 100 feet	65.00
Catch basin	28.00
Drywells each	28.00
Footing drain (per 100 lin. ft.)	56.00
Rain drain connector	28.00
Manholes each	56.00
3. Interior Piping (per 100 lin. ft.)	65.00
4. Initial Plan Review Fees	30% of the Plumbing permit fees
5. Plan Review Fees Required/Requested by Changes, Additions, Revisions	\$75/hr. (1 hr. min.)
6. Minimum permit fee	85.00
7. Medical Gas Permits: Valuation shall be calculated on the value of the equipment and installation costs.	

Medical Gas Permit Fees:

	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
\$1 to \$6,500	\$ 85.00	\$ -
\$6,501 to \$10,000	85.00	1.73
		<u>Plus each additional \$1000 of BV</u>
\$10,001 to \$100,000	145.50	10.50
Over \$100,000	1,090.50	7.25
Minimum permit fee	85.00	

3. BUILDING (continued)

	Fee
D. Other Inspections and Fees	
1. Inspections outside of normal business hours (Must be preapproved by applicant)	\$98/hr. (2 hr min.)
2. Inspections for which no fee is specifically indicated (Must be preapproved by applicant)	75/hr
3. Re-inspection fee	60/hr
4. Replacement sheets (each)	23/sheet
5. Investigation fee	Amount of subject permit fee
6. Temporary Certificate of Occupancy	180.00
7. Change of use/occupancy	300.00
E. Deferred Submittal Fee (in addition to project plan review fee) (OAR 918-050-0170)	\$250 + 10% of deferred item permit fee per deferred submittal (minimum \$300)
F. Phased Permit Fee (in addition to project plan review fee) (OAR 918-050-0160)	\$250 + 10% of total project permit fee per phase (minimum \$300, not to exceed \$1,500 per phase)

3. BUILDING (continued)

3.3 Permit Related Fees

	<u>Fee</u>
A. A State surcharge shall be collected in an amount as required by State law.	
B. Building Moving/Demolition Permits	
2,000 sq. ft. or less	\$ 78.00
Each additional 1,000 sq. ft.	38.00
Plan Review Fee	65% of the permit fee
C. Prefabricated Structures	Per current permit fees
D. Temporary Structures	Per current permit fees
E. Manufactured Dwelling Parks and Mobile Home Parks (OAR. Division 650.Table 1) plus 30%	Per current State of Oregon permit fee
F. Recreational Parks and Organizational Camps (OAR. Division 650.Table 1) plus 30%	Per current State of Oregon permit fee
G. Miscellaneous Building Valuations	
1. Retaining Walls	<u>Fee</u>
To 8 ft. high, including footing	\$ 254/lin. ft.
Over 8 ft. high	276/lin. ft.
2. Fences	
Over 6 ft. to 8 ft. high	15/lin. ft.
3. Concrete Slabs on Grade Foundations —For house moves, modular buildings, pole buildings, etc.	
Plain concrete:	
4-in. slab	3.00/sq. ft.
5-in. slab	3.10/sq. ft.
6-in. slab	3.25/sq. ft.
Reinforced concrete	Add 1.15/sq. ft.
4. Crawl Space Foundations	
For house moves, modular, etc.	7.50/sq. ft.
5. Accessory Buildings	
With floor slab	55/sq. ft.
Without floor slab	28/sq. ft.

3. BUILDING (continued)

6. Pole Buildings

Up to and including 14-ft. eave height
Over 14-ft. eave height

For insulation:

Roof—add

Slab—add

Wall—add

For slabs on grade

	<u>Fee</u>
	\$ 32/sq. ft.
	45/sq. ft.
	0.35/sq. ft.
	0.35/sq. ft.
	0.35/sq. ft.
	see section III.H.3 for fees

7. Swimming Pools (pool only/deck extra)

Concrete or unite

Plastic below ground

	70/sq. ft.
	45/sq. ft.

3.4 In-Fill and Grading

A. In-Fill and Grading Permit Fees

1-50 cubic yards
51 to 100 cubic yards
101 to 1,000 cubic yards
1,001 to 10,000 cubic yards
10,001 cubic yards or more

*Cost to include supervision, overhead, equipment, hourly wages, and benefits of employees involved

	<u>Fee</u>
	\$ 100
	150
	200
	250
	Total hourly cost*

B. In-Fill and Grading Plan Review Fees

1-50 cubic yards
51 to 100 cubic yards
101 to 1,000 cubic yards
1,001 to 10,000 cubic yards
10,001 cubic yards or more

*Cost to include supervision, overhead, equipment, hourly wages, and benefits of employees involved

	100
	150
	200
	250
	Total hourly cost*

C. Other Inspections and Fees

1. Inspections outside normal business hours

2. Re-inspection fee

3. Inspections for which no fee is specifically indicated

	\$75/hr. (2 hr.min.)
	75/hr.
	75/hr.

3. BUILDING (continued)

3.5 Penalties

	<u>Fee</u>
Penalties (each day that a violation exists is a separate offense)	
Violation of vacant building standards (Ord. #1464, adopted 1980)	up to \$300
Interference with fire control device (Ord. #1515, adopted 1982)	up to \$750
Swimming pool barrier violation (Ord. #1430, adopted 1979)	up to \$100 per week ^[2]
Building relocation violation (Ord. #1952, adopted 2005)	not less than \$1,000
Failure to comply with stop work order (Ord. #1881, adopted 2000)	up to \$1,000
Any violation of Title 15 for which a specific penalty has not been expressly provided (Ord. #2011, adopted 2010)	up to \$1,000

3.6 Specialty Code Penalty (1)

A. Penalty

Violation of various Specialty Codes (building, plumbing, mechanical, electrical) (Ord. #1814, adopted 1997, and Ord. #2011, adopted 2010)	up to \$1,000 per day, (max. \$5,000)
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B. Fee

Appeal of Specialty Code violation (Ord. #2011, adopted 2010)	250.00
------------------------------------------------------------------	--------

(2) Each week that this violation exists is a separate offense.

4. BUSINESS REGISTRATION

4.1 Fees and charges

	<u>Fee</u>
Standard base fee	\$ 110
New business commencing between July 1 and December 31	55
Change in business ownership fee	10
Fee for each FTE	5
Temporary Business (2 weeks or less)	25
Duplicate receipt	10
Delinquent Registration	\$10% of base fee each calendar month and fraction thereof

4.2 Penalties (each day that a violation exists is a separate offense)

Violation of business registration requirements (Ord. #1863, adopted 1999, and Ord. #1349, adopted 1976)	up to \$200
Failure to secure motor vehicle fuel sales permit (Ord. #1970, adopted 2007)	200% penalty on tax owed
Failure to file monthly motor vehicle fuel sales report (Ord. #1970, adopted 2007)	\$50
Late payment of motor vehicle fuel sales tax (Ord. #1970, adopted 2007) (depending upon length of delinquency)	1% or 10% of tax
Violation of "Milwaukie Junk Dealers, Secondhand Dealers, Pawnbrokers and Transient Merchants Ordinance" (Ord. #1552, adopted 1983)	up to \$300

Metro Business License versus City Business License or Both?:

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. **Exception: if your principal place of business is inside the City of Milwaukie, the business is required to apply for a City of Milwaukie Business Registration in addition to the Metro License.**

For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

5. CODE ENFORCEMENT

5.1 Penalties (each day that a violation exists is a separate offense)

	<u>Fee</u>
General penalty (applies to any Municipal Code violation where no other penalty is specified) (Ord. #1935, adopted 2004, Ord. #1758, adopted 1994, and Ord. #1591, adopted 1986)	\$150 to \$500
Third or subsequent violation (applies to any Municipal Code violation) (Ord. #1935, adopted 2004, Ord. #1758, adopted 1994, and Ord. #1591, adopted 1986)	\$1,000
Nuisance violation (Ord. #1503, adopted 1981, and Ord. #1028, adopted 1964)	maximum \$500
Shopping cart retrieval programmatic violation (Ord. #1980, adopted 2008)	maximum \$500
Noise control violation (Ord. #1528, adopted 1982)	maximum \$500
Adult business code violation (Ord. #1533, adopted 1982)	maximum \$500
Public urination or defecation (Ord. #1953, adopted 2005)	up to \$750
Curfew violation (Ord. #1503, adopted 1981, and Ord. #995, adopted 1963)	up to \$300
Failure to retrieve shopping cart within 72 hours (Ord. #1980, adopted 2008)	\$50
Solid waste regulation/un-franchised violation (Ord. #1955, adopted 2005)	up to \$100
Abatement (applies to any Municipal Code violation citation) (Ord. #1998, adopted 2009, Ord. #1758, adopted 1994, and Ord. #1659, adopted 1989)	\$50

All violations of the Municipal Code are additionally subject to the Code Enforcement abatement fee and the general penalty for third or subsequent violations.

6. ENGINEERING

6.1 Inspections and Permits

	<u>Fee</u>
Right-of-Way Inspection Permit	\$ 150
Right-of-Way Use Permit	30
Street Opening Inspection Fee	85
Right-of-way/Street Opening Re-inspection (beyond standard of 2 for R-O-W and 1 for street opening)	85
Sewer Dye Test	100
Subdivision Const. Inspect. (Street/Sewer/Water/Storm Sewer)	5.5% of Total Const. Cost (min. \$500)
Public Impvts. Const. Inspection (Comml./Ind./Misc. Dev.)	5.5% of Total Const. Cost (min. \$500)
Street Opening Deposit (Performance bond amount at discretion of City Engineer)	\$25 per square foot, \$1,500 minimum
Street Opening Deposit (Streets under 5-Year Moratorium) (Performance bond amount at discretion of City Engineer)	\$50 per square foot, \$3,000 minimum
Right-of-Way Usage for Wireless Communication Facility	\$250/month per antenna per utility pole
Moving Buildings	\$200 + \$65/hr. staff time + \$1,000 deposit

6.2 Tree Removal

	<u>Fee</u>
Tree Removal Permit	\$ 150

6.3 Materials (Engineering)

	<u>Fee</u>
Public Works Standards	\$ 30
Sewer TV Inspection Tape	25
Electronic Drawings	
Paper—all sizes	5
Other format (plus \$45/hr for additional work)	7
Reproduction charges (\$.10 for additional pages)	1

6. ENGINEERING (continued.)

6.4 Printed and Electronic Maps (GIS)

	<u>Fee</u>
Standard selection of GIS maps	
Full Sheet (34" x 44")	\$ 45
1/2 Sheet (22" x 34")	35
1/4 Sheet (17" x 22")	25
1/8 Sheet (11" x 17")	15
Electronic file (via electronic mail in PDF, JPG, GIF or TIF formats)	15
Electronic file (for mailed media, which includes postage, handling and media charges)	22
Aerial maps	
Full Sheet (34" x 44")	50
1/2 Sheet (22" x 34")	40
1/4 Sheet (17" x 22")	30
1/8 Sheet (11" x 17")	20
Electronic file (via electronic mail in PDF, JPG, GIF or TIF formats)	15
Electronic file (for mailed media, which includes postage, handling and media charges)	22
Custom maps:	
Flat charge per hour plus cost of materials	55
Electronic file (for mailed media, which includes postage, handling and media charges)	7

6.5 Erosion Control

	<u>Fee</u>
Erosion Prevention and Sediment Control Planning and Design Manual (CD)	\$ 10
Minimum Charge for Clearing/Construction*	75
Minimum charge applies if:	
Over 500 sq. ft. of disturbed soil	
Not in or around a sensitive area (NR Zone, wetlands, conservancies, and streams)	
Value of structure/remodel doesn't exceed \$20,000	
Clearing/Construction for Single-Family Residential	380
Rate if certified in erosion control**	225
Clearing/Construction for Multifamily Residential	490
Rate if certified in erosion control**	335
(additional \$40 per 1/2 acre over 1 acre)	
Clearing/Construction for Subdivision/Commercial/Industrial	623
Rate if certified in erosion control**	467
(additional \$40 per 1/2 acre over 1 acre)	
Additional Site Visit (due to code enforcement)	65

*Erosion control certification discount does not apply

**Certification requires 4 hours of training in erosion control every 2 years

City of Milwaukie
Master Fees & Charges

Effective July 1, 2013

WS Page 30

6. ENGINEERING (continued.)

6.6 Penalties (each day that a violation exists is a separate offense)

Violation of capital improvement regulations (Ord. #1707, adopted 1991)	up to \$500
Basketball hoop regulation violation (Ord. #1503, adopted 1981, and Ord. #1405, adopted 1978)	up to \$250
Vegetation too low in the right-of-way (Ord. #1999, adopted 2009)	up to \$100
Clear vision violation (Ord. #1679, adopted 1990)	up to \$250
Failure to repair sidewalk (Ord. #1697, adopted 1991)	up to \$250
Sidewalk bench violation (Ord. #1503, adopted 1981, and Ord. #1289, adopted 1974)	up to \$100
Failure to remove street bench after permit termination (Ord. #1289, adopted 1974)	\$25
Flood hazard violation (Ord. #1983, adopted 2008, and Ord. #1899, adopted 2002)	up to \$1,000
Access management violation (Ord. #2004 adopted 2009)	up to \$250
Right-of-way encroachment (Ord. #2004 adopted 2009, and Ord. #1866 adopted 2000)	up to \$250
Erosion control violation (Ord. #1899 adopted 2002)	up to \$300
Unpermitted tree cutting in the public right-of-way (Title 16) (Ord. #1836, adopted 1998)	\$1,000

7. LIBRARY

7.1 Photocopies:

	<u>Per Item</u>
Black and White	\$ 0.10
Color	0.90
Microfilm Copies	0.10

7.2 Overdue Fine:

	<u>Per Day</u>	<u>Maximum</u>
Adult	\$ 0.25	\$ 3.00
Juvenile	0.10	1.00

7.3 Lost or damaged items:

	<u>Per Item</u>	<u>Current</u>
Barcode	\$ 1.00	
Book Jacket	2.00	
Barcode and Book Jacket	3.00	
Audiobook Cassette or CD	10.00	7.00
Audiobook and CD-ROM case	5.00	
Juvenile Kit—Plastic Bag	3.00	
Missing Pages and Booklets	Refer to Librarian	
Lost Item	Actual Retail Cost	
Damaged Material	Replacement Cost	
Lost Library Card	\$1	

7.4 Replacement Media Cases:

	<u>Per Item</u>
Cover sheet	\$ 1.00
Video Box	1.00
DVD Case	1.00
CD Case	2.00
CD and CD-ROM booklets	3.00

7.5 Miscellaneous

	<u>Per Item</u>
Public Computer Printing (first 5 free)	\$ 0.10

	<u>Per year</u>
Non-District citizen library use	\$ 95.00

8. MISCELLANEOUS

8.1 Photocopies

Assisted:

	<u>Per Item</u>	
Black and White	\$	0.30
Color		1.00

Unassisted:

Black and White		0.10
Color		0.90

8.2 Other Copying/Service

	<u>Per Item</u>	
Audio tape	\$	10
Video tape		20
Transcription (per hour)		30
Electronic files on CD-ROM		5
(Includes \$2 for postage & handling. Additional research charges may apply.)		

8.3 Photographs

	<u>Per Page</u>	
Color photos on photo quality paper	\$	3
Color photos on standard copy paper		1

8.4 Financial Reports

	<u>Fee</u>	
Adopted Budget	\$	45
Comprehensive Annual Financial Report		45
Capital Improvement Plan		45

8.5 Miscellaneous

	<u>Fee</u>	<u>Current</u>
Returned Check Charge	\$ 30	
Lien Search	30	27
Temporary Event/Block Party	Actual Cost	
Postage and Handling	\$2 plus postage	

8.6 Telecommunications

	<u>Fee</u>	
Registration fee	\$	36
Franchise review deposit		5,000
Community Service Use—Wireless Communication Facility (see PLANNING fees)		
Right-of-Way Usage for Wireless Communication Facility (see ENGINEERING fees)		

9. MUNICIPAL COURT

9.1 Fees and Charges

	Fee
Payment Plan Installment Fee	\$ 25
Failure to Appear Fee	25
Reinstatement Fee	15
Suspension Packet Fee	12
Returned Check Fee	30
Boot Release Fee	45
Seat Belt Class Fee	50
Dismissal Fee	
- Class B	200
- Class C	100
- Class D	75

9.2 Penalties	Presumptive Fine	Special Zone Fine ₁	Minimum Fine	Maximum Fine
Class A	\$ 435	\$ 870	\$ 220	\$ 2,000
Class B	260	520	130	1,000
Class C	160	320	80	500
Class D	110	220	60	250

₁ Special Zones include highway work Zones, school zones and safety corridors

10. MOTOR VEHICLE FUEL TAX

10.1 Penalties (each day that a violation exists is a separate offense)

	Fee
Failure to secure motor vehicle fuel sales permit (Ord. #1970, adopted 2007)	200% penalty on tax owed
Failure to file monthly motor vehicle fuel sales report (Ord. #1970, adopted 2007)	\$50
Late payment of motor vehicle fuel sales tax (Ord. #1970, adopted 2007) (depending upon length of delinquency)	1% or 10% of tax

11. PARKING

11.1 Parking Permit Fees

	Fee	Current
Monthly Permit	\$ 25	\$20
Quarterly	67.50	
Semi Annual	125	
Discount for bulk pass purchase (>10)	10%	
Replacement pass (each)	5	

11.2 Parking Bail Schedule

	Fee	Current
(Res. #46-2009, adopted 2009)		
Abandoned Vehicle	\$ 80	\$50
Angle Parking	40	15
Bicycle Lane	80	20
Blocking Driveway	50	
Block Rule	40	25
Bus Zone	50	20
Double Parking	50	20
During Prohibited Times	50	
Emergency/Safety Zone	80	50
Fire Hydrant	80	50
Five or More Unpaid Violations	60	50
Handicapped Zone	450	250
Loading Zone	50	20
No Parking Zone/Prohibited	80	50
On Crosswalk/Sidewalk	80	35
Over 1 Ft. from Curb	40	15
Over Space Line	40	15
Overtime Parking	40	25
Overtime Parking 5 or more	60	30
Permit Only Parking	40	30
Taxi Zone	50	20
Tow Away Zone	80	50
Traffic Hazard	80	50
Trucks—2 Hr. Limit	50	
Wrong Side of Street	50	15
Where prohibited	80	

If bail is not posted by the court date the fine will be doubled

(Ord. #2005, adopted 2009, Ord. #1997, adopted 2009, Ord. #1728, adopted 1993, and Ord. #1361, adopted 1977)

12. PLANNING

12.1 Standard Land Use Applications

The following standard fees apply to all land use applications[1] not listed below. Some applications may require additional fees as described below under Additional Application Fees:

	Fee
Type I Administrative Review	\$ 200
Type II Administrative Review	1,000
Type III Quasi-Judicial Review	2,000
Type IV Quasi-Judicial Review	5,000
Type V Legislative Review	5,000

12.2 Other Land Use Applications

	Fee
Community Service Use—Minor Modification (Type I)	\$ 50
Historic Resource Designation (Type IV)	150
Minor Land Partition (Type II)	2,000
Natural Resource (Res. #77-2011, adopted 8/16/11, effective 9/15/11)	
• Boundary Verification (Type I)	-
• Construction Management Plan (Type I)	-
• Natural Resource Management Plan (Type I)	-
• Tree Removal Request (Type I)	-
• Tree Removal Request (Type III)	500
• All Other Type I, II, or III applications	Per Standard Application Fees (listed above)
<small>(Fees waived for applications that meet all 3 of the following criteria: (1) the application involves only a habitat conservation area (HCA) and not a water quality resource (WQR), (2) the property is used for residential purposes, and (3) the current owner was the owner prior to September 15, 2011, the effective date of Ordinance #2036, pursuant to Resolution #77-2011.)</small>	
Planned Development—Preliminary Plan Review (Type III)	4,400
Planned Development—Final Plan Review (Type IV)	5,700
Property Line Adjustment (Type I)	650
Subdivision—Preliminary Plat Review (Type III)	\$4,400 + \$100 per lot over 4 lots
Temporary Structure (Type I)	50

12.3 Annexations

	Fee
Annexation (Expedited)	\$ 150
Annexation (Nonexpedited: No Zone Change or Comp Plan Amendment)	150
Annexation (Nonexpedited: Zone Change only)	500
Annexation (Nonexpedited: Zone Change and Comp Plan Amendment)	3,500

12. PLANNING (continued)

12.4 Appeals

	Fee
Appeal to Planning Commission (Fees waived for NDA-sponsored appeals, pursuant to Resolution #26-1999)	\$ 500
Appeal to City Council (Fees waived for NDA-sponsored appeals, pursuant to Resolution #26-1999)	1,000

[1] For a complete list of land use application types, see Milwaukie Municipal Code Table 19.901.

12.5 Additional Application Fees

The following fees apply in addition to Land Use Application fees:

	Fee
Measure 56 Notice (for Zoning Map or Text Amendment)	Actual Cost (\$1 per affected property, \$35 min.)
Reserve deposit	500
Technical Report Review:	
• Scope of Work Preparation	Actual Cost[2]
Reserve deposit	1,000
• Review of Technical Report	Actual Cost[2]
Reserve deposit:	
• Traffic	2,500
• Natural Resources (Res. #77-2011, adopted 8/16/11, effective 9/15/11)	2,000
• All others	1,000

12.6 Deposit Information

In some cases, reserve deposits are collected to ensure that the City's actual expenses are covered. Deposits will be refunded relative to actual costs, and additional money may be required if actual costs exceed the deposit amount. This applies only to reserve deposits—base fees are nonrefundable.

12.7 Discounts for Land Use Applications

	Discount
Two or more applications (no discount for most expensive application) (This discount applies to applications which relate to the same unit of land and which will be reviewed and decided concurrently.)	25% discount
Senior citizens (Seniors must be at least 65 years of age, and must be the property owner. May get Senior or Low income discount)	10% discount
Low income citizens (Low-income citizens may qualify for reduced fees by filing the same application used to apply for reduced sewer and water rates.)	25% discount
NDA-sponsored land use applications related to parks	Fees waived

12. PLANNING (continued)

12.8	Early Assistance	Fee
	Preapplication Meeting:	
	• First meeting	Free
	• Second meeting	\$ 50
	• Third and subsequent meetings	100/mtg.
	(Applies to optional meetings attended by a maximum of 2 City staff. No written notes provided.)	
	Preapplication Conference	200
	(Applies to required or optional meetings that require 3 or more City staff. Written summary notes provided 2 weeks after meeting.)	
	Preapplication Conference—Transportation Facilities Review	100
	(Additional meeting required to discuss Transportation Impact Study.)	
	Design Review Consultation with Design and Landmarks Committee	800
	 [2] Actual cost to be determined by Planning Director or Engineering Director by estimating the cost of City staff time and resources dedicated to the project. See more information under Deposit Information.	
12.9	Special Requests	Fee
	Planning Commission Approval for Bee Colonies	\$ 500
	Property Value Reduction Claims (pertaining to Measures 37 or 49)	1,515
	(Fee will be refunded if applicant prevails. If claim is denied, additional money may be required to cover contract-attorney or appraiser costs, as determined by City Manager.)	
	Significant Modification of Complete Land Use Application	500
	Reschedule of Public Hearing at Applicant's Request (when renotification required)	500
	Temporary Occupancy Request	100
	Time Extension of Previously Granted Land Use Approval (Title 17 only)	50
	Zoning Confirmation (General)	50
	Zoning Confirmation (DMV Permit, LUCS)	25
	(Waived for LUCS for emergency sewer connection)	
12.10	Permit Review and Inspections	Fee
	Building Permit Review and Inspections (Minor; e.g., Demolition or Erosion Control)	\$ 25
	Building Permit Review and Inspections (Major)	200
	Additional Planning Inspection Fee	50
	Modifications to Building Permit during Review	100
	(Fee applies to site plan revisions generated by applicant, not those required by staff during review process.)	
	Sign Permit Review (per sign)	100
	Sign Permit Review (Daily Display or "sandwich board" sign)	150
	Tree Permit (major pruning or removal of trees in the public right-of-way)	80

12. PLANNING (continued)

12.11 Materials

Most materials are available online for free at:

<http://www.ci.milwaukie.or.us/planning/planning-documents-ordinances-plans-and-guidelines>

Contact Planning staff for additional information.

	Fee	Current
Zoning Ordinance	\$ 40	\$25
Comprehensive Plan	20	15
Sign Ordinance	5	
Land Division Ordinance	4	5
Downtown Design Guidelines (Black & White/Color)	\$10/\$35	
Downtown and Riverfront Public Area Requirements	15	

Maps (e.g. Comprehensive Plan, Zoning Ordinance, or NR Administrative):

11x17 handout (Color)		2
GIS maps (e.g., large Zoning Map)		See Engineering

Comprehensive Plan ancillary documents:

• Ardenwald Park Master Plan	\$ 1	\$2
• Downtown and Riverfront Land Use Framework Plan	25	
• Elk Rock Island Natural Area Management Plan	5	8
• Furnberg Park Master Plan	20	5
• Homewood Park Master Plan	2	4
• Johnson Creek Resources Management Plan	15	
• Lake Road Multimodal Plan	10	8
• Lewelling Community Park Master Plan	1	
• North Clackamas Park North Side Master Plan	10	
• North Clackamas Public Facilities Plan	50	25
• Town Center Master Plan	20	15
• Scott Park Master Plan	2	
• Spring Park Master Plan	5	
• Springwater Corridor Master Plan	10	8
• Transportation System Plan:		
• Full Document	49	
• Executive Summary	15	
• CD-ROM	4	
• Water Tower Park Master Plan	1	2
• Wichita Park Master Plan	1	2
• Vision Statement (one page)	No charge	

12. PLANNING (continued)

12.12 Penalties [3] (<i>each day that a violation exists is a separate offense</i>)	<u>Fee</u>
Violation of Sign Ordinance (Title 14) (Ord. #1965, adopted 2006, and Ord. #1733, adopted 1993)	up to \$100
Violation of Land Division Ordinance (Title 17) (Ord. #1907, adopted 2002)	200
Violation of Zoning Ordinance (Title 19) (Ord. #2025, adopted 2011)	up to 200

[3] All violations of the Municipal Code are additionally subject to the Code Enforcement abatement fee and the general penalty for third or subsequent violations. See the **Code Enforcement** section for complete information.

13. POLICE

13.1 Permits/Licenses

	Fee	Current
Adult Business	\$ 372	
Alarm Permit—Residential (seniors 60+ exempt from fee requirement)	20	45
Alarm Permit—Business	21	
Gun Background Check	21	
Liquor License (Original Application)	100	
Liquor License (Name or other change)	75	
Liquor License (Renewal Application)	35	
Liquor License (Temporary License)	\$35/day per type of alcohol:	40/day per type of alcohol:
	beer, wine, or distilled spirits	

13.2 Police Reports

	Fee
Dispatch Tape Copy	\$ 26
Video Tape Copy	31
Police Report	15
Copy of Field Contact Report (FCR card)	5
Photo CD	15
Traffic Citation Discovery	10
(Additional research charges may apply for unusual/complex requests)	

13.3 Police Services

	Fee	Current
False Alarm Response (first three)	No charge	
False Alarm Response (Customer age 65 and over)	No charge	
False Alarm Response (each alarm after third)	\$ 160	
Vehicle Impound	100	75
Good conduct background letter	5	
Fingerprinting	10	
Loud Party Response—first response	Warning	
Loud Party Response—second response and/or each subsequent response in 24-hr. period	50	
Fire and Emergency Services fee (Ord. #1764, adopted 1994)	Actual cost	
Penalties (each day that a violation exists is a separate offense)		

13.4 Penalties

	Fee
No active alarm permit on file for property (when dispatched)	\$ 25
Penalties (each day that a violation exists is a separate offense)	
Traffic violation penalty (Ord. #1922, adopted 2003)	at least 50% of maximum under Oregon Statute
Weapon discharge violation (Ord. #1515, adopted 1982)	up to \$750
Public consumption of alcohol (Ord. #1746, adopted 1993)	up to \$250
Failure to pay Fire and Emergency Services fee (Ord. #1767, adopted 1994, and Ord. #1764, adopted 1994)	up to \$300
Security alarm violation (Ord. #1568, adopted 1984) City of Milwaukee	maximum \$500

14. SYSTEM DEVELOPMENT CHARGES & CONSTRUCTION EXCISE TAXES

SDC fees for water, stormwater and transportation shall be indexed for inflation annually using the Engineering-News Record Construction Cost Index for Seattle. Resolution 40-2007.

	Fee			
	Reimbursement	Improvement	Administration	TOTAL
14.1 Transportation System Development Charge				
Trip generation rates for each land use type are derived from the Institute of Transportation (ITE) report Trip Generation (7th Edition, 2003). Trip rates are expressed as vehicle trips entering and leaving a property during the p.m. peak travel period.				
Transportation SDC (per trip)	\$ 83	\$ 1,658	\$ -	\$ 1,741
	\$ 80	\$ 1,596	\$ -	\$ 1,676

14.2 Stormwater System Development Charge				
Stormwater unit is equal to 2,706 square feet of impervious surface on the property. Each single-family residential property is 1 Stormwater unit.				
Stormwater SDC:	297	845	88	1,230

14.3 Wastewater System Development Charge				
A wastewater unit is equal to 16 fixture units derived from Table 7-3 of the Oregon Plumbing Specialty Code. Each residential dwelling unit is 1 wastewater unit.				
Wastewater SDC:	327	566	-	893
Wastewater SDC (CCSD#1):	-	5,670	-	5,670

Meter Size	Reimbursement	Improvement	Administration	TOTAL
3/4"x3/4"	822	683	115	\$ 1,620
1"	1,369	1,139	192	\$ 2,700
1.5"	2,739	2,276	384	\$ 5,399
2"	4,381	3,643	614	\$ 8,638
3"	8,763	7,284	1,229	\$ 17,276
4"	13,692	11,382	1,920	\$ 26,994
6"	27,385	22,764	3,840	\$ 53,989
8"	43,816	36,424	6,145	\$ 86,385
10"	62,984	52,359	8,834	\$ 124,177
12"	123,231	102,441	17,283	\$ 242,955

Meter Size	Reimbursement	Improvement	Administration	TOTAL
5/8"x3/4"	\$ 527	\$ 438	\$ 74	\$ 1,039
3/4"x3/4"	791	657	111	\$ 1,559
1"	1,318	1,096	185	\$ 2,599
1.5"	2,636	2,191	370	\$ 5,197
2"	4,217	3,506	591	\$ 8,314
3"	8,434	7,011	1,183	\$ 16,628
4"	13,178	10,955	1,848	\$ 25,981
6"	26,357	21,910	3,696	\$ 51,963
8"	42,171	35,057	5,914	\$ 83,142
10"	60,620	50,394	8,502	\$ 119,516
12"	118,605	98,596	16,634	\$ 233,835

14. SYSTEM DEVELOPMENT CHARGES & CONSTRUCTION EXCISE TAXES (continued)

14.5 Parks and Recreation System Development Charge

Collected for the North Clackamas Parks and Recreation District (adopted Clackamas Board of County Commissioners, Ordinance 09-2007, Oct. 25, 2007)

Parks and Recreation SDC:

	<u>Fee</u>
Single-Family Residential	\$3,985 per dwelling unit
Multifamily Residential	\$3,608 per dwelling unit
Nonresidential	\$60 per employee*

* Number of employees calculated according to type of business and building square feet

See: <http://www.clackamas.us/transportation/planning/sdc.htm#psdc>

14.6 School Construction Excise Tax

Collected for North Clackamas School District (adopted North Clackamas School District, December 6, 2007)

School Construction Excise Tax:

	<u>Fee</u>
Residential	\$1 per square foot
Commercial	\$0.50 per square foot*

*Total commercial fee capped at \$25,000 per project. Private schools, public improvements, low-income (HUD) housing, hospitals, religious facilities, and agricultural buildings are exempt.

Construction under 1,000 square feet exempted.

14.7 Metro Construction Excise Tax

Collected for Metro (adopted Metro Council, Ordinance 06-1115, March 23, 2006, effective July 1, 2006; extended Metro Council, Ordinance 09-1220, June 11, 2009)

Metro Construction Excise Tax

\$0.12 per \$100 of permit value

*Permits for construction projects valued at \$100,000 or less will be exempted from this tax as well as permits for development of affordable housing units and permits issued to 501(c)(3) nonprofit organizations for other projects aimed at serving low-income populations. Permits for construction valued at more than \$10 million will be assessed a flat \$12,000 fee (0.12 percent of \$10 million).

Attachment 3



Master Fee Schedule

Adopted xxxx x, 2013

Effective July 1, 2013

(Unless otherwise noted)

TABLE OF CONTENTS

		Page No.
1.	<u>GENERAL INFORMATION</u>	
1.1	<u>Overview</u>	1
1.2	<u>Fee waiver and variance statement</u>	1
1.3	<u>Billable hourly rates</u>	1
2.	<u>UTILITIES</u>	
2.1	<u>Monthly Rates</u>	3
2.2	<u>Other Charges</u>	4
2.3	<u>Penalties</u>	4
2.4	<u>Comparison Graph of Average Utility Bills</u>	5
3.	<u>BUILDING</u>	
3.1	<u>Residential Building Permits</u>	6
3.2	<u>Commercial/Industrial Building Permits</u>	9
3.3	<u>Permit Related Fees</u>	12
3.4	<u>In-Fill and Grading</u>	13
3.5	<u>Penalties</u>	14
3.6	<u>Specialty Code Penalty</u>	14
4.	<u>BUSINESS REGISTRATION</u>	
4.1	<u>Fees and charges</u>	15
4.2	<u>Penalties</u>	15
5.	<u>CODE ENFORCEMENT</u>	16
5.1	<u>Penalties</u>	
6.	<u>ENGINEERING</u>	
6.1	<u>Inspections and Permits</u>	17
6.2	<u>Tree Removal</u>	17
6.3	<u>Materials (Engineering)</u>	17
6.4	<u>Printed and Electronic Maps (GIS)</u>	18
6.5	<u>Erosion Control</u>	18
6.6	<u>Penalties</u>	19
7.	<u>LIBRARY</u>	
7.1	<u>Photocopies</u>	20
7.2	<u>Overdue Fines</u>	20
7.3	<u>Lost or damaged items</u>	20
7.4	<u>Replacement Media Cases</u>	20
7.5	<u>Miscellaneous</u>	20

TABLE OF CONTENTS

	<u>Page No.</u>
8. MISCELLANEOUS	
8.1 <u>Photocopies</u>	21
8.2 <u>Other Copying/Service</u>	21
8.3 <u>Photographs</u>	21
8.4 <u>Financial Reports</u>	21
8.5 <u>Miscellaneous</u>	21
8.6 <u>Telecommunications</u>	21
9. MUNICIPAL COURT	
9.1 <u>Fees and Charges</u>	22
9.2 <u>Penalties</u>	22
10. MOTOR VEHICLE FUEL TAX	
10.1 <u>Penalties</u>	22
11. PARKING	
11.1 <u>Parking Permit Fees</u>	23
11.2 <u>Parking Bail Schedule</u>	23
12. PLANNING	
12.1 <u>Land Use Application Fees</u>	24
12.2 <u>Other Planning Fees</u>	24
12.3 <u>Annexations</u>	24
12.4 <u>Appeals</u>	25
12.5 <u>Additional Application Fees</u>	25
12.6 <u>Deposit Information</u>	25
12.7 <u>Discounts for Land Use Applications</u>	25
12.8 <u>Early Assistance</u>	26
12.9 <u>Special Requests</u>	26
12.10 <u>Permit Review and Inspections</u>	26
12.11 <u>Materials</u>	27
12.12 <u>Penalties</u>	28
13. POLICE	
13.1 <u>Permits/Licenses</u>	29
13.2 <u>Police Reports</u>	29
13.3 <u>Police Services</u>	29
13.4 <u>Penalties</u>	29

TABLE OF CONTENTS

	<u>Page No.</u>
14. <u>SYSTEM DEVELOPMENT CHARGES & CONSTRUCTION EXCISE TAXES</u>	
14.1 <u>Transportation System Development Charge</u>	30
14.2 <u>Stormwater System Development Charge</u>	30
14.3 <u>Wastewater System Development Charge</u>	30
14.4 <u>Water System Development Charge</u>	30
14.5 <u>Parks and Recreation System Development Charge</u>	31
14.6 <u>School Construction Excise Tax</u>	31
14.7 <u>Metro Construction Excise Tax</u>	31

1. GENERAL INFORMATION

1.1 Overview

The City of Milwaukie provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, and community library services. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: <http://www.ci.milwaukie.or.us/finance>.

1.2 Fee waiver and variance statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into this resolution, and it shall be included and specified during the next update to this document. It shall be communicated to Council in writing to allow opportunity for comment. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less).

1.3 Billable hourly rates

Unless otherwise specified, the City employee billable hourly rate shall be calculated as 2.5 times step 4 of the employee's job classification, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, and police services. The use of a multiplier of 2.5 is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

1. GENERAL INFORMATION (continued)

1.3 Billable Hourly Rates (continued)

Community Development and Public Works Administration

Community Development Director	\$	120
Resource and Economic Development Specialist		75
Light Rail Design Coordinator		85
Administrative Supervisor		65
Administrative Specialist III		60
Administrative Specialist II		55
Community Development Coordinator		35

Engineering

Engineering Manager		95
Civil Engineer		85
Associate Engineer		70
Engineering Technician		60
Engineering Intern		35

Planning

Planning Director		110
Senior Planner		85
Associate Planner		75
Assistant Planner		65

Building

Building Official		95
Building Inspector		95
Permit Technician		60

Operations

Public Works Director		110
Operations Supervisor		80
Water Quality Coordinator		65
Asset Management Technician		65
Utility Specialist II		65
Utility Worker II		60
Utility Specialist I		55
Utility Worker I		55
Fleet Supervisor		80
Shop Foreman		70
Mechanic		60
Facilities Maintenance Coordinator		70
Facilities Maintenance Technician		60

Code Compliance

Code Compliance Coordinator		65
Code Compliance Assistant		55

2 UTILITIES

2.1 Monthly Rates

Wastewater and Water

UTILITY	Residential Charges			Low Income Charges			Commercial Charges		
	Treatment	Billing & Administration	Volume	Treatment	Billing & Administration	Volume	Treatment	Billing & Administration	Volume
	(per EDU)	(per account)	(per CCF of water consumption)	(per EDU)	(per account)	(per CCF of water consumption)	(per EDU)	(per account)	(per CCF of water consumption)
Wastewater ¹ effective January 1, 2013	\$ 26.10	\$ 7.65	\$ 2.46	\$ 13.05	\$ 3.83	\$ 1.23	\$ 56.75	\$ 7.65	\$ 2.46

1. Residential wastewater volume charge is determined by the average monthly water usage from December to March (winter average). The winter average is adjusted annually on March 31st.

	Fixed	Volume Charge		Fixed	Volume Charge		Fixed	Volume Charge
Water ² effective July 1, 2013	6.04	2.74		exempt	2.74		6.04	2.74

2. Fixed water rate of \$6.04 is for a 3/4" meter or smaller. The base rates for larger meters are as follows:

Commercial/Multifamily Meters		Standby Meters for Fire Flow Purposes	
Meter Size	Monthly Base Rate	Meter Size	Monthly Base Rate
1"	\$ 8.43	2"	\$ 9.00
1.5"	13.60	4"	32.43
2"	21.13	6"	47.21
3"	52.09	8"	64.09
4"	89.53	10"	80.97
6"	132.11	12"	97.85

Stormwater and Streets

UTILITY	Single Family Residential	Low Income	Commercial
Stormwater effective July 1, 2013	\$11.44	\$5.72	\$12.61 per 2,706 sq. ft. of impervious area
Street Maintenance Ord. #1966 effective July 1, 2007	\$3.35	Exempt	\$.35 per daily trip generated ₃

Full billing cycle rates for street maintenance in other residential categories are:

Street Maintenance Rates for Other Residential Categories	
Residential Category	Rates
Multifamily residential	\$2.10 per unit
Elderly housing	\$1.40 per unit
Mobile homes	\$1.40 per unit
Congregate care	\$.70 per unit

3. Commercial daily trip generation is calculated based on type of use and building square feet. Monthly bill is capped at \$250, indexed annually by the CPI published by the Bureau of Labor Statistics. Current maximum is \$279.32. (Municipal Code Section 3.25.060.)

2 UTILITIES (continued)

2.2 Other Charges

Water:

	<u>Fee</u>
Service and Equipment	
Connect Service 5/8" or 3/4" Residential Service	\$ 2,600
Connect Service 1"	2,700
Connect Service 1 1/2"	3,100
Connect Service 2"	3,200

Equipment

3/4" Meter	220
1" Meter	320
1 1/2" Meter	540
2" Meter	660
Hydrant Meter Deposit (Refundable less water usage)	2,100

Sewer Connection

A fee charged to the City by Clackamas County and collected to recover invoiced costs for each new connection to the public sanitary sewer system. 5,670 Per EDU[1]

Miscellaneous

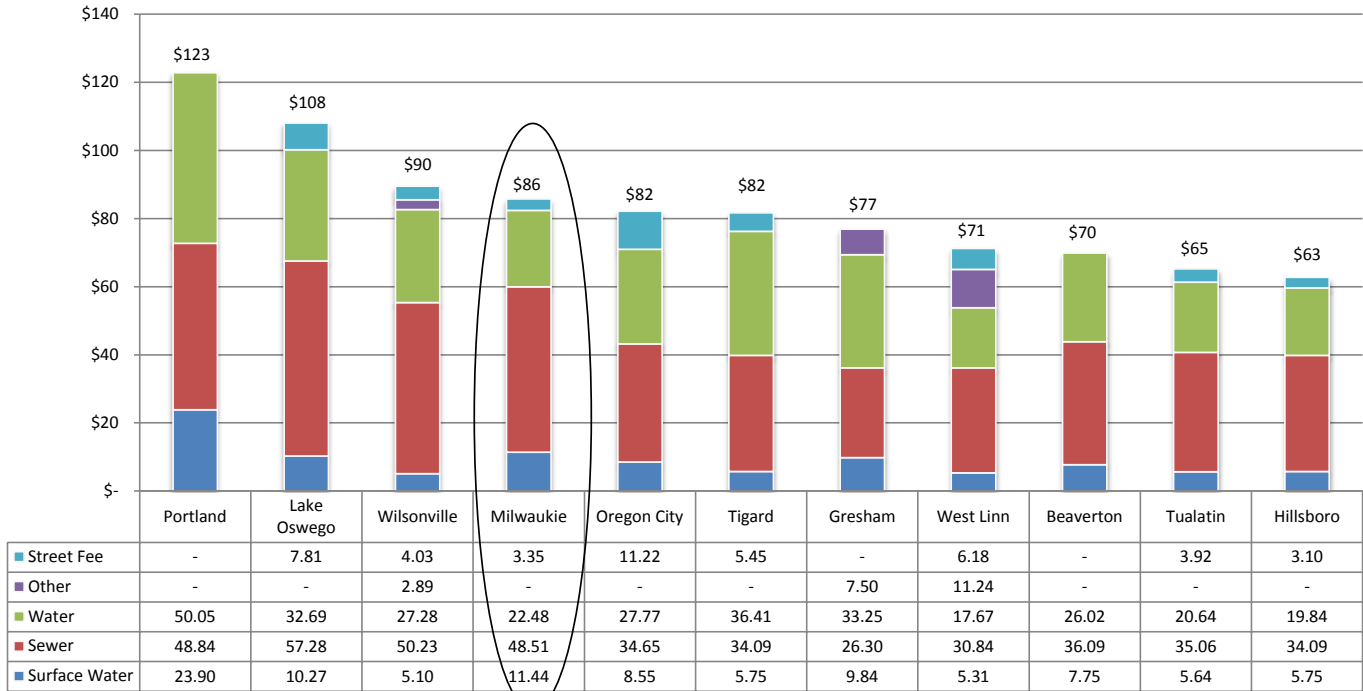
Delinquent Account—Past Due Notice	5
Delinquent Account—Notice of Termination	5
Shut-off/Turn-on	30
After-hours Restoration of Service (Monday-Friday 3:00-8:00 p.m.; Saturday and Sunday 8:00 a.m.-8:00 p.m.)	80
Reimbursement District Fee	To be determined by scope of project

2.3 Penalties (each day that a violation exists is a separate offense)

Low income utility rate violation (Ord. #1424, adopted 1979)	up to \$200
Water, wastewater, or storm system regulation violation (Ord. #1418, adopted 1978, Ord. #1548, adopted 1983, and Ord. #1755, adopted 1994)	\$25 to \$500
Sewer violation (Ord. #1548, adopted 1983)	maximum \$500
FOG violation (Ord. #1990, adopted 2008, Ord. #1985, adopted 2008, and Ord. #1972, adopted 2007)	maximum \$500

[1] An EDU or "equivalent dwelling unit" is a unit of measurement of sewer usage that is assumed to be equivalent to the usage of an average dwelling unit.

2.4. Comparison Graph of Average Utility Bills of Neighboring Cities (on a monthly basis)



This graph compares the average utility bills for the neighboring cities surrounding Milwaukie. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to average monthly amounts so they are comparable to Milwaukie. Also, cities increase different rates at different times during they year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different average water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 6ccfs of water used per month so as to be most comparable to Milwaukie's overall average. Below are Milwaukie's calculations:

	July 1, 2011 avg bill	eff. July 1, 2012		eff. Jan 1, 2013		eff. July 1 2013	
		increased	avg bill	increased	avg bill	increased	avg bill
Water Service Fee							
Base	\$ 4.50	17.1%	\$ 5.27	0%	\$ 5.27	14.70%	\$ 6.04
Plus per 6ccf	12.24	17.1%	14.33	0%	14.33	14.70%	16.44
<i>Avg water per house (6ccfs)</i>	16.74		19.60		19.60		22.48
Sewer Service Fee							
Base fee	11.15	7.0%	\$ 11.93	118.78%	14.17 26.10	0%	- 26.10
Plus per 6ccf	25.38	7.0%	27.16	-17.49%	(4.75) 22.41	0%	- 22.41
<i>Avg sewer per house</i>	36.53		39.09		48.51		48.51
Storm Water Management Fee	10.64	7.5%	0.80 11.44	0%	- 11.44	0.0%	11.44
Street Maintenance Fee	3.35	0%	- 3.35	0%	- 3.35	0%	3.35
Average bill to homeowner	<u>\$ 67.26</u>		<u>\$ 6.22 \$ 73.48</u>		<u>\$ 9.42 \$ 82.90</u>		<u>\$ 4.05 \$ 85.78</u>

3. BUILDING

3.1 Residential Building Permits

A. **Structural Permits**—Valuation shall be calculated in accordance with OAR 918-050-0100.

1. Permit	Base Fee	Plus each additional \$100 of BV
\$1 to \$500	\$ 18.75	\$ -
\$501 to \$2,000	18.75	2.89
		Plus each additional \$1,000 of BV
\$2,001 to \$25,000	62.10	11.54
\$25,001 to \$50,000	327.52	8.58
\$50,001 to \$100,000	542.02	5.77
Over \$100,000	830.52	4.88
Minimum permit fee	100.00	
Permit fees from calculation of total valuation from the square footage of the improvement		

	Fee
2. Initial Plan Review Fees	65% of the permit fee
3. Plan Review Fees Required/Requested by Changes, Additions, Revisions	75/hr. (1 hr. min.)
4. Third Party Plan Review Fee (for transfer of plan review to a third party)	10% of the permit fee (\$65 min.)
5. Residential Solar PV Installation	\$ 100.00

B. **Mechanical Permits**—Fees per current Mechanical Permit application

	Fee
Minimum Permit Fee	\$ 85.00
1. HVAC	
For the installation of:	
Air handling unit including ducts:	
Up to 10,000 cfm	24.00
Over 10,000 cfm	27.00
Air conditioning/heat pump (site plan required)	42.00
Alteration of existing HVAC system	19.50
Boiler/compressor	19.50
Install/relocate/replace furnace/burner including ductwork and vent:	
Up to 100,000 BTU/H	19.50
Over 100,000 BTU/H	23.00
Install/relocate/replace heaters (room, suspended, wall- or floor-mounted)	19.50
Vent for other than furnace	19.50

3. BUILDING (continued)

2. Environmental Exhaust and Ventilation		Fee
For the installation of:		
Appliance vent	\$	16.00
Dryer exhaust		13.00
Each hood that is served by a mechanical exhaust or air conditioning		11.00
Exhaust system with single duct (bath fan) each		9.00
Exhaust system apart from heating or air conditioning		13.00
3. Fuel Piping and Distribution		
LPG-NG-Oil fuel piping:		
Up to 4 outlets (includes gas tag)		23.00
Each additional outlet over 4		2.50
4. Other Listed Application or Equipment		
Decorative fireplace or insert		37.00
Woodstove/pellet stove		49.00
For each appliance or piece of equipment regulated by the code but not classed in other appliance categories, for which no other fee is listed in this code, or for which there is an alteration or extension of an existing mechanical system		19.50
C. Plumbing Permits—Fees per current Plumbing Permit application	Fee	
Minimum Permit Fee	\$	85.00
1. Total Bathrooms Per Dwelling		
1 bath dwelling (includes 1 kitchen)		352.00
2 bath dwelling (includes 1 kitchen)		389.00
3 bath dwelling (includes 1 kitchen)		462.00
Additional bathroom/kitchen		184.00
Includes the first 100 ft. of water piping, sanitary and storm sewer lines, hose bibs, icemakers, under floor low point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.		
2. Additions, Alterations, and Repairs (per fixture)		18.00
3. Utilities per 100 feet		65.00
Catch basin		28.00
Drywells each		28.00
Footing drain (per 100 lin. ft.)		56.00
Rain drain connector		28.00
Manholes each		56.00
4. Interior Piping (per 100 lin. ft.)		65.00

3. BUILDING (continued)

5. Stand-alone Fire Suppression Systems (requires a backflow device installed by licensed plumbing contractor or persons exempt from licensing)

	Fee
0 sq. ft. to 2,000 sq. ft.	\$ 94.50
2,001 sq. ft. to 3,600 sq. ft.	141.75
3,601 sq. ft. to 7,200 sq. ft.	177.50
\$7,201 sq. ft. and greater	330.75

6. Multipurpose or Continuous Loop Fire Suppression Systems

0 sq. ft. to 2,000 sq. ft.	94.50
2,001 sq. ft. to 3,600 sq. ft.	141.75
3,601 sq. ft. to 7,200 sq. ft.	177.50
\$7,201 sq. ft. and greater	330.75

7. Minimum Permit Fee 85.00

D. Other Inspections and Fees

	Fee per hour
Minimum Inspection Fee	\$ 85.00
1. Inspections outside of normal business hours (Must be preapproved by applicant)	98/hr. (2 hr. min.)
2. Inspections for which no fee is specifically indicated (Must be preapproved by applicant)	68/hr
3. Re-inspection fee	60/hr
4. Replacement sheets (each)	23/sheet
5. Investigation fee	Amount of subject permit fee

E. Manufactured Dwelling and Cabana Installation Permits— All jurisdictions in the Tri-County area shall charge a single fee for the installation and set-up of manufactured homes. This single fee shall include the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling standard, electrical feeder and plumbing connections, and all cross-over connections.

	Fee
1. Installation permit	\$ 445.00
2. Earthquake-resistant bracing	135.00
3. Re-inspection	135.00
4. Statewide code development, training and monitoring fee (in addition to all other manufactured dwelling fees and charges)	30.00

3. BUILDING (continued)

3.2 Commercial/Industrial Building Permits

A. Structural Permits—Valuation shall be calculated in accordance with OAR 918-050-0110.

1. Permit Fee

	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
\$1 to \$500	\$ 18.75	\$ -
\$501 to \$2,000	18.75	2.89
		<u>Plus each additional \$1,000 of BV</u>
\$2,001 to \$25,000	62.10	11.54
\$25,001 to \$50,000	327.52	8.58
\$50,001 to \$100,000	542.02	5.77
Over \$100,000	830.52	4.88
Minimum permit fee	100.00	

Permit fees from calculation of total valuation from the square footage of the improvement

	<u>Fee</u>
2. Initial Plan Review Fees	65% of the permit fee
3. Plan Review Fees Required/Requested by Changes, Additions, Revisions	\$75/hr. (1 hr. min.)
4. Fire and Life Safety Plan Review Fee (commercial only) (Based on valuation of total improvements or \$50.00/hr. to review a Fire and Life Safety Master Plan) (Hourly charge must be approved by Applicant)	40% of structural permit fee
5. Seismic Site Hazard Report Review	1% of total structural and mechanical fees

B. Mechanical Permits—Valuation shall be calculated on the value of the equipment and installation costs.

1. Use this section for commercial installation, replacement or relocation of non-portable mechanical equipment or mechanical work not covered previously. Indicate the value of all mechanical labor, materials, and equipment.

	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
1. Permit Fee:		
\$1 to \$6,500	\$ 85.00	\$ -
\$6,501 to \$10,000	85.00	1.73
		<u>Plus each additional \$1000 of BV</u>
\$10,001 to \$100,000	145.50	10.50
Over \$100,000	1,090.50	7.25
Minimum permit fee	85.00	

2. Plan review fee	25% of mechanical permit fee
3. Plan Review Fees Required/Requested by Changes, Additions, Revisions	\$75/hr. (1 hr. min.)

3. BUILDING (continued)

C. Plumbing Permits

	<u>Fee</u>
1. Additions, Alterations, and Repairs (per fixture)	\$ 18.00
2. Utilities per 100 feet	65.00
Catch basin	28.00
Drywells each	28.00
Footing drain (per 100 lin. ft.)	56.00
Rain drain connector	28.00
Manholes each	56.00
3. Interior Piping (per 100 lin. ft.)	65.00
4. Initial Plan Review Fees	30% of the Plumbing permit fees
5. Plan Review Fees Required/Requested by Changes, Additions, Revisions	\$75/hr. (1 hr. min.)
6. Minimum permit fee	85.00
7. Medical Gas Permits: Valuation shall be calculated on the value of the equipment and installation costs.	

Medical Gas Permit Fees:

	<u>Base Fee</u>	<u>Plus each additional \$100 of BV</u>
\$1 to \$6,500	\$ 85.00	\$ -
\$6,501 to \$10,000	85.00	1.73
		Plus each additional \$1000 of BV
\$10,001 to \$100,000	145.50	10.50
Over \$100,000	1,090.50	7.25
Minimum permit fee	85.00	

3. BUILDING (continued)

D. Other Inspections and Fees	<u>Fee</u>
1. Inspections outside of normal business hours (Must be preapproved by applicant)	\$98/hr. (2 hr min.)
2. Inspections for which no fee is specifically indicated (Must be preapproved by applicant)	75/hr
3. Re-inspection fee	60/hr
4. Replacement sheets (each)	23/sheet
5. Investigation fee	Amount of subject permit fee
6. Temporary Certificate of Occupancy	180.00
7. Change of use/occupancy	300.00
E. Deferred Submittal Fee (in addition to project plan review fee) (OAR 918-050-0170)	\$250 + 10% of deferred item permit fee per deferred submittal (minimum \$300)
F. Phased Permit Fee (in addition to project plan review fee) (OAR 918-050-0160)	\$250 + 10% of total project permit fee per phase (minimum \$300, not to exceed \$1,500 per phase)

3. BUILDING (continued)

3.3 Permit Related Fees

	<u>Fee</u>
A. A State surcharge shall be collected in an amount as required by State law.	
B. Building Moving/Demolition Permits	
2,000 sq. ft. or less	\$ 78.00
Each additional 1,000 sq. ft.	38.00
Plan Review Fee	65% of the permit fee
C. Prefabricated Structures	Per current permit fees
D. Temporary Structures	Per current permit fees
E. Manufactured Dwelling Parks and Mobile Home Parks	(OAR. Per current State of Oregon permit fee
Division 650.Table 1) plus 30%	
F. Recreational Parks and Organizational Camps	(OAR. Per current State of Oregon permit fee
Division 650.Table 1) plus 30%	
G. Miscellaneous Building Valuations	

1. Retaining Walls

	<u>Fee</u>
To 8 ft. high, including footing	\$ 254/lin. ft.
Over 8 ft. high	276/lin. ft.

2. Fences

Over 6 ft. to 8 ft. high	15/lin. ft.
--------------------------	-------------

3. Concrete Slabs on Grade Foundations—For house moves, modular buildings, pole buildings, etc.

Plain concrete:

4-in. slab	3.00/sq. ft.
5-in. slab	3.10/sq. ft.
6-in. slab	3.25/sq. ft.
Reinforced concrete	Add 1.15/sq. ft.

4. Crawl Space Foundations

For house moves, modular, etc.	7.50/sq. ft.
--------------------------------	--------------

5. Accessory Buildings

With floor slab	55/sq. ft.
Without floor slab	28/sq. ft.

3. BUILDING (continued)

6. Pole Buildings

Up to and including 14-ft. eave height
 Over 14-ft. eave height

For insulation:

Roof—add
 Slab—add
 Wall—add

For slabs on grade

	Fee
\$	32/sq. ft.
	45/sq. ft.
	0.35/sq. ft.
	0.35/sq. ft.
	0.35/sq. ft.
	see section III.H.3 for fees

7. Swimming Pools (pool only/deck extra)

Concrete or unite
 Plastic below ground

70/sq. ft.
 45/sq. ft.

3.4 In-Fill and Grading

A. In-Fill and Grading Permit Fees

1-50 cubic yards
 51 to 100 cubic yards
 101 to 1,000 cubic yards
 1,001 to 10,000 cubic yards
 10,001 cubic yards or more

	Fee
\$	100
	150
	200
	250
	Total hourly cost*

*Cost to include supervision, overhead, equipment, hourly wages, and benefits of employees involved

B. In-Fill and Grading Plan Review Fees

1-50 cubic yards
 51 to 100 cubic yards
 101 to 1,000 cubic yards
 1,001 to 10,000 cubic yards
 10,001 cubic yards or more

100
 150
 200
 250
 Total hourly cost*

*Cost to include supervision, overhead, equipment, hourly wages, and benefits of employees involved

C. Other Inspections and Fees

1. Inspections outside normal business hours

\$75/hr. (2 hr.min.)

2. Re-inspection fee

75/hr.

3. Inspections for which no fee is specifically indicated

75/hr.

3. BUILDING (continued)

3.5 Penalties

	<u>Fee</u>
Penalties (each day that a violation exists is a separate offense)	
Violation of vacant building standards (Ord. #1464, adopted 1980)	up to \$300
Interference with fire control device (Ord. #1515, adopted 1982)	up to \$750
Swimming pool barrier violation (Ord. #1430, adopted 1979)	up to \$100 per week[2]
Building relocation violation (Ord. #1952, adopted 2005)	not less than \$1,000
Failure to comply with stop work order (Ord. #1881, adopted 2000)	up to \$1,000
Any violation of Title 15 for which a specific penalty has not been expressly provided (Ord. #2011, adopted 2010)	up to \$1,000

3.6 Specialty Code Penalty (1)

	<u>Fee</u>
A. Penalty	
Violation of various Specialty Codes (building, plumbing, mechanical, electrical) (Ord. #1814, adopted 1997, and Ord. #2011, adopted 2010)	up to \$1,000 per day, (max. \$5,000)
B. Fee	
Appeal of Specialty Code violation (Ord. #2011, adopted 2010)	250.00

(2) Each week that this violation exists is a separate offense.

4. BUSINESS REGISTRATION

4.1 Fees and charges

	<u>Fee</u>
Standard base fee	\$ 110
New business commencing between July 1 and December 31	55
Change in business ownership fee	10
Fee for each FTE	5
Temporary Business (2 weeks or less)	25
Duplicate receipt	10
Delinquent Registration	\$10% of base fee each calendar month and fraction thereof

4.2 Penalties (each day that a violation exists is a separate offense)

Violation of business registration requirements (Ord. #1863, adopted 1999, and Ord. #1349, adopted 1976)	up to \$200
Violation of "Milwaukie Junk Dealers, Secondhand Dealers, Pawnbrokers and Transient Merchants Ordinance" (Ord. #1552, adopted 1983)	up to \$300

Metro Business License versus City Business License or Both?:

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. **Exception: if your principal place of business is inside the City of Milwaukie, the business is required to apply for a City of Milwaukie Business Registration in addition to the Metro License.**

For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

5. CODE ENFORCEMENT

5.1 Penalties (each day that a violation exists is a separate offense)

	<u>Fee</u>
General penalty (applies to any Municipal Code violation where no other penalty is specified) (Ord. #1935, adopted 2004, Ord. #1758, adopted 1994, and Ord. #1591, adopted 1986)	\$150 to \$500
Third or subsequent violation (applies to any Municipal Code violation) (Ord. #1935, adopted 2004, Ord. #1758, adopted 1994, and Ord. #1591, adopted 1986)	\$1,000
Nuisance violation (Ord. #1503, adopted 1981, and Ord. #1028, adopted 1964)	maximum \$500
Shopping cart retrieval programmatic violation (Ord. #1980, adopted 2008)	maximum \$500
Noise control violation (Ord. #1528, adopted 1982)	maximum \$500
Adult business code violation (Ord. #1533, adopted 1982)	maximum \$500
Public urination or defecation (Ord. #1953, adopted 2005)	up to \$750
Curfew violation (Ord. #1503, adopted 1981, and Ord. #995, adopted 1963)	up to \$300
Failure to retrieve shopping cart within 72 hours (Ord. #1980, adopted 2008)	\$50
Solid waste regulation/un-franchised violation (Ord. #1955, adopted 2005)	up to \$100
Abatement (applies to any Municipal Code violation citation) (Ord. #1998, adopted 2009, Ord. #1758, adopted 1994, and Ord. #1659, adopted 1989)	\$50

All violations of the Municipal Code are additionally subject to the Code Enforcement abatement fee and the general penalty for third or subsequent violations.

6. ENGINEERING

6.1 Inspections and Permits

	<u>Fee</u>
Right-of-Way Inspection Permit	\$ 150
Right-of-Way Use Permit	30
Street Opening Inspection Fee	85
Right-of-way/Street Opening Re-inspection (beyond standard of 2 for R-O-W and 1 for street opening)	85
Sewer Dye Test	100
Subdivision Const. Inspect. (Street/Sewer/Water/Storm Sewer)	5.5% of Total Const. Cost (min. \$500)
Public Impvts. Const. Inspection (Comml./Ind./Misc. Dev.)	5.5% of Total Const. Cost (min. \$500)
Street Opening Deposit (Performance bond amount at discretion of City Engineer)	\$25 per square foot, \$1,500 minimum
Street Opening Deposit (Streets under 5-Year Moratorium) (Performance bond amount at discretion of City Engineer)	\$50 per square foot, \$3,000 minimum
Right-of-Way Usage for Wireless Communication Facility	\$250/month per antenna per utility pole
Moving Buildings	\$200 + \$65/hr. staff time + \$1,000 deposit

6.2 Tree Removal

	<u>Fee</u>
Tree Removal Permit	\$ 150

6.3 Materials (Engineering)

	<u>Fee</u>
Public Works Standards	\$ 30
Sewer TV Inspection Tape	25
Electronic Drawings	
Paper—all sizes	5
Other format (plus \$45/hr for additional work)	7
Reproduction charges (\$.10 for additional pages)	1

6. ENGINEERING (continued.)

6.4 Printed and Electronic Maps (GIS)

	<u>Fee</u>
Standard selection of GIS maps	
Full Sheet (34" x 44")	\$ 45
1/2 Sheet (22" x 34")	35
1/4 Sheet (17" x 22")	25
1/8 Sheet (11" x 17")	15
Electronic file (via electronic mail in PDF, JPG, GIF or TIF formats)	15
Electronic file (for mailed media, which includes postage, handling and media charges)	22
Aerial maps	
Full Sheet (34" x 44")	50
1/2 Sheet (22" x 34")	40
1/4 Sheet (17" x 22")	30
1/8 Sheet (11" x 17")	20
Electronic file (via electronic mail in PDF, JPG, GIF or TIF formats)	15
Electronic file (for mailed media, which includes postage, handling and media charges)	22
Custom maps:	
Flat charge per hour plus cost of materials	55
Electronic file (for mailed media, which includes postage, handling and media charges)	7

6.5 Erosion Control

	<u>Fee</u>
Erosion Prevention and Sediment Control Planning and Design Manual (CD)	\$ 10
Minimum Charge for Clearing/Construction*	75
Minimum charge applies if:	
Over 500 sq. ft. of disturbed soil	
Not in or around a sensitive area (NR Zone, wetlands, conservancies, and streams)	
Value of structure/remodel doesn't exceed \$20,000	
Clearing/Construction for Single-Family Residential	380
Rate if certified in erosion control**	225
Clearing/Construction for Multifamily Residential	490
Rate if certified in erosion control**	335
(additional \$40 per 1/2 acre over 1 acre)	
Clearing/Construction for Subdivision/Commercial/Industrial	623
Rate if certified in erosion control**	467
(additional \$40 per 1/2 acre over 1 acre)	
Additional Site Visit (due to code enforcement)	65

*Erosion control certification discount does not apply

**Certification requires 4 hours of training in erosion control every 2 years

City of Milwaukie
Master Fees & Charges

Effective July 1, 2013

WS Page 65

6. ENGINEERING (continued.)

6.6 Penalties (each day that a violation exists is a separate offense)

Violation of capital improvement regulations (Ord. #1707, adopted 1991)	up to \$500
Basketball hoop regulation violation (Ord. #1503, adopted 1981, and Ord. #1405, adopted 1978)	up to \$250
Vegetation too low in the right-of-way (Ord. #1999, adopted 2009)	up to \$100
Clear vision violation (Ord. #1679, adopted 1990)	up to \$250
Failure to repair sidewalk (Ord. #1697, adopted 1991)	up to \$250
Sidewalk bench violation (Ord. #1503, adopted 1981, and Ord. #1289, adopted 1974)	up to \$100
Failure to remove street bench after permit termination (Ord. #1289, adopted 1974)	\$25
Flood hazard violation (Ord. #1983, adopted 2008, and Ord. #1899, adopted 2002)	up to \$1,000
Access management violation (Ord. #2004 adopted 2009)	up to \$250
Right-of-way encroachment (Ord. #2004 adopted 2009, and Ord. #1866 adopted 2000)	up to \$250
Erosion control violation (Ord. #1899 adopted 2002)	up to \$300
Unpermitted tree cutting in the public right-of-way (Title 16) (Ord. #1836, adopted 1998)	\$1,000

7. LIBRARY

7.1 Photocopies:

	<u>Per Item</u>
Black and White	\$ 0.10
Color	0.90
Microfilm Copies	0.10

7.2 Overdue Fine:

	<u>Per Day</u>	<u>Maximum</u>
Adult	\$ 0.25	\$ 3.00
Juvenile	0.10	1.00

7.3 Lost or damaged items:

	<u>Per Item</u>
Barcode	\$ 1.00
Book Jacket	2.00
Barcode and Book Jacket	3.00
Audiobook Cassette or CD	10.00
Audiobook and CD-ROM case	5.00
Juvenile Kit—Plastic Bag	3.00
Missing Pages and Booklets	Refer to Librarian
Lost Item	Actual Retail Cost
Damaged Material	Replacement Cost
Lost Library Card	\$1

7.4 Replacement Media Cases:

	<u>Per Item</u>
Cover sheet	\$ 1.00
Video Box	1.00
DVD Case	1.00
CD Case	2.00
CD and CD-ROM booklets	3.00

7.5 Miscellaneous

	<u>Per Item</u>
Public Computer Printing (first 5 free)	\$ 0.10
	<u>Per year</u>
Non-District citizen library use	\$ 95.00

8. MISCELLANEOUS

8.1 Photocopies

Assisted:

	<u>Per Item</u>
Black and White	\$ 0.30
Color	1.00

Unassisted:

Black and White	0.10
Color	0.90

8.2 Other Copying/Service

	<u>Per Item</u>
Audio tape	\$ 10
Video tape	20
Transcription (per hour)	30
Electronic files on CD-ROM	5
(Includes \$2 for postage & handling. Additional research charges may apply.)	

8.3 Photographs

	<u>Per Page</u>
Color photos on photo quality paper	\$ 3
Color photos on standard copy paper	1

8.4 Financial Reports

	<u>Fee</u>
Adopted Budget	\$ 45
Comprehensive Annual Financial Report	45
Capital Improvement Plan	45

8.5 Miscellaneous

	<u>Fee</u>
Returned Check Charge	\$ 30
Lien Search	30
Temporary Event/Block Party	Actual Cost
Postage and Handling	\$2 plus postage

8.6 Telecommunications

	<u>Fee</u>
Registration fee	\$ 36
Franchise review deposit	5,000
Community Service Use—Wireless Communication Facility (see PLANNING fees)	
Right-of-Way Usage for Wireless Communication Facility (see ENGINEERING fees)	

9. MUNICIPAL COURT

9.1 Fees and Charges

	<u>Fee</u>
Payment Plan Installment Fee	\$ 25
Failure to Appear Fee	25
Reinstatement Fee	15
Suspension Packet Fee	12
Returned Check Fee	30
Boot Release Fee	45
Seat Belt Class Fee	50
Dismissal Fee	
- Class B	200
- Class C	100
- Class D	75

9.2 Penalties	<u>Presumptive Fine</u>	<u>Special Zone Fine ₁</u>	<u>Minimum Fine</u>	<u>Maximum Fine</u>
Class A	\$ 435	\$ 870	\$ 220	\$ 2,000
Class B	260	520	130	1,000
Class C	160	320	80	500
Class D	110	220	60	250

₁ Special Zones include highway work Zones, school zones and safety corridors

10. MOTOR VEHICLE FUEL TAX

10.1 Penalties (each day that a violation exists is a separate offense)

	<u>Fee</u>
Failure to secure motor vehicle fuel sales permit (Ord. #1970, adopted 2007)	200% penalty on tax owed
Failure to file monthly motor vehicle fuel sales report (Ord. #1970, adopted 2007)	\$50
Late payment of motor vehicle fuel sales tax (Ord. #1970, adopted 2007) (depending upon length of delinquency)	1% or 10% of tax

11. PARKING

11.1 Parking Permit Fees

	<u>Fee</u>
Monthly Permit	\$ 25
Quarterly	67.50
Semi Annual	125
Discount for bulk pass purchase (>10)	10%
Replacement pass (each)	5

11.2 Parking Bail Schedule

	<u>Fee</u>
(Res. #46-2009, adopted 2009)	
Abandoned Vehicle	\$ 80
Angle Parking	40
Bicycle Lane	80
Blocking Driveway	50
Block Rule	40
Bus Zone	50
Double Parking	50
During Prohibited Times	50
Emergency/Safety Zone	80
Fire Hydrant	80
Five or More Unpaid Violations	60
Loading Zone	50
No Parking Zone/Prohibited	80
On Crosswalk/Sidewalk	80
Over 1 Ft. from Curb	40
Over Space Line	40
Overtime Parking	40
Overtime Parking 5 or more	60
Permit Only Parking	40
Taxi Zone	50
Tow Away Zone	80
Traffic Hazard	80
Trucks—2 Hr. Limit	50
Wrong Side of Street	50
Where prohibited	80

If bail is not posted by the court date the fine will be doubled

(Ord. #2005, adopted 2009, Ord. #1997, adopted 2009, Ord. #1728, adopted 1993, and Ord. #1361, adopted 1977)

12. PLANNING

12.1 Standard Land Use Applications

The following standard fees apply to all land use applications[1] not listed below. Some applications may require additional fees as described below under Additional Application Fees:

	Fee
Type I Administrative Review	\$ 200
Type II Administrative Review	1,000
Type III Quasi-Judicial Review	2,000
Type IV Quasi-Judicial Review	5,000
Type V Legislative Review	5,000

12.2 Other Land Use Applications

	Fee
Community Service Use—Minor Modification (Type I)	\$ 50
Historic Resource Designation (Type IV)	150
Minor Land Partition (Type II)	2,000
Natural Resource (Res. #77-2011, adopted 8/16/11, effective 9/15/11)	
• Boundary Verification (Type I)	-
• Construction Management Plan (Type I)	-
• Natural Resource Management Plan (Type I)	-
• Tree Removal Request (Type I)	-
• Tree Removal Request (Type III)	500
• All Other Type I, II, or III applications	Per Standard Application Fees (listed above)
(Fees waived for applications that meet all 3 of the following criteria: (1) the application involves only a habitat conservation area (HCA) and not a water quality resource (WQR), (2) the property is used for residential purposes, and (3) the current owner was the owner prior to September 15, 2011, the effective date of Ordinance #2036, pursuant to Resolution #77-2011.)	
Planned Development—Preliminary Plan Review (Type III)	4,400
Planned Development—Final Plan Review (Type IV)	5,700
Property Line Adjustment (Type I)	650
Subdivision—Preliminary Plat Review (Type III)	\$4,400 + \$100 per lot over 4 lots
Temporary Structure (Type I)	50

12.3 Annexations

	Fee
Annexation (Expedited)	\$ 150
Annexation (Nonexpedited: No Zone Change or Comp Plan Amendment)	150
Annexation (Nonexpedited: Zone Change only)	500
Annexation (Nonexpedited: Zone Change and Comp Plan Amendment)	3,500

12. PLANNING (continued)

12.4 Appeals

	<u>Fee</u>
Appeal to Planning Commission	\$ 500
(Fees waived for NDA-sponsored appeals, pursuant to Resolution #26-1999)	
Appeal to City Council	1,000
(Fees waived for NDA-sponsored appeals, pursuant to Resolution #26-1999)	

[1] For a complete list of land use application types, see Milwaukie Municipal Code Table 19.901.

12.5 Additional Application Fees

The following fees apply in addition to Land Use Application fees:

	<u>Fee</u>
Measure 56 Notice (for Zoning Map or Text Amendment)	Actual Cost (\$1 per affected property, \$35 min.)
Reserve deposit	500
Technical Report Review:	
• Scope of Work Preparation	Actual Cost[2]
Reserve deposit	1,000
• Review of Technical Report	Actual Cost[2]
Reserve deposit:	
• Traffic	2,500
• Natural Resources (Res. #77-2011, adopted 8/16/11, effective 9/15/11)	2,000
• All others	1,000

12.6 Deposit Information

In some cases, reserve deposits are collected to ensure that the City's actual expenses are covered. Deposits will be refunded relative to actual costs, and additional money may be required if actual costs exceed the deposit amount. This applies only to reserve deposits—base fees are nonrefundable.

12.7 Discounts for Land Use Applications

	<u>Discount</u>
Two or more applications (no discount for most expensive application)	25% discount
(This discount applies to applications which relate to the same unit of land and which will be reviewed and decided concurrently.)	
Senior citizens	10% discount
(Seniors must be at least 65 years of age, and must be the property owner. May get Senior or Low income discount)	
Low income citizens	25% discount
(Low-income citizens may qualify for reduced fees by filing the same application used to apply for reduced sewer and water rates.)	
NDA-sponsored land use applications related to parks	Fees waived

12. PLANNING (continued)

12.8 Early Assistance	Fee
Preapplication Meeting:	
• First meeting	Free
• Second meeting	\$ 50
• Third and subsequent meetings	100/mtg.
(Applies to optional meetings attended by a maximum of 2 City staff. No written notes provided.)	
Preapplication Conference	200
(Applies to required or optional meetings that require 3 or more City staff. Written summary notes provided 2 weeks after meeting.)	
Preapplication Conference—Transportation Facilities Review	100
(Additional meeting required to discuss Transportation Impact Study.)	
Design Review Consultation with Design and Landmarks Committee	800

[2] Actual cost to be determined by Planning Director or Engineering Director by estimating the cost of City staff time and resources dedicated to the project. See more information under Deposit Information.

12.9 Special Requests	Fee
Planning Commission Approval for Bee Colonies	\$ 500
Property Value Reduction Claims (pertaining to Measures 37 or 49)	1,515
(Fee will be refunded if applicant prevails. If claim is denied, additional money may be required to cover contract-attorney or appraiser costs, as determined by City Manager.)	
Significant Modification of Complete Land Use Application	500
Reschedule of Public Hearing at Applicant's Request (when renotification required)	500
Temporary Occupancy Request	100
Time Extension of Previously Granted Land Use Approval (Title 17 only)	50
Zoning Confirmation (General)	50
Zoning Confirmation (DMV Permit, LUCS)	25
(Waived for LUCS for emergency sewer connection)	

12.10 Permit Review and Inspections	Fee
Building Permit Review and Inspections (Minor; e.g., Demolition or Erosion Control)	\$ 25
Building Permit Review and Inspections (Major)	200
Additional Planning Inspection Fee	50
Modifications to Building Permit during Review	100
(Fee applies to site plan revisions generated by applicant, not those required by staff during review process.)	
Sign Permit Review (per sign)	100
Sign Permit Review (Daily Display or "sandwich board" sign)	150

12. PLANNING (continued)

12.11 Materials

Fee

Most materials are available online for free at:

<http://www.ci.milwaukie.or.us/planning/planning-documents-ordinances-plans-and-guidelines>

Contact Planning staff for additional information.

Zoning Ordinance	\$ 40
Comprehensive Plan	20
Sign Ordinance	5
Land Division Ordinance	4
Downtown Design Guidelines (Black & White/Color)	\$10/\$35
Downtown and Riverfront Public Area Requirements	15

Maps (e.g. Comprehensive Plan, Zoning Ordinance, or NR Administrative):

11x17 handout (Color)	2
GIS maps (e.g., large Zoning Map)	See Engineering

Comprehensive Plan ancillary documents:

• Ardenwald Park Master Plan	\$ 1
• Downtown and Riverfront Land Use Framework Plan	25
• Elk Rock Island Natural Area Management Plan	5
• Furnberg Park Master Plan	20
• Homewood Park Master Plan	2
• Johnson Creek Resources Management Plan	15
• Lake Road Multimodal Plan	10
• Lewelling Community Park Master Plan	1
• North Clackamas Park North Side Master Plan	10
• North Clackamas Public Facilities Plan	50
• Town Center Master Plan	20
• Scott Park Master Plan	2
• Spring Park Master Plan	5
• Springwater Corridor Master Plan	10
• Transportation System Plan:	
• Full Document	49
• Executive Summary	15
• CD-ROM	4
• Water Tower Park Master Plan	1
• Wichita Park Master Plan	1
• Vision Statement (one page)	No charge

12. PLANNING (continued)

12.12 Penalties [3] (<i>each day that a violation exists is a separate offense</i>)	Fee
Violation of Sign Ordinance (Title 14) (Ord. #1965, adopted 2006, and Ord. #1733, adopted 1993)	up to \$100
Violation of Land Division Ordinance (Title 17) (Ord. #1907, adopted 2002)	200
Violation of Zoning Ordinance (Title 19) (Ord. #2025, adopted 2011)	up to 200

[3] All violations of the Municipal Code are additionally subject to the Code Enforcement abatement fee and the general penalty for third or subsequent violations. See the **Code Enforcement** section for complete information.

13. POLICE

13.1 Permits/Licenses

	<u>Fee</u>
Adult Business	\$ 372
Alarm Permit—Residential (seniors 60+ exempt from fee requirement)	20
Alarm Permit—Business	21
Gun Background Check	21
Liquor License (Original Application)	100
Liquor License (Name or other change)	75
Liquor License (Renewal Application)	35
Liquor License (Temporary License)	\$35/day per type of alcohol: beer, wine, or distilled spirits

13.2 Police Reports

	<u>Fee</u>
Video Tape Copy	31
Police Report	15
Copy of Field Contact Report (FCR card)	5
Photo CD	15
Traffic Citation Discovery	10
(Additional research charges may apply for unusual/complex requests)	

13.3 Police Services

	<u>Fee</u>
False Alarm Response (first three)	No charge
False Alarm Response (Customer age 65 and over)	No charge
False Alarm Response (each alarm after third)	\$ 160
Good conduct background letter	5
Vehicle Impound	100
Fingerprinting	10
Loud Party Response—first response	Warning
Loud Party Response—second response and/or each subsequent response in 24-hr. period	50
Fire and Emergency Services fee (Ord. #1764, adopted 1994)	Actual cost

Penalties (each day that a violation exists is a separate offense)

13.4 Penalties

	<u>Fee</u>
No active alarm permit on file for property (when dispatched)	\$ 25
Penalties (each day that a violation exists is a separate offense)	
Traffic violation penalty (Ord. #1922, adopted 2003)	at least 50% of maximum under Oregon Statute
Weapon discharge violation (Ord. #1515, adopted 1982)	up to \$750
Public consumption of alcohol (Ord. #1746, adopted 1993)	up to \$250
Failure to pay Fire and Emergency Services fee (Ord. #1767, adopted 1994, and Ord. #1764, adopted 1994)	up to \$300
Security alarm violation (Ord. #1568, adopted 1984)	maximum \$500

14. SYSTEM DEVELOPMENT CHARGES & CONSTRUCTION EXCISE TAXES

SDC fees for water, stormwater and transportation shall be indexed for inflation annually using the Engineering-News Record Construction Cost Index for Seattle. Resolution 40-2007.

	Fee			
	Reimbursement	Improvement	Administration	TOTAL
14.1 Transportation System Development Charge				
Trip generation rates for each land use type are derived from the Institute of Transportation (ITE) report Trip Generation (7th Edition, 2003). Trip rates are expressed as vehicle trips entering and leaving a property during the p.m. peak travel period.				
Transportation SDC (per trip)	\$ 83	\$ 1,658	\$ -	\$ 1,741
14.2 Stormwater System Development Charge				
Stormwater unit is equal to 2,706 square feet of impervious surface on the property. Each single-family residential property is 1 Stormwater unit.				
Stormwater SDC:	286	813	85	1,184
14.3 Wastewater System Development Charge				
A wastewater unit is equal to 16 fixture units derived from Table 7-3 of the Oregon Plumbing Specialty Code. Each residential dwelling unit is 1 wastewater unit.				
Wastewater SDC:	327	566	-	893
Wastewater SDC (CCSD#1):	-	5,670	-	5,670

14.4 Water System Development Charge

Meter Size	Reimbursement	Improvement	Administration	TOTAL
3/4"x3/4"	822	683	115	\$ 1,620
1"	1,369	1,139	192	\$ 2,700
1.5"	2,739	2,276	384	\$ 5,399
2"	4,381	3,643	614	\$ 8,638
3"	8,763	7,284	1,229	\$ 17,276
4"	13,692	11,382	1,920	\$ 26,994
6"	27,385	22,764	3,840	\$ 53,989
8"	43,816	36,424	6,145	\$ 86,385
10"	62,984	52,359	8,834	\$ 124,177
12"	123,231	102,441	17,283	\$ 242,955

14. SYSTEM DEVELOPMENT CHARGES & CONSTRUCTION EXCISE TAXES (continued)

14.5 Parks and Recreation System Development Charge

Collected for the North Clackamas Parks and Recreation District (adopted Clackamas Board of County Commissioners, Ordinance 09-2007, Oct. 25, 2007)

Parks and Recreation SDC:

Single-Family Residential

\$3,985 per dwelling unit

Multifamily Residential

\$3,608 per dwelling unit

Nonresidential

\$60 per employee*

* Number of employees calculated according to type of business and building square feet

See: <http://www.clackamas.us/transportation/planning/sdc.htm#psdc>

Fee

14.6 School Construction Excise Tax

Collected for North Clackamas School District (adopted North Clackamas School District, December 6, 2007)

School Construction Excise Tax:

Residential

\$1 per square foot

Commercial

\$0.50 per square foot*

*Total commercial fee capped at \$25,000 per project. Private schools, public improvements, low-income (HUD) housing, hospitals, religious facilities, and agricultural buildings are exempt.

Construction under 1,000 square feet exempted.

Fee

14.7 Metro Construction Excise Tax

Collected for Metro (adopted Metro Council, Ordinance 06-1115, March 23, 2006, effective July 1, 2006; extended Metro Council, Ordinance 09-1220, June 11, 2009)

Metro Construction Excise Tax

\$0.12 per \$100 of permit value

*Permits for construction projects valued at \$100,000 or less will be exempted from this tax as well as permits for development of affordable housing units and permits issued to 501(c)(3) nonprofit organizations for other projects aimed at serving low-income populations. Permits for construction valued at more than \$10 million will be assessed a flat \$12,000 fee (0.12 percent of \$10 million).



BUDGET COMMITTEE MEETING AGENDA

June 4, 2013 at 6:00 p.m.

City Hall

1. Call to order and roll call
2. Introductions
3. Approval of prior meeting minutes
4. Review of Quarterly Financial Report for the third quarter ended March 31, 2013 and discussion
5. Adjourn



To: Mayor and City Council
Through: Bill Monahan, City Manager
From: Rina Byrne, Finance Director
Subject: Budget Committee
Date: June 4, 2013

ACTION REQUESTED

Presentation of and review of Quarterly Financial Report for informational purposes only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

The Budget Committee reviews the Quarterly Financial Report every quarter.

BACKGROUND

The City of Milwaukie Finance Department prepares an annual financial report (Comprehensive Annual Financial Report), Budget Document and four Quarterly Financial Reports each fiscal year. The Quarterly Financial Reports are prepared for the Budget Review Board and City Council, collectively referred to as the City's Budget Committee, to inform them of the financial results for the quarter ended and year-to-date. These reports are prepared by the Finance Department and significant budget-to-actual variance are identified and explained.

The City of Milwaukie Quarterly Financial Report through the second quarter ended December 31, 2012 includes:

- Executive Summary with Quarterly Highlights
- Budget-to-Actual comparisons for all City Funds and Departments

City-wide resources at March 31, 2013 total \$29,890,000 (excluding fund balance carryover of \$14,400,000) as compared to total year-to-date City-wide requirements of \$28,200,000 resulting in an increase to Unappropriated Ending Fund Balance of \$1,690,000.

FISCAL IMPACTS

N/A

Council Staff Report – Budget Committee
Page 1 of 2

ALTERNATIVES

N/A

ATTACHMENTS

1. Quarterly Financial Report for the third quarter ended March 31, 2013

CITY OF MILWAUKIE
BUDGET COMMITTEE MEETING
FEBRUARY 19, 2013

Budget Committee Joint Session – Quarterly Report

Mayor Ferguson called the session to order at 5:39 p.m. Members Present: Scott Churchill, Jeff Dondino, Jeremy Ferguson, John Fox, Mark Gamba, Dave Hedges, Mike Miller, and Ronn Palmer. Jon Stoll arrived 5:44 p.m.

Staff Present: Bill Monahan, Rina Byrne, Casey Camors, and Richard Seals

Approval of prior meeting minutes

It was moved by Councilor Hedges and seconded by Councilor Miller to approve the January 10, 2013 meeting minutes. Motion passed 8:0.

Nomination and election of Committee Vice Chairperson

It was moved by Mayor Ferguson and seconded by Councilor Hedges to elect Scott Churchill as Budget Committee Vice Chairperson. Motion passed 8:0.

Review of Quarterly Financial Report for the second quarter ended December 31, 2012

Ms. Camors provided the mid-year report and discussed the main overriding factors and highlights. She referred the group to the Executive Summary and noted beginning fund balances were within 1% of what was anticipated. Light rail construction had commenced, and for accounting purposes, the entire cost of the TriMet contribution was booked as an expenditure in Community Development. The General Fund and Library Fund were dependent on property taxes which the City began receiving with revenues at about 88%. The distribution from the County Library District was expected to be as budgeted. The supplemental budget resolution would be before the City Council later this evening at the regular session. Ms. Camors discussed the PERS rates and increased personnel costs due to rising health insurance costs and increases in workers compensation, workers compensation, and unemployment rates.

There was a healthy variance in fines and forfeitures. She briefly reviewed the changes in the City Manager's Office and Community Services and the cost of developing online business licensing in the Finance Department. Fleet Services saw a 2% variance for a temporary employee, and an external firm was hired by the Information System Technology Department to assist with projects.

Mr. Hedges asked what the reason was for the change in the Code Enforcement budget.

Ms. Camors thought there may have been changes in benefit elements, and materials and services were under budget to date.

Mr. Monahan added some abatement funds had been used, so reserves had diminished.

Ms. Camors reviewed the Library Fund budget and reported the ending fund balance was about \$100,000 lower than when the budget developed. The Building Inspection Fund was about \$170,000 higher than anticipated due to the increase in fees and charges from the light rail project. The Transportation Fund was divided into two distinct departments: Street Surface Maintenance Program (SSMP) and State Gas Tax. Several significant SSMP capital projects had been completed. She referred to page 11 of the Financial Report and spoke to ending fund balances and anticipated revenues.

The group discussed the Clackamas County gas tax proposal.

Ms. Camors reviewed the recovery of the Water Fund which had a negative balance at the end of FY 2012 due mainly to increased consumption and increased rates. She then discussed the Wastewater Fund and the recently approved agreement with Clackamas County Service District #1 (CCSD#1) for treatment costs. Revenues and expenditures were mostly stabilized, and adjustments will be made in the supplemental budget. The Stormwater Fund had a number of projects qualifying for grants that would be reimbursed when the projects were completed and increasing the ending fund balance.

Mr. Hedges asked why the capital outlay was so low, and **Mr. Rice** replied there was a contract on the regular session consent agenda, the clay pipe replacement project, that would account for most of the capital outlay.

Ms. Camors reviewed the Systems Development Charge (SDC) Fund where expenditures exceeded revenues due to planned capital projects and light rail items.

Mr. Miller asked if the total reflected the TriMet project, and Mr. Monahan responded that project was not creating impacts to the system.

Ms. Camors noted upcoming meetings of interest to the Budget Committee members and said the next quarterly report would be mid to late May.

Mr. Churchill suggested a list of capital outlay projects and in what quarter they were scheduled to show in the budget.

Chair Stoll asked when personal services costs would be factored in, and **Ms. Camors** replied staff would work on that in June, July, and August.

Adjourn

It was moved by Mr. Churchill and seconded by Mr. Hedges to adjourn the meeting. Motion passed 9:0.

Chair Stoll adjourned the Budget Committee meeting at 6:13 p.m.

Respectfully submitted

Pat DuVal, Recorder



Quarterly Financial Report

Reporting financial results
for the third quarter ended
March 31, 2013

Milwaukie Finance

Executive Summary

QUARTERLY HIGHLIGHTS

This third quarter financial report summarizes the financial results for the period ended March 31, 2013 of the fiscal year ending June 30, 2013 and highlights certain topics of interest.

Summary of Beginning Fund Balances

Beginning fund balances represent the amount of funds available to fund capital projects and operations until property taxes begin to be received in November. During the budget process we estimated that beginning fund balances for all funds would total \$14,534,000. In our financial statements for June 30, 2012 fund balance for all funds was \$14,398,000, which is less than a 1% variance from that anticipated.

Third Quarter Financial Results

The construction on the TriMet Lightrail project continues. In the General Fund, for accounting purposes, the entire cost of the contribution to TriMet for light rail has been booked as an expenditure of the Community Development Department. Additionally, licenses and permits related to this project that are counted as a reduction to the project liability in accordance with the TriMet agreement are shown as revenues.

The General Fund and Library Fund are dependent upon property taxes for operations. The majority of property taxes have been received showing revenue at 94% of property taxes budgeted for the fiscal year. Distributions from the Library District of Clackamas County shown in the Library Fund have also been received.

The Building Inspection Fund's financial position has improved significantly over the prior year, predominately due to the increase in fees and charges from the Lightrail project.

In this third quarter report, we continue to report the Transportation Fund in total, but also broken out into two distinct departments: the Street Surface Maintenance program and the State Gas Tax program.

The Street Surface Maintenance program fund balance has declined due to planned capital projects. The City was able to combine bids on planned projects which advanced the timeline for project completion and overall, saved City funds.

The State Gas Tax program for streets is projecting a negative fund balance at June 30, 2013.

The Water Fund had a negative fund balance at the end of fiscal year 2012. It has made up some ground this fiscal year and we anticipate that this Fund will have a positive fund balance by the end of the biennium. Overall, increases in water consumption and increases in the utility rate for water have facilitated the quick recovery in this Fund.

Wastewater treatment is performed by Clackamas County Service District No. 1 (CCSD #1). During the budget process in the spring of 2012 the City was working with CCSD #1 to come to an agreement on the cost of wastewater treatment. After the budget was adopted, the City finalized the agreement with CCSD #1 which resulted in expenditures for treatment being much higher than that originally anticipated. To fund the increase in treatment costs, the City implemented an interim 30% wastewater rate increase and then conducted a rate study. Rates were updated again in January 2013 to reflect the results of that analysis. In February 2013 Council adopted a supplemental budget which reflected the increased rates and treatment costs.

Expenditures in the SDC Fund exceed revenues due to planned capital projects and items related to the Lightrail project.

PERS and Supplemental Budget

In October 2012, the PERS board announced rates for the biennium beginning July 1, 2013 and indicated a 4.5% increase. In our budget for the 2013-2014 biennium, we expected a 3% increase in PERS rates; however rates can increase to 4.5% when the funding status of the actuarial liability is below a certain rate. Since then, the legislature has been in session and several PERS reform bills are under discussion. The final rate is not yet known but it appears likely that it will fall between 3 and 4.5%.

Personnel service costs also had unanticipated increases due to rising health insurance costs and enrollment, and increases in workers compensation and unemployment rates. Additionally, some projects budgeted in 2012 were not completed by year-end and needed to continue into fiscal year 2013. As a result, the Budget Committee approved a supplemental budget which the City Council adopted in February 2013.

Utility Assistance Programs

The City continues to offer its residential customers a *Low Income Utility Program*. This reduced rate program is a waiver of the established base charge for water service; one-half of the established base charge for wastewater (sewer) and storm water service; one-half of the established volume charge for wastewater service; and waiver of the street maintenance fee. The Finance Department is currently reviewing the annual application renewals. For more information on the eligibility requirements for the *Low Income Utility Program*, please visit: <http://www.cityofmilwaukie.org/finance/low-income-program> or call (503) 786-7525.

In 2012 the City offered a new program, the *Emergency Utility Assistance Program*. This program provides small amounts of funds to be applied to City utility accounts, usually as a match to payments made by customers who find themselves in financial difficulties. This program is generally geared towards utility customers with a good payment history who are struggling to maintain their payments.

Receive Utility Bills Electronically and Pay Online

We offer paperless billing for utility customers. After registering for this service, customers receive an email notification that their utility billing statement is available for viewing. After viewing the statement payments may be made online via credit card using the City's online payment program or by using a personal bank bill pay feature from the convenience and security of a home computer. Payments can also be made by calling 1-800-701-8560, 24 hours a day, 7 days a week (a "live" person is available if you call between 8am to 9pm EST). Of course, traditional ways of making payments are still available. These new services are simply additional ways to make payments for customer convenience.

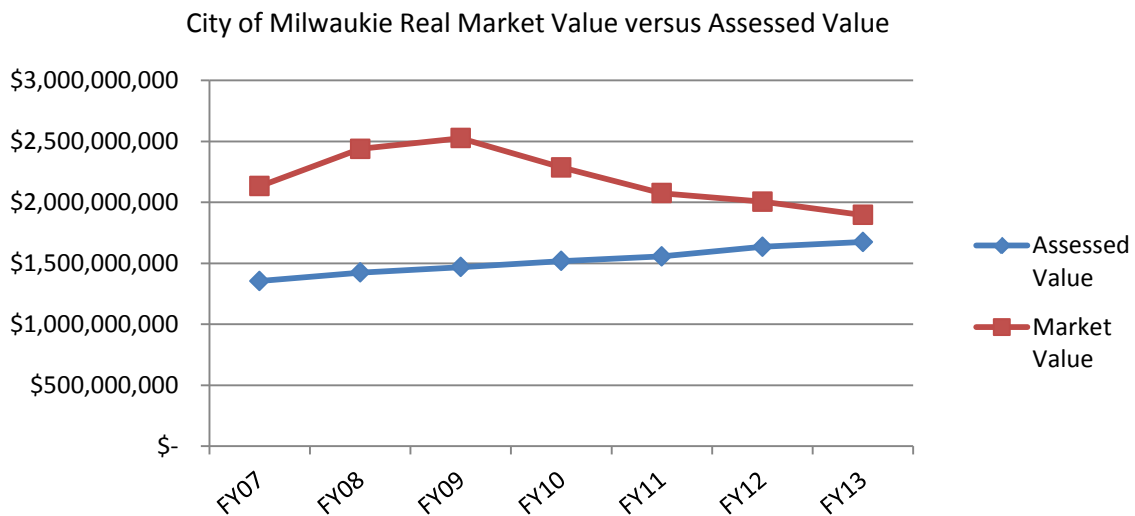
Business Registrations are Now Online

The Finance Department recently converted business registration and renewal to an online service. Businesses may register, renew and pay online as well as print their own business registration certificate. Annual renewal reminders will be sent by email to all registered businesses. This is being offered as a convenience to our business partners and as well as to reduce the costs of administering the business registration program.

Property Taxes

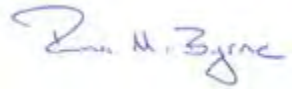
This year, property taxes in Clackamas County are at their lowest growth rate of the past 16 years. Oregon's slow to improve economy and struggling real estate market coupled with Oregon's two constitutional property tax limitations all contributed to lower than normal tax growth.

The County is reporting an overall increase of 0.83% in property tax growth county-wide. For the City of Milwaukie, the County reports a 1.58% increase. Overall Real Market Values are still above Assessed Values, but we are seeing some properties where this gap has closed completely.



I welcome your questions, comments, and any suggestions you may have regarding this report.
I can be reached at (503) 786 7505 or by email at: byrner@ci.milwaukie.or.us.

Respectfully,

A handwritten signature in blue ink that reads "Rina M. Byrne". The signature is written in a cursive style with a large initial "R".

Rina Byrne, CPA CFE
Finance Director, City of Milwaukie

May 21, 2013

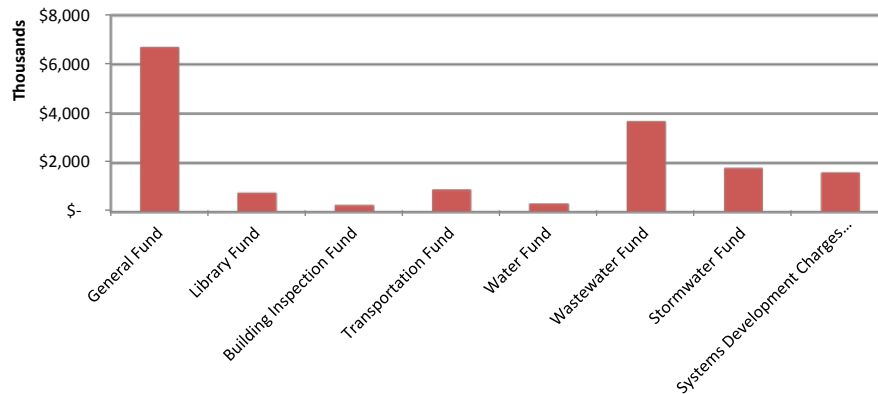
City of Milwaukie, Oregon
 Quarterly Financial Report
 Budget-to-Actual
 Through the third quarter ended March 31, 2013

All City Funds

Fund	Beginning Fund Balance as of June 30, 2012	Year-to-Date through March 31, 2013		Ending Fund Balance as of March 31, 2013	Change in Fund Balance
		Revenues	Expenditures		
1 General Fund	\$ 5,781,952	\$ 17,021,498	\$ 16,113,101	\$ 6,690,349	\$ 908,397
2 Library Fund	557,060	2,130,969	1,903,705	784,324	227,264
3 Building Inspection Fund	284,156	212,376	218,065	278,467	(5,689)
4 Transportation Fund	1,738,589	2,115,910	2,947,191	907,308	(831,281) ¹
5 Water Fund	(224,869)	2,130,189	1,565,895	339,425	564,294
6 Wastewater Fund	3,085,206	4,755,856	4,151,016	3,690,046	604,840
7 Stormwater Fund	1,416,231	1,482,756	1,110,842	1,788,145	371,914
8 Systems Development Charges Fund					
Transportation SDC Department	451,556	10,693	261	461,988	10,432
Water SDC Department	235,926	1,314	73,340	163,900	(72,026) ¹
Wastewater SDC Department	805,180	14,352	12,219	807,313	2,133
Stormwater SDC Department	267,182	14,919	105,432	176,669	(90,513) ¹
Systems Development Charges Fund	<u>1,759,844</u>	<u>41,278</u>	<u>191,252</u>	<u>1,609,870</u>	<u>(149,974)</u>
Totals	<u>\$ 14,398,169</u>	<u>\$ 29,890,832</u>	<u>\$ 28,201,067</u>	<u>\$ 16,087,934</u>	<u>\$ 1,689,765</u>

¹ These changes are the result of planned capital projects that were combined and advanced to take advantage of weather and cost savings.

Ending Fund Balances



City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

General Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Property taxes	\$ 5,587,000	\$ 5,401,367	97%	\$ 5,760,000	\$ 5,401,367	\$ (358,633)	94%
Licenses & permits	797,000	807,637	101% ²	1,063,000	807,637	(255,363)	76%
Franchise fees	1,279,000	1,103,692	86%	1,705,000	1,103,692	(601,308)	65%
Intergovernmental	977,000	984,522	101%	1,302,000	984,522	(317,478)	76%
Fines & forfeitures	1,195,000	1,232,282	103%	1,593,000	1,232,282	(360,718)	77%
Miscellaneous	118,000	114,498	97%	157,000	114,498	(42,502)	73%
	9,953,000	9,643,998	97%	11,580,000	9,643,998	(1,936,002)	83%
Other financing sources	4,010,000	4,010,000	100%	4,010,000	4,010,000	-	100%
Transfers	3,390,000	3,367,500	99%	4,520,000	3,367,500	(1,152,500)	75%
Total revenue	17,353,000	17,021,498	98%	20,110,000	17,021,498	(3,088,502)	85%
Expenditures							
City Council	37,000	21,653	59%	49,000	21,653	27,347	44%
City Manager	447,000	454,475	102% ¹	596,650	454,475	142,175	76%
Community Development and Public Works	6,256,000	6,294,773	101% ^{1,2}	6,950,900	6,294,773	656,127	91%
Engineering Services	407,000	375,318	92%	542,000	375,318	166,682	69%
Facilities Management	905,000	662,337	73%	1,207,000	662,337	544,663	55%
Finance	530,000	510,942	96%	706,000	510,942	195,058	72%
Fleet Services	474,000	512,603	108% ³	632,000	512,603	119,397	81%
Human Resources	248,000	168,255	68%	331,000	168,255	162,745	51%
Information Systems Technology	866,000	813,336	94%	1,154,000	813,336	340,664	70%
Municipal Court	265,000	250,628	95%	353,000	250,628	102,372	71%
Planning Services	425,000	380,251	89%	566,000	380,251	185,749	67%
Code Enforcement	152,000	134,907	89%	202,000	134,907	67,093	67%
Public Access Studio	115,000	32,642	28%	153,000	32,642	120,358	21%
Records and Information Management	323,000	276,725	86%	431,000	276,725	154,275	64%
Non-Departmental	788,000	810,940	103%	1,051,000	810,940	240,060	77%
Police Administration	386,000	359,772	93%	515,000	359,772	155,228	70%
Police Field Services	3,930,000	3,841,037	98%	5,240,000	3,841,037	1,398,963	73%
Police Support Services	236,000	212,507	90%	314,000	212,507	101,493	68%
Total expenditures	16,790,000	16,113,101	96%	20,993,550	16,113,101	4,880,449	77%
Revenue over (under) expenditures	563,000	908,397		(883,550)	908,397	1,791,947	
Beginning fund balance	5,717,000	5,781,952		5,717,000	5,781,952	64,952	
Ending fund balance	\$ 6,280,000	\$ 6,690,349		\$ 4,833,450	\$ 6,690,349	\$ 1,856,899	

¹ The Community Services Department actual activity has moved to the City Manager, Community Development and Public Access Studio Departments.

² Most revenues and expenditures related to the TriMet Lightrail project have been recorded in the first quarter of the fiscal year for accounting purposes.

³ Fleet cost include expenses for services billed to other agencies. Fleet is at budget after accounting for the revenue generated.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Library Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Intergovernmental Revenue	\$ 1,235,000	\$ 1,205,656	98% ¹	\$ 1,403,000	\$ 1,205,656	\$ (197,344)	86%
Fines	46,000	44,744	97%	61,000	44,744	(16,256)	73%
Miscellaneous	-	1,849	100%	-	1,849	1,849	100%
Allocation of general property taxes	908,000	878,720	97%	936,000	878,720	(57,280)	94%
Total revenue	2,189,000	2,130,969	97%	2,400,000	2,130,969	(269,031)	89%
Expenditures							
Personnel services	1,082,000	1,072,323	99%	1,442,000	1,072,323	369,677	74%
Materials & services	155,000	103,882	67%	207,000	103,882	103,118	50%
Debt service	195,000	195,000	100%	195,000	195,000	-	100%
Transfers	533,000	532,500	100%	710,000	532,500	177,500	75%
Total expenditures	1,965,000	1,903,705	97%	2,554,000	1,903,705	650,295	75%
Revenue over (under) expenditures	224,000	227,264		(154,000)	227,264	381,264	
Beginning fund balance	657,000	557,060		657,000	557,060	(99,940)	
Ending fund balance	\$ 881,000	\$ 784,324		\$ 503,000	\$ 784,324	\$ 281,324	

¹ County District Levy funding was received in the third quarter.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Building Inspection Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Fees & charges	\$ 289,000	\$ 212,058	73%	\$ 385,000	\$ 212,058	\$ (172,942)	55%
Miscellaneous	4,000	318	8%	5,000	318	(4,682)	6%
Total revenue	293,000	212,376	72%	390,000	212,376	(177,624)	54%
Expenditures							
Personnel services	158,000	157,596	100%	210,000	157,596	52,404	75%
Materials and services	6,000	7,969	133% ¹	8,000	7,969	31	100%
Transfers	53,000	52,500	99%	70,000	52,500	17,500	75%
Total expenditures	217,000	218,065	100%	288,000	218,065	69,935	76%
Revenue over (under) expenditures	76,000	(5,689)		102,000	(5,689)	(107,689)	
Beginning fund balance	80,000	284,156		80,000	284,156	204,156	
Ending fund balance	\$ 156,000	\$ 278,467		\$ 182,000	\$ 278,467	\$ 96,467	

¹ Unexpected costs were incurred to fill a temporary personnel gap using a contracted service.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Transportation Fund - in Total

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Dedicated to St/Surf Maintenance Program:							
Fees (from street maintenance fee)	\$ 455,000	\$ 457,708	101%	\$ 606,000	\$ 457,708	\$ (148,292)	76%
Franchise fees (from 1.5% privilege tax)	327,000	315,054	96% ¹	327,000	315,054	(11,946)	96%
Intergovernmental (from local gas tax)	109,000	101,963	94%	186,000	101,963	(84,037)	55%
	<u>891,000</u>	<u>874,725</u>	<u>98%</u>	<u>1,119,000</u>	<u>874,725</u>	<u>(244,275)</u>	<u>78%</u>
Intergovernmental (from state gas tax)	763,000	762,375	100%	1,145,000	762,375	(382,625)	67%
Intergovernmental (other)	12,000	12,071	101% ²	1,194,000	12,071	(1,181,929)	1%
Franchise fees (from utility funds)	462,000	462,000	100%	616,000	462,000	(154,000)	75%
Miscellaneous	11,000	4,739	43%	14,000	4,739	(9,261)	34%
	<u>2,139,000</u>	<u>2,115,910</u>	<u>99%</u>	<u>4,088,000</u>	<u>2,115,910</u>	<u>(1,972,090)</u>	<u>52%</u>
Expenditures							
Personnel services	335,000	317,465	95%	447,000	317,465	(129,535)	71%
Materials and services	390,000	321,734	82%	520,000	321,734	(198,266)	62%
Transfers	758,000	757,500	100%	1,010,000	757,500	(252,500)	75%
Capital outlay	1,518,000	1,550,492	102%	3,407,000	1,550,492	(1,856,508)	46%
	<u>3,001,000</u>	<u>2,947,191</u>	<u>98%</u>	<u>5,384,000</u>	<u>2,947,191</u>	<u>(2,436,809)</u>	<u>55%</u>
Revenue over (under) expenditures	(862,000)	(831,281)		(1,296,000)	(831,281)	(4,408,899)	
Beginning fund balance	<u>1,792,000</u>	<u>1,738,589</u>		<u>1,792,000</u>	<u>1,738,589</u>	<u>(53,411)</u>	
Ending net available fund balance	<u>\$ 930,000</u>	<u>\$ 907,308</u>		<u>\$ 496,000</u>	<u>\$ 907,308</u>	<u>\$ (4,462,310)</u>	

¹ Privilege taxes were received from PGE along with the Franchise Fee in the third quarter.

² Projects qualifying for grants during the year have not yet been completed to allow for reimbursement.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Transportation Fund - by Program

Street Surface Maintenance Program

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Dedicated to St/Surf Maintenance Program:							
Fees (from street maintenance fee)	\$ 455,000	\$ 457,708	101%	\$ 606,000	\$ 457,708	\$ (148,292)	76%
Franchise fees (from 1.5% privilege tax)	327,000	315,054	96% ¹	327,000	315,054	(11,946)	96%
Intergovernmental (from local gas tax)	109,000	101,963	94%	186,000	101,963	(84,037)	55%
Total revenue	891,000	874,725	98%	1,119,000	874,725	(244,275)	78%
Expenditures							
Materials and services	45,000	8,670	19%	60,000	8,670	51,330	14%
Transfers	152,000	151,500	100%	202,000	151,500	50,500	75%
Capital outlay	1,349,000	1,380,210	102%	1,420,000	1,380,210	39,790	97%
Total expenditures	1,546,000	1,540,380	100%	1,682,000	1,540,380	141,620	92%
Revenue over (under) expenditures	(655,000)	(665,655)		(563,000)	(665,655)	(102,655)	
Beginning fund balance	1,459,000	1,903,732		1,459,000	1,903,732	444,732	
Ending net available fund balance	\$ 804,000	\$ 1,238,077		\$ 896,000	\$ 1,238,077	\$ 342,077	

State Gas Tax Program

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Intergovernmental (from state gas tax)	763,000	762,375	100%	1,145,000	762,375	(382,625)	67%
Intergovernmental (other)	12,000	12,071	101% ²	1,194,000	12,071	(1,181,929)	1%
Franchise fees (from utility funds)	462,000	462,000	100%	616,000	462,000	(154,000)	75%
Fee in Lieu of Construction	-	-	-	405,000	-	(405,000)	-
Miscellaneous	11,000	4,739	43%	14,000	4,739	(9,261)	34%
Total revenue	1,248,000	1,241,185	99%	3,374,000	1,241,185	(2,132,815)	37%
Expenditures							
Personnel services	335,000	317,465	95%	447,000	317,465	129,535	71%
Materials and services	345,000	313,064	91%	460,000	313,064	146,936	68%
Transfers	606,000	606,000	100%	808,000	606,000	202,000	75%
Capital outlay	169,000	170,282	101%	1,987,000	170,282	1,816,718	9%
Total expenditures	1,455,000	1,406,811	97%	3,702,000	1,406,811	2,295,189	38%
Revenue over (under) expenditures	(207,000)	(165,626)		(328,000)	(165,626)	162,374	
Beginning fund balance	333,000	(165,143)		333,000	(165,143)	(498,143)	
Ending net available fund balance	\$ 126,000	\$ (330,769)		\$ 5,000	\$ (330,769)	\$ (335,769)	

¹ Privilege taxes were received from PGE along with the Franchise Fee in the third quarter.

² Projects qualifying for grants during the year have not yet been completed to allow for reimbursement.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Water Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Fees and charges	\$ 2,090,000	\$ 2,090,278	100% ¹	\$ 2,786,000	2,090,278	(695,722)	75%
Miscellaneous	46,000	39,911	87%	61,000	39,911	(21,089)	65%
Total revenue	2,136,000	2,130,189	100%	2,847,000	2,130,189	(716,811)	75%
Expenditures							
Personnel services	436,000	387,840	89%	581,000	387,840	193,160	67%
Materials and services	472,000	423,851	90%	629,000	423,851	205,149	67%
Transfers	735,000	735,000	100%	980,000	735,000	245,000	75%
Capital outlay	22,000	19,204	87%	444,000	19,204	424,796	4%
Total expenditures	1,665,000	1,565,895	94%	2,634,000	1,565,895	1,068,105	59%
Revenue over (under) expenditures	471,000	564,294		213,000	564,294	351,294	
Beginning fund balance	(267,000)	(224,869)		(267,000)	(224,869)	42,131	
Ending fund balance	\$ 204,000	\$ 339,425		\$ (54,000)	\$ 339,425	\$ 393,425	

¹ Water consumption is up compared to the same period last year.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Wastewater Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Fees and charges	\$ 4,790,000	\$ 4,655,964	97%	\$ 6,386,000	\$ 4,655,964	\$ (1,730,036)	73%
Intergovernmental	-	-	- ¹	168,000	-	(168,000)	-
Miscellaneous	4,000	-	-	5,000	-	(5,000)	-
Proceeds from Reimbursement District	92,000	99,892	109%	123,000	99,892	(23,108)	81%
Total revenue	4,886,000	4,755,856	97%	6,682,000	4,755,856	(1,926,144)	71%
Expenditures							
Personnel services	325,000	307,932	95%	433,000	307,932	125,068	71%
Materials and services	1,848,000	2,934,841	159%	4,435,000	2,934,841	1,500,159	66%
Debt service	101,000	100,919	100%	110,000	100,919	9,081	92%
Transfers	735,000	735,000	100%	980,000	735,000	245,000	75%
Capital outlay	1,382,000	72,324	5%	1,843,000	72,324	1,770,676	4%
Total expenditures	4,391,000	4,151,016	95%	7,801,000	4,151,016	3,649,984	53%
Revenue over (under) expenditures	495,000	604,840		(1,119,000)	604,840	1,723,840	
Beginning fund balance	3,260,000	3,085,206		3,260,000	3,085,206	(174,794)	
Ending fund balance	\$ 3,755,000	\$ 3,690,046		\$ 2,141,000	\$ 3,690,046	\$ 1,549,046	

¹ Projects qualifying for grants during the year have not yet been completed to allow for reimbursement.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Stormwater Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
Fees and charges	\$ 1,467,000	\$ 1,477,508	101%	\$ 1,956,000	\$ 1,477,508	\$ (478,492)	76%
Intergovernmental	-	-	- ¹	300,000	-	300,000	-
Miscellaneous	1,000	5,248	525%	1,000	5,248	4,248	525%
Total revenue	1,468,000	1,482,756	101%	2,257,000	1,482,756	(174,244)	66%
Expenditures							
Personnel services	308,000	321,600	104% ²	411,000	321,600	89,400	78%
Materials and services	254,000	175,367	69%	339,000	175,367	163,633	52%
Transfers	555,000	555,000	100%	740,000	555,000	185,000	75%
Capital outlay	881,000	58,875	7%	1,175,000	58,875	1,116,125	5%
Total expenditures	1,998,000	1,110,842	56%	2,665,000	1,110,842	1,554,158	42%
Revenue over (under) expenditures	(530,000)	371,914		(408,000)	371,914	1,379,914	
Beginning fund balance	1,391,000	1,416,231		1,391,000	1,416,231	25,231	
Ending fund balance	\$ 861,000	\$ 1,788,145		\$ 983,000	\$ 1,788,145	\$ 1,405,145	

¹ Projects qualifying for grants during the year have not yet been completed to allow for reimbursement.

² Unexpected costs in personnel services.

City of Milwaukie, Oregon
Quarterly Financial Report
Budget-to-Actual
Through the third quarter ended March 31, 2013

Systems Development Charges Fund

	Year-to-Date through March 31, 2013			Annual through June 30, 2013 (year-to-date)			
	Flexible Budget	Actual	% of Budget	Annual Budget	Actual	Variance	% of Budget
Revenue							
System development charges	\$ 288,000	\$ 41,189	14%	\$ 384,000	\$ 41,189	\$ (342,811)	11%
Miscellaneous	5,000	89	2%	6,000	89	(5,911)	1%
Total revenue	293,000	41,278	14%	390,000	41,278	(348,722)	11%
Expenditures							
Materials and services	96,000	46,232	48% ¹	128,000	46,232	81,768	36%
Capital outlay	500,000	145,020	29%	666,000	145,020	520,980	22%
Total expenditures	596,000	191,252	32%	794,000	191,252	602,748	24%
Revenue over (under) expenditures	(303,000)	(149,974)		(404,000)	(149,974)	254,026	
Beginning fund balance	1,854,000	1,759,844		1,854,000	1,759,844	(94,156)	
Ending fund balance	\$ 1,551,000	\$ 1,609,870		\$ 1,450,000	\$ 1,609,870	\$ 159,870	

¹ Materials and services expenditures are for the stormwater master plan and are not incurred evenly throughout the year.

City of Milwaukie, Oregon
Quarterly Financial Report
Project Status Report
Through the third quarter ended March 31, 2013

Project Status Report

Year-to-Date through March 31, 2013

General Fund	Number	Annual Budget	Actual	Variance	% of Budget	Project Status
Portland-Milwaukie Light Rail	D06	4,946,000	4,687,557	258,443	95%	Accounting treatment of City obligation for PMLR.
Riverfront Design	Q04	100,000	44,761	55,239	45%	Klein Point and grant application design. There will be further costs related to design for grant apps, if successful.
Capital Campaign	Q03	30,000	16,581	13,419	55%	C3 Strategies work halted February 2013
Klein Point and Riverfront Construction	Q01	333,000	320,135	12,865	96%	Klein Point complete. Signs to be installed 6/2013
JCB - Property Retaining Wall	F09	80,000	-	80,000	-	Project not started
PSB - Replace Emergency Generator	F08	100,000	-	100,000	-	On hold pending a grant application
Total General Fund Capital Projects		5,589,000	5,069,034	519,966	91%	
Transportation Fund						
State Gas Tax						
Lake Road Multimodal Improvements Phase 1	T02	350,000		350,000	-	\$350,000 was identified as match for this ODOT Grant, but these funds are no longer available. Staff is currently discussing the future of this projects with ODOT.
Walk Safety Milwaukie Program	T01	160,000	55,311	104,689	35%	Engineering Staff is working with PSAC to complete two additional project with these funds. 1 project (Washington Street Crosswalk) is scheduled to be completed this summer. Another (Harrison Street Crosswalk), will be completed with the reconstruction of Harrison Street (SSMP).
School Zone Implementation	T04	25,000	11,327	13,673	45%	All zones have updated with the exception of the downtown. Completion of the downtown school zones was held off to prevent duplication of work with Trimet improvements. Staff does expect to spend the remaining 13k.
Union Pacific Mainline Railroad Quiet Zone	T03	195,000	58,138	136,862	30%	Staff is currently waiting for rail permits to perform the 3rd phase of this project. Completion (including QZ designation) is expected to occur before Dec. 31, 2013.
17th Avenue Pedestrian Improvements	T05	963,000	-	963,000	-	This represents METRO's contribution to this project. T
Adams Street Improvements	T07	60,000	45,506	14,494	76%	This design is nearing completion. Staff anticipates all 60k to be spent.
Lake Road Safe Routes to School	T06	234,000	-	234,000	-	Funded by ODOT. Staff is discussing which improvements qualify for this grant in an attempt to spend this (no match) grant.
SSMP						
Harrison Street Reconstruction - Phase 1 (Campbell to 42n)	S01	1,355,000	1,352,385	2,615	100%	This project is complete.
SSMP Preventative Maintenance	S04	65,000	-	65,000	-	Engineering Staff is looking into options for performing this work. It may be advantageous (with respect to cost) for City Operations Staff to perform a majority of this work. Either way, it is expected that all 65k will be spent later this summer.
SSMP Project			2,500	(2,500)		This is a project expense of SSMP.
Lake Road	T02		12,950	(12,950)		Final payment on Lake Road
McBrod Avenue	S07		12,375	(12,375)		This survey was a project expense of SSMP. The reason it was performed ahead of schedule was so that the McBrod water project could take advantage of the data as well.
Total Transportation Fund Capital Projects		3,407,000	1,550,492	1,856,508	46%	0
Water Fund						
Harrison St Water System Improvement Ph II (21st to UPR)	W04	404,000	3,969	400,031	1%	Currently under construction and is expected to be completed at cost of 479k (includes SDC funding)
Maintenance Improvements	W03	40,000	15,235	24,765	38%	Miscellaneous improvements
Total Water Fund Capital Projects		444,000	19,204	424,796	4%	

City of Milwaukie, Oregon
Quarterly Financial Report
Project Status Report
Through the third quarter ended March 31, 2013

Project Status Report

Year-to-Date through March 31, 2013

	Number	Annual Budget	Actual	Variance	% of Budget	Project Status
Wastewater Fund						
Wastewater Main Repair Program	X07	110,000	67,404	42,596	61%	Staff will be combining the remaining 42k with 100k budgeted in the 2nd year of the biennium to perform the 2nd half of this work.
Harrison Street LRT Crossing Replacement	X01	120,000	-	120,000	-	Originally scheduled for the 2nd half of the biennium, this project was started to stay ahead of the Harrison Street SSMP project. This project is expected to cost 1.25M (545K under the total biennial budget). The LRT Crossings were combined with the clay pipe project.
Monroe Street LRT Crossing Replacement	X02	220,000	-	220,000	-	
Clay Pipe Replacement	X10		1,522	(1,522)		
Pipe Replacement for Light Rail and SSMP	X08	1,393,000	3,398	1,389,602	0%	Nearing completion. Staff expects this contract to cost approximately 622k. Payment for this project will be made in a lump sum.
Total Wastewater Fund Capital Projects		1,843,000	72,324	1,770,676	4%	
Stormwater Fund						
Stanley Avenue Pipe Replacement	Y05	600,000	3,398	596,602	1%	Staff plans on designing this project over the winter for a construction window of next summer. The total budget include an additional 600k from the 2nd half of the biennial.
UIC Decommission/Pretreat Program	Y03	90,000	-	90,000	-	Staff is currently waiting on a permit from DEQ to determine which UIC's will need decommissioning. This permit will also determine how each UIC will need to be decommissioned.
Kellogg Creek Dam Removal and HWY 99E Underpass	Y04	350,000	-	350,000	-	Tied to Wildlands Contract
Upsizing Storm Pipe at Rail Crossing	Y02	75,000	-	75,000	-	Staff expects that this 75k will be paid to Light Rail in one lump sum.
Stormwater Master Plan	Y01	60,000	55,477	4,523	92%	Nearing completion. All \$60,000 will be spent
Total Stormwater Fund Capital Projects		1,175,000	58,875	1,116,125	5%	
SDC Fund						
Union Pacific Mainline Railroad Quiet Zone	T03	50,000	261	49,739	1%	Staff is currently waiting for rail permits to perform the 3rd phase of this project. Completion (including QZ designation) is expected to occur before Dec. 31, 2013.
17th Avenue Pedestrian Improvements	T05	50,000	-	50,000	-	City SDC portion of METRO's contribution to this project. The City will not be billing on this line item.
Kellogg Lake Multi Use Bridge	T08	200,000	-	200,000	-	Matching funds
Harrison St Water System Improvement Ph II (21st to UPR)	W04	81,000	-	81,000	-	Work under this project title was combined with the Clay Pipe Replacement project
Portland-Milwaukie Light Rail	D06	74,000	73,340	660	99%	Accounting treatment of City obligation for PMLR.
Pipe Replacement for Light Rail and SSMP	X08	150,000	-	150,000	-	Nearing completion. Staff expects this contract to cost approximately 622k. Payment for this project will be made in a lump sum.
Brookside Forcemain	X09		11,326	(11,326)		Following a study it appears that this pipe will not need to be replaced.
Portland-Milwaukie Light Rail	D06	1,000	893	107	89%	Accounting treatment of City obligation for PMLR.
Portland-Milwaukie Light Rail	D06	60,000	59,200	800	99%	Accounting treatment of City obligation for PMLR.
Total SDC Fund Capital Projects		666,000	145,020	520,980	22%	



Milwaukie Finance