CITY OF MILWAUKIE
"Dogwood City of the West"

Resolution No. 62-2014

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 Fees Schedule of the City of Milwaukie

WHEREAS, it is the policy and practice of the City of Milwaukie to require the discernment and recovery of certain City costs from fees and charges levied in providing various City services, products and regulations; and

WHEREAS, the City Manager shall periodically cause a review of City fees and charges to recover City costs in 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; and

Now, Therefore, be it Resolved that the City of Milwaukie "Master Fees" document, included as Attachment A to this resolution, is hereby adopted.

Section 1. The City of Milwaukie "Fees" document included as Exhibit A to this resolution is hereby adopted.

Section 2. This resolution supersedes previously adopted fee resolutions, clerical errors and omissions excepted.

Introduced and adopted by the City Council on 6/17/14.

This resolution is effective on 7/1/14.

Jeremy Ferguson, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC

Pat DuVal

Pat DuVal, City Recorder

Peter O. Walk

City Attorney

MILWAUKIE
Dogwood City of the West

Master Fee Schedule

Adopted June 17, 2014

Effective July 1, 2014

(Unless otherwise noted)

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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.milwaukieoregon.gov/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	$	125
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	$	110
Civil Engineer	$	85
Associate Engineer	$	70
Engineering Technician	$	60
Engineering Intern	$	35
Planning		
Planning Director	$	115
Senior Planner	$	85
Associate Planner	$	75
Assistant Planner	$	65
Building		
Building Official	$	95
Building Inspector	$	95
Permit Technician	$	60
Operations		
Public Works Director	$	115
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 July 1, 2014	$ 27.54	$ 8.07	$ 2.60	$ 13.77	$ 4.04	$ 1.30	$ 59.87	$ 8.07	$ 2.60

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, 2014		6.81	3.09		exempt	3.09		6.81	3.09

2. Fixed water rate of $6.81 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"	$ 9.50	2"	$ 10.15
1.5"	15.33	4"	36.54
2"	23.81	6"	53.21
3"	58.70	8"	72.23
4"	100.91	10"	91.25
6"	148.89	12"	110.28

Stormwater and Streets

UTILITY	Single Family Residential	Low Income	Commercial
Stormwater effective July 1, 2014	$14.89	$7.45	14.89 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 $291.89. (Municipal Code Section 3.25.060.)

2 UTILITIES (continued)

2.2 Other Charges

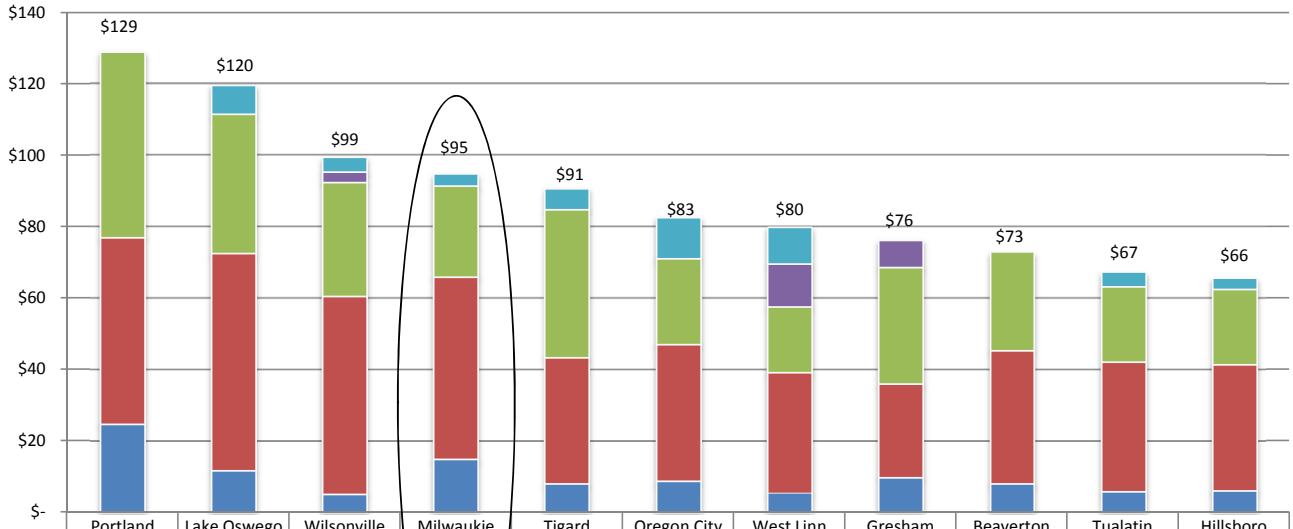
Water:	Fee
Service and Equipment	
Connect Service 5/8" or 3/4" Residential Service	$ 2,700
Connect Service 1"	2,800
Connect Service 1 1/2"	3,200
Connect Service 2"	3,300
Equipment	
3/4" Meter	230
1" Meter	330
1 1/2" Meter	560
2" Meter	680
Hydrant Meter Deposit	2,200
(Refundable less water usage)	
Sewer 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	10
Shut-off/Turn-on	35
After-hours Restoration of Service	85
(Monday-Friday 3:00-8:00 p.m.; Saturday and Sunday 8:00 a.m.-8:00 p.m.)	
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)



	Portland	Lake Oswego	Wilsonville	Milwaukie	Tigard	Oregon City	West Linn	Gresham	Beaverton	Tualatin	Hillsboro
Street Fee	-	8.27	4.03	3.35	5.83	11.56	10.31	-	-	3.92	3.18
Other	-	-	2.89	-	-	-	11.80	7.50	-	-	-
Water	51.86	38.94	32.01	25.35	41.50	23.87	18.55	32.59	27.62	21.24	21.14
Sewer	52.20	60.74	55.24	51.21	35.12	38.45	33.62	26.30	37.12	36.27	35.12
Surface Water	24.88	11.76	5.25	14.89	8.25	8.80	5.58	9.84	8.25	5.86	6.25

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, 2012	eff. Jan 1, 2013			eff. July 1 2013			eff. July 1 2014		
	avg bill	increased		avg bill	increased		avg bill	increased		avg bill
Water Service Fee										
Base	$ 5.27	0%	-	$ 5.27	14.6%	0.77	$ 6.04	12.7%	0.77	$ 6.81
Plus per 6ccf	14.34	0%	-	14.34	14.6%	2.10	16.44	12.8%	2.10	18.54
Avg water per house (6ccfs)	19.60			19.60			22.48			25.35
Sewer Service Fee										
Base fee	$ 11.93	118.8%	14.17	26.10	0%	-	26.10	5.5%	1.44	27.54
Plus per 6ccf	27.16	-17.5%	(4.75)	22.41	0%	-	22.41	5.6%	1.26	23.67
Avg sewer per house	39.09			48.51			48.51			51.21
Storm Water Management Fee	11.44	0%	-	11.44	14%	1.61	13.05	14.1%	1.84	14.89
Street Maintenance Fee	3.35	0%	-	3.35	0%	-	3.35	0%	-	3.35
Average bill to homeowner	$ 73.48		$ 9.42	$ 82.90		$ 4.48	$ 87.39		$ 7.41	$ 94.80

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	Average or actual cost of ensuring code compliance [HB 2978]

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

	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. 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.

1. Permit Fee:	Base Fee	Plus each additional $100 of BV
$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	

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

	Fee
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:

	Base Fee	Plus each additional $100 of BV
$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)

		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	Average or actual cost of ensuring code compliance [HB 2978]
	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

		Fee
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**	

	Fee
1. Retaining Walls	
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)

	Fee
6. Pole Buildings	
Up to and including 14-ft. eave height	$ 32/sq. ft.
Over 14-ft. eave height	45/sq. ft.
For insulation:	
Roof—add	0.35/sq. ft.
Slab—add	0.35/sq. ft.
Wall—add	0.35/sq. ft.
For slabs on grade	see section III.H.3 for fees
7. Swimming Pools (pool only/deck extra)	
Concrete or unite	70/sq. ft.
Plastic below ground	45/sq. ft.

3.4 In-Fill and Grading

	Fee
A. In-Fill and Grading Permit Fees	
1-50 cubic yards	$ 100
51 to 100 cubic yards	150
101 to 1,000 cubic yards	200
1,001 to 10,000 cubic yards	250
10,001 cubic yards or more	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	100
51 to 100 cubic yards	150
101 to 1,000 cubic yards	200
1,001 to 10,000 cubic yards	250
10,001 cubic yards or more	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

	Fee
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)

	Fee
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

	Fee
Standard base fee	$ 115
New business commencing between July 1 and December 31	60
Change in business ownership fee	10
Fee for each FTE	6
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)

	Fee
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, additional state and county assessments and the general penalty for third or subsequent violations.

6. ENGINEERING

6.1 Inspections and Permits

	Fee
Right-of-Way Permit	$ 150
Right-of-Way Use Permit	30
Right-of-way Re-inspection (beyond standard of 2)	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	$25 per square foot, $1,500 minimum
(Performance bond amount at discretion of City Engineer)	
Street Opening Deposit (Streets under 5-Year Moratorium)	$50 per square foot, $3,000 minimum
(Performance bond amount at discretion of City Engineer)	
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 Materials (Engineering)

	Fee
Public Works Standards	$ 30
Sewer TV Inspection Tape	25
Electronic Drawings	
Paper—all sizes	5
Other format	7
(plus $45/hr for additional work)	
Reproduction charges	1
($0.10 for additional pages)	

6. ENGINEERING (continued.)

6.3 Printed and Electronic Maps (GIS)

	Fee
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

6.4 Erosion Control

	Fee
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 ½ acre over 1 acre)	
Clearing/Construction for Subdivision/Commercial/Industrial	623
Rate if certified in erosion control**	467
(additional $40 per ½ 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**

6. ENGINEERING (continued.)

6.5 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:

	Per Item
Black and White	$ 0.10
Color	0.90
Microfilm Copies	0.10

7.2 Overdue Fine:

	Per Day	Maximum
Adult	$ 0.25	$ 3.00
Juvenile	0.10	1.00
Cultural Pass	5.00	Replacement cost

7.3 Lost or damaged items:

	Per Item
Barcode	$ 1.00
Book Jacket	2.00
Barcode and Book Jacket	3.00
Audiobook CD	10.00
Juvenile Kit—Plastic Bag	3.00
Missing Pages and Booklets	Refer to Librarian
Lost Item	Actual Retail Cost
Damaged Material	Refer to Librarian
Lost Library Card	$1

7.4 Replacement Media Cases:

	Per Item
Cover sheet	$ 1.00
Audiobook and CD-ROM case	5.00
DVD Case	1.00
CD Case	2.00
CD and CD-ROM booklets	3.00

7.5 Miscellaneous

	Per Item
Public Computer Printing (first 5 free)	$ 0.10

	Per year
Non-District citizen library use	$ 95.00

8. MISCELLANEOUS

8.1 Photocopies

	Per Item
Assisted:	
Black and White	$ 0.30
Color	1.00
Unassisted:	
Black and White	0.10
Color	0.90

8.2 Other Copying/Service

	Per Item
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

	Per Page
Color photos on photo quality paper	$ 3
Color photos on standard copy paper	1

8.4 Financial Reports

	Fee
Adopted Budget	$ 45
Comprehensive Annual Financial Report	45
Capital Improvement Plan	45

8.5 Miscellaneous

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

8.6 Telecommunications

	Fee
Registration fee	$ 36
New Franchise Review Deposit	5,000
Franchise Renewal Review Deposit*	2,500

All grantees shall, within thirty (30) days after written demand therefor, reimburse the City for all reasonable direct and indirect costs and expenses incurred by the City in connection with any modification, amendment, renewal, or transfer of the *franchise* or any *franchise* agreement consistent with applicable State and federal laws. Should City costs exceed deposit amount, the grantee will be billed by the City.

Community Service Use—Wireless Communication Facility (see **PLANNING fees**)
Right-of-Way Usage for Wireless Communication Facility (see **ENGINEERING fees**)

8.7 Miscellaneous Permits

	Fee
Filming permit - Fee varies based upon production budget and time to review application. Fee may be waived upon certain conditions.	up to $1200
Temporary Event Permit - Fee may be charged to cover costs incurred by the City for assisting with an event. Staff time will be based upon billable hourly rates.	No application fee
Use of Parking Stall(s) in the right of way during a Temporary Event - (City reserves the right to charge for required staff time if inspection is needed)	$ 30

9. MUNICIPAL COURT

9.1 Fees and Charges

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

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 and $250
Failure to file monthly motor vehicle fuel sales report (Ord. #1970, adopted 2007)	10% penalty on tax owed and $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
Monthly Permit	$ 25
Quarterly	70
Semi Annual	125
Discount for bulk pass purchase (>10)	10%
Replacement pass (each)	5

11.2 Parking Bail Schedule

(Res. #46-2009, adopted 2009)

	Fee
Abandoned Vehicle	$ 80
Angle Parking	40
Bicycle Lane	80
Blocking Driveway	50
Block Rule	40
Blocking disabled parking space	250
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
Unlawful parking in a disabled parking space	450
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 (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.)	Per Standard Application Fees (listed above)
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

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

12. PLANNING (continued)

12.4 Appeals

	Fee
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)	

12.5 Additional Application Fees

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

[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. 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

12.9 Special Requests

		Fee
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 serwer 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.)		
Original Art Mural		100
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.milwaukieoregon.gov/planning/planning-documents-ordinances-plans-and-guidelines Contact Planning staff for additional information.	
Zoning Ordinance	$ 43
Comprehensive Plan	21
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)	1
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	17
• Homewood Park Master Plan	2
• Johnson Creek Resources Management Plan	15
• Lake Road Multimodal Plan	8
• Lewelling Community Park Master Plan	1
• North Clackamas Park North Side Master Plan	7
• North Clackamas Public Facilities Plan	50
• Scott Park Master Plan	2
• Spring Park Master Plan	5
• Springwater Corridor Master Plan	9
• Tacoma Station Area Plan	60
• Town Center Master Plan	19
• Transportation System Plan:	
• Full Document	67
• Executive Summary	8
• CD-ROM	2
• Water Tower Park Master Plan	1
• Wichita Park Master Plan	1
• Vision Statement (one page)	No charge

12. PLANNING (continued)

12.12 **Penalties** [3] ***(each day that a violation exists is a separate offense)***	**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 penatly for third or subsequent violations. See the **Code Enforcement** section for complete information.

13. POLICE

13.1 Permits/Licenses

	Fee
Adult Business	$ 372
Alarm Permit—Residential (seniors 60+ exempt from fee requirement)	20
Alarm Permit—Business	26
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

13.2 Police Reports

	Fee
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
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

	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)	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)	$ 89	$ 1,784	$ -	**$ 1,873**
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:	-	823	-	**$ 823**
Fee in Lieu of Construction: Per 100 sq. ft. of impervious area	-	823	-	**$ 823**
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**

14.4 Water System Development Charge

Meter Size	Reimbursement	Improvement	Administration	TOTAL
3/4"x3/4"	884	735	124	**$ 1,743**
1"	1,473	1,226	207	**$ 2,906**
1.5"	2,947	2,449	413	**$ 5,809**
2"	4,714	3,920	661	**$ 9,295**
3"	9,429	7,838	1,322	**$ 18,589**
4"	14,733	12,247	2,066	**$ 29,046**
6"	29,466	24,494	4,132	**$ 58,092**
8"	47,146	39,192	6,612	**$ 92,950**
10"	67,771	56,338	9,505	**$ 133,614**
12"	132,597	110,227	18,597	**$ 261,421**

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

14.5 Parks and Recreation System Development Charge

	Fee
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	

14.6 School Construction Excise Tax

	Fee
Collected for North Clackamas School District (adopted North Clackamas School District, December 6, 2007)	
School Construction Excise Tax:	
Residential	$1.14 per square foot
Commercial	$0.57 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).	