

City of St. Helens  
**RESOLUTION NO. 1866**

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND  
SUPERSEDING RESOLUTION NO. 1862

**WHEREAS**, Public Works fees for installation of water services, water meters, sanitary sewer, and storm drain connections are charged based on current costs of materials and services; and

**WHEREAS**, these fees require periodic updating to reflect changes in the costs of these materials and services; and

**WHEREAS**, recent increases in the cost of water meters, copper water service lines, and sewer and storm pipe fittings have been incurred.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** Exhibit A, Fee Schedule, is hereby adopted as amended.

**Section 2.** Exhibit A, Fee Schedule, is effective November 6, 2019.

**Section 3.** This Resolution supersedes Resolution No. 1862.

**Approved and adopted** by the City Council on November 6, 2019, by the following vote:

Ayes: Locke, Carlson, Topaz, Morten, Scholl

Nays: None

  
\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder



## St. Helens Universal Fee Schedule

### POLICE DEPARTMENT

Vehicle Impound Fee	\$ 100.00	Per vehicle
Bicycle Impound Fee	\$ 1.00	Per bicycle
Parking Citation	\$ 25.00	per ticket
Handicap Zone Violation	\$ 250.00	per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00	
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00	



## St. Helens Universal Fee Schedule

### MISCELLANEOUS FEES

Appeals Fee - General	\$ 175.00	Per appeal
Non-Sufficient Check Charge	\$ 25.00	Per check
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts		
8.5" x 11"	\$ 0.50	
8.5" x 14"	\$ 0.75	
11" x 17"	\$ 1.00	
Up to 36" x 36"	\$ 6.00	
Color Copies: 8.5" x 11"	\$ 1.00	
Color Copies: 8.5" x 14"	\$ 1.25	
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD
Police Reports	\$ 20.00	Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD
Public Records Request	\$ 20.00	Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour
Lien Search	\$ 26.00	Per Lien Search
Declaration of Candidacy Fee	\$ 50.00	
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection
CD/DVD request for information & video	\$ 20.00	
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement



## St. Helens Universal Fee Schedule

### LIBRARY FEES

Fines for overdue adult books, magazines, audio recordings and CDs	\$ 0.15	Per item per day. Max fine \$10 per item
Fines for overdue DVDs and other video recordings	\$ 0.50	Per item per day. Max fine \$10 per item
Fines for overdue Cultural Pass	\$ 1.50	Per pass per day. Max fine of \$10 per pass
Nonresident Borrower Card Fee	\$ 35.00	Per year
Interlibrary Loan	\$ 10.00	Per three (3) months
	\$ 3.00	Per item
<b>Fees for Lost or Destroyed Materials</b>		
Books, magazines, recordings, DVDs, CDs, or any other material		-> Original list price
Cultural Pass	\$ 30.00	
Replacing a borrower's lost card	\$ 2.00	
Missing bar code label	\$ 2.00	
Covers damaged or missing - DVD, CD or any other digital or electronic material/media	\$ 7.00	
<b>Meeting Room Fees</b>		
Auditorium	\$25.00	Per hour
	\$75.00	Per half day (up to 4 hours)
	\$150.00	All day (Open hours)
Armstrong	\$20.00	Per hour
	\$50.00	Per half day (up to 4 hours)
	\$95.00	All day (Open hours)
Both Rooms	\$40.00	Per hour
	\$110.00	Per half day (up to 4 hours)
	\$210.00	All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour



## St. Helens Universal Fee Schedule

### COURT FEES

Civil Compromise Costs	\$ 300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%
Community Service Fee	\$ 2.00 Per hour
Default Judgment	\$ 20.00
Discovery	\$ 20.00 Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00
Failure to Appear for Bench Trial	\$ 150.00
Failure to Appear for Jury Trial	\$ 300.00
Installment Fee - for 6 month plan	\$ 25.00
Installment Fee - for 12 month plan	\$ 50.00
Warrant Issued	\$ 100.00
Withholding on County Assessment	10% at monthly distribution
Expungements	\$ 252.00
Probation Violation	\$ 50.00
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 per misdemeanor with maximum of \$400 unless approved by court
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 per case with maximum of \$250 unless approved by court
Court Appointed Attorney Rates - Bench Trial	\$ 400.00
Court Appointed Attorney Rates - Jury Trial	\$ 600.00



## St. Helens Universal Fee Schedule

### BUSINESS LICENSE FEES

Resident Business	\$ 65.00	Cap of \$1,000
Per Employee	\$ 5.00	If business location is inside City limits
Non-Resident Business	\$ 120.00	
Residential Rentals	\$ 15.00	Per unit
Commercial Rentals	\$ 45.00	Per unit
7-Day License (non-residents only)	\$ 40.00	
Taxicab Company Permit - Initial Fee	\$ 65.00	
Taxicab Driver Permit - Initial Fee	\$ 65.00	
Taxicab Driver Permit - Renewal Fee	\$ 65.00	
Taxicab Driver Permit - Replacement Fee	\$ 10.00	Per event
Late Renewal Fee	\$ 40.00	Per month (Cap of \$120)
Transfer of License / Change of Business Ownership / Location Change	\$ 25.00	
Non-Refundable Appeals Fee	\$ 150.00	
OLCC Original Application Processing Fee	\$ 100.00	
OLCC Change in Ownership, Location, or Privilege Processing Fee	\$ 75.00	
OLCC Renewal or Temporary Application Processing Fee	\$ 35.00	
Sidewalk Vendor Application Fee	\$ 65.00	
Sidewalk Vendor Permit Fee	\$ 65.00	
Sidewalk Vendor Appeal Fee	\$ 150.00	
Marijuana Business Licenses:		
Producers:		<i>According to OAR 845-025-2040</i>
Micro Tier I	\$ 250.00	Up to 625 sf / Up to 2,500 sf
Micro Tier II	\$ 500.00	626 to 1,250 sf / 2,501 to 5,000 sf
Tier I	\$ 1,000.00	1,251 to 5,000 sf / 5,001 to 20,000 sf
Tier II	\$ 1,500.00	5,001 to 10,000 sf / 20,001 to 40,000 sf
Medical Canopy	\$ 65.00	
Processors	\$ 1,000.00	
Wholesalers	\$ 1,000.00	
Retailers	\$ 1,000.00	



## St. Helens Universal Fee Schedule

### SOCIAL GAMES FEES

Non-refundable Application Fee	\$ 50.00	per 12 month lease
License Fee for 1-10 Tables	\$ 50.00	per 12 month lease
License Fee for each additional table over 10	\$ 10.00	per table per 12 month lease



## St. Helens Universal Fee Schedule

### ENGINEERING FEES

Design Review Fee		1% Based on Engineer's Estimate
Permit for Construction of Public Improvements & Project Inspection		2% Based on Revised Engineer's Estimate
Right-Of-Way Permit	\$ 50.00	
Pavement Disturbance Fee	\$ 50.00	Fee waived for projects < \$1,000 or if part of Construction Permit
Erosion Control Permit & Inspection	>	Included with Construction Permit
Other Special Services	\$ 30.00	Per hour labor, if in excess of 15 minutes





## St. Helens Universal Fee Schedule

### UTILITY BILLING FEES

Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge
Water Service Shut off/on: During off business hours	\$ 150.00	Per request
Failed Payment Arrangement	\$ 50.00	
Late Fee	\$ 25.00	Fee waived if bill is < \$25
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day
Temporary Service for New Construction	\$ 25.00	
Tampering with Meter Fees		
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only



## St. Helens Universal Fee Schedule

### PUBLIC WORKS - WWTP

Pretreatment Program Administrative Fee (Choose Option)			
Annual	\$ 1,500.00	New Fee	
Monthly	\$ 125.00	New Fee	
Annual DEQ Fees Assessed to the City	\$ -	-	Actual cost of DEQ
New Industrial Discharge Permit Issuance	\$ 500.00	New Fee	
Renewal Industrial Discharge Permit Issuance	\$ 300.00	New Fee	
Demand Inspection Fee	\$ 100.00	New Fee	
Demand Sampling and Monitoring Fee	\$ -	-	Actual cost of service
Enforcement Activities	\$ -	-	Actual cost of service



### St. Helens Universal Fee Schedule

PUBLIC WORKS			
3/4" Water Meter Installation (with existing water service)	\$ 225.00	Currently \$100	
3/4" Water Service Installation (includes water meter)	\$ 1,500.00	Currently \$725	
1" and Larger Water Meter and/or Water Service Installation	\$ -	-	Time & Materials
New Sanitary Sewer Tap (4" service)	\$ 150.00	Currently \$135	
New Storm Drain Tap (4" service)	\$ 150.00	Currently \$135	
New Sanitary Sewer or Storm Drain Tap, greater than 4"	\$ -	-	Time & Materials



## St. Helens Universal Fee Schedule

### PARKS FEES

Park Areas for Reservation	
McCormick Park	
Area 1 - Veterans Pavillion	\$ 25.00 Per Session
Areas 2-4	\$ 15.00 Per Session
Campbell Park	
Areas 1-2	\$ 15.00 Per Session
Godfrey Park	
Area 1	\$ 15.00 Per Session
Columbia View Park	
Area 1 - Gazebo Amphitheater	\$ 25.00 Per Session
Field Areas for Reservation	
McCormick Park	
Softball Fields 1-2	\$ 10.00 Per Session
Tball Fields 1-2	\$ 5.00 Per Session
Soccer Field (Combines both Tball Fields)	\$ 10.00 Per Session
6th Street Park	
Baseball Fields 1-2	\$ 5.00 Per Session
Campbell Park	
Softball Fields 1-2	\$ 10.00 Per Session
Recreation Center	
Softball Fields 1-3	\$ 5.00 Per Session
Late Fees	
General Park Use (7 business days)	\$ 10.00
Public Assembly (45 business days)	\$ 25.00
Parade & Walks (45 business days)	\$ 50.00
Tournament Fee	\$ 10.00 Per Team
Use of Field Lights	\$ 25.00 Per Session