

City of St. Helens
RESOLUTION NO. 1972

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
SUPERSEDING RESOLUTION NO. 1954

WHEREAS, the City finds it necessary from time to time to review and update fees on the Universal Fee Schedule.

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

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

Section 8. Exhibit A, Fee Schedule, is effective January 1, 2023.

Section 9. This Resolution supersedes Resolution No. 1954.

Approved and adopted by the City Council on December 21, 2022, by the following vote:

Ayes: Morten, Topaz, Chilton, Birkle, Scholl

Nays: None



Rick Scholl, Mayor

ATTEST:



Kathy Payne, City Recorder



St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES				
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			
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED FROM MISCELLANEOUS
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD/USB		MOVED FROM MISCELLANEOUS



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		MOVED TO PARKS & REC
Permit - Public Assembly	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Amplify Sound	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Engage in Commercial Activity	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day		MOVED TO PARKS & REC
Permit - To Use Special-Use Area	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.		
Photocopies & Printouts				
Black & White: 8.5" x 11"	\$ 0.50	\$0.25 Per side		
Black & White: 8.5" x 14"	\$ 0.75	\$0.35 Per side		
Black & White: 11" x 17"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 11"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 14"	\$ 1.25	\$0.75 Per side		
Color: 11" x 17"	\$ 1.00	Per side		
Up to 22" x 34" (B&W or Color)	\$ 3.00	Per page		
Up to 24" x 36" (B&W or Color)	\$ 4.00	Per page		
Greater than 24" x 36" (B&W or Color)	\$ 5.00	Per page		
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD/USB		
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED TO POLICE
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD		MOVED TO POLICE
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. Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.		
Lien Search	\$ 26.00	29.00 Per Lien Search		
Declaration of Candidacy Fee (to run for City Council)	\$ 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			
Request for Information	\$ 20.00	Per Cassette/CD/DVD/USB		
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement		



St. Helens Universal Fee Schedule

LIBRARY FEES		
Nonresident Borrower Card Fee	\$ 35.00	Per year
	\$ 10.00	Per three (3) months
Resident Business Borrower Card Fee	\$ -	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card	\$ -	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$ 3.00	Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
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	
Lost or damaged case for CDs and DVDs	\$ 5.00	
Lost or damaged insert for CDs and DVDs	\$ 7.00	
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.
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
Makespace consumable materials	->	Current market price, as listed in the Makespace
Photocopies & Printouts		
Black & White Copies: 8.5" x 11"	\$ 0.10	Per side
Black & White Copies: 8.5" x 14"	\$ 0.10	Per side
Color Copies: 8.5" x 11"	\$ 0.50	Per side
Color Copies: 8.5" x 14"	\$ 0.50	Per side



St. Helens Universal Fee Schedule

MUNICIPAL 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		
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					
Residential Business License					
00 - 9.99 full-time equivalents	\$	65.00			
10 - 24.99 full-time equivalents	\$	85.00			
25 - 49.99 full-time equivalents	\$	105.00			
50 - 99.99 full-time equivalents	\$	125.00			
100+ full-time equivalents	\$	145.00			
Non-Resident Business License	\$	150.00			
Residential Rentals	\$	20.00	Per Unit		
Commercial Rentals	\$	50.00	Per Unit		
Non-Resident Temporary Business License	\$	75.00	6 Month Business License		
Late Renewal Fee	\$	50.00	After 60 Days Late Renewal		
Appeals Processing Fee	\$	150.00			
OLCC New Application	\$	100.00			
OLCC Application Change Fee	\$	75.00			
OLCC Application Renewal Fee	\$	35.00			
Sidewalk Vendor Application Fee	\$	65.00			
Sidewalk Vendor Permit Fee	\$	65.00			
Sidewalk Vendor Appeal Fee	\$	150.00			
Marijuana Business Licenses:			<u>According to OAR 845-025-2040</u>		
Producers:			<u>Indoor / Outdoor Production Size Limitations</u>		
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 1	\$	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 GAMING 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					
Right-Of-Way Permit: <i>Required for work performed in the public right-of-way, including pavement cuts, utility construction, maintenance, or repair, sidewalk construction or repair, driveways, curb cuts, aerial work, temporary street/right-of-way use, and parklets.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Pavement Disturbance Fee: <i>Assessed to the Right-of-Way Permit fee for work in the public right-of-way that cuts, damages, removes, replaces, mars, trenches, digs, bore, or disturbs pavement. Includes paved streets, bikeways, driveways, curbs, sidewalks, or other paved areas in the right-of-way.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Plan Review for Public Improvements: <i>Design plan review is the first step for private development projects that require improvements to or expansion of streets, sidewalks, curbs, driveways, storm drainage facilities, sanitary sewer, water main extensions, or other improvements in the public right-of-way.</i>	2.0% based on the Engineer's Preliminary Project Cost Estimate	Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.			
Plan Review - Additional Reviews	\$120/hour, 1 hour minimum	Plan review fees for plan reviews that exceed three review iterations.			
Permit for the Construction of Public Improvements	3.0% based on the Engineer's Final Project Cost Estimate	Permit issued after plans have been reviewed and approved by the Engineering Division. Fee includes the cost of inspections.			
Blasting Permit: <i>Required for all blasting operations and the use of explosives in City limits.</i>	\$ 1,200.00	Fee includes Blast plan compliance inspections.			
Engineering Services for Building Permits	\$320 each	Fee includes System Development Charges (SDCs) review, plan review, and up to three inspections, including final inspection.			
Fee for Additional Engineering Inspections	\$75/hour, 1 hour minimum	Engineering inspections for any work performed in the public right-of-way not covered by an existing permit or fee.			



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

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



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES					
Park Areas for Reservation					
McCormick Park					
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session			
Areas 2-4	\$ 15.00	Per 3 hour Session			
Campbell Park					
Areas 1-2	\$ 15.00	Per 3 hour Session			
Columbia View Park					
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session			
Field Areas for Reservation					
McCormick Park					
Softball Fields 1-2	\$ 10.00	Per 3 hour Session			
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session			
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session			
6th Street Park					
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session			
Campbell Park					
Softball Fields 1-2	\$ 10.00	Per 3 hour Session			
Recreation Center					
Softball Fields 1-3	\$ 5.00	Per 3 hour Session			
Dock moorage fee	\$ 15.00	Per day			
Dock electrical connection	\$ 5.00	Per 24 hours			
Recreation Center					
Recreation Center Rental	\$ 30.00	Per Hour			
Security Deposit (refundable)	\$ 50.00	Refundable security deposit			
Community Center					
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter			
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter			
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter			
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour			
Permit - Parade	\$ 50.00	Per event			MOVED FROM MISCELLANEOUS
Permit - Public Assembly	\$ 50.00	Per event			MOVED FROM MISCELLANEOUS
Permit - To Amplify Sound	\$ 50.00	Per event			MOVED FROM MISCELLANEOUS
Permit - Engage in Commercial Activity	\$ 50.00	Per event			MOVED FROM MISCELLANEOUS
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event			MOVED FROM MISCELLANEOUS
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day			MOVED FROM MISCELLANEOUS
Permit - To Use Special Use Area	\$ 50.00	Per event			MOVED FROM MISCELLANEOUS
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				