

City of St. Helens
RESOLUTION NO. 1954

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
SUPERSEDING RESOLUTION NO. 1937

WHEREAS, Library fines disproportionately affect those least able to afford them and the purpose of a public library is to support its users; and

WHEREAS, the State of Oregon has changed the law removing the requirement for citizens to pay a fee for requesting an expungement of their court record; and

WHEREAS, the Engineering Division finds it necessary from time to time to review fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses; and

WHEREAS, the City recognizes the importance and significance of our place on the lower Columbia River and has been working with an ad-hoc group to improve the recreational boating experience at the St. Helens docks and recognizes that properly registered, insured visiting vessels contribute to the safety and enjoyment of the facilities; and

WHEREAS, the City opened a new Community Center in 2021 and finds it necessary to establish fees for the rental of the Center; and

WHEREAS, the City finds it necessary from time to time to review and update fees on the schedule to clarify the intent of the fees.

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

Section 1. Fines will no longer be assessed to patrons of the library.

Section 2. Per changes at the state level, there will no longer be a fee for requesting expungement of a Municipal Court record.

Section 3. Engineering fees have been updated to reflect current estimated and actual costs of materials, staff time, and other related expenses.

Section 4. User fees will be imposed for use of the City's docks and electricity at the docks.

Section 5. Rental fees will be imposed for use of the St. Helens Community Center.

Section 6. Some Parks and Recreation fees are updated to reflect current practices.

Section 7. Exhibit A, Fee Schedule, is hereby adopted as amended.

Section 8. Exhibit A, Fee Schedule, is effective May 18, 2022.

Section 9. This Resolution supersedes Resolution No. 1937.

Approved and adopted by the City Council on May 18, 2022, by the following vote:

Ayes:

Nays:

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	



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 juvenile/children's and young adult/teen books, magazines, audio recordings, CDs, and DVDs	\$ —	Overdue fines are not assessed for items in the youth collections. If youth materials have not been returned 21 days after their due date, the item will be assumed lost and the appropriate fees will be charged. If the item is returned in good condition and there are no outstanding issues with the patron's account, the lost item fee will be waived.
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
	\$ 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)



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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



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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
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



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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:	<i>According to OAR 845-025-2040</i>
Producers:	<i>Indoor / Outdoor Production Size Limitations</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 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



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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		
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	0
Right-Of-Way Permit:	\$ 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.
<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>		
Pavement Disturbance Fee:	\$ 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.
<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>		
Plan Review for Public Improvements:	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.
<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>		
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:	\$ 1,200.00	Fee includes Blast plan compliance inspections.
<i>Required for all blasting operations and the use of explosives in City limits.</i>		
Engineering Services for Building Permits	\$320 each	Fee includes System Development Charges (SDCs) review, plan review, and up to three inspections, including final inspection.



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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.
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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



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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	
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 use registration	\$15.00	Per 72 hour visit
Dock electrical connection	\$5.00	Per visit
Recreation Center		
Recreation Center Rental	\$ 30.00	Per Hour
Security Deposit (refundable)	\$ 50.00	Refundable security deposit
Rental Addition - Project/Screen	\$ 10.00	Flat one time fee
Rental Addition - Microphone/Sound	\$ 10.00	Flat one time fee
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
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



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Use of Field Lights	\$ 25.00
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