

\$20.00 Deposit Required*

City of St. Helens

P.O. Box 278 ♦ 265 Strand Street ♦ St. Helens, OR 97051
Phone: (503) 397-6272 ♦ Fax: (503) 397-4016

FOR OFFICE USE ONLY
Date of Last Action: _____

REQUEST FOR PUBLIC RECORD(S)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____

Alternate Phone: _____

\$20.00 Deposit Required*
Date Request Rec'd: _____
Received By: _____
Deposit Paid: \$ _____
Receipt # _____

Case or File No.: _____

Date of File/Occurrence: _____

Information Requested: _____

By signing this request, I acknowledge that I will be required to pay the \$20 deposit* before my request is processed. I further understand that if the actual cost is above \$20 that I will be notified of the additional fee I will need to pay. If the actual cost is less than \$20, I will be refunded the difference. I further understand that if, after paying the \$20 deposit, I decide I do not want the information requested, but staff has already conducted the research, I will forfeit the \$20 deposit.

Signed: _____ Date Signed: _____

FOR OFFICE USE ONLY

Forwarded to: City Recorder City Attorney Date forwarded: _____

Signature authorization to commence research: _____

Staff member assigned: _____

Fees:	Actual
Miscellaneous Fees: <i>(See attached schedule)</i>	\$
Labor Cost:	+ \$
TOTAL COST:	\$
Less Deposit:	- \$ 20.00
TOTAL AMOUNT DUE:	\$
Or AMOUNT TO REFUND:	\$

Date Items Available: _____
Date Notified: _____
Notified By: _____
Total Due: \$ _____
Date Paid: _____
Receipt # _____
Disposition: <input type="checkbox"/> Paid & picked up <input type="checkbox"/> Never picked up

*Exception: Established fees for certain items (e.g. Police Report, Business License Master List, etc.) or if the requestor has a payment method already established (e.g. Visa, MasterCard, etc.)

ORS 192.440(3) authorizes a public body to establish fees to reimburse for actual costs in making public records available. The actual costs may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The St. Helens City Council adopted Resolution No. 1379 and Resolution No. 1380, including any amendments, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Please be advised that all requests for Public Records must be made in writing to the City Recorder or City Attorney

A \$20 deposit* must be paid at the time of request. The deposit must be paid before any requests are processed. If the actual costs exceed the deposit, you will be notified prior to the research continuing. If the actual costs are less than the deposit paid, a refund of the overage will be processed. However, if after paying the \$20 deposit, you decide you do not want the information requested, but staff has already conducted the research, you will forfeit the \$20 deposit.

If you are indigent or have no means to pay for your request, you must complete an Application for Waiver or Reduction of Fees form and submit it at the time of your Public Records Request.

For additional information, please contact City Hall at 503-397-6272.

**Exception: Set fees for certain items (e.g. Police Report, Business License Master List, etc.).*

City of St. Helens
MISCELLANEOUS FEES

Resolution No. 1379 , as amended by Resolution Nos. 1401, 1428, 1433, and 1465.

Fee Type	Cost
Appeals Fee - General	\$ 175.00
Comprehensive Plan	\$ 10.00
Development Code	\$ 20.00
Non-Sufficient Check Charge	\$ 25.00
Permit - Parade	\$ 25.00
Permit - Public Assembly	\$ 25.00
Permit - To Amplify Sound	\$ 25.00
Permit - To Engage in Commercial Activity	\$ 25.00
Permit - To Use City Property During Hours of Closure	\$ 25.00
Permit - To Use Electrical Connections Owned by City	\$ 20.00 per day
Permit - To Use Special Use Area	\$ 25.00
Permit – To Use Sidewalk Area for Furniture <div style="border: 1px dashed black; background-color: yellow; padding: 5px; margin-top: 5px;"> Fees are rounded up so that 51 feet pays \$20.00 and 140 feet pays \$30.00, etc. The permit fee shall apply to all furniture for a single business at one location and shall not be charged on each individual component. *NOTE: Planters and benches do <u>not</u> require a fee. </div>	\$ 10.00 per 50 feet of street frontage used, rounded up.
Photocopies/printouts: 8½" X 11" 8½" X 14" 11" X 17" Up to 24" X 24" Up to 36" X 36" Greater than 36" X 36" Color copies: 8½" X 11" Color copies: 8½" X 14" <div style="border: 1px dashed black; background-color: yellow; padding: 5px; margin-top: 10px; width: fit-content;"> If the number of copies received in a single day is \$1.50 or less, the fee is waived. However, if it exceeds \$1.50 and/or staff labor fees are involved, the customer shall pay for <u>all</u> copies received. </div>	\$.25 per side \$.35 per side \$.50 per side \$ 2.00 per page \$ 3.00 per page \$ 5.00 per page \$.50 per side \$.75 per side
Photographs (35mm)	Cost plus 15%
Photographs (digital)	\$ 10.00 per side or 5.00 per case copied to CD
Police Reports	\$ 12.00 per case number (up to 30 pages)
Public Records Requests – Labor <div style="border: 1px dashed black; background-color: yellow; padding: 5px; margin-top: 5px;"> If staff time spent on any single request is 15 minutes or less, the Labor fee is waived. However, if staff time spent exceeds 15 minutes, Labor is charged. </div>	Hourly wage of employee(s) providing service, charged to the ¼ hour
Reproduction of Audio Recordings from City Meetings	\$ 12.00 per cassette/CD/DVD
Reproduction of Audio Recordings from Police Dept.	\$ 12.00 per cassette/CD/DVD
Street Vacation	\$ 500.00
Towed Vehicle Impound Fee	\$ 50.00

Fee Type	Cost
VHS Tapes	\$ 15.00 per tape or contractor's cost to reproduce; whichever is greater
Other Documents	See Photocopies
Other Formatted Cassettes/CDs/DVDs	Cost plus 15%

Customers making a request for public information, which may include any of the items above, may be required to complete a Public Records Request form and pay a \$20 deposit towards the cost of the request. Not all information is available over the counter and may take several days to produce.

City of St. Helens

MUNICIPAL COURT ADMINISTRATION FEES

Resolution No. 1380 Adopted on 4/21/04

Amended by Res. No. 1403 on 1/19/05

Court Administration Fees	Crime	Violation
Appeal Transcript Fee	\$35.00	\$10.00
Bench Trial	\$0.00	\$0.00
Civil Compromise Costs*	\$75.00	N/A
Collection Fee per ORS (Maximum \$250.00)	25%	25%
Community Service Fee*	\$2.00/hr	\$2.00/hr
Court-Appointed Counsel Application Fee*	\$5.00	N/A
Default Judgment	N/A	\$15.00
Discovery	\$ 12.00 per case number (up to 30 pages)	
Diversion/Deferred Sentencing*	\$65.00	\$65.00
Drivers License Reinstatement/Offense (City portion)	\$15.00	\$15.00
Driving Record (certified)	\$11.50	\$11.50
Driving Record – Traffic Offenses Only (non-certified)	\$1.00	\$1.00
Extend/Amend Diversion/Deferred*	\$45.00	\$45.00
Failure to Appear for Bench Trial*	\$100.00	\$0.00
Failure to Appear for Jury Trial*	\$200.00	\$0.00
Forfeiture Security w/o Warrant	\$15.00	\$15.00
Installment Fee (Ordinance No. 2871, Resolution No. 1336)	\$25.00	\$25.00
Jury Trial	\$0.00	N/A
Motion Requiring a Hearing*	\$20.00	\$20.00
No Contest Plea, Guilty Plea, Guilty After Trial	\$25.00	\$10.00
Urinalysis (UA) Fee*	\$25.00	\$25.00
Warrant Issued	\$50.00	\$50.00
Warrant with Bail Forfeiture	\$65.00	\$65.00
Withholding on County Assessment	10% at monthly distribution	

Fees indicated with an asterisk () may be reduced or waived by the Judge in appropriate cases.