

\$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 Administrator ☐ 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:	\$

*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.)

Date Items Available: _____

Date Notified: _____

Notified By: _____

Total Due: \$ _____

Date Paid: _____

Receipt # _____

Disposition: ☐ Paid & picked up
☐ Never picked up

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 Administrator 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 Adopted on 4/21/04

Amended by Res. No. 1401 on 12/15/04

Fee Type	Cost
Comprehensive Plan	\$ 10.00
Copies of Electronic Cassette Tapes of City Meetings	\$ 40.00 per tape
Development Code	\$ 20.00
Non-Sufficient Check Charge	\$ 25.00
Permit - Parade	\$ 25.00
Permit - Public Assembly	\$ 25.00
Permit - Solicitation	\$ 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
Photocopies:	
8½" X 11"	\$.25 per side
8½" X 14"	\$.35 per side
11" X 17"	\$.50 per side
24" X 26"	\$ 3.00 per page
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	Hourly wage of employee(s) providing service, charged to the ¼ hour
Reproduction of Tape Recordings from Police Dept.	\$ 12.00 per tape
Street Vacation	\$ 500.00
Towed Vehicle Impound Fee	\$ 50.00
VHS Tapes	\$ 15.00 per tape or contractor's cost to reproduce
Other Documents	See Photocopies
Other Formatted Tapes	Cost plus 15%

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.