

## CUSTOMER BILLING:

Charges for all services are billed to the **property owner** at the end of each month of service. The property owner may request the billing be mailed in care of a tenant by completing a Utility Billing Authorization Form. Forms are available from the Finance Department or may be downloaded from City of Poulsbo website.



## PAYMENT OF BILLS:

The convenience of Automatic Bill Pay (ACH) is available—your payment is withdrawn automatically from your bank account. Call (360) 394-9726 for more information or download the application from [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com).

You can view your account balance and make payments by credit card or e-check online at [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)



Payments may be made via phone for a small convenience fee of \$3.00 by calling the City Cashier at (360) 394-9726.

A drive-up payment drop box is located on 3rd Ave NE behind City Hall and a walk up box is located in front of City Hall at the top of the steps.

Utility payments must be received by the 20th day of the following month to avoid a 10% late charge.

## VACATION RATES:

If your property is connected to the City's water system, you may elect to have the Public Works Department lock off your meter while your home is temporarily vacant. The Water, Sewer and Garbage charges will be suspended. Monthly charges will continue for Storm Water Service. There is a \$20 turn on/off fee.

## QUESTIONS:

Please direct your questions regarding services to one of the following departments:

**FINANCE DEPARTMENT** (360) 394-9881  
Hours: 8:00 am - 4:30 pm

- Billing and Payments
- New Account Set up
- Address Changes
- Extra Garbage Tags
- Vacation turn off/on
- Utility Billing Authorization Form
- Senior/Disabled Low Income Reduced Rates

**PUBLIC WORKS** (360) 779-4078  
Hours: 8:00 am - 4:30 pm

- Garbage Pick Up
- Can Size Changes
- Recycling Bins
- Dumpster Availability

**CLERKS DEPARTMENT** (360) 779-3901  
Hours: 8:00 am - 4:30 pm

- City Hall Room Rentals
- Notary Services

**POULSBO MUNICIPAL COURT** (360) 779-9846  
Hours: 8:00 am - 4:30 pm (closed 12:15 -1:15 pm)

- Passport Services by Appointment only



200 NE Moe Street  
Poulsbo, Washington 98370  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)

Updated December 2016

## YOUR ACCOUNT INFORMATION:

Inside City Limits: Yes No

Your utility account number \_\_\_\_\_

Garbage/recycle pick-up day \_\_\_\_\_  
Garbage is picked up every week regardless of holidays  
Recycling picked up every other week

## Additional Resources:

**PARKS & RECREATION:** (360) 779-9898

**ELECTRICITY:** Puget Sound Energy  
(888) 225-5773 or (425) 452-1234

**NATURAL GAS:** Cascade Natural Gas  
(800) 660-1403 or (360) 373-1403

**POST OFFICE:** 19240 Jensen Way NE  
(800) 275-8777

**TELEVISION, TELEPHONE & INTERNET**  
COMCAST  
(877) 824-2288  
Embarq through DISH Network  
(800) 877-1125

**EMERGENCY SERVICES:** Dial 911 for Police,  
Fire & MedicOne emergencies

**NORTH KITSAP SCHOOL DISTRICT:**  
(360) 396-3000

**RECYCLING CENTER:**  
Located at NE corner State Hwy  
305 & Viking Way (360) 779-1044

**BAINBRIDGE DISPOSAL RECYCLING:**  
For landscape yard waste pick-up call:  
(206) 842-4882

**CURBSIDE RECYCLING INSIDE CITY OF  
POULSBO:** (360) 779-4078

**HOUSEHOLD HAZARDOUS WASTE COLLEC-  
TION FACILITY:** (360) 337-5777  
Located across from Bremerton National Airport off  
Hwy 3, take a right and follow signs

**WASTE LANDFILL TRANSFER STATION:**  
Silverdale 8843 Dickey Rd NW (360) 692-5900  
Hansville 7791 NE Ecology Rd (360) 638-2710

# CITY OF POULSBO RESIDENTIAL UTILITIES 2017

We are pleased you have selected Poulsbo as a place to live. The City was founded by Scandinavian immigrants over 100 years ago and continues to maintain its Scandinavian atmosphere through its architecture, celebrations and hospitality.

The City of Poulsbo operates under a Mayor-Council form of government. The mayor, elected by the people for a four-year term, is the executive officer of the city, coordinating the day-to-day activities. The Council is the policy-making branch and consists of seven members elected at large to staggered four-year terms. Council meetings are held the first three Wednesdays of each month at 7:00 pm in Council Chambers.



### Mission Statement

*Our City is committed to managing the public resources to promote community health, safety and welfare and planning for the future to accommodate growth, without burden, while preserving our natural resources and enhancing those qualities that make our community unique and desirable.*

[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)



## RESIDENTIAL WATER:

Our major sources of water are the Big Valley, Lincoln, Westside & Pugh Road wells. Storage capacity is approximately 4.2 million gallons. The water is fluoridated.

### Monthly rates for are as follows:

**Base rate per unit:** \$14.62 (inside city limits)  
\$21.93 (outside city limits)

### Plus:

### Commodity charge of:

**Winter rate:** **November to May**  
(inside city limits) \$2.05 per 100 cubic feet  
(outside city limits) \$2.60 per 100 cubic feet

**Summer rate:** **June to October**  
(inside city limits)  
001-1000 cu ft\* \$2.05 per 100 cubic feet  
1001 & Over cu ft \$3.19 per 100 cubic feet  
(outside city limits) \$3.81 per 100 cubic feet

Irrigating—Lawn or Garden sprinkling is only permitted during the hours of 6-10am and 6-10pm per PMC 13.12.010

\* cu ft = cubic feet; 100 cubic feet = 748.5 gallons

### REDUCED RATES:

The City has a program for reduced water/sewer rates for Low Income Senior Citizens and/or Low Income Disabled Citizens. If you think you may qualify, please contact the Finance Department for details.

## COMMERCIAL WATER AND SEWER

Call the Finance Department for an informational brochure on all commercial charges and fees or visit [cityofpoulsbo.com](http://cityofpoulsbo.com)

## SOLID WASTE: (inside city limits only)

The City operates its own garbage service. Customers may choose to have the **City supply a 64 or 32 gallon can, or may provide their own 20 or 10 gallon can** which must have a removable lid (no attached lids).

- Can must be curbside by 7:00 am
- Maximum weight 65 lbs
- Garbage tied off inside can
- 64 & 32 gallon cans must be City supplied cans
- Brass tag attached for customer provided 20 gallon cans

If you provide your own 20 gallon can, the Public Works Department will mail you a **brass tag** with an identification number after receipt of your new service application. A 10 gallon can doesn't need a brass tag.

### Monthly rates based on number of cans and the size

# of Can	64 Gallon Size	32 Gallon Size	20 Gallon Size	10 Gallon Size
1	37.42	18.70	12.47	9.35
2	77.33	39.92	27.42	N/A
3	114.75	58.62	39.92	N/A

*Garbage is picked up every week regardless of holidays*

### EXTRA GARBAGE:

Prepaid garbage tags can be purchased at City Hall for \$9.07 each (one tag per can, box, or bag.) **Untagged extra garbage will not be collected.**

*For dumpster service contact Public Works*

## RECYCLING:

Poulsbo provides a curbside recycling program in conjunction with garbage pickup. The fee is included in the solid waste monthly rate. Recyclables are collected bi-weekly on the same day as the garbage. **A 64 gallon container will be supplied for recycling & picked up by Bainbridge Disposal. Call (360) 779-4078 with any questions.**

Bainbridge Disposal also offers food/yard waste recycling service for an additional fee. For questions or to set up service call (206) 842-4882.

Kitsap County operates the Poulsbo Recycling Center at 21868 Viking Way (NE corner of Viking Way and Hwy 305). The following are accepted:

- plastic bottles, jars, jugs & dairy tubs
- newspaper, office paper, magazines
- corrugated cardboard
- tin cans, aluminum, scrap metal
- glass
- auto batteries, used motor oil & anti-freeze
- compact fluorescent lights
- 4 foot fluorescent tubes (10 per month)

The station is open Tuesday through Saturday (8:00 am to 3:30 pm). For more information, call: (360) 779-1044 or visit the County's web site at [www.kitsapgov.com/sw](http://www.kitsapgov.com/sw)



## RESIDENTIAL WASTEWATER: (Sewer)

Poulsbo's sewage is pumped under Liberty Bay to the Kitsap County Treatment Plant at Brownsville.

### Monthly rates are as follows:

**Base rate per unit:** \$49.22 (inside city limits)  
\$73.43 (outside city limits)

**Base charge includes 400 cubic feet of water flow**

### Plus:

**Winter rate:** **November to May**  
(inside city limits) \$6.46 per 100 cubic feet of water flow over the base

(outside city limits) \$9.62 per 100 cubic feet of water flow over the base

**Summer rate:** **June to October** rates are the same per 100 cubic feet as winter with the cubic feet calculated on the average water flow of the previous seven months

### NOTE: SEWER PENALTY

A monthly penalty charge of \$42.85 shall be assessed to properties;

- located within 200 feet of the City sewer system; *and*
- not connected to the system
- Fee may be waived if septic meets State Health requirements

## STORMWATER:

*(inside city limits only)*

The city maintains an extensive storm drain system. The maintenance cost for this system is shared by each City residence and business. For residential accounts, the monthly rate is \$16.99 per month. Commercial accounts are charged per imperious surface units. 3000s/f is equal to one ISU.

