

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2015-04

**SUBJECT: City Clerk Fee Schedule Amendment – Public Records and Pet Licensing Fees**

#### CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 03/27/2015
- (X) Passed by the City Council: 04/01/2015
- (X) Signature of Mayor
- (X) Signature of City Clerk
- ( ) Publication: N/A
- (X) Effective: 04/01/2015

#### DISTRIBUTED COPIES AS FOLLOWS:

- ( ) NK Herald:
- ( ) Code Publishing – N/A
- ( ) City Attorney
- ( ) Civil Service Commission and/or Sec/Chief Examiner
- (X) Clerk's Department: Original
- ( ) City Council
- ( ) Finance:
- ( ) Fire District No. 18
- ( ) Mayor
- ( ) Municipal Court
- ( ) MRSC from website:
- ( ) Parks/Recreation:
- ( ) Planning/Building:
- ( ) Police
- ( ) Public Works
- (X) Posted to Library Drive and Website

Nicole Stephens  
City Clerk

April 7, 2015  
Date

## **RESOLUTION NO. 2015-04**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,  
AMENDING THE FEE SCHEDULE FOR PUBLIC RECORDS AND PET LICENSING.

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**WHEREAS,** Poulsbo Municipal Code Section 3.12.040(C) authorizes the City Clerk to establish a Cost Schedule for copying public records and to revise the schedule by Council resolution from time to time in order to reflect increases or decreases in costs of providing such copies; and

**WHEREAS,** the City Clerk has determined that certain changes should be made to the Cost Schedule to clarify cost for electronic copies, to include scanning to an electronic format, and to revise the fee for CD's; and

**WHEREAS,** Washington Administrative Code (WAC) 44-14-07003 provides that an agency can establish a scanning fee to scan records to an electronic format; and

**WHEREAS,** the City Clerk Office's has recommended changes to the Pet Licensing Fee Schedule; and

**WHEREAS,** the Poulsbo City Council has determined to amend the fee schedule as provided hereinafter, now, therefore; now therefore,

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

That the Cost Schedule for supplying copies of public record documents to the public adopted by Ordinance No. 92-28 on November 18, 1992 and revised by Resolution Nos. 96-03, 96-04, 98-01, 99-10, 99-12, 2003-04, 2003-12, 2003-15, 2005-15, 2007-19 and 2010-21 is hereby amended and replaced with the Cost Schedule dated April 1, 2015, attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

RESOLVED this 1<sup>st</sup> day of April, 2015.

APPROVED:

  
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
CITY CLERK, NICOLE STEPHENS, CMC

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FILED WITH CITY CLERK: 03/24/2015  
PASSED BY CITY COUNCIL: 04/01/2015  
RESOLUTION NO. 2015-04

**COST SCHEDULE**  
**April 1, 2015**

<b>TYPE</b>	<b>ITEM</b>	<b>FEE</b>
Copies (per copy – per request):	(Up to 10 copies (per request) are free of charge. Charges – per page - for 11 copies or more are listed below)	
	Photocopies - Standard or Legal	\$ 0.15
	Photocopies - 11 X 17	\$ 0.30
	Color Photocopies - Standard or Legal	\$ 0.30
	Color Photocopies - 11x17	\$ 0.50
	Scanned – Standard or Legal	\$ 0.14
	Scanned – 11 X 17	\$ 0.29
	Scanned – Color Standard or Legal	\$ 0.29
	Scanned – Color 11 X 17	\$ 0.49
	Color photos (Per page 8.5x11 Police Department)	\$ 1.00
	CD Duplication Charge	\$ 1.00
Publications/ Documents:	Accident Reports ( <i>Police Dept</i> ):	
	First Page	\$ 9.00
	Each additional page	\$ 0.25
	Case Reports ( <i>Police Dept</i> ):	
	First Page	\$ 5.00
	Each additional page	\$ 0.25
	Annual Report	\$50.00
	Background Checks ( <i>Police Dept</i> )	\$15.00
	Budget	\$50.00
	Clearing & Grading Plan (purchased separately)	\$ 2.00
	Comprehensive Plan	\$25.00
	Critical Areas Plan (purchased separately)	\$10.00
	Developer's Guide (City Standards)	\$10.00
	City of Poulsbo EIS	\$10.00
	Fingerprint (Per Card)	\$10.00
	Non-Resident (Per Card)	\$15.00

	Service of Papers ( <i>Police Department</i> )		\$30.00
	Maps - Black & white (Per page charge)		\$ 2.00
	Maps – Color (24 x 36)		\$35.00
	Maps – Color (11 x 17)		\$10.00
	NSF Check Charge (or otherwise unacceptable)		\$40.00
	Park and Open Space Plan		\$ 5.00
	Shoreline Master Plan		\$ 1.00
	Sign Code		\$ 2.00
	Subdivision Code (purchased separately)		\$ 5.00
	Zoning code		\$25.00
	Includes the Clearing and Grading Plan, the Critical Areas Plan, the Subdivision Code and the Zoning Map at no extra cost.		
Pet Licenses		1 Year	Lifetime
	Dog – Altered	\$12.00	\$40.00
	Dog – Unaltered	\$35.00	Not available
	Cat – Altered	\$7.00	\$25.00
	Cat – Unaltered	\$35.00	Not available
	Service Dog	n/a	No Fee
	Dog – Senior Citizen Permanent License (Altered Only)	n/a	\$6.00
	Cat – Senior Citizen Permanent License (Altered Only)	n/a	\$3.00
	Dog - Citizens Who Are Disabled and Low Income (Altered Only)	n/a	\$6.00
	Cat - Citizens Who are Disabled and Low Income (Altered Only)	n/a	\$3.00
	Replacement Tags – Dog or Cat	\$3.00	\$3.00