

## POULSBO DISTRIBUTION SCHEDULE

**RESOLUTION NO. 2015-12**

**SUBJECT: City Clerk's Cost Schedule Amendment (Phone Payment Convenience Fee)**

### CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 08/12/2015
- ☒ Passed by the City Council: 08/19/2015
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: \_\_\_\_\_
- ☒ Effective: 08/25/2015

### DISTRIBUTED COPIES AS FOLLOWS:

- ☐ NK Herald: \_\_\_\_\_
- ☐ Code Publishing
- ☐ City Attorney
- ☒ Clerk's Department: Original
- ☐ City Council
- ☐ Finance:
- ☒ Posted to Library Drive and Website
- ☒ Finance Department

Nicole Stephens

City Clerk

08/21/2015

Date

**RESOLUTION NO. 2015-12**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,  
AMENDING THE COST SCHEDULE ADDING A PHONE PAYMENT CONVENIENCE  
FEE.

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

**WHEREAS,** the City Clerk has determined certain changes should be made to the Cost Schedule to establish a convenience fee to take payments over the phone, including utility billing, miscellaneous billing and all other payments; and

**WHEREAS,** the Poulsbo City Council has determined to amend the fee schedule effective October 1, 2015, as provided hereinafter, now, therefore;

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

The Cost Schedule passed in Resolution No. 2015-04 is hereby amended and replaced with the Cost Schedule dated October 1, 2015, attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

RESOLVED this 19Cth day of August, 2015.

APPROVED:

  
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
CITY CLERK, NICOLE STEPHENS, CMC

FILED WITH CITY CLERK: 08/12/2015  
PASSED BY CITY COUNCIL: 08/19/2015  
RESOLUTION NO. 2015-12

**COST SCHEDULE**  
**October 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/<br>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    |
|                                  | 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    |
|                                  | Maps - Black & white (Per page charge)  | \$ 2.00    |

|              |  |         |               |
|--------------|--|---------|---------------|
|              | Maps – Color (24 x 36)   |         | \$35.00       |
|              | Maps – Color (11 x 17)   |         | \$10.00       |
|              | 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. |         |               |
| Other Fees   | Background Checks ( <i>Police Dept</i> )   |         | \$15.00       |
|              | NSF Check Charge (or otherwise unacceptable)   |         | \$40.00       |
|              | Convenience Fee for Phone Payments   |         | \$ 3.00       |
|              | Service of Papers ( <i>Police Department</i> )   |         | \$30.00       |
| 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        |