

**POULSBO DISTRIBUTION SCHEDULE**

**RESOLUTION NO. 2017-13**

**SUBJECT: Fee Schedule Update**

**CONFORM AS TO DATES & SIGNATURES**

- Filed with the City Clerk: 10/26/2017
- Passed by the City Council: 11/1/2017
- Signature of Mayor
- Signature of City Clerk
- Publication: \_\_\_\_\_
- Effective: \_\_\_\_\_

**DISTRIBUTED COPIES AS FOLLOWS:**

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

Rhiannon Fernandez  
City Clerk

7/20/2017  
Date

**RESOLUTION NO. 2017-13**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, REPEALING RESOLUTION NOS. 2015-12 AND 2015-15 AND CREATING A NEW FEE SCHEDULE TO UPDATE FEES AND CHARGES FOR COPYING, SCANNING, AND TRANSMITTING RECORDS IN RESPONSE TO PUBLIC RECORDS REQUESTS, AND TO CONSOLIDATE POLICE DEPARTMENT FEES AND GENERAL CITY FEES.

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**WHEREAS**, the Washington State Legislature passed two bills (HB 1594 and HB 1595) in the 2017 regular session amending certain provisions the Public Records Act, Chapter 42.56 RCW, effective July 23, 2017; and

**WHEREAS**, the amendments authorize new statutory default charges for conversion, copying, and transmission of electronic and other records and customized service charges; and

**WHEREAS**, the amendments further require any charges based on actual costs to be supported by a statement of the factors and manner used to determine the actual costs, and requires that statement of actual costs to be adopted after notice and a public hearing; and

**WHEREAS**, some of the charges imposed in the attached fee schedule are based on actual costs, and proper notice was given for this Resolution and the appropriate public hearing was held;

**WHEREAS**, beginning in 2015 with Resolution 2015-15, the City has had separate fee schedules for general city fees and the Police Department, and now wishes to consolidate them

**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98-01, 99-10, 99-12, 2003-04, 2003-12, 2003-15, 2005-15, 2007-19, 2010-21, 2015-04, 2015-12, and 2015-15 is hereby repealed and replaced with the Cost Schedule dated November 1, 2017 and attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

RESOLVED this 1 day of November, 2017.

APPROVED:

  
\_\_\_\_\_  
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
CITY CLERK, RHIANNON FERNANDEZ, CMC

**COST SCHEDULE**  
November 1, 2017

TYPE	ITEM	FEE
Copies	Up to 10 pages, per request, are free of charge. Per page charges for 11 pages or more are listed below.	
	Photocopies - Standard or Legal	\$0.15
	Photocopies - Ledger	\$0.20
	Color Photocopies - Standard	\$0.35
	Color Photocopies - Legal and Ledger	\$0.50
	Scans	\$0.10
	Every four files uploaded to an email, cloud storage service, or delivered through other electronic means.	\$0.05
	Each gigabyte for transmission of electronic records or for use of city equipment to send records electronically.	\$0.10
	Any digital storage media provided by the city.	Actual cost
	Any container or envelope used to mail the records, along with any necessary postage.	Actual cost
	Any applicable customized service charge, see RCW 42.56.120(3)(a).	Actual cost of services provided
	Use of an off-site copying vendor (off-site vendor used at the City's discretion).	Actual cost of copying job
	Maps – 24"x36" Black & White (per page charge)	\$1.50
	<i>The fees above may be combined to the extent more than one applies to a particular request. The fees above for maps and for non-standard and color photocopies represent the actual cost to the city of creating those copies. The city calculated these fees based on prices for comparable services by local copying vendors.</i>	
Other Fees	Notary Fees	First document \$10.00, each additional document \$5.00
	Convenience Fee for Phone Payments	\$3.00
	NSF Check Charge	\$40.00

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	\$6.00
	Police Department	Fingerprints: -Resident (Per Card)	
-Non-Resident (Per Card)		\$15.00	
Background Checks (Police Department)		\$15.00	
Criminal History Check (Background Check, \$15.00; Notary Fee, \$10.00)		\$25.00	
Annual Alarm Registration		\$25.00	
1 <sup>st</sup> False alarm (if 1 <sup>st</sup> in a six-month period)		No charge	
2 <sup>nd</sup> and subsequent false alarms (in a six-month period)		\$50.00	
Service of Papers		\$30.00	
Concealed Pistol License--Original (City 18.00, FBI 16.50, State \$18.00)		\$52.00	
Concealed Pistol License--Renewal (City \$14.00. State \$18.00)		\$32.00	
Concealed Pistol License--Late Renewal (City \$21.00, State \$21.00)		\$42.00	
Concealed Pistol License-Replacement (City \$10.00)		\$10.00	
Laminating (card size)		\$5.00	
Adult Entertainment Business License (Business License, \$65.00; Fingerprint WSP, \$25.00; Fingerprint FBI, \$24.00; ACCESS Background Check, \$10.00; Police Fingerprint Processing Fee, \$10.00)		\$134.00	
Manager's License (Business License, \$65.00; Fingerprint WSP, \$25.00; Fingerprint FBI, \$24.00; ACCESS Background Check,		\$134.00	

	\$10.00; Police Fingerprint Processing Fee, \$10.00)	
	Entertainer's License (Business License, \$65.00; Fingerprint WSP, \$25.00; Fingerprint FBI, \$24.00; ACCESS Background Check, \$10.00; Police Fingerprint Processing Fee, \$10.00)	\$134.00
	Off-Duty Officer Rate	\$57.00 per hour, three hour minimum
	Off-Duty Sergeant Rate (only when more than three officers are needed)	\$66.00 per hour, three hour minimum