

**RESOLUTION NO. 2019-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE COST SCHEDULE UPDATING THE COST CERTIFIED PISTOL LICENSES AND OFF-DUTY OFFICER RATE.

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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 Police Department has determined certain changes should be made to the Cost Schedule to amend the fee for Concealed Pistol Licenses due to an increase from the Federal Bureau of Investigation (FBI) for fingerprint bases submissions for background checks from \$12.00 to \$13.25 effective January 1, 2019; and

**WHEREAS,** the Police Department has determined there should be just one rate for an Off-Duty Officer, eliminating the separate Off-Duty Sergeant rate, and that Off-Duty Officer rate has increased from \$57.00 per hour to \$75.00 per hour based on examination of current cost, benefits and wages; and

**WHEREAS,** the Poulsbo City Council has determined to amend the fee schedule effective January 16, 2019, 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. 2017-13 is hereby amended and replaced with the Cost Schedule dated January 16, 2019, attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

RESOLVED this 16th day of January, 2019.

APPROVED:

  
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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:



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CITY CLERK, RHIANNON FERNANDEZ, CMC, CPRO

FILED WITH CITY CLERK: 1/8/19  
PASSED BY CITY COUNCIL: 1/16/19  
RESOLUTION NO. 2019-01

**COST SCHEDULE**  
January 16, 2019

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)		\$10.00
	-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 \$13.25, State \$18.00)		\$49.25
	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	\$75.00 per hour, three hour minimum