

# City of Poulsbo

Office of Mayor Rebecca Erickson



## FOR IMMEDIATE RELEASE:

March 19, 2020

City of Poulsbo, Mayor's Office  
200 NE Moe Street, Poulsbo, WA 98370  
360.394.9880  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)

## City of Poulsbo City Hall Closing to the Public Effective March 23, 2020

Effective March 23, 2020, the City of Poulsbo will close customer service counters in City Hall until further notice. Exceptions may be made for City Council meetings on an as needed basis. The Public Works office, Parks & Recreation office, Police Administration office, and Municipal Court office counters are currently closed, as well as restrooms in City parks.

The closures are part of the City's approach to help reduce the spread of coronavirus (COVID-19) in our City.

Staff will be available to answer phone calls and emails Monday through Friday, 8:00 a.m. to 4:30 p.m. Telephone numbers and emails are listed below.

To Contact a Poulsbo Police Officer, call 911 (24 hours)

<b>For Utility Bill Payments:</b> utilitybilling@cityofpoulsbo.com Call 360-394-9881 or visit our City webpage	<b>For Police Department:</b> police-admin@cityofpoulsbo.com Call 360-779-3113 or visit our City webpage
<b>For Municipal Court:</b> poulsbocourt@cityofpoulsbo.com Call 360-779-9846 or visit our City webpage	<b>For Planning Department:</b> planninginfo@cityofpoulsbo.com Call 360-394-9748 or visit our City webpage
<b>For Clerks Department or Mayor's Office:</b> cityclerks@cityofpoulsbo.com Call 360-394-9880 or visit our City webpage	<b>For Building &amp; Engineering Department:</b> building@cityofpoulsbo.com Call 360-394-9882 or visit our City webpage
<b>For Parks &amp; Recreation:</b> parksrec@cityofpoulsbo.com Call 360-779-9898 or visit our City webpage	<b>For Public Works Department:</b> publicworks@cityofpoulsbo.com Call 360-779-4078 or visit our City webpage

### Alternative ways to pay your Utility Bill:

**Drop Box:** You may drop off your payment either in the drive-up drop box located on 3rd Avenue or the walk-up drop box located at the top of the stairs just outside of the main entrance to City Hall located off of Moe Street. These boxes are checked daily for payments.

**Online:** Pay on-line at [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com). We accept credit, debit and checks online. There is no fee to pay online.

**Phone:** You may call the Finance Department at (360) 394-9881 during City Hall Hours: Monday – Friday (8:00am – 4:30pm) excluding holidays *\*\*Note the \$3.00 processing fee is being waived through April 30, 2020 for any payments processed over the phone.*

**Mail:** You may mail your payment to: City of Poulsbo – Cashier, 200 NE Moe St., Poulsbo, WA 98370

**Automatic Withdrawal:** Have your payment automatically deducted from your bank account every month. To receive an application, call the Finance Department at (360) 394-9881.

**Cash Payments:** We cannot accept cash payments at this time. Money orders are recommended for customers who usually pay in cash.

### **Service of Process**

If there needs to be service of process for the City or filing of any claims for damages, then you will need to call ahead to schedule an appointment for any service of process for actions against the City (360-394-9880), and we will accept claims for damages via fax (Fax: 360-779-5112)

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