CUSTOMER BILLING:

Charges for all services are billed to the **property owner** at the end of each month of service. The property owner may request the billing be mailed in care of a tenant or property manager by completing a *Utility Billing Authorization Application*. Applications are available from the Finance Department or downloaded from www.cityofpoulsbo.com

PAYMENT OF BILLS:

The convenience of Automatic Bill Pay (ACH) is available—your payment is withdrawn automatically from your bank account. Call (360) 394-9726 for more information or download the application from www.cityofpoulsbo.com.

You can view your account balance and make *payments by credit card or e-check online at www.cityofpoulsbo.com*

Payments may be made via phone for a small convenience fee of $3.00 by calling the City Cashier at (360) 394-9726.

A drive-up payment drop box is located on 3rd Ave NE behind City Hall and a walk up box is located in front of City Hall at the top of the steps.

Utility payments must be received by the 20th day of the following month to avoid a $5 penalty per delinquent service.

VACATION RATES:

If your property is connected to the City's water system, you may elect to have the Public Works Department lock off your meter while your home is temporarily vacant. The water, sewer and garbage charges will be suspended. Monthly charges will continue for stormwater service. There is a $40 turn on/off fee.

QUESTIONS:

Please direct your questions regarding services to one of the following departments:

FINANCE DEPARTMENT (360) 394-9881

Hours: 8:00 am - 4:30 pm

- Billing and Payments
- New Account Set up
- Address Changes
- Extra Garbage Tags
- Vacation turn off/on
- Utility Billing Authorization Application
- Senior/Disabled Low Income Reduced Rates

PUBLIC WORKS (360) 779-4078

Hours: 8:00 am - 4:30 pm

- Garbage Pick Up
- Can Size Changes
- Recycling Service
- Rental Dumpster Availability

CLERKS DEPARTMENT (360) 779-3901

Hours: 8:00 am - 4:30 pm

- City Hall Room Rentals (subject to COVID guidelines)
- Notary Services (by appointment)

POULSBO MUNICIPAL COURT (360) 779-9846

Hours: 8:00 am - 4:30 pm (closed 12:15 -1:15 pm)

- Passport Services by Appointment only

200 NE Moe Street
Poulsbo, Washington 98370
www.cityofpoulsbo.com

Updated December 2021

YOUR ACCOUNT INFORMATION:

Inside City Limits: Yes No

Your utility account number_____

Garbage/Recycle pick-up day_____

Garbage is picked up every week regardless of holidays
Recycling picked up every other week

Additional Resources:

PARKS & RECREATION: (360) 779-9898

ELECTRICITY: Puget Sound Energy
(888) 225-5773 or (425) 452-1234

NATURAL GAS: Cascade Natural Gas
(888) 522-1130 or (360) 373-1403

POST OFFICE: 19240 Jensen Way NE
(800) 275-8777

TELEVISION, TELEPHONE & INTERNET
COMCAST
(877) 824-2288
CenturyLink
(877) 862-9343

EMERGENCY SERVICES: Dial 911 for Police, Fire & MedicOne emergencies

NORTH KITSAP SCHOOL DISTRICT:
(360) 396-3000

BAINBRIDGE DISPOSAL:
For landscape yard waste pick-up call:
(206) 842-4882

CURBSIDE RECYCLING INSIDE CITY OF POULSBO: (360) 779-4078

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY: (360) 337-5777
Located across from Bremerton National Airport off Hwy 3, take a right and follow signs

WASTE LANDFILL TRANSFER & RECYCLE STATIONS:
Silverdale 8843 Dickey Rd NW (360) 692-5900
Hansville 7791 NE Ecology Rd (360) 638-2710
www.kitsapgov.com

CITY OF POULSBO RESIDENTIAL UTILITIES 2022

We are pleased you have selected Poulsbo as a place to live. The City was founded by Scandinavian immigrants over 100 years ago and continues to maintain its Scandinavian atmosphere through its architecture, celebrations and hospitality.

The City of Poulsbo operates under a Mayor-Council form of government. The mayor, elected by the people for a four-year term, is the executive officer of the city, coordinating the day-to-day activities. The Council is the policy-making branch and consists of seven members elected at large to staggered four-year terms. Council meetings are held the first three Wednesdays of each month at 7:00 pm in Council Chambers.

Mission Statement

Our City is committed to managing the public resources to promote community health, safety and welfare and planning for the future to accommodate growth, without burden, while preserving our natural resources and enhancing those qualities that make our community unique and desirable.

www.cityofpoulsbo.com

RESIDENTIAL WATER:

Our major sources of water are the Big Valley, Lincoln, Westside & Pugh Road wells. Storage capacity is approximately 4.2 million gallons. The water is fluoridated.

Monthly rates for are as follows:
Base rate per unit: $16.94 (inside city limits)
$25.41 (outside city limits)

Plus:

Commodity charge of:

Winter rate: ***November to May***
(inside city limits) $2.37 per 100 cubic feet
(outside city limits) $3.02 per 100 cubic feet

Summer rate: ***June to October***
(inside city limits)
001-1000 cu ft* $2.37 per 100 cubic feet
1001 & Over cu ft $3.70 per 100 cubic feet

(outside city limits) $4.41 per 100 cubic feet

* cu ft = cubic feet; 100 cubic feet = 748.5 gallons

Irrigating—Lawn or Garden sprinkling is only permitted during the hours of 6-10am and 6-10pm per PMC 13.12.010

STORMWATER:

(inside city limits only)

The city maintains an extensive storm drain system. The maintenance cost for this system is shared by each City residence and business. For residential accounts, the monthly rate is $19.70 per month.
Commercial accounts are charged per impervious surface units. 3,000sqft is equal to one ISU.

SOLID WASTE:

(inside city limits only)

The City operates its own garbage service. Customers may choose to have the **City supply a 64, 32 or 20 gallon can.**

- Can must be curbside by 7:00 am
- Maximum weight 65 lbs
- Garbage tied off inside can

Monthly rates based on can size

64 Gallon	32 Gallon	20 Gallon
$47.73	$28.04	$24.40

- Each additional can requested by resident will be charged at the single can rate shown above
- Garbage is picked up every week regardless of holidays

EXTRA GARBAGE:
Prepaid garbage tags can be purchased at City Hall for $10.51 each (one tag per can, box, or bag.) **Untagged extra garbage will not be collected.**

For dumpster service contact Public Works at (360) 779-4078

REDUCED RATES:

The City has a program for reduced rates for Low Income Senior Citizens and/or Low Income Disabled Citizens. If you think you may qualify, please contact the Finance Department or visit www.cityofpoulsbo.com for details.

RECYCLING:

Poulsbo provides a curbside recycling program in conjunction with garbage pickup. The fee is included in the solid waste monthly rate. Recyclables are collected bi-weekly on the same day as the garbage. **A 64 gallon container will be supplied for recycling & picked up by Bainbridge Disposal. Call (360) 779-4078 with any questions.**

Bainbridge Disposal also offers food/yard waste recycling service for an additional fee. For questions or to set up service call (206) 842-4882.

Kitsap County operates Recycling Centers throughout the County. For more information regarding accepted items and locations visit the County's website: *www.kitsapgov.com*

RESIDENTIAL WASTEWATER: *(Sewer)*

Poulsbo's sewage is pumped under Liberty Bay to the Kitsap County Treatment Plant at Brownsville.

Monthly rates are as follows:
Base rate per unit: $59.31 (inside city limits)
$88.48 (outside city limits)

Base charge includes 400 cubic feet of water flow

Plus:

Winter rate: ***November to May***
(inside city limits) $7.78 per 100 cubic feet of water flow over the base

(outside city limits) $11.59 per 100 cubic feet of water flow over the base

Summer rate: ***June to October*** rates are the same per 100 cubic feet as winter with the cubic feet calculated on the average water flow of the previous seven months

SEWER PENALTY
A monthly penalty charge of $51.64 shall be assessed to properties;

- located within 200 feet of the City sewer system; ***and***
- not connected to the system
- Fee may be waived if septic meets State Health requirements

COMMERCIAL WATER AND SEWER

Call the Finance Department for an informational brochure on all commercial charges and fees or visit cityofpoulsbo.com