

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2023-16

**SUBJECT: Amendment to the Cost Schedule for Serivces provided by the Poli**

### CONFORM AS TO DATES & SIGNATURES

- Filed with the City Clerk: 12/07/2023
- Passed by the City Council: 12/20/2023
- Signature of Mayor
- Signature of City Clerk
- Publication: \_\_\_\_\_
- Effective: \_\_\_\_\_  
\_\_\_\_\_

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*Kati Diehl*  
Deputy City Clerk

01/09/2024  
Date

**RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO,  
WASHINGTON, AMENDING THE COST SCHEDULE FOR SERVICES PROVIDED  
BY THE POLICE DEPARTMENT.**

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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 remove the fee for Service of Protection Orders issued under RCW 7.105 as they must be served at no charge; and increase the fee for Service of Civil Papers from \$30 to \$40 based on examination of current cost, benefits and wages; and

**WHEREAS**, the Police Department has determined any requests for an individual's criminal history are directed to contact the Washington State Patrol WATCH Program as the official source providing criminal history conviction records for the state of Washington and therefore this service is no longer applicable and therefore the corresponding fee has been removed; and

**WHEREAS**, the Police Department previously removed the Annual Alarm Registration requirement from PMC 9.12.055 and therefore the corresponding fee has been removed; and

**WHEREAS**, the Police Department no longer provides the services of lamination (card size) and therefore the corresponding fee has been removed; and

**WHEREAS**, the Police Department issues Federal Firearms Licenses for which the fees are set by statute RCW 9.41.110, currently as \$125.00 per licensee, this was not previously listed on the

cost schedule and therefore has been added; and

**WHEREAS**, the Police Department has determined the Off-Duty Officer rate has increased from \$75.00 per hour to \$100.00 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 01, 2024, 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. 2019-01 is hereby amended and replaced with the Cost Schedule dated January 01, 2024, attached as Exhibit A hereto and incorporated by this reference as if set forth in full.

**RESOLVED** this 20<sup>th</sup> day of December, 2023.

APPROVED:

DocuSigned by:  
  
77AA4B38C18A4BA...  
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:  
  
D21DA14DCC754A8  
CITY CLERK, RHIANNON FERNANDEZ, CMC, CPRO

FILED WITH CITY CLERK: 12/07/2023  
PASSED BY CITY COUNCIL: 12/20/2023  
RESOLUTION NO. 2023-16

**COST SCHEDULE**

January 01, 2024

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)		\$10.00 \$15.00
	1 <sup>st</sup> False alarm (if 1 <sup>st</sup> in a six-month period) 2 <sup>nd</sup> and subsequent false alarms (in a six-month period)		No charge \$50.00
	Service of Protection Orders (ordered under RCW 7.105) Service of Civil Papers		No charge \$40.00
	Concealed Pistol License--Original (City \$18.00, FBI \$13.25, State \$18.00) Fee established per RCW 9.41.070(5)		\$49.25
	Concealed Pistol License--Renewal (City \$14.00. State \$18.00) Fee established per RCW 9.41.070(6)		\$32.00
	Concealed Pistol License--Late Renewal (City \$21.00, State \$21.00) Fee established per RCW 9.41.070(9)		\$42.00
	Concealed Pistol License-Replacement (City \$10.00) Fee established per RCW 9.41.070(7)		\$10.00
	Federal Firearms License – (State \$125.00)		\$125.00
	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
	Adult Entertainment 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)	
Adult Entertainment 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	\$100.00 per hour, 3-hour minimum