

## 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 by completing a Utility Billing Authorization Form. Forms are available from the Finance Department or may be downloaded from [cityof-poulsbo.com](http://cityof-poulsbo.com).



## PAYMENT OF BILLS:

Customers can pay utility bills by cash, check, Visa, Mastercard, or Discover. The convenience of Automatic Bill Pay (ACH) is also available—your payment is withdrawn automatically from your bank account. Call 360-394-9724 for more information or download the application at [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com). **Payments by credit card can also be made online.**



Payment must be received by the 20th day of the following month to avoid a 10% late charge.

## IRRIGATION DURING WINTER MONTHS

When the summer is over, you may want to lock off your irrigation meter and save money during the wet months. There is a \$20.00 lock off/on fee. All irrigation services require a double check backflow valve preventer to protect public health and requires an annual inspection. Call Public Works for more details. 360-779-4078.

## YOUR ACCOUNT INFORMATION:

Inside City Limits      Yes      No

Your utility account number \_\_\_\_\_

### ADDITIONAL RESOURCES:

**PARKS & RECREATION:** 360-779-9898

**TELEPHONE & HIGH SPEED INTERNET:**  
Embarq Communications  
800-877-1125

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

**NATURAL GAS:** Cascade Natural Gas  
800-660-1403 or 360-373-1403

**POST OFFICE:** 19240 Jensen Way NE  
800-275-8777

**TELEVISION:** COMCAST  
877-824-2288  
Embarq through DISH Network  
800-877-1125

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

**NORTH KITSAP SCHOOL DISTRICT:** 360-779-8704

**RECYCLING CENTER:**  
Located at NE corner State Hwy 305  
and Viking Way 360-779-1044.

**BAINBRIDGE DISPOSAL RECYCLING:**  
For landscape yard waste pick up call:  
206-842-4882 or 800-531-1918.

**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 STATION:**  
Silverdale 8843 Dickey Rd NW 360-692-5900  
Hansville 7791 NE Ecology Rd 360-638-2710

## QUESTIONS:

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

**PUBLIC WORKS**      360-779-4078  
200 NE Moe Street  
Hours: 8:00 a.m. to 4:30 p.m.

Garbage pickup      Can size changes  
Recycling Bins      Garbage can tags  
Yearly dumpster availability

**FINANCE DEPARTMENT**      360-394-9881  
200 NE Moe Street  
Hours: 8:00 a.m. to 4:30 p.m.

Billing      New account set-up  
Address changes      Extra garbage tags  
Vacation Rate/Water/Sewer /Garb  
Utility Billing Authorization forms  
Senior/Disabled reduced water/sewer rate

**CLERKS DEPARTMENT**      360-779-3901  
200 NE Moe Street  
Hours: 8:00 a.m. to 4:30 p.m.

Voter Registration  
Animal Licensing  
Passport Services  
Business Licensing



200 NE Moe Street  
Poulsbo, Washington 98370

Phone: 360-779-3901  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)

Updated January 2012

## Commercial and Multi-Family Utilities in the City of Poulsbo 2012

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

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 the 1st three Wednesdays of the month at 7:00 pm.

[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)



### 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.*



### COMMERCIAL 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.

Base Rate per unit for Commercial Accounts:

| Meter Size | Monthly Charge |
|------------|----------------|
| ¾-inch     | 12.80          |
| 1-inch     | 28.73          |
| 1½ -inch   | 55.02          |
| 2-inch     | 87.19          |
| 3-inch     | 178.11         |
| 4-inch     | 274.34         |
| 6-inch     | 540.22         |
| 8-inch     | 858.91         |

Plus:

Consumption rate of:

Winter rate October to May  
\$1.57 per 100 cubic feet

Summer rate June to September  
\$2.37 per 100 cubic feet

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

### MULTI-FAMILY WATER:

| Meter Size | Monthly Charge |
|------------|----------------|
| ¾-inch     | 12.34          |
| 1-inch     | 27.60          |
| 1½ -inch   | 52.76          |
| 2-inch     | 83.57          |
| 3-inch     | 170.92         |
| 4-inch     | 263.07         |
| 6-inch     | 517.74         |
| 8-inch     | 822.91         |

Plus:

Consumption rate of:

Winter rate October to May  
\$1.57 per 100 cubic feet

Summer rate June to September  
\$2.37 per 100 cubic feet



### SOLID WASTE:

(inside city limits only)

The City operates its own garbage service. Customers may choose to have the City supply a 64 or 32 gallon can, or may provide their own 20 or 10 gallon can which must have a removable lid (no attached lids).

- Can must be curbside by 7:00 am
- Maximum weight 65 pounds
- Garbage tied off inside can
- 64 & 32 gallon cans must be City supplied cans
- Brass tag attached for customer provided 20 gallon cans

If you provide your own 20 gallon can, the Public Works Department will mail you a brass tag with an identification number after receipt of your new service application. A 10 gallon can doesn't need a brass tag.

A prepaid extra garbage tag must be purchased and attached to any extra garbage. The tags can be purchased at City Hall for \$8.26 each. Untagged extra garbage will not be collected.

#### Cost per month based on number of cans, size and one pick-up per week

| # of Cans | 64 Gallon Size | 32 Gallon Size | 20 Gallon Size | 10 Gallon Size |
|-----------|----------------|----------------|----------------|----------------|
| 1         | 34.06          | 17.03          | 11.32          | 8.51           |
| 2         | 70.38          | 36.33          | 24.97          | N/A            |
| 3         | 104.44         | 53.35          | 36.33          | N/A            |



### DUMPSTER SERVICE:

You may choose to apply for regular dumpster service for your solid waste.

#### Cost per month

|          | 1PU/WK | 2PU/WK | 3PU/WK | Biweekly P/U |
|----------|--------|--------|--------|--------------|
| 2.0 Yard | 118.68 | 255.42 | 391.64 | 53.92        |
| 4.0 Yard | 203.72 | 407.43 | 611.15 | 101.86       |
| 6.0 Yard | 242.77 | 485.53 | 728.29 | 121.38       |
| 8.0 Yard | 281.81 | 563.63 | 845.44 | 140.91       |

### COMMERCIAL RECYCLING:

Bainbridge Disposal provides a recycling program directly to our commercial customers. Call them direct for questions regarding business needs. 880-531-1918 or 206-842-4882.

### STORMWATER:

(inside city limits only)

The city maintains an extensive storm drain system. The maintenance costs for this system are shared by each City residence and business. The monthly



rate is \$8.19 per each impervious surface unit. (ISU's) 3,000 square feet of an impervious area shall be equal to one impervious surface unit.



### COMMERCIAL WASTEWATER: (SEWER)

Poulsbo does not operate a sewage treatment plant. Sewage is pumped under Liberty Bay to the treatment plant at Brownsville, which is operated by Kitsap County.

Base Rate per unit for Commercial Accounts:

| Meter Size | Monthly Charge |
|------------|----------------|
| ¾-inch     | 44.77          |
| 1-inch     | 68.06          |
| 1½ -inch   | 106.24         |
| 2-inch     | 153.52         |
| 3-inch     | 292.11         |
| 4-inch     | 433.29         |
| 6-inch     | 822.17         |
| 8-inch     | 1,287.90       |

Plus:

Consumption rate of:  
\$ 6.16 per 100 cu ft of water more than 400 cu ft

Base charge shall include 400 cubic feet of consumption

### NOTE: SEWER PENALTY

Failure to physically hook up to the city sewer system when service is within two hundred feet of the property line and when service is available to the owner shall result in a monthly charge of \$36.81. Fee may be waived if septic meets State Health requirements.

### BULK TRANSPORT:

The bulk transport rate is established as \$180.00 per 1,000 gallons. Call Public Works for details.