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 cityofpoulsbo.com.

PAYMENT OF BILLS:
Customers may 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 The convenience of Automatic Bill Pay (ACH) is also available—your payment is withdrawn automatically from your bank account.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 from www.cityofpoulsbo.com. Payments by credit card can also be made online at www.cityofpoulsbo.com
Utility payments must be received by the 20th day of the following month to avoid a 10% late charge.

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

VACATION RATES:
If your property is connected to the City’s water system, you may elect to temporarily vacate. The Water, Sewer and Garbage charges will be suspended. Monthly charges will continue for Storm Water Service. There is a $20 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 Tenant Billing Authorization Form
- Senior Low Income Reduced Rates

PUBLIC WORKS 360-779-4078
Hours: 8:00 am - 4:30 pm
- Garbage Pick Up
- Can Size Changes
- Recycling Bins
- Dumpster Availability

CLERKS DEPARTMENT 360-779-3901
Hours: 8:00 am - 4:30 pm
- City Hall Room Rentals
- Animal Licensing
- Notary Services

POULSBO MUNICIPAL COURT 360-779-9846
Hours: 8:00 am - 4:30 pm (closed 12:15-1:15 pm)
- Passport Services by Appointment only

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 800-660-1403 or 360-373-1403
POST OFFICE: 19240 Jensen Way NE 800-275-8777
TELEVISION, TELEPHONE & INTERNET COMCAST 877-824-2288
EMERGENCY SERVICES: Dial 911 for Police, Fire & MediOne emergencies
NORTH KITSAP SCHOOL DISTRICT: 360-396-3000
RECYCLING CENTER: Located at NE corner State Hwy 305 & Viking Way 360-779-1044
BAINBRIDGE DISPOSAL RECYCLING: 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 STATION: Silverdale 8843 Dickey Rd NW 360-692-5900
Hansville 7791 NE Ecology Rd 360-638-2710

We are pleased you have selected Poulsbo as a place to live and/or work. 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 residences with a 3/4” x 5/8” meter are as follows:

- **Base rate per unit:**
  - **inside city limits:** $14.13
  - **outside city limits:** $21.20

**Plus:**

<table>
<thead>
<tr>
<th>Commodity charge of:</th>
<th>Winter rate:</th>
<th>Summer rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(inside city limits)</td>
<td>October to May: $1.98 per 100 cubic feet</td>
<td>June to September: $1.98 per 100 cubic feet</td>
</tr>
<tr>
<td>(outside city limits)</td>
<td>$2.51 per 100 cubic feet</td>
<td>$3.90 per 100 cubic feet</td>
</tr>
</tbody>
</table>

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

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

REduced rates:

- The City does have a program for reduced water/sewer rates for “Low Income Senior Citizens and/or Low Income Disabled Citizens.” If you think you may qualify, please contact the Finance Department for details.

COMmercial WATER AND SEWER

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

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 which must have a removable lid (no attached lids).

- Can must be curbside by 7:00 am
- Maximum weight 65 lbs
- 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.

**Monthly rates based on number of cans and the size**

<table>
<thead>
<tr>
<th>Size of Can</th>
<th>64 Gallon</th>
<th>32 Gallon</th>
<th>20 Gallon</th>
<th>10 Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Size</td>
<td>Size</td>
<td>Size</td>
<td>Size</td>
</tr>
<tr>
<td>1</td>
<td>36.18</td>
<td>18.08</td>
<td>12.06</td>
<td>9.04</td>
</tr>
<tr>
<td>2</td>
<td>74.76</td>
<td>38.59</td>
<td>26.52</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>110.94</td>
<td>56.67</td>
<td>38.59</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Garbage is picked up every week regardless of holidays

EXTRA GARBAGE:

Prepaid garbage tags can be purchased at City Hall for $5.77 each (one tag per can, box, or bag). Untagged extra garbage will not be collected.

For dumpster service contact Public Works

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 the Poulsbo Recycling Center at 21868 Viking Way (NE corner of Viking Way and Hwy 305). The following are accepted:**

- plastic bottles, jars, jugs & dairy tubs
- newspaper, office paper, magazines
- corrugated cardboard
- tin cans, aluminum, scrap metal
- glass
- auto batteries, used motor oil & antifreeze
- compact fluorescent lights
- 4 foot fluorescent tubes (10 per month)

The station is open Tuesday through Saturday (8:00 am to 3:30 pm). For more information, call: 360-779-1044 or visit the County’s web site at www.kitsapgov.com/sw

RESuLting WASTEWATER:

(Stewer)

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

**Monthly rates are as follows:**

- **inside city limits:** $47.59
- **outside city limits:** $70.99

**Base charge includes 400 cubic feet of water flow**

**Plus:**

- **Winter rate: October to May:**
  - **inside city limits:** $6.25 per 100 cubic feet of water flow over the base
  - **outside city limits:** $9.30 per 100 cubic feet of water flow over the base

**Summer rate: mid June to mid October:**

- rates are the same per 100 cubic feet as winter with the cubic feet calculated on the average water flow of the previous eight months

**NOTE: SEWER PENALTY**

A monthly penalty charge of $41.43 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

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 $16.43 per month. Commercial accounts are charged per impermeable surface units. 3000s/sf is equal to one ISU.