

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2025-13

SUBJECT: Police Body Worn Camera Redaction Fee

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 09/11/2025
- ☒ Passed by the City Council: 10/08/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☐ Effective: _____

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- ☐ _____

Kati Diehl
Deputy City Clerk

10/09/2025
Date

RESOLUTION NO. 2025-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE COST SCHEDULE FOR SERVICES PROVIDED BY THE POLICE DEPARTMENT; ESTABLISHING A FEE FOR THE PROCESSING OF BODY WORN CAMERA VIDEO.

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 Washington Public Records Act, Chapter 42.56 RCW, identifies the City's obligations to provide public records at the request of members of the public; and

WHEREAS, pursuant to RCW 42.56.240(14)(f), law enforcement agencies are permitted to charge requestors not exempted under RCW 42.56.240(14)(e) the reasonable costs of redacting videos prior to disclosure; and

WHEREAS, in 2014, the Poulsbo Police Department implemented a body worn camera program; and the City is receiving an increasing number of requests for body worn camera video recordings pursuant to the Public Records Act; and

WHEREAS, the City has analyzed the actual staff time incurred redacting body worn video pursuant where redactions are necessary due to an exemption from production under RCW 42.53.240 to determine the "reasonable costs" associated with such redactions; and

WHEREAS, the City Council wishes to amend the City's cost schedule for services provided by the Poulsbo Police Department specific to body worn camera recordings and to set a fee for redacting such recordings; now, therefore;

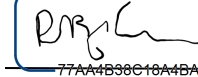
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:

The Cost Schedule passed in resolution 2024-18 is hereby amended and replaced
with the Cost Schedule dated October 8, 2025, attached as Exhibit A hereto and incorporated
by this reference as if set forth in full.

RESOLVED this 8th day of October, 2025.

APPROVED:

DocuSigned by:

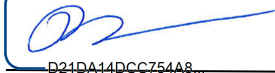


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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:



D21DA14DCC754A8...

CITY CLERK, RHIANNON FERNANDEZ, CMC, CPRO

FILED WITH CITY CLERK: 09/11/2025
PASSED BY CITY COUNCIL: 10/08/2025
RESOLUTION NO. 2025-13

Exhibit A
Resolution No. 2025-13

COST SCHEDULE

October 8, 2025

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 st False alarm (if 1 st in a six-month period) 2 nd 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 \$12.00, State \$18.00) Fee established per RCW 9.41.070(5)		\$48.00
	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

Body Worn Camera Recordings*
per RCW 42.56.240(14)

\$60.00 per hour of video
Prorated at \$1.00 per minute of video

*Research and Redaction Processing - Processing requires full playback of each video by the processing technician before redaction begins to verify the involvement of each party in the footage and ensure the footage is redacted in accordance with Washington state law. Please keep this in mind when requesting footage from multiple BWCs or for footage for long timeframes.