

AGENDA ITEM SUMMARY

City Council



STAFF

Lisa Robles, Sr. Manager, Information Services

SUBJECT

Resolution 2025-094 Approving Revised Fees for Fort Collins Police Services' Criminal Justice Records.

EXECUTIVE SUMMARY

The purpose of this item is to request an increase in fees for criminal justice records for Police Services. The current fee schedule has been in effect since 2017, and the proposed adjustments are necessary to keep up with the change in technology and staff expenses. Pursuant to C.R.S. Section 24-72-306(1), fees proposed by the criminal justice agency shall be established by the governing body of the municipality.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

The current fee for criminal justice records is \$30 per hour. In 2024, the State increased the allowable rate for CORA requests to \$41.37 per hour. Due to rising computer-related costs, including the software used to manage records requests and perform redactions, the proposed fee increase is necessary to help offset expenses and align with the State's updated rate. Police Services requests a revision of its fee schedule as follows:

1. Police Case Reports (cost includes: search, retrieval, redaction, and copy)	\$40 per hour \$10 per ¼ hour \$10 minimum
2. Background searches (cost includes: search, retrieval, redaction, and copy)	\$40 per hour \$10 per ¼ hour \$10 minimum
3. Location searches (cost includes: search, retrieval, redaction, and copy)	\$40 per hour \$10 per ¼ hour \$10 minimum
4. Calls for service (CAD), other records (cost includes: search, retrieval, redaction, and copy)	\$40 per hour \$10 per ¼ hour \$10 minimum

5. 911/dispatch recordings, digital media (video, audio, photos, CD/DVD), (cost includes: search, retrieval, redaction, and copy)	\$40 per hour \$10 per ¼ hour \$10 minimum
6. Printed copy of report per page	\$.25 per page in addition to cost of report
7. Certified Copies	\$5 in addition to cost of report
8. Special searches requiring the creation of a new record, manipulation or data, or expertise of computer systems personnel	\$40 per hour \$10 per ¼ hour \$10 minimum
9. VIN Verifications	\$10 per vehicle
10. Digital media storage device (USB, CD/DV, external hard drive)	Prices start at \$5 and are dependent on the size of the device

CITY FINANCIAL IMPACTS

There may be a slight increase in revenue for the city, but it is difficult to know the true impact because records requests vary each month, and computer costs and software increase each year.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

The new fee schedule will be posted on the City's website and in the police lobby in advance of the new fees taking effect.

ATTACHMENTS

1. FCPS Fee Schedule 2025 (draft)
2. Resolution 2025-094