

TOWN OF NEW CASTLE, COLORADO
RESOLUTION NO. TC 2024-15

A RESOLUTION OF THE TOWN OF NEW CASTLE TOWN COUNCIL AMENDING THE
DIRECTORY OF TOWN FEES AND CHARGES REGARDING POLICE REPORT
REQUESTS FOR BODY WORN CAMERA FOOTAGE AND CORA RESEARCH FEES

WHEREAS, by Ordinance No. 2011-7, the Town of New Castle (“Town”) Town Council adopted a schedule of fees for Town services; and

WHEREAS, the Directory of Town Fees and Charges (“Fee Schedule”) has been amended several times since its initial adoption; and

WHEREAS, Section 10(C) of the Fee Schedule sets the Town’s Police Department fee, and Section 15 sets the Town Records fees; and

WHEREAS, the Town has adopted a written Colorado Open Records Act (“CORA”) policy that was most recently amended and reaffirmed on May 16, 2023; and

WHEREAS, pursuant to C.R.S. § 24-72-205(6), the Town may impose a fee in response to a request for the research and retrieval of public records provided that the fee is published by the Town, which fee is currently set at \$30 per hour; and

WHEREAS, as of July 1, 2024, the research and retrieval fee allowed under CORA was increased to \$41.37 per hour; and

WHEREAS, the Colorado Criminal Justice Records Act, C.R.S. § 24-72-301, *et seq.* also allows the Town to charge reasonable fees for the search, retrieval, and redaction of criminal justice records; and

WHEREAS, as explained in the July 24, 2024, Memorandum from the New Castle Police Chief, due to the demand on staff and related costs of responding to requests for body worn camera footage, it is desirable to adopt a fee for the research, retrieval, and redaction of body worn camera footage; and

WHEREAS, the Town Council finds and determines that increasing its CORA fee and adopting a fee for body worn camera footage is necessary and appropriate to meet the needs of the citizens of the Town; and

WHEREAS, the Town Council desires to amend the Fee Schedule as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings of the Town Council.

2. Amendment. Sections 10 and 15 of the Fee Schedule are hereby amended as shown in Exhibit A to this Resolution, which is incorporated herein by reference.

3. Direction to Town Clerk. The Town Clerk shall revise the Fee Schedule to include the changes approved in by this Resolution, republish the revised Fee Schedule on the Town website, and make the revised Fee Schedule available for inspection at Town Hall.

4. Effective Date. This Resolution shall take effect upon adoption hereof.

INTRODUCED, READ, AND ADOPTED at a regular meeting of the Town of New Castle Town Council held on August 6, 2024.

TOWN COUNCIL OF THE TOWN OF
NEW CASTLE, COLORADO

By: _____
Art Riddile, Mayor

ATTEST:

Mindy Andis, Town Clerk

EXHIBIT A

Section 10: Police Department Fees

C. Police Reports

NOTE: Criminal Histories are referred to CBI – www.cbirecordscheck.com

Accident Report(s) are referred to CarFax-crashdocs.org

- ~~1. Application for Police Reports (inc. first 2 pages) \$5.00~~
- ~~1. Records Request.....\$15.00~~
 - Per Page Printed.....\$.25
- ~~2. Body Worn Camera Request.....\$75.00 flat fee,~~
~~plus research, retrieval, redaction, and equipment costs~~
- ~~2. For each page following first 2 pages..... \$.25~~
- ~~3. Records Check\$15.00~~
- ~~4. Crime Report (copies) \$.25 per page~~
- ~~3. Research, Retrieval and Redaction —Intensive Check \$41.37~~
~~(1st hr. free)~~
- ~~6. Accident Report..... \$5.00~~
- ~~4. Photographs (digital) \$30.00 per CD-USB~~
- ~~5. Application for Sex Offender List..... \$5.00~~

Section 15: Town Records

A. Duplication

- 1. Records in 8½ x 11 inch format..... \$0.25 per page,
plus Research & Retrieval Costs
- 2. Records in other formatsActual reproduction cost,
plus Research & Retrieval Costs

B. Certification\$1.00 for each certificate and seal

C. Research and Retrieval Costs.....\$~~33.58~~41.37 per hour
(1st hour free per statute)