



MEMORANDUM

To: Mayor and City Council

From: Vanessa Tarver, Assistant Director of Strategic Financial Engagement

Via: Kim Tiehen, Director of Strategic Financial Engagement

Date: February 24, 2026

Reference: A Resolution of the City of Coppell, Texas, amending the Master Fee Schedule by adding fees regarding Body Worn Camera video; amending presentation of general fees, Coppell City Code in the Master Fee Schedule, and providing an effective date; and authorizing the Mayor to sign.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to present a Resolution for City Council consideration that amends the Master Fee Schedule to implement charges for Body Worn Camera (BWC) video(s) requested via Open Records Requests.

Background:

The State of Texas, via the Texas Admin Code (1 TAC §70.9), authorizes government entities to charge \$10 per video plus an additional \$1 per full minute of footage for Body Worn Camera videos. Currently, the City of Coppell does not assess these charges.

The Police Department began tracking Body Worn Camera video requests in mid-2025. Based on the data collected, the average charge per request would have been approximately \$45 for typical resident requests. Broader requests seeking larger volumes of footage, including those commonly submitted by attorneys, would have averaged approximately \$80. In 2026, the Police Department has already experienced a significant increase in these broader, high-volume requests. Had the State-authorized fees been in place, these broad requests alone would have generated approximately \$8,400 in cost recovery.

Granicus, the software used to process Open Records Requests for the city of Coppell, has reported a 173% growth in video requests over the past seven years, with Body Worn Camera being the

primary driver of that growth. As request volume continues to rise, many surrounding cities have implemented the State-authorized fee structure for responsive videos.

Benefit to the Community:

Requests for BWC video require substantial staff review, redaction, and processing to ensure compliance with statutory requirements while balancing the protection of confidential information. As volume increases, these responsibilities require staff resources that would otherwise support direct service to residents.

Aligning the City’s Master Fee Schedule with the State-authorized fee structure for Body Worn Camera videos allows Coppel to recover a portion of the operational costs associated with fulfilling these requests while promoting responsible use of City resources.

Legal Review:

The City Attorney has reviewed the item.

Fiscal Impact:

If approved, the potential fiscal impact based on an analysis of past requests would be an increase to Charges for Services of \$8,400.

Recommendation:

The Strategic Financial Engagement Department and Police Department recommend approval of this item.