



## OFFICE OF THE CITY CLERK

BIANCA L. TIRADO, CITY CLERK

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### PERSONNEL & FINANCE

JULY 14, 2025 4:15 P.M.

Committee Members Present:

Sheila Niezgodski, Karen L. White, Rachel Tomas Morgan, Dr. Oliver Davis,

Committee Members Absent:

None

Other Council Present:

Canneth Lee, Troy Warner

Others Present:

Bianca L. Tirado, Jasmine Jackson, Matthew Neal, Margaret Gotsch, Lari'onna Green, Bob Palmer

Presenters:

Jenna Throw

Agenda:

Bill No. 43-25 - Amending Section 2-210 of the South Bend Municipal Code to Update Fees and Processes for Public Records Requests (Discussion Only)

Members marked with an asterisk (\*) are in virtual attendance.

Please note the attached link for the meeting recording:

<https://docs.southbendin.gov/WebLink/browse.aspx?dbid=0&mediaid=396899>

Committee Chair Sheila Niezgodski called to order the Personnel and Finance Committee meeting at 4:15 P.M.

### **Bill No. 43-25 - Amending Section 2-210 of the South Bend Municipal Code to Update Fees and Processes for Public Records Requests (Discussion Only)**

Jenna Throw, City Attorney, with offices on the twelfth (12th) floor of the County-City Building, South Bend, IN 46601, stated that updates have been made to Section 2-210 of the Municipal code and the following is an overview of the presentation.

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Jasmine Jackson  
CHIEF DEPUTY CITY CLERK / CHIEF OF STAFF

Matthew Neal  
DEPUTY CITY CLERK / DIRECTOR OF POLICY

Margaret Gotsch  
DIRECTOR OF SPECIAL PROJECTS

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Topic One (1): Law Enforcement Recordings – The goal of the change is to charge for the actual time spent reviewing and redacting the recordings. There will be a cap of one hundred and fifty dollars (\$150) per video with a flat fee of fifty dollars (\$50) per hour which will be prorated based on the length of the video.

Committee Member Dr. Oliver Davis asked if Jenna could email the Committee and provide a list of the twelve cities that have adopted a similar process, the associated fees, if there are other cities outside of Indiana that have adopted this process, and how many Committee members have been in opposition of this process change.

Jenna Throw stated that she will follow up with all requests.

Committee Chair Karen L. White asked if this is an overview of the process and how it will be implemented moving forward.

Jenna Throw stated yes, this process is being adopted across the state of Indiana.

Council President Canneth Lee asked if the charges are to the requestor or the victim.

Jenna Throw stated that the term victim falls under the definition of a requestor, however, there is a provision in the law that allows the victim to inspect a recording without receiving a copy, therefore, no charge would be associated.

Council Member Troy Warned wanted to know if the fees would apply to criminal cases when the Prosecutor was pursuing charges. Council Member Warner asked whether the Community Police Review Board would be charged for the recordings.

Jenna Throw stated she would need to double check and follow up.

Committee Member Dr. Davis asked for a list of current requestors. He also asked what documentation is needed to be considered a requestor and what is the current cost for a recording versus what is being proposed.

Jenna Throw stated that she would email a list that includes what documentation is necessary to be considered a requestor, which is defined by state law. As far as the current cost is concerned, it costs roughly twenty dollars (\$20) to receive a recording.

Committee Member Dr. Davis asked if the total cost of producing a two (2) hour video recording under the amended ordinance would cost two hundred fifty dollars (\$250).

Jenna Throw said that was correct.

Topic Two (2): Fee Schedule as Separate Document – Instead of having to manually go in and adjust the code itself, the fee schedule will be attached as a separate document and posted on the City's website. The fees will still be approved by the Council but will streamline the process for Council review. Topic Three (3): Clarification for Electronic Records – this clarifies that no charges are associated with electronic records, unless provided by law, and the fees set in the ordinance only pertain to hard copies of records. Topic Four (4): Clarification for Record Certification Fees – this topic clarifies that if a record needs to be certified, the fee associated with



the certification is deposited into the same fund as the fees associated with the copies of records. Topic Five (5): Use of Records from Electronic Data Storage Systems – prohibits commercial use of records from an electronic data storage system. Media, nonprofit activities, and academic research is not prohibited. The City can prohibit any requestor from accessing or obtaining records if records are used in contrary to this provision. Topic Six (6): Updates to Fee Schedule – This topic covers minor updates to the fee schedule that includes a decrease in the cost of fingerprinting, renaming “Arson Reports” to “Fire Investigation Reports”, striking line items that are no longer used, increasing an additional cost associated with documents other than public records, and modifying fees for “No Trespass” signs to reflect only one size.

Committee Chair Niezgodski thanked Jenna Throw for the presentation and asked all Committee Members and Council Members to email her with any additional questions they may have regarding the presentation.

With no further business, Committee Chair Sheila Niezgodski adjourned the Personnel and Finance Committee meeting at 4:42 P.M.

Respectfully Submitted,

A handwritten signature in black ink that reads "Sheila Niezgodski".

Sheila Niezgodski, Committee Chair

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