

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director
Council Meeting: May 28, 2024
Subject: Resolution 24-052: Amending the Consolidated Fee Schedule
Presenter: Ashley Rentsch, Finance Director

Summary:

Staff recommends approval of this resolution amending the fee schedule to show that fees for police or accident reports are at a cost of four dollars (\$4.00) per copy as provided by SDCL 32-34-13.1.

Background:

The police department routinely receives and fulfills requests for copies of police or accident reports. The current fee schedule indicates a cost of five dollars (\$5.00) per copy. However, state law dictates that this fee must be no more than four dollars (\$4.00) per copy.

Item Details:

➤ **Current Fee Schedule:**

Police Department		
Accident Reports		
Per Report	Sec. 3-03	\$5.00

➤ **Amended Fee schedule:**

Police Department		
Police or Accident Reports		
Per Copy of Report	Sec. 3-03	\$4.00

Legal Consideration:

The City Attorney has reviewed this item and cited the following state statute as a basis for the amendment:

32-34-13.1. Fees of local law enforcement personnel for furnishing copies of accident reports. County or municipal law enforcement personnel may collect four dollars for each copy of an accident report furnished to any person by their office. Accident reports furnished to the Department of Public Safety pursuant to §32-34-10 shall be provided at no cost to the state. For reports supplied by county law enforcement personnel, collected funds shall be accounted for pursuant to chapter 7-11. For reports supplied by

municipal law enforcement personnel, collected funds shall be accounted for pursuant to chapter 9-22.

Strategic Plan Consideration:

This action supports fiscal responsibility by ensuring that fees are compliant with state law and support cost recovery. The amendment ensures that the schedule is accurate, clear, and enforceable.

Financial Consideration:

This resolution promotes cost recovery for printing police and accident reports in the maximum allowable amount per state law.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval.

Supporting Documentation:

Memo

Resolution