



City of South Bend Common Council

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NEWS RELEASE

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Regina Williams-Preston
Second District

Sharon L. McBride
Third District

Jo M. Broden
Fourth District

Jake Teshka
Fifth District

Oliver Davis
Sixth District

Gavin Ferlic
At Large

John Voorde
At Large

Karen White
At Large

Subject: South Bend Common Council Seeking Citizen Members
Date: Wednesday, January 16, 2019
From: Council President, Tim Scott
Contact: 574-538-1936

South Bend Common Council Seeking Citizen Members to Serve on Standing Committees

The South Bend Common Council is seeking applications from interested and dedicated individuals who wish to volunteer their time and talents to serve as citizen members on the following Common Council Standing Committees:

COMMUNITY INVESTMENT COMMITTEE
COMMUNITY RELATIONS COMMITTEE
HEALTH AND PUBLIC SAFETY COMMITTEE
INFORMATION AND TECHNOLOGY COMMITTEE
PARC COMMITTEE (Parks, Recreation, Cultural Arts & Entertainment)
PERSONNEL AND FINANCE COMMITTEE
PUBLIC WORKS AND PROPERTY VACATION COMMITTEE
RESIDENTIAL NEIGHBORHOODS COMMITTEE
UTILITIES COMMITTEE
ZONING AND ANNEXATION COMMITTEE

Section 2-12.3 of the *South Bend Municipal Code* (copy attached) sets forth the regulations addressing "Procedure for Addressing Citizen Appointments".

- Be a resident of the City of South Bend for at least one (1) year
- Be available to attend meetings on a regular basis
- Be interested in the subject matter and/or have some background on committee's topics
- Complete an application at southbendin.gov/bcapp or in person in the City Clerk's Office on the 4th Floor of the County-City Building by Wednesday, January 30th, 2019
- Complete a one-time orientation on Tuesday, February 12th, 2019 at 5:30 p.m.

Council members will interview and select qualified individuals to serve. Persons selected to serve as citizen members will also be sworn in by the City Clerk with the oath being kept on file with that Office. The City Clerk will also maintain copies of all applications submitted by individuals not selected in the event that a vacancy occurs throughout the year (informational only, not disclosable to the public).

We encourage South Bend residents to consider volunteering on a Committee and having your voices heard.

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Sec. 2-10. Eleven standing committees of the Common Council; powers and duties. (a)

There shall be eleven (11) standing committees organized within the Common Council. Each standing committee, except the Council Rules Committee, shall consist of not less than three (3) Council Members. Council Members shall be appointed to each committee by the Council President at the beginning of each calendar year.

(b) Each standing committee, except the Council Rules Committee, shall have not less than one (1) citizen member and at no time shall the number of citizen members constitute more than one-third (1/3) of the total membership of each standing committee.

(c) A person desiring to serve as a citizen member of any of the Council's standing committees, except the Council Rules Committee, must have been a resident of the City of South Bend for not less than one (1) year prior to being considered for appointment. City residency shall be a continuing requirement for membership on all such standing committees. Citizen members shall serve without compensation for one-year terms, with each appointment expiring by the first meeting of the succeeding calendar year of such appointment.

(d) Citizen members shall be appointed by the Chairperson of each standing committee. In making such appointments, the Chairperson shall assure that the citizen members are broadly representative of the South Bend Community.

(e) Upon appointment, the Chairperson shall see that each such citizen member so has on file with the Office of the City Clerk the citizen member's: name, residential address, residential telephone number, business telephone number, and email address.

(f) The Office of the City Clerk shall send to each citizen member notices of all Committee meetings to which they are appointed, along with copies of proposed resolutions or ordinances sent to such Committee for review and recommendation no later than two (2) business days prior to the Committee meeting.

(g) Any citizen member vacancy of a standing committee shall be filled for the unexpired term in the same manner as the original appointment. A vacancy shall be deemed to exist upon the occurrence of any one (1) of the following conditions:

(1) If a citizen member moves his or her permanent place of domicile out of the City of South Bend, dies, resigns, or for any reason refuses to serve during the period for which he or she was appointed; or

(2) If a citizen member fails to attend and participate in the meetings of the standing committee as may be determined by the Committee Chairperson in consultation with the Council President.

(h) All duly appointed citizen members shall have the right to make appropriate motions at Committee meetings and participate in Committee discussions. All such citizen members shall have the right to vote on all matters coming before the Committee to which he or she has been appointed.

(i) There shall be eleven (11) standing committees of the South Bend Common Council. These committees and their area of jurisdiction are as follows:

(1) Parks, Arts, Recreation and Culture (PARC) Committee: Overseeing the various activities of the Century Center, Regional Museum of Art, College Football Hall of Fame, Morris Performing Arts Center, Department of Parks and Recreation, Studebaker Museum and related activities.

(2) Community Investment Committee: Overseeing the various activities of the Department of Community and Economic Development Department and

programs directed by the Division of Community Development, Division of Economic Development and Financial and Program Management.

- (3) Community Relations Committee: Overseeing the various activities of the Office of Community Affairs and the relationships and ongoing communications with other public and private entities operating within the City of South Bend.
- (4) Council Rules Committee: Overseeing rules and regulations governing the operation of the South Bend Common Council, as well as all matters of public trust as more specifically set forth in section 2-10.1 of the Municipal Code and applicable State and Federal laws.
- (5) Health and Public Safety Committee: Overseeing the various activities performed by the Department of Code Enforcement, EMS, Fire Department, Police Department, ordinance violations, and related public health and safety issues.
- (6) Information and Technology Committee: Overseeing the various activities of the City's information technologies so that all computer systems, websites, and related technologies are maintained and upgraded so as to remain competitive and up to date with current industry standards.
- (7) Personnel and Finance Committee: Overseeing the various activities performed by the Department of Administration and Finance, salaries, budgets, fiscal matters and personnel policies and procedures of the City.
- (8) Public Works and Property Vacation Committee: Overseeing the various activities performed by the Building Department, the Department of Public Works and related public works and property vacation issues.
- (9) Residential Neighborhoods Committee: Overseeing the various activities of the Neighborhood Partnership Centers and issues related to neighborhood development and enhancement.
- (10) Utilities Committee: Overseeing the various activities of all enterprise entities including but not limited to the Bureau of Waterworks, Bureau of Sewers and all related entities.
- (11) Zoning and Annexation: Overseeing the various activities related to the Board of Zoning Appeals, Area Plan Commission and the Historic Preservation Commission as well as all related matters addressing annexation and zoning.

The general responsibilities of each standing committee shall include the right to review all legislative proposals, reports and other pertinent information under its jurisdiction; and to monitor on a continuing basis the department(s), bureau(s) and public officials under its jurisdiction. All committees shall deal with any issues referred to it by the Council President or referred to it by a majority of the Common Council. Each standing committee shall report periodically to the Common Council with an annual committee report highlighting activities of the past year by the second Monday of December of each year.

The Chairperson, with the assistance of the Council Attorney, shall be responsible for filing Committee minutes with the Office of the City Clerk within two (2) weeks after each committee meeting. Such minutes shall comply with the Open Door Law and shall include but not be limited to: (1) the date, time and place of the meeting; (2) persons in attendance; (3) summary of all items discussed including all references to proposed resolutions and ordinances referred to it for review and recommendation; (4) a record of

all votes taken; and the time of adjournment. Any documents submitted to a Committee shall be filed with the original of the committee minutes with the Office of the City Clerk. Any majority or minority reports filed with a committee shall also be attached to such Committee minutes.

The Council President shall appoint the Chairperson and Vice Chairperson of each standing committee following his or her election as Council President. A majority of the total membership of a standing committee shall constitute a quorum. The Council President shall have the right to vote on each standing committee only in the event of a tie.

The Office of the City Clerk shall provide notice of all committee meetings, pursuant to applicable State law. Such notice(s) shall also be sent to all citizen members on a committee calling a meeting, along with all copies of documents sent to a standing committee for review and recommendation.

(j) The Council President may appoint special or ad hoc committees. Such committees shall be considered advisory to the Common Council. Such committees shall file appropriate written reports addressing the issue(s) for which they were created with the Council President. Following the completion of their purpose, such special or ad hoc committee shall be dissolved by the Council President unless a majority of the Common Council determines to continue the existence of such committee for a long period of time.

(k) The governing rules of the Common Council as far as they are applicable shall be the rules of each of the standing committees unless determined otherwise by the Committee Chairperson.

(l) It shall be the duty of the Chair Person of each Council Committee to report promptly to the Common Council on all proposed resolutions, ordinances, and other matters referred to it for review and recommendation.

(m) Public hearings on proposed resolutions or ordinances coming before a standing committee shall be conducted pursuant to the following procedures:

(1) Report by an entity having advisory review [Example: Area Plan, Board of Zoning Appeals, Board of Public Works, Community Development, etc.];

(2) Presentation by the parties filing the proposed legislation with copies of all handouts being presented to all Council Members and for the public record;

(3) Public portion: Those speaking in favor shall be followed by those speaking in opposition;

(4) Rebuttal by the petitioning parties; and

(5) Committee discussion and recommendation by proper motions.

(n) The standing committees are authorized to receive exhibits, hear witnesses, and use all applicable powers to procure relevant information on issues referred for review and recommendation. The Committee Chairperson shall report to the Common Council verbally on all action taken on proposed resolutions and ordinances.

(o) In order to assure proper respect to the conduct of all standing committee hearings, the highest standards of dignity, propriety, courtesy and decorum shall be upheld in order to assure the proper fact finding mission through the hearing process. The Chairperson may establish special rules governing such hearings as circumstances may require.

(p) All Council Members and all citizen members of a Council Standing Committee shall abide by the State of Indiana's Uniform Conflict of Interest Disclosure Statement policies and procedures.