



# OFFICE OF THE CITY CLERK

## BIANCA L. TIRADO, CITY CLERK

### MEMORANDUM

**TO:** MEMBERS OF THE COMMON COUNCIL  
**FROM:** BIANCA L. TIRADO, CITY CLERK  
**DATE:** MONDAY, SEPTEMBER 16, 2024  
**SUBJECT:** PERSONNEL AND FINANCE COMMITTEE MEETING NOTICE: ADMINISTRATIVE DEPARTMENTS BUDGET HEARING

### NOTICE

The following meeting of the Personnel and Finance Committee have been scheduled at the following location on the following dates:

Howard Park Event Center  
Ribbon Town Room  
219 S. St. Louis Blvd.  
South Bend, IN 46617

The following Common Council Committee Meeting has been scheduled for **Wednesday, September 18, 2024 at 5:30 p.m.** at **Howard Park Event Center | Ribbon Town Room** located at **219 S. St. Louis Blvd., South Bend, IN 46617.** The Committee meeting will be legally held as a hybrid meeting with the Microsoft Teams Meeting app. Members of the public have the option to attend the meeting in person or may access the meeting virtually by using the following link: <https://tinyurl.com/091824BudgetSession>

**5:30 -7:30 P.M.**                      **Personnel and Finance**                      **Sheila Niezgodski, Committee Chair**  
*Administrative Departments Budget Hearing Session*

1. 2025 Administrative Departments Budget Presentation (City Controller Kyle Willis, Chief Innovation Officer Denise Riedl, Corporation Counsel Sandra Kennedy)
2. Council Questions and Feedback on proposed 2025 Administrative Departments Budget
3. Public Input on proposed 2025 Administrative Departments Budget
4. Adjournment

cc: Mayor James Mueller  
Committee Meeting List  
Media

**NOTICE FOR HEARING AND SIGHT IMPAIRED PERSONS**  
Auxiliary Aid or Other Services may be Available upon Request at No Charge.  
Please give Reasonable Advance Request when Possible

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Elivet Quijada-Navarro  
CHIEF DEPUTY CITY CLERK

Matthew Neal  
DEPUTY CITY CLERK / DIRECTOR OF POLICY

Samuel Turck  
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