

# CITY CLERK BUDGET HEARING



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**Bianca Tirado, City Clerk**  
**September 25, 2024**



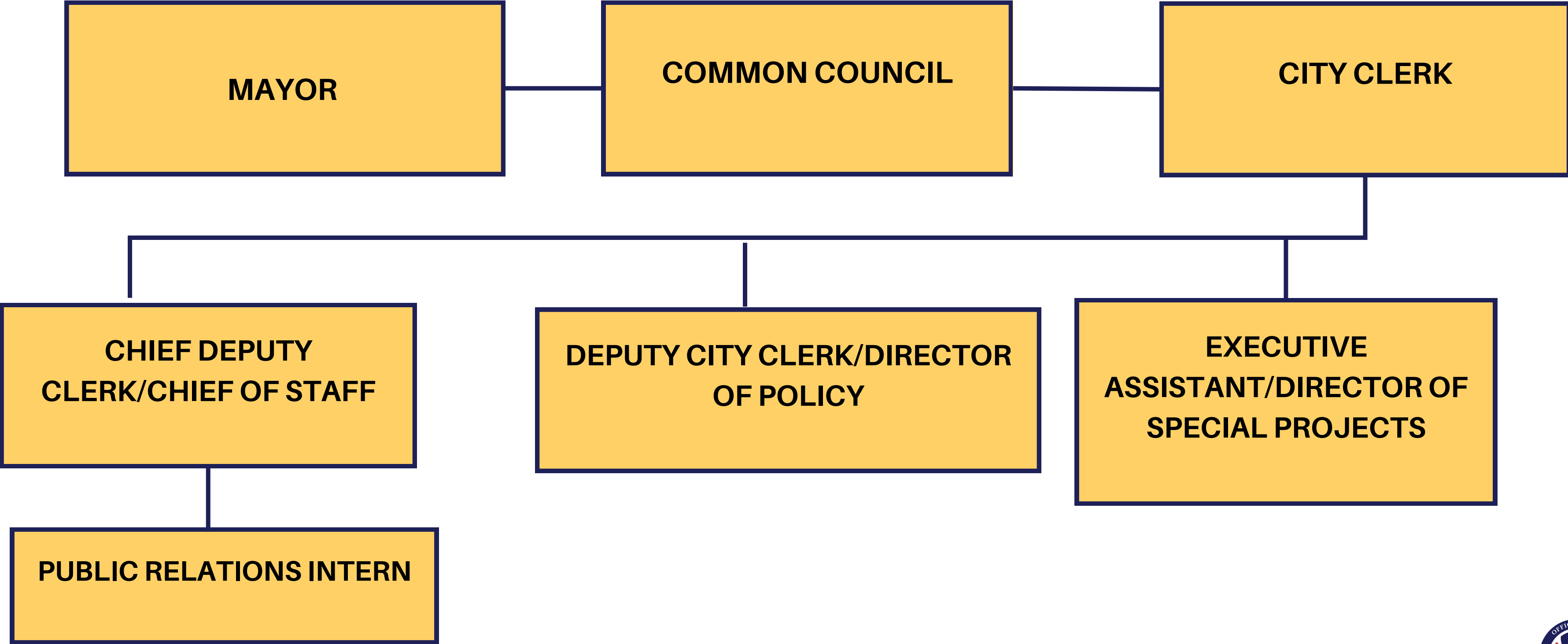
# CITY CLERK'S OFFICE MISSION STATEMENT

We ensure the integrity and accuracy of City records, and liaise between the Common Council, City Administration and South Bend residents fostering relationships and common ground.

We fulfill our mission through the following actions:

- Acting as responsible custodians of information and historical artifacts
- Empowering community engagement
- Advocating for open and transparent governance
- Committing to the highest standards of excellence in serving our residents

# ORGANIZATIONAL CHART



# CLERK'S OFFICE OPERATIONS TEAM

**CITY CLERK**  
The Clerk is responsible for maintaining custody and controlling the filing and storage of all legislative documents, minutes, and other written or recorded materials relevant to the operation of the City government. This role also involves the timely distribution of notices and the administration of oaths for Police Officers, Fire Officials, and any appointed members.

**CHIEF DEPUTY CLERK/CHIEF OF STAFF**  
Direct report in absence of City Clerk. Serving as Fiscal officer for Council & Clerk departments. Reviews Minutes and agendas. Manages Internship program and assists with Youth Council Initiatives

**DEPUTY CLERK DIRECTOR OF POLICY**  
Responsible for the composition of all council meeting agendas and packets, ensuring adherence to legislative requirements. Additionally, prepares resolutions, special proclamations, and maintains official records of filings.

**EXECUTIVE ASSISTANT/DIRECTOR OF SPECIAL PROJECTS**  
This role involves preparing minutes for all council and committee meetings, drafting oaths for swearing-in processes, initiating special projects, and overseeing the technology required for hybrid meetings.



# 2025 GOALS & CONTINUING EFFORTS

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- Continuing to update training manuals, Policies, Open Door Training, Cross-training, and education
- Yearly Boards and Commissions Training for all Council, Department Heads, and Citizen Members
- Continue to remain in compliance by meeting all open-door law requirements (deadlines), etc.
- Continue inclusive transparency efforts to increase community awareness and engagement, providing government tours, continuing to build upon a comprehensive internship program
- Fireside chats with City Clerk's office staff featuring community members to connect and establish partnerships

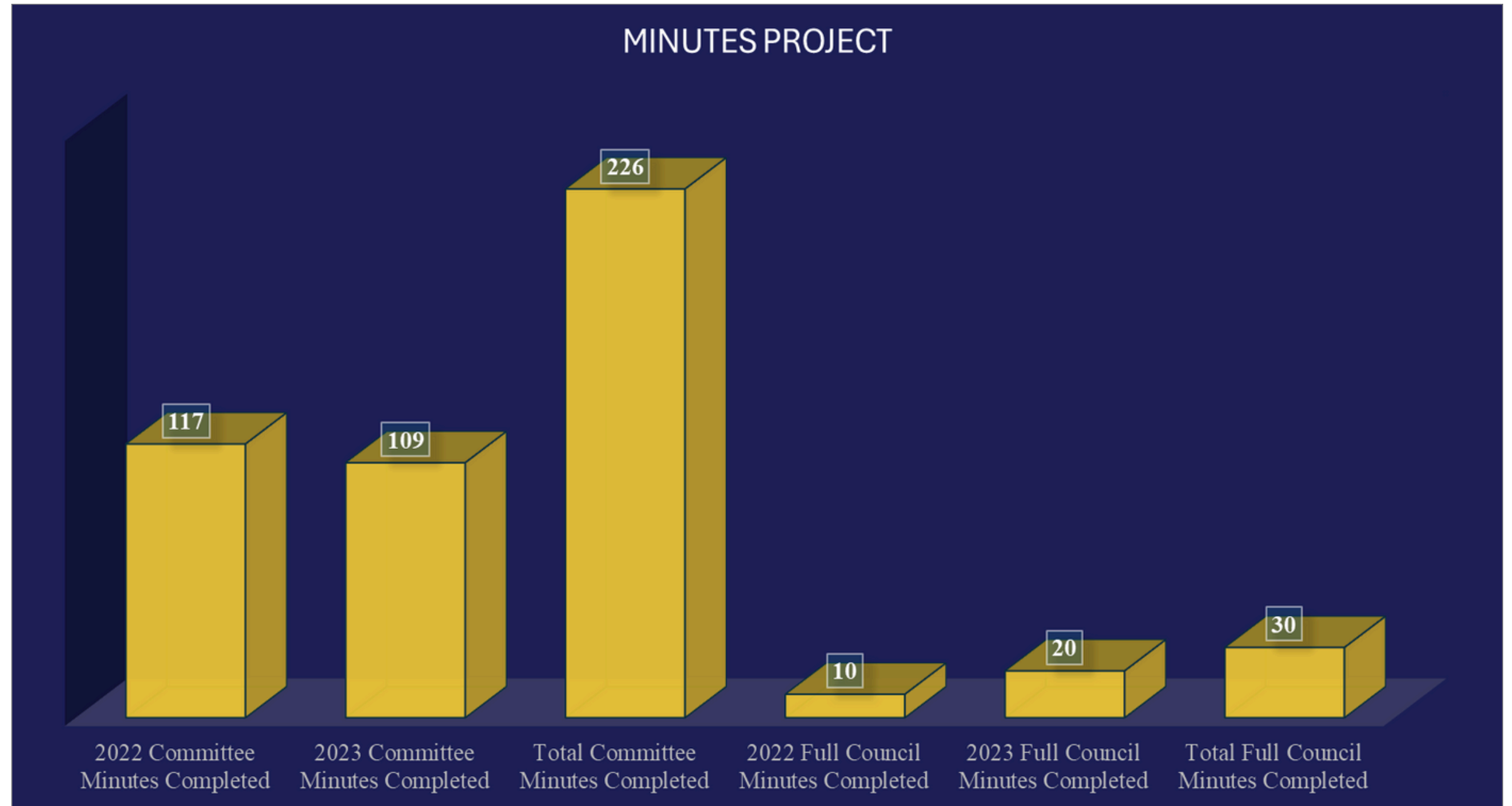


# 2024 CITY CLERK'S OFFICE ACCOMPLISHMENTS



# MINUTES PROJECT 2024

- Minute Solutions helped draft 211 of the 2022 and 2023 committee minutes.
- Minute Solutions was not used for the completion of any 2022 and 2023 Full Council Minutes.



# 2024 FILINGS TO DATE



Special Resolutions



Special Proclamations



Resolutions



Ordinances

- A total of 19 Common Council Meetings held to date
- On-site and off-site Committee Meetings, including Budget Hearings



# 2025 ROLL OUT OF NEW LOGO

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The logo represents how the Clerk's Office serves and represents the residents through the services we offer.



# 2025 BUDGET SUMMARY

## Expenditure Summary

*Includes only City-controlled funds and excludes interfund transfers/allocations*

	2022 Actuals	2023 Actuals	2024 Amended	2025 Budget	% change YOY
<b>Clerk's Office</b>	<b>433,736</b>	<b>424,275</b>	<b>492,180</b>	<b>510,539</b>	<b>3.7%</b>
Salaries & Wages	283,741	274,552	278,332	284,128	2.1%
Fringe Benefits	89,875	78,663	118,848	124,411	4.7%
Supplies	4,316	9,689	9,500	13,000	36.8%
Education & Training	2,296	3,547	7,500	7,500	0.0%
Other Services & Charges	5,916	8,293	7,500	8,000	6.7%
Printing & Advertising	20,366	39,458	28,500	31,500	10.5%
Professional Services	18,448	3,763	30,000	30,000	0.0%
Repairs & Maintenance	8,778	1,746	5,000	5,000	0.0%
Travel	-	4,565	7,000	7,000	0.0%
Bad Debt	100	-	-	-	0.0%



# 2025 PROPOSED BUDGET

	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Adopted Budget</u>	<u>2025 Proposed Budget</u>	<u>YOY % Change</u>
<b>Mayor's Office</b>	\$ 2,132,797	\$ 869,934	\$ 1,109,306	\$ 1,180,862	6.45%
<b>City Clerk</b>	433,836	424,275	492,180	510,538	3.73%
<b>Common Council</b>	509,239	599,639	888,100	941,725	6.04%
<b>Administration &amp; Finance</b>	52,290,061	41,613,850	47,995,436	51,742,415	7.81%
<b>Legal Department</b>	1,303,534	1,441,171	1,731,678	1,807,343	4.37%
<b>Public Works</b>	82,035,216	74,748,032	109,085,221	113,300,084	3.86%
<b>Innovation &amp; Technology</b>	9,298,919	9,420,931	13,046,360	15,011,232	15.06%
<b>Police Department</b>	43,031,323	46,162,859	51,624,354	54,276,559	5.14%
<b>Fire Department</b>	38,290,606	41,819,635	43,376,051	42,778,207	-1.38%
<b>Dept of Community Investment</b>	27,676,663	16,795,208	22,712,628	22,056,642	-2.89%
<b>Venues, Parks &amp; Arts</b>	36,461,432	36,759,065	31,651,661	32,543,473	2.82%
<b>Interfund Transfers</b>	75,226,513	55,791,017	83,427,056	85,691,953	2.71%
<b>Grand Total</b>	<b>\$ 368,690,139</b>	<b>\$ 326,445,616</b>	<b>\$ 407,128,031</b>	<b>\$ 421,841,032</b>	<b>3.61%</b>





**THANK YOU**

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**QUESTIONS?**

