



# OFFICE OF THE CITY CLERK

## BIANCA L. TIRADO, CITY CLERK

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### **09-18-2024 | 2025 Administrative Departments Budget Meeting Questions**

#### **Questions From Council (Not Answered on the Floor)**

##### **Administration and Finance**

Question #1 (Citizen Member Angela Smith): What additional responsibilities have the Director of Department of Finance and the Deputy Director of Human Resources (HR) incorporated in order to justify an above average salary increase?

Director of Department of Finance - The additional 2.9 percent increase for the position aids in stemming turnover within key city positions. Department Directors of Finance have taken on roles and responsibilities well outside their direct scope to execute the functions of the Annual Comprehensive Financial Report (ACFR), the Annual Financial Report (AFR), Financial reporting, and regulatory reports. Keeping and retaining senior level positions enables the security of our financial operations, mitigates staff risk, and furthers the A&F mission. DDF's must have a sound understanding of purchasing, revenue recognition, staffing policies, budgets, budget policies and procedures. They act as strategic advisors to the department heads they serve.

HR Deputy Director - Increase request needing to be more in-line with private sector and other municipalities, so that we stay competitive and aid in retention. According to GlassDoor and Salary.com, the average median wage for this position in our area is \$119,354. We have restructured this position to take on more responsibilities than the original job description. The Deputy Director of HR is also taking the lead in project management and training. This includes organizing, scheduling and working with outside resources for leadership training as well as the financial responsibilities of each department's participation. This position also leads projects that are instrumental to the City, such as the Culture Initiative that developed from the success of the leadership training. This position has managed the implementation of system implementation that will reduce the reliance on outside systems, to save costs overall.

HR – Benefits Manager - The current position has been redefined this year and adding more responsibilities, such as adding the need for technical abilities to build and maintain the UKG Ready Benefits Module. In the past, we had the broker send renewal information and costs to BenXpress to do the updates for enrollment. We will now be adding that task to the Manager-Benefits role.

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We will also be adding the task of educating employees and management on how to use the new system for open enrollment and benefit change options.  
Finally, in comparison to other municipalities and local businesses of our size, our salary was well under what the medial area regional salary, so this will help the City to stay competitive and aid in retention.

Question #2 (Councilmember Rachel Tomas Morgan): How does the size of the South Bend's Human Resources staff compare to other cities?

- South Bend: 6
- Michigan City : 2
- Elkhart: 6
- Gary: 5
- Valparaiso: 2
- Fort Wayne: 7
- Mishawaka: 2

Question #3 (Councilmember Karen White): How many employees are currently being paid their salary cap? **81 Non-Bargaining Employees**

**Questions From the Public (Not Answered on the Floor)**

**Legal Department**

Question #4 (Sue Kesim): Is there a way for citizens to suggest ordinance changes?

Question #5 (Sue Kesim): Is it possible to make public the process regarding ordinance changes/deliberations?