



# OFFICE OF THE CITY CLERK

## BIANCA L. TIRADO, CITY CLERK

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### MEMORANDUM

**TO:** MEMBERS OF THE COMMON COUNCIL  
**FROM:** BIANCA L. TIRADO, CITY CLERK  
**DATE:** THURSDAY, JANUARY 23, 2025  
**SUBJECT:** 2025 ANNUAL BOARD OF FINANCE MEETING NOTICE

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The annual **Board of Finance Meeting of the City of South Bend, Indiana** has been scheduled for **Monday, January 27, 2025** at **3:45 p.m.** in the Council Chambers. This is an annual meeting where the South Bend Common Council convenes as a local Board of Finance.

Council Chambers  
4<sup>th</sup> Floor County-City Building  
227 W. Jefferson Blvd.  
South Bend, IN 46601

The Council Chambers will be Open to the Public. Members of the Public May Attend this Meeting Virtually via Microsoft Teams Meeting app here: <https://tinyurl.com/012725CC>

The following agenda items have been set for the meeting:

1. **Election of Officers:** The Board must elect two (2) of its members to serve as the Board's officers, a president, and a secretary. I.C. 5-13-7-6(a)(1).
2. **Review of 2024 Investment Report:** The City's Department of Administration & Finance, along with the City's investment advisors at 1st Source Bank, have prepared the Annual Investment Report for the Year Ended December 31, 2024 (the "Investment Report") for the Board's review. I.C. 5-13-7-6(a)(2); I.C. 5-13-7-7(b)(1).
3. **Review of Investment Policy:** The City's investment policy (the "Investment Policy") documents the City's compliance with Indiana law governing the City's investment of its cash reserves. The Board is required to review the Investment Policy during this meeting. I.C. 5-13-7-7(b)(2).

cc: Mayor James Mueller  
Committee Meeting List  
Media

INTEGRITY | SERVICE | ACCESSIBILITY

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Elivet Quijada-Navarro  
CHIEF OF STAFF / CHIEF DEPUTY CITY CLERK

Matthew Neal  
DEPUTY CITY CLERK / DIRECTOR OF POLICY

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455 County-City Building | 227 W. Jefferson Blvd. | South Bend, Indiana 46601 | p. 574.235.9221 | f. 574.235.9173 | [www.southbend.in.gov](http://www.southbend.in.gov)



**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