Dec 8, 2025

Bianca Tirado City Clerk, South Bend, IN

Office of The City Clerk

**BILL NO.79-25** 



Bianca Tirado, City Clerk



## PROPOSED ORDINANCE

- Removal of a part-time Administrative Assistant Position for the South Bend Common Council (with a 2026 cap of \$59,740) to place in the office of the City Clerk
- Establish a full-time Executive Assistant Position (with a 2026 cap of \$59,740) and adding benefits.
- There is no salary increase to the position; only changing to full-time with benefits.

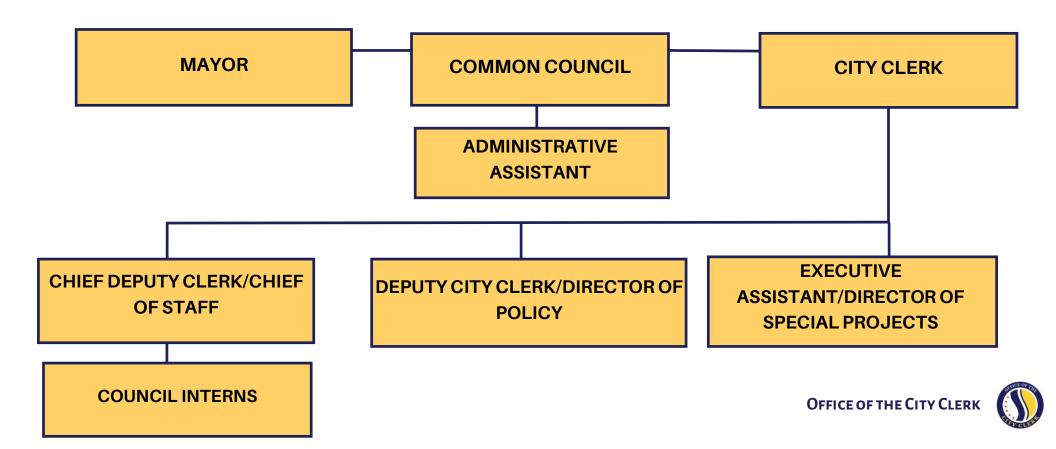


# PROPOSED ORDINANCE

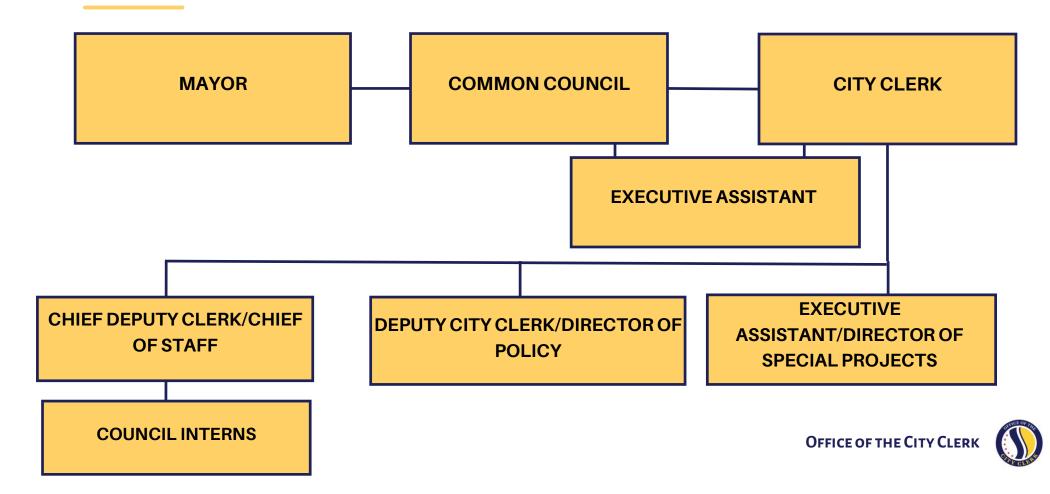
City Clerk's Office																			
Position	Status	Personnel Change?	FTE	2025 Hourly or Salary	2025	%	2026 Salary Cap	Adjustment (Increase or Decrease to Cap)	Salary	410003 Permanen t Part- Time	410005 Seasonal & Interns	(leaf	410001 Non-Barg	Non-Barg 410001 Overtime	Non-Barg 410001 Residency Bonus	411204	Non-Barg 411205 Parking Allow.	411206	Non-Barg Subtotal
NB-FT-Deputy City Clerk	NB		1	- 07	\$ 60,159	3.00%	\$ 61,964		\$ 61,964				61,964						61,964
NB-FT-Chief Deputy City Clerk	NB		1		\$ 76,163	3.00%	\$ 78,448		\$ 78,448				78,448		2,000				78,448
NB-FT-Executive Asst/Dir Sp Prj-Clerk	NB		1		\$ 48,765	3.00%	\$ 50,228		\$ 50,228				50,228						50,228
NB-FT-Exec. Admin. Asst.	NB		1		\$ 58,000	3.00%	\$ 59,740		\$ 59,740				59,740						59,740
NON-BARGAINING OTHER	NO				\$ -	0.00%	\$ -		\$ -						2,000				2,000
PART-TIME	PT				\$ -	0.00%	\$ -		\$ -		10,000		-						-
			4	7)						3-	10,000	1.00	250,380		4,000		-	9	252,380



### **CURRENT ORGANIZATIONAL CHART**



### PROPOSED 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.

#### **DEPUTY CLERK/DIRECTOR OF POLICY**

The Deputy Clerk/Director of Policy is responsible for the composition of all council meeting agendas and packets, ensuring adherence to legislative requirements. Additionally, they prepare resolutions and special proclamations and maintains official records of filings.

#### CHIEF DEPUTY CLERK/CHIEF OF STAFF

The Chief Deputy Clerk/Chief of Staff is the direct report in the absence of the City Clerk. Serving as Fiscal officer for Council & Clerk departments, the Chief Deputy Clerk reviews minutes and agendas, manages Internship programs, and assists with Youth Council initiatives.

### 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.

**OFFICE OF THE CITY CLERK** 



## COMMON COUNCIL OPERATIONS TEAM Interns

- Respond to constituent concerns in timely, efficient manner and redirecting to other city departments or outside agencies when necessary. Create and maintain records relating to the assistance provided.
- Organize and coordinate city outreach efforts and other public events.
- Assists with development and execution of communications and marketing pieces to the general public, media, neighborhoods, and internal staff with an emphasis in communication media as well as design and graphics.
- Develop and implement social media strategies/campaigns across all channels
- Time spent will rotate between Council members in order of Council priorities (Put together by Council President and Council members)
- Will attend all Council on and off-site events in order of Council priorities
- Works in conjunction with the Common Council. Council attorney and City Clerk and the Clerk's staff.



### **COMMON COUNCIL OPERATIONS TEAM**

#### **Executive Assistant (Administrative Assistant-Common Council)**

- Attends all Common Council and Committee meetings, on and off-site, ensuring consistent format and accuracy of content.
- Assist with scheduling and maintaining of all Boards and Commissions in the City Hall Council Chambers
- Provide hands-on technical support for Council Members in meetings and events (A/V setup, livestream coordination, basic device troubleshooting).
- Plan, produce, and publish multimedia content (copy, graphics, short-form video) that highlights Council priorities, programs, and outcomes.
- Draft press releases, talking points, and event collateral; coordinate media requests and press conferences.
- Track performance across web and social channels; produce actionable monthly dashboards to inform strategy and resource allocation.



### Executive Assistant (Administrative Assistant-Common Council) Description Cont.

- Scheduler of all Common Council Committee meetings (on and off-site) and events.
- Provides administrative support for the City Council and Council Attorney, including composing correspondence, preparing reports and presentations, drafting of legal documents, etc.
- Manages all Common Council social media content.
- Assists with the Youth Council Advisory program management and programing planning/logistics.
- Maintains the Council website.
- Completes special projects and duties assigned by the Common Council.



### **SOCIAL MEDIA**









#### KEEP UP WITH US

Stay up to date by following the Office of the City Clerk's social media pages.



















### COMMUNITY ENGAGEMENT







#### **Posts**

sbcommoncouncil



#### LAFAYETTE FALLS TOWN HALL

5TH DISTRICT

Clean Streets, Strong Communities

Join 5th District Council Member Sherry Bolden-Simpson and At-Large Council Member Dr. Oliver Davis to discuss the LaFayette Falls neighborhood entrance and exit traffic development.

Members of the Common Council will be in attendance.

Tuesday, December 2, 2025 6:30 - 8:00 p.m.

Marshall Traditional School 1433 Byron Dr. South Bend, IN 46614



This meeting is open to the public.









sbcommoncouncil Next Tuesday, December 2, 5th District Council Member Sherry Bolden-Simpson and At-Large Council Member Dr. Oliver Davis will host a public town hall regarding the LaFayette Falls neighborhood entrance and exit traffic development.

The Town Hall will take place at Marshall Traditional School, located at 1433 Byron Dr., South Bend, IN 46614, from 6:30 to 8:00 p.m.

#### PRESS RELEASES





Saturday, October 25

Attend a guided riding tour through South Bend's District 2 and District 5!

District 2: 11:00 a.m. - 12:30 p.m.



District 5: 9:00 a.m. - 11:00 a.m.

Please feel free to stay for both tours.

However, if you only want to join the 2<sup>nd</sup> District's tour, we will start at the Martin Luther King, Jr. Dream Center and end at the old Family Dollar on Lincoln Way West. For only the 5th District's tour, we will begin at Marshall Traditional School and end at The Landing Banquet and Conference Center.





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South Bend's 2nd District

Saturday, November 15 9:00 a.m. - 12:00 p.m. Meet at the corner of Kaley Street and Linden Avenue.

Please join us for our next Neighborhood Clean-up Day! We will clean the following areas:

South Shore Station

2 Linden Avenue to Falcon Street

Falcon Street to Greater St. Friendship Baptist Church

- District 2 Council Member Ophelia Gooden-Rodgers
- Director of Engagement and Economic Empowerment Mary McAfee

• Greater St. Friendship Baptist Church



This is where WE live!











November 7

## THANK YOU

QUESTIONS?