



# OFFICE OF THE CITY CLERK

DAWN M. JONES, CITY CLERK

## MEMORANDUM

**TO:** MEMBERS OF THE COMMON COUNCIL  
**FROM:** DAWN M. JONES, CITY CLERK  
**DATE:** THURSDAY, DECEMBER 10, 2020  
**SUBJECT:** COMMITTEE MEETING NOTICE

The following Common Council Committee Meetings have been scheduled for **Monday, December 14, 2020:**  
Virtual Conference call via Microsoft Teams Join here: <https://tinvurl.com/CC121420>

- 4:00 P.M.**      **RESIDENTIAL NEIGHBORHOODS**      **CHAIRPERSON, NIEZGODSKI**  
1. **Neighborhood Planning 2021**, Tim Corcoran, Director Planning & Community Resources
- 4:30 P.M.**      **PUBLIC WORKS AND PROPERTY VACATION**      **CHAIRPERSON, NIEZGODSKI**  
1. [Bill No. 69-20](#)- Edmund Court Alley Vacation
- 4:45 P.M.**      **UTILITIES**      **CHAIRPERSON, DAVIS JR.**  
1. [Bill No. 62-20](#)- Amending Chapter 17, Article 15 to Adjust the Low Income Customer Assistance Program Rate  
2. [Bill No. 63-20](#)- Approving an Interfund Loan from Fund 641 to Fund 610
- 5:15 P.M.**      **PERSONNEL AND FINANCE**      **CHAIRPERSON, WHITE**  
1. [Bill No. 64-20](#)- Budget Transfers for Various Departments  
2. [Bill No. 65-20](#)- Appropriating Additional Funds for Certain Departmental and City Service Operations  
3. [Bill No. 66-20](#)- Amending Municipality Code to Address Timing and Details of Various Reports  
4. [Bill No. 67-20](#)- Amending Chapter 2, Article 5, for PreApproved Payment of Claims  
5. [Bill No. 68-20](#)- Adopting An Investment Policy for the City of South Bend

Council President Karen L. White has called an **Informal Meeting** of the Council which will commence immediately after the adjournment of the Personnel and Finance meeting.

- INFORMAL MEETING OF THE COMMON COUNCIL**      **PRESIDENT, K. WHITE**
1. Discussion of Council Agenda
  2. Update and Announcements
  3. Adjournment

INTEGRITY | SERVICE | ACCESSIBILITY

BIANCA L. TIRADO  
CHIEF DEPUTY/DIRECTOR OF OPERATIONS

RODGER J. PINTO  
DEPUTY/DIRECTOR OF POLICY

GABRIEL N. MUREI  
ORDINANCE VIOLATION CLERK

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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



CITY OF SOUTH BEND | OFFICE OF THE CLERK

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



# South Bend Common Council

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## Meeting Agenda

Monday, December 14, 2020

7:00 P.M.

\*\*\*Due to the Executive Order by Indiana Governor Holcomb, the South Bend Common Council meeting will be legally held by way of a virtual meeting by using Microsoft Teams app. Public access to the meeting can be granted by this link:

<https://tinyurl.com/SBCC121420>

**1. INVOCATION**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. REPORT FROM THE SUB-COMMITTEE ON MINUTES**

**5. SPECIAL BUSINESS**

BILL NO.

20-40

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA HONORING AND ENCOURAGING THE CONTRIBUTIONS OF KEVIN LIDDELL AS A FUTURE LEADER OF OUR CITY

20-41

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA ACKNOWLEDGING AND THANKING PASTOR MARIO SIMS FOR HIS KINDNESS AND ADVOCACY FOR SOUTH BEND'S HOMELESS

**6. REPORTS FROM CITY OFFICES**

**7. COMMITTEE OF THE WHOLE**

BILL NO.

62-20

PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE SOUTH BEND MUNICIPAL CODE AT SECTIONS 17-132 AND 17-133 OF ARTICLE 15, CHAPTER 17, TO

ADJUST THE LOW-INCOME CUSTOMER ASSISTANCE PROGRAM RATE

[63-20](#)

PUBLIC HEARING ON AN ORDINANCE OF THE SOUTH BEND COMMON COUNCIL APPROVING AN INTERFUND LOAN FROM FUND 641 (SEWAGE WORKS OPERATIONS) TO FUND 610 (SOLID WASTE OPERATIONS) FOR CASH FLOW PURPOSES AND DECLARING AN EMERGENCY IN CONNECTION WITH THE TIME SPECIFIED FOR ITS REPAYMENT

[64-20](#)

PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, FOR BUDGET TRANSFERS FOR VARIOUS DEPARTMENTS WITHIN THE CITY OF SOUTH BEND, INDIANA FOR THE YEAR 2020

[65-20](#)

PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROPRIATING ADDITIONAL FUNDS FOR CERTAIN DEPARTMENTAL AND CITY SERVICES OPERATIONS FOR THE YEAR 2020 OF \$750,000 FROM GENERAL FUND (#101), \$320,000 FROM PARKS & RECREATION FUND (#201), \$33,500 FROM GIFT, DONATION, BEQUEST FUND (#217), \$500,000 FROM LIABILITY INSURANCE PREMIUM RESERVE FUND (#226), \$6,871,834 FROM COVID-19 RESPONSE FUND (#264), \$200,000 FROM COUNTY OPTION INCOME TAX FUND (#404), \$2,000,000 FROM ECONOMIC DEVELOPMENT INCOME TAX FUND (#408), \$117,000 FROM 2017 PARKS BOND CAPITAL FUND (#471), \$265,000 FROM SOLID WASTE OPERATIONS FUND (#610), \$175,000 FROM SEWER REPAIR INSURANCE FUND (#640), \$250,000 FROM SEWAGE WORKS OPERATING FUND (#641), \$123,000 FROM UNEMPLOYMENT COMPENSATION FUND (#713), AND \$306,525 FROM EDDY STREET COMMONS CAPITAL FUND (#759)

[66-20](#)

PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING VARIOUS SECTIONS OF THE SOUTH BEND MUNICIPAL CODE TO ADDRESS THE TIMING AND DETAILS OF VARIOUS REPORTS THAT THE CITY ADMINISTRATION SUBMITS TO THE COMMON COUNCIL

[67-20](#)

PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING CHAPTER 2, ARTICLE 5 OF THE SOUTH BEND

## MUNICIPAL CODE FOR PREAPPROVED PAYMENT OF CLAIMS

[68-20](#) PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, ADOPTING AN INVESTMENT POLICY FOR THE CITY OF SOUTH BEND

[69-20](#) PUBLIC HEARING ON AN ORDINANCE TO VACATE THE FOLLOWING DESCRIBED PROPERTY: STREET VACATION - LUTHER COURT FROM NOTRE DAME AVE., EAST 250 FEET +/- TO THE END OF THE RIGHT-OF-WAY AND EDMUND COURT FROM COLFAX AVE., NORTH 198 FEET +/-, TO LUTHER COURT, SOUTH BEND, INDIANA

### 8. **BILLS ON THIRD READING**

#### BILL NO.

[62-20](#) THIRD READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE SOUTH BEND MUNICIPAL CODE AT SECTIONS 17-132 AND 17-133 OF ARTICLE 15, CHAPTER 17, TO ADJUST THE LOW-INCOME CUSTOMER ASSISTANCE PROGRAM RATE

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FROM PARKS & RECREATION FUND (#201), \$33,500 FROM GIFT, DONATION, BEQUEST FUND (#217), \$500,000 FROM LIABILITY INSURANCE PREMIUM RESERVE FUND (#226), \$6,871,834 FROM COVID-19 RESPONSE FUND (#264), \$200,000 FROM COUNTY OPTION INCOME TAX FUND (#404), \$2,000,000 FROM ECONOMIC DEVELOPMENT INCOME TAX FUND (#408), \$117,000 FROM 2017 PARKS BOND CAPITAL FUND (#471), \$265,000 FROM SOLID WASTE OPERATIONS FUND (#610), \$175,000 FROM SEWER REPAIR INSURANCE FUND (#640), \$250,000 FROM SEWAGE WORKS OPERATING FUND (#641), \$123,000 FROM UNEMPLOYMENT COMPENSATION FUND (#713), AND \$306,525 FROM EDDY STREET COMMONS CAPITAL FUND (#759)

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[69-20](#)

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## 9. RESOLUTIONS

## 10. BILLS ON FIRST READING

BILL NO.

[70-20](#)

FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING A PETITION OF THE ADVISORY BOARD OF ZONING APPEALS FOR THE PROPERTY LOCATED AT 1915 N BENDIX

[71-20](#)

FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING A PETITION OF THE ADVISORY BOARD OF ZONING APPEALS FOR THE PROPERTY LOCATED AT 1643 PRAIRIE

**11. UNFINISHED BUSINESS**

**12. NEW BUSINESS**

**13. PRIVILEGE OF THE FLOOR**

**14. ADJOURNMENT**

**Notice for Hearing and Sight Impaired Persons:**  
Auxiliary aid or other services are available upon request at no charge.  
Please give reasonable advance request if and when possible.







## 2020 COMMON COUNCIL STANDING COMMITTEES (Rev. 12-09-20)

### COMMUNITY INVESTMENT COMMITTEE

Oversees the various activities of the Department of Community Investment. This Committee reviews all real and personal tax abatement requests and works closely with the Business Development Team.

Rachel Tomas Morgan, Chairperson  
Eli Wax, Vice-Chairperson  
Sharon L. McBride, Member  
Canneth Lee, Member

Tom Kurzhal, Citizen Member  
Kaine Kanczuzewski, Citizen Member

### COMMUNITY RELATIONS COMMITTEE

Oversees the various activities of the Engagement and Economic Empowerment, Neighborhood Development, and Community Resources Teams within the City's Department of CI and is charged with facilitating partnerships and ongoing communications with other public and private entities operating within the City.

Lori Hamann, Chairperson  
Troy Warner, Vice-Chairperson  
LaQuita Hughes, Citizen Member

Henry Davis, Jr., Member  
Rachel Tomas Morgan, Member

### COUNCIL RULES COMMITTEE

Oversees the regulations governing the overall operation of the Common Council, as well as all matters of public trust. Its duties are set forth in detail in Section 2-10.1 of the *South Bend Municipal Code*.

Karen L. White, Member

### HEALTH AND PUBLIC SAFETY COMMITTEE

Oversees the various activities performed by the Fire and Police Departments, EMS, Department of Code Enforcement, ordinance violations, and related health and public safety matters.

Troy Warner, Chairperson  
Sharon L. McBride, Vice-Chairperson  
Desmond Upchurch, Citizen Member

Rachel Tomas Morgan, Member  
Sheila Niezgodski, Member

### INFORMATION AND TECHNOLOGY COMMITTEE- Innovation

Oversees the various activities of the City's Department of Innovation, which includes the Divisions of Information Technology and 311 so that the City of South Bend remains competitive and on the cutting edge of developments in this area. Reviewing and proposing upgrades to computer systems and web sites, developing availability and access to GIS data and related technologies are just some of its many activities.

Rachel Tomas Morgan, Chairperson  
Lori Hamann, Vice-Chairperson

Henry Davis, Jr., Member  
Troy Warner, Member

### PARC COMMITTEE- Venues Parks and Arts (Parks, Recreation, Cultural Arts & Entertainment)

Oversees the various activities of the Century Center, College Football Hall of Fame, Four Winds Stadium, Morris Performing Arts Center, Studebaker National Museum, South Bend Regional Museum of Art, Potawatomi Zoo, My SB Trails, DTSB relations, and the many recreational and leisure activities offered by the Department of Venues Parks and Arts.



Sharon L. McBride, Chairperson  
Lori Hamann, Member

Troy Warner, Vice-Chairperson

**PERSONNEL AND FINANCE COMMITTEE**

Oversees the activities performed by the Department of Administration and Finance, and reviews all proposed salaries, budgets, appropriations and other fiscal matters, as well as personnel policies, health benefits and related matters.

Karen L. White, Chairperson  
Eli Wax, Vice- Chairperson

Rachel Tomas Morgan, Member  
Sheila Niezgodski, Member

**PUBLIC WORKS AND PROPERTY VACATION COMMITTEE**

Oversees the various activities performed by the Building Department, the Department of Public Works and related public works and property vacation issues.

Sheila Niezgodski, Chairperson  
Henry Davis, Jr., Vice-Chairperson  
Carl Latrell, Citizen Member

Troy Warner, Member  
Lori Hamann, Member

**RESIDENTIAL NEIGHBORHOODS COMMITTEE**

Oversees the various activities and issues related to neighborhood development and enhancement.

Sheila Niezgodski, Chairperson  
Canneth Lee, Vice-Chairperson

Henry Davis, Jr., Member  
Sharon L. McBride, Member

**UTILITIES COMMITTEE**

Oversees the activities of all enterprise entities including but not limited to the Bureau of Waterworks, Bureau of Sewers and all related matters.

Henry Davis, Jr., Chairperson  
Eli Wax, Vice-Chairperson

Troy Warner, Member  
Sheila Niezgodski, Member

**ZONING AND ANNEXATION COMMITTEE**

Oversees the activities related to the Board of Zoning Appeals, recommendations from the Area Plan Commission and the Historic Preservation Commission, as well as all related matters addressing annexation and zoning.

Sharon L. McBride, Chairperson  
Sheila Niezgodski, Vice-Chairperson

Rachel Tomas Morgan, Member  
Lori Hamann, Member

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**SUB-COMMITTEE ON MINUTES**

Reviews the minutes prepared by the Office of the City Clerk of the regular, special and informal meetings of the Common Council and makes a recommendation on their approval/modification to the Council

Karen L. White, Member  
Canneth Lee, Member



## 2020 COMMON COUNCIL STANDING COMMITTEES (Rev.12-09-20)

### **CANNETH LEE, 1<sup>ST</sup> District Council Member**

Community Investment Committee, Member

Residential Neighborhoods Committee, Member

Sub-Committee on Minutes, Member

### **HENRY DAVIS, JR. 2<sup>ND</sup> District Council Member**

Utilities Committee, Chairperson

Residential Neighborhoods Committee, Member

Public Works & Property Vacation, Vice-Chairperson

Information & Technology Committee, Member

Community Relations Committee, Member

### **SHARON L. MCBRIDE, 3<sup>RD</sup> District Council Member**

**Vice-President**

PARC Committee, Chairperson

Community Investment Committee, Member

Zoning & Annexation Committee, Chairperson

Residential Neighborhoods Committee, Member

Health & Public Safety Committee, Vice-Chairperson

### **TROY WARNER, 4<sup>TH</sup> District Council Member**

Health & Public Safety Committee, Chairperson

Public Works & Property Vacation, Member

Community Relations Committee, Vice-Chairperson

Utilities Committee, Member

PARC Committee, Vice-Chairperson

### **ELI WAX, 5<sup>TH</sup> District Council Member**

Community Investment, Vice-Chairperson

Personnel and Finance, Vice-Chairperson

Utilities, Vice-Chairperson

### **SHEILA NIEZGODSKI, 6<sup>TH</sup> District Council Member**

**Chairperson, Committee of the Whole**

Public Works & Property Vacation, Chairperson

Personnel & Finance Committee, Member

Residential Neighborhoods Committee, Vice-Chairperson

Health & Public Safety Committee, Member

Zoning & Annexation Committee, Vice-Chairperson

Utilities Committee, Member

### **RACHEL TOMAS MORGAN, AT LARGE Council Member**

Information & Technology Committee, Chairperson

Community Relations Committee, Member

Community Investment Committee, Chairperson

Health & Public Safety Committee, Member

Personnel & Finance Committee, Member

Zoning & Annexation Committee, Member

### **KAREN L. WHITE, AT LARGE Council Member**

**President**

Residential Neighborhood Committee, Chairperson

Council Rules Committee, Member

Personnel & Finance Committee, Chairperson

Community Investment Committee, Member

### **LORI HAMANN, AT LARGE Council Member**

Community Relations Committee, Chairperson

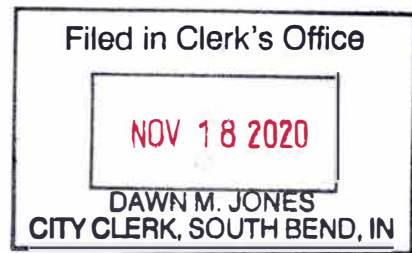
Zoning & Annexation Committee, Member

Information & Technology Committee, Vice-Chairperson

Public Works & Property Vacation, Member

PARC Committee, Member





## CITY OF SOUTH BEND DEPARTMENT OF PUBLIC WORKS

November 17, 2020

Ms. Karen White  
President, South Bend Common Council  
4<sup>th</sup> Floor, County-City Building  
South Bend, IN 46601

Re: AN ORDINANCE OF THE CITY OF SOUTH BEND COMMON COUNCIL AMENDING THE MUNICIPAL CODE TO ADJUST THE WASTEWATER LOW-INCOME CUSTOMER ASSISTANCE PROGRAM RATE

Dear President White:

The attached ordinance amends the low-income wastewater customer assistance program to provide a more significant credit to those customers. Clean water and wastewater are essential human needs that require adequate funding to ensure the continued delivery of safe water on a sustained basis. The funding required for these services can put low-income residents in a difficult situation when deciding whether to pay their sewer and water bill, their rent, or buying food. The onset of Covid-19 has made these decisions increasingly difficult as the economic fallout from the pandemic has disproportionately impacted low-income households.

This ordinance amends the low-income customer assistance program and provides a more substantial monthly credit on the wastewater bill that better meets the needs of the residents given the issues brought on by the pandemic. The credit is eligible to sewer customers that meet the low-income thresholds outlined in the State of Indiana Low Income Home Energy Assistance Program guidelines. The ordinance establishes three tiers of credit (\$15, \$21, or \$28.50) depending on the household income and number in the household. A sewer fee of \$2.62 per month per wastewater customer account will be assessed to offset the low-income credits.

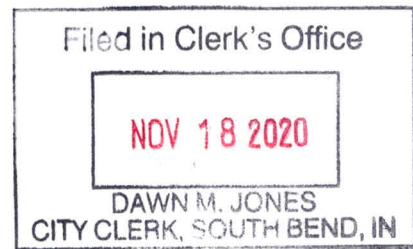
I look forward to discussing this ordinance at the Council's Committee meeting and at the public hearing. If you have any further questions or need additional information, please let me know.

As always, thank you for your consideration.

Sincerely,

Eric C. Horvath  
City of South Bend  
Executive Director Public Works

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT



**BILL NO. 62-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE SOUTH BEND MUNICIPAL CODE AT SECTIONS 17-132 AND 17-133 OF ARTICLE 15, CHAPTER 17, TO ADJUST THE LOW-INCOME CUSTOMER ASSISTANCE PROGRAM RATE**

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**STATEMENT OF PURPOSE AND INTENT**

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On October 28, 2019 this Council approved and adopted a Wastewater Low-Income Customer Assistance Program (LICAP) to assure that low-income, non-industrial customers of the City's wastewater utility are able to receive the utility's lifeline sewer services. (Ordinance No. 10688-19). The City's LICAP program established a monthly service charge to all City sewer customers at the rate of \$1.75.

Since the date this vital program was adopted, the City of South Bend and the entire nation have been affected by deadly COVID-19, a public health pandemic, exacerbating health and economic distress, especially for low-income persons. Water and wastewater are basic human needs that are essential for survival; however, these services require adequate rate-payer funding to provide. Low-income rate-payers may have to choose between paying for sewer or water service, buying food or paying rent. Unfortunately, the average annual spending on sewer and water service only minimally varies based upon the income level of the rate-payer. Because water and sewer are lifeline issues, the City of South Bend has an obligation to find a way to provide affordable services to low-income non-industrial-rate-payers.

The City's Public Works Department has determined through expert analysis that the current monthly rate of \$1.75 per customer cannot sustain the revenue requirements for an expanded LICAP Program that better meets the needs of the residents given the issues brought on by the pandemic, and that an increase of the monthly charge to \$2.62 per customer is required.

In compliance with Indiana law, notice of this rate adjustment has been mailed to all City Wastewater Utility customers residing outside the boundaries of the City of South Bend.

To assure that the LICAP Program is effective in its coverage of low-income wastewater utility customers, it is necessary and in the best interest of the City that this rate adjustment be made.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA** as follows:

**SECTION I.** The South Bend Municipal Code at Section 17-132 of Article 15, Chapter 17 is hereby amended to read in its entirety as follows:

Sec. 17-132. - Sewer Charge.

The sewer charge fee is set for the purpose of offsetting the LICAP Credit. The sewer charge fee shall be ~~one dollar and seventy-five cents (\$1.75)~~ two dollars and sixty-two cents (\$2.62) per month per wastewater Customer account. This charge will be reviewed on the same basis as all other rates and charges in this Chapter.

**SECTION II.** The South Bend Municipal Code at Section 17-133 of Article 15, Chapter 17 is hereby amended to read in its entirety as follows:

Sec. 17-133. - Low-Income Customer Assistance Program Credit.

A LICAP credit shall be available to Eligible Customers of the City who are billed for wastewater charges as provided for in this Ordinance. The amount of such credit will be applied for the applicable billing cycle as follows:

Percentage of the 60% of State of Indiana Median Household Income (MHI)*	Credit Amount
100% of the 60% of Indiana MHI	<del>\$15 + \$1.75 = \$11.75</del> <u>\$2.62 = \$17.62</u>
75% of the 60% of Indiana MHI	<del>\$21 + \$1.75 = \$15.75</del> <u>\$2.62 = \$23.62</u>
50% of the 60% of Indiana MHI	<del>\$28.50 + \$1.75 = \$20.75</del> <u>\$2.62 = \$31.12</u>

\*As determined under Indiana's Energy Assistance Program.

**SECTION III.** This Ordinance shall be in full force and effect from and after its passage by the Common Council, approval by the Mayor, and any publication required by law, but no earlier than January 1, 2021.

\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ m.

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Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_m.

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James Mueller, Mayor  
City of South Bend, Indiana



**Bill No. 63-20**

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



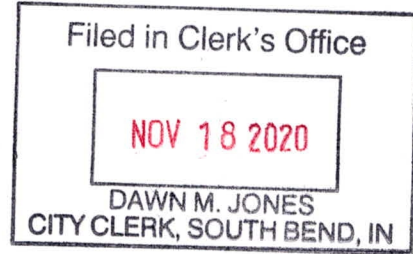
PHONE 574.235.9216  
FAX 574.235.9928

CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR  
**DEPARTMENT OF ADMINISTRATION AND FINANCE**

November 16, 2020

Ms. Karen White, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Interfund Loan for Solid Waste



Dear President White,

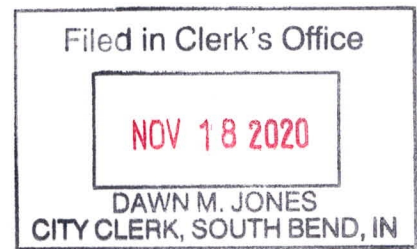
Pursuant to Indiana Code § 36-1-8-4, upon the satisfaction of certain conditions, the Common Council may permit the transfer of a prescribed amount, for a prescribed period, to a fund of the City in need of money for cash flow purposes from another fund of the City. We refer to this as an "interfund loan". The City's Solid Waste department is now in need of an interfund loan to ensure that there is sufficient cash on hand in that department to continue financing its operations and providing trash pickup services for City residents. Accordingly, the attached ordinance authorizes an interfund loan from the City's wastewater department to the solid waste department; to be repaid by June 30, 2021 in accordance with state law.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 23, 2020 with 2nd reading, public hearing and 3rd reading scheduled for December 14, 2020.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,

Daniel T. Parker  
City Controller



**BILL NO. 63-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE SOUTH BEND COMMON COUNCIL APPROVING AN INTERFUND LOAN FROM FUND 641 (SEWAGE WORKS OPERATIONS) TO FUND 610 (SOLID WASTE OPERATIONS) FOR CASH FLOW PURPOSES AND DECLARING AN EMERGENCY IN CONNECTION WITH THE TIME SPECIFIED FOR ITS REPAYMENT**

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**STATEMENT OF PURPOSE AND INTENT**

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Pursuant to Indiana Code § 36-1-8-4, upon the satisfaction of certain conditions, the South Bend Common Council (the “Common Council”) may permit the transfer of a prescribed amount, for a prescribed period, to a fund of the City of South Bend (the “City”) in need of money for cash flow purposes from another fund of the City, and, where an emergency exists that requires an extension of the prescribed period of the transfer, the prescribed period may be extended for not more than six (6) months beyond the budget year of the year in which the transfer occurs.

During the course of the City’s annual budget preparations, meetings, and public hearings culminating in the adoption of the City’s 2020 annual budget (on October 14, 2019) as well as the City’s 2021 annual budget (on October 12, 2020), the City administration, through the City Controller and other City officers, presented to the Common Council financial projections, estimates, and information concerning the financial condition and operational needs of the City’s Solid Waste division within the Department of Public Works and the necessity of the Common Council adopting an increase in the rate paid by users of the Solid Waste division’s services in order to finance the division’s ordinary operations and avoid reductions in the level of service provided. Through such discussions, such a rate increase was anticipated to be evaluated and considered for adoption by the Common Council during calendar year 2020 in order to establish a sufficient and sustainable level of revenue to support the Solid Waste division’s operations in calendar year 2021 and beyond.

In the course of the worldwide pandemic, the spread of novel coronavirus SARS-CoV-2 (causing the COVID-19 disease) in the State of Indiana led Governor Eric Holcomb to declare, and to perpetuate to and beyond the date of this ordinance, a public health emergency as provided under Indiana law. This public health emergency and its attendant economic crises has made increasing the costs to Solid Waste ratepayers untenable during calendar year 2020, while degradation of the level of service provided by the Solid Waste division would be contrary to public health and welfare in the City.

The ongoing operations of the Solid Waste division have exhausted the cash reserves of Fund 610 (Solid Waste Operations) and are projected to draw Fund 610 to a negative cash balance as of December 31, 2020. To avoid ending calendar year 2020 with a negative cash balance in Fund 610 (Solid Waste Operations), the Common Council now desires (a) to approve an interfund transfer on the terms set forth in Exhibit A (the “Loan”) attached to this ordinance for the purpose of providing the Solid Waste division sufficient cash flow to maintain normal operations and maintain a positive cash balance through December 31, 2020, and (b) to make the statements required by law to extend the period of the Loan through and including June 30, 2021.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** The Common Council finds that the Loan is necessary to enhance Fund 610 (Solid Waste Operations) (the “Borrowing Fund”) for cash flow purposes, that there are sufficient funds on deposit in Fund 641 - Sewage Works Operations (the “Lending Fund”) to make the Loan on the terms set forth in Exhibit A, and that the revenues that will be transferred from the Lending Fund to make the Loan are derived from the levying and collection of property taxes or special taxes or from operation of the political subdivision.

**SECTION II.** The Common Council has determined that the conditions of the public health emergency and its attendant economic crisis constitute an emergency for purposes of Indiana Code § 36-1-8-4(b), which emergency undermined the City’s prospects for proposing and adopting a rate increase to support the Solid Waste division’s operations during calendar year 2020. Therefore, the prescribed period of the Loan is permitted to extend for not more than six (6) months beyond the 2020 budget year. Accordingly, the Loan will be repaid from the Borrowing Fund to the Lending Fund on or before June 30, 2021 (the “Maturity Date”), as reflected in Exhibit A.

**SECTION III.** This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

---

Karen White, Council President  
South Bend Common Council

Attest:

---

Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana

**Exhibit A**

**Term Sheet for the Loan authorized under  
South Bend Common Council Ordinance No.**

Debt Schedule No.    **212**

Lending Fund        **641 – Sewage Works Operations Fund**

Borrowing Fund     **610 – Solid Waste Operations Fund**

Amount Financed    **\$250,000**

Interest Rate        **0%**

**Payment Schedule**

Payment Number	Payment Due Date	Principal Payment	Interest Payment	Total Payment
1	3/31/2021	\$ 125,000	\$ -	\$ 125,000
2	6/30/2021	125,000	-	125,000



# Bill No. 64-20

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



PHONE 574.235.9216  
FAX 574.235.9928

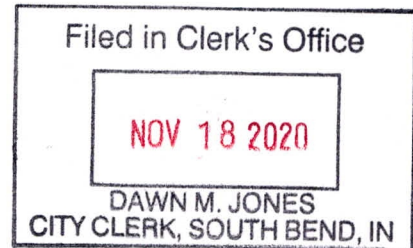
CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR

## DEPARTMENT OF ADMINISTRATION AND FINANCE

November 16, 2020

Ms. Karen White, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Q4 2020 Budget Transfer Ordinance



Dear President White,

During the past several years, it has been the practice of the City of South Bend to request department heads, fiscal staff and city administration to conduct an extensive review of the status of compliance with the adopted city budget and propose necessary adjustments periodically throughout the year. For 2020, we plan to propose adjustments during four time periods—March, June, October and December.

Based on our budget review, we are submitting the enclosed budget transfer ordinance for your consideration.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 23, 2020 with 2nd reading, public hearing and 3rd reading scheduled for December 14, 2020.

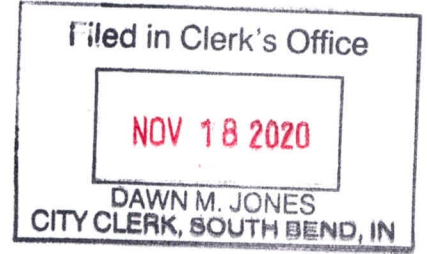
Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,

A handwritten signature in blue ink that reads "Daniel T. Parker".

Daniel T. Parker  
City Controller

Handwritten initials in blue ink, possibly "DK" or "JP", located in the bottom right corner of the page.



**BILL NO. 64-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, FOR BUDGET TRANSFERS FOR VARIOUS DEPARTMENTS WITHIN THE CITY OF SOUTH BEND, INDIANA FOR THE YEAR 2020**

**STATEMENT OF PURPOSE AND INTENT**

Unforeseen conditions have developed since the adoption of the existing budgets (Ordinances #10675-19 and #10677-19 passed on October 14, 2019) which necessitate the increase and reduction of appropriations within the various departments of the General Fund and other funds of the City of South Bend during 2020.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of South Bend, Indiana, as follows:

Section I. All accounts as set forth in the detailed attachment hereto which are incorporated herein shall be adjusted by increase or reduction of appropriation in the designated sums.

Section II. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk



Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_  
o'clock  
\_\_\_\_.m.

---

James Mueller, Mayor  
City of South Bend, Indiana

**City of South Bend, Indiana  
December 2020 Budget Transfers**

*(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)  
November 13, 2020*

Fund Name	Dept Name	Division Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Code	Budget Increase/ (Decrease)	Justification
General Fund	Mayor's Office	Mayor's Office	Personnel / Salaried Wages	Maricela Juarez	101-01-010-010-410001		7,000	Reallocate budget to cover expenses to year-end
General Fund	Mayor's Office	Mayor's Office	Personnel / Seasonal & Interns	Maricela Juarez	101-01-010-010-410005		3,000	Reallocate budget to cover expenses to year-end
General Fund	Mayor's Office	Mayor's Office	Supplies / Stationary & Printing	Maricela Juarez	101-01-010-010-421002		7,500	Reallocate budget to cover expenses to year-end
General Fund	Mayor's Office	Mayor's Office	Services / Travel	Maricela Juarez	101-01-010-010-432003		(2,000)	Reallocate budget to cover expenses to year-end
General Fund	Mayor's Office	Mayor's Office	Services / Other Professional Services	Maricela Juarez	101-01-010-010-431000		(2,500)	Reallocate budget to cover expenses to year-end
General Fund	Mayor's Office	Mayor's Office	Services / Promotional Services	Maricela Juarez	101-01-010-010-433003		(13,000)	Reallocate budget to cover expenses to year-end
							\$ -	
General Fund	Admin & Finance	Controller's Office	Services / Other Professional Services	Maricela Juarez	101-04-400-041-431000		5,000	Transfer from supplies to cover services
General Fund	Admin & Finance	Controller's Office	Supplies / Stationary & Printing	Maricela Juarez	101-04-400-041-421002		(5,000)	Transfer from supplies to cover services
							\$ -	
General Fund	Admin & Finance	General Government	Bad Debt Expense	Maricela Juarez	101-04-040-040-439999		2,000	Transfer cover NSF's for Business Licensing
General Fund	Admin & Finance	Controller's Office	Services / Travel	Maricela Juarez	101-04-400-042-432003		(2,000)	Transfer cover NSF's for Business Licensing
							\$ -	
General Fund	Public Works	Engineering	Services / Other Professional Services	Ron O'Connor	101-06-600-500-431000		10,000	Reallocate budget to cover expenses to end of year
General Fund	Public Works	Engineering	Supplies / Other Operating Supplies	Ron O'Connor	101-06-600-500-422000		10,000	Reallocate budget to cover expenses to end of year
General Fund	Public Works	Engineering	Personnel / Permanent Part-Time	Ron O'Connor	101-06-600-500-410003		(20,000)	Transfer to cover
							\$ -	
General Fund	Police Department	Police Department	Services / Other Professional Services	Renata Matousova	101-08-080-080-431000		284,972	Funds needed for Interlocal Agreement for the Metro Units
General Fund	Police Department	Police Department	Personnel / Salaried Wages	Renata Matousova	101-08-080-080-410001		(284,972)	Transfer to cover
							\$ -	
General Fund	Fire Department	EMS	Services / Other Professional Services	Renata Matousova	101-09-092-095-431000		(4,500)	Funds needed to cover health insurance cost
General Fund	Fire Department	EMS	Personnel / Health Insurance	Renata Matousova	101-09-092-095-411008		4,500	Funds needed to cover health insurance cost
General Fund	Fire Department	Fire Department	Supplies / Other Operating Supplies	Renata Matousova	101-09-090-090-422000		70,000	Funds needed for general Fire Dept supplies
General Fund	Fire Department	EMS	Supplies / Other Operating Supplies	Renata Matousova	101-09-092-095-422000		(70,000)	Funds needed for general Fire Dept supplies
General Fund	Fire Department	EMS	Services / Other Equipment R&M	Renata Matousova	101-09-092-095-436005		(25,000)	Funds needed for general Fire Dept repairs
General Fund	Fire Department	Fire Department	Services / Radio Equipment R&M	Renata Matousova	101-09-090-090-436006		51,000	Funds needed for general Fire Dept repairs
General Fund	Fire Department	EMS	Services / Computer Equip R&M	Renata Matousova	101-09-092-095-436004		(26,000)	Funds needed for general Fire Dept repairs.
General Fund	Fire Department	EMS	Supplies / C.S. Gasoline	Renata Matousova	101-09-092-095-422001		(51,096)	To reflect accounting of gasoline expenditures.
General Fund	Fire Department	Fire Department	Supplies / Gasoline	Renata Matousova	101-09-090-090-422003		51,096	To reflect accounting of gasoline expenditures.
							\$ -	
Parks & Recreation	Venues, Parks & Arts	Park Administration	Personnel / Salaried Wages	Ken Glowacki	201-11-200-200-410001		5,000	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Personnel / Teamster Wages	Ken Glowacki	201-11-201-201-410002		50,000	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Personnel / Permanent Part-Time	Ken Glowacki	201-11-201-201-410003		75,000	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Personnel / Seasonal & Interns	Ken Glowacki	201-11-201-201-410005		40,000	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Salaried Wages	Ken Glowacki	201-11-202-220-410001		15,000	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Teamster Wages	Ken Glowacki	201-11-202-220-410002		500	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Extra & Overtime	Ken Glowacki	201-11-202-220-410004		1,500	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Seasonal & Interns	Ken Glowacki	201-11-202-220-410005		14,000	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / FICA	Ken Glowacki	201-11-202-220-411001		1,500	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / PERF Regular	Ken Glowacki	201-11-202-220-411004		200	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Unemployment Comp	Ken Glowacki	201-11-202-220-411007		5	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Health Insurance	Ken Glowacki	201-11-202-220-411008		800	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Personnel / Parental Leave	Ken Glowacki	201-11-202-220-411014		25	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Recreation	Personnel / Seasonal & Interns	Ken Glowacki	201-11-203-230-410005		(120,780)	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Personnel / Salaried Wages	Ken Glowacki	201-11-205-231-410001		(14,000)	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Personnel / FICA	Ken Glowacki	201-11-205-231-411001		(7,750)	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Personnel / PERF Regular	Ken Glowacki	201-11-205-231-411004		(16,000)	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Personnel / Health Insurance	Ken Glowacki	201-11-205-231-411008		(15,000)	Reallocate budget to cover expenses to end of year
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Services / Promotional & Advertising	Ken Glowacki	201-11-205-231-433003		(30,000)	Reallocate budget to cover expenses to end of year
							\$ -	

**City of South Bend, Indiana  
December 2020 Budget Transfers**

*(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)  
November 13, 2020*

Fund Name	Dept Name	Division Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Code	Budget Increase/ (Decrease)	Justification
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Services / Electric Utilities	Ken Glowacki	201-11-201-201-435001		20,000	Transfer from supplies to cover services
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Supplies / C.S. Gasoline	Ken Glowacki	201-11-201-201-422001		(20,000)	Transfer from supplies to cover services
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Services / Other Misc Charges & Svcs	Ken Glowacki	201-11-201-201-439000		60,000	Transfer from Marketing & Events to Maintenance
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Supplies / Recreation Supplies	Ken Glowacki	201-11-205-231-422009		(15,000)	Transfer from Marketing & Events to Maintenance
Parks & Recreation	Venues, Parks & Arts	Marketing & Events	Services / Promotional & Advertising	Ken Glowacki	201-11-205-231-433003		(45,000)	Transfer from Marketing & Events to Maintenance
							\$ -	
Motor Vehicle Highway	Public Works	Streets & Sewers	Supplies / Concrete Repair Supplies	Terri Swift	202-06-602-505-423003		15,000	Reallocate services budget to concrete supplies
Motor Vehicle Highway	Public Works	Streets & Sewers	Services / Other Professional Services	Terri Swift	202-06-602-505-431000		(15,000)	Reallocate services budget to concrete supplies
							\$ -	
DCI Operating	DCI	DCI	Services / Other Professional Services	Amanda Pietsch	211-10-101-120-431000		150,000	Reallocate budget to cover professional service needs
DCI Operating	DCI	DCI	Personnel / Salaried Wages	Amanda Pietsch	211-10-101-120-410001		(150,000)	Reallocate budget to cover professional service needs
							\$ -	
Code Enforcement	Code Enforcement	SBARC	Personnel / Seasonal & Interns	Ron O'Connor	230-12-301-105-410005		12,000	Cover anticipated expenses for SBARC part-time help
Code Enforcement	Code Enforcement	Code Enforcement	Personnel / Permanent Part-Time	Ron O'Connor	230-12-300-100-410003		(12,000)	Transfer from Code Enforcement to SBARC
							\$ -	
Code Enforcement	Code Enforcement	SBARC	Services / Electric Utilities	Ron O'Connor	230-12-301-105-435001		12,500	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	SBARC	Supplies / Other Operating Supplies	Ron O'Connor	230-12-301-105-422000		12,500	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	SBARC	Personnel / Salaried Wages	Ron O'Connor	230-12-301-105-410001		15,000	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	NEAT Crew	Personnel / Salaried Wages	Ron O'Connor	230-12-300-101-410001		7,500	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	NEAT Crew	Supplies / Other Operating Supplies	Ron O'Connor	230-12-300-101-422000		12,500	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	NEAT Crew	Services / Landfill	Ron O'Connor	230-12-300-101-439010		(20,000)	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	Code Enforcement	Services / Other Misc Charges & Svcs	Ron O'Connor	230-12-300-100-439000		(25,000)	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	Code Enforcement	Services / Legal Services	Ron O'Connor	230-12-300-100-431001		(7,500)	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	Code Enforcement	Supplies / Other Operating Supplies	Ron O'Connor	230-12-300-100-422000		7,500	Reallocate budget to cover expenses to end of year
Code Enforcement	Code Enforcement	Code Enforcement	Personnel / Permanent Part-Time	Ron O'Connor	230-12-300-100-410003		(15,000)	Reallocate budget to cover expenses to end of year
							\$ -	
COVID-19 Response	Mayor's Office	Mayor's Office	Supplies / Medical/Safety Supplies	Amy Shirk	264-01-010-010-422008		3,677	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	General City	Supplies / Medical/Safety Supplies	Amy Shirk	264-04-040-040-422008		(11,596)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	General City	Services / Misc Charges & Svcs	Amy Shirk	264-04-040-040-439000		215	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	Human Rights	Supplies / Medical/Safety Supplies	Amy Shirk	264-04-402-044-422008		1,250	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	Human Rights	Services / Building R&M	Amy Shirk	264-04-402-044-436001		1,225	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	Central Services	Supplies / Medical/Safety Supplies	Amy Shirk	264-04-403-450-422008		3,923	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	Central Services	Services / Building R&M	Amy Shirk	264-04-403-450-436001		(174)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Admin & Finance	Safety & Risk	Supplies / Medical/Safety Supplies	Amy Shirk	264-04-404-403-422008		1,480	Reallocate COVID budget between various expense accounts
COVID-19 Response	Public Works	Streets & Sewers	Supplies / Medical/Safety Supplies	Amy Shirk	264-06-602-503-422008		(1,043)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Public Works	Solid Waste	Supplies / Medical/Safety Supplies	Amy Shirk	264-06-603-512-422008		1,043	Reallocate COVID budget between various expense accounts
COVID-19 Response	Innovation & Technology	311 Call Center	Supplies / Stationary & Printing	Amy Shirk	264-07-070-070-421002		117	Reallocate COVID budget between various expense accounts
COVID-19 Response	Innovation & Technology	311 Call Center	Supplies / Cleaning Supplies	Amy Shirk	264-07-070-070-422007		150	Reallocate COVID budget between various expense accounts
COVID-19 Response	Innovation & Technology	311 Call Center	Supplies / Medical/Safety Supplies	Amy Shirk	264-07-070-070-422008		150	Reallocate COVID budget between various expense accounts
COVID-19 Response	Innovation & Technology	Information Technology	Supplies / Computer Supplies & Equipme	Amy Shirk	264-07-071-071-422006		(417)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Police Department	Police Department	Supplies / Cleaning Supplies	Amy Shirk	264-08-080-080-422007		80,000	Reallocate COVID budget between various expense accounts
COVID-19 Response	Police Department	Police Department	Services / Grants & Subsidies	Amy Shirk	264-08-080-080-439300		(80,000)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Fire Department	Fire Department	Supplies / Medical/Safety Supplies	Amy Shirk	264-09-090-098-422008		(208)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Fire Department	EMS	Services / Mailing	Amy Shirk	264-09-092-095-432002		208	Reallocate COVID budget between various expense accounts
COVID-19 Response	Venues, Parks & Arts	Recreation	Supplies / Medical/Safety Supplies	Amy Shirk	264-11-203-230-422008		(1,310)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Venues, Parks & Arts	Recreation	Services / Misc Charges & Services	Amy Shirk	264-11-203-230-439000		1,310	Reallocate COVID budget between various expense accounts
COVID-19 Response	Venues, Parks & Arts	Morris PAC	Supplies / Medical/Safety Supplies	Amy Shirk	264-11-220-292-422008		(172)	Reallocate COVID budget between various expense accounts
COVID-19 Response	Venues, Parks & Arts	Palais Royale	Supplies / Cleaning Supplies	Amy Shirk	264-11-221-293-422007		172	Reallocate COVID budget between various expense accounts
							\$ -	

**City of South Bend, Indiana  
December 2020 Budget Transfers**

*(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)*  
**November 13, 2020**

Fund Name	Dept Name	Division Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Code	Budget Increase/ (Decrease)	Justification
IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Personnel / Permanent Part-Time	Maricela Juarez	279-07-070-070-410003		6,063	Transfer from services to personnel
IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Services / Travel	Maricela Juarez	279-07-070-070-432003		(6,063)	Transfer from services to personnel
IT / Innovation / 311 Call Center	Innovation & Technology	Information Technology	Personnel / FICA	Maricela Juarez	279-07-071-071-411001		(18,000)	Transfer from personnel to supplies
IT / Innovation / 311 Call Center	Innovation & Technology	Information Technology	Supplies / Computer Supplies & Equip	Maricela Juarez	279-07-071-071-422006		18,000	Transfer from personnel to supplies
IT / Innovation / 311 Call Center	Innovation & Technology	Information Technology	Personnel / Salaried Wages	Maricela Juarez	279-07-071-071-410001		(95,000)	Transfer from personnel to services
IT / Innovation / 311 Call Center	Innovation & Technology	Information Technology	Services / Computer Equip R&M	Maricela Juarez	279-07-071-071-436004		95,000	Transfer from personnel to services
							\$ -	
COIT	Public Works	Streets	Other / Interfund Transfers Out	Amy Shirk	404-06-602-503-452000		500,000	Reclassify interfund transfer to correct division
COIT	Admin & Finance	General Government	Other / Interfund Transfers Out	Amy Shirk	404-04-040-040-452000		(500,000)	Reclassify interfund transfer to correct division
							\$ -	
COIT	Innovation & Technology	Information Technology	Supplies / Computer Supplies	Amy Shirk	404-07-071-071-422006		2,608	Scanner for AP Clerks related to DFO implementation
COIT	Innovation & Technology	Information Technology	Services / Other Professional Services	Amy Shirk	404-07-071-071-431000		(2,608)	Transfer to cover
							\$ -	
Parking Garages	Venues, Parks & Arts	Parking Garages	Services / Building R&M	Amy Shirk	601-11-240-463-436001		10,000	To cover operational expenses
Parking Garages	Venues, Parks & Arts	Parking Garages	Services / Building R&M	Amy Shirk	601-11-240-463-436001		10,000	To cover operational expenses
Parking Garages	Venues, Parks & Arts	Parking Garages	Capital / Computer Equip/Network	Amy Shirk	601-11-240-460-445006		(10,000)	To cover operational expenses
Parking Garages	Venues, Parks & Arts	Parking Garages	Services / Building R&M	Amy Shirk	601-11-240-464-436001		5,000	To cover operational expenses
Parking Garages	Venues, Parks & Arts	Parking Garages	Capital / Building Improvements	Amy Shirk	601-11-240-464-443001		(5,000)	To cover operational expenses
Parking Garages	Venues, Parks & Arts	Parking Garages	Capital / Building Improvements	Amy Shirk	601-11-240-463-443001		(10,000)	To cover operational expenses
							\$ -	
Solid Waste Operations	Public Works	Solid Waste	Services / Auto R&M	Susan Zeeb	610-06-603-512-436003		86,500	Transfer from supplies to cover services
Solid Waste Operations	Public Works	Solid Waste	Personnel / Overtime Wages	Susan Zeeb	610-06-603-512-410004		23,000	Transfer from supplies to cover personnel
Solid Waste Operations	Public Works	Solid Waste	Supplies / Cleaning Supplies	Susan Zeeb	610-06-603-512-422007		(109,500)	Transfer to cover personnel and services
							\$ -	
Water Works Operations	Public Works	Water Works	Services / Other Contractual Services	Roxanne Lawson	620-06-604-606-439001	#210	26,595	Transfer from supplies to cover services for project #210
Water Works Operations	Public Works	Water Works	Supplies / C. S. Gasoline	Roxanne Lawson	620-06-604-606-422001		(26,595)	Transfer from supplies to cover services for project #210
							\$ -	
Water Works Operations	Public Works	Water Works	Services / Other Equip R&M	Roxanne Lawson	620-06-604-602-436005		72,082	Reallocate Supply Budget for Well Cleaning Services
Water Works Operations	Public Works	Water Works	Supplies / Repair & Maint Parts	Roxanne Lawson	620-06-604-601-423009		(72,082)	Reallocate Supply Budget for Well Cleaning Services
							\$ -	
Water Works Operations	Public Works	Water Works	Services / Collection Costs	Roxanne Lawson	620-06-604-607-431014		2,000	Increase in projected annual expense
Water Works Operations	Public Works	Water Works	Services / Other Contractual Services	Roxanne Lawson	620-06-604-607-439001		80,000	Increase in projected annual expense
Water Works Operations	Public Works	Water Works	Services / Bad Debt Expense	Roxanne Lawson	620-06-604-607-439999		10,000	Increase in projected annual expense
Water Works Operations	Public Works	Water Works	Supplies / C. S. Gasoline	Roxanne Lawson	620-06-604-606-422001		(40,000)	Reallocate budget
Water Works Operations	Public Works	Water Works	Personnel / Seasonal & Interns	Roxanne Lawson	620-06-604-608-410005		(38,450)	Reallocate budget
Water Works Operations	Public Works	Water Works	Personnel / Salaried Wages	Roxanne Lawson	620-06-604-608-410001		(13,550)	Reallocate budget
							\$ -	
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / Salaried Wages	Terri Swift	640-06-602-510-410001		25	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / Teamster Wages	Terri Swift	640-06-602-510-410002		225	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / Extra & Overtime	Terri Swift	640-06-602-510-410004		150	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / Contract Add Pays	Terri Swift	640-06-602-510-410014		350	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / PERF Regular	Terri Swift	640-06-602-510-411004		500	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / PERF Union	Terri Swift	640-06-602-510-411005		100	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / Health Insurance	Terri Swift	640-06-602-510-411008		3,016	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Personnel / Parental Leave	Terri Swift	640-06-602-510-411014		40	Reallocate budget to cover wages and benefits
Sewer Repair Insurance	Public Works	Streets & Sewers	Supplies / Sewer Maint Materials	Terri Swift	640-06-602-510-423005		(4,406)	Reallocate budget to cover wages and benefits
							\$ -	





# Bill No. 65-20

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



PHONE 574.235.9216  
FAX 574.235.9928

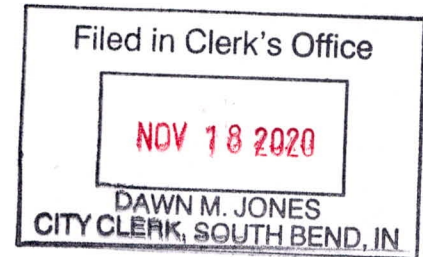
CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR

## DEPARTMENT OF ADMINISTRATION AND FINANCE

November 16, 2020

Ms. Karen White, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Q4 2020 Additional Appropriation Ordinance



Dear President White,

During the past several years, it has been the practice of the City of South Bend to request department heads, fiscal staff and city administration to conduct an extensive review of the status of compliance with the adopted city budget and propose necessary adjustments periodically throughout the year. For 2020, we plan to propose adjustments during four time periods—March, June, October and December.

Based on our budget review, we are submitting the enclosed additional appropriation ordinance for your consideration.

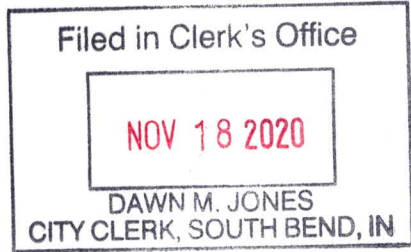
I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 23, 2020 with 2nd reading, public hearing and 3rd reading scheduled for December 14, 2020.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,

Daniel T. Parker  
City Controller

OK



**BILL NO. 65-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROPRIATING ADDITIONAL FUNDS FOR CERTAIN DEPARTMENTAL AND CITY SERVICES OPERATIONS FOR THE YEAR 2020 OF \$750,000 FROM GENERAL FUND (#101), \$320,000 FROM PARKS & RECREATION FUND (#201), \$33,500 FROM GIFT, DONATION, BEQUEST FUND (#217), \$500,000 FROM LIABILITY INSURANCE PREMIUM RESERVE FUND (#226), \$6,871,834 FROM COVID-19 RESPONSE FUND (#264), \$200,000 FROM COUNTY OPTION INCOME TAX FUND (#404), \$2,000,000 FROM ECONOMIC DEVELOPMENT INCOME TAX FUND (#408), \$117,000 FROM 2017 PARKS BOND CAPITAL FUND (#471), \$265,000 FROM SOLID WASTE OPERATIONS FUND (#610), \$175,000 FROM SEWER REPAIR INSURANCE FUND (#640), \$250,000 FROM SEWAGE WORKS OPERATING FUND (#641), \$123,000 FROM UNEMPLOYMENT COMPENSATION FUND (#713), AND \$306,525 FROM EDDY STREET COMMONS CAPITAL FUND (#759)**

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**STATEMENT OF PURPOSE AND INTENT**

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The Common Council passed the City’s 2020 operating and capital budgets in 2019 (Ordinances #10675-19 and #10677-19 passed on October 14, 2019), which included expenditures for various City operations. It is now necessary to appropriate additional funds for operational and capital expenditures necessary for the City to effect provision of services to its citizens which were not anticipated at the time the City budget was adopted.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of South Bend, Indiana, as follows:

Section I. The following amounts are hereby appropriated in fiscal year 2020 and set apart within the following designated funds for expenditures as follows:

<b>FUND</b>	<b>Amount</b>
General Fund (#101)	750,000
Parks & Recreation (#201)	320,000
Gift, Donation, Bequest Fund (#217)	33,500
Liability Insurance Premium Reserve (#226)	500,000
COVID-19 Response (#264)	6,871,834
County Option Income Tax (#404)	200,000
Economic Develop Income Tax (#408)	2,000,000
2017 Parks Bond Capital (#471)	117,000
Solid Waste Operations (#610)	265,000
Sewer Repair Insurance (#640)	175,000



Sewage Works Operating (#641)	250,000
Unemployment Compensation (#713)	123,000
Eddy Street Commons Capital (#759)	306,525
<b>TOTAL</b>	<b><u>\$11,911,859</u></b>

Section II. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval of the Mayor.

\_\_\_\_\_  
 Karen White, Council President  
 South Bend Common Council

Attest:

\_\_\_\_\_  
 Dawn M. Jones, City Clerk  
 Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_\_.m.

\_\_\_\_\_  
 Dawn M. Jones, City Clerk  
 Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_\_.m.

\_\_\_\_\_  
 James Mueller, Mayor  
 City of South Bend, Indiana

City of South Bend, Indiana  
**December 2020 Additional Appropriation Requests**  
(increase or decrease in total fund expenditures)  
November 13, 2020

Fund Name	Dept Name	Division Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Code	Budget Increase/ (Decrease)	Justification
<b>Unanticipated Expenses</b>								
General Fund	Fire Department	Fire Department	Personnel / Overtime	Renata Matousova	101-09-090-090-410004		\$ 500,000	Additional overtime due to COVID-19
General Fund	Fire Department	Fire Department	Services / Water Utility	Renata Matousova	101-09-090-090-435004		50,000	Utility costs have been higher than expected
General Fund	Fire Department	Fire Department	Services / Auto R&M	Renata Matousova	101-09-090-090-436003		200,000	Funds needed for several large repairs on fire apparatus
							\$ 250,000	
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Services / Misc Charges & Services	Ken Glowacki	201-11-201-201-439000		70,000	The increase in Misc Charges & Svcs for the Maintenance department is due increased requirements for Howard Park and COVID-19 services.
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Services / Auto R&M	Ken Glowacki	201-11-201-201-436003		120,000	The Maintenance Auto Equip R&M account was budgeted at \$240,000 for 2020. The account has varied from \$244,755 to \$340,028 over the past several years. The 2020 budgeted amount was planned at the lower end of the scale.
Parks & Recreation	Venues, Parks & Arts	Park Maintenance	Services / Electric Utilities	Ken Glowacki	201-11-201-201-435001		40,000	Increased electric usage primarily due to Howard Park
							\$ 230,000	
Liability Insurance Premium Reserve	Admin & Finance	Workers' Comp	Services / Worker's Comp-Police/Fire	Maricela Juarez	226-04-405-413-434002		\$ 500,000	Workers' comp claims for Police & Fire higher than anticipated
COVID-19 Response	Admin & Finance	General City	Supplies / Medical/Safety Supplies	Amy Shirk	264-04-040-040-422008		28,306	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Mayor's Office	Mayor's Office	Services / Promotional Services	Amy Shirk	264-01-010-010-433003		3,665	COVID-19 communications
COVID-19 Response	Admin & Finance		Services / Other Professional Services	Amy Shirk	264-04-406-405-431000		4,500	Lab testing
COVID-19 Response	Public Works	Engineering	Supplies / Medical/Safety Supplies	Amy Shirk	264-06-600-500-422008		4,240	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Public Works	Streets & Sewers	Supplies / Medical/Safety Supplies	Amy Shirk	264-06-602-503-422008		3,263	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Public Works	Water Works	Supplies / Medical/Safety Supplies	Amy Shirk	264-06-604-608-422008		17,776	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Public Works	Sewage Works	Supplies / Medical/Safety Supplies	Amy Shirk	264-06-605-514-422008		5,156	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Innovation & Technology	Information Technology	Supplies / Computer Supplies & Equip	Amy Shirk	264-07-071-071-422006		4,818	Computer/technology supplies for remote working
COVID-19 Response	Police Department	Police Department	Supplies / Other Operating Supplies	Amy Shirk	264-08-080-080-422000		15,486	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Police Department	Police Department	Services / Subscriptions	Amy Shirk	264-08-080-088-439003		39,600	Online report filing technology
COVID-19 Response	Fire Department	Fire Department	Supplies / Medical/Safety Supplies	Amy Shirk	264-09-090-098-422008		16,708	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Fire Department	EMS	Supplies / Medical/Safety Supplies	Amy Shirk	264-09-092-095-422008		75,000	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Dept of Community Investment	DCI	Supplies / Medical/Safety Supplies	Amy Shirk	264-10-101-120-422008		5,130	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Venues, Parks & Arts	Park Maintenance	Supplies / Medical/Safety Supplies	Amy Shirk	264-11-201-201-422008		30,000	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Venues, Parks & Arts	Park Maintenance	Services / Misc Charges & Svcs	Amy Shirk	264-11-201-201-439000		35,000	Portable restrooms/handwashing stations
COVID-19 Response	Venues, Parks & Arts	Recreation	Supplies / Medical/Safety Supplies	Amy Shirk	264-11-203-230-422008		3,190	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Venues, Parks & Arts	Marketing & Events	Supplies / Other Operating Supplies	Amy Shirk	264-11-205-231-422000		2,000	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Venues, Parks & Arts	Marketing & Events	Services / Outside Printing Services	Amy Shirk	264-11-205-231-433001		5,665	Flyers for Food Distribution Program
COVID-19 Response	Venues, Parks & Arts	Morris PAC	Supplies / Medical/Safety Supplies	Amy Shirk	264-11-220-292-422008		3,237	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Venues, Parks & Arts	Century Center	Supplies / Medical/Safety Supplies	Amy Shirk	264-11-230-295-422008		5,192	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Code Enforcement	Code Enforcement	Supplies / Medical/Safety Supplies	Amy Shirk	264-12-300-100-422008		7,300	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Code Enforcement	SBARC	Supplies / Medical/Safety Supplies	Amy Shirk	264-12-301-105-422008		5,000	Cleaning supplies, masks, sanitizer, etc.
COVID-19 Response	Dept of Community Investment	DCI	Services / Grants & Subsidies	Amy Shirk	264-10-101-120-439300		500,000	Restaurant Innovation Grants
							\$ 820,232	
Solid Waste Operations	Public Works	Solid Waste	Services / Auto R&M	Susan Zeeb	610-06-603-512-436003		\$ 265,000	Cover additional charges
Sewer Repair Insurance	Public Works	Streets & Sewers	Services / Sewer R&M	Terri Swift	640-06-602-510-436007		\$ 175,000	To fund unpredicted sewer repair expenses that happened in the 2nd quarter during the shutdown.
Sewage Works Operating	Public Works	Sewage Works	Interfund Loan Transfer Out	Susan Zeeb	641-06-605-514-453000		\$ 250,000	Interfund Loan from Fund 641 to Fund 610
Unemployment Compensation	Admin & Finance	Unemployment Comp	Personnel / Unemployment Comp	Maricela Juarez	713-04-406-406-413111		\$ 123,000	Unemployment compensation higher than anticipated
<b>Total Unanticipated Expenses</b>							<b>\$ 3,113,232</b>	

DEC 09 2020

DAWN M. JONES  
CITY CLERK, SOUTH BEND, IN

City of South Bend, Indiana							
December 2020 Additional Appropriation Requests							
(increase or decrease in total fund expenditures)							
November 13, 2020							
Fund Name	Dept Name	Division Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Code	Budget Increase/ (Decrease)
<b>Supported by New Revenue</b>							
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Supplies / Other Operating Supplies	Ken Glowacki	201-11-202-220-422000		30,000
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Supplies / Concessions Inventory	Ken Glowacki	201-11-202-220-422014		30,000
Parks & Recreation	Venues, Parks & Arts	Golf Courses	Services / Electric Utilities	Ken Glowacki	201-11-202-220-435001		30,000
							\$ 90,000
COVID-19 Response	Dept of Community Investment	DCI	Services / Grants and Subsidies	Amanda Pietsch	264-10-101-120-439300		(350,000)
COVID-19 Response	Dept of Community Investment	DCI	Services / Grants and Subsidies	Amanda Pietsch	264-10-101-120-439300		759,783
COVID-19 Response	Dept of Community Investment	DCI	Services / Grants and Subsidies	Amanda Pietsch	264-10-101-120-439300		757,585
COVID-19 Response	Dept of Community Investment	DCI	Services / Grants and Subsidies	Amanda Pietsch	264-10-101-120-439300		1,491,174
							\$ 2,658,542
COVID-19 Response	Police Department	Police Dept	Interfund Transfer Out	Amy Shirk	264-08-080-088-452000	#227	1,547,272
COVID-19 Response	Fire Department	Fire Dept	Interfund Transfer Out	Amy Shirk	264-09-090-098-452000	#227	1,757,451
COVID-19 Response	Fire Department	EMS	Interfund Transfer Out	Amy Shirk	264-09-092-095-452000		88,337
							\$ 3,393,060
<b>Total Supported by New Revenue</b>							<b>\$ 6,141,602</b>
<b>Capital Projects</b>							
2017 Parks Bond Capital	Venues, Parks & Arts	Parks Capital	Capital / Land Improvements	Ken Glowacki	471-11-206-286-444000		\$ 117,000
County Option Income Tax	Code Enforcement	Code Enforcement	Services / Demolition & Clearance	Amanda Pietsch	404-12-300-100-439018		\$ 200,000
<b>Total Capital Projects</b>							<b>\$ 317,000</b>
<b>Administrative Items</b>							
Gift_Donation_Reqest	Public Works	Engineering	Services / Other Professional Services	Ron O'Connor	217-06-600-500-431000		\$ 33,500
Economic Development Income Tax	Admin & Finance	General City	Interfund Transfer Out	Amy Shirk	408-04-040-040-452000		\$ 2,000,000
Eddy St Commons Bond Capital	Dept of Community Investment	DCI	Capital / Building Improvements	Amy Shirk	759-10-101-120-443001		\$ 306,525
<b>Total Administrative Items</b>							<b>\$ 2,340,025</b>
<b>Total Additional Appropriations Requested</b>							<b>\$ 11,911,859</b>



# Bill No. 66-20

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



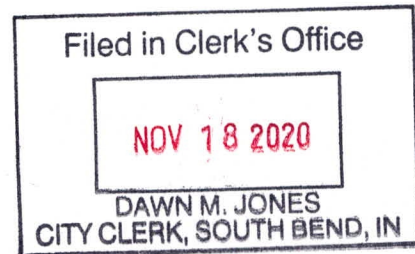
PHONE 574.235.9216  
FAX 574.235.9928

CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR  
**DEPARTMENT OF ADMINISTRATION AND FINANCE**

November 16, 2020

Ms. Karen White, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Reporting Clean-up Ordinance



Dear President White,

The South Bend Municipal Code tasks the Department of Administration & Finance with reporting to Common Council a variety of information and data points on City activities. Over the years, the timing and consistency of these reports has become irregular and confusing, and many reports are provided on too often a basis to provide any meaningful data or trends. The attached bill clarifies the various reporting requirements of my Department and makes the timing of these reports consistent.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 23, 2020 with 2nd reading, public hearing and 3rd reading scheduled for December 14, 2020.

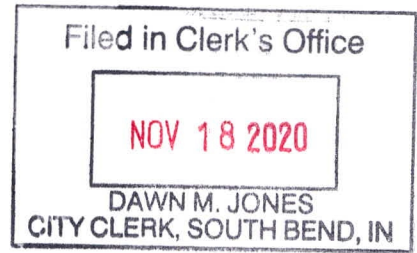
Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,

A handwritten signature in blue ink, appearing to read "Daniel T. Parker".

Daniel T. Parker  
City Controller

Handwritten initials "OK" and a signature in blue ink, located in the bottom right corner of the page.



**BILL NO. 66-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING VARIOUS SECTIONS OF THE SOUTH BEND MUNICIPAL CODE TO ADDRESS THE TIMING AND DETAILS OF VARIOUS REPORTS THAT THE CITY ADMINISTRATION SUBMITS TO THE COMMON COUNCIL**

**STATEMENT OF PURPOSE AND INTENT**

To inform the South Bend Common Council of facts and data relevant to the City's condition and performance, and to assist the Council in assessing the effectiveness of its various policies, the City Administration provides reports and data summaries to the Council from time to time throughout the year as directed by certain Sections of the South Bend Municipal Code. Many of these reports and data summaries are provided by the Department of Administration & Finance.

Presently, the timing of those reports and data from the Department of Administration & Finance is irregular and confusing. To provide greater efficiency and reliability, it is beneficial for that Department to provide its compilation type information to the Council on a regular annual basis at the beginning of each calendar year for the previous year. The Council acknowledges that much of the data and information contained in the compilation reports is available on a regular, ongoing basis through the City's information portals.

This ordinance amends those Sections of the South Bend Municipal Code regarding reporting requirements from the Department of Administration & Finance. It also makes necessary clerical or clarifying corrections to the affected Municipal Code Sections.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA** as follows:

**SECTION I.** Chapter 13, Article 4, Section 13-57.05 Noise Violation, subpart (d) is hereby amended to read as follows:

**SEC. 13-57.05. - VIOLATIONS; PENALTIES; AND DEPOSITS OF FINE MONIES.**

(d) One hundred (100) percent of all monies collected and retained by the City for violation of section 13-57 addressing loud and raucous noise regulations shall be deposited into the Police Department Training Fund (Fund #220). Such monies shall be used solely for the purpose designated for such fund. Any and all interest earned on the monies deposited in Fund #220 shall not revert to the ~~g~~General ~~f~~Fund. The Department of Administration ~~and~~ & Finance shall send ~~monthly written reports~~ an annual report to the Office of the City Clerk detailing the amount of money collected and

the amount of interest earned, with such reporting being filed no later than ~~the last business day of each month.~~ March 31 of the following calendar year.

**SECTION II.** Chapter 14, Article 9, Section 14-60 is hereby amended to read as follows:

SEC. 14-60. - INFORMATION TO BE SENT TO THE COUNCIL'S COMMUNITY RELATIONS COMMITTEE AND THE RESIDENTIAL NEIGHBORHOODS COMMITTEE.

(a) In the interest of collaboration and information sharing, on or before March 31~~the first Monday of October; on or before the first Monday of November of each year; and on or before March 1 and June 1~~ of each year, a summary of the following information from the previous calendar year shall be coordinated and sent by the Office of the City Controller to the Office of the City Clerk for review by the Council's Community Relations Committee and the Council's Residential Neighborhoods Committee:

- (1) Summary of data from all City agencies, offices and departments involved in the issuance and enforcement of this ~~a~~Article for each given time period, including, but not limited to, number and type of permits issued; amount of fees collected; number of warnings issued and addresses of each; amount of citations issued; amount of fines collected and the amount of fines outstanding; number of appeals filed and their disposition; number of pending lawsuits and their status; copies of all educational brochures; dates and locations of all community public safety educational forums held; summary of public comments from such forums; and any other relevant data;
- (2) Summary of programs in place by any university or college located in, or contiguous to the City limits of South Bend addressing off-campus special events;
- (3) Compilation of weekly summary sheets developed by the South Bend Police Department listing the address, date, time, problem and resolution for all calls for service to residential areas where boarding house(s) are located; and
- (4) Community/Campus Advisory Coalition (CCAC) recommendations.

(b) A joint committee meeting of the Community Relations Committee and the Residential Neighborhoods Committee shall be held within a reasonable period of time following the receipt of such data, with notice being given as required by State law, and such notice also being sent to all City offices who have responsibilities under this article; to all residential neighborhood groups; CCAC Officers, as well as to all universities and colleges who have tendered data. Following such public hearings, said committees shall make any advisory recommendations to the Common Council which it believes are in the best interests of carrying out the public health and safety intent and purposes of Section 14-50.

<sup>6</sup> The U.S. Department of Health and Human Services' National Institutes of Health Task Force of the National Advisory Council on Alcohol Abuse and Alcoholism publication entitled A Call to Action: Changing the Culture of Drinking at U.S. Colleges and the U.S. Department of Justice's Office of Community Oriented Policing Services' Publication No. 39 (February 2006) entitled Student Party Riots recommend "...collaborations between campus administrators and community leaders to facilitate the process of information exchange and ongoing communication...".

(Ord. No. 9785-07, § 1)

**SECTION III.** Chapter 20, Article 13, Section 20-134 is hereby amended to read as follows:

SEC. 20-134. - DEPOSIT OF FINE MONIES INTO POLICE DEPARTMENT TRAINING FUND.

- (1) All monies collected and retained by the City for violation of this article shall be deposited into the Police Department Training Fund (Fund #220). Such monies shall be used solely for the purposes designated for such fund. All interest earned on the monies deposited in Fund #220 shall not revert to the General Fund.
- (2) The Department of Administration ~~and~~ & Finance shall send ~~monthly~~ an annual written reports to the Office of the City Clerk, the South Bend Common Council President and the Chair and Vice-Chair of the Common Council's standing Committee on Health and Public Safety detailing the number of tickets issued, the number and amount of fines imposed, the amount of money collected and the amount of interest earned, with such reporting being filed no later than ~~the last business day of each month.~~ March 31 for the previous calendar year.

(Ord. No. [10663-19](#), § I, 10-28-19)

**SECTION IV.** Chapter 2, Article 8, Section 2-122 is hereby amended to read as follows:

Sec. 2-122. - Regulation of City-owned vehicles.

- (a) On or before each July 31, the City ~~Engineer~~ Controller shall file with the City Clerk an annual motor vehicle report setting forth the following:
  - (1) Name of department, subdepartment, bureau or office to which vehicle is assigned.
  - (2) Vehicle information: Make and year; description; mileage as of June 1 of current calendar year of report; license number; city number.
  - (3) Explanation of the use and need for all City vehicles.
- (b) The Controller shall include all vehicles to be purchased in the line item "Motor Vehicles" in the City budget and shall place them in the budget of the particular department or bureau to use the vehicle.
- (c) All City-owned and leased vehicles shall have inscribed on the front doors the seal of the City and the words "For Official Use Only." They shall have inscribed on the front doors and rear an identifying number not less than five (5) inches in height. This number shall not be used by any other City vehicle. Any other markings may be made on the vehicle which are deemed appropriate by the department using the vehicle.
- (d) Requirements of subsections (a) and (c) shall not apply to vehicles certified under sState law. Requirements of subsection (c) shall not apply to cars designated for use by the



Mayor, City Controller, ~~City Attorney~~ Corporation Counsel, City Engineer, and Director of the ~~Economic Development~~ Department of Community Investment, and Director of the Department of Venues, Parks & Arts.

(Ord. No. 7108-82, § 5; Ord. No. 7739-87, § 1; Ord. No. [10668-19](#), § III, 9-9-19)

**SECTION V.** Chapter 2, Article 8, Section 2-122.2 is hereby amended to read as follows:

SEC. 2-122.2. - REGULATIONS AND REPORTING MECHANISMS ON CITY USAGE OF ALTERNATIVE FUELS—COMPRESSED NATURAL GAS (CNG) AND LIQUEFIED NATURAL GAS (LNG).

- (a) *Purpose and Intent.* This section is aimed at promoting greater usage by the City of South Bend of alternative fuels and overall energy efficiency. It is believed that greater usage of alternative fuel vehicle conversion programs, related infrastructure improvements, implementation of more hybrid vehicles, and further diversification of the City's vehicle fleet will result in cleaner air and cost savings for taxpayers. It is further believed that the City should pursue all grants available which are aimed at energy efficiency, reducing energy costs, and reducing fossil fuel emissions.
- (b) *Semi-Annual Reporting.* In addition to the reporting requirements codified in Section 2-123 of the South Bend Municipal Code, the Central Services Director and other individual(s) designated by the City Controller ~~Director of Public Works~~ in conjunction with the ~~City Energy Director~~ shall file reports on or before July 1st and January 31st~~5th~~ of each year addressing the following information for the preceding calendar year:
- (1) Summary of all alternative fuel vehicle grants pursued, including but not limited to, such funding sources as the Alternative Fuel Vehicle (AFV) grant and other grants administered by the Indiana Office of Energy Development.<sup>1</sup>
  - (2) Summary of work with the U.S. Department of Energy's Clean Cities organizations such as the Greater Indiana Clean Cities Coalition and the South Shore Clean Cities, Inc.
  - (3) Summary of vehicles that have been retrofitted to use compressed natural gas (CNG) and the savings in gallons of diesel fuel which has resulted.
  - (4) Summary of any outreach programs and/or partnering with other entities including but not limited to, the South Bend Community School Corporation, St. Joseph County, City of Mishawaka, TRANSPO, and other ~~entitles~~ entities that have vehicle fleets aimed at reducing energy demand, summary of ~~measureable~~ measurable

<sup>1</sup> IC 4-4-32.2-1 through IC 4-4-32.2-16 sets forth the regulations addressing the "Alternative Fuel Fueling Station Grant Program"; and IC 4-4-32.3-1 through IC 4-4-32.3-10 sets forth the regulations addressing "Alternative Fuel Vehicle Grant Program for Local Units."

improvements in fuel efficiency, reduction of fuel costs and related data; bulk purchasing agreements; as well as developing plans for enhanced facility management and increased efficiency.

- (5) Updates on increasing the number public fueling stations in the ~~city~~ City.
  - (6) Summary of all grants pursued from the Energy Efficiency and Conservation Block Grant (EECBG) program of the U.S. Department of Energy administered from the Indiana Office of Energy Development.
  - (7) Summary of any other actions/programs aimed at increasing energy efficiency and establishing energy polices.
- (c) Upon receipt of such required filing, the ~~e~~Common Council shall determine whether an in-person report on such information should be scheduled at a Council meeting under "Reports of City Offices" by the individual(s) filing such report.

(Ord. No. 10160-12, § I, 5-14-12; Ord. No. 10668-19, § III, 9-9-19)

**SECTION VI.** Chapter 2, Article 4, Section 2-23, subpart (d) is hereby amended to read as follows:

SEC. 2-23. - FUNDING FROM OTHER SOURCES.

- (d) The Department of Administration & Finance shall file with the Council by April 1 of each calendar year an annual report on behalf of All all City departments, agencies, boards, and commissions of the City receiving that received funds pursuant to this sSection shall file with the Council, during the funding period, annual reports detailing how the moneys have been were spent and obligated during the preceding calendar year.

(Ord. No. 7108-82, § 3)

**SECTION VII.** Chapter 2, Article 7, Section 2-90, subpart (b) is hereby amended to read as follows:

SEC. 2-90. - FINAL BUDGET APPROVAL; REPORT OF CITY CONTROLLER.<sup>[24]</sup>

- (b) As part of its regular monthly financial reporting, Fthe City Controller Department of Administration & Finance shall submit quarterly budget updates to the Common Council and Mayor, within thirty (30) days of the close of each calendar quarter, detailing all revenues received and expenditures made by, and the financial status of, each department.

(Ord. No. 8212-91, § 3)

**SECTION VIII.** Chapter 4, Article 2, Section 4-14, subpart (d) is hereby amended to read as follows:

- (d) The Controller shall provide to the Common Council, ~~in writing, the following information~~

a written "Annual Licensing Fee Report" on a semi-annual basis an annual basis by March 31 for the preceding year. Said report shall provide the following information:

- (1) Number and type of licenses issued.
- (2) Revenue obtained from licenses issued by license category.
- (3) A cost/benefit analysis for license fees charged by the City.
- (4) Recommended changes to license fee structure, if any.

**SECTION IX.** Chapter 4, Article 3, Section 4-18 is hereby amended to read as follows:

- (a) ~~On or before November 1st of each year, the Office of the City Controller shall provide a written "Annual Licensing Fee Report". Said report shall provide a cost/benefit analysis for license fees charged by the City. A summary for each fee and criteria used for all recommended changes shall be included.~~
- (b) The Common Council shall review all license fees charged by the City. The Personnel and Finance Committee shall recommend to the Common Council on an annual basis any proposed changes following the review of the Annual Licensing Fee Report, as defined in subsection 4-14(d). All fees shall be reasonably related to the cost incurred by the City in regulating activities requiring a license to operate.

**SECTION X.** Chapter 4, Article 4, Section 4-18.5, subpart (t) is hereby amended to read as follows:

SEC. 4-18.5. - ADULT BUSINESSES.

- (t) ~~Quarterly updates Annual report.~~ The Controller shall ~~report at the end of each quarter provide by March 31~~ to the Public Safety Committee of the Common Council a summary of the following public information in connection with adult business licenses for the preceding year:
- (1) Number of license applications received.
  - (2) Disposition of such applications.
  - (3) Amount of license fees collected.
  - (4) Number of license suspensions.
  - (5) Summary of any administrative reviews.
  - (6) Amount of fines collected.

(Ord. No. 8644-95, § IV; Ord. No. 9132-00, § I; Ord. No. 9382-02, §§ I, II)

**SECTION XI.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana

# Bill No. 67-20

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



PHONE 574.235.9216  
FAX 574.235.9928

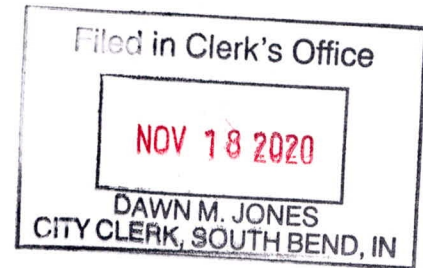
CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR

## DEPARTMENT OF ADMINISTRATION AND FINANCE

November 16, 2020

Ms. Karen White, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Claims Payment Procedures



Dear President White,

Per Indiana law, the Board of Public Works is charged with the duty and responsibility to approve the payment of certain claims by the City. Under the current system, more than 50% of the City's payments to vendors are required to be approved by the Board prior to payment. This can result in delays in payment that can cause cash-flow difficulties for vendors, particularly small, local vendors that do business with the City.

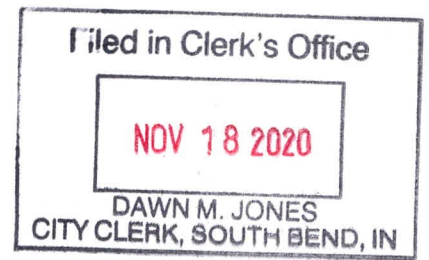
In the interest of speeding up the payment of vendors, we desire the Common Council to allow payments for all types of claims to be made in advance of Board allowance, as permitted by Indiana Code § 36-4-8-14. We have implemented a variety of new processes and procedures over the past year that have increased the checks and balances in the accounts payable process, and it is important to note that this ordinance does not eliminate the check provided by the Board of Public Works; it merely changes the timing of that check. Additionally, we have enhanced transparency into the vendor payments through the implementation of an online, searchable, public dashboard that lists all payments made by the City. These enhancements in accountability and transparency are vital to ensuring that only properly approved payments are made.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 23, 2020 with 2nd reading, public hearing and 3rd reading scheduled for December 14, 2020.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,

Daniel T. Parker  
City Controller



**BILL NO. 67-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, AMENDING CHAPTER 2, ARTICLE 5 OF THE SOUTH BEND  
MUNICIPAL CODE FOR PREAPPROVED PAYMENT OF CLAIMS**

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**STATEMENT OF PURPOSE AND INTENT**

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The Board of Public Works for the City of South Bend, Indiana (“Board”) is charged with the duty and responsibility to approve the payment of certain claims by the City. The Board meets regularly to conduct City business that includes the approval of such claims, but the Board’s meeting schedule does not always allow claims to be paid in a timely manner.

The Common Council of the City of South Bend, Indiana desires to facilitate the prompt payment of all City vendors, particularly small, local businesses that may experience cash flow shortages if payment is delayed. Additionally, the enactment of prompt payment procedures is a race- and gender-neutral measure that can be used to facilitate the participation of all firms in City contracting and procurement.

The Common Council also recognizes that the City administration has put in place several new policies and procedures that are designed to ensure the accuracy and propriety of claims paid by the City, as well as to enhance transparency and visibility by the public into those claims. These procedural enhancements coincide with the implementation of the City’s new Enterprise Resource Planning (ERP) system and an online, public financial transparency dashboard.

The Indiana legislature has enacted Indiana Code § 36-4-8-14, as amended from time-to-time, which permits certain types of claim expense payments to be made in advance of Board allowance, including those expenses described in an Ordinance. The Common Council of the City of South Bend, Indiana has determined that payment of claims can be more efficiently processed by the enactment of an ordinance authorizing payment of all claims in advance of Board allowance.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA** as follows:

**SECTION I.** Chapter 2, Article 5, Section 2-50.1 is hereby amended to read as follows:

**Section 2-50.1 Preapproved Payment of Claims**

- (a) The City Controller may pay all claims, for all types of expenses, in advance of allowance by the board having jurisdiction over allowance of the claim. Such claims will be processed and paid in adherence to all requirements of applicable laws and the City Controller's internal policies and procedures.

Unless otherwise addressed by Indiana State law, the Board of Public Works of the City of South Bend, Indiana, on request of the City Controller, may make claim payments in advance of Board allowance of such all claims for the following kinds of expenses:

- ~~(1) Property or services purchased or leased from the United States Government, its agencies, or its political subdivisions;~~
- ~~(2) License or permit fees;~~
- ~~(3) Insurance premiums;~~
- ~~(4) Utility payments or utility connection charges;~~
- ~~(5) General grant programs where advance funding is not prohibited and contracting party posts sufficient security to cover the amount advanced;~~
- ~~(6) Grants of State funds authorized by statute;~~
- ~~(7) Maintenance or service agreements;~~
- ~~(8) Leases or rental agreements;~~
- ~~(9) Bond or coupon payments;~~
- ~~(10) Payroll~~
- ~~(11) State, Federal; or County taxes;~~
- ~~(12) Expenses that must be paid because of emergency circumstances;~~
- ~~(13) Fees and expenses related to real property transactions such as the cost of obtaining title information, and the recording of documents; and~~
- ~~(14) Other expenses expressly permitted by State statute as amended from time to time.~~

~~(b) Each payment of claim made shall be supported by a fully itemized invoice or bill and certification of the City Controller, and the Board of Public Works shall review and allow the claim at its next regular or special meeting following the pre-approved payment of the expense.~~

~~(c) Notice of any claims requested to be made in advance of Board allowance except for claims of a payroll nature, shall be simultaneously submitted by the City Controller to the Office of the City Clerk for informational purposes.~~

**SECTION II.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

---

Karen White, Council President  
South Bend Common Council

Attest:

---

Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

---

Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

---

James Mueller, Mayor  
City of South Bend, Indiana



# Bill No. 68-20

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



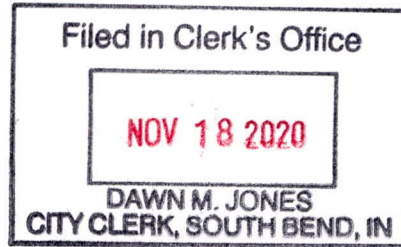
PHONE 574.235.9216  
FAX 574.235.9928

CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR  
**DEPARTMENT OF ADMINISTRATION AND FINANCE**

November 16, 2020

Ms. Karen White, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Investment Policy Adoption



Dear President White,

The Indiana legislature has enacted Indiana Code § 5-13-9 et seq, which allows the fiscal officer of a city to make investments of certain city funds into designated investment vehicles. Accordingly, the attached ordinance authorizes me to continue our current practice of exercising these investment powers to maximize financial resources of the City.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 23, 2020 with 2nd reading, public hearing and 3rd reading scheduled for December 14, 2020.

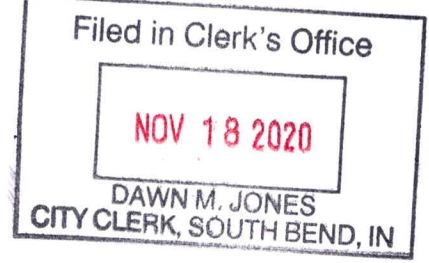
Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,



Daniel T. Parker  
City Controller





**BILL NO. 68-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, ADOPTING AN INVESTMENT POLICY FOR THE CITY OF SOUTH BEND**

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**STATEMENT OF PURPOSE AND INTENT**

---

The Indiana legislature has enacted Indiana Code § 5-13-9 et seq., which permits the fiscal officer of a city to make investments of public funds into designated investment vehicles. The Common Council of the City of South Bend has determined that it is in the best interest of the City to authorize the full exercise of the City's investment powers under the Indiana Code. Accordingly, this ordinance establishes an investment policy for the City of South Bend, as provided under Indiana Code § 5-13-9-5.7, and thereby authorizes the City Controller to dedicate up to the maximum allowable proportion of the City's investment portfolio to investments maturing more than two years but not more than five years after purchase. In addition, this ordinance specifically authorizes the City Controller to invest in certain investment vehicles as provided under Indiana Code § 5-13-9-5 and Indiana Code § 5-13-9-5.3.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA** as follows:

**SECTION I.** For purposes of Indiana Code § 5-13-9, the investment policy for the City of South Bend is approved and shall read as follows:

With the approval of the City Controller, as the investing officer for the City of South Bend, the City may invest public funds in various investment vehicles, in accordance with Title 5, Article 13, of the Indiana Code, as amended from time to time. The City's investment portfolio may contain any investment vehicle generally provided for under Indiana Code § 5-13-9. In addition, the City Controller is granted the following specific authorizations:

1. Pursuant to Indiana Code § 5-13-9-5.7, the City Controller is authorized to make investments having a stated final maturity that is more than two (2) years but not more than five (5) years after the date of purchase or entry into a repurchase agreement, provided that such investments may comprise no more than twenty-five percent (25%) of the total portfolio of public funds invested by the City, including balances in transaction accounts.
2. Pursuant to Indiana Code § 5-13-9-5, the City Controller is authorized to invest in certificates of deposit of certain depositories, as defined by and subject to the requirements of Indiana Code § 5-13-9-5, which authorization will expire on December 14, 2021.
3. Pursuant to Indiana Code § 5-13-9-5.3, the City Controller is authorized to

invest in interest bearing deposit accounts that satisfy the conditions stated in Indiana Code § 5-13-9-5.3(b).

This policy shall be effective from January 1, 2021, until its expiration on December 31, 2021, unless earlier amended by ordinance.

**SECTION II.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana



# Bill No. 69-20

1316 COUNTY-CITY BUILDING  
227 W. JEFFERSON BOULEVARD  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/235-9251  
FAX 574/235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR

## BOARD OF PUBLIC WORKS Filed in Clerk's Office

NOV 18 2020

DAWN M. JONES  
CITY CLERK, SOUTH BEND, IN

July 14, 2020

Mike Danch for KLM Holdings, LLC, Paul E. William LLC  
Eddy Property Dev LLC, South Bend Clinic LLP  
[mdanch@danchharner.com](mailto:mdanch@danchharner.com)

RE: Street Vacation – 900 Block of Luther Ct., and 200 Block of Edmund Ct.  
(Preliminary Review)

Dear Mr. Danch:

The Board of Public Works, at its July 14, 2020, meeting reviewed comments by the Engineering Division, Community Investment, Fire Department, Police Department, and the Street Department. All departments state the request meets the criteria of I.C. 36-7-3-13. The vacation would not hinder the growth or orderly development of the unit or neighborhood in which it is located or to which it is contiguous. The vacation would not make access to the lands of the aggrieved person by means of public way difficult or inconvenient. The vacation would not hinder the public's access to a church, school or other public building or place. The vacation would not hinder the use of a public right of way by the neighborhood in which it is located or to which it is contiguous.

Community Investment and Engineering state the approval should be subject to cross access for future property owners and that the bricks be salvaged by the City.

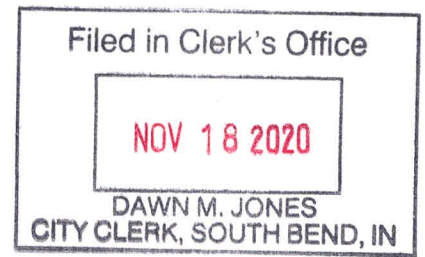
Therefore, the Board of Public Works submitted a favorable recommendation for the vacation of this street subject to cross access and the City salvaging the bricks.

**Please contact Permit Department at (574) 235-9254 prior to picking up your radius map.** You will need a radius map showing properties within 150' of the proposed vacation for your petition to the Common Council. Once you pick up the radius map, proceed to the City Clerk's office for your street vacation packet.

Sincerely,

s/Linda M. Martin, Clerk

Enclosure



**BILL NO. 69-20**

**ORDINANCE NO. \_\_\_\_\_**

---

**AN ORDINANCE TO VACATE THE FOLLOWING DESCRIBED PROPERTY:**

*Street Vacation – Luther Court from Notre Dame Ave., East 250 feet +/- to the end of the right-of-way and Edmund Court from Colfax Ave., North 198 feet +/-, to Luther Court, South Bend, Indiana.*

---

**STATEMENT OF PURPOSE AND INTENT**

---

Pursuant to Indiana Code Section 36-7-3-12, the Common Council is charged with the authority to hear all petitions to vacate public ways or public places within the City.

The following Ordinance vacates the above described public property.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, as follows:

SECTION I. The Common Council of the City of South Bend having held a Public Hearing on the petition to vacate the following property:

- 1). Street Vacation - Luther Court from Notre Dame Ave., East 250 feet +/- to the end the of right-of-way, South Bend, Indiana.
- 2). Street Vacation - Edmund Court from Colfax Ave., North 198 feet +/-, to Luther Court, South Bend, Indiana.

hereby determines that it is desirable to vacate said property.

SECTION II. The City of South Bend hereby reserves the rights and easements of all utilities and the Municipal City of South Bend, Indiana, to construct and maintain any facilities, including, but not limited to, the following: electric, telephone, gas, water, sewer, surface water control structures and ditches, within the vacated right-of-way, unless such rights are released by the individual utilities.

SECTION III. The following property Tax Key Numbers may be injuriously or beneficially affected by such vacating:

18-5016-0556    18-5016-055601    18-5016-056602    18-5016-0554    18-5016-0559    18-5016-0563  
18-5016-0561    18-5016-0563    18-5016-0557    18-5016-0537    18-5016-0539    18-5016-0550  
18-5016-0551    18-5016-0552    18-5016-0553    18-5016-056101    18-5016-056102    18-5016-0564  
18-5016-0566    18-5014-04501    18-5014-0460    18-5014-0463    18-5014-04601    18-5014-0461  
18-5014-0462    18-5014-046301

SECTION IV. The purpose of the vacation of the real properties is to vacate that portion of the Public Street in the described area to allow for the development of some of the adjacent property.

SECTION V. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

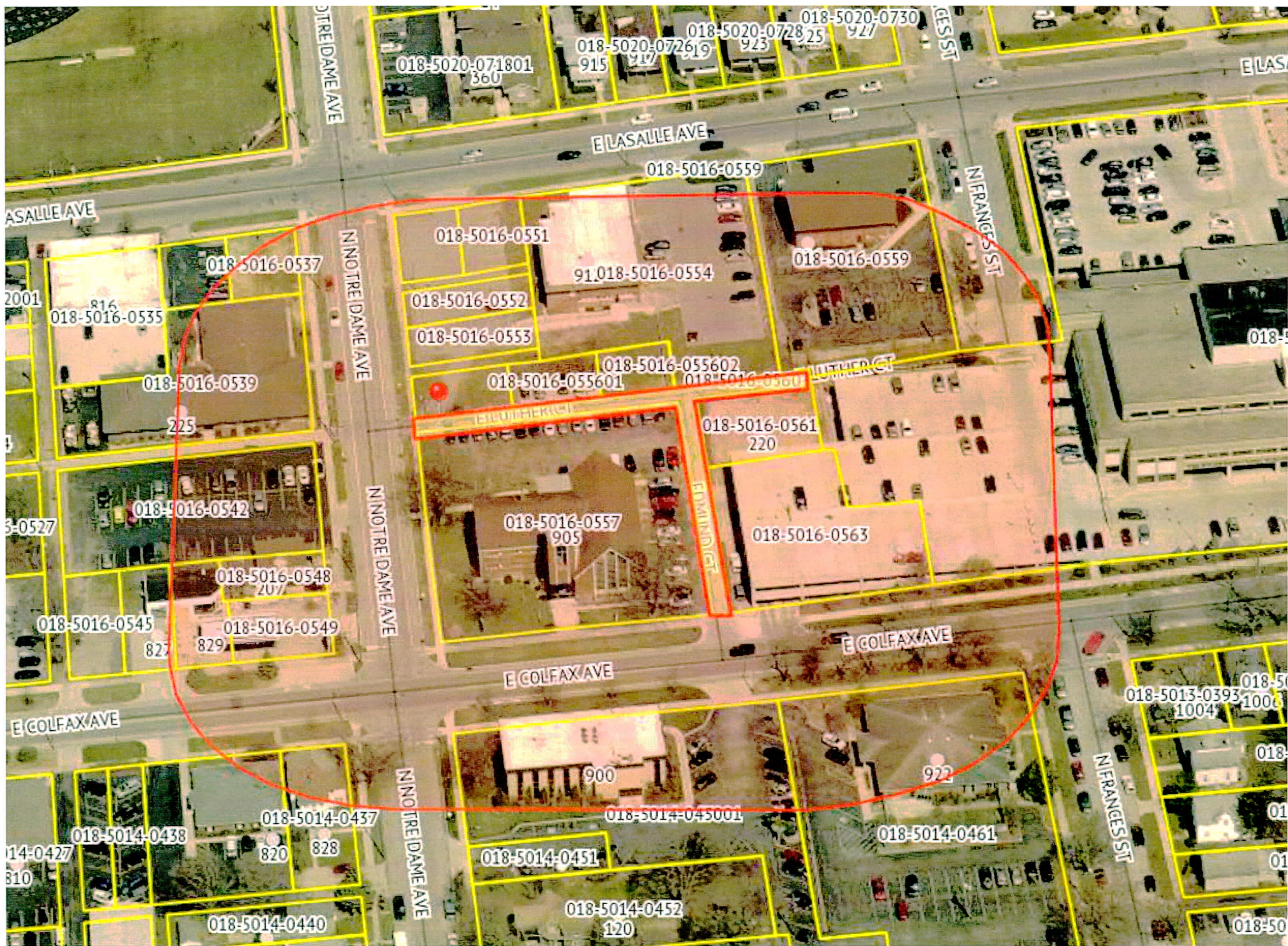
\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana





Property Owners Within 300 Feet

JB6R Properties LLC  
52763 Sporn Dr  
South Bend, IN. 46635  
Tax Key # 018-5014-0437

Memorial Hospital of South Bend  
Attn: Jeff Costello  
415 N Michigan ST.  
South Bend, IN. 46601  
Tax Key # 018-5014-0461

Gyorgy Baumann & Melinda Kristof  
207 N Notre Dame Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0548

ENDO Properties LLC  
225 N Notre Dame Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0542

Eddy Property Dev LLC  
211 N Eddy St  
South Bend, IN. 46617  
Tax Key # 018-5016-055601

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0554

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0550

Eddy Property Dev LLC  
211 N Eddy St  
South Bend, IN. 46617  
Tax Key # 018-5017-0594

Paul William  
926 E Lasalle  
South Bend, IN. 46617  
Tax Key # 018-5016-0559

RA Colfax Property LLC  
4232 W Ridgeway Dr  
LaPorte, IN. 46350  
Tax Key # 018-5016-0549

RA Colfax Property LLC  
4232 W Ridgeway Dr  
LaPorte, IN. 46350  
Tax Key # 018-5016-0546

South Bend Clinic LLP  
211 N Eddy St  
South Bend, IN. 46617  
Tax Key # 018-5016-0557

ENDO Properties LLC  
225 N Notre Dame Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0539

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-055602

ENDO Properties LLC  
225 N Notre Dame Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0536

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0551

Eddy Property Dev LLC  
211 N Eddy St  
South Bend, IN. 46617  
Tax Key # 018-5016-0563

900 East Colfax Ave LLC  
PO Box 1796  
South Bend, IN. 46634  
Tax Key # 018-5014-045001

RA Colfax Property LLC  
4232 W Ridgeway Dr  
LaPorte, IN. 46350  
Tax Key # 018-5016-0547

South Bend Clinic LLP  
211 N Eddy St  
South Bend, IN. 46617  
Tax Key # 018-5016-0561

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0556

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0552

ENDO Properties LLC  
225 N Notre Dame Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0537

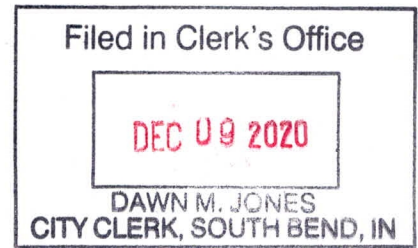
KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-0553

KLM Holdings LLC  
912 E LaSalle Ave  
South Bend, IN. 46617  
Tax Key # 018-5016-055602



Bill No. 70-20

City of South Bend  
**BOARD OF ZONING APPEALS**



12-8-2020

Honorable Chairwoman Sharon McBride  
4th Floor, County-City Building  
South Bend, IN 46601

RE: Special Exception Use at 1915 Bendix

Dear Chairwoman McBride:

Enclosed is an Ordinance for the proposed Special Exception Use at the above referenced location. Please include the attached Ordinance on the Council agenda for first reading at your December 14th, 2020 Council meeting and set it for public hearing at your January 11th, 2021 Council meeting. The petition is tentatively scheduled for public hearing at the January 4th, 2021 South Bend Board of Zoning Appeals meeting. The recommendation of the South Bend Plan Commission will be forwarded to the Office of the City Clerk by noon on the day following the public hearing.

The petitioner provided the following to describe the proposed project:

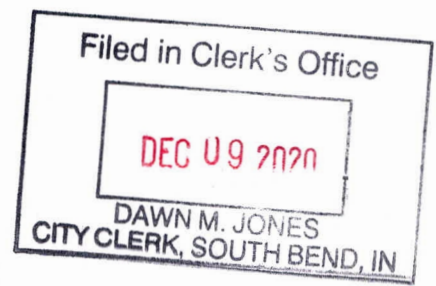
Install a Canister Filling/Pump House and Tank Farm on the west end of this building.

If you have any questions, please feel free to contact our office.

Sincerely,

Joseph Molnar  
Zoning Specialist

CC: Bob Palmer



**BILL NO. 70-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING A PETITION OF THE ADVISORY BOARD OF ZONING APPEALS FOR THE PROPERTY LOCATED AT 1915 N BENDIX**

**STATEMENT OF PURPOSE AND INTENT**

**Install a Canister Filling/Pump House and Tank Farm on the west end of this building.**

Petitioners desire to seek a Special Exception Use for Heavy Industrial for property located 1915 N. Bendix.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** The Common Council has provided notice of the hearing on the Petition from the Advisory Board of Zoning Appeals pursuant to Indiana Code Section 5-14-1.5-5, requesting that a Special Exception be granted for property located at:

1915 N. Bendix Dr. 025-1006-0302

In order to permit Heavy Industrial

**SECTION II.** Following a presentation by the Petitioner, and after proper public hearing, the Common Council hereby approves the petition of the Advisory Board of Zoning Appeals, a copy of which is on file in the Office of the City Clerk.

**SECTION III.** The Common Council of the City of South Bend, Indiana, hereby finds that:

1. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
2. The proposed use will not injure or adversely affect the use of adjacent area of property values therein;
3. The proposed use will be consistent with the character of the district in which it is located and the land uses authorized therein;
4. The proposed use is compatible with the recommendations of the City of South Bend Comprehensive Plan;

**SECTION IV.** Approval is subject to the Petitioner complying with the reasonable conditions, if any, established by the Advisory Board of Zoning Appeals which are on file in the Office of the City Clerk.

**SECTION V.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor, and legal publication, and full execution of any conditions or Commitments placed upon the approval.

\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

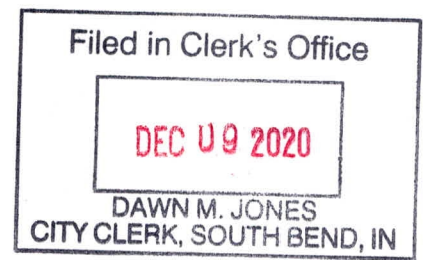
Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana



Bill No. 71-20

City of South Bend  
**BOARD OF ZONING APPEALS**



12-8-2020

Honorable Chairwoman Sharon McBride  
4th Floor, County-City Building  
South Bend, IN 46601

RE: Special Exception Use at 1643 Prairie Ave

Dear Chairwoman McBride:

Enclosed is an Ordinance for the proposed Special Exception Use at the above referenced location. Please include the attached Ordinance on the Council agenda for first reading at your December 14th, 2020 Council meeting and set it for public hearing at your January 11th, 2021 Council meeting. The petition is tentatively scheduled for public hearing at the January 4th, 2021 South Bend Board of Zoning Appeals meeting. The recommendation of the South Bend Plan Commission will be forwarded to the Office of the City Clerk by noon on the day following the public hearing.

The petitioner provided the following to describe the proposed project:

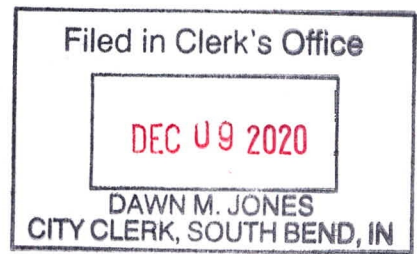
The owners have found a purchaser for their property who would like to operate a Convenience Store with fuel pumps. The fuel pump portion of the project requires approval of a Special Exception.

If you have any questions, please feel free to contact our office.

Sincerely,

Joseph Molnar  
Zoning Specialist

CC: Bob Palmer



**BILL NO. 71-20**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING A PETITION OF THE ADVISORY BOARD OF ZONING APPEALS FOR THE PROPERTY LOCATED AT 1643 PRAIRIE**

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**STATEMENT OF PURPOSE AND INTENT**

**The establishment of a convenience store and gas station with fuel pumps.**

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Petitioners desire to seek a Special Exception Use for a Gas Station for property located 1643 Prairie.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** The Common Council has provided notice of the hearing on the Petition from the Advisory Board of Zoning Appeals pursuant to Indiana Code Section 5-14-1.5-5, requesting that a Special Exception be granted for property located at:

1643 Prairie Avenue 018-8059-2364, 018-8059-2357

In order to permit a Gas Station

**SECTION II.** Following a presentation by the Petitioner, and after proper public hearing, the Common Council hereby approves the petition of the Advisory Board of Zoning Appeals, a copy of which is on file in the Office of the City Clerk.

**SECTION III.** The Common Council of the City of South Bend, Indiana, hereby finds that:

1. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
2. The proposed use will not injure or adversely affect the use of adjacent area of property values therein;
3. The proposed use will be consistent with the character of the district in which it is located and the land uses authorized therein;
4. The proposed use is compatible with the recommendations of the City of South Bend Comprehensive Plan;

**SECTION IV.** Approval is subject to the Petitioner complying with the reasonable conditions, if any, established by the Advisory Board of Zoning Appeals which are on file in the Office of the City Clerk.

**SECTION V.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor, and legal publication, and full execution of any conditions or Commitments placed upon the approval.



\_\_\_\_\_  
Karen White, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ . m.

\_\_\_\_\_  
Dawn M. Jones, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana