



# 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, SEPTEMBER 21, 2023  
**SUBJECT:** PERSONNEL AND FINANCE COMMITTEE MEETING NOTICE: MAYOR'S OFFICE, DIVERSITY AND INCLUSION, CITY CLERK, COMMON COUNCIL, CITIZEN REVIEW BOARD (CRB) BUDGET HEARING SESSION

### NOTICE

The following meeting of the Personnel and Finance Committee has been scheduled at the following location on the following dates:

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

The following Common Council Committee Meeting has been scheduled for **Thursday, September 28, 2023 at 5:30 p.m.** in the **Council Chambers** on the **4<sup>th</sup> floor** of the **County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.** The Committee meeting will be legally held by way of a hybrid and by using the Microsoft Teams Meeting app. Members of the public have the option to attend the meeting in person or may access the meeting virtually by the following link: <https://tinyurl.com/092823BUDGET>

**5:30-7:30 P.M.**

**Personnel and Finance**

**Sheila Niezgodski, Committee Chair**

*Mayor's Office, Diversity and Inclusion, Clerk's Office, Common Council, Citizen Review Board (CRB)  
Budget Hearing Session*

1. 2024 Mayor's Office Budget Presentation (Chief of Staff to the Mayor, Kacey Gergely)
2. Council Questions and Feedback on the Proposed 2024 Mayor's Office Budget
3. Public Input on the Proposed 2024 Mayor's Office Budget
  
4. 2024 Diversity & Inclusion Budget Presentation, Diversity Compliance/Inclusion Officer, Cynthia Simmons
5. Council Questions and Feedback on the Proposed 2024 Diversity & Inclusion Budget
6. Public Input on the Proposed 2024 Diversity & Inclusion Budget
  
7. 2024 Clerk's Office Budget Presentation, City Clerk Dawn Jones
8. Council Questions and Feedback on the Proposed 2024 Clerk's Office Budget
9. Public Input on the Proposed 2024 Clerk's Office Budget
  
10. 2024 Council Budget Presentation, Council President Sharon McBride
11. Council Questions and Feedback on the Proposed 2024 Council Budget
12. Public Input on the Proposed 2024 Council Budget
  
13. 2024 Citizen Review Board (CRB), City Controller Kyle Willis
14. Council Questions and Feedback on the Proposed 2024 Citizen Review Board (CRB) Budget
15. Public Input on the Proposed 2024 Citizen Review Board (CRB) Budget

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