



OFFICE OF THE CITY CLERK

BIANCA L. TIRADO, CITY CLERK

MEMORANDUM

TO: MEMBERS OF THE COMMON COUNCIL
FROM: BIANCA L. TIRADO, CITY CLERK
DATE: THURSDAY, DECEMBER 4, 2025
SUBJECT: COMMITTEE MEETING NOTICE

The following Common Council Committee Meetings have been scheduled for **Monday, December 8, 2025:**

Council Chambers
3rd Floor City Hall
215 S. Dr. Martin Luther King Jr. Blvd.
South Bend, IN 46601

The Council Chambers will be Open to the Public. Members of the Public may Attend this Meeting Virtually via Microsoft Teams Meeting app here: <https://tinyurl.com/120825CC>

- 4:10 P.M.** **HEALTH & PUBLIC SAFETY** **CHAIRPERSON, TOMAS MORGAN**
1. [Bill No. 78-25](#) - Amending Chapter 14, Article 15, Section 14-175 to Increase the Number of Public Safety Officers Available at No Cost to Event Organizers
- 4:20 P.M.** **ZONING & ANNEXATION** **CHAIRPERSON, DR. DAVIS**
1. [Bill No. 74-25](#) - Special Exception at 1005 White Oak Drive
- 4:45 P.M.** **COMMUNITY INVESTMENT** **CHAIRPERSON, WARNER**
1. [Bill No. 25-49](#) - Resolution Authorizing the Purchase of Real Property Located at 749 Harrison Avenue
2. [Bill No. 25-50](#) - Resolution Authorizing the Purchase of Real Property Located at 1024 Indiana Avenue
3. [Bill No. 25-51](#) - Resolution Authorizing the Purchase of Real Property Located at 1829 Randolph Street
4. Department of Community Investment (DCI) Update – Neighborhood Plans

INTEGRITY | SERVICE | ACCESSIBILITY

Jasmine Jackson
CHIEF DEPUTY CITY CLERK / CHIEF OF STAFF

Matthew Neal
DEPUTY CITY CLERK / DIRECTOR OF POLICY

Margaret Gotsch
DIRECTOR OF SPECIAL PROJECTS

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

300 City Hall | 215 S. Martin Luther King, Jr. Blvd. | South Bend, Indiana 46601 | p. 574.235.9221 | f. 574.235.9173 | www.southbend.in.gov



5:30 P.M.

PERSONNEL & FINANCE

CHAIRPERSON, NIEZGODSKI

1. [Bill No. 75-25](#) - Q4 2025 Additional Appropriations Ordinance (*Substitute*)
2. [Bill No. 76-25](#) - Q4 2025 Budget Transfer Ordinance (*Substitute*)
3. [Bill No. 77-25](#) - Amending the 2026 Non-Bargaining Salary Ordinance (*Substitute*)
4. [Bill No. 79-25](#) - Amending City Clerk Staff Non-Bargaining Salary Ordinance No. 11237-25
5. [Bill No. 25-44](#) - Resolution Calling for Relief from the Devastating Impact of Senate Enrolled Act 1 on the City of South Bend and Other Local Governmental Entities Within the State of Indiana
6. [Bill No. 25-47](#) - Resolution Acknowledging the Impact of the Federal Government Shutdown on SNAP Recipients and Calling for a Public Hearing to Consider Emergency Measures to Support Residents Experiencing Food Insecurity

Council President Canneth Lee has called an **Informal Meeting** of the Council which will commence immediately after the adjournment of the Personnel & Finance Committee Meeting.

INFORMAL MEETING OF THE COMMON COUNCIL

PRESIDENT, C. LEE

1. Discussion of Council Agenda
2. Update and Announcements
3. Adjournment

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

MEETING AGENDA

Monday, December 8, 2025

7:00 P.M.

The South Bend Common Council meeting will be open to the public at the Council Chambers on the 3rd floor of the South Bend City Hall, 215 S. Dr.

Martin Luther King Jr. Blvd., South Bend, IN 46601

or available by way of a virtual meeting using the Microsoft Teams Meeting App. Public access to the meeting can be granted by this Microsoft Teams Link:

<https://tinyurl.com/SBCC120825>

1. **INVOCATION**

PASTOR JEFF KENNEDY | SOUTHGATE CHURCH

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

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

NOVEMBER 24, 2025

5. **SPECIAL BUSINESS**

6. **REPORTS FROM CITY OFFICES**

7. **COMMITTEE OF THE WHOLE**

TIME: _____

BILL NO.

74-25 PUBLIC HEARING 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 1005 WHITE OAK DR COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA

75-25 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 2025 OF \$2,098,300 FROM THE GENERAL FUND (#101), \$625,608 FROM THE MOTOR VEHICLE HIGHWAY FUND (#202), \$2,000 FROM THE GIFT, DONATION, BEQUEST FUND (#217), \$20,000 FROM THE LAW ENFORCEMENT CONTINUING EDUCATION FUND (#220), \$4,166 FROM THE COVID-19 RESPONSE FUND (#264), \$30,000 FROM THE MVH RESTRICTED FUND (#266), \$18,099 FROM THE INNOVATION & TECHNOLOGY FUND (#279), \$116,800 FROM THE MORRIS PERFORMING ARTS CENTER CAPITAL FUND (#416), \$255,000 FROM THE PARKING GARAGES FUND (#601), \$365,000 FROM THE SOLID WASTE OPERATIONS FUND (#610), \$236,000 FROM THE WATER WORKS OPERATIONS FUND (#620), \$362,000 FROM THE WATER WORKS CAPITAL FUND (#622), \$75,000 FROM THE SEWAGE WORKS OPERATIONS FUND (#641), \$400,000 FROM THE SEWAGE WORKS CAPITAL FUND (#642), \$2,500 FROM THE PROJECT RELEAF FUND (#655), \$150,000 FROM THE POLICE PENSION FUND (#702), AND \$17,820 FROM THE UNEMPLOYMENT COMPENSATION FUND (#713) (SUBSTITUTE)

76-25 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 2025 (SUBSTITUTE)

77-25 PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING ORDINANCE NO. 11233-25, WHICH FIXES MAXIMUM SALARIES AND WAGES OF APPOINTED OFFICERS AND NON-BARGAINING EMPLOYEES OF EXECUTIVE DEPARTMENTS OF THE CITY OF SOUTH BEND FOR CALENDAR YEAR 2026, TO ADD A POSITION IN THE HUMAN RIGHTS COMMISSION, UPDATE SALARIES FOR CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND ADMINISTRATION & FINANCE, REMOVE CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND ADMINISTRATION & FINANCE, AND ADD POSITIONS IN PUBLIC WORKS INADVERTENTLY OMITTED FROM THE 2026 SALARY ORDINANCE (SUBSTITUTE)

78-25 PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING CHAPTER 14, ARTICLE 15, SECTION 14-175 TO INCREASE THE AMOUNT OF SOUTH BEND POLICE OFFICER TIME INCLUDED AS AN ABSORBED EXPENSE FOR A SPECIAL EVENT

79-25 PUBLIC HEARING ON AN ORDINANCE OF COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING AND REPLACING ORDINANCE NO. 11237-25 IN ITS ENTIRETY TO FIX MAXIMUM SALARIES AND WAGES OF DEPUTIES AND NON-BARGAINING EMPLOYEES APPOINTED BY THE CITY CLERK OF THE CITY OF SOUTH

BEND, INDIANA, FOR THE CALENDAR YEAR 2026, AND TO ESTABLISH
ONE NEW FULL-TIME POSITION

8. **BILLS ON THIRD READING**

TIME: _____

BILL NO.

74-25 THIRD 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 1005 WHITE OAK DR COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA

75-25 THIRD READING 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 2025 OF \$2,098,300 FROM THE GENERAL FUND (#101), \$625,608 FROM THE MOTOR VEHICLE HIGHWAY FUND (#202), \$2,000 FROM THE GIFT, DONATION, BEQUEST FUND (#217), \$20,000 FROM THE LAW ENFORCEMENT CONTINUING EDUCATION FUND (#220), \$4,166 FROM THE COVID-19 RESPONSE FUND (#264), \$30,000 FROM THE MVH RESTRICTED FUND (#266), \$18,099 FROM THE INNOVATION & TECHNOLOGY FUND (#279), \$116,800 FROM THE MORRIS PERFORMING ARTS CENTER CAPITAL FUND (#416), \$255,000 FROM THE PARKING GARAGES FUND (#601), \$365,000 FROM THE SOLID WASTE OPERATIONS FUND (#610), \$236,000 FROM THE WATER WORKS OPERATIONS FUND (#620), \$362,000 FROM THE WATER WORKS CAPITAL FUND (#622), \$75,000 FROM THE SEWAGE WORKS OPERATIONS FUND (#641), \$400,000 FROM THE SEWAGE WORKS CAPITAL FUND (#642), \$2,500 FROM THE PROJECT RELEAF FUND (#655), \$150,000 FROM THE POLICE PENSION FUND (#702), AND \$17,820 FROM THE UNEMPLOYMENT COMPENSATION FUND (#713) (SUBSTITUTE)

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PUBLIC WORKS INADVERTENTLY OMITTED FROM THE 2026 SALARY
ORDINANCE (SUBSTITUTE)

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9. **RESOLUTIONS**

BILL NO.

[25-44](#) A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, CALLING FOR RELIEF FROM THE DEVASTATING IMPACT OF SENATE ENROLLED ACT 1 ON THE CITY OF SOUTH BEND AND OTHER LOCAL GOVERNMENTAL ENTITIES WITHIN THE STATE OF INDIANA

[25-47](#) A RESOLUTION OF THE SOUTH BEND COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, ACKNOWLEDGING THE IMPACT OF THE FEDERAL GOVERNMENT SHUTDOWN ON SNAP RECIPIENTS AND CALLING FOR A PUBLIC HEARING TO CONSIDER EMERGENCY MEASURES TO SUPPORT RESIDENTS EXPERIENCING FOOD INSECURITY

[25-49](#) A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT 749 HARRISON AVENUE, SOUTH BEND, INDIANA

[25-50](#) A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT 1024 WEST INDIANA AVENUE & 1538 PRAIRIE AVENUE, SOUTH BEND, INDIANA

[25-51](#) A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT 1829 RANDOLPH STREET, SOUTH BEND, INDIANA

10. **BILLS ON FIRST READING**

BILL NO.

80-25 FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING CHAPTER 21 OF THE SOUTH BEND MUNICIPAL CODE TO MAKE MISCELLANEOUS CHANGES FOR CLARIFICATION AND CONSISTENCY TO SIMPLIFY DEVELOPMENT PROCESS AND TO ACHIEVE HIGHER QUALITY DEVELOPMENT

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

CANCELLATION OF THE DECEMBER 22, 2025 COMMON COUNCIL MEETING

ANNOUNCEMENT OF THE JANUARY 5, 2026 ORGANIZATIONAL MEETING

13. **PRIVILEGE OF THE FLOOR**

14. **ADJOURNMENT**

TIME: _____

Notice for Hearing and Sight Impaired Persons

**Auxiliary Aid Or Other Services Are Available Upon Request At No Charge.
Please Give Reasonable Advance Request When Possible.**

In the interest of providing greater public access and to promote greater transparency, the South Bend Common Council agenda has been translated into Spanish. All agendas are available online from the Council's website, and also in paper format in the Office of the City Clerk, 4th Floor County-City Building. Reasonable efforts have been taken to provide an accurate translation of the text of the agenda, however, the officiate is the English version. Any discrepancies which may be created in the translation are not binding. Such translations do not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the Common Council or the City of South Bend, Indiana.



2025 COMMON COUNCIL STANDING COMMITTEES (Rev. 06-18-2025)

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.

Troy Warner, Chairperson
Karen L. White, Vice-Chairperson
Ophelia Gooden-Rodgers, Member

Sherry Bolden-Simpson, Member
Thomas Gryp, *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.

Ophelia Gooden-Rodgers, Chairperson
Karen L. White, Vice-Chairperson
Alice Marie Pickens, *Citizen Member*

Sheila Niezgodski, Member
Sherry Bolden-Simpson, Member
Citizen 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*.

Canneth Lee, Member
Rachel Tomas Morgan, Member

Troy Warner, 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.

Rachel Tomas Morgan, Chairperson
Troy Warner, Vice-Chairperson
Sheila Niezgodski, Member
Citizen Member

Sharon McBride, Member
Dr. Oliver Davis, Member
Savino Rivera Jr., *Citizen 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
Sherry Bolden-Simpson, Vice-Chairperson
Citizen Member

Sharon McBride, Member
Dr. Oliver Davis, Member
Citizen 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
Karen L. White, Vice- Chairperson
Citizen Member

Ophelia Gooden-Rogers, Member
Troy Warner, Member
Citizen Member

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.

Sheila Niezgodski, Chairperson
Karen L. White, Vice-Chairperson
Citizen Member

Dr. Oliver Davis, Member
Rachel Tomas Morgan, Member
Citizen 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
Ophelia Gooden-Rodgers, Vice-Chairperson
Carl Littrell, *Citizen Member*

Dr. Oliver Davis, Member
Troy Warner, Member
Citizen Member

RESIDENTIAL NEIGHBORHOODS COMMITTEE

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

Karen L. White, Chairperson
Sheila Niezgodski, Vice-Chairperson
Gabriel Murei, *Citizen Member*

Ophelia Gooden-Rodgers, Member
Sharon McBride, Member
Citizen 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.

Sherry Bolden-Simpson, Chairperson
Dr. Oliver Davis, Vice-Chairperson
Firdia Johnson, *Citizen Member*

Sheila Niezgodski, Member
Ophelia Gooden-Rodgers, Member
Joseph Mayer, *Citizen 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.

Dr. Oliver Davis, Chairperson
Rachel Tomas Morgan, Vice-Chairperson
Henry Davis Jr., *Citizen Member*

Troy Warner, Member
Karen L. White, Member
Stacey Odom, *Citizen Member*

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.

Troy Warner, Member

Sherry Bolden-Simpson, Member



2025 COMMON COUNCIL STANDING COMMITTEES (Rev.03-10-2025)

CANNETH LEE, 1ST District Council Member

President

Council Rules Committee, Member

OPHELIA GOODEN-RODGERS, 2ND District Council Member

Community Relations Committee, Chairperson

Public Works & Property Vacation Committee, Vice-Chairperson

Community Investment Committee, Member

PARC Committee, Member

Residential Neighborhoods Committee, Member

Utilities Committee, Member

SHARON L. MCBRIDE, 3RD District Council Member

PARC Committee, Chairperson

Residential Neighborhoods Committee, Member

Health & Public Safety Committee, Member

Information & Technology Committee, Member

TROY WARNER, 4TH District Council Member

Chairperson, Committee of the Whole

Community Investment Committee, Chairperson

Health and Public Safety, Vice-Chairperson

Council Rules Committee, Member

Public Works & Property Vacation, Member

PARC Committee, Member

Sub-Committee on the Minutes, Member

Zoning & Annexation Committee, Member

SHERRY BOLDEN-SIMPSON, 5TH District Council Member

Utilities Committee, Chairperson

Community Relations Committee, Member

Information & Technology, Vice-Chairperson

Community Investment Committee, Member

Sub-Committee on Minutes, Member

SHEILA NIEZGODSKI, 6TH District Council Member

Personnel & Finance Committee, Chairperson

Public Works & Property Vacation, Chairperson

Health & Public Safety Committee, Member

Residential Neighborhoods Committee, Vice-Chairperson

Community Relations Committee, Member

Utilities Committee, Member

DR. OLIVER DAVIS, AT LARGE Council Member

Zoning & Annexation Committee, Chairperson

Public Works & Property Vacation Committee, Member

Utilities Committee, Vice-Chairperson

Information & Technology Committee, Member

Personnel & Finance Committee, Member

Health & Public Safety Committee, Member

RACHEL TOMAS MORGAN, AT LARGE Council Member

Vice-President

Health & Public Safety Committee, Chairperson

Personnel & Finance Committee, Member

Information & Technology Committee, Chairperson

Zoning & Annexation Committee, Vice-Chairperson

Council Rules Committee, Member

KAREN L. WHITE, AT LARGE Council Member

Residential Neighborhoods Committee, Chairperson

Personnel & Finance Committee, Vice-Chairperson

Community Investment Committee, Vice-Chairperson

Zoning & Annexation Committee, Member

Community Relations Committee, Vice-Chairperson

PARC Committee, Vice-Chairperson

City of South Bend

BOARD OF ZONING APPEALS

November 17, 2025

Honorable Dr. Oliver Davis
3rd Floor, City Hall
South Bend, IN 46601

Filed in Clerk's Office

Nov 18, 2025

Bianca Tirado
City Clerk, South Bend, IN

RE: Special Exception at 1005 White Oak Dr

Dear Committee Chair Dr. Davis:

Enclosed is an Ordinance for the proposed Special Exception at the above referenced location. Please include the attached Ordinance on the Council agenda for **first reading** at your **November 24**, Council meeting and set it for public hearing at your **December 8**, Council meeting. The petition is tentatively scheduled for public hearing at the December 1, South Bend Board of Zoning Appeals meeting. The staff report and recommendation of the South Bend Board of Zoning Appeals will be forwarded to the Office of the City Clerk by noon on the Wednesday following the public hearing.

The petitioner provided the following to describe the proposed project:

Petitioner intends to construct a 2 unit dwelling in the future.

The full petition is attached for your reference. Changes may occur between the filing and the public hearing. Any substantial changes will be identified at the Council meeting.

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

Sincerely,



Timothy Staub
Zoning Specialist

CC: Bob Palmer

Nov 18, 2025

BILL NO. 74-25

Bianca Tirado
City Clerk, South Bend, IN

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 1005 WHITE OAK DR
COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA**

STATEMENT OF PURPOSE AND INTENT

Petitioner intends to construct a 2 unit dwelling in the future.

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:

1005 WHITE OAK DR
018-5149-5616

In order to permit Dwelling, 2 Units

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock __.m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____m.

James Mueller, Mayor
City of South Bend, Indiana

City of South Bend
BOARD OF ZONING APPEALS

227 W. Jefferson - Suite 1400
South Bend, IN 46601
zoning@southbendin.gov

Petition for Variance - Special Exception

Property Information

Tax Key Number: 018-5149-5616

Address: 1005 White Oak Drive, South Bend, IN. 46617-1853

Owner: Johnson, Delores R.

Zoning: Choose the current district S1

Project Summary: Permission to build a duplex in suburban neighborhood 1.

Filed in Clerk's Office

Nov 18, 2025

Bianca Tirado
City Clerk, South Bend, IN

Requested Action

☒ Special Exception/ Use Variance – complete and attach Criteria for Decision Making

Use requested: dwelling, 2 unit

☐ Variance(s) - List variances below, complete and attach Criteria for Decision Making

Variance(s) requested:

Required Documents

- ☐ Completed Application (including Criteria for Decision Making and Contact Information)
- ☐ Site Plan drawn to scale
- ☐ Filing Fee

Criteria for Decision Making

Special Exception - if applicable

A Special Exception may only be granted upon making a written determination, based upon the evidence presented at a public hearing. Please address how the project meets the following criteria.

(1) The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare, because: *it will be a private residence that will add more people to the neighborhood.*

(2) The proposed use will not injure or adversely affect the use of the adjacent area or property values therein, because: *it will add more people to the neighborhood and more housing in an area that is already low density.*

(3) The proposed use will be consistent with the character of the district in which it is located and the land uses authorized therein, because: *using a pre-approved plan with low density use, in a low density neighborhood.*

(4) The proposed use is compatible with the recommendations of the Comprehensive Plan, because: *it is low density residential.*

Contact Information

Property owner(s) of the petition site:

Name: Delores R. Johnson

Address: 1005 White Oak Dr.
South Bend, IN. 46617

Name: _____

Address: _____

Name: _____

Address: _____

Contact Person:

Name: Delores R. Johnson

Address: 1005 White Oak Dr.
South Bend, IN. 46617

Phone Number: (574) 274-4728

E-mail: dee.johnson.us@gmail.com

By signing this petition, the Petitioner/Property Owners of the above described Real Estate acknowledge they are responsible for understanding and complying with the South Bend Zoning Ordinance and any other ordinance governing the property. Failure of staff to notify the petitioner of a requirement does not imply approval or waiver from anything contained within the ordinance.

The undersigned authorizes the contact person listed above to represent this petition before the South Bend Plan Commission and Common Council and to answer any and all questions related to this petition.

Property Owner (s) Signatures:

Delores R. Johnson

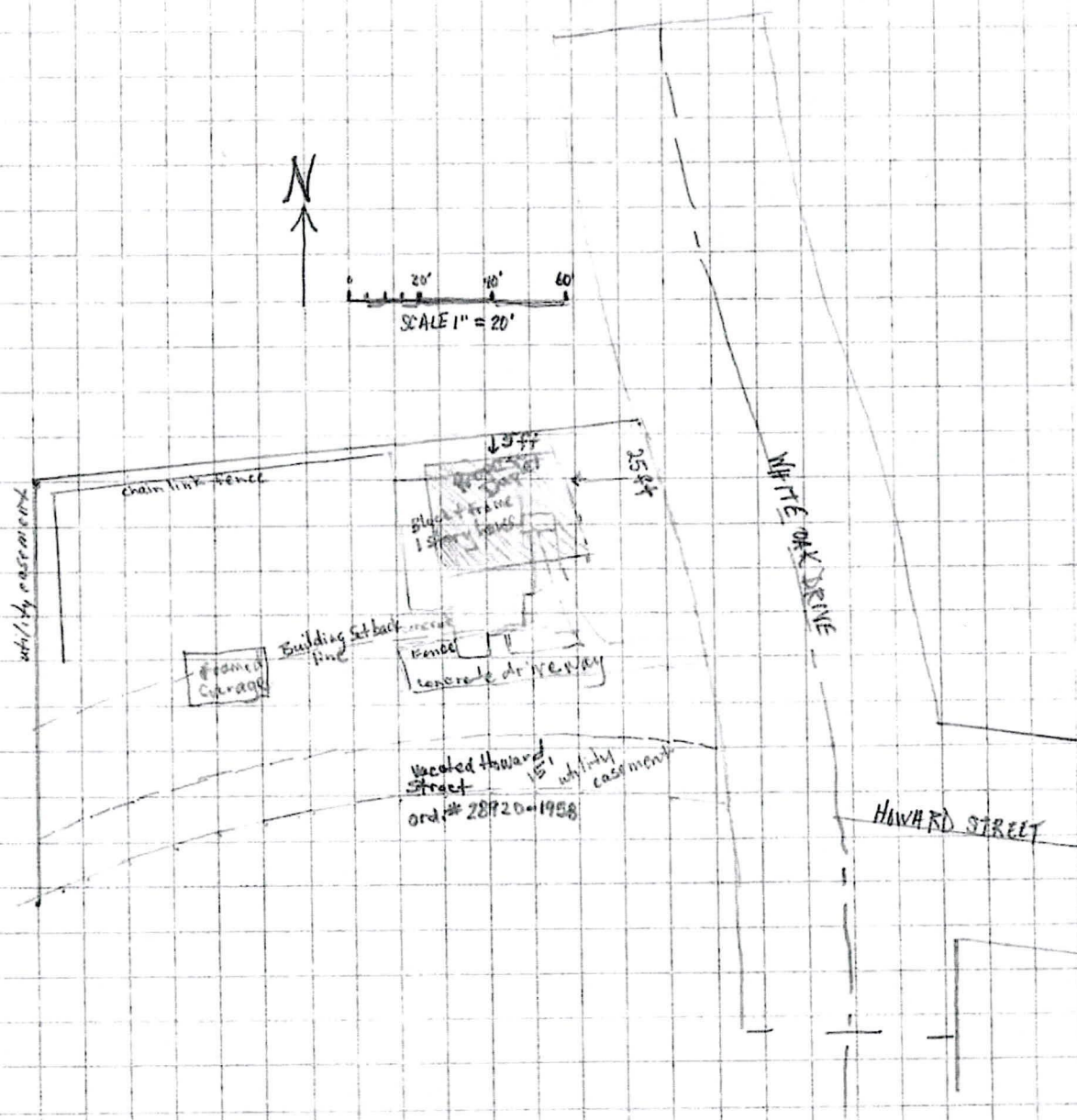
N
W
E
S

DELORES JOHNSON
1005 WHITE OAK DRIVE
SOUTH BEND, IN 46617

scale 1" = 20'

lot No. 202, Plat of VARIOUS LOTS
SECOND ADDITION

46 acres \pm sq.ft. lot area



City of South Bend
BOARD OF ZONING APPEALS

City Hall
215 S. Martin Luther King, Jr. Blvd.
Suite 500
South Bend, IN 46601
(574) 235-7627

December 2, 2025

Filed in Clerk's Office

Dec 3, 2025

Common Council of South Bend
215 S. Dr. Martin Luther King, Jr. Blvd., 3rd Floor
South Bend, IN 46601

Bianca Tirado
City Clerk, South Bend, IN

Re : The petition of JOHNSON DELORES R seeking a Special Exception for a Dwelling, 2 Units in S1 Suburban Neighborhood 1 (21-06.01(j)(3)) in the S1 Suburban Neighborhood 1 for property located at 1005 WHITE OAK DR

Dear Council Members:

I hereby Certify that the above referenced petition of JOHNSON DELORES R was legally advertised on November 21, 2025 and that the South Bend Board of Zoning Appeals at its public hearing on December 1, 2025 took the following action:

Upon a motion by Francisco Fotia, being seconded by Caitlin Stevens and unanimously carried, a petition by JOHNSON DELORES R seeking a Special Exception for a Dwelling, 2 Units in S1 Suburban Neighborhood 1 (21-06.01(j)(3)) for property located at 1005 WHITE OAK DR, City of South Bend, is sent to the Common Council with a **favorable** recommendation, and will issue written Findings of Fact.

The staff comments related to this petition are attached. The Findings of Fact will be adopted at the next South Bend Board of Zoning Appeals meeting. Minutes of the public hearing are available in our office and will be posted on our website once approved.

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

Sincerely,



Brian Killen
Zoning Administrator

Attachment

CC: JOHNSON DELORES R
Building Department
Bob Palmer

Property Information

Location: 1005 WHITE OAK DR
Owner: JOHNSON DELORES R

Filed in Clerk's Office

Dec 3, 2025

Project Summary

Petitioner intends to construct a 2 unit dwelling in the future.

Bianca Tirado
City Clerk, South Bend, IN

Requested Action

Special Exception: a Dwelling, 2 Units in S1 Suburban Neighborhood 1 (21-06.01(j)(3))

Site Location



Staff Recommendation

Based on the information provided prior to the public hearing, the staff recommends the Board send the petition to the Common Council with a favorable recommendation.

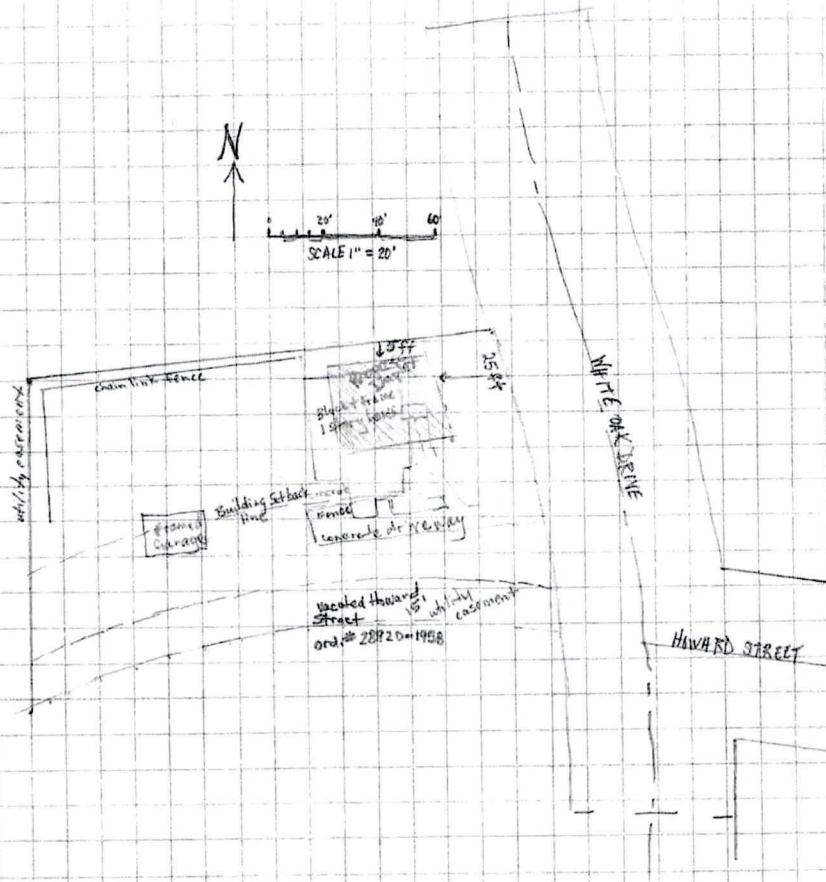
Proposed Site Plan

DELORIS JOHNSON
1005 WHITE OAK DRIVE
SOUTH BEND, IN 46617

scale 1" = 20'

lot No. 202, Plat of VARIOUS ESTATES
SECOND ADDITION

4.6 acres ± sq.ft. lot area



Criteria for Decision Making: Special Exception

A Special Exception may only be granted upon making a written determination, based upon the evidence presented at a public hearing, that:

(1) The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;

The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience, or general welfare. A two-unit structure would increase the housing supply and allow more neighbors to live in the neighborhood.

(2) The proposed use will not injure or adversely affect the use of the adjacent area or property values therein;

Building a two-unit structure should not injure or adversely affect the uses or values of adjacent properties and the area around the property. As proposed, the structure would be similar to the land use of the surrounding neighborhood, while bringing new neighbors to the area and increasing the local housing supply.

(3) The proposed use will be consistent with the character of the district in which it is located and the land uses authorized therein;

Although the district where this property is located is predominantly made up of single-unit dwellings, a two-unit dwelling is very similar in terms of land use, and can be made to appear as of a similar character and scale.

(4) The proposed use is compatible with the recommendations of the Comprehensive Plan.

The petition is consistent with Objective H1.1 from the city's comprehensive plan, which is to encourage residential developments that contain a mix of housing types, densities, price ranges, and amenities. The future land use map in the comprehensive plan also recommends that the district this parcel is in be used for low-density residential development, and while a two-unit dwelling would be slightly denser than the single-unit dwellings that would surround it, it is still a lower-density type of building in general and would still be appropriate in its local context.

Analysis & Recommendation

Analysis: The construction of a new duplex that is consistent with the scale and character of the surrounding neighborhood will bring new residents to the area and provide additional housing.

Staff Recommendation: Based on the information provided prior to the public hearing, the staff recommends the Board send the petition to the Common Council with a favorable recommendation.

75-25

County-City Building
227 W Jefferson Blvd Suite, 1200 N
South Bend, IN 46601

Phone 311 inside City limits
Email 311@southbendin.gov
Website Southbendin.gov

James Mueller, Mayor



Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend

Department of Administration & Finance
Division of Human Resources

November 19, 2025

Canneth Lee, President
City of South Bend Common Council
227 W. Jefferson Boulevard, 4th Floor
South Bend, Indiana 46601

RE: Q4 2025 Additional Appropriation Ordinance

Dear President Lee,

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 2025, we plan to propose adjustments during four time periods—March, June, September 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 24th, 2025, with 2nd reading, public hearing and 3rd reading scheduled for December 8th, 2025.

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

Regards,

Kyle Willis
City Controller

Nov 19, 2025

BILL NO. 75-25Bianca Tirado
City Clerk, South Bend, IN

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 2025 OF \$2,098,300 FROM THE GENERAL FUND (#101), \$625,608 FROM THE MOTOR VEHICLE HIGHWAY FUND (#202), \$2,000 FROM THE GIFT, DONATION, BEQUEST FUND (#217), \$20,000 FROM THE LAW ENFORCEMENT CONTINUING EDUCATION FUND (#220), \$4,166 FROM THE COVID-19 RESPONSE FUND (#264), \$30,000 FROM THE MVH RESTRICTED FUND (#266), \$18,099 FROM THE INNOVATION & TECHNOLOGY FUND (#279), \$116,800 FROM THE MORRIS PERFORMING ARTS CENTER CAPITAL FUND (#416), \$255,000 FROM THE PARKING GARAGES FUND (#601), \$365,000 FROM THE SOLID WASTE OPERATIONS FUND (#610), \$236,000 FROM THE WATER WORKS OPERATIONS FUND (#620), \$362,000 FROM THE WATER WORKS CAPITAL FUND (#622), \$75,000 FROM THE SEWAGE WORKS OPERATIONS FUND (#641), \$400,000 FROM THE SEWAGE WORKS CAPITAL FUND (#642), \$2,500 FROM THE PROJECT RELEAF FUND (#655), \$150,000 FROM THE POLICE PENSION FUND (#702), AND \$17,820 FROM THE UNEMPLOYMENT COMPENSATION FUND (#713).

STATEMENT OF PURPOSE AND INTENT

By Ordinance No. 11150-24 on October 14, 2024, the Common Council adopted the City's 2025 operating and capital budgets, 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 affect the provision of services to its residents, 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 2025 and set apart within the following designated funds for expenditures as follows:

<u>Fund</u>	<u>Fund Name</u>	<u>Amount</u>
101	General Fund	2,098,300
202	Motor Vehicle Highway	625,608
217	Gift, Donation, Bequest	2,000
220	Law Enforcement Continuing Education	20,000
264	COVID-19 Response	4,166
266	MVH Restricted	30,000

279	IT/Innovation/311 Call Center	18,099
416	Morris Performing Arts Center Capital	116,800
601	Parking Garages	255,000
610	Solid Waste Operations	365,000
620	Water Works Operations	236,000
622	Water Works Capital	362,000
641	Sewage Works Operations	75,000
642	Sewage Works Capital	400,000
655	Project ReLeaf	2,500
702	Police Pension	150,000
713	Unemployment Compensation	17,820
	TOTAL	4,778,293

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____ .m.

James Mueller, Mayor
City of South Bend, Indiana

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Additional Appropriations					
(increase or decrease in total fund expenditures)					
Account #	Fund	Department	Division	Account	Budget Adjustment
Unanticipated Expenses					
101-04-040-040-435004--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Water	\$ 16,000
	Rationale: Additional budget for City Hall Water utility expenses				
101-04-040-040-435002--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Natural Gas	\$ 7,300
	Rationale: Additional budget for City Hall Natural Gas utility expenses				
101-04-040-040-435001--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Electric	\$ 135,000
	Rationale: Additional budget for City Hall Electricity utility expenses				
101-04-040-040-436001--	General Fund	Administration & Finance	General City	Services & Charges-Repairs & Maint-Building R&M	\$ 195,000
	Rationale: Additional budget for City Hall maintenance expenses				
101-04-400-041-431000--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Professional-Other Professional Svcs	\$ 115,000
	Rationale: Additional budget for professional service expenses.				
101-09-090-090-410004--	General Fund	Fire Department	Fire Department	Personnel-Salaries & Wages-Extra & Overtime	\$ 750,000
	Rationale: Additional Salaries & Wages budget for Fire Department Overtime expenses				
101-09-090-090-422000--	General Fund	Fire Department	Fire Department	Supplies-Operating-Other Operating Supplies	\$ 40,000
	Rationale: Additional supplies budget due to increased costs and personnel - additional expenses due to new recruits related to their uniforms and equipment.				
101-09-090-090-436005--	General Fund	Fire Department	Fire Department	Services & Charges-Repairs & Maint-Other Equip R&M	\$ 100,000
	Rationale: Additional budget for equipment due to increased costs of equipment, and building materials.				
101-09-090-090-436003--	General Fund	Fire Department	Fire Department	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 150,000
	Rationale: Additional budget for auto repair & maintenance expenses due to increased equipment costs and labor costs.				
101-09-092-092-422008--	General Fund	Fire Department	EMS	Supplies-Operating-Medical/Safety Supplies	\$ 65,000
	Rationale: Additional budget for medical supplies due to increased costs and increased activity.				
101-09-092-092-439005--	General Fund	Fire Department	EMS	Services & Charges-Other-Bank & Credit Card Fees	\$ 25,000
	Rationale: Additional budget for credit card fees due to increase in EMS revenue collection for bank & credit card fees.				
220-08-080-088-422000--	Law Enforcement Continuing Education	Police Department	Police Department	Supplies-Operating-Other Operating Supplies	\$ 20,000
	Rationale: Additional budget to cover costs of uniforms for new Police recruits.				
601-11-240-461-431000--	Parking Garages	Venues Parks & Arts	Parking Garages	Services & Charges-Professional-Other Professional Svcs	\$ 80,000
	Rationale: Additional budget for professional service expenses for City Hall garage.				
601-11-240-461-423001--	Parking Garages	Venues Parks & Arts	Parking Garages	Supplies-Repair & Maint-Building Materials	\$ 25,000
	Rationale: Additional supplies budget for City Hall garage.				
601-11-240-461-413900--	Parking Garages	Venues Parks & Arts	Parking Garages	Personnel-Other Personnel-SMG Wages	\$ 150,000
	Rationale: Additional budget for City Hall garage management.				
610-06-603-512-436003--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 240,000
	Rationale: additional budget for auto repair & maintenance expenses.				
610-06-603-512-439010--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Other-Landfill	\$ 125,000
	Rationale: Additional budget for landfill services				
620-06-604-601-435001--	Water Works Operations	Public Works	Water Works	Services & Charges-Utility Services-Electric	\$ 75,000
	Rationale: Additional budget for electric utility expenses.				
620-06-604-606-436003--	Water Works Operations	Public Works	Water Works	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 60,000
	Rationale: Additional budget for vehicle repairs & parts expenses.				
620-06-604-606-436006--	Water Works Operations	Public Works	Water Works	Services & Charges-Repairs & Maint-Radio Equip R&M	\$ 26,000
	Rationale: Additional budget for radio equipment repair & maintenance expenses.				

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Additional Appropriations (increase or decrease in total fund expenditures)					
Account #	Fund	Department	Division	Account	Budget Adjustment
620-06-604-606-439001--	Water Works Operations	Public Works	Water Works	Services & Charges-Other-Other Contractual Services	\$ 75,000
	Rationale: Additional budget to hydrant damages.				
641-06-602-509-439016--	Sewage Works Operations	Public Works	Streets & Sewers	Services & Charges-Other-Lateral	\$ 75,000
	Rationale: Additional budget for lateral sewer reimbursement program.				
713-04-406-406-413111--	Unemployment Compensation	Administration & Finance	Health Insurance and Benefits	Personnel-Other Personnel-Claims / Unemployment	\$ 17,820
	Rationale: Additional budget for unemployment claims				
202-06-602-503-445100--	Motor Vehicle Highway	Public Works	Streets & Sewers	Capital Outlay-Machinery & Equip-Motor Equipment	\$ 595,608
	Rationale: Additional funding for 2022 vehicles lease purchases made in 2025.				
655-06-602-508-490000--	Project ReLeaf	Public Works	Streets & Sewers	Bad Debt Expense	\$ 2,500
	Rationale: Additional funding for Bad Debt expenses.				
266-06-602-503-422017--	MVH Restricted	Public Works	Streets & Sewers	Supplies-Operating-Traffic/Sign/Other	\$ 30,000
	Rationale: Additional funding for thermal applications.				
202-06-602-503-436005--	Motor Vehicle Highway	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Other Equip R&M	\$ 30,000
	Rationale: Additional funding for furnace repair expenses.				
				Total Unanticipated Expenses	\$ 3,225,228
	Supported by Outside Revenue				
217-04-401-043-439300--	Gift, Donation, Bequest	Administration & Finance	Diversity & Inclusion	Services & Charges-Other-Grants & Subsidies	\$ 2,000
	Rationale: Appropriate ODI Pitch Program Grant proceeds				
279-07-071-071-431009-COMMUTERS TRUST-PROJ	IT / Innovation / 311 Call Center	Innovation & Technology	Information Technology	Services & Charges-Professional-Computer & Technology	\$ 18,099
	Rationale: Appropriate grant proceeds for Commuter Trust program.				
264-10-101-120-439300--PROJ00000193	COVID-19 Response	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ 4,166
	Rationale: Appropriate CDBG Grant proceeds				
702-08-081-086-410023--	Police Pension	Police Department	Police Pension	Personnel-Salaries & Wages-Pension Retired Personnel	\$ 150,000
	Rationale: Additional budget to cover Police old pension costs. Expenses will be reimbursed by the State.				
				Total Supported by Outside Revenue	\$ 174,265
	Capital Projects				
642-06-605-514-442005--	Sewage Works Capital	Public Works	Wastewater	Capital Outlay-Infrastructure-Treatment/Disposal Equipment	\$ 400,000
	Rationale: Additional expenses for BFP Valve & Pipe Chemicals.				
622-06-604-620-442007--	Water Works Capital	Public Works	Water Works	Capital Outlay-Infrastructure-Mains	\$ 362,000
	Rationale: Additional expenses for YSB Thrive & lead service line.				
416-11-220-292-443001--PROJ00000295	Morris Performing Arts Center Capital	Venues Parks & Arts	Morris Performing Arts Center	Capital Outlay-Buildings-Building Improvements	\$ 116,800
	Rationale: Appropriate additional expenses for MorrisPAC balcony repair project.				
				Total Capital Projects	\$ 878,800
				Total Additional Appropriations	\$ 4,778,293

County-City Building
227 W Jefferson Blvd Suite, 1200 N
South Bend, IN 46601

James Mueller, Mayor



Phone 311 inside City limits
Email 311@southbendin.gov
Website Southbendin.gov

Filed in Clerk's Office

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend

Department of Administration & Finance
Division of Human Resources

December 3rd, 2025

Canneth Lee, President
City of South Bend Common Council
227 W. Jefferson Boulevard, 4th Floor
South Bend, Indiana 46601

RE: Q4 2025 Additional Appropriation Ordinance

Dear President Lee,

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 2025, we plan to propose adjustments during four time periods—March, June, September and December.

Based on our budget review, we are submitting the enclosed substitute bill for your consideration. The previous version included an appropriation of \$500,000 from the General Fund for any last-minute budget adjustments. That didn't materialize. Therefore, we are reducing the appropriation amount for Fund 101 by \$500,000.

I will present this bill to the Common Council at the appropriate committee and Council meetings scheduled for December 8th, 2025.

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

Regards,

Kyle Willis
City Controller

Dec 3, 2025

SUBSTITUTE BILL NO. 75-25Bianca Tirado
City Clerk, South Bend, IN

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 2025 OF \$1,598,300 FROM THE GENERAL FUND (#101), \$625,608 FROM THE MOTOR VEHICLE HIGHWAY FUND (#202), \$2,000 FROM THE GIFT, DONATION, BEQUEST FUND (#217), \$20,000 FROM THE LAW ENFORCEMENT CONTINUING EDUCATION FUND (#220), \$4,166 FROM THE COVID-19 RESPONSE FUND (#264), \$30,000 FROM THE MVH RESTRICTED FUND (#266), \$18,099 FROM THE INNOVATION & TECHNOLOGY FUND (#279), \$116,800 FROM THE MORRIS PERFORMING ARTS CENTER CAPITAL FUND (#416), \$255,000 FROM THE PARKING GARAGES FUND (#601), \$365,000 FROM THE SOLID WASTE OPERATIONS FUND (#610), \$236,000 FROM THE WATER WORKS OPERATIONS FUND (#620), \$362,000 FROM THE WATER WORKS CAPITAL FUND (#622), \$75,000 FROM THE SEWAGE WORKS OPERATIONS FUND (#641), \$400,000 FROM THE SEWAGE WORKS CAPITAL FUND (#642), \$2,500 FROM THE PROJECT RELIEF FUND (#655), \$150,000 FROM THE POLICE PENSION FUND (#702), AND \$17,820 FROM THE UNEMPLOYMENT COMPENSATION FUND (#713).

STATEMENT OF PURPOSE AND INTENT

By Ordinance No. 11150-24 on October 14, 2024, the Common Council adopted the City's 2025 operating and capital budgets, 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 affect the provision of services to its residents, 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 2025 and set apart within the following designated funds for expenditures as follows:

<u>Fund</u>	<u>Fund Name</u>	<u>Amount</u>
101	General Fund	1,598,300
202	Motor Vehicle Highway	625,608
217	Gift, Donation, Bequest	2,000
220	Law Enforcement Continuing Education	20,000
264	COVID-19 Response	4,166
266	MVH Restricted	30,000

279	IT/Innovation/311 Call Center	18,099
416	Morris Performing Arts Center Capital	116,800
601	Parking Garages	255,000
610	Solid Waste Operations	365,000
620	Water Works Operations	236,000
622	Water Works Capital	362,000
641	Sewage Works Operations	75,000
642	Sewage Works Capital	400,000
655	Project ReLeaf	2,500
702	Police Pension	150,000
713	Unemployment Compensation	17,820
	TOTAL	4,278,293

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock __.m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock __.m.

James Mueller, Mayor
City of South Bend, Indiana

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend, Indiana					Bianca Tirado City Clerk, South Bend, IN	Budget Adjustment
Q4 2025 Budget Adjustments - Additional Appropriations						
(increase or decrease in total fund expenditures)						
Account #	Fund	Department	Division	Account		
Unanticipated Expenses						
101-04-040-040-435004--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Water	\$ 16,000	
	Rationale: Additional budget for City Hall Water utility expenses					
101-04-040-040-435002--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Natural Gas	\$ 7,300	
	Rationale: Additional budget for City Hall Natural Gas utility expenses					
101-04-040-040-435001--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Electric	\$ 135,000	
	Rationale: Additional budget for City Hall Electricity utility expenses					
101-04-040-040-436001--	General Fund	Administration & Finance	General City	Services & Charges-Repairs & Maint-Building R&M	\$ 195,000	
	Rationale: Additional budget for City Hall maintenance expenses					
101-04-400-041-431000--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Professional-Other Professional Svcs	\$ 115,000	
	Rationale: Additional budget for professional service expenses.					
101-09-090-090-410004--	General Fund	Fire Department	Fire Department	Personnel-Salaries & Wages-Extra & Overtime	\$ 750,000	
	Rationale: Additional Salaries & Wages budget for Fire Department Overtime expenses					
101-09-090-090-422000--	General Fund	Fire Department	Fire Department	Supplies-Operating-Other Operating Supplies	\$ 40,000	
	Rationale: Additional supplies budget due to increased costs and personnel - additional expenses due to new recruits related to their uniforms and equipment.					
101-09-090-090-436005--	General Fund	Fire Department	Fire Department	Services & Charges-Repairs & Maint-Other Equip R&M	\$ 100,000	
	Rationale: Additional budget for equipment due to increased costs of equipment, and building materials.					
101-09-090-090-436003--	General Fund	Fire Department	Fire Department	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 150,000	
	Rationale: Additional budget for auto repair & maintenance expenses due to increased equipment costs and labor costs.					
101-09-092-092-422008--	General Fund	Fire Department	EMS	Supplies-Operating-Medical/Safety Supplies	\$ 65,000	
	Rationale: Additional budget for medical supplies due to increased costs and increased activity.					
101-09-092-092-439005--	General Fund	Fire Department	EMS	Services & Charges-Other-Bank & Credit Card Fees	\$ 25,000	
	Rationale: Additional budget for credit card fees due to increase in EMS revenue collection for bank & credit card fees.					
220-08-080-088-422000--	Law Enforcement Continuing Education	Police Department	Police Department	Supplies-Operating-Other Operating Supplies	\$ 20,000	
	Rationale: Additional budget to cover costs of uniforms for new Police recruits.					
601-11-240-461-431000--	Parking Garages	Venues Parks & Arts	Parking Garages	Services & Charges-Professional-Other Professional Svcs	\$ 80,000	
	Rationale: Additional budget for professional service expenses for City Hall garage.					
601-11-240-461-423001--	Parking Garages	Venues Parks & Arts	Parking Garages	Supplies-Repair & Maint-Building Materials	\$ 25,000	
	Rationale: Additional supplies budget for City Hall garage.					
601-11-240-461-413900--	Parking Garages	Venues Parks & Arts	Parking Garages	Personnel-Other Personnel-SMG Wages	\$ 150,000	
	Rationale: Additional budget for City Hall garage management.					
610-06-603-512-436003--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 240,000	
	Rationale: additional budget for auto repair & maintenance expenses.					
610-06-603-512-439010--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Other-Landfill	\$ 125,000	
	Rationale: Additional budget for landfill services					
620-06-604-601-435001--	Water Works Operations	Public Works	Water Works	Services & Charges-Utility Services-Electric	\$ 75,000	
	Rationale: Additional budget for electric utility expenses.					
620-06-604-606-436003--	Water Works Operations	Public Works	Water Works	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 60,000	
	Rationale: Additional budget for vehicle repairs & parts expenses.					
620-06-604-606-436006--	Water Works Operations	Public Works	Water Works	Services & Charges-Repairs & Maint-Radio Equip R&M	\$ 26,000	
	Rationale: Additional budget for radio equipment repair & maintenance expenses.					

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Additional Appropriations					
(increase or decrease in total fund expenditures)					
Account #	Fund	Department	Division	Account	Budget Adjustment
620-06-604-606-439001--	Water Works Operations <i>Rationale: Additional budget to hydrant damages.</i>	Public Works	Water Works	Services & Charges-Other-Other Contractual Services	\$ 75,000
641-06-602-509-439016--	Sewage Works Operations <i>Rationale: Additional budget for lateral sewer reimbursement program.</i>	Public Works	Streets & Sewers	Services & Charges-Other-Lateral	\$ 75,000
713-04-406-406-413111--	Unemployment Compensation <i>Rationale: Additional budget for unemployment claims</i>	Administration & Finance	Health Insurance and Benefits	Personnel-Other Personnel-Claims / Unemployment	\$ 17,820
202-06-602-503-445100--	Motor Vehicle Highway <i>Rationale: Additional funding for 2022 vehicles lease purchases made in 2025.</i>	Public Works	Streets & Sewers	Capital Outlay-Machinery & Equip-Motor Equipment	\$ 595,608
655-06-602-508-490000--	Project ReLeaf <i>Rationale: Additional funding for Bad Debt expenses.</i>	Public Works	Streets & Sewers	Bad Debt Expense	\$ 2,500
266-06-602-503-422017--	MVH Restricted <i>Rationale: Additional funding for thermal applications.</i>	Public Works	Streets & Sewers	Supplies-Operating-Traffic/Sign/Other	\$ 30,000
202-06-602-503-436005--	Motor Vehicle Highway <i>Rationale: Additional funding for furnace repair expenses.</i>	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Other Equip R&M	\$ 30,000
				Total Unanticipated Expenses	\$ 3,225,228
Supported by Outside Revenue					
217-04-401-043-439300--	Gift, Donation, Bequest <i>Rationale: Appropriate ODI Pitch Program Grant proceeds</i>	Administration & Finance	Diversity & Inclusion	Services & Charges-Other-Grants & Subsidies	\$ 2,000
279-07-071-071-431009-COMMUTERS TRUST-PROJ	IT / Innovation / 311 Call Center <i>Rationale: Appropriate grant proceeds for Commuter Trust program.</i>	Innovation & Technology	Information Technology	Services & Charges-Professional-Computer & Technology	\$ 18,099
264-10-101-120-439300--PROJ00000193	COVID-19 Response <i>Rationale: Appropriate CDBG Grant proceeds</i>	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ 4,166
702-08-081-086-410023--	Police Pension <i>Rationale: Additional budget to cover Police old pension costs. Expenses will be reimbursed by the State.</i>	Police Department	Police Pension	Personnel-Salaries & Wages-Pension Retired Personnel	\$ 150,000
				Total Supported by Outside Revenue	\$ 174,265
Capital Projects					
642-06-605-514-442005--	Sewage Works Capital <i>Rationale: Additional expenses for BFP Valve & Pipe Chemicals.</i>	Public Works	Wastewater	Capital Outlay-Infrastructure-Treatment/Disposal Equipment	\$ 400,000
622-06-604-620-442007--	Water Works Capital <i>Rationale: Additional expenses for YSB Thrive & lead service line.</i>	Public Works	Water Works	Capital Outlay-Infrastructure-Mains	\$ 362,000
416-11-220-292-443001--PROJ00000295	Morris Performing Arts Center Capital <i>Rationale: Appropriate additional expenses for MorrisPAC balcony repair project.</i>	Venues Parks & Arts	Morris Performing Arts Center	Capital Outlay-Buildings-Building Improvements	\$ 116,800
				Total Capital Projects	\$ 878,800
				Total Additional Appropriations	\$ 4,278,293

76-25

County-City Building
227 W Jefferson Blvd Suite, 1200 N
South Bend, IN 46601

Phone 311 inside City limits
Email 311@southbendin.gov
Website Southbendin.gov

James Mueller, Mayor



Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend

Department of Administration & Finance
Division of Human Resources

November 19th, 2025

Canneth Lee, President
City of South Bend Common Council
227 W. Jefferson Boulevard, 4th Floor
South Bend, Indiana 46601

RE: Q4 2025 Budget Transfer Ordinance

Dear President Lee,

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 2025, we plan to propose adjustments during four time periods—March, June, October and December.

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 24th, 2025, with 2nd reading, public hearing and 3rd reading scheduled for December 8th, 2025.

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

Regards

Kyle Willis
City Controller

Nov 19, 2025

BILL NO. 76-25

Bianca Tirado
City Clerk, South Bend, IN

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 2025**

STATEMENT OF PURPOSE AND INTENT

Unforeseen conditions have developed since the adoption of the existing City budget, under Ordinance No. 11150-24 on October 14, 2024, 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 2025.

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at _____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the _____ day of _____, 2025, at ____ o'clock
____.m.

James Mueller, Mayor
City of South Bend, Indiana

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
222-04-403-457-436001--	Central Services	Administration & Finance	Central Services	Services & Charges-Repairs & Maint-Building R&M	\$ 7,200
222-04-403-457-445008--	Central Services	Administration & Finance	Central Services	Capital Outlay-Machinery & Equip-Other Equipment	\$ (7,200)
	Rationale: Transfer to cover budget through year end.				
222-04-403-454-436003--	Central Services	Administration & Finance	Central Services	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 1,500
222-04-403-454-422001--	Central Services	Administration & Finance	Central Services	Supplies-Operating-C.S. Gasoline	\$ (1,500)
	Rationale: Transfer to cover budget through year end.				
670-11-230-296-439902--	Century Center Operations	Venues Parks & Arts	Century Center	Services & Charges-Other-SMG Operations	\$ 55,000
670-11-230-295-411004--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Employee Benefits-PERF Regular	\$ (10,000)
670-11-230-295-411008--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Employee Benefits-Health Insurance	\$ (45,000)
670-11-230-296-439901--	Century Center Operations	Venues Parks & Arts	Century Center	Services & Charges-Other-SMG Management Fee	\$ 80,000
670-11-230-295-410001--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Salaries & Wages-Salaried Wages	\$ (80,000)
	Rationale: Transfer to cover fees through year end.				
230-10-103-100-431001--	Code Enforcement	Community Investment	Neighborhoods	Services & Charges-Professional-Legal Services	\$ 40,000
230-10-103-100-431001--	Code Enforcement	Community Investment	Neighborhoods	Services & Charges-Professional-Legal Services	\$ 20,000
230-10-103-100-411008--	Code Enforcement	Community Investment	Neighborhoods	Personnel-Employee Benefits-Health Insurance	\$ (60,000)
	Rationale: Transfer to cover legal services expenses through year end.				
600-10-060-060-421000--	Consolidated Building	Community Investment	Building Department	Supplies-Office-Other Office Supplies	\$ 20,000
600-10-060-060-439000--	Consolidated Building	Community Investment	Building Department	Services & Charges-Other-Misc Charges & Svcs	\$ (20,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
211-10-101-130-431000--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ 60,000
211-10-101-127-431000--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ (40,000)
211-10-101-125-431000--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ (20,000)
	Rationale: Transfer budget to cover professional services expenses through year end.				
211-10-101-120-431001--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Legal Services	\$ 60,000
211-10-101-120-411008--	Dept of Community Investment Operatin	Community Investment	Community Investment	Personnel-Employee Benefits-Health Insurance	\$ (60,000)
	Rationale: Transfer budget to cover legal services expenses through year end.				
101-05-050-050-421000--	General Fund	Legal Department	Legal Department	Supplies-Office-Other Office Supplies	\$ 5,000
101-05-050-050-431000--	General Fund	Legal Department	Legal Department	Services & Charges-Professional-Other Professional Svcs	\$ (5,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-02-020-020-421000--	General Fund	City Clerk's Office	City Clerk's Office	Supplies-Office-Other Office Supplies	\$ 3,500
101-02-020-020-410001--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Salaries & Wages-Salaried Wages	\$ (3,500)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-02-020-020-433002--	General Fund	City Clerk's Office	City Clerk's Office	Services & Charges-Printing & Ad-Publication of Legal Notice	\$ 5,000
101-02-020-020-410001--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Salaries & Wages-Salaried Wages	\$ (5,000)
	Rationale: Transfer budget to cover legal notice expenses through year end.				
101-03-030-030-433003--	General Fund	Common Council	Common Council	Services & Charges-Printing & Ad-Promotional	\$ 10,000
101-03-030-030-431000--	General Fund	Common Council	Common Council	Services & Charges-Professional-Other Professional Svcs	\$ 42,500
101-03-030-030-439000--	General Fund	Common Council	Common Council	Services & Charges-Other-Misc Charges & Svcs	\$ 2,500

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
101-03-030-030-410001--	General Fund	Common Council	Common Council	Personnel-Salaries & Wages-Salaried Wages	\$ (55,000)
	Rationale: Transfer budget to cover promotional, professional services, and miscellaneous expenses through year end.				
101-03-030-030-421000--	General Fund	Common Council	Common Council	Supplies-Office-Other Office Supplies	\$ 6,000
101-03-030-030-410001--	General Fund	Common Council	Common Council	Personnel-Salaries & Wages-Salaried Wages	\$ (6,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-08-080-080-445000--	General Fund	Police Department	Police Department	Capital Outlay-Machinery & Equip-Motor Equipment	\$ 150,000
101-08-080-080-422001--	General Fund	Police Department	Police Department	Supplies-Operating-C.S. Gasoline	\$ (150,000)
	Rationale: Transfer budget to cover capital expenses through year end.				
101-04-402-044-439006--	General Fund	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 80,000
101-04-402-044-410001--	General Fund	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (80,000)
	Rationale: Transfer budget to cover education & training expenses through year end.				
101-04-400-041-431004--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Professional-Accounting	\$ 5,000
101-04-400-041-411008--	General Fund	Administration & Finance	Controller's Office	Personnel-Employee Benefits-Health Insurance	\$ (5,000)
	Rationale: Transfer budget to cover professional services expenses through year end.				
101-04-400-041-436003--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 2,000
101-04-400-041-411008--	General Fund	Administration & Finance	Controller's Office	Personnel-Employee Benefits-Health Insurance	\$ (2,000)
	Rationale: Transfer budget to cover auto R&M expenses through year end.				
101-04-401-043-431000--	General Fund	Administration & Finance	Diversity & Inclusion	Services & Charges-Professional-Other Professional Svcs	\$ 72,045
101-04-401-043-410005--	General Fund	Administration & Finance	Diversity & Inclusion	Personnel-Salaries & Wages-Seasonal & Interns	\$ (26,664)
101-04-401-043-410001--	General Fund	Administration & Finance	Diversity & Inclusion	Personnel-Salaries & Wages-Salaried Wages	\$ (45,381)
	Rationale: Transfer budget to cover professional services expenses through year end.				
101-02-020-020-439000--	General Fund	City Clerk's Office	City Clerk's Office	Services & Charges-Other-Misc Charges & Svcs	\$ 20,000
101-02-020-020-411008--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Employee Benefits-Health Insurance	\$ (20,000)
	Rationale: Transfer budget to cover miscellaneous expenses through year end.				
217-10-103-105-431012--	Gift, Donation, Bequest	Community Investment	Neighborhoods	Services & Charges-Professional-Veterinary Services	\$ 15,000
217-10-101-132-436000--	Gift, Donation, Bequest	Community Investment	Community Investment	Services & Charges-Repairs & Maint-Other R&M	\$ (15,000)
	Rationale: Transfer budget to cover professional service expenses through year end.				
258-04-402-045-439006--	Human Rights Federal Grants	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 2,100
258-04-402-045-410001--	Human Rights Federal Grants	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (2,100)
	Rationale: Transfer budget to cover education & training expenses through year end.				
258-04-402-046-439006--	Human Rights Federal Grants	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 10,000
258-04-402-046-410001--	Human Rights Federal Grants	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (10,000)
	Rationale: Transfer budget to cover education & training expenses through year end.				
291-09-090-094-439000--	Indiana River Rescue	Fire Department	Fire Department	Services & Charges-Other-Misc Charges & Svcs	\$ 15,000
291-09-090-094-422000--	Indiana River Rescue	Fire Department	Fire Department	Supplies-Operating-Other Operating Supplies	\$ (15,000)
	Rationale: Transfer budget to cover miscellaneous expenses through year end.				

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
279-07-070-070-421000--	IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Supplies-Office-Other Office Supplies	\$ 5,000
279-07-070-070-433003--	IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Services & Charges-Printing & Ad-Promotional	\$ (5,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
220-08-080-088-432003--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Communication & Transp-Travel	\$ 25,000
220-08-080-088-432003--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Communication & Transp-Travel	\$ 15,000
220-08-080-088-431000--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Professional-Other Professional Svcs	\$ 10,500
220-08-080-085-422000--	Law Enforcement Continuing Education	Police Department	Police Department	Supplies-Operating-Other Operating Supplies	\$ (50,500)
	Rationale: Transfer budget to cover travel and professional service expenses through year end.				
226-04-405-413-413006--	Liability Insurance	Administration & Finance	Liability Insurance	Personnel-Other Personnel-Drug Testing	\$ 2,000
226-04-405-413-434002--	Liability Insurance	Administration & Finance	Liability Insurance	Services & Charges-Insurance-Workers Comp Claims Police/Fire	\$ (2,000)
	Rationale: Transfer budget to cover drug testing expenses through year end.				
408-10-101-128-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (51,000)
408-10-101-120-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (46,000)
408-10-101-124-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (100,000)
408-10-101-130-435002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Natural Gas	\$ 51,000
408-10-101-130-435004--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Water	\$ 46,000
408-10-101-130-435001--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Electric	\$ 40,000
408-10-101-130-431005--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Appraisal/Land Survey	\$ 60,000
	Rationale: Transfer budget to cover city owned property utilities and professional service expenses through year end.				
641-06-602-509-411008--	Sewage Works Operations	Public Works	Streets & Sewers	Personnel-Employee Benefits-Health Insurance	\$ (45,000)
641-06-602-509-490000--	Sewage Works Operations	Public Works	Streets & Sewers	Bad Debt Expense	\$ 45,000
202-06-602-505-439020--	Motor Vehicle Highway	Public Works	Streets & Sewers	Services & Charges-Other-Curb & Sidewalk Reimburse	\$ (1,317)
202-06-602-505-452008--	Motor Vehicle Highway	Public Works	Streets & Sewers	Other Uses-Interfund Transfer Out-Allocations-Payroll Cost	\$ 1,317
640-06-602-510-436007--	Sewer Repair Insurance	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Sewer R&M	\$ (4,614)
640-06-602-510-452008--	Sewer Repair Insurance	Public Works	Streets & Sewers	Other Uses-Interfund Transfer Out-Allocations-Payroll Cost	\$ 3,614
640-06-602-510-490000--	Sewer Repair Insurance	Public Works	Streets & Sewers	Bad Debt Expense	\$ 1,000
202-06-602-503-410002--	Motor Vehicle Highway	Public Works	Streets & Sewers	Personnel-Salaries & Wages-Teamster Wages	\$ (8,000)
266-06-602-503-436003--	MVH Restricted	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 8,000
	Rationale: Reallocate to finish FY across streets, sewers.				
201-11-205-231-410001--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Salaries & Wages-Salaried Wages	\$ (250,000)
201-11-201-201-410001--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Personnel-Salaries & Wages-Salaried Wages	\$ 250,000
	Rationale: Transfer budget to cover salary and wage expenses through year end.				
201-11-202-220-438100--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Services & Charges-Debt Service-Principal	\$ (64,000)
201-11-201-201-438100--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Services & Charges-Debt Service-Principal	\$ 64,000
	Rationale: Transfer budget to cover debt service expenses through year end.				
610-06-603-512-436003--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 85,000
610-06-603-512-422000--	Solid Waste Operations	Public Works	Solid Waste	Supplies-Operating-Other Operating Supplies	\$ (37,000)
610-06-603-512-422002--	Solid Waste Operations	Public Works	Solid Waste	Supplies-Operating-Diesel/CNG	\$ (48,000)
	Rationale: Transfer budget to cover auto equipment r&m expenses through year end.				

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
201-11-200-200-431000--	Parks & Recreation	Venues Parks & Arts	Park Admin	Services & Charges-Professional-Other Professional Svcs	\$ 40,000
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (12,000)
201-11-200-200-410003--	Parks & Recreation	Venues Parks & Arts	Park Admin	Personnel-Salaries & Wages-Permanent Part Time	\$ (10,000)
201-11-200-200-411008--	Parks & Recreation	Venues Parks & Arts	Park Admin	Personnel-Employee Benefits-Health Insurance	\$ (18,000)
Rationale: Transfer budget to cover professional service expenses through year end.					
201-11-202-220-422016--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Supplies-Operating-Inventory For Sale	\$ 70,000
201-11-202-220-439005--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Services & Charges-Other-Bank & Credit Card Fees	\$ 30,000
201-11-201-201-423001--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Supplies-Repair & Maint-Building Materials	\$ 50,000
201-11-011-011-410001--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Salaried Wages	\$ (230,000)
201-11-201-201-436003--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 80,000
Rationale: Transfer budget to cover supplies, bank fees, and equipment r&m expenses through year end.					
201-11-205-231-410003--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Salaries & Wages-Permanent Part Time	\$ (50,000)
201-11-208-237-410001--	Parks & Recreation	Venues Parks & Arts	Community Programming	Personnel-Salaries & Wages-Salaried Wages	\$ 50,000
201-11-205-231-433003--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Services & Charges-Printing & Ad-Promotional	\$ 100,000
201-11-205-231-411008--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Employee Benefits-Health Insurance	\$ (100,000)
Rationale: Transfer budget to cover salaries and promotional expenses through year end.					
201-11-209-206-422000--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Supplies-Operating-Other Operating Supplies	\$ 50,000
201-11-209-206-439001--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Services & Charges-Other-Other Contractual Services	\$ 100,000
201-11-209-206-411008--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Personnel-Employee Benefits-Health Insurance	\$ (100,000)
201-11-209-206-410001--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Personnel-Salaries & Wages-Salaried Wages	\$ (50,000)
Rationale: Transfer budget to cover supplies and contract expenses through year end.					
201-11-202-220-410001--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Personnel-Salaries & Wages-Salaried Wages	\$ 100,000
201-11-208-237-422009--	Parks & Recreation	Venues Parks & Arts	Community Programming	Supplies-Operating-Recreation Supplies	\$ 50,000
201-11-011-011-422009--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Supplies-Operating-Recreation Supplies	\$ 60,000
201-11-011-011-439000--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Services & Charges-Other-Misc Charges & Svcs	\$ 60,000
201-11-011-011-411008--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Employee Benefits-Health Insurance	\$ (120,000)
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (200,000)
201-11-208-237-439000--	Parks & Recreation	Venues Parks & Arts	Community Programming	Services & Charges-Other-Misc Charges & Svcs	\$ 50,000
Rationale: Transfer budget to cover salaries, supplies, and miscellaneous expenses through year end.					
201-11-203-230-439000--	Parks & Recreation	Venues Parks & Arts	Recreational Experiences	Services & Charges-Other-Misc Charges & Svcs	\$ 50,000
201-11-203-230-422009--	Parks & Recreation	Venues Parks & Arts	Recreational Experiences	Supplies-Operating-Recreation Supplies	\$ 70,000
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (120,000)
Rationale: Transfer budget to cover supplies, and miscellaneous expenses through year end.					
408-10-101-120-431002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Engineering & Architectural	\$ (12,500)
408-10-101-128-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ 140,000
408-10-101-120-435004--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Water	\$ (42,500)
408-10-101-120-435002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Natural Gas	\$ (42,500)
408-10-101-120-431005--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Appraisal/Land Survey	\$ (42,500)
Rationale: Transfer budget to cover grants and subsidy expenses through year end.					
101-04-400-042-422000--	General Fund	Administration & Finance	Controller's Office	Supplies-Operating-Other Operating Supplies	\$ 5,000

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
101-04-400-042-439006--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Other-Education & Training	\$ (5,000)
	Rationale: Transfer budget to cover supplies expenses through year end.				
					\$ -

County-City Building
227 W Jefferson Blvd Suite, 1200 N
South Bend, IN 46601

James Mueller, Mayor



Phone 311 inside City limits
Email 311@southbendin.gov
Website Southbendin.gov

Filed in Clerk's Office

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend

*Department of Administration & Finance
Division of Human Resources*

December 3rd, 2025

Canneth Lee, President
City of South Bend Common Council
227 W. Jefferson Boulevard, 4th Floor
South Bend, Indiana 46601

RE: Q4 2025 Substitute Budget Transfer Ordinance

Dear President Lee,

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 2025, we plan to propose adjustments during four time periods—March, June, October and December.

Based on our budget review, it has been determined that several of the budget transfers that were submitted for Q4 are no longer needed and we have reduced the budget transfer amount for a Human Rights budget transfer.

I will present this bill to the Common Council at the appropriate committee and Council meetings that are scheduled for December 8th, 2025.

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

Regards

Kyle Willis
City Controller

Dec 3, 2025

SUBSTITUTE BILL NO. 76-25

Bianca Tirado
City Clerk, South Bend, IN

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 2025**

STATEMENT OF PURPOSE AND INTENT

Unforeseen conditions have developed since the adoption of the existing City budget, under Ordinance No. 11150-24 on October 14, 2024, 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 2025.

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at _____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the _____ day of _____, 2025, at _____
o'clock
____.m.

James Mueller, Mayor
City of South Bend, Indiana

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
222-04-403-457-436001--	Central Services	Administration & Finance	Central Services	Services & Charges-Repairs & Maint-Building R&M	\$ 7,200
222-04-403-457-445008--	Central Services	Administration & Finance	Central Services	Capital Outlay-Machinery & Equip-Other Equipment	\$ (7,200)
	Rationale: Transfer to cover budget through year end.				
222-04-403-454-436003--	Central Services	Administration & Finance	Central Services	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 1,500
222-04-403-454-422001--	Central Services	Administration & Finance	Central Services	Supplies-Operating-C.S. Gasoline	\$ (1,500)
	Rationale: Transfer to cover budget through year end.				
670-11-230-296-439902--	Century Center Operations	Venues Parks & Arts	Century Center	Services & Charges-Other-SMG Operations	\$ 55,000
670-11-230-295-411004--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Employee Benefits-PERF Regular	\$ (10,000)
670-11-230-295-411008--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Employee Benefits-Health Insurance	\$ (45,000)
670-11-230-296-439901--	Century Center Operations	Venues Parks & Arts	Century Center	Services & Charges-Other-SMG Management Fee	\$ 80,000
670-11-230-295-410001--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Salaries & Wages-Salaried Wages	\$ (80,000)
	Rationale: Transfer to cover fees through year end.				
230-10-103-100-431001--	Code Enforcement	Community Investment	Neighborhoods	Services & Charges-Professional-Legal Services	\$ 40,000
230-10-103-100-431001--	Code Enforcement	Community Investment	Neighborhoods	Services & Charges-Professional-Legal Services	\$ 20,000
230-10-103-100-411008--	Code Enforcement	Community Investment	Neighborhoods	Personnel-Employee Benefits-Health Insurance	\$ (60,000)
	Rationale: Transfer to cover legal services expenses through year end.				
600-10-060-060-421000--	Consolidated Building	Community Investment	Building Department	Supplies-Office-Other Office Supplies	\$ 20,000
600-10-060-060-439000--	Consolidated Building	Community Investment	Building Department	Services & Charges-Other-Misc Charges & Svcs	\$ (20,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
211-10-101-130-431000--	Dept of Community Investment Operating	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ 60,000
211-10-101-127-431000--	Dept of Community Investment Operating	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ (40,000)
211-10-101-125-431000--	Dept of Community Investment Operating	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ (20,000)
	Rationale: Transfer budget to cover professional services expenses through year end.				
211-10-101-120-431001--	Dept of Community Investment Operating	Community Investment	Community Investment	Services & Charges-Professional-Legal Services	\$ 60,000
211-10-101-120-411008--	Dept of Community Investment Operating	Community Investment	Community Investment	Personnel-Employee Benefits-Health Insurance	\$ (60,000)
	Rationale: Transfer budget to cover legal services expenses through year end.				
101-05-050-050-421000--	General Fund	Legal Department	Legal Department	Supplies-Office-Other Office Supplies	\$ 5,000
101-05-050-050-431000--	General Fund	Legal Department	Legal Department	Services & Charges-Professional-Other Professional Svcs	\$ (5,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-02-020-020-421000--	General Fund	City Clerk's Office	City Clerk's Office	Supplies-Office-Other Office Supplies	\$ 3,500
101-02-020-020-410001--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Salaries & Wages-Salaried Wages	\$ (3,500)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-02-020-020-433002--	General Fund	City Clerk's Office	City Clerk's Office	Services & Charges-Printing & Ad-Publication of Legal Notice	\$ 5,000
101-02-020-020-410001--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Salaries & Wages-Salaried Wages	\$ (5,000)
	Rationale: Transfer budget to cover legal notice expenses through year end.				
101-03-030-030-433003--	General Fund	Common Council	Common Council	Services & Charges-Printing & Ad-Promotional	\$ 10,000
101-03-030-030-431000--	General Fund	Common Council	Common Council	Services & Charges-Professional-Other Professional Svcs	\$ 42,500
101-03-030-030-439000--	General Fund	Common Council	Common Council	Services & Charges-Other-Misc Charges & Svcs	\$ 2,500
101-03-030-030-410001--	General Fund	Common Council	Common Council	Personnel-Salaries & Wages-Salaried Wages	\$ (55,000)
	Rationale: Transfer budget to cover promotional, professional services, and miscellaneous expenses through year end.				
101-03-030-030-421000--	General Fund	Common Council	Common Council	Supplies-Office-Other Office Supplies	\$ 6,000
101-03-030-030-410001--	General Fund	Common Council	Common Council	Personnel-Salaries & Wages-Salaried Wages	\$ (6,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-08-080-080-445000--	General Fund	Police Department	Police Department	Capital Outlay-Machinery & Equip-Motor Equipment	\$ 150,000
101-08-080-080-422001--	General Fund	Police Department	Police Department	Supplies-Operating-C.S. Gasoline	\$ (150,000)

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
	Rationale: Transfer budget to cover capital expenses through year end.				
101-04-402-044-439006--	General Fund	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 50,000
101-04-402-044-410001--	General Fund	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (50,000)
	Rationale: Transfer budget to cover education & training expenses through year end.				
101-04-400-041-431004--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Professional-Accounting	\$ 5,000
101-04-400-041-411008--	General Fund	Administration & Finance	Controller's Office	Personnel-Employee Benefits-Health Insurance	\$ (5,000)
	Rationale: Transfer budget to cover professional services expenses through year end.				
101-04-400-041-436003--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 2,000
101-04-400-041-411008--	General Fund	Administration & Finance	Controller's Office	Personnel-Employee Benefits-Health Insurance	\$ (2,000)
	Rationale: Transfer budget to cover auto R&M expenses through year end.				
101-04-401-043-431000--	General Fund	Administration & Finance	Diversity & Inclusion	Services & Charges-Professional-Other Professional Svcs	\$ 72,045
101-04-401-043-410005--	General Fund	Administration & Finance	Diversity & Inclusion	Personnel-Salaries & Wages-Seasonal & Interns	\$ (26,664)
101-04-401-043-410001--	General Fund	Administration & Finance	Diversity & Inclusion	Personnel-Salaries & Wages-Salaried Wages	\$ (45,381)
	Rationale: Transfer budget to cover professional services expenses through year end.				
101-02-020-020-439000--	General Fund	City Clerk's Office	City Clerk's Office	Services & Charges-Other-Misc Charges & Svcs	\$ 20,000
101-02-020-020-411008--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Employee Benefits-Health Insurance	\$ (20,000)
	Rationale: Transfer budget to cover miscellaneous expenses through year end.				
217-10-103-105-431012--	Gift, Donation, Bequest	Community Investment	Neighborhoods	Services & Charges-Professional-Veterinary Services	\$ 15,000
217-10-101-132-436000--	Gift, Donation, Bequest	Community Investment	Community Investment	Services & Charges-Repairs & Maint-Other R&M	\$ (15,000)
	Rationale: Transfer budget to cover professional service expenses through year end.				
258-04-402-045-439006--	Human Rights Federal Grants	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 2,100
258-04-402-045-410001--	Human Rights Federal Grants	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (2,100)
	Rationale: Transfer budget to cover education & training expenses through year end.				
258-04-402-046-439006--	Human Rights Federal Grants	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 10,000
258-04-402-046-410001--	Human Rights Federal Grants	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (10,000)
	Rationale: Transfer budget to cover education & training expenses through year end.				
291-09-090-094-439000--	Indiana River Rescue	Fire Department	Fire Department	Services & Charges-Other-Misc Charges & Svcs	\$ 15,000
291-09-090-094-422000--	Indiana River Rescue	Fire Department	Fire Department	Supplies-Operating-Other Operating Supplies	\$ (15,000)
	Rationale: Transfer budget to cover miscellaneous expenses through year end.				
279-07-070-070-421000--	IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Supplies-Office-Other Office Supplies	\$ 5,000
279-07-070-070-433003--	IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Services & Charges-Printing & Ad-Promotional	\$ (5,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
220-08-080-088-432003--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Communication & Transp-Travel	\$ 25,000
220-08-080-088-432003--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Communication & Transp-Travel	\$ 15,000
220-08-080-088-431000--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Professional-Other Professional Svcs	\$ 10,500
220-08-080-085-422000--	Law Enforcement Continuing Education	Police Department	Police Department	Supplies-Operating-Other Operating Supplies	\$ (50,500)
	Rationale: Transfer budget to cover travel and professional service expenses through year end.				
226-04-405-413-413006--	Liability Insurance	Administration & Finance	Liability Insurance	Personnel-Other Personnel-Drug Testing	\$ 2,000
226-04-405-413-434002--	Liability Insurance	Administration & Finance	Liability Insurance	Services & Charges-Insurance-Workers Comp Claims Police/Fire	\$ (2,000)
	Rationale: Transfer budget to cover drug testing expenses through year end.				
408-10-101-128-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (51,000)
408-10-101-120-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (46,000)
408-10-101-124-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (100,000)
408-10-101-130-435002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Natural Gas	\$ 51,000

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
408-10-101-130-435004--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Water	\$ 46,000
408-10-101-130-435001--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Electric	\$ 40,000
408-10-101-130-431005--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Appraisal/Land Survey	\$ 60,000
	Rationale: Transfer budget to cover city owned property utilities and professional service expenses through year end.				
641-06-602-509-411008--	Sewage Works Operations	Public Works	Streets & Sewers	Personnel-Employee Benefits-Health Insurance	\$ (45,000)
641-06-602-509-490000--	Sewage Works Operations	Public Works	Streets & Sewers	Bad Debt Expense	\$ 45,000
202-06-602-505-439020--	Motor Vehicle Highway	Public Works	Streets & Sewers	Services & Charges-Other-Curb & Sidewalk Reimburse	\$ (1,317)
202-06-602-505-452008--	Motor Vehicle Highway	Public Works	Streets & Sewers	Other Uses-Interfund Transfer Out-Allocations-Payroll Cost	\$ 1,317
640-06-602-510-436007--	Sewer Repair Insurance	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Sewer R&M	\$ (4,614)
640-06-602-510-452008--	Sewer Repair Insurance	Public Works	Streets & Sewers	Other Uses-Interfund Transfer Out-Allocations-Payroll Cost	\$ 3,614
640-06-602-510-490000--	Sewer Repair Insurance	Public Works	Streets & Sewers	Bad Debt Expense	\$ 1,000
202-06-602-503-410002--	Motor Vehicle Highway	Public Works	Streets & Sewers	Personnel-Salaries & Wages-Teamster Wages	\$ (8,000)
266-06-602-503-436003--	MVH Restricted	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 8,000
	Rationale: Reallocate to finish FY across streets, sewers.				
201-11-205-231-410001--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Salaries & Wages-Salaried Wages	\$ (250,000)
201-11-201-201-410001--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Personnel-Salaries & Wages-Salaried Wages	\$ 250,000
	Rationale: Transfer budget to cover salary and wage expenses through year end.				
201-11-202-220-438100--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Services & Charges-Debt Service-Principal	\$ (64,000)
201-11-201-201-438100--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Services & Charges-Debt Service-Principal	\$ 64,000
	Rationale: Transfer budget to cover debt service expenses through year end.				
610-06-603-512-436003--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 85,000
610-06-603-512-422000--	Solid Waste Operations	Public Works	Solid Waste	Supplies-Operating-Other Operating Supplies	\$ (37,000)
610-06-603-512-422002--	Solid Waste Operations	Public Works	Solid Waste	Supplies-Operating-Diesel/CNG	\$ (48,000)
	Rationale: Transfer budget to cover auto equipment r&m expenses through year end.				
201-11-200-200-431000--	Parks & Recreation	Venues Parks & Arts	Park Admin	Services & Charges-Professional-Other Professional Svcs	\$ 40,000
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (12,000)
201-11-200-200-410003--	Parks & Recreation	Venues Parks & Arts	Park Admin	Personnel-Salaries & Wages-Permanent Part Time	\$ (10,000)
201-11-200-200-411008--	Parks & Recreation	Venues Parks & Arts	Park Admin	Personnel-Employee Benefits-Health Insurance	\$ (18,000)
	Rationale: Transfer budget to cover professional service expenses through year end.				
201-11-202-220-422016--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Supplies-Operating-Inventory For Sale	\$ 70,000
201-11-202-220-439005--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Services & Charges-Other-Bank & Credit Card Fees	\$ 30,000
201-11-201-201-423001--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Supplies-Repair & Maint-Building Materials	\$ 50,000
201-11-011-011-410001--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Salaried Wages	\$ (230,000)
201-11-201-201-436003--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 80,000
	Rationale: Transfer budget to cover supplies, bank fees, and equipment r&m expenses through year end.				
201-11-205-231-410003--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Salaries & Wages-Permanent Part Time	\$ (50,000)
201-11-208-237-410001--	Parks & Recreation	Venues Parks & Arts	Community Programming	Personnel-Salaries & Wages-Salaried Wages	\$ 50,000
201-11-205-231-433003--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Services & Charges-Printing & Ad-Promotional	\$ 100,000
201-11-205-231-411008--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Employee Benefits-Health Insurance	\$ (100,000)
	Rationale: Transfer budget to cover salaries and promotional expenses through year end.				
201-11-209-206-422000--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Supplies-Operating-Other Operating Supplies	\$ 50,000
201-11-209-206-439001--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Services & Charges-Other-Other Contractual Services	\$ 100,000
201-11-209-206-411008--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Personnel-Employee Benefits-Health Insurance	\$ (100,000)
201-11-209-206-410001--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Personnel-Salaries & Wages-Salaried Wages	\$ (50,000)
	Rationale: Transfer budget to cover supplies and contract expenses through year end.				
201-11-202-220-410001--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Personnel-Salaries & Wages-Salaried Wages	\$ 100,000
201-11-208-237-422009--	Parks & Recreation	Venues Parks & Arts	Community Programming	Supplies-Operating-Recreation Supplies	\$ 50,000

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
201-11-011-011-422009--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Supplies-Operating-Recreation Supplies	\$ 60,000
201-11-011-011-439000--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Services & Charges-Other-Misc Charges & Svcs	\$ 60,000
201-11-011-011-411008--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Employee Benefits-Health Insurance	\$ (120,000)
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (200,000)
201-11-208-237-439000--	Parks & Recreation	Venues Parks & Arts	Community Programming	Services & Charges-Other-Misc Charges & Svcs	\$ 50,000
Rationale: Transfer budget to cover salaries, supplies, and miscellaneous expenses through year end.					
201-11-203-230-439000--	Parks & Recreation	Venues Parks & Arts	Recreational Experiences	Services & Charges-Other-Misc Charges & Svcs	\$ 50,000
201-11-203-230-422009--	Parks & Recreation	Venues Parks & Arts	Recreational Experiences	Supplies-Operating-Recreation Supplies	\$ 70,000
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (120,000)
Rationale: Transfer budget to cover supplies, and miscellaneous expenses through year end.					
408-10-101-120-431002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Engineering & Architectural	\$ (12,500)
408-10-101-128-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ 140,000
408-10-101-120-435004--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Water	\$ (42,500)
408-10-101-120-435002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Natural Gas	\$ (42,500)
408-10-101-120-431005--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Appraisal/Land Survey	\$ (42,500)
Rationale: Transfer budget to cover grants and subsidy expenses through year end.					
101-04-400-042-422000--	General Fund	Administration & Finance	Controller's Office	Supplies-Operating-Other Operating Supplies	\$ 5,000
101-04-400-042-439006--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Other-Education & Training	\$ (5,000)
Rationale: Transfer budget to cover supplies expenses through year end.					
					\$ -

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 18, 2025

Filed in Clerk's Office

Mr. Canneth Lee
President, South Bend Common Council
4th Floor, County-City Building
South Bend, IN 46601

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

RE: 2026 Non-Bargaining Salary Ordinance - Amended

Dear President Lee:

Attached is an ordinance amending the maximum compensation for non-bargaining employees for the calendar year 2025.

We are amending the salary ordinance to remove certain positions from the salary ordinance, add a current position that was omitted and add a new position. We also are updating certain position titles, and salaries that were not captured in the original ordinance.

Positions removed from 2026 Salary Ordinance:

- Chief Development & Marketing Officer (VPA)
- Deputy Director of Venue, Parks & Arts
- Director of Development of Venues, Parks & Arts
- Director of Golf Operation
- General Manager – Venues
- Manager – CSO Operations
- SCADA Instrument Specialist
- Senior Staff Accountant (Duplicate)

Adding a current Position omitted in the 2026 Salary Ordinance:

- Assistant Engineer Salary: \$103,933

Adding a new position to the 2026 Salary Ordinance

- Deputy Director (Human Rights General) Salary: \$90,000

Updating Salaries for certain positions in the 2026 Salary Ordinance

- OVP Program Manager Salary: \$58,494
 - Project Inspector Salary: \$68,500
 - Senior Director of Department Finance Salary: \$96,308
-



I will present this ordinance to the Common Council at the appropriate committee and council meetings. If you have any further questions or need additional information, please let me know.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Willis". The signature is written in a cursive style.

Kyle Willis
City Controller

Nov 19, 2025

BILL NO. 77-25

Bianca Tirado
City Clerk, South Bend, IN

ORDINANCE NO. _____

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF
SOUTH BEND, INDIANA, AMENDING ORDINANCE NO. 11233-25,
WHICH FIXES MAXIMUM SALARIES AND WAGES OF
APPOINTED OFFICERS AND NON-BARGAINING EMPLOYEES
OF EXECUTIVE DEPARTMENTS OF THE CITY OF SOUTH BEND
FOR CALENDAR YEAR 2026, TO ADD A POSITION IN THE
HUMAN RIGHTS COMMISSION, UPDATE SALARIES FOR
CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS &
ARTS, AND ADMINISTRATION & FINANCE, REMOVE CERTAIN
POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND
ADMINISTRATION & FINANCE, AND ADD POSITIONS IN PUBLIC
WORKS INADVERTENTLY OMITTED FROM THE 2026 SALARY
ORDINANCE**

STATEMENT OF PURPOSE AND INTENT

On October 13, 2025, the South Bend Common Council passed Ordinance No. 11233-25, which fixed maximum salaries and wages of appointed officers and non-bargaining employees of the executive departments of the City of South Bend for the calendar year 2026.

Since the enactment of Ordinance No. 11233-25, the City's executive has determined that it is appropriate and necessary to amend the list of non-bargaining City positions and their maximum salaries approved under Ordinance No. 11233-25.

Specifically, this ordinance makes certain position changes within the Human Rights Commission, including a new Deputy Director position, as reflected in the amended list attached to this ordinance as Exhibit A.

This ordinance also removes certain positions from the 2026 Salary Ordinance which were not captured in Ordinance No. 11233-25, including several positions in Venues Parks & Arts, as well as positions in Public Works and Administration & Finance.

This ordinance further adds a position which was inadvertently omitted from Ordinance No. 11233-25, the position of Assistant City Engineer.

Finally, this ordinance updates salaries for certain positions within Venues Parks & Arts, Public Works, and Administration & Finance. All amendments

referenced herein are reflected in the amended list attached to this ordinance as Exhibit A.

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

SECTION I. Ordinance No. 11233-25 is hereby amended to include the non-bargaining positions and maximum salaries set forth in Exhibit A attached hereto. The positions affected by this ordinance are highlighted for ease of identification.

SECTION II. All other portions and sections of Ordinance No. 11233-25 are unaffected by this amendment and are reconfirmed.

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock __m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____m.

James Mueller, Mayor
City of South Bend, Indiana

Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend, Indiana
2026 Nonbargaining Salary Ordinance Update
Maximum Salaries

New Position	Title Change	Eliminate Title
Non-Standard Raise	Adding Omitted Position	Correcting Salary

Job Title	Status	2025 Salary Cap	2026 Salary Cap	% Increase
311 Customer Service Liaison I	Full Time	52,264	53,832	3.00%
311 Customer Service Liason II	Full Time	54,000	55,620	3.00%
Accounting Clerk IV	Full Time	39,733	40,925	3.00%
Administrative Assistant I	Full Time	47,366	48,787	3.00%
Administrative Assistant II	Full Time	48,765	50,228	3.00%
Animal Welfare Assistant	Full Time	45,000	48,549	7.89%
Animal Welfare Officer	Full Time	48,000	51,260	6.79%
Applications Developer I	Full Time	75,166	77,421	3.00%
Applications Developer II	Full Time	81,400	83,842	3.00%
Assistant City Attorney	Full Time	102,309	105,378	3.00%
Assistant City Engineer	Full Time	100,906	103,933	3.00%
Assistant Director - Data & Performance	Full Time	82,055	84,517	3.00%
Assistant Director of Communication Center	Full Time	64,521	66,457	3.00%
Assistant Director of Distribution	Full Time	61,293	63,132	3.00%
Assistant Director of Growth & Opportunity	Full Time	84,369	86,900	3.00%
Assistant Director of Neighborhoods	Full Time	95,400	98,262	3.00%
Assistant Director of Planning	Full Time	84,369	86,900	3.00%
Assistant Director of SCADA Information Systems	Full Time	78,987	81,357	3.00%
Assistant Director of Ticket Sales & Strategy	Full Time	55,167	56,822	3.00%
Assistant Manager - Customer Service	Full Time	55,437	57,100	3.00%
Billing Operations Specialist	Full Time	65,846	67,821	3.00%
Budget Analyst - Senior	Full Time	74,420	76,653	3.00%
Building and Code Inspector	Full Time	59,463	61,247	3.00%
Building Commissioner	Full Time	93,304	96,103	3.00%
Building Inspector	Full Time	56,879	58,585	3.00%
Business & Resource Specialist	Full Time	72,802	74,986	3.00%
Business Analyst	Full Time	63,798	65,712	3.00%
Business Development Specialist	Full Time	65,535	67,501	3.00%
Case Manager	Full Time	55,893	57,570	3.00%
Chemist	Full Time	61,936	63,794	3.00%
Chemist Lead	Full Time	65,882	67,858	3.00%

Chief Building Inspector	Full Time	69,582	71,669	3.00%
Chief Code Inspector	Full Time	69,582	71,669	3.00%
Chief Community Officer	Full Time	110,622	113,941	3.00%
Chief Development & Marketing Officer	Full Time	113,308	116,707	3.00%
Chief Digital Officer	Full Time	111,136	114,470	3.00%
Chief Experience Officer	Full Time	110,622	113,941	3.00%
Chief Innovation Officer	Full Time	129,680	133,570	3.00%
Chief Neighborhoods Officer	Full Time	107,448	110,671	3.00%
Chief of Park Operations	Full Time	110,622	113,941	3.00%
Chief of Staff to the Mayor	Full Time	110,656	113,976	3.00%
Chief of Venues & Promotions	Full Time	110,622	113,941	3.00%
Chief Planner	Full Time	106,924	110,132	3.00%
Chief Technology Officer	Full Time	121,947	125,605	3.00%
City Attorney	Full Time	117,178	120,693	3.00%
City Clerk Secretary	Full Time	39,834	41,029	3.00%
City Controller	Full Time	139,687	143,878	3.00%
City Engineer	Full Time	129,051	132,923	3.00%
City Hall Executive Administrator (IT)	Full Time		61,000	100.00%
Club Pro Municipal Golf Course	Full Time	59,855	61,651	3.00%
Code Inspector	Full Time	50,000	51,500	3.00%
Code Inspector - Senior	Full Time	52,988	54,578	3.00%
Commercial Combination Inspector	Full Time	59,720	61,512	3.00%
Communication Specialist I	Full Time	43,229	44,526	3.00%
Communication Specialist II	Full Time	53,553	55,160	3.00%
Communication Specialist III	Full Time	55,491	57,156	3.00%
Contract Compliance Administrator	Full Time	66,831	68,836	3.00%
Coordinator on Homelessness - DCI	Full Time	82,400	84,872	3.00%
Corporation Counsel	Full Time	145,671	150,041	3.00%
Court Liaison	Full Time	41,614	42,862	3.00%
Crime Analyst	Full Time	45,587	46,955	3.00%
Crime Resource Specialist	Full Time	56,002	57,682	3.00%
Custodian	Full Time	34,967	36,016	3.00%
Data Entry /Alarms Coordinator	Full Time	37,917	39,055	3.00%
Data Entry Specialist	Full Time	44,110	45,433	3.00%
Data Entry Specialist II	Full Time	37,199	38,315	3.00%
Deputy Building Commissioner	Full Time	76,830	79,135	3.00%
Deputy Chief of Staff to the Mayor	Full Time	85,841	88,416	3.00%
Deputy City Controller	Full Time	117,178	120,693	3.00%
Deputy Director of Community Investment	Full Time	117,178	120,693	3.00%
Deputy Director of Human Resources	Full Time	100,170	103,175	3.00%

Deputy Director of Human Rights	Full Time		90,000	
Deputy Director of Public Works	Full Time	117,178	120,693	3.00%
Deputy Director of Venues, Parks & Arts	Full Time	117,178	120,693	3.00%
Digital (Forensic) Lab Technician	Full Time	64,284	66,213	3.00%
Digital Communications & Multimedia Training Coordinator	Full Time	69,010	71,080	3.00%
Director - Animal Resource Center	Full Time	70,016	80,000	14.26%
Director - Digital Services	Full Time	93,212	96,008	3.00%
Director - Environmental Compliance	Full Time	87,128	89,742	3.00%
Director - Wastewater Utility	Full Time	104,680	107,820	3.00%
Director - Water Operations	Full Time	87,128	89,742	3.00%
Director - Water Utility	Full Time	104,680	107,820	3.00%
Director of Applications	Full Time	97,338	100,258	3.00%
Director of Billing & Accounts	Full Time	87,128	89,742	3.00%
Director of Booking & Event Services	Full Time	70,120	72,224	3.00%
Director of Central Services	Full Time	103,263	106,361	3.00%
Director of City Finance	Full Time	102,907	105,994	3.00%
Director of Civic Innovation	Full Time	93,028	95,819	3.00%
Director of Civilian Services	Full Time	71,530	73,676	3.00%
Director of Communication Center	Full Time	76,539	78,835	3.00%
Director of Communications	Full Time	76,794	79,098	3.00%
Director of Communications & Radio	Full Time	72,100	74,263	3.00%
Director of Community Outreach	Full Time	75,288	77,547	3.00%
Director of Community Police Review Office	Full Time	72,802	74,986	3.00%
Director of Community Programming	Full Time	84,004	86,524	3.00%
Director of Customer Service & Success	Full Time	93,028	95,819	3.00%
Director of Data & Performance	Full Time	93,028	95,819	3.00%
Director of Department Finance	Full Time	86,600	89,198	3.00%
Director of Development - Venues, Parks & Arts	Full Time	65,569	67,536	3.00%
Director of Development & Special Events	Full Time	74,481	76,715	3.00%
Director of Distribution	Full Time	90,647	93,366	3.00%
Director of Engagement & Economic Empowerment	Full Time	92,417	95,190	3.00%
Director of Engineering Services	Full Time	100,906	108,978	8.00%
Director of Enterprise Services & Software	Full Time	97,338	100,258	3.00%
Director of Equipment Services	Full Time	87,550	90,177	3.00%
Director of Facilities Management	Full Time	77,175	79,490	3.00%
Director of Golf Operations	Full Time	84,003	86,523	3.00%
Director of Growth & Opportunity	Full Time	92,417	95,190	3.00%
Director of Human Resources	Full Time	105,303	108,462	3.00%
Director of Infrastructure	Full Time	93,028	95,819	3.00%
Director of Intelligence	Full Time	75,000	77,250	3.00%

Director of Legal Administration	Full Time	72,100	74,263	3.00%
Director of Marketing - Public Works	Full Time	79,032	81,403	3.00%
Director of Neighborhood Health & Housing	Full Time	92,417	95,190	3.00%
Director of Neighborhood Services & Enforcement	Full Time	92,043	94,804	3.00%
Director of Office of Sustainability	Full Time	95,818	98,693	3.00%
Director of Operations - Golf	Full Time	84,003	86,523	3.00%
Director of Operations - Venues	Full Time	105,192	108,348	3.00%
Director of Operations - Wastewater	Full Time	90,647	93,366	3.00%
Director of Project Management	Full Time	97,596	100,524	3.00%
Director of Public Works	Full Time	139,687	143,878	3.00%
Director of Purchasing	Full Time	95,481	98,345	3.00%
Director of Purchasing & Logistics (Police Dept)	Full Time	80,210	82,616	3.00%
Director of Redevelopment Engineering	Full Time	115,925	119,403	3.00%
Director of SCADA Information Systems	Full Time	94,627	97,466	3.00%
Director of Solid Waste	Full Time	83,810	90,515	8.00%
Director of Streets & Sewers	Full Time	99,106	102,079	3.00%
Director of Ticket Sales & Strategy	Full Time	73,336	75,536	3.00%
Director of Treasury	Full Time	102,907	105,994	3.00%
Director of Wastewater Maintenance	Full Time	87,128	92,913	6.64%
Director of Water Quality & Laboratory	Full Time	87,128	89,742	3.00%
Director, Project Manager	Full Time	81,808	89,825	9.80%
Distribution Records Drafter	Full Time	68,959	71,028	3.00%
Distribution System Specialist	Full Time	80,256	82,664	3.00%
Diversity Compliance/Inclusion Officer	Full Time	100,786	103,810	3.00%
Economic Specialist	Full Time	64,927	66,875	3.00%
Electrical and Instrumentation Manager	Full Time	83,200	85,696	3.00%
Engagement Specialist	Full Time	65,535	67,501	3.00%
Equity Arts Coordinator	Full Time	63,654	65,564	3.00%
Evidence Technician	Full Time	48,653	50,113	3.00%
Executive Administrative Assistant	Full Time	51,000	52,530	3.00%
Executive Assistant	Full Time	63,872	65,788	3.00%
Executive Assistant and Director of Special Projects	Full Time	63,310	65,209	3.00%
Executive Director of Community Investment	Full Time	129,680	133,570	3.00%
Executive Director of Human Rights	Full Time	98,133	101,077	3.00%
Executive Director Venues, Parks & Arts	Full Time	137,099	141,212	3.00%
Federal Grant Administrator	Full Time	76,830	79,135	3.00%
Field Operations Supervisor	Full Time		65,000	100.00%
Financial Specialist I	Full Time	41,786	43,040	3.00%
Financial Specialist III	Full Time	50,991	52,521	3.00%
Financial Specialist IV	Full Time	56,466	58,160	3.00%

Financial Specialist Senior	Full Time	64,576	66,513	3.00%
Financial Systems Specialist	Full Time	70,703	72,824	3.00%
Fingerprint/Photo Technician	Full Time	44,181	45,506	3.00%
Firearms IBIS/NIBIN Tech	Full Time	52,595	54,173	3.00%
Foreman IV	Full Time	57,095	58,808	3.00%
Foreman V	Full Time	57,095	58,808	3.00%
Forensic Lab Tech	Full Time	70,127	72,231	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner	Full Time	85,321	87,881	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner Trainee	Full Time	70,127	72,231	3.00%
General Manager - Venues	Full Time	115,125	118,579	3.00%
GIS Manager	Full Time	73,749	75,961	3.00%
GIS Specialist - Senior	Full Time	63,777	65,690	3.00%
Golf Hospitality Events Manager	Full Time	70,000	72,100	3.00%
Grants Administrator	Full Time	72,073	74,235	3.00%
Graphic Designer	Full Time	57,095	58,808	3.00%
Greenskeeper	Full Time	54,175	55,800	3.00%
GVI - Project Manager	Full Time	68,959	71,028	3.00%
Hearing Secretary	Full Time	48,765	50,228	3.00%
Historic Preservation Administrator	Full Time	65,535	67,501	3.00%
Historic Preservation Specialist	Full Time	58,287	60,036	3.00%
Horticulturist Tech	Full Time	57,095	58,808	3.00%
Housing Counselor	Full Time	76,830	79,135	3.00%
Human Resource Generalist - Senior	Full Time	75,820	78,095	3.00%
Human Resources Generalist	Full Time	56,467	58,161	3.00%
Human Resources Generalist/Benefits Coordinator	Full Time	48,641	50,100	3.00%
Human Resources Specialist III	Full Time	52,998	54,588	3.00%
HVAC Technician	Full Time	57,095	58,808	3.00%
Industrial Pretreatment Specialist I	Full Time	62,867	64,753	3.00%
Inventory Control Technician II	Full Time	43,873	45,189	3.00%
Investigator I / Intake Coordinator	Full Time	60,415	62,227	3.00%
Investigator II	Full Time	63,815	65,729	3.00%
Investigator III	Full Time	65,000	66,950	3.00%
Laboratory Technician	Full Time	39,834	41,029	3.00%
Latent Fingerprint Examiner	Full Time	64,284	66,213	3.00%
License Clerk	Full Time	45,587	46,955	3.00%
Licensing & Registration Administrator	Full Time	61,444	63,287	3.00%
Locator	Full Time	50,307	51,816	3.00%
Logistics Specialist	Full Time	45,587	46,955	3.00%
Maintenance Technician	Full Time	58,439	60,192	3.00%
Manager - Aquatics	Full Time	62,723	64,605	3.00%

Manager - Assistant Facility Operations	Full Time	42,469	43,743	3.00%
Manager - Athletics	Full Time	62,723	64,605	3.00%
Manager - Benefits	Full Time	73,000	75,190	3.00%
Manager - Billing & Customer Accounts	Full Time	67,109	69,122	3.00%
Manager - Business Development	Full Time	79,000	81,370	3.00%
Manager - Center	Full Time	62,723	64,605	3.00%
Manager - Credit & Collections	Full Time	67,109	69,122	3.00%
Manager - Cross Connection & Water Loss	Full Time	76,234	78,521	3.00%
Manager - CSO Operations	Full Time	72,209	74,375	3.00%
Manager - Customer Service	Full Time	64,741	66,683	3.00%
Manager - Customer Success		67,821	69,856	3.00%
Manager - Employee Safety	Full Time	71,802	73,956	3.00%
Manager - Employment (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Enterprise Software	Full Time	70,703	72,824	3.00%
Manager - Event Service Maintenance	Full Time	43,260	44,558	3.00%
Manager - Events	Full Time	57,095	58,808	3.00%
Manager - Facility Operations	Full Time	60,093	61,896	3.00%
Manager - Facility Operations (MPAC)	Full Time	70,120	72,224	3.00%
Manager - Housing (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Inclusion Project	Full Time	68,983	71,052	3.00%
Manager - Industrial Pretreatment	Full Time	71,746	73,898	3.00%
Manager - Infrastructure	Full Time	78,987	81,357	3.00%
Manager - Interactive Marketing	Full Time	57,095	58,808	3.00%
Manager - Maintenance	Full Time	76,609	78,907	3.00%
Manager - Maintenance (MPAC)	Full Time	70,121	72,225	3.00%
Manager - Marketing	Full Time	66,496	68,491	3.00%
Manager - Meter Service	Full Time	76,608	78,906	3.00%
Manager - Neighborhood Grants	Full Time	76,830	79,135	3.00%
Manager - Operations - Distribution	Full Time	77,967	80,306	3.00%
Manager - Operations - Forester	Full Time	73,374	75,575	3.00%
Manager - Park Grounds Manager	Full Time	73,374	75,575	3.00%
Manager - Parks	Full Time	77,112	79,425	3.00%
Manager - Permits	Full Time	57,767	59,500	3.00%
Manager - Print Shop	Full Time	56,160	57,845	3.00%
Manager - Production	Full Time	58,215	59,961	3.00%
Manager - Property & Evidence	Full Time	51,263	52,801	3.00%
Manager - Property Development	Full Time	76,830	79,135	3.00%
Manager - Public Construction	Full Time	82,400	84,872	3.00%
Manager - Records Bureau	Full Time	44,563	45,900	3.00%
Manager - Service Contracts & General Supplies	Full Time	72,100	74,263	3.00%

Manager - Service Line Repair	Full Time	76,608	78,906	3.00%
Manager - Services	Full Time	70,703	72,824	3.00%
Manager - Sewer Operations	Full Time	78,987	81,357	3.00%
Manager - Solid Waste Operations	Full Time	73,648	75,857	3.00%
Manager - Special Events	Full Time	66,496	68,491	3.00%
Manager - Special Events	Full Time	57,095	58,808	3.00%
Manager - Streets	Full Time	77,967	80,306	3.00%
Manager - Traffic & Lighting	Full Time	77,967	80,306	3.00%
Manager - Wastewater Purchasing & Inventory	Full Time	63,822	65,737	3.00%
Manager - Water Distribution Services & Records	Full Time	68,959	71,028	3.00%
Manager - Wireless Construction	Full Time	77,140	79,454	3.00%
Manager - Youth Employment	Full Time	62,723	64,605	3.00%
Manager 311 Customer Service	Full Time	67,806	69,840	3.00%
MS4 Specialist	Full Time	56,650	58,350	3.00%
Neighborhood Program Specialist	Full Time	65,564	67,531	3.00%
Neighborhood Program Specialist - Lead	Full Time	65,564	67,531	3.00%
Network Engineer	Full Time	74,098	76,321	3.00%
Non Bargaining Maximum Hourly Rate (excluding above)	Part Time	35	36.05	3.00%
Operations Specialist	Full Time	76,608	78,906	3.00%
Ordinance Violation Bureau Clerk	Full Time	53,754	55,367	3.00%
OVP Program Manager	Full Time	56,171	58,494	4.14%
Paralegal	Full Time	63,816	65,730	3.00%
Permitting & Licensing Compliance Specialist	Full Time	56,879	58,585	3.00%
Police Crime Intelligence Analyst I	Full Time	50,923	52,451	3.00%
Police Crime Intelligence Analyst II	Full Time	65,157	67,112	3.00%
Preventative Maintenance Coordinator	Full Time	49,247	50,724	3.00%
Preventative Maintenance Coordinator II	Full Time	51,358	52,899	3.00%
Principal Planner	Full Time	76,830	79,135	3.00%
Product Manager	Full Time	63,519	65,425	3.00%
Program Coordinator	Full Time	57,095	58,808	3.00%
Program Coordinator - Recreation	Full Time	47,042	48,453	3.00%
Program Coordinator - Recreation - MLK	Full Time	57,096	58,809	3.00%
Program Manager Transportation	Full Time	70,361	72,472	3.00%
Project Engineer	Full Time	79,382	81,763	3.00%
Project Inspector	Full Time	79,382	68,500	-13.71%
Project Manager	Full Time	63,519	65,425	3.00%
Project Manager - Part Time	Part Time	45,902	47,279	3.00%
Project Manager - Sustainability	Full Time	63,519	65,425	3.00%
Property Development Analyst	Full Time	65,535	67,501	3.00%
Property Inspector	Full Time	65,535	67,501	3.00%

Property/Evidence Custodian- Senior	Full Time	42,779	44,062	3.00%
Public Access Coordinator	Full Time	43,067	44,359	3.00%
Public Relations Specialist	Full Time	53,078	54,670	3.00%
Public Service Officer	Full Time	39,342	40,522	3.00%
Quality Assurance Distribution Technician	Full Time	49,828	51,323	3.00%
Radio Equipment Installation Technician	Full Time	51,565	53,112	3.00%
Radio Technician I	Full Time	56,672	58,372	3.00%
Radio Technician III	Full Time	67,103	69,116	3.00%
Records Specialist	Full Time	41,578	42,825	3.00%
Records Supervisor	Full Time	63,023	64,914	3.00%
Residential Combination Inspector	Full Time	56,879	58,585	3.00%
SCADA Instrument Specialist	Full Time	66,631	68,630	3.00%
SCADA Integration Analyst-Waste Water	Full Time	83,430	92,913	11.37%
Secretary III	Full Time	35,627	36,696	3.00%
Secretary IV	Full Time	37,815	38,949	3.00%
Secretary V	Full Time	39,834	41,029	3.00%
Security Guard	Full Time	43,245	44,542	3.00%
Senior Assistant City Attorney	Full Time	110,725	114,047	3.00%
Senior Billing Operations Specialist	Full Time	70,703	72,824	3.00%
Senior Director of Department Finance	Full Time		96,308	100.00%
Senior Engineer	Full Time	86,447	89,040	3.00%
Senior Financial Officer - Morris Performing Arts Center	Full Time	70,000	72,100	3.00%
Senior Inspector	Full Time	76,220	78,507	3.00%
Senior Planner	Full Time	70,806	72,930	3.00%
Senior Purchasing Agent	Full Time	65,000	66,950	3.00%
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Shelter Operations Supervisor	Full Time	57,000	65,000	14.04%
Shift Lead	Full Time	50,752	52,275	3.00%
Site Acquisition Specialist	Full Time	78,309	80,658	3.00%
Software Specialist	Full Time	63,519	65,425	3.00%
Solution Designer	Full Time	63,798	65,712	3.00%
Specialist of Infrastructure	Full Time	65,195	67,151	3.00%
Specialist of Services	Full Time	65,195	67,151	3.00%
Staff Accountant	Full Time	68,959	71,028	3.00%
Stock Room & Safety Coordinator	Full Time	59,136	60,910	3.00%
Superintendent II	Full Time	59,375	61,156	3.00%
Superintendent III	Full Time	64,864	66,810	3.00%
Superintendent IV	Full Time	64,521	66,457	3.00%
Superintendent V	Full Time	67,282	69,300	3.00%

Supervisor - Accounts Payable	Full Time	59,841	61,636	3.00%
Supervisor - Communication I	Full Time	59,361	61,142	3.00%
Supervisor - Communication II	Full Time	61,296	63,135	3.00%
Supervisor - Crime Laboratory	Full Time	80,647	83,066	3.00%
Supervisor - Fitness/Wellness	Full Time	42,220	43,487	3.00%
Supervisor - Maintenance Mechanic	Full Time	70,040	72,141	3.00%
Supervisor - Operations	Full Time	70,121	72,225	3.00%
Supervisor - Payroll	Full Time	67,478	75,000	11.15%
Supervisor - Signal	Full Time	66,631	68,630	3.00%
Supervisor - Youth	Full Time	53,114	54,707	3.00%
System Specialist I	Full Time	54,841	56,486	3.00%
System Specialist II	Full Time	65,194	67,150	3.00%
System Specialist IV	Full Time	78,987	81,357	3.00%
Technology Equity Manager	Full Time	70,361	72,472	3.00%
Utility Safety Officer	Full Time	66,950	68,959	3.00%
Violence Prevention Coordinator II	Full Time	47,125	48,539	3.00%
Volunteer Coordinator	Full Time	57,095	58,808	3.00%
Water Asset Specialist	Full Time	58,137	59,881	3.00%
Water Quality Specialist	Full Time	68,481	70,535	3.00%
Web Manager	Full Time	68,359	70,410	3.00%
Workforce Development Coordinator	Full Time	74,228	76,455	3.00%
Zoning Administrator	Full Time	76,830	79,135	3.00%
Zoning Specialist	Full Time	65,535	67,501	3.00%

Part Time Positions

SBARC Veterinarian

City Engineer (hourly rate)

Non Bargaining Maximum Hourly Rate (excluding above)

Part Time	125,000	125,000	0.00%
Part Time	47.38	48.80	3.00%
Part Time	35.42	36.48	3.00%

City Minimum Wage for All Positions

City Minimum Wage

All Positions	12.88	13.27	3.00%
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Financial Specialist Senior	Full Time	64,576	66,513	3.00%
Financial Systems Specialist	Full Time	70,703	72,824	3.00%
Fingerprint/Photo Technician	Full Time	44,181	45,506	3.00%
Firearms IBIS/NIBIN Tech	Full Time	52,595	54,173	3.00%
Foreman IV	Full Time	57,095	58,808	3.00%
Foreman V	Full Time	57,095	58,808	3.00%
Forensic Lab Tech	Full Time	70,127	72,231	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner	Full Time	85,321	87,881	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner Trainee	Full Time	70,127	72,231	3.00%
General Manager - Venues	Full Time	115,125	118,579	3.00%
GIS Manager	Full Time	73,749	75,961	3.00%
GIS Specialist - Senior	Full Time	63,777	65,690	3.00%
Golf Hospitality Events Manager	Full Time	70,000	72,100	3.00%
Grants Administrator	Full Time	72,073	74,235	3.00%
Graphic Designer	Full Time	57,095	58,808	3.00%
Greenskeeper	Full Time	54,175	55,800	3.00%
GVI - Project Manager	Full Time	68,959	71,028	3.00%
Hearing Secretary	Full Time	48,765	50,228	3.00%
Historic Preservation Administrator	Full Time	65,535	67,501	3.00%
Historic Preservation Specialist	Full Time	58,287	60,036	3.00%
Horticulturist Tech	Full Time	57,095	58,808	3.00%
Housing Counselor	Full Time	76,830	79,135	3.00%
Human Resource Generalist - Senior	Full Time	75,820	78,095	3.00%
Human Resources Generalist	Full Time	56,467	58,161	3.00%
Human Resources Generalist/Benefits Coordinator	Full Time	48,641	50,100	3.00%
Human Resources Specialist III	Full Time	52,998	54,588	3.00%
HVAC Technician	Full Time	57,095	58,808	3.00%
Industrial Pretreatment Specialist I	Full Time	62,867	64,753	3.00%
Inventory Control Technician II	Full Time	43,873	45,189	3.00%
Investigator I / Intake Coordinator	Full Time	60,415	62,227	3.00%
Investigator II	Full Time	63,815	65,729	3.00%
Investigator III	Full Time	65,000	66,950	3.00%
Laboratory Technician	Full Time	39,834	41,029	3.00%
Latent Fingerprint Examiner	Full Time	64,284	66,213	3.00%
License Clerk	Full Time	45,587	46,955	3.00%
Licensing & Registration Administrator	Full Time	61,444	63,287	3.00%
Locator	Full Time	50,307	51,816	3.00%
Logistics Specialist	Full Time	45,587	46,955	3.00%
Maintenance Technician	Full Time	58,439	60,192	3.00%
Manager - Aquatics	Full Time	62,723	64,605	3.00%

Manager - Assistant Facility Operations	Full Time	42,469	43,743	3.00%
Manager - Athletics	Full Time	62,723	64,605	3.00%
Manager - Benefits	Full Time	73,000	75,190	3.00%
Manager - Billing & Customer Accounts	Full Time	67,109	69,122	3.00%
Manager - Business Development	Full Time	79,000	81,370	3.00%
Manager - Center	Full Time	62,723	64,605	3.00%
Manager - Credit & Collections	Full Time	67,109	69,122	3.00%
Manager - Cross Connection & Water Loss	Full Time	76,234	78,521	3.00%
Manager - CSO Operations	Full Time	72,209	74,375	3.00%
Manager - Customer Service	Full Time	64,741	66,683	3.00%
Manager - Customer Success		67,821	69,856	3.00%
Manager - Employee Safety	Full Time	71,802	73,956	3.00%
Manager - Employment (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Enterprise Software	Full Time	70,703	72,824	3.00%
Manager - Event Service Maintenance	Full Time	43,260	44,558	3.00%
Manager - Events	Full Time	57,095	58,808	3.00%
Manager - Facility Operations	Full Time	60,093	61,896	3.00%
Manager - Facility Operations (MPAC)	Full Time	70,120	72,224	3.00%
Manager - Housing (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Inclusion Project	Full Time	68,983	71,052	3.00%
Manager - Industrial Pretreatment	Full Time	71,746	73,898	3.00%
Manager - Infrastructure	Full Time	78,987	81,357	3.00%
Manager - Interactive Marketing	Full Time	57,095	58,808	3.00%
Manager - Maintenance	Full Time	76,609	78,907	3.00%
Manager - Maintenance (MPAC)	Full Time	70,121	72,225	3.00%
Manager - Marketing	Full Time	66,496	68,491	3.00%
Manager - Meter Service	Full Time	76,608	78,906	3.00%
Manager - Neighborhood Grants	Full Time	76,830	79,135	3.00%
Manager - Operations		81,808	84,262	3.00%
Manager - Operations - Distribution	Full Time	77,967	80,306	3.00%
Manager - Operations - Forester	Full Time	73,374	75,575	3.00%
Manager - Park Grounds Manager	Full Time	73,374	75,575	3.00%
Manager - Parks	Full Time	77,112	79,425	3.00%
Manager - Permits	Full Time	57,767	59,500	3.00%
Manager - Print Shop	Full Time	56,160	57,845	3.00%
Manager - Production	Full Time	58,215	59,961	3.00%
Manager - Property & Evidence	Full Time	51,263	52,801	3.00%
Manager - Property Development	Full Time	76,830	79,135	3.00%
Manager - Public Construction	Full Time	82,400	84,872	3.00%
Manager - Records Bureau	Full Time	44,563	45,900	3.00%

Manager - Service Contracts & General Supplies	Full Time	72,100	74,263	3.00%
Manager - Service Line Repair	Full Time	76,608	78,906	3.00%
Manager - Services	Full Time	70,703	72,824	3.00%
Manager - Sewer Operations	Full Time	78,987	81,357	3.00%
Manager - Solid Waste Operations	Full Time	73,648	75,857	3.00%
Manager - Special Events	Full Time	66,496	68,491	3.00%
Manager - Special Events	Full Time	57,095	58,808	3.00%
Manager - Streets	Full Time	77,967	80,306	3.00%
Manager - Traffic & Lighting	Full Time	77,967	80,306	3.00%
Manager - Wastewater Purchasing & Inventory	Full Time	63,822	65,737	3.00%
Manager - Water Distribution Services & Records	Full Time	68,959	71,028	3.00%
Manager - Wireless Construction	Full Time	77,140	79,454	3.00%
Manager - Youth Employment	Full Time	62,723	64,605	3.00%
Manager 311 Customer Service	Full Time	67,806	69,840	3.00%
MS4 Specialist	Full Time	56,650	58,350	3.00%
Neighborhood Program Specialist	Full Time	65,564	67,531	3.00%
Neighborhood Program Specialist - Lead	Full Time	65,564	67,531	3.00%
Network Engineer	Full Time	74,098	76,321	3.00%
Non Bargaining Maximum Hourly Rate (excluding above)	Part Time	35	36.05	3.00%
Operations Specialist	Full Time	76,608	78,906	3.00%
Ordinance Violation Bureau Clerk	Full Time	53,754	55,367	3.00%
OVP Program Manager	Full Time	56,171	58,494	4.14%
Paralegal	Full Time	63,816	65,730	3.00%
Permitting & Licensing Compliance Specialist	Full Time	56,879	58,585	3.00%
Police Crime Intelligence Analyst I	Full Time	50,923	52,451	3.00%
Police Crime Intelligence Analyst II	Full Time	65,157	67,112	3.00%
Preventative Maintenance Coordinator	Full Time	49,247	50,724	3.00%
Preventative Maintenance Coordinator II	Full Time	51,358	52,899	3.00%
Principal Planner	Full Time	76,830	79,135	3.00%
Product Manager	Full Time	63,519	65,425	3.00%
Program Coordinator	Full Time	57,095	58,808	3.00%
Program Coordinator - Recreation	Full Time	47,042	48,453	3.00%
Program Coordinator - Recreation - MLK	Full Time	57,096	58,809	3.00%
Program Manager Transportation	Full Time	70,361	72,472	3.00%
Project Engineer	Full Time	79,382	81,763	3.00%
Project Inspector	Full Time	79,382	68,500	-13.71%
Project Manager	Full Time	63,519	65,425	3.00%
Project Manager - Part Time	Part Time	45,902	47,279	3.00%
Project Manager - Sustainability	Full Time	63,519	65,425	3.00%
Property Development Analyst	Full Time	65,535	67,501	3.00%

Property Inspector	Full Time	65,535	67,501	3.00%
Property/Evidence Custodian- Senior	Full Time	42,779	44,062	3.00%
Public Access Coordinator	Full Time	43,067	44,359	3.00%
Public Relations Specialist	Full Time	53,078	54,670	3.00%
Public Service Officer	Full Time	39,342	40,522	3.00%
Quality Assurance Distribution Technician	Full Time	49,828	51,323	3.00%
Radio Equipment Installation Technician	Full Time	51,565	53,112	3.00%
Radio Technician I	Full Time	56,672	58,372	3.00%
Radio Technician III	Full Time	67,103	69,116	3.00%
Records Specialist	Full Time	41,578	42,825	3.00%
Records Supervisor	Full Time	63,023	64,914	3.00%
Residential Combination Inspector	Full Time	56,879	58,585	3.00%
SCADA Instrument Specialist	Full Time	66,631	68,630	3.00%
SCADA Integration Analyst-Waste Water	Full Time	83,430	92,913	11.37%
Secretary III	Full Time	35,627	36,696	3.00%
Secretary IV	Full Time	37,815	38,949	3.00%
Secretary V	Full Time	39,834	41,029	3.00%
Security Guard	Full Time	43,245	44,542	3.00%
Senior Assistant City Attorney	Full Time	110,725	114,047	3.00%
Senior Billing Operations Specialist	Full Time	70,703	72,824	3.00%
Senior Director of Department Finance	Full Time		96,308	100.00%
Senior Engineer	Full Time	86,447	89,040	3.00%
Senior Financial Officer	Full Time	70,000	72,100	3.00%
Senior Inspector	Full Time	76,220	78,507	3.00%
Senior Planner	Full Time	70,806	72,930	3.00%
Senior Purchasing Agent	Full Time	65,000	66,950	3.00%
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Shelter Operations Supervisor	Full Time	57,000	65,000	14.04%
Shift Lead	Full Time	50,752	52,275	3.00%
Site Acquisition Specialist	Full Time	78,309	80,658	3.00%
Software Specialist	Full Time	63,519	65,425	3.00%
Solution Designer	Full Time	63,798	65,712	3.00%
Specialist of Infrastructure	Full Time	65,195	67,151	3.00%
Specialist of Services	Full Time	65,195	67,151	3.00%
Staff Accountant	Full Time	68,959	71,028	3.00%
Stock Room & Safety Coordinator	Full Time	59,136	60,910	3.00%
Superintendent II	Full Time	59,375	61,156	3.00%
Superintendent III	Full Time	64,864	66,810	3.00%
Superintendent IV	Full Time	64,521	66,457	3.00%

<i>Superintendent V</i>	<i>Full Time</i>	67,282	69,300	3.00%
<i>Supervisor - Accounts Payable</i>	<i>Full Time</i>	59,841	61,636	3.00%
<i>Supervisor - Communication I</i>	<i>Full Time</i>	59,361	61,142	3.00%
<i>Supervisor - Communication II</i>	<i>Full Time</i>	61,296	63,135	3.00%
<i>Supervisor - Crime Laboratory</i>	<i>Full Time</i>	80,647	83,066	3.00%
<i>Supervisor - Fitness/Wellness</i>	<i>Full Time</i>	42,220	43,487	3.00%
<i>Supervisor - Maintenance Mechanic</i>	<i>Full Time</i>	70,040	72,141	3.00%
<i>Supervisor - Operations</i>	<i>Full Time</i>	70,121	72,225	3.00%
<i>Supervisor - Payroll</i>	<i>Full Time</i>	67,478	75,000	11.15%
<i>Supervisor - Signal</i>	<i>Full Time</i>	66,631	68,630	3.00%
<i>Supervisor - Youth</i>	<i>Full Time</i>	53,114	54,707	3.00%
<i>System Specialist I</i>	<i>Full Time</i>	54,841	56,486	3.00%
<i>System Specialist II</i>	<i>Full Time</i>	65,194	67,150	3.00%
<i>System Specialist IV</i>	<i>Full Time</i>	78,987	81,357	3.00%
<i>Technology Equity Manager</i>	<i>Full Time</i>	70,361	72,472	3.00%
<i>Utility Safety Officer</i>	<i>Full Time</i>	66,950	68,959	3.00%
<i>Violence Prevention Coordinator II</i>	<i>Full Time</i>	47,125	48,539	3.00%
<i>Volunteer Coordinator</i>	<i>Full Time</i>	57,095	58,808	3.00%
<i>Water Asset Specialist</i>	<i>Full Time</i>	58,137	59,881	3.00%
<i>Water Quality Specialist</i>	<i>Full Time</i>	68,481	70,535	3.00%
<i>Web Manager</i>	<i>Full Time</i>	68,359	70,410	3.00%
<i>Workforce Development Coordinator</i>	<i>Full Time</i>	74,228	76,455	3.00%
<i>Zoning Administrator</i>	<i>Full Time</i>	76,830	79,135	3.00%
<i>Zoning Specialist</i>	<i>Full Time</i>	65,535	67,501	3.00%

Part Time Positions

SBARC Veterinarian

City Engineer (hourly rate)

Non Bargaining Maximum Hourly Rate (excluding above)

Part Time	125,000	125,000	0.00%
Part Time	47.38	48.80	3.00%
Part Time	35.42	36.48	3.00%

City Minimum Wage for All Positions

City Minimum Wage

All Positions	12.88	13.27	3.00%
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CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR
DEPARTMENT OF ADMINISTRATION AND FINANCE

December 3rd, 2025

Filed in Clerk's Office

Dec 3, 2025

Mr. Canneth Lee
President, South Bend Common Council
4th Floor, County-City Building
South Bend, IN 46601

Bianca Tirado
City Clerk, South Bend, IN

RE: 2026 Non-Bargaining Salary Ordinance – Amended (Substitute bill)

Dear President Lee:

Attached is an ordinance amending the maximum compensation for non-bargaining employees for the calendar year 2026.

We are amending the salary ordinance to remove certain positions from the salary ordinance, add back current positions that were omitted, and add a new position. We also are updating certain position titles, and salaries that were not captured in the original ordinance. Below are the original amendments submitted for the 2026 Salary Ordinance followed by the additional amendments (highlighted in yellow) as part of the substitute bill.

Positions being removed from the 2026 Salary Ordinance:

- Chief Development & Marketing Officer (VPA)
- Deputy Director of Venue, Parks & Arts
- Director of Development of Venues, Parks & Arts
- Director of Golf Operations
- General Manager – Venues
- Manager – CSO Operations
- SCADA Instrument Specialist
- Senior Staff Accountant (Duplicate)

Adding a current position omitted in the 2026 Salary Ordinance:

- Assistant City Engineer Salary: \$103,933

Adding a new position to the 2026 Salary Ordinance

- Deputy Director (Human Rights) Salary: \$90,000

Updating Salaries for certain positions in the 2026 Salary Ordinance

- OVP Program Manager Salary: \$58,494
 - Project Inspector Salary: \$68,500
 - Senior Director of Department Finance Salary: \$96,308
-



Below are the additional amendments being added to this substitute bill.

Title Change for a current position

- Current Position: Senior Financial Officer – Morris Performing Arts Center
 - o New title: Senior Financial Officer

Adding back a current position omitted in the 2026 Salary Ordinance:

- Manager – Operations Salary: \$84,262

I will present this ordinance to the Common Council at the appropriate committee and council meetings scheduled for December 8th, 2025. If you have any further questions or need additional information, please let me know.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Willis".

Kyle Willis
City Controller

Dec 3, 2025

SUBSTITUTE BILL NO. 77-25

Bianca Tirado
City Clerk, South Bend, IN

ORDINANCE NO. _____

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF
SOUTH BEND, INDIANA, AMENDING ORDINANCE NO. 11233-25,
WHICH FIXES MAXIMUM SALARIES AND WAGES OF
APPOINTED OFFICERS AND NON-BARGAINING EMPLOYEES
OF EXECUTIVE DEPARTMENTS OF THE CITY OF SOUTH BEND
FOR CALENDAR YEAR 2026, TO ADD A POSITION IN THE
HUMAN RIGHTS COMMISSION, UPDATE SALARIES FOR
CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS &
ARTS, AND ADMINISTRATION & FINANCE, REMOVE CERTAIN
POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND
ADMINISTRATION & FINANCE, AND ADD POSITIONS IN PUBLIC
WORKS INADVERTENTLY OMITTED FROM THE 2026 SALARY
ORDINANCE**

STATEMENT OF PURPOSE AND INTENT

On October 13, 2025, the South Bend Common Council passed Ordinance No. 11233-25, which fixed maximum salaries and wages of appointed officers and non-bargaining employees of the executive departments of the City of South Bend for the calendar year 2026.

Since the enactment of Ordinance No. 11233-25, the City's executive has determined that it is appropriate and necessary to amend the list of non-bargaining City positions and their maximum salaries approved under Ordinance No. 11233-25.

Specifically, this ordinance makes certain position changes within the Human Rights Commission, including a new Deputy Director position, as reflected in the amended list attached to this ordinance as Exhibit A.

This ordinance also removes certain positions from the 2026 Salary Ordinance which were not captured in Ordinance No. 11233-25, including several positions in Venues Parks & Arts, as well as positions in Public Works and Administration & Finance.

This ordinance further adds two positions which were inadvertently omitted from Ordinance No. 11233-25, the positions of Assistant City Engineer and Manager - Operations.

Finally, this ordinance updates salaries for certain positions within Venues

Parks & Arts, Public Works, and Administration & Finance. All amendments referenced herein are reflected in the amended list attached to this ordinance as Exhibit A.

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

SECTION I. Ordinance No. 11233-25 is hereby amended to include the non-bargaining positions and maximum salaries set forth in Exhibit A attached hereto. The positions affected by this ordinance are highlighted for ease of identification.

SECTION II. All other portions and sections of Ordinance No. 11233-25 are unaffected by this amendment and are reconfirmed.

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.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock __.m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____m.

James Mueller, Mayor
City of South Bend, Indiana

Filed in Clerk's Office

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend, Indiana
2026 Nonbargaining Salary Ordinance Update
Maximum Salaries

New Position	Title Change	Eliminate Title
Non-Standard Raise	Adding Omitted Position	Correcting Salary

Job Title	Status	2025 Salary Cap	2026 Salary Cap	% Increase
311 Customer Service Liaison I	Full Time	52,264	53,832	3.00%
311 Customer Service Liason II	Full Time	54,000	55,620	3.00%
Accounting Clerk IV	Full Time	39,733	40,925	3.00%
Administrative Assistant I	Full Time	47,366	48,787	3.00%
Administrative Assistant II	Full Time	48,765	50,228	3.00%
Animal Welfare Assistant	Full Time	45,000	48,549	7.89%
Animal Welfare Officer	Full Time	48,000	51,260	6.79%
Applications Developer I	Full Time	75,166	77,421	3.00%
Applications Developer II	Full Time	81,400	83,842	3.00%
Assistant City Attorney	Full Time	102,309	105,378	3.00%
Assistant City Engineer	Full Time	100,906	103,933	3.00%
Assistant Director - Data & Performance	Full Time	82,055	84,517	3.00%
Assistant Director of Communication Center	Full Time	64,521	66,457	3.00%
Assistant Director of Distribution	Full Time	61,293	63,132	3.00%
Assistant Director of Growth & Opportunity	Full Time	84,369	86,900	3.00%
Assistant Director of Neighborhoods	Full Time	95,400	98,262	3.00%
Assistant Director of Planning	Full Time	84,369	86,900	3.00%
Assistant Director of SCADA Information Systems	Full Time	78,987	81,357	3.00%
Assistant Director of Ticket Sales & Strategy	Full Time	55,167	56,822	3.00%
Assistant Manager - Customer Service	Full Time	55,437	57,100	3.00%
Billing Operations Specialist	Full Time	65,846	67,821	3.00%
Budget Analyst - Senior	Full Time	74,420	76,653	3.00%
Building and Code Inspector	Full Time	59,463	61,247	3.00%
Building Commissioner	Full Time	93,304	96,103	3.00%
Building Inspector	Full Time	56,879	58,585	3.00%
Business & Resource Specialist	Full Time	72,802	74,986	3.00%
Business Analyst	Full Time	63,798	65,712	3.00%
Business Development Specialist	Full Time	65,535	67,501	3.00%
Case Manager	Full Time	55,893	57,570	3.00%
Chemist	Full Time	61,936	63,794	3.00%
Chemist Lead	Full Time	65,882	67,858	3.00%

Chief Building Inspector	Full Time	69,582	71,669	3.00%
Chief Code Inspector	Full Time	69,582	71,669	3.00%
Chief Community Officer	Full Time	110,622	113,941	3.00%
Chief Development & Marketing Officer	Full Time	113,308	116,707	3.00%
Chief Digital Officer	Full Time	111,136	114,470	3.00%
Chief Experience Officer	Full Time	110,622	113,941	3.00%
Chief Innovation Officer	Full Time	129,680	133,570	3.00%
Chief Neighborhoods Officer	Full Time	107,448	110,671	3.00%
Chief of Park Operations	Full Time	110,622	113,941	3.00%
Chief of Staff to the Mayor	Full Time	110,656	113,976	3.00%
Chief of Venues & Promotions	Full Time	110,622	113,941	3.00%
Chief Planner	Full Time	106,924	110,132	3.00%
Chief Technology Officer	Full Time	121,947	125,605	3.00%
City Attorney	Full Time	117,178	120,693	3.00%
City Clerk Secretary	Full Time	39,834	41,029	3.00%
City Controller	Full Time	139,687	143,878	3.00%
City Engineer	Full Time	129,051	132,923	3.00%
City Hall Executive Administrator (IT)	Full Time		61,000	100.00%
Club Pro Municipal Golf Course	Full Time	59,855	61,651	3.00%
Code Inspector	Full Time	50,000	51,500	3.00%
Code Inspector - Senior	Full Time	52,988	54,578	3.00%
Commercial Combination Inspector	Full Time	59,720	61,512	3.00%
Communication Specialist I	Full Time	43,229	44,526	3.00%
Communication Specialist II	Full Time	53,553	55,160	3.00%
Communication Specialist III	Full Time	55,491	57,156	3.00%
Contract Compliance Administrator	Full Time	66,831	68,836	3.00%
Coordinator on Homelessness - DCI	Full Time	82,400	84,872	3.00%
Corporation Counsel	Full Time	145,671	150,041	3.00%
Court Liaison	Full Time	41,614	42,862	3.00%
Crime Analyst	Full Time	45,587	46,955	3.00%
Crime Resource Specialist	Full Time	56,002	57,682	3.00%
Custodian	Full Time	34,967	36,016	3.00%
Data Entry /Alarms Coordinator	Full Time	37,917	39,055	3.00%
Data Entry Specialist	Full Time	44,110	45,433	3.00%
Data Entry Specialist II	Full Time	37,199	38,315	3.00%
Deputy Building Commissioner	Full Time	76,830	79,135	3.00%
Deputy Chief of Staff to the Mayor	Full Time	85,841	88,416	3.00%
Deputy City Controller	Full Time	117,178	120,693	3.00%
Deputy Director of Community Investment	Full Time	117,178	120,693	3.00%
Deputy Director of Human Resources	Full Time	100,170	103,175	3.00%

Deputy Director of Human Rights	Full Time		90,000	
Deputy Director of Public Works	Full Time	117,178	120,693	3.00%
Deputy Director of Venues, Parks & Arts	Full Time	117,178	120,693	3.00%
Digital (Forensic) Lab Technician	Full Time	64,284	66,213	3.00%
Digital Communications & Multimedia Training Coordinator	Full Time	69,010	71,080	3.00%
Director - Animal Resource Center	Full Time	70,016	80,000	14.26%
Director - Digital Services	Full Time	93,212	96,008	3.00%
Director - Environmental Compliance	Full Time	87,128	89,742	3.00%
Director - Wastewater Utility	Full Time	104,680	107,820	3.00%
Director - Water Operations	Full Time	87,128	89,742	3.00%
Director - Water Utility	Full Time	104,680	107,820	3.00%
Director of Applications	Full Time	97,338	100,258	3.00%
Director of Billing & Accounts	Full Time	87,128	89,742	3.00%
Director of Booking & Event Services	Full Time	70,120	72,224	3.00%
Director of Central Services	Full Time	103,263	106,361	3.00%
Director of City Finance	Full Time	102,907	105,994	3.00%
Director of Civic Innovation	Full Time	93,028	95,819	3.00%
Director of Civilian Services	Full Time	71,530	73,676	3.00%
Director of Communication Center	Full Time	76,539	78,835	3.00%
Director of Communications	Full Time	76,794	79,098	3.00%
Director of Communications & Radio	Full Time	72,100	74,263	3.00%
Director of Community Outreach	Full Time	75,288	77,547	3.00%
Director of Community Police Review Office	Full Time	72,802	74,986	3.00%
Director of Community Programming	Full Time	84,004	86,524	3.00%
Director of Customer Service & Success	Full Time	93,028	95,819	3.00%
Director of Data & Performance	Full Time	93,028	95,819	3.00%
Director of Department Finance	Full Time	86,600	89,198	3.00%
Director of Development - Venues, Parks & Arts	Full Time	65,569	67,536	3.00%
Director of Development & Special Events	Full Time	74,481	76,715	3.00%
Director of Distribution	Full Time	90,647	93,366	3.00%
Director of Engagement & Economic Empowerment	Full Time	92,417	95,190	3.00%
Director of Engineering Services	Full Time	100,906	108,978	8.00%
Director of Enterprise Services & Software	Full Time	97,338	100,258	3.00%
Director of Equipment Services	Full Time	87,550	90,177	3.00%
Director of Facilities Management	Full Time	77,175	79,490	3.00%
Director of Golf Operations	Full Time	84,003	86,523	3.00%
Director of Growth & Opportunity	Full Time	92,417	95,190	3.00%
Director of Human Resources	Full Time	105,303	108,462	3.00%
Director of Infrastructure	Full Time	93,028	95,819	3.00%
Director of Intelligence	Full Time	75,000	77,250	3.00%

Director of Legal Administration	Full Time	72,100	74,263	3.00%
Director of Marketing - Public Works	Full Time	79,032	81,403	3.00%
Director of Neighborhood Health & Housing	Full Time	92,417	95,190	3.00%
Director of Neighborhood Services & Enforcement	Full Time	92,043	94,804	3.00%
Director of Office of Sustainability	Full Time	95,818	98,693	3.00%
Director of Operations - Golf	Full Time	84,003	86,523	3.00%
Director of Operations - Venues	Full Time	105,192	108,348	3.00%
Director of Operations - Wastewater	Full Time	90,647	93,366	3.00%
Director of Project Management	Full Time	97,596	100,524	3.00%
Director of Public Works	Full Time	139,687	143,878	3.00%
Director of Purchasing	Full Time	95,481	98,345	3.00%
Director of Purchasing & Logistics (Police Dept)	Full Time	80,210	82,616	3.00%
Director of Redevelopment Engineering	Full Time	115,925	119,403	3.00%
Director of SCADA Information Systems	Full Time	94,627	97,466	3.00%
Director of Solid Waste	Full Time	83,810	90,515	8.00%
Director of Streets & Sewers	Full Time	99,106	102,079	3.00%
Director of Ticket Sales & Strategy	Full Time	73,336	75,536	3.00%
Director of Treasury	Full Time	102,907	105,994	3.00%
Director of Wastewater Maintenance	Full Time	87,128	92,913	6.64%
Director of Water Quality & Laboratory	Full Time	87,128	89,742	3.00%
Director, Project Manager	Full Time	81,808	89,825	9.80%
Distribution Records Drafter	Full Time	68,959	71,028	3.00%
Distribution System Specialist	Full Time	80,256	82,664	3.00%
Diversity Compliance/Inclusion Officer	Full Time	100,786	103,810	3.00%
Economic Specialist	Full Time	64,927	66,875	3.00%
Electrical and Instrumentation Manager	Full Time	83,200	85,696	3.00%
Engagement Specialist	Full Time	65,535	67,501	3.00%
Equity Arts Coordinator	Full Time	63,654	65,564	3.00%
Evidence Technician	Full Time	48,653	50,113	3.00%
Executive Administrative Assistant	Full Time	51,000	52,530	3.00%
Executive Assistant	Full Time	63,872	65,788	3.00%
Executive Assistant and Director of Special Projects	Full Time	63,310	65,209	3.00%
Executive Director of Community Investment	Full Time	129,680	133,570	3.00%
Executive Director of Human Rights	Full Time	98,133	101,077	3.00%
Executive Director Venues, Parks & Arts	Full Time	137,099	141,212	3.00%
Federal Grant Administrator	Full Time	76,830	79,135	3.00%
Field Operations Supervisor	Full Time		65,000	100.00%
Financial Specialist I	Full Time	41,786	43,040	3.00%
Financial Specialist III	Full Time	50,991	52,521	3.00%
Financial Specialist IV	Full Time	56,466	58,160	3.00%

Financial Specialist Senior	Full Time	64,576	66,513	3.00%
Financial Systems Specialist	Full Time	70,703	72,824	3.00%
Fingerprint/Photo Technician	Full Time	44,181	45,506	3.00%
Firearms IBIS/NIBIN Tech	Full Time	52,595	54,173	3.00%
Foreman IV	Full Time	57,095	58,808	3.00%
Foreman V	Full Time	57,095	58,808	3.00%
Forensic Lab Tech	Full Time	70,127	72,231	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner	Full Time	85,321	87,881	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner Trainee	Full Time	70,127	72,231	3.00%
General Manager - Venues	Full Time	115,125	118,579	3.00%
GIS Manager	Full Time	73,749	75,961	3.00%
GIS Specialist - Senior	Full Time	63,777	65,690	3.00%
Golf Hospitality Events Manager	Full Time	70,000	72,100	3.00%
Grants Administrator	Full Time	72,073	74,235	3.00%
Graphic Designer	Full Time	57,095	58,808	3.00%
Greenskeeper	Full Time	54,175	55,800	3.00%
GVI - Project Manager	Full Time	68,959	71,028	3.00%
Hearing Secretary	Full Time	48,765	50,228	3.00%
Historic Preservation Administrator	Full Time	65,535	67,501	3.00%
Historic Preservation Specialist	Full Time	58,287	60,036	3.00%
Horticulturist Tech	Full Time	57,095	58,808	3.00%
Housing Counselor	Full Time	76,830	79,135	3.00%
Human Resource Generalist - Senior	Full Time	75,820	78,095	3.00%
Human Resources Generalist	Full Time	56,467	58,161	3.00%
Human Resources Generalist/Benefits Coordinator	Full Time	48,641	50,100	3.00%
Human Resources Specialist III	Full Time	52,998	54,588	3.00%
HVAC Technician	Full Time	57,095	58,808	3.00%
Industrial Pretreatment Specialist I	Full Time	62,867	64,753	3.00%
Inventory Control Technician II	Full Time	43,873	45,189	3.00%
Investigator I / Intake Coordinator	Full Time	60,415	62,227	3.00%
Investigator II	Full Time	63,815	65,729	3.00%
Investigator III	Full Time	65,000	66,950	3.00%
Laboratory Technician	Full Time	39,834	41,029	3.00%
Latent Fingerprint Examiner	Full Time	64,284	66,213	3.00%
License Clerk	Full Time	45,587	46,955	3.00%
Licensing & Registration Administrator	Full Time	61,444	63,287	3.00%
Locator	Full Time	50,307	51,816	3.00%
Logistics Specialist	Full Time	45,587	46,955	3.00%
Maintenance Technician	Full Time	58,439	60,192	3.00%
Manager - Aquatics	Full Time	62,723	64,605	3.00%

Manager - Assistant Facility Operations	Full Time	42,469	43,743	3.00%
Manager - Athletics	Full Time	62,723	64,605	3.00%
Manager - Benefits	Full Time	73,000	75,190	3.00%
Manager - Billing & Customer Accounts	Full Time	67,109	69,122	3.00%
Manager - Business Development	Full Time	79,000	81,370	3.00%
Manager - Center	Full Time	62,723	64,605	3.00%
Manager - Credit & Collections	Full Time	67,109	69,122	3.00%
Manager - Cross Connection & Water Loss	Full Time	76,234	78,521	3.00%
Manager - CSO Operations	Full Time	72,209	74,375	3.00%
Manager - Customer Service	Full Time	64,741	66,683	3.00%
Manager - Customer Success		67,821	69,856	3.00%
Manager - Employee Safety	Full Time	71,802	73,956	3.00%
Manager - Employment (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Enterprise Software	Full Time	70,703	72,824	3.00%
Manager - Event Service Maintenance	Full Time	43,260	44,558	3.00%
Manager - Events	Full Time	57,095	58,808	3.00%
Manager - Facility Operations	Full Time	60,093	61,896	3.00%
Manager - Facility Operations (MPAC)	Full Time	70,120	72,224	3.00%
Manager - Housing (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Inclusion Project	Full Time	68,983	71,052	3.00%
Manager - Industrial Pretreatment	Full Time	71,746	73,898	3.00%
Manager - Infrastructure	Full Time	78,987	81,357	3.00%
Manager - Interactive Marketing	Full Time	57,095	58,808	3.00%
Manager - Maintenance	Full Time	76,609	78,907	3.00%
Manager - Maintenance (MPAC)	Full Time	70,121	72,225	3.00%
Manager - Marketing	Full Time	66,496	68,491	3.00%
Manager - Meter Service	Full Time	76,608	78,906	3.00%
Manager - Neighborhood Grants	Full Time	76,830	79,135	3.00%
Manager - Operations		81,808	84,262	3.00%
Manager - Operations - Distribution	Full Time	77,967	80,306	3.00%
Manager - Operations - Forester	Full Time	73,374	75,575	3.00%
Manager - Park Grounds Manager	Full Time	73,374	75,575	3.00%
Manager - Parks	Full Time	77,112	79,425	3.00%
Manager - Permits	Full Time	57,767	59,500	3.00%
Manager - Print Shop	Full Time	56,160	57,845	3.00%
Manager - Production	Full Time	58,215	59,961	3.00%
Manager - Property & Evidence	Full Time	51,263	52,801	3.00%
Manager - Property Development	Full Time	76,830	79,135	3.00%
Manager - Public Construction	Full Time	82,400	84,872	3.00%
Manager - Records Bureau	Full Time	44,563	45,900	3.00%

Manager - Service Contracts & General Supplies	Full Time	72,100	74,263	3.00%
Manager - Service Line Repair	Full Time	76,608	78,906	3.00%
Manager - Services	Full Time	70,703	72,824	3.00%
Manager - Sewer Operations	Full Time	78,987	81,357	3.00%
Manager - Solid Waste Operations	Full Time	73,648	75,857	3.00%
Manager - Special Events	Full Time	66,496	68,491	3.00%
Manager - Special Events	Full Time	57,095	58,808	3.00%
Manager - Streets	Full Time	77,967	80,306	3.00%
Manager - Traffic & Lighting	Full Time	77,967	80,306	3.00%
Manager - Wastewater Purchasing & Inventory	Full Time	63,822	65,737	3.00%
Manager - Water Distribution Services & Records	Full Time	68,959	71,028	3.00%
Manager - Wireless Construction	Full Time	77,140	79,454	3.00%
Manager - Youth Employment	Full Time	62,723	64,605	3.00%
Manager 311 Customer Service	Full Time	67,806	69,840	3.00%
MS4 Specialist	Full Time	56,650	58,350	3.00%
Neighborhood Program Specialist	Full Time	65,564	67,531	3.00%
Neighborhood Program Specialist - Lead	Full Time	65,564	67,531	3.00%
Network Engineer	Full Time	74,098	76,321	3.00%
Non Bargaining Maximum Hourly Rate (excluding above)	Part Time	35	36.05	3.00%
Operations Specialist	Full Time	76,608	78,906	3.00%
Ordinance Violation Bureau Clerk	Full Time	53,754	55,367	3.00%
OVP Program Manager	Full Time	56,171	58,494	4.14%
Paralegal	Full Time	63,816	65,730	3.00%
Permitting & Licensing Compliance Specialist	Full Time	56,879	58,585	3.00%
Police Crime Intelligence Analyst I	Full Time	50,923	52,451	3.00%
Police Crime Intelligence Analyst II	Full Time	65,157	67,112	3.00%
Preventative Maintenance Coordinator	Full Time	49,247	50,724	3.00%
Preventative Maintenance Coordinator II	Full Time	51,358	52,899	3.00%
Principal Planner	Full Time	76,830	79,135	3.00%
Product Manager	Full Time	63,519	65,425	3.00%
Program Coordinator	Full Time	57,095	58,808	3.00%
Program Coordinator - Recreation	Full Time	47,042	48,453	3.00%
Program Coordinator - Recreation - MLK	Full Time	57,096	58,809	3.00%
Program Manager Transportation	Full Time	70,361	72,472	3.00%
Project Engineer	Full Time	79,382	81,763	3.00%
Project Inspector	Full Time	79,382	68,500	-13.71%
Project Manager	Full Time	63,519	65,425	3.00%
Project Manager - Part Time	Part Time	45,902	47,279	3.00%
Project Manager - Sustainability	Full Time	63,519	65,425	3.00%
Property Development Analyst	Full Time	65,535	67,501	3.00%

Property Inspector	Full Time	65,535	67,501	3.00%
Property/Evidence Custodian- Senior	Full Time	42,779	44,062	3.00%
Public Access Coordinator	Full Time	43,067	44,359	3.00%
Public Relations Specialist	Full Time	53,078	54,670	3.00%
Public Service Officer	Full Time	39,342	40,522	3.00%
Quality Assurance Distribution Technician	Full Time	49,828	51,323	3.00%
Radio Equipment Installation Technician	Full Time	51,565	53,112	3.00%
Radio Technician I	Full Time	56,672	58,372	3.00%
Radio Technician III	Full Time	67,103	69,116	3.00%
Records Specialist	Full Time	41,578	42,825	3.00%
Records Supervisor	Full Time	63,023	64,914	3.00%
Residential Combination Inspector	Full Time	56,879	58,585	3.00%
SCADA Instrument Specialist	Full Time	66,631	68,630	3.00%
SCADA Integration Analyst-Waste Water	Full Time	83,430	92,913	11.37%
Secretary III	Full Time	35,627	36,696	3.00%
Secretary IV	Full Time	37,815	38,949	3.00%
Secretary V	Full Time	39,834	41,029	3.00%
Security Guard	Full Time	43,245	44,542	3.00%
Senior Assistant City Attorney	Full Time	110,725	114,047	3.00%
Senior Billing Operations Specialist	Full Time	70,703	72,824	3.00%
Senior Director of Department Finance	Full Time		96,308	100.00%
Senior Engineer	Full Time	86,447	89,040	3.00%
Senior Financial Officer	Full Time	70,000	72,100	3.00%
Senior Inspector	Full Time	76,220	78,507	3.00%
Senior Planner	Full Time	70,806	72,930	3.00%
Senior Purchasing Agent	Full Time	65,000	66,950	3.00%
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Shelter Operations Supervisor	Full Time	57,000	65,000	14.04%
Shift Lead	Full Time	50,752	52,275	3.00%
Site Acquisition Specialist	Full Time	78,309	80,658	3.00%
Software Specialist	Full Time	63,519	65,425	3.00%
Solution Designer	Full Time	63,798	65,712	3.00%
Specialist of Infrastructure	Full Time	65,195	67,151	3.00%
Specialist of Services	Full Time	65,195	67,151	3.00%
Staff Accountant	Full Time	68,959	71,028	3.00%
Stock Room & Safety Coordinator	Full Time	59,136	60,910	3.00%
Superintendent II	Full Time	59,375	61,156	3.00%
Superintendent III	Full Time	64,864	66,810	3.00%
Superintendent IV	Full Time	64,521	66,457	3.00%

<i>Superintendent V</i>	<i>Full Time</i>	67,282	69,300	3.00%
<i>Supervisor - Accounts Payable</i>	<i>Full Time</i>	59,841	61,636	3.00%
<i>Supervisor - Communication I</i>	<i>Full Time</i>	59,361	61,142	3.00%
<i>Supervisor - Communication II</i>	<i>Full Time</i>	61,296	63,135	3.00%
<i>Supervisor - Crime Laboratory</i>	<i>Full Time</i>	80,647	83,066	3.00%
<i>Supervisor - Fitness/Wellness</i>	<i>Full Time</i>	42,220	43,487	3.00%
<i>Supervisor - Maintenance Mechanic</i>	<i>Full Time</i>	70,040	72,141	3.00%
<i>Supervisor - Operations</i>	<i>Full Time</i>	70,121	72,225	3.00%
<i>Supervisor - Payroll</i>	<i>Full Time</i>	67,478	75,000	11.15%
<i>Supervisor - Signal</i>	<i>Full Time</i>	66,631	68,630	3.00%
<i>Supervisor - Youth</i>	<i>Full Time</i>	53,114	54,707	3.00%
<i>System Specialist I</i>	<i>Full Time</i>	54,841	56,486	3.00%
<i>System Specialist II</i>	<i>Full Time</i>	65,194	67,150	3.00%
<i>System Specialist IV</i>	<i>Full Time</i>	78,987	81,357	3.00%
<i>Technology Equity Manager</i>	<i>Full Time</i>	70,361	72,472	3.00%
<i>Utility Safety Officer</i>	<i>Full Time</i>	66,950	68,959	3.00%
<i>Violence Prevention Coordinator II</i>	<i>Full Time</i>	47,125	48,539	3.00%
<i>Volunteer Coordinator</i>	<i>Full Time</i>	57,095	58,808	3.00%
<i>Water Asset Specialist</i>	<i>Full Time</i>	58,137	59,881	3.00%
<i>Water Quality Specialist</i>	<i>Full Time</i>	68,481	70,535	3.00%
<i>Web Manager</i>	<i>Full Time</i>	68,359	70,410	3.00%
<i>Workforce Development Coordinator</i>	<i>Full Time</i>	74,228	76,455	3.00%
<i>Zoning Administrator</i>	<i>Full Time</i>	76,830	79,135	3.00%
<i>Zoning Specialist</i>	<i>Full Time</i>	65,535	67,501	3.00%

Part Time Positions

SBARC Veterinarian

City Engineer (hourly rate)

Non Bargaining Maximum Hourly Rate (excluding above)

Part Time	125,000	125,000	0.00%
Part Time	47.38	48.80	3.00%
Part Time	35.42	36.48	3.00%

City Minimum Wage for All Positions

City Minimum Wage

All Positions	12.88	13.27	3.00%
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78-25

701 W. Sample Street
South Bend, IN 46601-2890



Phone 574/235-9311
Fax 574/235-0268

City of South Bend James Mueller, Mayor
South Bend Police Department
Scott A. Ruszkowski, Chief of Police

Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

RE: **Bill No. _____** – Increasing the Number of Public Safety Officers Available at No Cost to Event Organizer under Chapter 14, Article 15, Section 14-175

Dear President Lee:

Please find the enclosed bill requesting an increase in available public safety officers for special event permit holder at zero cost to the event permit holder. The bill does not change the substance of the ordinance as it only serves to increase the available hours of zero cost public safety support from forty (40) hours to forty-eight (48) hours per event. The practical impact of this change will allow for up to twelve (12) officers on site for no more than four (4) hours per officer. This change should continue the City's efforts to support special events throughout our community.

If you or any of the other Council members have questions concerning the report or need additional information, please feel free to call me at (574) 235-9817.

Sincerely,

Lt. Brad Rohrscheib
South Bend Police Department

Service **B**ravery **P**ride **D**edication

Nov 19, 2025

BILL NO. 78-25

ORDINANCE NO. _____

Bianca Tirado
City Clerk, South Bend, IN

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,
INDIANA, AMENDING CHAPTER 14, ARTICLE 15, SECTION 14-175 TO INCREASE
THE AMOUNT OF SOUTH BEND POLICE OFFICER TIME INCLUDED AS AN
ABSORBED EXPENSE FOR A SPECIAL EVENT**

STATEMENT OF PURPOSE AND INTENT

Chapter 14, Article 15, Sec. 14-175 of the South Bend Municipal Code provides regulations for cost recovery for special events.

These regulations include the amount of City of South Bend personnel time which will be included as an "absorbed expense" for Tier II and III events. Currently, Section 14-175 currently includes forty (40) hours of South Bend police officer time as an absorbed expense.

It is desired to increase this amount to forty-eight (48) hours, in order to provide additional support for events occurring in South Bend. It is anticipated that these hours will generally be allocated as twelve (12) officers at four (4) hours each.

This ordinance is in the best interest of the City and its residents.

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

SECTION I. Chapter 14, Article 15, Sec. 14-175 shall be amended as follows:

- (a) The City will absorb a portion of the costs and expenses incurred by the City directly related to a Tier II or Tier III "Non-profit special event" as defined in [Section 14-159](#). These absorbed expenses shall be equivalent to up to ~~forty (40)~~ forty-eight (48) hours of South Bend police officer time, such as twelve (12) officers at four (4) hours each, at each officer's base rate or overtime rate of pay depending on event schedule; plus up to sixteen (16) hours of other City personnel time including traffic and lighting staff at each person's base rate or overtime rate of pay depending on event schedule. Any additional staff needed will require full reimbursement from the organizer. The prevailing, applicable salary ordinance approved by the Common Council for the year in which the event occurs shall determine such cost equivalents. All expenses over and above the costs and expense equivalents specified herein must be reimbursed to the City by the non-profit organizer or sponsor of the event.

SECTION II. This Ordinance shall be in full force and effect after adoption by the Common Council, approval by the Mayor, and any publication required by law.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock
____.m.

James Mueller, Mayor
City of South Bend, Indiana



OFFICE OF THE CITY CLERK

BIANCA L. TIRADO, CITY CLERK

November 19, 2025

Canneth Lee, President
South Bend Common Council
215 S. Dr. Martin Luther King, Jr. BLVD 3rd Floor
South Bend, Indiana 46601

Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN

RE: Salary Ordinance 11237-25 Amendment

Dear President Lee,

On October 13, 2025, the South Bend Common Council passed Ordinance No. 11237-25, which fixed maximum salaries and wages of deputies and non-bargaining employees appointed by the City Clerk of the City of South Bend, Indiana for calendar year 2026.

This ordinance will add the Common Council part-time administrative assistant to a full-time position with benefits in the Office of the City Clerk. The City Clerk has determined that it is appropriate and necessary to amend this ordinance and add the position under her direction due to the increasing responsibilities of the position as reflected in the amended list attached to this ordinance as Exhibit A.

I now request an amendment to this non-bargaining salary ordinance, specifically to make the following changes:

- Removal of a part-time Administrative Assistant Position for the South Bend Common Council (with a 2026 cap of \$58,000) to place in the office of the City Clerk
- Establish a full-time Administrative Assistant Position (with a 2026 cap of \$58,000) and adding benefits.
- There is no salary increase to the position; only changing to full-time with benefits.

I will present this bill to the Common Council at the appropriate committee meetings. It is requested that this bill be accepted for 1st reading on November 23, 2025 with a 2nd reading, public hearing, and 3rd reading schedule for December 8, 2025.

Thank you for your attention to this request. If you should have any questions, please feel free to contact me directly.

INTEGRITY | SERVICE | ACCESSIBILITY

Jasmine Jackson
CHIEF DEPUTY CITY CLERK / CHIEF OF STAFF

Matthew Neal
DEPUTY CITY CLERK / DIRECTOR OF POLICY

Margaret Gotsch
DIRECTOR OF SPECIAL PROJECTS

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

300 City Hall | 215 S. Martin Luther King, Jr. Blvd. | South Bend, Indiana 46601 | p. 574.235.9221 | f. 574.235.9473 | www.southbend.in.gov



CITY OF SOUTH BEND | OFFICE OF THE CITY CLERK

Regards,

Bianca L. Tirado

Bianca Tirado
City Clerk

Nov 19, 2025

BILL NO. 79-25

Bianca Tirado
City Clerk, South Bend, IN

ORDINANCE NO. _____

AN ORDINANCE OF COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING AND REPLACING ORDINANCE NO. 11237-25 IN ITS ENTIRETY TO FIX MAXIMUM SALARIES AND WAGES OF DEPUTIES AND NON-BARGAINING EMPLOYEES APPOINTED BY THE CITY CLERK OF THE CITY OF SOUTH BEND, INDIANA, FOR THE CALENDAR YEAR 2026, AND TO ESTABLISH ONE NEW FULL-TIME POSITION

STATEMENT OF PURPOSE AND INTENT

On October 13, 2025, the South Bend Common Council passed Ordinance No. 11237-25, which fixed maximum salaries and wages of deputies and non-bargaining employees appointed by the City Clerk of the City of South Bend, Indiana for calendar year 2026.

This ordinance amends and replaces that ordinance to add the Common Council part-time administrative assistant to a full-time position in the Office of the City Clerk with benefits. The City Clerk has determined that it is appropriate and necessary to amend this ordinance and add the position under her direction due to the increasing responsibilities of the position, as reflected in the amended list attached to this ordinance as Exhibit A.

Pursuant to Indiana Code § 36-4-7-3(d), this Ordinance sets forth the maximum compensation to be paid to deputies and non-bargaining personnel appointed by the City Clerk of the City of South Bend for the calendar year 2026.

This Ordinance establishes such compensation for all non-bargaining employees by specific position and title. The budgeted or actual compensation paid to a City employee in each position may be less than the maximum amounts set forth herein but may not exceed those amounts.

This Ordinance is in the best interest of the City and the affected non-bargaining employees.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, that Ordinance No. 11237 is amended and replaced to read in its entirety as follows:

SECTION I. Maximum Compensation

The maximum amounts to be paid as compensation for non-bargaining employees for deputies and non-bargaining personnel appointed by the City Clerk of the City of South Bend are hereby established as set forth in the attachment, which is incorporated herein by reference. As City employees, these personnel are paid on a bi-weekly basis. Amounts by alphabetical position are

set forth, as well as the maximum compensation for each position.

SECTION II. Holidays, Vacations and Other Monetary and Fringe Benefits Incorporated by Reference

- (a) **Holidays.** Holidays designated by the Board of Public Works pursuant to Section 2-120 of the South Bend Municipal Code shall govern non-bargaining employees for the calendar year 2026. The provisions of the City's Employee Handbook as it may be amended from time to time shall apply and are incorporated herein by reference.
- (b) **Vacations.** Vacation for non-bargaining employees shall be as set forth in the City's Employee Handbook as it may be amended from time to time, incorporated herein by reference.
- (c) **Family Leave.** The Family and Medical Leave Act Policy is, hereby, incorporated herein by reference in its entirety.
- (d) **Parental Leave.** Parental leave will be offered to all eligible full-time employees in accordance with the policy set forth in the City Employee Handbook, as it may be amended from time to time, which is incorporated herein by reference.
- (e) **Insurance.**
 - (1) **Comprehensive Major Medical Insurance Program.** The City shall maintain a comprehensive major medical insurance program in which, subject to Section III herein, non-bargaining employees regularly scheduled to work 30 hours or more per week may participate under the rules and guidelines of the plan document. All employees are provided access to a copy of a plan document each year.
 - (2) **Short and Long-Term Disability.** Short and Long-Term Disability shall be as set forth in the City's Employee Handbook, as it may be amended from time to time, which is incorporated herein by reference.
 - (3) **Payment for Election to Leave Employer's Comprehensive Major Medical Insurance Program.** The City shall pay one hundred and thirty (\$130) per month (\$65 bi-weekly) to any Employee who elects to leave the City's comprehensive major medical insurance program to be covered by another program for which the City makes no contribution. This election shall not be mandatory, and the Employee who made such election may return to the City's comprehensive major medical Insurance Program, provided that the conditions are a Qualifying Life Event or Open Enrollment of the City's Comprehensive Major Medical Insurance Program, and the contributions specified herein are made, but in such event said Employee shall forfeit the one hundred and thirty dollar (\$130)

payment per month thereafter.

(4) **Life Insurance.** The City shall provide term life insurance coverage in an amount 1x annual salary rounded up to the nearest \$1,000 for each benefit eligible employee except for sworn firefighters, sworn police officers, and members of the Teamsters, which are as provided in their collective bargaining agreements.

(5) **Benefit Waiting Period.** The City notes that life insurance and comprehensive major Medical Insurance programs require a minimum eligibility period of thirty (30) days and that the long-term disability program requires a minimum ninety (90) day eligibility period which must be met.

(f) **Hiring Bonus.** The City Clerk, may, at his/her discretion, offer a Hiring Bonus to a new employee as an incentive for the employee to accept the position offered. This Bonus will be paid to the employee in addition to the salary set forth in the Salary Ordinance. The range of these monetary bonuses will be from one hundred (\$100) to four thousand dollars (\$4,000).

(g) **City Residency Incentive.** Full-time employees who establish and maintain legal residence within the City of South Bend city limits, reside on a continuous, permanent basis within the South Bend city limits, and comply with all regulations and requirements described in the Employee Handbook on this topic shall be entitled to an annual monetary bonus of two thousand dollars (\$2,000). This incentive will be paid out to qualifying employees once per year in December. Employees must be actively employed with the City of South Bend at the time of payment to qualify for the residency incentive.

(i) **Allowances.**

(1) **Auto Allowances.** At the City Clerk's discretion an auto allowance may be offered to city employees in lieu of a City issued car. The allowance may range from one (\$1) to five hundred dollars (\$500) dollars per month.

(2) **Cell Phone Allowance.** At the City Clerk's discretion an allowance for the *business* portion of an employee's cell phone may be provided to those employees whose position and job responsibilities require the ability to communicate outside of city premises or after normal city working hours. The allowance shall not exceed one hundred dollars (\$100) per month.

(j) **Early Retirement Incentives.** The City Clerk shall have discretion to offer an early retirement incentive program that may take the form of a bonus upon

retirement for years of service or assistance with health insurance for a retiree who is not Medicare eligible. Such assistance shall not exceed one (1) year. Any such bonus or assistance must be approved by the City Clerk and Controller and is subject to appropriation by the Common Council before any such bonus or assistance may be paid.

I.C. 5-10.2-3-1.2 permits employers to purchase one year for every five years of service for employees in PERF covered positions under certain conditions. The City Clerk shall have discretion to offer such early retirement incentive program, pursuant to statute, after consultation with the Controller and after appropriation by the Common Council.

(k) **Other Monetary Fringe Benefits.** All other fringe benefits shall be set forth in the City's Employee Handbook as it may be amended from time to time. Employees must be actively employed with the City of South Bend at time of payment to qualify.

SECTION III. **Employee Definitions**

(a) **Full-Time Employee.** Full-time employees are those employees who are regularly scheduled to work forty (40) hours per week, or a reduced full-time schedule of thirty (30) hours or more per week as approved by the Mayor on a voluntary basis. Such employees are eligible for the Employer's Benefits Package subject to the terms, conditions and limitations of each benefit program. However, solely for purposes of qualification for health care benefits under the federal Patient Protection and Affordable Care Act (the Act) as amended, the definition of full-time employee shall be the equivalent of that which is provided in the Act, and this Section shall not be construed to be in conflict with the Act.

(b) **Part-Time Employee.** Part-time employees are those employees who are not assigned to a full-time status as defined by the City including those who qualify for health care benefits under the Act, but who do not meet the City's definition of full-time employee under subpart (a) of this Section, and who are scheduled to work less than the City of South Bend's full-time schedule, not to equal or exceed one thousand five hundred sixty (1,560) hours per year. While they do receive certain mandated benefits (such as worker's compensation, social security benefits, and for some, health care under the Act), they are not eligible for other City benefit programs with the exception of the positions listed below:

All elected Council members and City Clerk are eligible for participation in all of the Employer's Benefit Programs.

SECTION IV. **City's Employee Handbook Availability**

Two (2) copies of the City's Employee Handbook shall be kept on file and made available for public inspection during regular hours in the office of the City Clerk on the 3rd Floor of the South

Bend City Hall Building, South Bend, Indiana.

SECTION V. Effective Date

This Ordinance shall be in full force and effect from and after its passage by the Common Council and approved by the Mayor.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____m.

James Mueller, Mayor
City of South Bend, Indiana

City Clerk's Office																			
Position	Status	Personnel Change?	FTE	2025 Hourly or Salary	2025 Salary Cap	Estimated % Increase	2026 Salary Cap	Adjustment (Increase or Decrease to Cap)	Adjusted Salary	410003 Permane nt Part- Time	410005 Seasonal & Interns	410004 Overtime (Leaf Pickup)	410001 Non-Barg Salaries	Non-Barg 410001 Overtime	Non-Barg 410001 Residenc y Bonus	Non-Barg 411204 Auto Allow.	Non-Barg 411205 Parking Allow.	Non-Barg 411206 Cell Phone Allow.	Non-Barg Subtotal
NB-FT-Deputy City Clerk	NB		1		\$ 60,159	3.00%	\$ 61,964		\$ 61,964				61,964						61,964
NB-FT-Chief Deputy City Clerk	NB		1		\$ 76,163	3.00%	\$ 78,448		\$ 78,448				78,448		2,000			-	78,448
NB-FT-Executive Asst/Dir Sp Prj-Clerk	NB		1		\$ 48,765	3.00%	\$ 50,228		\$ 50,228				50,228						50,228
NB-FT-Exec. Admin. Asst.	NB		1		\$ 58,000	3.00%	\$ 59,740		\$ 59,740				59,740						59,740
NON-BARGAINING OTHER	NO				\$ -	0.00%	\$ -		\$ -				-		2,000				2,000
PART-TIME	PT				\$ -	0.00%	\$ -		\$ -		10,000		-					-	-
			4							-	10,000	-	250,380	-	4,000	-	-	-	252,380

Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado
City Clerk, South Bend, IN



**City of South Bend
Position Description**

Filed in Clerk's Office

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

Title	Marketing & Communications Specialist (Administrative Assistant-Common Council)			Position Code:	
Department:	City Clerk South Bend Common Council				
Reports To:	City Clerk & Council President				
FLSA Status:	Non-exempt	Collective Bargaining Representation:		Non-bargaining	
Driver's License:	Yes				
Other:	Security Sensitive: No		Safety Sensitive: No		Child Related: No
Effective:	01-01-2026	Revisions:			
HR Director Approval:				Date:	

POSITION SUMMARY:

The Full-time Marketing & Communications Specialist provides administrative support to the City Clerk, Common Council, Council Attorney, while exercising a high degree of discretion and confidentiality.

SCHEDULE:

Varied schedule, up to 40 hours per week. Schedule may vary based on operational needs.

PAY RATE:

\$55,000-\$58,000 (Non-Exempt)

SUPERVISION EXERCISED:

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Attends all Common Council and Committee meetings, on and off-site, ensuring consistent format and accuracy of content.
- Assist with scheduling and maintaining of all Boards and Commissions in the City Hall Council Chambers
- Provide hands-on technical support for Council Members in meetings and events (A/V setup, livestream coordination, basic device troubleshooting).
- Uphold city-owned technology policies, data security, and record management practices.
- Plan, produce, and publish multimedia content (copy, graphics, short-form video) that highlights Council priorities, programs, and outcomes.
- Draft press releases, talking points, and event collateral; coordinate media requests and press conferences.
- Track performance across web and social channels; produce actionable monthly dashboards to inform strategy and resource allocation.
- Maintains a high level of confidentiality.
- Scheduler of all Common Council Committee meetings (on and off-site) and events.
- Provides administrative support for the City Council and Council Attorney, including composing correspondence, preparing reports and presentations, drafting of legal documents, etc.

- Manages all Common Council social media content.
- Answers the Common Council phone lines and CCouncil email.
- Creates correspondence requested by the Common Council into Laserfiche computer software program.
- Provides additional support and assistance in the efficient and effective delivery of city services through the council offices.
- Assists with the Youth Council Advisory program management and programing planning/logistics.
- Maintains the Council website.
- Completes special projects and duties assigned by the Common Council.
- Provides technical support to Council Members as needed.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Answers phones and performs other duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in marketing, Communications, Information Technology, or a closely related field; equivalent experience may be considered.
- 2+ years' experience managing websites and social media for an organization, including content planning and analytics.

KNOWLEDGE AND ABILITY:

- Ability to work flexible hours, including evenings, in order to attend City Council and Committee meetings, both on and off-site.
- Must be able to type at least 60 words per minute with accuracy.
- Strong grammar and writing skills.
- Detail oriented and organized with the ability to handle multiple tasks and meet deadlines in a fast-paced environment.
- Skilled at establishing and maintaining effective working relationships.
- Strong computer skills including MS Office.
- Bilingual language skills (Spanish preferred) a plus but not required.

CERTIFICATES, LICENSE, REGISTRATION:

Experience in public sector, nonprofit, or civic engagement settings.

Familiarity with records/workflow tools (e.g., Laserfiche) and social media management dashboards.

Bilingual or multilingual communication skills.

EQUIPMENT:

Desktop and laptop computer; telephone, fax machine, copier, and scanner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office setting, with moderate inside temperature. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at-will employer.

REQUIRED:

Pre-Employment Drug Screen.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



25-44

City of South Bend Common Council

300 City Hall • 215 S. Martin Luther King, Jr. Blvd.
South Bend, Indiana 46601

October 22, 2025

Canneth Lee
President

Rachel Tomas Morgan
Vice President

Troy Warner
Chairperson, Committee
of the Whole

Canneth Lee
First District

Ophelia Gooden-Rodgers
Second District

Sharon L. McBride
Third District

Troy Warner
Fourth District

Sherry Bolden-Simpson
Fifth District

Sheila Niezgodski
Sixth District

Dr. Oliver Davis
At Large

Rachel Tomas Morgan
At Large

Karen L. White
At Large

South Bend Common Council

227 W. Jefferson Blvd

South Bend, IN 46601

**Re A RESOLUTION OF THE COMMON COUNCIL OF THE CITY
OF SOUTH BEND, INDIANA, CALLING FOR RELIEF FROM THE
DEVASTATING IMPACT OF SENATE ENROLLED ACT 1 ON THE
CITY OF SOUTH BEND AND OTHER LOCAL GOVERNMENTAL
ENTITIES WITHIN THE STATE OF INDIANA**

Dear Council Members:

We are seeing the devastation Senate Enrolled Act 1 is having on local government units as demonstrated by substantial cuts to the 2026 budget proposed to the Common Council. It is projects that such cuts are not just a one-time adjustment but will also be required in the future unless local governmental entities impose additional local income taxes on their residents.

This proposed resolution calls for relief from the devastating impact of Senate Enrolled Act 1 through a replacement state revenue stream which does not negatively impact South Bend's ability to continue to meet the needs and expectations of its residents now and into the future.

Please schedule this proposed resolution for Committee hearing on October 27, 2025, and place it on the full Council agenda later that night. We are asking that the resolution be assigned to the Zoning and Annexation Committee because it does not fit neatly within any other committee.

Thank you for your consideration.

Filed in Clerk's Office

Oct 22, 2025

Bianca Tirado
City Clerk, South Bend, IN

Sincerely yours,



Dr. Oliver Davis,

At-Large, South Bend Common Council

Sherry Bolden-Simpson

Sherry Bolden-Simpson,

Fifth District, South Bend Common Council



Oct 22, 2025

Bianca Tirado
City Clerk, South Bend, IN

BILL NO. 25-44
RESOLUTION NO. _____

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,
INDIANA, CALLING FOR RELIEF FROM THE DEVASTATING IMPACT OF
SENATE ENROLLED ACT 1 ON THE CITY OF SOUTH BEND AND OTHER LOCAL
GOVERNMENTAL ENTITIES WITHIN THE STATE OF INDIANA**

WHEREAS, the Indiana legislature passed legislation in 2025, most notably Senate Enrolled Act 1 (SEA 1), which facially reduces residential property tax bills for homeowners and changes how tax liabilities are calculated; and

WHEREAS, homeowners deserve affordable property tax bills as well as adequate public safety and services; and

WHEREAS, the legislation does not provide replacement state funding for adequate public safety and city services which will soon be showing devastating negative impacts; and

WHEREAS, the legislation will also stifle economic development opportunities in South Bend, negatively impacting continued future growth; and

WHEREAS, the economic impact on municipal taxing units has been estimated to exceed \$2 Billion; and

WHEREAS, the legislation provides an option for additional local income taxes of a maximum of 1.2% for municipal services, plus a maximum of 1.2% for county services, plus an additional income tax up to 0.05% for a possible local income tax rate of 2.9%; and

WHEREAS, the ability to adopt a local income tax option provided in the legislation could be a helpful tool for municipal units who are given such authority, it is not adequate to replace the magnitude of the funding being eliminated, thereby making the local income tax option a necessity, rather than a true option; and

WHEREAS the local income tax option amounts to a mandated local income tax increase on both homeowners and those who do not own their own homes; and

WHEREAS, the negative impact of the legislation is currently being seen through the slashed budget proposals submitted for Common Council approval; and

WHEREAS, the legislation will likely impact public safety through the effects on contracts recently negotiated between the City and South Bend police officers and firefighters; and

WHEREAS, replacement state funding is needed to maintain the level of public safety and services that residents of South Bend expect and deserve.

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

SECTION I. The Common Council of the City of South Bend, Indiana calls for relief from the devastating impact of Senate Enrolled Act 1 on South Bend and other local governmental entities throughout the state.

SECTION II. More specifically, the Common Council calls for a replacement revenue stream implemented by the State of Indiana which does not negatively impact South Bend's ability to continue to meet the needs and expectations of its residents now and into the future.

SECTION III. This resolution shall become effective upon the date of passage.

Dated this 27th day of October 2025.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____ .m.

James Mueller, Mayor
City of South Bend, Indiana



25-47

City of South Bend Common Council

300 City Hall • 215 S. Martin Luther King, Jr. Blvd.
South Bend, Indiana 46601

Filed in Clerk's Office

Nov 4, 2025

Bianca Tirado
City Clerk, South Bend, IN

November 4, 2025

Canneth Lee
President

Rachel Tomas Morgan
Vice President

Troy Warner
Chairperson, Committee
of the Whole

Canneth Lee
First District

Ophelia Gooden-Rodgers
Second District

Sharon L. McBride
Third District

Troy Warner
Fourth District

Sherry Bolden-Simpson
Fifth District

Sheila Niezgodski
Sixth District

Dr. Oliver Davis
At Large

Rachel Tomas Morgan
At Large

Karen L. White
At Large

Chairperson Sheila Niezgodski

South Bend Common Council

215 S. Dr. Martin Luther King, Jr. Blvd., Suite 300

South Bend, IN 46601

**Re A RESOLUTION OF THE SOUTH BEND COMMON COUNCIL
OF THE CITY OF SOUTH BEND, INDIANA, ACKNOWLEDGING
THE IMPACT OF THE FEDERAL GOVERNMENT SHUTDOWN ON
SNAP RECIPIENTS AND CALLING FOR A PUBLIC HEARING TO
CONSIDER EMERGENCY MEASURES TO SUPPORT RESIDENTS
EXPERIENCING FOOD INSECURITY**

Dear Chairperson Niezgodski:

This resolution calls upon the South Bend Common Council's Personnel and Finance Committee to convene an emergency public hearing with the Department of Administration and Finance to assess how city reserves—including General Fund and Rainy Day Fund resources—can be temporarily leveraged to support approximately 20,000 South Bend residents facing the imminent suspension of federal Supplemental Nutrition Assistance Program (SNAP) benefits due to the ongoing federal government shutdown. The resolution emphasizes the city's fiduciary duty to safeguard the well-being of its residents, especially vulnerable children, seniors, and working families, and urges local leadership to explore all feasible options to prevent a local food insecurity crisis.

Please schedule this proposed resolution for the Personnel and Finance Committee meeting on November 10, 2025, and place it on the full Council agenda for later that night.

Thank you for your consideration.

Sincerely yours,

Dr. Oliver Davis,
At-Large, South Bend Common Council

Sherry Bolden-Simpson
5th District, South Bend Common Council

Nov 4, 2025

Bianca Tirado
City Clerk, South Bend, IN

BILL NO. 25-47

RESOLUTION NO. _____

A RESOLUTION OF THE SOUTH BEND COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, ACKNOWLEDGING THE IMPACT OF THE FEDERAL GOVERNMENT SHUTDOWN ON SNAP RECIPIENTS AND CALLING FOR A PUBLIC HEARING TO CONSIDER EMERGENCY MEASURES TO SUPPORT RESIDENTS EXPERIENCING FOOD INSECURITY

WHEREAS, as of October 30, 2025, the United States Federal Government has remained in partial shutdown for 30 days, resulting in suspended or reduced funding for numerous essential programs that directly affect the residents of the City of South Bend; and

WHEREAS, the Supplemental Nutrition Assistance Program (SNAP), commonly known as the food stamp /EBT program, provides critical monthly food support to thousands of South Bend residents, including families with children, seniors, and persons with disabilities; and

WHEREAS, more than 20,000 South Bend residents—roughly one in five residents in the city—depend on SNAP benefits to meet their most basic sustenance and nutritional needs; and

WHEREAS, the current federal government shutdown has interrupted or imminently threatens to interrupt these benefits, placing thousands of households at risk of hunger, malnutrition, and related health and safety concerns; and

WHEREAS, the City of South Bend, as a home-rule municipality, maintains healthy general and rainy-day fund cash reserves that reflect years of strategic and prudent fiscal management, and the South Bend Common Council has a fiduciary responsibility to safeguard taxpayer dollars; and

WHEREAS, the Common Council of the City of South Bend recognizes that fiscal stewardship also entails the responsible and compassionate deployment of public resources in moments of emergency that threaten the welfare of the city's residents and neighborhoods; and

WHEREAS, it is both reasonable and necessary for the South Bend Common Council to hold an emergency public hearing to evaluate potential strategies—including, but not limited to, the temporary allocation of city reserve funds—to ensure that all residents, particularly children, seniors, and people with disabilities, have access to adequate food during the continuation of the federal shutdown; and

WHEREAS, the Common Council affirms its commitment to transparency, accountability, and the public trust by engaging residents, community organizations, and city departments in open discussion regarding the potential use of local resources to alleviate immediate hardship; and

WHEREAS, replacement state funding is needed to maintain the level of public safety and services that residents of South Bend expect and deserve.

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

Section I. The Council shall convene, through its Personnel and Finance Committee, a public hearing to receive testimony, review available fiscal data, and consider the feasibility of allocating a portion of city reserves to provide short-term food assistance or related relief to South Bend residents affected by the federal shutdown.

Section II. The City Clerk of the Common Council shall transmit this resolution to all Members of the South Bend Common Council, Mayor of the City of South Bend, and to the Department of Administration and Finance for prompt review and coordination.

Section III. This resolution shall become effective upon the date of passage.

Dated this 10th day of November 2025.

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at _____ o'clock __.m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____m.

James Mueller, Mayor
City of South Bend, Indiana

County-City Building
227 W Jefferson Blvd, Suite 1400 S
South Bend, IN 46601

James Mueller, Mayor



Phone 311 inside City limits
Email 311@southbendin.gov
Website Southbendin.gov

Filed in Clerk's Office

Dec 1, 2025

Bianca Tirado
City Clerk, South Bend, IN

City of South Bend

Department of Community Investment

December 2, 2025

Honorable Troy Warner
4th Floor, County-City Building
South Bend, IN 46601

RE: Resolution Authorizing Purchase of 749 Harrison

Dear Mr. Warner,

Enclosed is a Resolution affirming the interest of the City of South Bend to purchase 749 Harrison which is a substantial church building and annex located at the corner of Harrison and Van Buren in the Near Northwest Neighborhood. The property has been a point of neighborhood concern due to the poor condition of the church structure. Also, in the near vicinity of the church, the City has been successful over the past five years working with multiple developers in building and constructing new housing on once vacant lots.

City staff have negotiated with the current owner of the building who is a willing seller. City staff believe it would be beneficial for the City to purchase the property for two primary reasons.

- 1) The church sanctuary is currently a detriment to the overall Near Northwest Neighborhood. City ownership of the property will help alleviate concerns of the community.
- 2) The Near Northwest has seen significant infill development on multiple parcels both for the construction of affordable and workforce housing units. Adding another large property to the City's portfolio in the neighborhood will be the first step in redeveloping the site for the betterment of the entire community.

The Resolution declares the Common Council's interest in the purchase of the property and authorizes the Board of Public Works to purchase the property in accordance with I.C. 36-1-10-5.



City of South Bend | *Community Investment*

Please include the attached Resolution at your December 8 Common Council meeting for public hearing as well as placing it on the Community Investment Committee agenda on December 8 as well.

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

Sincerely,

Joseph Molnar
Assistant Director of Growth and Opportunity

CC: Bob Palmer

Dec 1, 2025

Bianca Tirado
City Clerk, South Bend, IN

BILL NO. 25-49
RESOLUTION NO. _____

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,
INDIANA, APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT
749 HARRISON AVE, SOUTH BEND, INDIANA

WHEREAS, the Board of Public Works of the City of South Bend, Indiana (the "Board"), is expected to vote on a Resolution, attached hereto as Exhibit 1, recommending the purchase of real estate located at 749 Harrison Ave., South Bend, Indiana (the "Property"), which includes copies of the two requisite appraisals as Exhibits A and B, all in accordance with Ind. Code 36-1-10.5;

WHEREAS, pursuant to Ind. Code 36-1-10.5-5 (1), the South Bend Common Council desires to declare and affirm its interest in the purchase of the Property and to approve the Board's purchase of the Property in accordance with Ind. Code 36-1-10.5.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AS FOLLOWS:

Section I. The Common Council hereby declares and affirms its interest in the purchase of the Property and approves and authorizes the Board to purchase the Property in accordance with I.C. 36-1-10.5.

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

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____ .m.

James Mueller, Mayor
City of South Bend, Indiana

EXHIBIT 1.

Board of Public Works Resolution

Dec 1, 2025

Bianca Tirado
City Clerk, South Bend, IN

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF PUBLIC WORKS OF THE CITY OF SOUTH BEND, INDIANA, REGARDING THE PURCHASE OF REAL PROPERTY LOCATED AT 749 HARRISON AVE., SOUTH BEND, INDIANA

WHEREAS, the City of South Bend, Indiana, Board of Public Works (the "Board") has custody of and may maintain all real property owned by the City of South Bend, Indiana (the "City") pursuant to I.C. 36-9-6-3; and

WHEREAS, the City, acting by and through the Board, may purchase land or structures in accordance with the procedure stated in I.C. 36-1-10.5; and

WHEREAS, on December 8, 2025 the South Bend Common Council approved Resolution _____ pursuant to I.C. 36-1-10.5-5(1), and the Board now intends to purchase the real property located at 749 Harrison Ave., South Bend, Indiana, and more particularly described in attached Exhibit A (the "Property"); and

WHEREAS, the Board has obtained two (2) appraisals of the fair market value of the Property and provided copies of each to the South Bend Common Council in accordance with I.C. 36-1-10.5-5(2); and

WHEREAS, the Board believes it is in the best interest of the City and its residents to purchase the Property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS OF THE CITY OF SOUTH BEND, INDIANA, AS FOLLOWS:

1. The Board hereby appoints Mr. Joseph Molnar, employee of the Department of Community Investment and a member of the Board, as the Board's authorized representatives in pursuing the purchase of the Property and delegates to him all necessary authority to serve in the Board's place as purchasing agent under I.C. 36-1-10.5.

2. The Board hereby approves and will execute simultaneously with this Resolution the form of purchase agreement attached hereto as Exhibit B. The Board instructs Mr. Molnar to deliver a signed copy of the purchase agreement to the owner of the Property.

3. The Board acknowledges that its authority to consummate the purchase of the Property, including the authority hereby delegated to Mr. Molnar, is expressly conditioned upon South Bend Common Council's approval of the purchase in accordance with I.C. 36-1-10.5-5(1).

4. This Resolution shall be in full force and effect upon its adoption.

ADOPTED at a meeting of the Board of Public Works of the City of South Bend, Indiana held on December 9, 2025, at 215 S. Dr. Martin Luther King Jr. Boulevard Suite 300, South Bend, Indiana 46601.

CITY OF SOUTH BEND
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Joseph R. Molnar, Vice President

Murray L. Miller, Member

Gary A. Gilot, Member

Breana N. Micou, Member

ATTEST:

Theresa M. Heffner, Clerk

EXHIBIT A

Description of the Property

Parcel I:

Parcel Key No. 018-1070-2957

State ID: 71-08-02-406-001.000-026

Legal Description: Lots 119 120 121 & 122 Cushing & Lindsey

Commonly Known as 749 HARRISON AVE

EXHIBIT B

Real Estate Purchase Agreement

[See attached.]

AGREEMENT TO BUY AND SELL REAL ESTATE

This Agreement To Buy And Sell Real Estate ("Agreement") is made and entered into on _____ (the "Contract Date"), by and between New Birth Christian Ministries Inc, ("Seller") and the City of South Bend, Indiana, by and through its Board of Public Works ("Buyer" or the "Board") (each a "Party" and together the "Parties").

RECITALS

A. The Board has custody of and may maintain all real property owned by the City of South Bend, Indiana (the "City") pursuant to I.C. 36-9-6-3.

B. The City, acting by and through the Board, may purchase land or structures in accordance with the requirements of Ind. Code § 36-1-10.5.

C. The Board desires to purchase from Seller certain real property located at 749 Harison Ave., South Bend, Indiana, and more particularly described in attached **Exhibit A** (the "Property").

D. Seller desires to sell the Property to the Board on the terms and conditions stated in this Agreement.

THEREFORE, in consideration of the mutual covenants and promises in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Buyer and Seller agree as follows:

1. SALE OF PROPERTY AND PURCHASE PRICE

Subject to the terms and conditions of this Agreement, Seller agrees to sell, convey, assign, and transfer to Buyer the Property at Closing (defined below). The purchase price for the Property shall be One Hundred and Eighty-Eight Thousand Five Hundred Dollars (\$188,500.00) (the "Purchase Price"), payable by Buyer to Seller at the Closing as described in Section 11.

2. BUYER'S DUE DILIGENCE

A. Investigation. Seller acknowledges that Buyer's determination to purchase the Property requires a process of investigation (Buyer's "Due Diligence") into various matters. Therefore, Buyer's obligation to complete the purchase of the Property is conditioned upon the satisfactory completion, in Buyer's discretion, of Buyer's Due Diligence, including, without limitation, Buyer's examination, at Buyer's sole expense, of zoning and land use matters, environmental matters, real property title matters, and the like, as applicable.

B. Authorizations During Due Diligence Period. Seller authorizes Buyer, as of the Contract Date and continuing until the end of the Due Diligence Period (as defined

below) to enter upon the Property or to cause agents to enter upon the Property for purposes of examination. If the transaction contemplated herein is not consummated, Buyer shall promptly restore the Property to its condition prior to entry, and agrees to defend, indemnify and hold Seller harmless, before and after the Closing Date, whether or not a closing occurs and regardless of any cancellations or termination of this Agreement, from any liability to any third party, loss or expense incurred by Seller, including without limitation, reasonable attorney fees and costs arising from acts or omissions of Buyer or Buyer's agents or representatives.

C. Due Diligence Period. Buyer shall have a period of forty-five (45) days following the Contract Date to complete its examination of the Property in accordance with this Section 2 (the "Due Diligence Period"). Upon such written notice, the Parties may proceed to Closing prior to the expiration of the Due Diligence period described in this Section.

D. Termination of Agreement. If at any time within the Due Diligence Period, Buyer determines, in its sole discretion, not to proceed with the purchase of the Property, Buyer may terminate this Agreement, without liability or costs of any kind, by written notice to Seller.

3. PRESERVATION OF TITLE AND CONDITION

A. Seller shall not take any action or allow any action to be taken by others to cause the Property to become subject to any interests, liens, restrictions, easements, covenants, reservations or other matters affecting Seller's title (such matters are referred to as "Encumbrances").

B. Seller hereby covenants that Seller will not alter the condition of the Property at any time after the Contract Date. Further, Seller will not release any hazardous substances on or near the Property and will not otherwise collect or store hazardous substances or other materials, goods, refuse or debris at the Property.

4. TITLE COMMITMENT AND SURVEY

Seller acknowledges that Buyer intends to obtain, at Buyer's sole expense, and to rely upon a commitment for an owner's policy of title insurance (the "Title Commitment") and a survey of the Property (the "Survey") identifying all Encumbrances as of the Contract Date. The Property shall be conveyed to Buyer free of any Encumbrances other than Permitted Encumbrances (as defined in Section 6). The Title Commitment will be issued by a title company selected by Buyer and reasonably acceptable to Seller (the "Title Company"). The Title Commitment shall:

(1) Agree to insure good, marketable, and indefeasible fee simple title to the Property (including public road access) in the name of the Buyer for the full amount of the Purchase Price upon delivery and recordation of a special warranty deed from the Seller to

the Buyer.

(2) Provide for issuance of a final ALTA owner's title insurance policy, with any endorsements requested by Buyer, subject to the Permitted Encumbrances.

Regardless of whether this transaction closes, Buyer shall be responsible for all of the Title Company's title search charges and the cost of the Title Commitment and owner's policy.

5. REVIEW OF TITLE COMMITMENT AND SURVEY

Buyer shall give Seller written notice, within forty-five (45) days after the Contract Date, of any objections to the Survey or Title Commitment. Any exceptions identified in the Title Commitment or Survey to which written notice of objection is not given within such period shall be a Permitted Encumbrance. If the Seller is unable or unwilling to correct the Buyer's title and survey objections within fifteen (15) days after receipt of a written notice of Buyer's objection to a matter revealed by review of the Survey and/or Title Commitment, Buyer may terminate this Agreement by written notice to Seller prior to expiration of the Due Diligence Period. If Buyer fails to so terminate this Agreement, then such objections shall constitute Permitted Encumbrances as of expiration of the Due Diligence Period, and Buyer shall acquire the Property without any effect being given to Buyer's title and survey objections.

6. SELLER'S REPRESENTATIONS AND WARRANTIES

A. The undersigned Seller's representative represents and warrants to the Buyer that Seller is duly organized, validly existing, and in good standing under the laws of the State of Indiana and Seller owns in fee simple title to the Property and has not granted any option or right of first refusal to any person or entity to acquire the Property or any interest therein. Seller's undersigned representative further represents and warrants to Buyer that the Seller is fully empowered to sell the Property to Buyer under the terms and conditions stated in this Agreement.

B. Seller, to the best of Seller's undersigned representative's knowledge, represents and warrants that Seller is not a party to any litigation or administrative proceeding with respect to the Property, nor has any litigation or administrative proceeding been threatened against the Property. Additionally, Seller's undersigned representative represents and warrants that Seller has disclosed to Buyer any notifications from any local, state, or federal authority regarding environmental matters pertaining to the Property. Seller shall provide Buyer a copy of all known environmental inspection reports, engineering, title, and survey reports and documents in Seller's possession relating to the Property. In the event the Closing does not occur, Buyer will immediately return all such reports and documents to Seller.

7. REMEDIES

Upon any default in or breach of this Agreement by either Party, the defaulting Party will proceed immediately to cure or remedy such default within thirty (30) days after receipt of

written notice of such default or breach from the non-defaulting Party, or, if the nature of the default or breach is such that it cannot be cured within thirty (30) days, the defaulting Party will diligently pursue and prosecute to completion an appropriate cure within a reasonable time. In the event of a default or breach that remains uncured for longer than the period stated in the foregoing sentence, the non-defaulting Party may terminate this Agreement, commence legal proceedings, including an action for specific performance, or pursue any other remedy available at law or in equity. All the Parties' respective rights and remedies concerning this Agreement and the Property are cumulative.

8. DISPUTE RESOLUTION

A. Forum. Any action to enforce the terms or conditions of this Agreement or otherwise concerning a dispute under this Agreement will be commenced in the courts of St. Joseph County, Indiana, unless the Parties mutually agree to an alternative method of dispute resolution.

B. Waiver of Jury Trial. Both Parties hereby waive any right to trial by jury with respect to any action or proceeding relating to this Agreement.

9. NOTICES

All notices required or allowed by this Agreement, before or after Closing, shall be delivered in person or by certified mail, return receipt requested, postage prepaid, addressed to each Party's respective addresses and representatives as stated below.

Buyer: South Bend Redevelopment Commission
215 S. Dr. Martin Luther King Jr.
Ste. 500
South Bend, IN 46601
Attn: Executive Director,
South Bend Department of Community Investment

With a copy to: South Bend Legal Department
215 S. Dr. Martin Luther King Jr.
Ste 600
South Bend, IN 46601
Attn: Corporation Counsel

Seller: New Birth Christian Ministries Inc.

With a copy to:

Either Party may, by written notice, modify the address for future notices to such Party.

10. CLOSING

A. Timing of Closing. Unless this Agreement is earlier terminated, the transfer of title contemplated by this Agreement (the "Closing") shall be held at the office of the Title Company on February 27, 2025, or such earlier or later date as mutually agreed by the Parties in writing (the "Closing Date").

B. Closing Procedure. At Closing, Buyer shall deliver the Purchase Price to Seller, conditioned on Seller's delivery of a special warranty deed in the form attached hereto as **Exhibit B**, conveying the Property to the Buyer, free and clear of all liens, encumbrances, title defects and exceptions other than Permitted Encumbrances, and the Title Company's delivery of the marked-up copy of the Title Commitment to Buyer in accordance with Section 5 above.

C. Possession. Seller shall deliver possession of the Property to Buyer at Closing in the same condition as it existed on the Contract Date.

D. Removal of Personal Property and Fixtures. Before the Possession Date, Seller will remove from the Property all personal property, including refuse and trash of any kind. All personal property and fixtures remaining at the Property after the Possession Date will be deemed abandoned by the Seller, and Buyer, in its sole discretion, may choose to exercise possession of and control over any such property.

E. Closing Costs. Buyer shall pay the Title Company's closing fee and all recordation costs associated with the transaction contemplated in this Agreement.

F. Seller's Due Diligence. Seller acknowledges that Seller has conducted Seller's own due diligence and acknowledges that the Purchase Price is fair and reasonable and waives any right that Seller may have to contest or challenge the validity of compensation received under this Agreement.

11. ACCEPTANCE OF PROPERTY "AS-IS"

Except as otherwise set forth herein, Buyer agrees to purchase the Property "as-is, where-is" and without any representations or warranties by Seller as to the condition of the property or its fitness for any particular use or purpose. Seller offers no such representation or warranty as to condition or fitness, and nothing in this Agreement shall be construed to constitute such a representation or warranty as to condition or fitness.

12. TAXES

Prior to Closing, Seller will pay all real property taxes accrued on or before the Closing Date, if any. Buyer will have no liability for any amount of real property taxes on the Property.

13. COMMISSIONS; ATTORNEY'S FEES

The Parties acknowledge that neither Buyer nor Seller is represented by any broker in connection with the transaction contemplated in this Agreement. Buyer and Seller agree to indemnify and hold one another harmless from any claim for commissions in connection with the transaction contemplated in this Agreement. Each Party shall bear its own attorney's fees, if any, and costs arising in connection with this Agreement and all related matters.

14. INTERPRETATION; APPLICABLE LAW

Both Parties having participated fully and equally in the negotiation and preparation of this Agreement, this Agreement shall not be more strictly construed, nor shall any ambiguities in this Agreement be presumptively resolved, against either Party. This Agreement shall be interpreted and enforced according to the laws of the State of Indiana.

16. INDEMNITY

The Parties agree to reimburse each other for any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto (including costs of defense and settlement), which either party may subsequently incur, become responsible for, or pay out as a result of a breach by the other party in default of this Agreement. In the event of legal action initiated by a third party as a result of a breach of this Agreement, the breaching party shall assume the defense of the non-breaching party, including all costs associated therewith.

17. WAIVER

Neither the failure nor any delay on the part of a Party to exercise any right, remedy, power, or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege preclude any other or further exercise of the same or of any right, remedy, power, or privilege with respect to any occurrence be construed as a waiver of any such right, remedy, power, or privilege with respect to any other occurrence. No waiver shall be effective unless it is in writing and is signed by the party asserted to have granted such waiver.

18. SEVERABILITY

If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining terms and provisions of this Agreement shall continue in full force and effect unless amended or modified by mutual consent of the Parties.

19. FURTHER ASSURANCES

The Parties agree that they will each undertake in good faith, as permitted by law, any action and execute and deliver any document reasonably required to carry out the intents and purposes of this Agreement.

20. TIME

Time is of the essence of this Agreement.

21. ENTIRE AGREEMENT

This Agreement embodies the entire agreement between Seller and Buyer and supersedes all prior discussions, understandings, or agreements between Seller and Buyer concerning the transaction contemplated in this Agreement, whether written or oral.

22. COUNTERPARTS: SIGNATURES

This Agreement may be separately executed in counterparts by Buyer and Seller, and the same, when taken together, will be regarded as one original Agreement. Facsimile signatures will be regarded as original signatures.

[Signature page follows]

IN WITNESS WHEREOF, the Parties hereby execute this Agreement to be effective as of the Contract Date.

BUYER:

City of South Bend, by and through its
Board of Public Works

By:

Elizabeth A. Maradik,
President
Dated: _____

SELLER:

New Birth Christian Ministries Inc.

By: Cory L. Dathright, Sr.
Dated: 11-21-2025

ATTEST:

By:
Hillary Horvath, Clerk
Dated: _____

EXHIBIT A

Description of Property

Parcel I:

Parcel Key No. 018-1070-2957

State ID: 71-08-02-406-001.000-026

Legal Description: Lots 119 120 121 & 122 Cushing & Lindsey

Commonly Known as 749 HARRISON AVE

EXHIBIT B

Form of Warranty Deed

AUDITOR'S RECORD

TRANSFER NO. _____

TAXING UNIT _____

DATE _____

KEY NOS. 018-1070-2957

WARRANTY DEED

THIS INDENTURE WITNESSETH, that New Birth Christian Ministries Inc (the "Grantor")

CONVEYS AND WARRANTS to the City of South Bend, by and through its Board of Public Works, 1300 N. County-City Building, 227 W. Jefferson Boulevard, South Bend, Indiana (the "Grantee"),

for and in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the following real estate in St. Joseph County, Indiana (the "Property"):

Parcel I:

Parcel Key No. 018-1070-2957

State ID: 71-08-02-406-001.000-026

Legal Description: Lots 119 120 121 & 122 Cushing & Lindsey

Commonly Known as 749 HARRISON AVE

The Grantor hereby conveys the Property in fee simple to the Grantee free and clear of all leases, licenses, mortgages, or other encumbrances of any kind or character but subject to all easements, highways, and other matters of record.

GRANTOR:
New Birth Christian Ministries Inc.

By: _____

STATE OF INDIANA)
) SS:
ST. JOSEPH COUNTY)

Before me, the undersigned, a Notary Public, in and for said County and State, personally appeared _____, the duly authorized _____ of Grantor and acknowledged the execution of the foregoing Warranty Deed.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the ____ day of _____, 2025

My Commission Expires:

Notary Public
Residing in St. Joseph County, Indiana

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. / s / Danielle Campbell Weiss

This instrument was prepared by Danielle Campbell Weiss, Senior Assistant City Attorney, 1200 S. County-City Building, 227 W. Jefferson Blvd., South Bend, Indiana 46601.

County-City Building
227 W Jefferson Blvd, Suite 1400 S
South Bend, IN 46601

James Mueller, Mayor



Phone 311 inside City limits
Email 311@southbendin.gov
Website Southbendin.gov

City of South Bend

Department of Community Investment

December 2, 2025

Filed in Clerk's Office

Honorable Troy Warner
4th Floor, County-City Building
South Bend, IN 46601

Dec 2, 2025

Bianca Tirado
City Clerk, South Bend, IN

RE: Resolution Authorizing Purchase of 1024 Indiana.

Dear Mr. Warner,

Enclosed is a Resolution affirming the interest of the City of South Bend to purchase 1024 Indiana which is a former neighborhood social club building. City staff have negotiated with the current owner of the building who is a willing seller.

City staff believe it would be beneficial for the City to purchase the property for three primary reasons.

- 1) The Boys and Girls Club intend to partner with the City of South Bend to renovate the building as a Community Center with active programming provided by the Boys and Girls Club.
- 2) The southwest side of South Bend is in need of a Community Center of this scale and type. Renovation of the building will greatly benefit the youth and overall community of that southwest side.
- 3) Renovation and activation of the building will benefit the local neighborhood as well as saving a historic building for the surrounding area. Without taking this action, the future of a significant building is in doubt.

The Resolution declares the Common Council's interest in the purchase of the property and authorizes the Board of Public Works to purchase the property in accordance with I.C. 36-1-10-5.

Please include the attached Resolution at your December 8 Common Council meeting for public hearing as well as placing it on the Community Investment Committee agenda on December 8 as well.

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

Sincerely,

Joseph Molnar
Assistant Director of Growth and Opportunity

CC: Bob Palmer

Dec 2, 2025

Bianca Tirado
City Clerk, South Bend, IN

BILL NO. 25-50
RESOLUTION NO. _____

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,
INDIANA, APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT
1024 W INDIANA AVE & 1538 PRAIRIE AVE., SOUTH BEND, INDIANA

WHEREAS, the Board of Public Works of the City of South Bend, Indiana (the "Board"), is expected to vote on a Resolution, attached hereto as Exhibit 1, recommending the purchase of real estate located at 1024 W Indiana Ave & 1538 Prairie Ave., South Bend, Indiana (the "Property"), which includes copies of the two requisite appraisals as Exhibits A and B, all in accordance with Ind. Code 36-1-10.5;

WHEREAS, pursuant to Ind. Code 36-1-10.5-5 (1), the South Bend Common Council desires to declare and affirm its interest in the purchase of the Property and to approve the Board's purchase of the Property in accordance with Ind. Code 36-1-10.5.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AS FOLLOWS:

Section I. The Common Council hereby declares and affirms its interest in the purchase of the Property and approves and authorizes the Board to purchase the Property in accordance with I.C. 36-1-10.5.

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

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at _____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____ .m.

James Mueller, Mayor
City of South Bend, Indiana

EXHIBIT 1.

Board of Public Works Resolution

Dec 2, 2025

Bianca Tirado
City Clerk, South Bend, IN

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF PUBLIC WORKS OF THE CITY OF SOUTH BEND, INDIANA, REGARDING THE PURCHASE OF REAL PROPERTY LOCATED AT 1024 W INDIANA AVE & 1538 PRAIRIE AVE., SOUTH BEND, INDIANA

WHEREAS, the City of South Bend, Indiana, Board of Public Works (the "Board") has custody of and may maintain all real property owned by the City of South Bend, Indiana (the "City") pursuant to I.C. 36-9-6-3; and

WHEREAS, the City, acting by and through the Board, may purchase land or structures in accordance with the procedure stated in I.C. 36-1-10.5; and

WHEREAS, on _____ the South Bend Common Council approved Resolution _____ pursuant to I.C. 36-1-10.5-5(1), and the Board now intends to purchase the real property located at 1024 W Indiana Ave & 1538 Prairie Ave., South Bend, Indiana, and more particularly described in attached Exhibit A (the "Property"); and

WHEREAS, the Board has obtained two (2) appraisals of the fair market value of the Property and provided copies of each to the South Bend Common Council in accordance with I.C. 36-1-10.5-5(2); and

WHEREAS, the Board believes it is in the best interest of the City and its residents to purchase the Property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS OF THE CITY OF SOUTH BEND, INDIANA, AS FOLLOWS:

1. The Board hereby appoints Mr. Joseph Molnar, employee of the Department of Community Investment and a member of the Board, as the Board's authorized representatives in pursuing the purchase of the Property and delegates to him all necessary authority to serve in the Board's place as purchasing agent under I.C. 36-1-10.5.

2. The Board hereby approves and will execute simultaneously with this Resolution the form of purchase agreement attached hereto as Exhibit B. The Board instructs Mr. Molnar to deliver a signed copy of the purchase agreement to the owner of the Property.

3. The Board acknowledges that its authority to consummate the purchase of the Property, including the authority hereby delegated to Mr. Molnar, is expressly conditioned upon South Bend Common Council's approval of the purchase through Resolution _____ in accordance with I.C. 36-1-10.5-5(1).

4. This Resolution shall be in full force and effect upon its adoption.

ADOPTED at a meeting of the Board of Public Works of the City of South Bend, Indiana held on _____, 2025, at 215 S. Dr. Martin Luther King Jr. Boulevard, Suite 400, South

Bend, IN 46601

CITY OF SOUTH BEND
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Joseph R. Molnar, Vice President

Murray L. Miller, Member

Gary A. Gilot, Member

Breana N. Micou, Member

ATTEST:

Hillary R. Horvath , Clerk

EXHIBIT A

Description of the Property

Parcel I:

Parcel Key No. 018-8054-2156

State ID: 71-08-14-331-017.000-026

Legal Description: Lot 32,33& 34 & Vac Alley W & Adj & E End Lot 21 & 22 Ex 4' N End Lot 21 For Str & Lot 23 Ex 1' Off Ent Nly Side & 65' E & W Off W End Of Sly 3 In Of Nly 1' Lot 23 Byerleys

Commonly Known as 1024 W INDIANA AVE

Parcel II:

Parcel Key No. 018-8054-2142

State ID: 71-08-14-331-001.000-026

Legal Description: Lot 21 Ex 43 Ft E End Ex Tri Pc S Side Byerleys Add EX prt sold for street 24/25 ROW #568 3/3/2023

Commonly Known as 1602 Prairie Ave

Parcel III:

Parcel Key No. 018-8054-2143

State ID: 71-08-14-331-002.000-026

Legal Description: 9 In X 65 Ft Nly Side Lot 23 & 1 Ft X 53 Ft Mid Pt Nly Side Lot 23 & Lot 22 Ex 43 Ft Ely End & 10x84 Ft Mid Pt Lot 21 Byerleys Add EX prt sold for street 24/25 ROW #568 3/3/2023

Commonly Known as V/L ADJ 1604 PRAIRIE AVE

Parcel IV:

Parcel Key No. 018-8053-2132

State ID: 71-08-14-180-008.000-026

Legal Description: Lots 12-13 Ex 85 Ft Swly End Ea Byerleys Add

Commonly Known as 1025 1027 INDIANA AVE

Parcel V:

Parcel Key No. 018-8053-2133

State ID: 71-08-14-180-009.000-026

Legal Description: Lots 12-13 85 Ft Swly End Ea Byerleys Add

Commonly Known as 1538 PRAIRIE AVE

EXHIBIT B

Real Estate Purchase Agreement

[See attached.]



Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

December 3, 2025

Hon. Canneth Lee
President, South Bend Common Council
3rd Floor – South Bend City Hall
South Bend, IN 46601

Re: Resolution Requesting Approval for the Purchase of 1829 Randolph Street

Dear President Lee:

Attached is a resolution for consideration by the South Bend Common Council ("Council") requesting authorization from Council for the Board of Public Works to pursue the acquisition of three (3) parcels of land, more commonly referred to as 1829 Randolph Street, South Bend, Indiana ("Property"). The Board of Works intends to follow the statutory framework set forth under IC 36-1-10.5-5 to purchase the Property.

The purpose of this purchase is to facilitate the upcoming CSO storage tank construction project. This infrastructure improvement is necessitated by the City of South Bend's consent decree with the federal government. The acquisition of the Property has the likely impact of reducing the overall cost of the construction project while minimizing the disruption to the residents of the neighborhood.

I will present the resolution to Council at its upcoming meeting. As always, thank you for your consideration.

Sincerely,

Eric Horvath
Director of Public Works

Dec 3, 2025

Bianca Tirado
City Clerk, South Bend, IN

BILL NO. 25-51

RESOLUTION NO. _____

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,
INDIANA, APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT
1829 RANDOLPH ST., SOUTH BEND, INDIANA**

WHEREAS, the City of South Bend, acting through its Board of Public Works ("Board"), seeks to acquire three (3) parcels of land, all associated with the street address of 1829 Randolph Street, South Bend, Indiana 46613 with the following parcel numbers

018-7102-3649/71-09-18-429-008.000-026

018-7102-3650/71-09-18-429-009.000-026

018-7102-3651/71-09-18-429-010.000-026

(collectively "Property") under the authority of Ind. Code 36-1-10.5-5; and

WHEREAS, pursuant to Indiana Code 36-1-10.5-5, the Board seeks the consent of the South Bend Common Council to execute the purchase of the Property; and

WHEREAS, upon the Common Council's approval, the Board will solicit two (2) appraisals for the Property and make an offer to the property owner in a manner consistent with the law; and

WHEREAS, pursuant to Ind. Code 36-1-10.5-5, the South Bend Common Council ("Common Council") desires to declare and affirm its interest in Property.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AS FOLLOWS:

Section I. The Common Council hereby declares and affirms its interest in the purchase of the Property and approves and authorizes the Board to purchase the Property in accordance with I.C. 36-1-10.5.

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

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at ____ o'clock .m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the ____ day of _____, 2025, at ____ o'clock ____ .m.

James Mueller, Mayor
City of South Bend, Indiana



City of South Bend
PLAN COMMISSION

City Hall
215 S. Dr. Martin Luther King, Jr. Blvd.
Suite 500
South Bend, IN 46601
(574) 235-7627
www.southbendin.gov/zoning

November 26, 2025

Honorable Dr. Oliver Davis
3rd Floor, City Hall
South Bend, IN 46601

Filed in Clerk's Office

Nov 26, 2025

Bianca Tirado
City Clerk, South Bend, IN

RE: Proposed Zoning Text Amendment #7

Dear Committee Chair Dr. Davis:

Enclosed is an Ordinance for a proposed Text Amendment to Chapter 21. The Common Council of the City of South Bend, Indiana, adopted a new zoning ordinance for the City of South Bend that went into effect on January 1, 2020. Since its last amendment in September 2021, use of the Ordinance has identified a few standards that need further clarification, correction, or revision. Changes to these standards will support a more vibrant, resilient community while improving the ease of use of the zoning ordinance.

Please include the attached Ordinance on the Council agenda for first reading at your December 8, 2025 Council meeting and set it for public hearing at your January 12, 2026 Council meeting. The petition is tentatively scheduled for public hearing at the December 15, 2025 South Bend Plan Commission 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.

If you have any questions, please call our office at (574) 235-7627.

Sincerely,

Brian Killen
Zoning Administrator

Nov 26, 2025

BILL NO. 80-25

Bianca Tirado
City Clerk, South Bend, IN

ORDINANCE NO. _____

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING CHAPTER 21 OF THE SOUTH BEND MUNICIPAL CODE TO MAKE MISCELLANEOUS CHANGES FOR CLARIFICATION AND CONSISTENCY TO SIMPLIFY DEVELOPMENT PROCESS AND TO ACHIEVE HIGHER QUALITY DEVELOPMENT

STATEMENT OF PURPOSE AND INTENT

The Common Council of the City of South Bend, Indiana, adopted a new zoning ordinance for the City of South Bend that went into effect on January 1, 2020. Since its adoption in November 2019, use of the Ordinance has identified a few standards that need further clarification, correction, or revision. Changes to these standards will support a more vibrant, resilient community while improving the ease of use of the zoning ordinance.

NOW, THEREFORE, be it ordained by the Common Council of the City of South Bend, Indiana, as follows:

SECTION I. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 2 Definitions & Measurements, Section 21-02.03 Measurements, subsection (b) Building Placement is hereby amended as follows:

- (3) **Building Setbacks.** A setback distance is measured perpendicularly from the lot line to the closest exterior wall of a building's facade, exclusive of building frontage type (e.g., porch, stoop). A setback is measured from the greater of an actual or proposed ~~street~~ right-of-way.

SECTION II. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 2 Definitions & Measurements, Section 21-02.03 Measurements, subsection (d) Building Form is hereby amended as follows:

- (2) **Building Height (Stories).**

- (D) The Zoning Administrator may permit a single one-story shared amenity space per building open only to building occupants and their guests, having a gross floor area of no more than 25% of the gross floor area of the floor below, and set back not to be visible from the street, that shall not count as a story toward the maximum number allowed.

SECTION III. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 2 Definitions & Measurements, Section 21-02.03 Measurements, subsection (e) Building Components is hereby amended as follows:

- (1) When a building component is allowed to be built into a minimum required setback, it is called an encroachment and shall meet all regulations for building components per Section 21-08.01. Where a contextual setback is applied, the Zoning Administrator may allow additional building frontage type encroachment.

SECTION IV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 2 Definitions & Measurements, Section 21-02.03 Measurements, subsection (f) Building Standards is hereby amended as follows:

(1) Facade Transparency.

(B) Façade transparency percentages are calculated independently for each floor on each facade.

~~(B)(C)~~

~~(C)(D)~~

Upper floor transparency is calculated based on the total façade area located between the surface of any floor to the surface of the floor above it or, if there is no floor above, from the surface of the floor to the surface of the roof. The Zoning Administrator may reduce the required transparency on the top floor of a building by up to 50% for designs consistent with the building's architectural style.

(2) Building Width. Width is measured as the horizontal length of a building façade measured parallel to a primary or secondary street. Building widths are applied only to facades visible from a street.

(A) For the Stacked Flats, Shop, and Mid-Rise/Tower building types:

(i) Elevated hallway connections between structures that are set back at least 20 feet from the front lot line shall not count toward continuity of building width.

(ii) The Zoning Administrator may permit an increase in the maximum building width, when it is context appropriate and/or to maximize block utilization, up to 25% if the building design and articulation meet the intent of the ordinance.

SECTION V. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.01 S1 Suburban Neighborhood 1, subsection (g) Building Components; Section 21-03.02 S2 Suburban Neighborhood 2, subsection (g) Building Components; Section 21-03.03 U1 Urban Neighborhood 1, subsection (g) Building Components; Section 21-03.04 U2 Urban Neighborhood 2, subsection (g) Building Components are hereby amended as follows:

Allowed Encroachments (max.)
Balcony

Rear
~~Not Allowed~~ 5'

SECTION VI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.01 S1 Suburban Neighborhood 1, subsection (h) Building Standards is hereby amended as follows:

Facade Transparency (min.)

Ground Floor - Front Facade	10%
Ground Floor - Corner Facade	5%
Upper Floor - Front Facade	10%
Upper Floor - Corner Facade	5%

SECTION VII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.01 S1 Suburban Neighborhood 1, subsection (j) Landscape; Section 21-03.02 S2 Suburban Neighborhood 2, subsection (j) Landscape; Section 21-03.03 U1 Urban Neighborhood 1, subsection (j) Landscape; Section 21-03.04 U2 Urban Neighborhood 2, subsection (j) Landscape; Section 21-03.05 U3 Urban Neighborhood 3, subsection (j) Landscape; Section 21-03.06 UF Urban Neighborhood Flex, subsection (j) Landscape; Section 21-03.07 NC Neighborhood Center, subsection (j) Landscape; Section 21-03.08 DT Downtown, subsection (j) Landscape are hereby amended as follows:

¹ An existing tree of at least 2" 1.75" may fulfill this requirement.

SECTION VIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.02 S2 Suburban Neighborhood 2, subsection (h) Building Standards is hereby amended as follows:

Facade Transparency (min.)

Ground Floor - Front Facade	10%
Ground Floor - Corner Facade	5%
Upper Floor - Front & Corner Facade	15%

SECTION IX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.03 U1 Urban Neighborhood 1, subsection (c) Principal Uses is hereby amended as follows:

Dwelling, 2 Units	Special Exception <u>Allowed subject to Conditions with Use Specific Standards.</u>
-------------------	--

SECTION X. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.03 U1 Urban Neighborhood 1, subsection (d) Building Placement is hereby amended as follows:

Lot Width ¹	30' min.
------------------------	----------

Building Setbacks	Front ^{+ 2}	Side ^{2 3}
--------------------------	-----------------------------	----------------------------

¹ Lot width may be reduced to 20' for attached dwellings.

^{+ 2}

^{2 3}

SECTION XI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.05 U3 Urban Neighborhood 3, subsection (g) Building Components; Section 21-03.06 UF Urban Neighborhood Flex, subsection (g) Building Components are hereby amended as follows:

Allowed Encroachments (max.)	Rear
Balcony	Not allowed <u>3'</u>

SECTION XII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.06 UF Urban Neighborhood Flex, subsection (f) Building Form is hereby amended as follows:

Building Design

Total Non-Residential or Non-Civic Use (max.)	5,000 square feet
---	-------------------

Total Retail & Service Use (max.)	2,500 square feet
--	------------------------------

SECTION XIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.07 NC Neighborhood Center, subsection (c) Principal Uses is hereby amended as follows:

Gas/Fuel Station

SECTION XIV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.08 DT Downtown, subsection (c) Principal Uses is hereby amended as follows:

Gas/ Fuel Station	
Beer/Wine/Liquor Sales	Allowed <u>Special Exception</u>
Tobacco/Hookah/Vaping	Allowed <u>Special Exception</u>

SECTION XV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 3 Standard Districts, Section 21-03.08 DT Downtown, subsection (d) Building Placement is hereby amended as follows:

Lot Size	
Lot Width	20' <u>15'</u> min

SECTION XVI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 4 Special Districts, Section 21-04.01 OS Open Space, subsection (i) Landscape; Section 21-04.02 U University, subsection (i) Landscape; Section 21-04.03 C Commercial, subsection (i) Landscape; Section 21-04.04 I Industrial, subsection (i) Landscape are hereby amended as follows:

¹ An existing tree of at least 2nd 1.75" may fulfill this requirement.

SECTION XVII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 4 Special Districts, Section 21-04.03 C Commercial, subsection (b) Principal Uses; Section 21-04.04 I Industrial, subsection (b) Principal Uses is hereby amended as follows:

Gas/ Fuel Station	Allowed <u>Special Exception</u>
Beer/Wine/Liquor Sales	Allowed <u>Special Exception</u>
Tobacco/Hookah/Vaping	Allowed <u>Special Exception</u>

SECTION XVIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 4 Special Districts, Section 21-04.04 I Industrial, subsection (f) Building Components is hereby amended as follows:

Main entrances shall be prominently located and visible from the primary street or open space; the Zoning Administrator may waive this requirement for any Agricultural; Industrial, Manufacturing, & Processing; Transportation; or Utilities use if not needed to meet the intent of this ordinance.

SECTION XIX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 4 Special Districts, Section 21-04.04 I Industrial, subsection (g) Building Standards is hereby amended as follows:

Standard, fluted, or split face concrete masonry units (CMUs) above the basement level are prohibited as face material. Glazed or heavily polished CMUs or CMUs that look like brick or stone are allowed.

SECTION XX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 5 Special Districts, Section 21-05.02 NNZO Northeast Neighborhood Zoning Overlay, subsection (d) Uses is hereby amended as follows:

(1) Dwelling, Ancillary

(A) In a S1, U1, or U2 district, the owner(s) of the lot upon which the ancillary dwelling is located shall occupy at least one of the dwelling units on the premises.

~~(1)~~**(2)**

SECTION XXI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 4 Special Districts, Section 21-05.02 NNZO Northeast Neighborhood Zoning Overlay, subsection (f) Building Standards is hereby amended as follows:

(2) Building Materials

~~(D) Security devices such as solid metal security gates, metal roll-down windows, coiling shutters, and link/grill systems shall not be installed on front or corner facades, except where such devices are at least 50 percent transparency and located wholly behind a window or door, when viewed from the street or open space.~~

~~(E)~~**(D)**

~~(F)~~**(E)**

~~(G)~~**(F)**

~~(H)~~**(G)**

SECTION XXII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.01 Principal Uses, Table 21-06A: Principal Uses by Zoning District is hereby amended as follows:

Residential
Dwelling, 2 Units

U1
~~Special Exception~~ Allowed subject to Conditions with Use Specific Standards

Retail & Service	DT
Beer/Wine/Liquor Sales	Allowed <u>Special Exception</u>
Tobacco/Hookah/Vaping	Allowed <u>Special Exception</u>
Retail & Service	C, I
Beer/Wine/Liquor Sales	Allowed <u>Special Exception</u>
Gas/Fuel Station	Allowed <u>Special Exception</u>
Tobacco/Hookah/Vaping	Allowed <u>Special Exception</u>

SECTION XXIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.01 Principal Uses, subsection (j) Residential is hereby amended as follows:

(1) Dwelling, Ancillary

(A) Standards:

~~(ii) — In a S1 or U1 district, the owner(s) of the lot upon which the ancillary dwelling is located shall occupy at least one of the dwelling units on the premises.~~

~~(iii)~~(ii)

~~(iv)~~(iii)

~~(v)~~(iv)

~~(vi)~~(v)

~~(vii)~~(vi)

(3) Dwelling, 2 Units

(A) Standards:

(i) In a U1 district, a conversion to add one dwelling unit, other than an ancillary dwelling, to an existing structure shall require a special exception.

~~(i)~~(ii)

SECTION XXIV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.01 Principal Uses, subsection (k) Retail & Services is hereby amended as follows:

(7) Drive-Through Facility

(A) Standards:

(iii) A drive-through facility shall not cause any interference to a public right-of-way or conflict with safe movement along sidewalks or walkways, to building entrances or exits, or to ~~required~~ parking spaces.

~~(vii) A drive through facility shall provide sufficient room for at least one waiting space after exiting the last pick up or service facility.~~

~~(viii)(vii)~~

~~(ix)(viii)~~

~~(x)(ix)~~

(11) Gas/Fuel Station

(A) Standards:

(i) ~~Gasoline~~-Fuel dispensers and pump island canopies shall not be located within any minimum required setback. In a NC or DT district, ~~gasoline~~ fuel dispensers and pump island canopies shall not be located in an established front or corner yard.

(ii) Gas/fuel stations shall not cause any interference to a public right-of-way or conflict with safe movement along sidewalks or walkways, to building entrances or exits, or to required parking spaces.

(iii) The site design of any gas/fuel station shall provide for the safe and efficient ingress and egress to the site for fuel delivery vehicles and an area for such fuel delivery vehicles to park while unloading which does not interfere with or impede ingress or egress to or from any public street, required parking spaces, or any ~~gasoline~~ fuel sales area.

(vi) A gas/fuel station canopy shall be consistent in design and materials with the primary building, shall be neutral colored, and shall have masonry support columns.

(21) Vehicle Sales or Rental

(A) Standards:

(iii) A vehicle sales or rental use shall have a minimum lot size of 120' by 180'.

~~(iii)(iv)~~

~~(iv)(v)~~

~~(v)~~(vi)
~~(vi)~~(vii)
~~(vii)~~(viii)
~~(viii)~~(ix)
~~(ix)~~(x)

(22) Vehicle Service, Major

(A) Standards:

- (ii) No partially dismantled, wrecked, or unregistered vehicle shall be stored outdoors for more than 14 30 days, except in an I district, where the maximum time shall be 30 days.

SECTION XXV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.01 Principal Uses, subsection (k) Retail & Services, Gas Station diagrams are hereby amended as follows:

Gas/fuel station layout for an urban location

Gas/fuel station layout for a suburban location

SECTION XXVI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.01 Principal Uses, subsection (l) Transportation is hereby amended as follows:

(4) Parking Lot

(A) Standards:

- (i) See Section 21-07.03~~(h)~~(g) for parking structure regulations.

SECTION XXVII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.02 Accessory Uses and Structures, subsection (b) Applicability is hereby amended as follows:

- (4)** Any structure that is less than 4 square feet in area and 9 feet in height, including, but not limited to, little free libraries and electric vehicle charging stations, shall not be considered an accessory structure.

SECTION XXVIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.02 Accessory Uses and Structures, subsection (e) Maximum Number of Accessory Buildings is hereby amended as follows:

A lot in a S1, S2, U1, U2, U3, or UF district shall not have more than one detached accessory building; however, the following structures shall not count for the purposes of this calculation.

(2) ~~Any structure that is less than 4 square feet in area and 6 feet in height.~~

~~(3)~~(2)

(3) A pergola of 200 square feet or less that is no taller than the eave of the primary structure or 18', whichever is less.

SECTION XXIX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.02 Accessory Uses and Structures, subsection (f) Accessory Use Definitions and Standards is hereby amended as follows:

(4) **Chickens, Chicken Coops, and Chicken Pens**

(C) **Construction**

- (i) The chicken coop shall be enclosed with solid material on all sides and have a solid roof and door(s). The coop shall be at least 18 inches high, and provide at least ~~4~~ 2 square foot of floor area per chicken. Traditional building materials shall be used. Doors shall be constructed so that they can shut and lock. Vents, covered with wire, will be placed as necessary for adequate ventilation. The coop shall be impermeable to rodents, wild birds, and predators, including dogs and cats.

(12) **Home Occupations**

(A) **Standards**

- (i) The home occupation shall be located within a fully enclosed building owned or occupied by the resident of the site.-
- (iii) No more than one client may be served or instructed at a time.
Clients may not be served or instructed before 7:00 a.m. or after 9:00 p.m.

- (vi) There shall be no additional or separate entrance to the primary dwelling facing the street for the purpose of conducting the home occupation.

(B) Prohibited Home Occupations. The following uses, by the nature of the investment or operation, have a pronounced tendency, once started, to rapidly increase beyond the limits specified above for home occupations and impair the use, value and quiet enjoyment of adjacent residential properties. Therefore, the following uses specified below and other similar or comparable uses shall not be permitted as home occupations: Bar/Tavern/Restaurant; Freight/Trucking/Shipping; Industrial (any); Medical/Dental Clinic; Vehicle Service (any); and Veterinary Clinic, Kennel, or Stable.

- (i) ~~Antique, Book or Gift Shop~~
- (ii) ~~Appliance Repair, large or small~~
- (iii) ~~Barber Shop / Beauty Shop~~
- (iv) ~~Bicycle Repair or Service~~
- (v) ~~Dance, Yoga, or Exercise Studio~~
- (vi) ~~Dental Office or Clinic~~
- (vii) ~~Freight, Trucking or Shipping~~
- (viii) ~~Lawn Mower Repair or Service~~
- (ix) ~~Medical Office or Clinic~~
- (x) ~~Painting of Vehicles, Trailers, Boats, etc.~~
- (xii) ~~Private Schools with Organized Classes~~
- (xiii) ~~Restaurants, Eating, or Drinking Establishments~~
- (xiv) ~~Upholstering~~
- (xv) ~~Television or Radio Repair~~
- (xvi) ~~Tool or Equipment Rental~~
- (xvii) ~~Tooling, Welding, or Machine Shop~~
- (xviii) ~~Vehicle Repairs, major or minor~~
- (xix) ~~Veterinary Clinic, Kennel, or Stable~~

(C) Permitted Home Occupations. By way of example, the following uses, when conducted in compliance with the conditions set forth above, qualify as permitted home occupations: Animal Care Establishment (i.e., Pet Grooming); Childcare Home as defined by IC 12-7-2-28.6; Food Preparation as defined in IC 16-42-5.3; Personal Care & Services, including, but not limited to Baking, Barber/Beauty Shop, and Teaching/Tutoring (including musical instruments, dance, yoga); and Professional Offices.

- (i) ~~Artist's, Musician's, or Writer's Studio~~
- (ii) ~~Cake Making or Decorating (not a catering or commercial bakery facility)~~
- (iii) ~~Childcare Home as defined by IC 12-7-2-28.6~~
- (iv) ~~Data Processing, Word Processing, or Transcription Services~~

- (v) ~~Dressmaking, Millinery, Sewing, or Tailoring~~
- (vi) ~~Home School, including Cottage Schools~~
- (vii) ~~Personal Office~~
- (viii) ~~Teaching or Tutoring, including musical instruments or dance, when limited to one pupil at a time~~
- (ix) ~~Internet Sales, exclusively online~~

(24) Solar Energy System

(A) Standards:

- (v) Ground-mounted solar energy systems are limited to a maximum height of ~~42~~ 18 feet. Power transmission lines from a ground mounted solar energy system to any structure shall be located underground, if possible, and shall be completely shielded against shock hazard.

SECTION XXX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.02 Accessory Uses and Structures, subsection (f) Accessory Use Definitions and Standards, (27) Trash Containers is hereby deleted and replaced as follows:

(27) Trash and Recycling Containers

Designated outdoor storage areas and equipment used to collect refuse and recyclables.

(A) Standards

- (i) Any trash or recycling container or combination of containers exceeding 36 cubic feet in capacity shall be placed on an impervious surface and screened on all sides by a building or a solid-walled enclosure not less than 6 feet in height nor more than 10 feet in height above grade and equipped with an opaque screen gate.
- (ii) The solid-walled portion of the enclosure shall be similar in design and materials to those of the building façade and shall be built to grade. Fences shall not be considered as a solid wall, and chain link fences with slats shall not be used as gate material.
- (iii) Gates or doors of the enclosure shall be kept completely closed except when refuse is being added or removed.

- (iv) Building foundation landscape, designed per Section 21-09.01(m), shall be installed along any sides of the enclosure not screened by a building.
- (v) The Zoning Administrator, upon request by an applicant, shall have the authority to approve an alternate design subject to the provisions below, as long as the intent of the ordinance is met.
 - a. Enclosure, material, and landscaping requirements may be reduced or waived if the enclosure is adjacent to and accessed from an alley and is not visible from a street.
 - b. An opaque fence may be used in place of a solid wall if the enclosure is located in an established rear yard or in a side yard not visible from a street and is designed so that refuse cannot leak or blow under it.
 - c. Landscaping may be reduced or waived if the enclosure is located in an established rear yard or in a side yard not visible from a street.

SECTION XXXI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.03 Temporary Uses and Structures, subsection (e) Duration is hereby amended as follows:

Except as specifically provided otherwise in this section-, a temporary use, building or structure shall be permitted for a period not to exceed one year. Except as specifically provided otherwise in this section, the improvement location permit, if required, may be renewed one or more times by the Zoning Administrator, for good cause shown, for an additional period(s) not to exceed a total of three years beyond the original expiration date.

SECTION XXXII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.03 Temporary Uses and Structures, subsection (j) Regulations for Mobile Classrooms is hereby amended as follows:

- (1) Mobile classrooms shall be for use ~~by a~~ within the following Civic & Institutional Use types: College/University, Religious Institution, School, Pre-K/Primary/Secondary; ~~or~~ and

SECTION XXXIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 6 Uses, Section 21-06.03 Temporary Uses and Structures, subsection (k) Regulations for Temporary Seasonal Retail Sales is hereby amended as follows:

- (2) ~~In districts where off-street parking is required, a minimum of 3 off-street parking spaces shall be provided on-site for the temporary seasonal retail sales use;~~

~~(3)(2)~~

~~(4)(3)~~

~~(5)(4)~~

SECTION XXXIV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 7 Access & Parking, Section 21-07.03 Vehicle Access & Parking, subsection (d) Off-Street Vehicle Parking Area Access is hereby amended as follows:

- (2) Whenever practical, if an alley is present and open to traffic, all vehicular access ~~should~~ shall take place from the alley. When an alley is not present, access to corner lots from a secondary street is preferable to access from a primary street.
- (4) Curb cuts shall not be allowed on lots of less than 30' in width. Under a shared driveway condition, this minimum may be reduced to 15' if the lots sharing the driveway are at least 30' in width combined.

~~(4)(5)~~

~~(5)(6)~~

~~(6)(7)~~

SECTION XXXV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 7 Access & Parking, Section 21-07.03 Vehicle Access & Parking, subsection (e) Design and Construction of Off-Street Vehicle Parking Areas is hereby amended as follows:

- (1) **Parking Area Layout.** The layout of all off-street parking areas shall be in compliance with Table 21- 07B or the most recent version in the Architectural Graphic Standards for a Level of Service "A" or "B." An alley adjacent to the lot may be used to meet the requirement for drive aisle width. The Zoning Administrator may reduce any measurement within Table 21-07B by up to one (1) foot on space-constrained lots.

SECTION XXXVI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 7 Access & Parking, Section 21-07.04 Off-Street Loading, subsection (e) Use of Loading Area is hereby deleted in its entirety.

SECTION XXXVII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.01 Building Standards, subsection (c) Building Design is hereby amended as follows:

- (2) Primary facades shall be oriented to a front lot line. Building designs that orient main entrances so that they are not visible from the primary street are prohibited. Any entrance on a side facade shall be visible from the street or clearly identified using architectural features, awnings/canopies, or lighting. The Zoning Administrator may waive this requirement for buildings oriented to a common open space or for Agricultural; Industrial, Manufacturing, & Processing; Transportation; and Utilities uses in an I district.

SECTION XXXVIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.01 Building Standards, subsection (e) Building Materials for New Construction – Front and Corner Facades is hereby amended as follows:

- (3) Standard, fluted, or split face concrete masonry units (CMUs) above the basement level are prohibited as face material. Glazed or heavily polished CMUs or CMUs that look like brick or stone are allowed.
- (7) Security devices such as solid metal security gates, metal roll-down windows, coiling shutters, and link/grill systems shall not be installed on front or corner facades, except where such devices are at least 50 percent transparent and located wholly behind a window or door, when viewed from the street or open space.

~~(7)~~(8)

- ~~(8)~~(2) In a NC or DT district, the following additional regulations apply.
 - (A) Vinyl siding is prohibited.

~~(B) — Security devices such as coiling shutters and accordion gates are prohibited on front or corner side facades, except where such devices are at least 50 percent transparent and located wholly behind a window or door, when viewed from the public right of way or open space.~~

~~(C)~~(B) Vents, air conditioners, and other utility elements, except where such elements are enclosed, camouflaged, screened, obscured, or otherwise not visible from the street, are prohibited as part of a front or corner facade.

~~(9)~~(10)

~~(10)~~(11)

SECTION XXXIX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.01 Building Standards, subsection (g) Building Components is hereby amended as follows:

- (5) **Building Entrance.** A point of ingress and egress for pedestrians into a building, ~~upper story use, or first floor tenant space.~~

SECTION XL. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (e) Detached House is hereby amended as follows:

(3) **Building Type Standards**

Building Dimensions

Building Height

<u>S2, U3, UF districts</u>	3 stories max.
<u>All other districts</u>	2.5 stories max.

SECTION XLI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (f) Cottage Court is hereby amended as follows:

(3) **Building Type Standards**

Building Dimensions

Building Height

<u>U2 district</u>	1.5 storyies max.
<u>All other districts</u>	2 stories max.

SECTION XLII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (g) Duplex is hereby amended as follows:

(3) **Building Type Standards**

Building Dimensions

Building Height

<u>S1, U1, U2 districts</u>	2.5 storyies max.
<u>All other districts</u>	3 stories max.

Building Width

<u>S1, S2 districts</u>	60' max.
<u>All other districts</u>	48' max.

Number of Dwelling Units

Duplex per Lot

<u>S1, U1 districts</u>	1 max.
<u>All other districts</u>	<u>2 max.</u>

SECTION XLIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (h) Townhouse is hereby amended as follows:

(3) Building Type Standards

Building Dimensions

Building Height 3 ~~storyies~~ max.

SECTION XLIV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (i) Apartment House is hereby amended as follows:

(3) Building Type Standards

Building Dimensions

Building Height 3 ~~storyies~~ max.

SECTION XLV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (j) Stacked Flats is hereby amended as follows:

(3) Building Type Standards

Building Dimensions

Building Height (~~stories~~) ~~2 min.~~ 5 stories max.

Building Width

S2, DT districts ~~200'~~ 250' max.

All other districts ~~120'~~ 150' max.

SECTION XLVI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.02 Building Types, subsection (k) Shop is hereby amended as follows:

(3) Building Type Standards

Building Dimensions

Façade Height

UF district 12' min.

All other districts 16' min.

Building Width

DT district 250' max

All other districts 150' max

SECTION XLVII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 8 Building Standards, Section 21-08.03 Building Frontage Types, subsection (d) Stoop is hereby amended as follows:

Standards

~~A stoop shall be at least 18" above the sidewalk and shall directly connect to the sidewalk, walkway, or driveway.~~

~~A stoop shall have a railing or wall, a covering, or be at least 18" above the adjacent walkway or driveway.~~

A stoop shall be at least 18" above the elevation of the city sidewalk achieved by building an elevated stoop and/or building on an elevated lot.

A stoop shall connect to the city sidewalk directly or via a walkway or driveway.

A stoop shall have a railing, a wall, a covering, or be elevated at least 18" above an adjoining driveway or walkway.

SECTION XLVIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Site Development, Section 21-09.01 Landscape, subsection (d) Minimum Plant Material Sizes at Time of Planting is hereby amended as follows:

Table 21-09A: Minimum Size at Time of Planting

Plant Category	Minimum Size
Deciduous Shade Tree	2-½" <u>1.75"</u> caliper at 6" above ground
Deciduous Ornamental Tree	1-½" <u>1.5"</u> caliper at 6" above ground

SECTION XLIX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Site Development, Section 21-09.01 Landscape, is hereby amended as follows:

(g) Ground Cover

In a front yard, corner yard, or tree lawn, ground cover shall include, but is not limited to, grasses; natural vegetated ground covers; preserved existing natural vegetation (e.g., thickets); or mulch. Artificial turf or similar synthetic material shall not be used.

(g)(h)

(h)(i)

(i)(j)

(j)(k)

~~(k)~~(l)

- (4) The use of artificial turf for games courts or athletic fields if other alternatives are not feasible. Any approval to allow artificial turf must be noted in the landscape plan.

~~(l)~~(m)

~~(m)~~(n)

~~(o)~~(p)

SECTION L. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Site Development, Section 21-09.01 Landscape, subsection (l) Streetscape Trees is hereby amended as follows:

(4) General Requirements

- (C) Streetscape trees shall consist of native, deciduous shade trees and be selected from the recommended list of tree species for South Bend, and Trees must be approved granted a permit by the City Forester.

SECTION LI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Site Development, Section 21-09.01 Landscape, subsection (n) Landscape Buffer is hereby amended as follows:

(2) Applicability

Table 21-09B: Buffers Required by Use

Uses	Standards
Gas/ <u>Fuel</u> Station	21-06.01(k)(11)

SECTION LII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Site Development, Section 21-09.02 Fences & Walls, subsection (c) Height is hereby amended as follows:

- (5)** A fence, greater than 50% open, providing safety at School, Pre-K/Primary/Secondary and Day Care Center uses may be erected to a maximum of 6 feet in height, irrespective of the above standards, to the extent determined by the Zoning Administrator.

SECTION LIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Site Development, Section 21-09.05 Clear Sight Area, subsection (a) Clear Sight Area Requirements is hereby amended as follows:

- (1) Except in a NC or DT district, no building, structure, or improvement, including landscape, shall be erected, placed, planted, or maintained so as to interfere with a clear sight area located between the heights of 3 feet and 10 feet above the crown of a street, driveway, or alley. A clear sight area shall be established for all streets and alleys, whether public or private.

SECTION LIV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 10 Signs, Section 21-10.01 General Provisions, Table 21-10A Allowed Temporary Signs is hereby amended as follows:

Temporary Signs for a Non-Residential Use

Total Sign Surface Area

S1, S2, U1, U2, or U3 district	24 <u>32</u> square feet max. total for all signs per street frontage
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SECTION LV. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 10 Signs, Section 21-10.02 Exempt Signs, subsection (a) Exempt Signs is hereby amended as follows:

(10) Parking Lot Directional and Information Sign

- (B) S1, S2, U1, U2, U3, UF, and NC Districts – signs shall not exceed 4 square feet in surface area, ~~or~~ nor shall they exceed 4 feet in height;
- (C) DT, OS, U and C Districts – signs shall not exceed 6 square feet in surface area, ~~or~~ nor shall they exceed 4 feet in height;

- (13) **Window Sign.** One window sign per non-residential use provided it does not exceed 4 square feet ~~and is non-illuminated~~.

SECTION LVI. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 10 Signs, Section 21-10.04 Sign Measurement, subsection (b) Sign Height is hereby amended as follows:

Sign height is measured as the vertical distance from the ~~street grade at average~~ natural ground level within 2 feet of the base of the sign or sign structure, to the highest point of the sign or sign structure.

SECTION LVII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 9 Signs, Section 21-10.05 On-Premise Signs, subsection (d) On-Premise Signs: Building Signs is hereby amended as follows:

(5) Roof Signs

- (A) Roof signs are only permitted in the NC, ~~or~~ DT, or I districts and shall only be installed on a building with a flat roof.

(7) Wall Signs

- (C) ~~No wall sign may extend above the window sills of the second story, unless the establishment extends to the second story or above.~~ No portion of a wall sign may extend above the roofline or parapet wall of a building with a flat roof or above the lower eave of a building with a pitched roof.

SECTION LVIII. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 10 Signs, Section 21-10.07 Off-Premise Signs, subsection (d) Advertising Signs is hereby amended as follows:

(1) Sign Surface Area for Advertising Signs

- (A) Limited Access Highways ~~and Arterial Streets~~ - The maximum sign surface area for advertising signs oriented toward a limited access highway shall be 672 square feet.

SECTION LIX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 12 Administration, Section 21-12.07 Development Review Procedures, subsection (f) Common Procedures is hereby amended as follows:

(4) Use Variance Procedures

(A) Applicability

- ~~(ii) When a combination of uses on a lot is not allowed in any of the zoning districts, the property should be zoned into the district that permits the most of those proposed uses and a use variance sought for the balance of uses~~
- ~~(iii)~~(ii) In any of the above conditions, a A use variance cannot be sought if a use could be permitted with a special exception.

(E) Procedure

- (i) When a combination of uses on a lot is not allowed in any of the zoning districts, the property should be zoned into the district that permits the most of those proposed uses and a use variance sought for the balance of uses.
- ~~(i)~~(ii)
- ~~(ii)~~(iii)

~~(iii)~~(iv)
~~(iv)~~(v)
~~(v)~~(vi)
~~(vi)~~(vii)
~~(vii)~~(viii)
~~(viii)~~(ix)
~~(ix)~~(x)
~~(x)~~(xi)
~~(xi)~~(xii)

SECTION LX. Chapter 21, Zoning, of the *South Bend Municipal Code*, Article 13 Nonconformities & Enforcement, Section 21-13.01 Nonconformities, subsection (j) Reconstruction, Remodeling, or Enlargement of a Legally Established Nonconforming 1 Unit Dwelling or 2 Unit Dwelling is hereby amended as follows:

- (2) Remodeled or enlarged, provided that such remodeling or additions comply with the development standards of the applicable district related to maximum building coverage, minimum setbacks (except as set forth in (l) below), maximum setbacks, and building height, ~~and off-street parking~~.

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

Canneth J. Lee, Council President
South Bend Common Council

Attest:

Bianca L. Tirado, 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 _____, 2025, at _____ o'clock __.m.

Bianca L. Tirado, City Clerk
Office of the City Clerk

Approved and signed by me on the _____ day of _____, 2025, at ____ o'clock
____.m.

James Mueller, Mayor
City of South Bend, Indiana