



OFFICE OF THE CITY CLERK

DAWN M. JONES, CITY CLERK

PERSONNEL AND FINANCE COMMITTEE

FEBRUARY 3, 2022, 5:00 P.M.

Committee Members Present: Committee Chair Sheila Niezgodski*, Committee Vice Chair Eli Wax*, Rachel Tomas Morgan*, Troy Warner*, Dr. Oliver Davis*

Others Present: Dawn Jones, Victoria Trujillo, Bob Palmer, Justin LePla, Sharon L. McBride, Lori Hamann, Karen L. White

Presenters: Dan Parker

Agenda:

1. Review of Committee's Duties and Responsibilities
2. Review of 2021 Annual Report
3. Goals and Setting of 2022 Agenda — Community Engagement, Workshops for Council Members
4. Comments from Committee Members
5. Update from Mr. Parker Bill No. 6-22
6. Adjournment

Members marked with an asterisk (*) are present digitally

Please note the attached link for the meeting recording:

<https://docs.southbendin.gov/WebLink/browse.aspx?dbid=0&mediaid=350747>

Committee Chair Sheila Niezgodski called to order the Personnel and Finance Committee meeting at 5:00 p.m.

Review of Committee's Duties and Responsibilities

Committee members confirmed receiving the Committee Duties and Responsibilities document distributed by Committee Chair Niezgodski.

Review of 2021 Annual Report

Committee Chair Niezgodski advised that the 2021 annual report was distributed to the Committee prior to the meeting.

Goals and Settings of the 2022 Agenda

Community Engagement

Committee Chair Niezgodski noted the importance of consulting with the community regarding the budget process and advised that Committee input will be requested prior to commencing the process.

Workshops for Councilmembers

Committee Chair Niezgodski noted that council member workshops are beneficial.

Comments from Committee Members

There were no comments from Committee members.

Update from Dan Parker Regarding Bill No. 6-22

Dan Parker advised that Bill No. 6-22 passed its first reading and will be presented for its second at the February 14, 2022, Council meeting. The Bill proposes amendments to the 2022 non-bargaining salary ordinance, position titles, and salary caps. The amendments were included in the budget, except for the Chief Innovation Officer position. The changes relate to existing operations and increase the effectiveness of service delivery. There are no changes related to ARP program implementation.

Two (2) new positions and nineteen (19) new titles and salary cap adjustments are proposed, including four (4) to decrease caps. Less than twenty percent (20%) of employees are at a salary cap. The amendment reasons include equity, retention, recruitment, consolidation and reorganization of responsibilities, and increased market competitiveness. One position was eliminated, resulting in savings.

The new positions are as follows:

- Deputy Director of Community Investment: The salary cap is one hundred three thousand six hundred ninety-one dollars (\$103,691). The role will assist with the management and strategic leadership of community investment and broaden the reach of the executive director. Most other city departments such as the mayor’s office and Public Works maintain such models.
- Neighborhood Grant Specialist: The salary cap is fifty-three thousand two hundred forty-one dollars (\$53,241). The role will include grant writing and technical assistance, process development coordination, compliance monitoring, and reporting.

The revised positions are as follows:

Department of Administration and Finance

- Supervisor of Accounts Payable: Salary cap increase from fifty-two thousand four hundred sixty dollars (\$52,460) to fifty-four thousand seven hundred sixty-three dollars (\$54,763) four and four tenths percent (4.4%).



Fire Department

- Preventative Maintenance Coordinator: Salary cap increase from forty-five thousand sixty-eight dollars (\$45,068) to forty-seven thousand dollars (\$47,000) four and three tenths percent (4.3%).

Department of Venues, Parks, and Arts

- Director of Facilities and Grounds: Salary cap increase from seventy-eight thousand six hundred forty-eight dollars (\$78,648) to eighty-four thousand dollars (\$84,000) six and eight tenths percent (6.8%).

Department of Innovation and Technology

- Chief Innovation Officer: Salary cap increase from one hundred eleven thousand five hundred ninety-nine dollars (\$111,599) to one hundred eighteen thousand six hundred seventy-six dollars (\$118,676) six and three tenths percent (6.3%).

Department of Applications

- Manager: Salary cap increase from seventy-two thousand two hundred eighty-four dollars (\$72,284) to seventy-six thousand one hundred sixty-one dollars (\$76,161) five and four tenths percent (5.4%).
- Applications Developer II: Salary cap increase from sixty-one thousand four hundred eighteen dollars (\$61,418) to sixty-six thousand five hundred eleven dollars (\$66,511) eight and three tenths (8.3%).

Department of Community Investment

- Executive Director of Community Investment: Salary cap increase from one hundred eleven thousand five hundred ninety-nine dollars (\$111,599) to one hundred eighteen thousand six hundred seventy-six dollars (\$118,676) six and three tenths percent (6.3%).
- Project Manager of Engagement and Economic Empowerment: Salary cap decrease from fifty-nine thousand nine hundred seventy-four dollars (\$59,974) to fifty-seven thousand eight hundred forty-five dollars (\$57,845) negative three and five tenths percent (-3.5%).
- Project Manager of Sustainability: Salary cap decrease of fifty-eight thousand eight hundred twenty-nine dollars (\$58,829) to fifty-seven thousand eight hundred forty-five dollars (\$57,845) negative one and seven tenths percent (-1.7%).

The consolidation and reorganization of responsibilities are as follows:

Department of Administration and Finance

- Deputy Director of Human Resources: Salary cap increase from eighty-one thousand eight hundred twenty-six dollars (\$81,826) to eighty-nine thousand dollars (\$89,000) eight and eight tenths percent (8.8%).
- Director of Accounting and Budget: Salary cap increase from seventy-nine thousand eight hundred sixty-two dollars (\$79,862) to eighty-five thousand five hundred sixty-nine dollars (\$85,569) seven and one tenths percent (7.1%).

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- Director of Central Services: Salary cap decrease from one hundred four thousand one hundred ninety-nine dollars (\$104,199) to ninety-four thousand five hundred dollars (\$94,500) negative nine and three tenths percent (-9.3%).
- Director of City Finances: Salary cap increase from seventy-seven thousand twelve dollars (\$77,012) to eighty-five thousand one hundred fifty-two dollars (\$85,152) ten and six tenths percent (10.6%).
- Director of Department of Finance: Salary cap increase from seventy-one thousand one hundred eighty-seven dollars (\$71,187) to seven hundred seventy thousand one hundred twelve dollars (\$77,0112) eight and two tenths percent (8.2%).
- Director of Treasury: Salary cap increase from eighty-one thousand five hundred forty dollars (\$81,540) to eighty-five thousand five hundred sixty-nine dollars (\$85,569) five percent (5%).
- Human Resources Specialist II: Salary cap increase from forty-four thousand five hundred thirteen dollars (\$44,513) to forty-eight thousand five hundred dollars (\$48,500) nine percent (9%).

Department of Community Investment

- Chief Planner: Salary cap increase from eighty-four thousand five hundred seventy-four dollars (\$84,574) to ninety-seven thousand eight hundred fifty-one dollars (\$97 851) fifteen and seven tenths percent (15.7%).
- Building Commissioner: Salary cap decrease from ninety-eight thousand three hundred thirty dollars (\$98,330) to eighty-four thousand one hundred sixty-one dollars (\$84,161) negative fourteen and four tenths percent (-14.4%).

Department of Public Works

- Manager of Cross Connection and Water Loss: Salary cap increase from sixty-four thousand seven hundred four dollars (\$64,704) to sixty-nine thousand seven hundred sixty-seven dollars (\$69,767) seven and eight tenths percent (7.8%)

Committee Chair Niezgodski requested questions from the Committee.

Committee Member Eli Wax thanked Dan Parker for the presentation and expressed appreciation for the second (2nd) review of the salary ordinance.

Committee Member Rachel Thomas Morgan expressed appreciation for ensuring parity across departments, in particular for the Department of Innovation and Technology. The labor market is experiencing a challenging and unusual economic time. Remaining competitive will assist in retaining talent.

Committee Chair Niezgodski requested questions from the Council.

Councilmember Lori Hamann thanked Dan Parker for the second (2nd) review and requested comparative salaries in other locations.

Dan Parker responded that he would provide the information at the February 14, 2022, meeting.



Councilmember Karen L. White thanked Dan Parker and his team for the time devoted to the review and for ensuring that each employee is treated fairly and equitably for their effort and expertise.

Councilmember Sharon L. McBride thanked Dan Parker for the presentation.

With no further business, Committee Chair Sheila Niezgodski adjourned the Personnel and Finance Committee meeting at 5:29 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Sheila Niezgodski".

Sheila Niezgodski, Committee Chair

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