



# OFFICE OF THE CITY CLERK

DAWN M. JONES, CITY CLERK

## PERSONNEL AND FINANCE COMMITTEE

FEBRUARY 14, 2022, 3:30 P.M.

Committee Members Present:

Committee Chair Sheila Niezgodski\*, Committee Vice Chair Eli Wax, Rachel Tomas Morgan, Troy Warner, Henry Davis Jr.

Others Present:

Dawn Jones, Victoria Trujillo, Bob Palmer, Justin LePla, Sharon L. McBride, Lori Hamann, Karen L. White\*

Presenters:

Dan Parker

Agenda:

Bill No. 6-22 – Amendment for Non-Bargaining Salary Ordinance 10817-21

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=351095>

Committee Chair Sheila Niezgodski called to order the Personnel and Finance Committee meeting at 3:30 p.m.

### **Bill No. 6-22- Amendment for Non-Bargaining Salary Ordinance 10817-21**

Dan Parker, City Controller, with an office on the twelfth (12) floor of the County City building, advised that all proposed position titles and salary amounts were contained in the original salary ordinance, 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 existing program implementations. The amendments were included in the 2022 budget. The comparable market rates for financial and IT positions are based on Creative Financial Staffing's (CFS) reporting.

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 (1) 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 executive director's reach in priority areas such as affordable housing, small business support, and economic development. 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%). The lowest twentieth (20)-percentile market rate for this position is fifty-five thousand six hundred twenty-five dollars (\$55,625).

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%). The market rate for this position is fifty-three thousand four hundred eighty dollars (\$53,480).

Department of Venues, Parks, and Arts

- **Director of Facilities and Grounds:** Salary cap increase from fifty-three thousand four hundred eighty dollars (\$78,648) to eighty-four thousand dollars (\$84,000) six and eight tenths' percent (6.8%). The market rate for this position is eighty-two thousand two hundred sixty-one dollars (\$82,261).

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%). The market rate for a comparable position is between one hundred twenty-five thousand four hundred sixty-five dollars (\$125,465) and one hundred thirty-three thousand three hundred nine dollars (\$133,309).

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%). The lowest twentieth (20)-percentile market rate for a comparable position is eighty-six thousand seven hundred seventy-five dollars (\$86,775).
- 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 percent (8.3%). The lowest twentieth (20)-percentile market rate for a comparable position is seventy-one thousand two hundred dollars (\$71,200).

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%). The market rate for a comparable position is between one hundred twenty-five thousand four hundred sixty-five dollars (\$125,465) and one hundred thirty-three thousand three hundred nine dollars (\$133,309).
- 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%). The market rate for this position is fifty-seven thousand eight hundred forty-five dollars (\$57,845).
- 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 market rate for this position is fifty-seven thousand eight hundred forty-five dollars (\$57,845).

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%).
- Director of Central Services: Salary cap decreased 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 seventy-seven thousand eleven dollars (\$77,011) eight and two tenths' percent (8.2%).

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT



- 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 Wax asked if the Grant Specialist would seek out new funding and, if so, if new grants would be tracked to determine if the position is a good investment, and if CFS factors in benefits.

Dan Parker responded that the Grant Specialist would proactively seek out grants. CFS factors in base wages and not benefits, bonuses, or incentives.

Committee Member Hamann thanked Dan Parker for adding the comparable market rates and asked if the new positions are budgeted from the general fund.

Dan Parker responded that some positions were budgeted from the general fund while others, such as the Innovation and Technology position, were budgeted from the department fund.

Committee Chair Niezgodski asked if the public wishes to speak in favor or against Bill *No. 6-22*.

Clerk Jones responded that no one from the public wished to speak in favor or against the resolution.

Committee Chair Niezgodski entertained a motion to forward Bill *No. 6-22* to the Committee of Whole with a favorable recommendation.

Committee Member Warner motioned to approve forwarding Bill *No. 6-22* to the Committee of the Whole with a favorable recommendation, which was seconded by Committee Member Tomas Morgan and carried by a vote of four (4) ayes.

Committee Chair Niezgodski– <i>Aye</i>	Committee Member Wax– <i>Aye</i>
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Committee Member Tomas Morgan – <i>Aye</i>	Committee Member Warner– <i>Aye</i>
Committee Member Davis Jr.– <i>Absent</i>	

With no further business, Committee Chair Niezgodski adjourned the Personnel and Finance Committee meeting at 3:49 p.m.

Respectfully Submitted,

Sheila Niezgodski, Committee Chair

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