



OFFICE OF THE CITY CLERK

DAWN M. JONES, CITY CLERK

PERSONNEL AND FINANCE

OCTOBER 6, 2022, 5:00 P.M.

Committee Members Present:	Sheila Niezgodski*, Vice-Chair Eli Wax, Troy Warner*, Rachel Tomas Morgan, Canneth Lee, Lori Hamann
Committee Members Absent:	Henry Davis Jr.
Others Present:	Dawn Jones*, Zoe Tembo*, Justin LePla*, Maricela Juarez*, Victoria Trujillo*, Karen L. White
Presenters:	Daniel Parker, Denise Riedl
Agenda:	<u>Budget Wrap-Up and Final Questions</u>

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=358000>

Vice-Chair Eli Wax called to order the Budget meeting at 5:03 p.m.

Final Remarks from Dan Parker — Changes for the 2023 Budget Substitute Bill

City Controller Dan Parker, with offices on the twelfth (12th) floor of the County-City building, outlined the changes that the Administration intends to file on a substitute bill for the 2023 budget as follows:

1. Build in the financial impact of the three (3) year tentative agreement that was reached with the FOP resulting from the police negotiations, the details of which will be released on October 7, 2022.
2. Remove increases for education, training, and professional services in the Clerk's Office budget to align with the Mayor's Office budget of zero percent (0%) increase.
3. Eliminate the Ordinance Violation Bureau from the Clerk's Office and relocate it to the Administration and Finance Department.

Dan Parker noted that as per the Indiana Code, the Mayor is responsible for proposing all non-personnel budgets for the Clerk's Office. The Mayor has declined to propose increases to education, training, and professional services for the 2023 budget. In addition, the Mayor encourages Council to keep proposed personnel increases for the clerk's office to a three percent (3%) cap.

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

455 County-City Building | 227 W. Jefferson Blvd | South Bend, Indiana 46601 | p 574.235.9221 | f 574.235.9173 | TDD 574.235.5567 | www.southbendin.gov

Dan Parker outlined the Mayor’s proposal to relocate the Ordinance Violation Bureau to allow streamlining of the receipt of ordinance violations receipts and improve the recording of the receipts and overall cash management.

Council Questions and Feedback

Vice-Chair Wax requested questions from the Council.

Committee Member Tomas Morgan inquired whether there is good alignment between community budget feedback and budget priorities.

Dan Parker responded that the 2023 budget reflects the top responses in the feedback, which include roads and streets, violence reduction programs and community safety, and water and wastewater infrastructure. Denise Riedl, Chief Innovation Officer, confirmed that resident feedback focused on neighborhood infrastructure, specifically lighting and traffic calming, and noted that streets are a top priority across districts.

Clerk Dawn Jones inquired about transferring the Ordinance Violation Bureau and how this will affect the person currently holding the position in the Clerk’s Office.

Dan Parker responded that the person currently holding the position will be offered to transfer and retrain in the Administration and Finance Department with the goal of bringing them up to the level required for them to continue in the position and eliminate issues stemming from a lack of training on how to record receipts of cash.

Committee Member Lee inquired about the differences in numbers between district responses for the budget feedback.

Denise Riedl responded that there was a variance in participation between districts resulting in different numbers, but the orders aligned. In addition, accepting feedback in various formats created a challenge in identifying which district each contributor was from.

Council President McBride noted for the record that the Clerk’s Office three (3%) cap and the zero percent (0%) increase for education, training, and professional services were addressed in the second substitute bill discussion and that those bills will be corrected.

Committee Member Warner requested elaboration on the issues found in the Ordinance Violation Bureau’s documentation and cash flow.

Dan Parker responded that there have been numerous concerns with the receipts process within the Clerk’s Office. The finance team does not believe that there is money missing overall; however, verifying this has been challenging. The main concerns are ensuring that, in accordance with city policy and state law, deposits are made within one (1) day and that any cash that is received is properly recorded with the name of the person paying for the violation.



Committee Member Hamann inquired about the conversations that took place prior to this meeting regarding the Ordinance Violation Bureau and noted that it would have been more appropriate to discuss the relocation prior to today.

Dan Parker responded that multiple conversations were had prior to this meeting to discuss the best processes within the Clerk’s Office, including ensuring that they have access to the right software systems and ensure that training on how to accept cash and process receipts and deposits was provided. Due to the results of these conversations and the lack of progress, it was proposed to relocate the Ordinance Violation Bureau. The relocation proposal was not made to the Clerk prior to this meeting.

Clerk Jones noted that she had inquired about the Ordinance Violation Bureau and was told the position would not be moved. In addition, a new employee took on the position in June 2022 and has requested training which was declined due to a lack of staffing. Clerk Jones expressed that moving this position should have been discussed prior to this meeting.

Dan Parker responded that at the time of Clerk Jones’ inquiry, the proposed budget did not include relocating the position; however, it will be included in the substitute bill. In addition, training was provided but there has been no progress with the entries to date.

Public Questions and Feedback

There was no public input on the proposed 2023 legal department’s budget.

With no further business, Vice-Chair Eli Wax adjourned the Budget meeting at 5:32 p.m.

Respectfully Submitted,

Committee Chair Sheila Niezgodski

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

