



OFFICE OF THE CITY CLERK

DAWN M. JONES, CITY CLERK

PERSONNEL AND FINANCE COMMITTEE

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

Committee Members Present: Sheila Niezgodski, Eli Wax, Troy Warner, Rachel Tomas Morgan

Committee Members Absent: Henry Davis Jr.

Others Present: Dawn M. Jones, Tom Kurzhal, Jenna Throw, Zoe Tembo, Victoria Trujillo, Justin LePla, Shayla Kimbrough, Bianca Tirado, Julie Wisner

Presenters: Daniel Parker

Agenda: Bill No. 68-22 – An Ordinance Amending Chapter 2 Establishing Ordinance Violation Bureau with Administration

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=359075>

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

Bill No. 68-22 – An Ordinance Amending Chapter 2 Establishing Ordinance Violation Bureau with Administration

Daniel Parker, City Controller, stated that moving the Ordinance Violation Bureau (OVB) from the City Clerk's Office into administration would move the responsibility of the OVB to the City Controller. The move would not change any rights or responsibilities of the OBV nor will it affect violation amounts. The move would allow for a more streamlined and coordinated process for administration, with the goal of making it easier for residents to pay the City for business licenses, bill payments, and violation fees, for example.

Daniel Parker noted that if the Bill is approved, the person currently in the OVB position will be offered the same position within the new structure.

Committee member Rachel Tomas Morgan asked when the move would take effect.

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Daniel Parker stated that there would be a short transition period to define new processes, but the responsibility would transition upon the signature of the mayor and would ideally take place the first day of 2023.

Committee Chair Sheila Niezgodski asked for clarification on Chapter 20, Article 1, Section 20-23.1, Amnesty Day for Ticketing, and whether discharging a firearm would be included in that amnesty day.

Daniel Parker replied that the amnesty day is under the Violation Clerk's discretion and only applies to violations that are assessed under Article 20, which is for traffic and moving violations only. Thus, the amnesty day provisions would not apply to fines for discharging a firearm. The provisions are not a forgiveness of the fine amount, but a forgiveness of the late charges only, and are typically applied to parking violations.

Committee Chair Niezgodski held the public hearing.

City Clerk Dawn Jones noted she was in opposition since proper procedure was not followed. She clarified that her understanding was that the change was due to a personnel issue and thus should have been brought to her attention so a corrective action plan could have been implemented.

Daniel Parker reiterated that the change would be of benefit to the residents and City staff and would streamline administrative processes.

Committee Vice-Chair Wax motioned to send Bill *No. 68-22* to the full council with a favorable recommendation, seconded by Committee member Tomas Morgan, and carried via a vote by voice.

With no further business, Committee Chair Sheila Niezgodski adjourned the Personnel and Finance Committee meeting at 3:42 p.m.

Respectfully Submitted,



Sheila Niezgodski, Committee Chair

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