

City Clerk

Deborah S. Block, City Clerk, IAMC, MMC

The City Clerk's Office has the responsibility of handling all Council business as well as running the Ordinance Violation Bureau. This office prepares Council agendas, minutes, ordinances and resolutions. It is also the responsibility of the Clerk's Office to follow all State Statutes and Council Rules on posting notices and preparing legal advertisements regarding Council business.

The Clerk's Office works diligently to make sure that all Council business and documents are easily accessible to the public in a transparent manner. Ordinance Violation Bureau fines are collected in the Clerk's Office with the exception of Parking Violations where we continue to work with the Police Department regarding this matter.

Conducting the Legislative Business of the City

During 2014 the City Clerk's Office and Council handled the legislative business of the City which included:

COUNCIL BUSINESS 2014 REPORT

Resolutions	
Resolutions	24
Resolutions passed	23
Carryovers	1
Withdrawn	0
Failed	2
Honoring Individuals or Schools	3

Proposed Ordinances	
Proposed Ordinances	42
Ordinances Passed	44
Carry over from 2013	2
Proposed Ordinance Failed	0
Annexations	3
Alley Vacations	3

Ordinance Violations Bureau

The Ordinance Violation Department collected \$18,819.80 in fines during 2014, \$10,844.80 from City Code Violation Citations, and \$8,200.00 Police Citations. As you can see, most of these fines were written from the Code Enforcement Department who diligently keeps an eye out for violators of the Municipal Code Ordinances. They also work with the St. Joseph County Humane Society who writes citations for animal violations. Police citations consist of Noise Ordinance, Curfew Violations, and False Alarms just to name a few.

Krisor and Associates continues to set hearings and try to collect outstanding citations for the Ordinance Violation Bureau. \$1,725.88 was collected by Krisor and turned over to the City in 2014.

We continue to have our part-time employee scan and categorize documents from pre-computer years. She has updated our files to include:

- Board of Public Works & Safety Minutes and Resolutions (1955-2007)
- Conflict of Interest Form (1984-2015)
- Correspondence, Council & Clerk All Years
- Council Minutes (1949-1998) (Handwritten documents need to be done professionally)
- Court Cases
- Easements, encroachments, warranty deeds (1899-2014)
- Oaths of Office for Elected Officials, Appointed, Fire, Police, EMS, Commissions, Boards, etc. - dating back to the 1940's
- Vacations (1924-2014)

The Clerk's Office continues to support the Common Council, City Departments, the Administration, and our citizens. We continue to look for ways to increase efficiencies and elevate the level of service we provide. Much of the Princess City's history is in the Clerk's Office and it is our duty and privilege to maintain these records for future generations.

Respectfully submitted,

Debbie Ladyga-Block, IAMC, MMC
Mishawaka City Clerk