

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 and Maintaining the Municipal Code. 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. We also register voters.

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, we continue to work with the Police Department regarding this matter.

Since 2015, Clerk Block has worked with Nicholas Ramirez, Jr. the Coordinator for Michiana Access TV to have Council meetings recorded and are shown on the WNIT Public Access Channel at 9:00AM the Wednesday following the meetings.

Conducting the Legislative Business of the City

During 2019 the City Clerk's Office and Council handled the legislative business of the City which included:

COUNCIL BUSINESS 2019 REPORT

Ordinances	
Proposed Ordinances	39
Carried over from 2018	2
Ordinances Withdrawn	2
Tabled Indefinitely	1
Carry over to 2020	1
Ordinances Passed	37
Proposed Ordinance Failed	0
Annexations	2
Alley Vacations	2

Resolutions	
Resolutions	32
Carried over from 2018	0
Resolutions passed	31
Withdrawn	1
Failed	0
Honoring Individuals or Schools	4

Ordinance Violations Bureau

The Ordinance Violation Department collected \$12,750.00 in citations during 2019:

Once again in 2019 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 violations, curfew violations, and false alarms just to name a few. The Fire Department enforces fire lane violations and false alarms.

Beginning in 2017 the Clerk's Office took over the writing and sending of the Police false alarm citations to ease the burden on the Police Department and to insure the timely processing of citations and enforcement of the code.

Krisor and Associates continues to set hearings and try to collect outstanding citations for the Ordinance Violation Bureau. \$1,275.00 was collected by Krisor and turned over to the City in 2019.

Clerk Block would like to acknowledge Chief Deputy Clerk Mary Ellen Hazen and Deputy Clerk Raven Boston along with part-time support staff member Michael Hixenbaugh for their continued commitment to the Clerk's Office, Council, Departments and Administration. Their efforts to make City records more accessible and transparent help our citizens to stay informed and engaged.

We would also like to thank Chief Deputy Clerk Hazen for her 34 years of service to the citizens of Mishawaka. Mrs. Hazen will retire at the end of March 2020.

The Clerk's Office will continue to support the Common Council, City Departments, the Administration, and our citizens. We strive to find 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.