

City Clerk

Deborah S. Block, City Clerk IAMC, MMC

The City Clerk's Office has the responsibility of serving as the staff to the Council and the Ordinance Violation Bureau; we prepare Council agendas, minutes, ordinances and resolutions. It is also the responsibility of the Clerk's Office to post notices and collect money for the Ordinance Violation Bureau.

Intern becomes Part-Time Employee

The Clerk's Office was given the opportunity in the summer of 2012 to have an intern through the JAG (Jobs for American Graduates) Program. The project that we wanted our intern to work on was to continue the work of two prior interns from a few years ago. That project was to scan, file and index Council Ordinances dating back to our City's



beginnings. Our intern Raven Boston, a Clay High School Graduate and now a sophomore at Ivy Tech College, has proven to be a great asset to the Clerk's Office. After her internship was completed, we transferred money within the Clerk's 2012 budget to keep her through the end of 2012. We have added a part-time line to our 2013 budget and have Ms. Boston continuing her great work. Once the Council Ordinance project is complete we will begin working on Council Minutes. These documents date back to 1833 when our City was founded.

Technology Improvement

The Clerk's Office implemented the BIS Digital system "SuiteOne Media" in 2012 and provided each Council member with a tablet computer. Council meeting packets are now "paperless" or "green". The Council packets are now distributed electronically to the Council, Mayor, city departments and the media. The Council packet is also being placed on our city website for citizens and the general public to access. The Mishawaka Council was the first in the area to go paperless, saving the taxpayer thousands of dollars and becoming "environmentally" friendly.

Conducting the Legislative Business of the City

During 2012 the City Clerk's Office and Council handled the legislative business of the City which included:

COUNCIL BUSINESS 2012 REPORT

<u>Resolutions</u>	34
Resolutions passed	34
Carryovers	0
Withdrawn	0
Failed	0
Honoring Individuals or Schools	6

<u>Proposed Ordinances</u>	44
Ordinances Passed	43
Carry over from 2011	1
Proposed Ordinance Failed	1
Annexations	6
Alley Vacations	3

Ordinance Violations Bureau

The Ordinance Violation Bureau collected \$13,870.14 in fines during 2012. Most of these fines were the result of Code Enforcement Ordinance violations. The Code Enforcement Department diligently keeps an eye out for violations.

Court hearings have been set by Krisor and Associates to collect outstanding fines. They are in the process collecting a balance of \$20,850.00 in outstanding citations dating from 2009 through 2012.

Krisor and Associates of South Bend, Indiana have collected through debt collections:

2009 the city received \$1,813.97/Krisor kept \$241.63 for their fees
2010 the city received \$2,269.44/Krisor kept \$481.15 for their fees
2011 the city received \$2,476.61/Krisor kept \$347.35 for their fees
2012 the city received \$3,017.14/Krisor kept \$537.06 for their fees

The total collected for the City of Mishawaka Ordinance Violation Bureau through Krisor and Associates over a four year period was \$9,577.16.

Conclusion

The Clerk's Office is proud to support the Common Council, City Departments, and our citizens. We continue to look for ways to increase efficiencies and elevate the level of service we provide.