

## **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. We work with the Police Department regarding this matter.



*Clerk's Office Staff*

## **Conducting the Legislative Business of the City**

During 2013 the City Clerk's Office and Council handled the legislative business of the City which included:

<b>COUNCIL BUSINESS 2013 REPORT</b>	
<b>Resolutions</b>	25
<b>Resolutions passed</b>	24
<b>Carryovers</b>	1
<b>Withdrawn</b>	0
<b>Failed</b>	0
<b>Honoring Individuals or Schools</b>	7
<b>Proposed Ordinances</b>	57
<b>Ordinances Passed</b>	55
<b>Carry over from 2011</b>	2
<b>Proposed Ordinance Failed</b>	0
<b>Annexations</b>	1(proposed)
<b>Alley Vacations</b>	8

## **Ordinance Violations Bureau**

The Ordinance Violation Department has collected \$14,420.75 in fines during 2013. 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.

Krisor and Associates continue to set hearings and try to collect outstanding citations for the Ordinance Violation Bureau. For the year 2013 they collected \$4,446.81 in fines.

*The Clerk's Office is proud  
to support the Common  
Council, City Departments,  
and our citizens*

**In 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. Much of the Princess City history is in the Clerk's Office and it is our duty and privilege to maintain these records for future generations.