

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. 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 where 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 shown on the WNIT Public Access Channel at 9:00AM on the Wednesday following the meetings.

Conducting the Legislative Business of the City

During 2016, the City Clerk's Office and Council handled the legislative business of the City which included:

COUNCIL BUSINESS 2016 REPORT

Resolutions	
Resolutions	37
Resolutions passed	34
Carryovers to 2017	2
Withdrawn	0
Failed	1
Honoring Individuals or Schools	7

Proposed Ordinances	
Proposed Ordinances	40
Ordinances Passed	41
Carry over from 2015	3
Carry over to 2017	2
Proposed Ordinance Failed	0
Annexations	3
Alley Vacations	2

Ordinance Violations Bureau

The Ordinance Violation Department collected \$8,978.56 in fines during 2016, \$1,675.00 from City Code Violation Citations, and \$175.00 Police Citations. 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. The Fire Department enforces fire lane violations and False Alarms.

We worked with Uniform Division Chief Jason Stefaniak regarding False Alarm enforcement. During 2016 very few citations were issued by the Police Department. After much discussion, the Clerk's Office has taken over the writing and sending of False Alarm Citations to ease the burden on the Police Department and 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. In 2016, \$6,276.05 was collected by Krisor and turned over to the City.

“On November 30, 2016 Deputy City Clerk Linda Dotson retired.”

On November 30, 2016 Deputy City Clerk Linda Dotson retired and part time employee

Raven Boston assumed the duties of Deputy Clerk. Clerk Block and staff thanked Mrs. Dotson for her many years of service to the citizens of Mishawaka and wished her well in her retirement.

Clerk Block also congratulates new Deputy Clerk Boston and said that she and Chief Deputy Clerk Mary Ellen Hazen looked forward to working with Ms. Boston for many years to come. Ms. Dotson will be returning to the Clerk’s Office in the future on a part-time basis.