

City Clerk

Deborah S. Block, City Clerk, IAMC, MMC

Raven S. Boston, Chief Deputy Clerk

Michael Hixenbaugh, Deputy Clerk

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.

With the Pandemic of 2020 we would like to acknowledge the City of Mishawaka IT Staff led by Patrick Stokes and assisted by Phillip Stokes for working closely with the Clerk's Office, Council President Gregg Hixenbaugh and Nicholas Ramirez, Jr. the Coordinator for Michiana Access TV to make our Council Meetings available to the public and those doing business with the Council. Because of their work we were able to make our Council meetings available in a secure and transparent manner on WebEx and on the City of Mishawaka Facebook page along with the Michiana Access TV/WNIT Facebook page.

In a year of uncertainty, we have learned to adapt and continue to provide professional services to the public and we are grateful to all who stepped up to make sure that this happened. Thank you all!

Conducting the Legislative Business of the City

During 2020 the City Clerk's Office and Council handled the legislative business of the City which included:

COUNCIL BUSINESS 2020 REPORT

Ordinances	
Proposed Ordinances	49
Carried over from 2019	1
Ordinances Withdrawn	1
Tabled Indefinitely	0
Carry over to 2020	0
Ordinances Passed	49
Proposed Ordinance Failed	0
Annexations	5
Alley Vacations	3
Vetoed by Mayor, Override Failed	1
Ordinances Enacted	48

Resolutions	
Resolutions	26
Carried over from 2019	0
Resolutions passed	25
Withdrawn	0
Failed	1
Honoring Individuals or Schools	2

Ordinance Violations Bureau

The Ordinance Violation Department collected \$7,487.86 in citations during 2020:

Once again in 2020 most of these fines were initiated by 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. The Fire Department enforces fire lane violations and False Alarms.

Beginning in 2017 the Clerk's Office took over the writing and sending of 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. \$4,387.86 was collected by Krisor and turned over to the City in 2020.

Clerk Block would like to acknowledge Chief Deputy Clerk Raven Boston and Deputy 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 to help our Citizens stay informed and engaged.

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 History is in the Clerk's Office and it is our duty and privilege to maintain these records for future generations.