



South Bend Common Council

South Bend City Clerk

441 County-City Building • 227 W. Jefferson Blvd
South Bend, Indiana 46601



Dawn M. Jones, MPA
City Clerk

Karen L. White
Vice-President

Sharon L. McBride
Chairperson, Committee
of the Whole

Canneth Lee
First District

Henry Davis, Jr.
Second District

Sharon L. McBride
Third District

Troy Warner
Fourth District

Jake Teshka
Fifth District

Sheila Niezgodski
Sixth District

Karen L. White
At Large

Rachel Tomas Morgan
At Large

Lori K. Hamann
At Large

PRESS RELEASE

FROM: DAWN M. JONES, CITY CLERK & SOUTH BEND COMMON COUNCIL
SUBJECT: OFFICE OF THE CITY CLERK & COMMON COUNCIL TO BEGIN PHASED
IN OFFICE PROCEDURES
DATE: MONDAY, JULY 6, 2020
CONTACT: BIANCA TIRADO, CHIEF DEPUTY CITY CLERK:
BTIRADO@SOUTHBENDIN.GOV

FOR IMMEDIATE RELEASE

OFFICE OF THE CITY CLERK & COMMON COUNCIL TO BEGIN PHASED IN OFFICE
PROCEDURES

Beginning Monday, July 6, 2020, the Office of the City Clerk and Ordinance Violation Bureau will be open Monday-Friday, 8:00 A.M.- 4:30 P.M. The South Bend Common Council members are available via email and phone. Please visit <https://southbendin.gov/official/?cat=402> for Council members contact information. You may also contact the Office of the City Clerk for additional information.

The Office of the City Clerk will have walk-in strict procedures to maintain the safety of our residents and members of the public:

- We encourage residents to call and make an appointment. Residents can call (574)-235- 9221 or email sbcityclerk@southbendin.gov. **Residents and guests must wear a face mask prior to entering the office. If you are ill, please stay home. While entering the County-City building, please practice proper social-distancing and use hand sanitizers stations throughout the building.**

- If you need to file an appeal or make an Ordinance Violation payment/parking ticket: please utilize the South Bend City Website: <https://southbendin.gov/department/city-clerk/ordinance-violation-bureau/>. If you need to make payment in regard to Code Enforcement or Animal Welfare citations, please mail in your payment in the form of a check or money order to the Office of the City Clerk. Please include a copy of the citation. If you have any questions or concerns, please contact the Ordinance Violations Bureau Clerk, Gabriel Mureri at gmurei@southbendin.gov or call (574)-235-9462.

The South Bend Common Council members are available via email and phone. Each Common Council member have independently set their office hours. Please contact them via email or phone call for their office hours. Each Common Council member is fully to equipped to work from home.



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The South Bend Common Council will continue to broadcast its formal council meetings to Facebook, TEAMS, and WNIT public access channel, which will allow residents to engage the Council on the business of the city. Steps will be taken for Council members to safely social distance during formal council meetings in the fourth-floor chambers, including a Council spread out with glass dividers between them during live meetings. A full directory of City offices is available online at <https://southbendin.gov/department/>

In accordance with the Department of Health's order, all employees and members of the public will be required to wear face coverings (covering nose and mouth) upon entering the County-City Building and must wear face coverings in all common areas, lobbies, hallways and elevators where physical distancing of at least six (6) feet is not guaranteed. Anyone feeling ill or showing COVID-19 symptoms, please call 311 or visit The City's COVID-19 Resources and Support Website: <https://southbendin.gov/covid-19-resources-support/>

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