



City of South Bend Common Council

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Oliver J. Davis
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Derek D. Dieter
Vice-President

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Chairperson, Committee
of the Whole

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First District

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Second District

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Fifth District

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Sixth District

Derek D. Dieter
At Large

Gavin Ferlic
At Large

Karen L. White
At Large

Memorandum

Date: April 18, 2014
To: City Department Heads
From: Council President Oliver J. Davis
Re: **Annual Reports**

This is a reminder that *South Bend Municipal Code* §2-22 requires that:

“The director of each department and the presiding officer of each Executive board, commission and authority shall prepare and submit to the Mayor and the Council by May 1st of each year, a report of the functions, projects and activities of each department, board, commission or authority for the preceding fiscal year”.

This requirement has been in effect since the passage of Ordinance 7108-82 in 1982, and has been an instrumental way of sharing information.

The Council is very interested in reviewing all of these reports and learning more about the many activities performed so well by each of our departments, boards, commissions and authorities.

Please make sure that the 12 Council copies are filed with the City Clerk, so that they may be properly file-marked and then distributed to the Council. If you would like to email a copy please send to jtalboom@southbendin.gov **Electronic copies are the preferred method.** We look forward to receiving all documents no later than **Monday, May 5, 2014.**

Thank you for your cooperation and assistance in sharing this vital information.

cc: Deputy Mayor Mark Neal
The South Bend Common Council
John Voorde, City Clerk