CITY CLERK

2011 ANNUAL REPORT
CITY CLERK

OFFICE PERSONNEL

The Office of the City Clerk is an appointive office by the City Manager. Both the City Clerk and the Deputy Clerk are sworn officers of the Town of Normal. The Receptionists for the Town are also part of the Clerk's Office.

2011 brought a new face to the Clerk's Office – Rachelle Leuty replaced Ann Frels as Deputy Clerk. Ann retired after being with the Town for eleven years, serving first as Receptionist and then as Deputy Clerk. Rachelle was able to join our staff and train with Ann for almost eight weeks prior to her retirement, which was extremely beneficial due to the diversity of duties of the Deputy Clerk.

City Clerk - Wendellyn J. Briggs
Deputy Clerk – Rachelle Leuty
Receptionists – Marilyn Choat and Michelle Ratcliff

DUTIES

CLERK AND DEPUTY

The duties of the City Clerk's Office are set forth in the ILCS, local Ordinances, and as directed by the City Manager. As Recording Officer of the Town, the Clerk has custody of all documents, books, records, and papers pertaining to the Town which are not specifically assigned to another officer or department.

One of the duties of the Clerk is to act as the Freedom of Information Officer of the Town. Effective in 2010, the State of Illinois, through the Attorney General's office, required the Freedom of Information Officer to take an on-line class and obtain a Certificate of Completion for both Freedom of Information and Open Meetings Act training. Both the Clerk and Deputy took the class and obtained certifications in both areas. Freedom of Information requests keep the Clerk's Office busy with the high volume of requests processed annually.

Additional Duties of the Clerk include, but are not limited to, the following:

- Clerk all Council Meetings
- Keep the Official Minutes of the Council Meetings
- Administer Oath of Offices as Needed
- Act as Secretary of the Liquor Commission
- Prepare Legal Notices for the Planning Commission, Zoning Board of Appeals, Council, and Uptown Design Review Commission
- Maintain Permanent Records of the Town – Ordinances, Resolutions, Agreements, Contracts, Subdivision Plans and Plats, Planned Unit Development Plans, Liens, Easements, and Rights-of-Way
- Title and License all Municipal Vehicles, Including Covert Police Vehicles
- Issue Miscellaneous Licenses
- Maintain Business Registration
- Administer Oath of Office to Police, Fire, and members of various Boards and Commissions
- Supervise Receptionist/Information Desk
- Serve as Local Election Official
- Serve as an Early Voting Site for the McLean County Clerk

In addition, the Office of the City Clerk is also responsible for numerous supplemental duties and activities. Some of these include Records Preservation, Records Retention and Records Destruction for all departments; Economic Interest Listing filed with McLean County Clerk; coordination of all document preservation for the Town; publication of the Zoning Map; publication and certification of all Ordinances approved by the Council; and maintenance of Indices for all Town Documents – just to name a few.

It is also the responsibility of the Clerk's Office to photocopy the Council Packet prior to all Council meetings, as well as to copy the information filed for the Planning Commission, Zoning Board, and Uptown Design Review Commission.

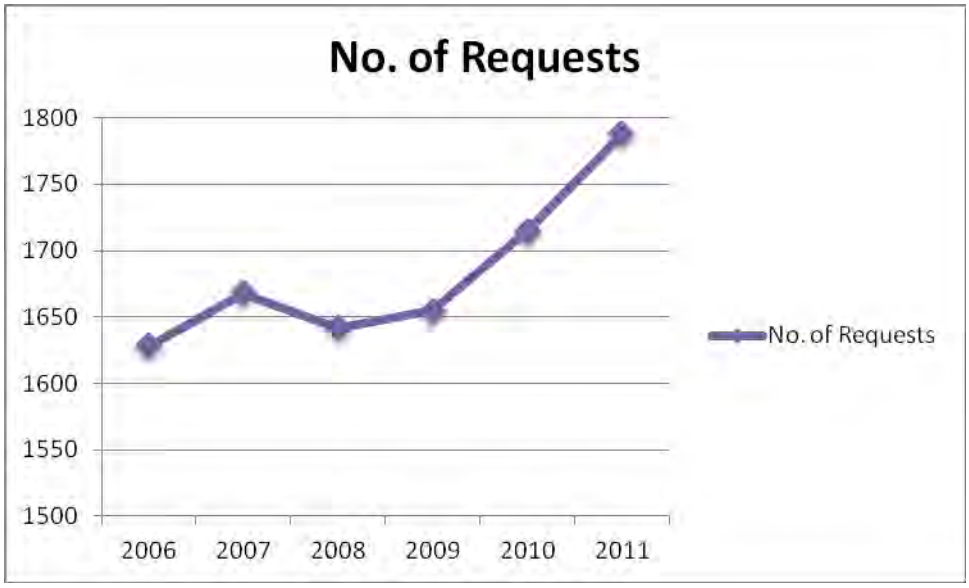
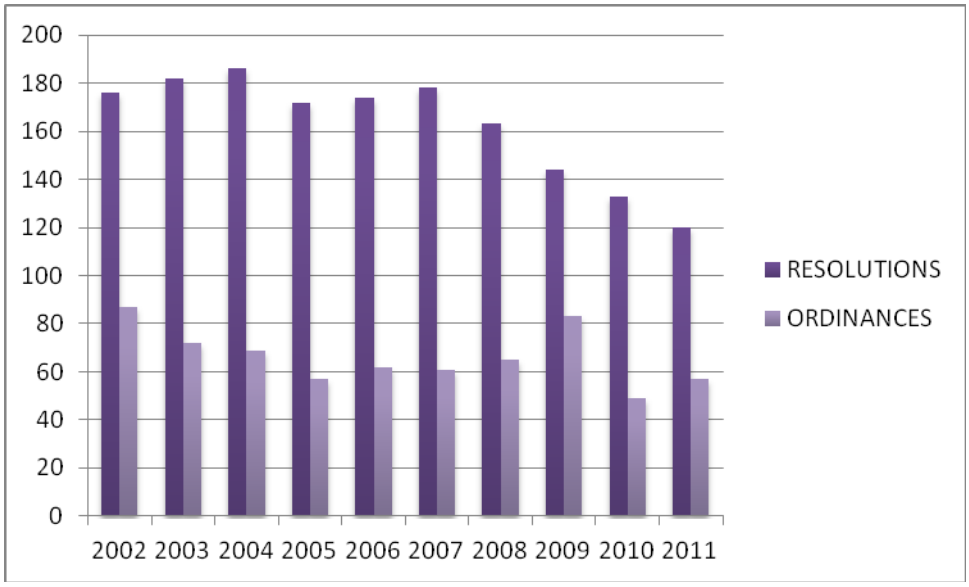
RECEPTIONIST

The Receptionist is the first person to greet customers to City Hall, as well as the first voice a citizen gets when calling the City Hall phone line. The Town currently has two outstanding receptionists, with each individual working one-half day. In addition to greeting customers both in person and on the phone, the receptionists field questions and direct citizens to the correct departments as needed. The receptionists also keep an extensive scrapbook of articles from The Pantagraph and the Vidette which pertain to the Town. In addition to their receptionist duties, the receptionists also assist other departments needing additional help from time-to-time with various projects, which includes the folding and stuffing of the bi-weekly paychecks and paystubs.

SUMMARY OF ACTIVITIES

1,001	Business Registration Renewal Letters Mailed and Processed
112	New Business Registration Packets Mailed and Processed
1,788	Freedom of Information Act Requests Received and Processed
129	Resolutions Adopted by the Council
57	Ordinances Approved by the Council
89	Documents Recorded with the McLean County Recorder of Deeds
14	Legal Notices Prepared and Published for the Zoning Board of Appeals
19	Legal Notices Prepared and Published for the Planning Commission
32	Bid Notices Published and Bids Opened (Includes RFP's & RFQ's)
24	Proclamations Prepared for Mayor
2	Library Maintenance Letters Prepared and Mailed
2	Library Maintenance Fees Paid
24	Council Meetings Attended
9	Sets of Municipal Code Revisions Prepared and Mailed
7	Council Public Hearings
97	Persons Early Voting for General Election

Freedom of Information Requests



Ordinances and Resolutions Approved by Council