

# 2002 ANNUAL REPORT

## CITY CLERK

### DUTIES

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

- Clerk all Council Meetings
- Keep the official Minutes of the Council Meetings
- Act as Secretary of the Liquor Commission
- Prepare legal notices for the Planning Commission and Zoning Board of Appeals
- 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
- Issue Miscellaneous Licenses
- Maintain Business Registration
- Act as Freedom of Information Officer - process all FOIA requests
- Supervise Receptionist/Information Desk
- Local Election Official

### POSITIONS

City Clerk - Wendelilyn J. Briggs  
Deputy Clerk - Deborah Koeppel  
Receptionist - Ann Frels

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.

## **SUMMARY OF ACTIVITIES**

|              |   |
|--------------|---|
| <b>920</b>   | <b>Business Registration Renewal Letters Mailed and Processed</b>                             |
| <b>108</b>   | <b>New Business Registration Packets Mailed and Processed</b>                                 |
| <b>2,106</b> | <b>Freedom of Information Act Requests Received and Processed</b>                             |
| <b>176</b>   | <b>Resolutions Adopted by the Council</b>   |
| <b>87</b>    | <b>Ordinances Approved by the Council</b>   |
| <b>102</b>   | <b>Documents Recorded with the McLean County Recorder of Deeds</b>                            |
| <b>42</b>    | <b>Game Licenses Issued</b>   |
| <b>20</b>    | <b>Legal Notices Prepared and Published for the Zoning Board of Appeals</b>                   |
| <b>54</b>    | <b>Legal Notices Prepared and Published for the Planning Commission</b>                       |
| <b>22</b>    | <b>Bid Notices Published and Processed</b>  |
| <b>22</b>    | <b>Proclamations Prepared for Mayor</b>   |
| <b>22</b>    | <b>Library Maintenance Letters Prepared and Mailed</b>  |
| <b>22</b>    | <b>Library Maintenance Fees Paid</b>  |
| <b>24</b>    | <b>Council Meetings Attended</b>  |
| <b>8</b>     | <b>Sets of Municipal Code Revisions Prepared and Mailed</b>                                   |
| <b>14</b>    | <b>Miscellaneous Licenses Issued (Auction, Mobile Home Park, Relocation, Refuse, Theater)</b> |
| <b>21</b>    | <b>Persons Registered to Vote</b>   |
| <b>9</b>     | <b>Legal Notices Prepared and Published for the Council</b>                                   |

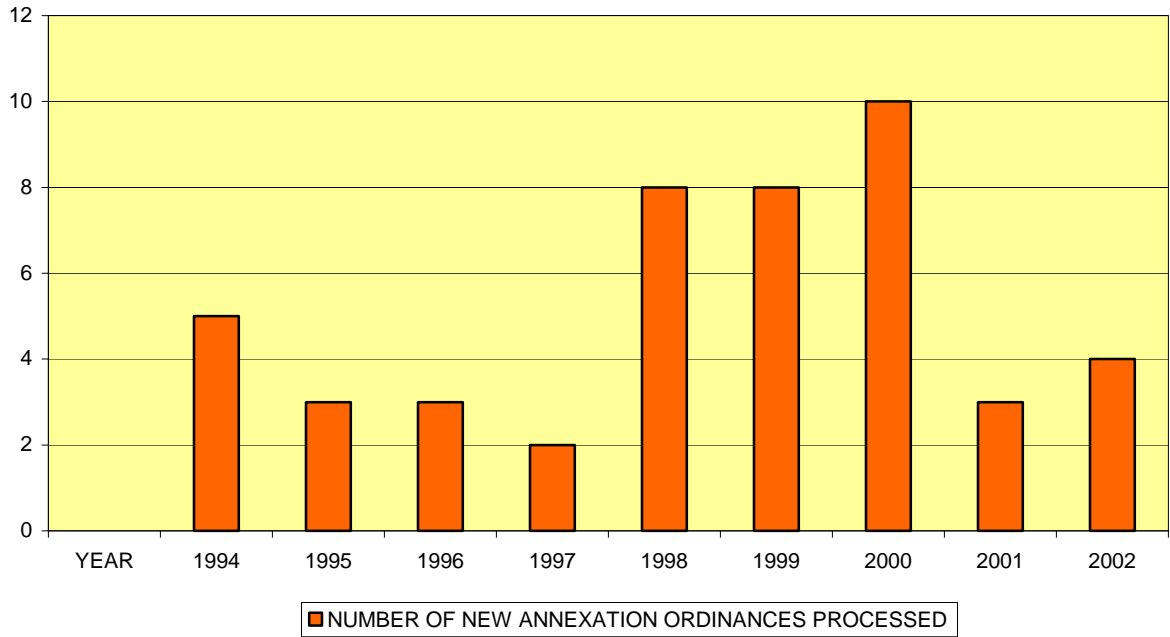
**In addition, the Office of the City Clerk is also responsible for numerous supplemental duties and activities. Some of these include Records Preservation, Records Retention and Records Destruction for all departments; Economic Interest Listing filed with McLean County Clerk; coordination of all Microfilming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

**One of the goals set for the Clerk's Office in 2002 was to convert the entire Municipal Code of the Town of Normal to the new computer system, thus enabling the entire document to be placed on the Town's website. This conversion was completed in 2002 and, along with**

**tremendous assistance from the Information Technology Department, this information is now available on-line.**

**In December, 2002, nine individuals filed petitions to be placed on the ballot for election as Town Trustee in 2003. A protest was filed against two of the petitions, which was a first in election history in the Town of Normal. A hearing of the Electoral Board was held, resulting in the protest being found to be unsubstantiated and the petitions were upheld. Therefore, a primary election will be held in February, 2003, to narrow the list of Trustee candidates to six**

### ANNEXATION ORDINANCES PROCESSED



### SUBDIVISIONS APPROVED BY COUNCIL

