

DIVISION 4. CLERK¹

Sec. 2-178. Election; term.

The city clerk shall be elected and serve for a four-year term and until a successor is elected and qualified, as provided by statute. The city clerk may also serve as the appointed city collector and receive compensation therefor.

(Code 1983, § 2-71; Code 2002, § 2-171)

Sec. 2-179. Bond.

Before entering upon duties of office, the city clerk shall execute a bond, the cost, if any, shall be borne by the city.

(Code 1983, § 2-72; Code 2002, § 2-172)

State law reference(s)—Officers' bonds, 65 ILCS 5/3.1-10-30.

Sec. 2-180. Signature.

The city clerk shall seal and attest all contracts of the city and all licenses, permits and such other documents as shall require this formality.

(Code 1983, § 2-73; Code 2002, § 2-173)

Sec. 2-181. Accounts.

The clerk shall keep accounts showing all money received and its source and disposition, and such other accounts as may be required by statute or ordinance.

(Code 1983, § 2-74; Code 2002, § 2-174)

Sec. 2-182. Disposition of money collected.

The clerk shall turn over all money received by the clerk on behalf of the city to the city treasurer promptly upon receipt of the money, and with such money the clerk shall give a statement as to its source.

(Code 1983, § 2-75; Code 2002, § 2-175)

¹State law reference(s)—Election of city clerk, 65 ILCS 5/3.1-20-5; duties of clerk, 65 ILCS 5/3.1-35-90.

Sec. 2-183. Records.

In addition to the record of ordinances and other records which the clerk is required by statute to keep, the clerk shall keep a register of all licenses and permits issued and their payments, a record showing all of the officers and regular employees of the city and such other records as may be required by the city council.

(Code 1983, § 2-76; Code 2002, § 2-176)

Sec. 2-184. Index of documents and records.

The clerk shall keep and maintain a proper index to all documents and records kept by the clerk, so that ready access thereto and use thereof may be had.

(Code 1983, § 2-77; Code 2002, § 2-177)

Sec. 2-185. Additional duties.

The city clerk shall:

- (1) Keep office at the place appointed by the city council.
- (2) Attend all meetings of the city council and take and keep the minutes and records of all its proceedings.
- (3) Record such minutes, together with all ordinances passed by the city council, in books to be kept for that purpose.
- (4) Publish all proceedings of the city council and all ordinances required by law to be published.
- (5) Serve all notices, either by personal service, by publication or by posting, required by law or the order of the city council or the mayor to be served, unless such notices are expressly ordered to be served by some other person.
- (6) Sign and keep a record of all warrants drawn on the city treasury, stating the date, number and amount, to whom payable and against what fund drawn.
- (7) Perform all duties of a local election officer, according to statute.
- (8) Notify, within five days after the result of any election is declared or appointments made, all persons elected or appointed to any city office of their election or appointment.
- (9) File all ordinances, communications, receipts and other documents required to be filed, and arrange the same in systematic order for ready reference.
- (10) Keep the corporate seal of the city and affix the seal to all papers which require it.
- (11) Be the custodian and keeper of all the books, records, ordinances and papers of the city, except as otherwise provided by law or ordinance.
- (12) Make copies of all papers in the clerk's office, and transcripts from journals and other records and files of the clerk's office, certified under the corporate seal, for use in evidence when required.

(Code 1983, § 2-78; Code 2002, § 2-178)

State law reference(s)—Publication of ordinances, 65 ILCS 5/1-2-4; publication of ordinances adopting technical codes, 65 ILCS 5/1-3-3.

Sec. 2-186. Deputy city clerk.

- (a) *Office created; appointment.* There is hereby created the position of deputy city clerk, who shall be qualified and appointed annually by the mayor, upon the recommendation of the city clerk, by and with the advice and consent of the city council.
- (b) *Bond.* The deputy city clerk shall furnish a bond, the cost, if any, shall be borne by the city. Such bond shall be approved by the mayor.
- (c) *Salary; subject to rules.* The salary or compensation of the deputy city clerk shall be such as provided for by ordinance, and the deputy city clerk will be governed by all regulations and policies applicable to city employees.
- (d) *Duties.* The deputy city clerk shall:
 - (1) Perform such duties and responsibilities as shall be assigned to the deputy city clerk by the city clerk.
 - (2) Make such reports of the deputy clerk's activities as shall be requested by the city clerk, the mayor or the city council.
 - (3) Perform the duties of city clerk upon the clerk's absence from the city and shall perform those duties required by ordinance or state statute.

(Code 1983, § 2-79; Code 2002, § 2-179; Ord. No. 93-4, § 2(2-79), 2-8-1993)

State law reference(s)—Deputy city clerk, 65 ILCS 5/3.1-30-10.

Sec. 2-187. Hours of work.

The business hours of the office of the city clerk shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, and 8:00 a.m. to 11:30 a.m. on Saturday of each week. The office of the city clerk shall be open during the noon hour. The city clerk shall be responsible for maintaining the office hours of the clerk's office, including hours for the deputy city clerk and any other employees working therein.

(Code 1983, § 2-80; Code 2002, § 2-180; Ord. No. 93-4, § 2(2-80), 2-8-1993)

Sec. 2-188. Compensation.

The city clerk shall receive compensation as set by the city council, payable as other wages are paid by the clerk's office.

(Code 1983, § 2-81; Code 2002, § 2-181; Ord. No. 96-30, § 1, 9-23-1996)

State law reference(s)—Clerk serving as collector, 65 ILCS 5/3.1-35-135; collector's duties, 65 ILCS 5/3.1-35-120.

Secs. 2-189—2-214. Reserved.