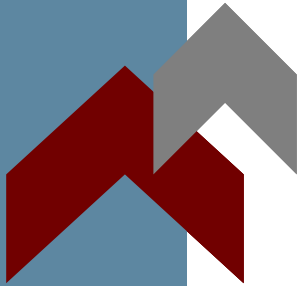


# Office of the City Clerk Rochelle, Illinois

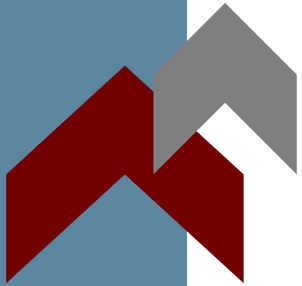


# City Clerk Team



Assistant to the City Manager/City Clerk – Sue Messer  
Administrative Support/Deputy Clerk – RoseMary Huéramo  
Marketing and Public Relations Manager/Deputy Clerk – Jennifer Thompson

**So, what do we  
do???**



# Clerk to the City Council

- Publish notices of Council Meetings at City Hall, on the City's website and with the media in compliance with the Open Meetings Act.
- Attend City Council proceedings and keep records of City Council, Committee of the Whole and Executive Session meetings.



# Records Retention

- Index and maintain official records including ordinances, resolutions, leases, agreements, contracts, deeds, easement, property vacations, letters of credit, vehicle titles, etc.
- Scan documents into Laserfiche system.
- Coordinate the disposal of local records through the State of Illinois.



# Freedom of Information Act (FOIA) Officer

- Respond to requests in compliance with the Freedom of Information Act
- Redact personal information from documents when appropriate
- Consult with the Public Access Counselor in the Attorney General's Office as needed

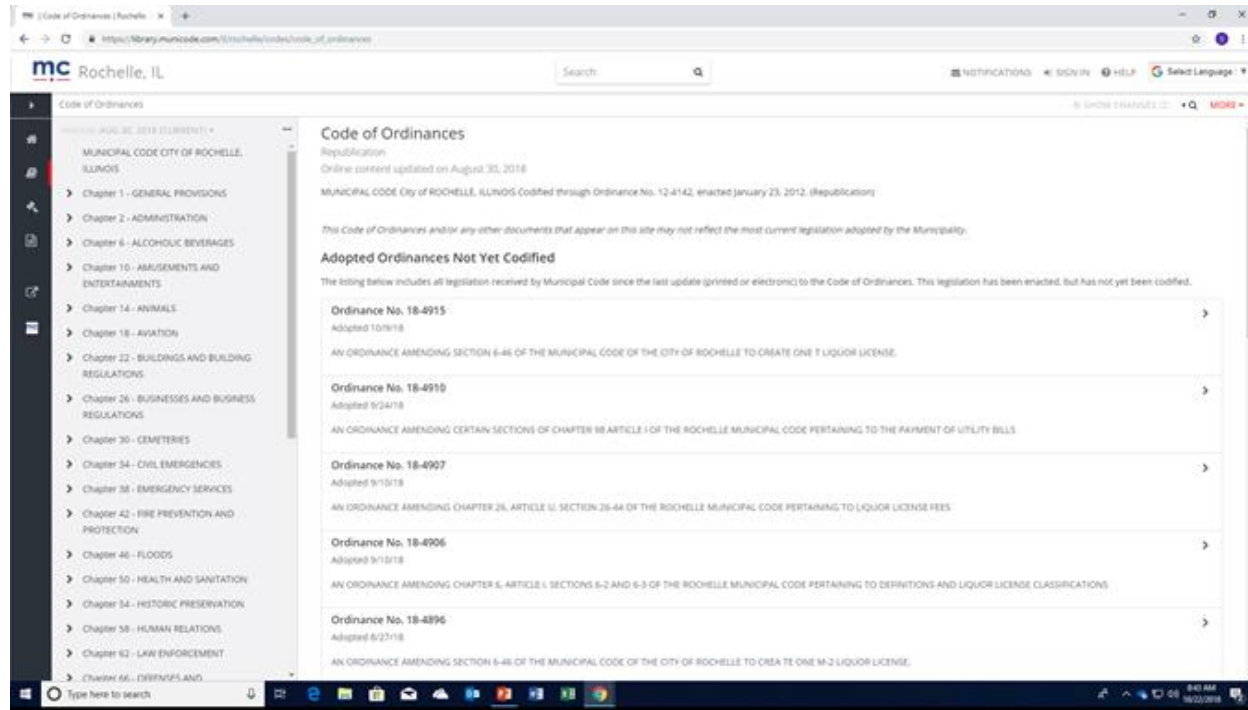


# Maintain Municipal Code

- Submit municipal code updates to Municode as approved
- Verify all updates have been submitted and coordinate annual codification



# City of Rochelle Municipal Code



- The code is fully searchable and information can be shared as a link, printed, downloaded or emailed from the Municode site.
- Using Google translator, the code is available in over 100 languages.



# Registrar of Vital Records for Ogle County

- Sign off on all death certificates in Ogle County
- Prepare death certificates as requested by funeral home and family
- Provide certified birth certificates as requested by person or family
- Enter information and certify home births



# Liquor Licenses

- In cooperation with the Mayor/Liquor Commissioner, process new liquor license applications
- Coordinate annual liquor license renewals
- Process temporary liquor licenses
- Assist the Mayor with the creation of new liquor license classification as required.



# Other Permits and Licenses

- Process Peddler/Solicitor Permits including fingerprinting, background check and bond requirements
- Issue Raffle Permits
- Process Taxi Licenses including fingerprinting, background check, proof of insurance



# Cemetery & Mausoleum Records

- Sign and seal original deeds, enter in Cemetery or Mausoleum book, and file copy
- Enter internment (burial) in cemetery or mausoleum book and file notice in funeral order book.
- Complete disinterment/reinternment forms when required.



# Deputy Registrars

- Register voters
- Provide voter registration and absentee voting information



# Local Election Official

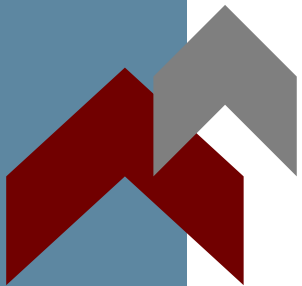
- Issue pre-filing notice of open positions in the City
- Provide petition packets to candidates
- Accept nomination petitions
- Conduct lottery for ballot positions
- Accept objections
- Submit certification of candidates and ballot position



ROCHELLE  
MAYOR & CITY COUNCIL  
CANDIDATE  
**PETITIONS**  
★  
**AVAILABLE!**

PACKETS ARE AVAILABLE AT  
THE CITY CLERK'S OFFICE AT  
ROCHELLE CITY HALL  
420 NORTH SIXTH STREET

★ ★  
PETITIONS MUST BE RETURNED BETWEEN 8AM NOVEMBER 19TH AND  
5PM NOVEMBER 26TH



# Other Duties...

- Authorized to sign all City checks
- Seal, attest and certify documents
- Accept service of summons on the City
- Administer oaths of office to police, fire, City Council and Mayor
- Record documents, as required, with Lee and Ogle Counties
- Open and retain bid documents
- Publish ordinances as required





# Other Duties Continued...

- Record notice of foreclosure records
- Verify monthly Taxpayer Notification report through the Illinois Department of Revenue
- Post notice of prevailing wage ordinance and retain contractor payroll records
- Research council action, City regulations, laws and policies in response to inquiries
- School tours of City Hall and Council Chambers





**WE'RE NOT**

**SUPERWOMEN**

**BUT WE'RE THE**

**CITY CLERK'S**

**OFFICE**

**SO**

**CLOSE ENOUGH**

