

CHAPTER 2.

OFFICERS, ELECTED AND APPOINTED

DIVISION 1. – PRESIDENT

SEC. 2.1-1 ELECTION - TERM OF OFFICE. The Town President shall be elected for a term of four (4) years and he shall be the President of the Board of Trustees, as provided by Statute. The inauguration of any newly elected President shall take place at the first regular meeting of the corporate authorities in the month of May following such election. (Amended 3/1/93 by Ord. No. 4115)

SEC. 2.1-2 DUTIES. He shall be the chief executive officer of the Town and shall perform all such duties as may be required by him by Statute or Ordinance. He shall have the power and authority to inspect all books and records kept by any Town officer or employees at any reasonable time.

SEC. 2.1-2.5 COMPENSATION. The President shall receive a salary in an amount fixed from time to time by ordinance. Beginning on December 1, 2018, the salary for the President is as follows:

- A. For each term of office beginning before the 2021 municipal election, the salary is \$18,000 per year, payable monthly while in office.
- B. For each term of office beginning after the 2021 municipal election, the salary is \$32,000 per year, payable monthly while in office.

(Amended 10/15/73)(Renumbered 12/1/75)(Amended 6/21/76)(Amended 2/7/77)(Amended 2/2/81)(Amended 4/20/81 - Eff. May, 1985)(Amended 2/15/88)(Entire Section Amended 12/17/18 by Ord. No. 5771)

SEC. 2.1-3 If the President is unable to perform the duties of the office through either death, absence from the Town for physical or mental disability for such a length of time or of such severity as would reasonably require the appointment of a fully empowered replacement, the Board of Trustees may elect one of its members President pro tem. The President pro tem shall have all the powers, duties, responsibilities and authority of the President. (Amended 12/1/75)

SEC. 2.1-4 NOTE: The President and Board of Trustees at times are referred to in this Code as the Town Board, the Town Council, the Board, the Council, the Corporate Authority, or other comparable language. In such situations or cases, no distinction or differentiation is intended. (Amended 12/1/75)

DIVISION 2. - BOARD OF TRUSTEES

SEC. 2.2-1 ELECTION. The Trustees shall be elected in accordance with SEC. 1.1-1 of this Code and the Statutes made and provided therefore. The inauguration of any newly elected Trustee shall take place at the first regular meeting of the corporate authorities in the month of May following such election. (Amended 3/1/93 by Ord. No. 4115)

SEC. 2.2-2 COMPENSATION. Each member of the Board of Trustees shall receive a salary in an amount fixed from time to time by ordinance. Beginning on December 1, 2018, the salary for each member of the Board of Trustees is as follows:

- A. For each term of office beginning before the 2021 municipal election, the salary is \$4,800 per year, payable monthly while the Trustee is in office.
- B. For each term of office beginning after the 2021 municipal election, the salary is \$6,800 per year, payable monthly while the Trustee is in office.

(Amended 10/15/73)(Renumbered 12/1/76)(Amended 6/21/76)(Amended 2/7/77)(Amended 2/2/81)(Amended 4/20/81 - Eff. May, 1985)(Amended 2/15/88)(Entire Section Amended 12/17/18 by Ord. No. 5772).

DIVISION 3. - APPOINTED OFFICERS

SEC. 2.3-1 APPOINTMENT. At the second regular meeting of the Town Council held in the month of March of each year, or as soon thereafter as convenient, the Town Council, with the President of the Town, shall jointly make the appointment of all appointive members of Boards and Commissions as required by State Statute and as provided for in this Code. Those officers holding present appointments, and all those hereafter appointed, shall have their appointments automatically renewed each March without further action of the Town Council, unless the party or parties in question, or the Town Council, shall terminate said employment.

All appointive officers of the Town shall serve for a term of one year commencing with the fiscal year of April 1 following the time of appointment as hereinbefore set out or until their successors are appointed and qualified provided, they may be removed from office for any good cause shown. In the case of a vacancy in any of said appointive officers for any cause, an officer shall, as soon as possible, be appointed in the same manner to serve for the remainder of the unexpired fiscal year. (Amended 3/7/72)

SEC. 2.3-2 BOND. Before entering upon his duties of office, each officer appointed shall execute a bond in the amount hereinafter provided conditioned upon the faithful performance of the duties of his respective office and with sureties to be approved by the Town Council.

<u>OFFICE</u>	<u>BOND</u>
President	\$ 5,000.00
Trustee	None
City Manager	10,000.00
Building Commissioner	3,000.00
Plumbing Inspector	2,500.00
Electrical Inspector	2,000.00
Director of Public Works	2,000.00
City Attorney	2,000.00
Assistant City Attorney	1,000.00
Town Clerk	10,000.00
Assistant Town Clerk	10,000.00
Chief of Police	2,500.00
Town Marshall	2,500.00
Deputy Marshall	1,500.00

Treasurer (An amount of money not less than three times the latest Federal census population or any subsequent census figure of the Town of Normal used for Motor Fuel Tax purposes.)

(Amended 3/21/77)

The Town of Normal shall pay the premium, if any, on the furnishing of said bonds. (Amended 12/3/73)

SEC. 2.3-3 COMPENSATION. All officers appointed under this Code shall receive such compensation as the Board of Trustees and the President of the Town jointly shall fix from time to time by ordinance or resolution. All officers and assistants heretofore appointed shall serve and retain their same powers, duties and salary until April 1, 1969, or until their successors are appointed and qualified.

SEC. 2.3-4 MUNICIPAL MANAGER - OFFICE CREATED. The office of Municipal Manager is hereby created.

SEC. 2.3-5 MUNICIPAL MANAGER - APPOINTMENT. The Town Council shall appoint a Municipal Manager, who shall be the administrative head of the Municipal Government of the Town of Normal and who shall be responsible for the efficient administration of all departments. He shall be appointed without regard to his political beliefs and need not be a resident of the Town of Normal when appointed. The Municipal Manager shall be appointed for an indefinite term. In the case of the absence or disability of the Manager, the Town Council may designate a qualified administrative officer of the Town of Normal to perform the duties of the Manager during such absence or disability.

SEC. 2.3-6 MUNICIPAL MANAGER - REMOVAL FROM OFFICE. A Manager may at any time be removed from office by a majority vote of the members of the Town Council.

SEC. 2.3-7 MUNICIPAL MANAGER - DUTIES AND POWERS. The powers and duties of the Municipal Manager shall be:

- A. To enforce the laws and ordinances within the Town.
- B. To appoint and remove all directors of departments. No appointment shall be made upon any basis other than that of merit and fitness.
- C. To exercise control of all departments and division thereof created by said Article V of the Revised Cities and Villages Act of Illinois and by any ordinances of the Town and by this ordinance and all amendments thereto.
- D. To have all the powers and exercise all the duties granted by Statute to municipal clerks and comptrollers with respect to the preparation of the report of estimated funds necessary to defray the expenses of the Town for the fiscal year for the consideration of the corporate authorities prior to the preparation of the annual appropriation ordinance.
- E. To attend all meetings of the Council with the right to take part in the discussions; but with no right to vote.
- F. To recommend to the Council for adoption such measure as he may deem necessary or expedient.
- G. To see that all terms and conditions imposed in favor of the Town or its inhabitants and any contract or public utility franchise are faithfully kept and performed.

- H. To make in the ordinary course of business all purchases of materials, services and supplies necessary for the Town, as provided for in the Annual Budget and as provided in the Town's Purchasing Manual. (Amended 6/3/74)(Amended 11/21/77)(Amended 10/19/87)(Amended 4/6/98)
- I. To have and exercise the power, authority, and duty of any director of a department or division thereof prescribed by this ordinance or any amendment thereof during the time when the office of any such director shall be vacant or no person shall have been appointed thereto.
- J. To prepare such regular and special reports as are necessary for the efficient operation of the Town government, including an agenda for each Council meeting whether such meeting be regular or special, and such agenda to be prepared and distributed in advance of said meeting to all necessary parties.
- K. To conduct and prepare the necessary studies and/or research to help the Council make its policy decisions.
- L. To prepare an annual budget for the presentation and adoption by the Council, and shall further work with the City Officials in helping to prepare information for the necessary appropriation and levy ordinances.
- M. To assume and do all other duties as specifically delegated and assigned to him by said Council.
- N. To prepare and submit to the Town Council, at monthly intervals, reports which will advise said Council of the financial condition and future needs of the Town, and in so doing he may make such other recommendations as he may deem desirable.
- O. To recommend to the Council a standard schedule of pay for each appointive office.
- P. To recommend to the governing body from time to time adoption of such measures as he may deem necessary or expedient for the health, welfare, or safety of the citizenry or for the future improvement of the administrative services.
- Q. To prescribe rules and regulations for the conduct of the various departments of the Town and divisions thereunder.
- R. To perform such other duties as may be prescribed by said Article V of the Revised Cities and Villages Act of Illinois by this ordinance or any ordinance or resolution of the Town Council.
- S. To authorize a change or changes in any contract with the Town provided a written determination is made that:

1. The circumstances said to necessitate the change(s) in performance were not reasonably foreseeable at the time the contract was signed;
2. Were not within the contemplation of the contract as signed; or
3. Are in the best interest of the Town. The City Manager shall promptly report to the Council all change orders which authorize or necessitate an increase or decrease in either the cost of a contract by ten thousand dollars (\$10,000.00) or more or the time of completion by thirty (30) days or more.

(Added 7/3/89)

SEC. 2.3-8 MUNICIPAL MANAGER - SALARY. Compensation of the Municipal Manager shall be as determined by the Town Council.

SEC. 2.3-9 MUNICIPAL MANAGER - VACATION AND EMPLOYMENT RESTRICTIONS. The Municipal Manager shall be subject to the vacation schedule as authorized by the City Council, but not less than the provisions in existence in the Personnel Code for all other Town employees. He shall, likewise, be subject to the same sickness and disability provisions as other Town employees. He shall devote his entire time to the discharge of his official duties. (Amended 7/16/73)

SEC. 2.3-10 MUNICIPAL MANAGER - MISCELLANEOUS ITEMS. The Municipal Manager shall be paid for the use of his own private vehicle when used exclusively for Town business at the per mile rate established by the Town Council for compensated travel by other Town officials and/or employees, and he shall keep accurate records of same which shall be subject to Council approval prior to payment or the Town may provide a vehicle to be used by the City Manager for Town business. (Amended 3/7/72)

SEC. 2.3-11 MUNICIPAL MANAGER - BOND. The Manager shall furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000.00) or such additional sum as may be established by the Town Council, which bond shall be approved by said Council. Said bond to be conditioned upon the faithful performance of his duties as such Municipal Manager, and the premium on the bond shall be paid by the Town.

SEC. 2.3-12 EXECUTIVE AND ADMINISTRATIVE POWERS AND DUTIES. The executive and administrative powers and duties of the Town shall be distributed and exercised through the departments and divisions thereof as provided by the Municipal Code of the Town of Normal of 1969 and as created and ordinances heretofore passed and approved by the Town Council and by reference hereto are made a part hereof as if the same were stated herein.

SEC. 2.3-13 APPOINTIVE OFFICERS - POWERS, DUTIES AND SALARIES. The powers, duties, and salaries of an appointive officer and employee shall be in accordance with the Municipal Code of the Town of Normal of 1969 and in accordance with ordinances passed and approved by the Town Council and are by reference made a part hereof as if the same were stated herein.

SEC. 2.3-14 AUDIT. At the close of each fiscal year the Town Council shall cause an independent audit of all accounts of the Town of Normal to be made by an accountant or accountants authorized to practice accounting under the laws of the State of Illinois.

SEC. 2.3-15 CITY MANAGER - FINALITY OF ACTION. All acts and things done by the City Manager pursuant to this Code shall, unless otherwise especially provided, be final and conclusive unless and until superseded by action of the President and/or Board of Trustees. (Amended 3/7/72)

SEC. 2.3-16 DIRECTOR OF PARKS AND RECREATION - APPOINTMENT. There is hereby created, and continued as heretofore, the position of Director of Parks and Recreation, who shall be appointed by the City Manager in accordance with Statutes made and provided applicable to the managerial form of municipal government. (Amended 3/7/72)

SEC. 2.3-17 DIRECTOR OF PARKS AND RECREATION - DUTIES. It shall be the duty of the Director of Parks and Recreation to see to the overall administration of the recreation program of the Town, to be in charge of all parklands, to be the supervisor of all buildings and/or equipment belonging to said Town's Parks and Recreation Department and in general to be the chief administrative officer of the Town for said Department. He shall answer solely to the City Manager or the Town Council, as the case might be, and he shall have sole jurisdiction over the issuance of permits for the use of the Town's park facilities. His salary shall be as established by resolution of the Town Council and subject to the same controls as those affecting the other department heads.

SEC. 2.3-18 BUILDING COMMISSIONER - APPOINTMENT. There is hereby created, and continued as heretofore, the position of Building Commissioner, who shall be appointed by the City Manager in accordance with Statutes made and provided applicable to the managerial form of government. (Amended 3/7/72)

SEC. 2.3-19 BUILDING COMMISSIONER - DUTIES. It shall be the duty of the Building Commissioner to see to the enforcement of all ordinance provisions relating to buildings and zoning and to inspect all buildings or structures being erected or altered, as frequently as may be necessary to insure compliance with the Town ordinances.

SEC. 2.3-20 BUILDING COMMISSIONER - STOP ORDER. The Building Commissioner shall have the power to order all work stopped on construction or alteration or repair of buildings in the Town, when such work is being done in violation of any provisions of an ordinance relating thereto, or in violation of the zoning ordinance. Work shall not be resumed after the issuance of such order, except on the written permission of the Commissioner, provided that if the stop order is an oral one, it shall be followed by a written stop order within an hour. Such written stop order may be served by a policeman. (Amended 3/7/72)

SEC. 2.3-21 BUILDING INSPECTOR - PENALTY. Any person, firm or corporation violating any order of the Building Inspector shall be fined not less than \$5.00 nor more than \$25.00 for each day on which any work in violation of such stop order is done.

SEC. 2.3-22 PLUMBING INSPECTOR - APPOINTMENT. There is hereby created, and continued as heretofore, the position of Plumbing Inspector, who shall be appointed by the City Manager in accordance with Statutes made and provided applicable to the managerial form of municipal government. (Amended 3/7/72)

SEC. 2.3-23 PLUMBING INSPECTOR - DUTIES. It shall be the duty of the Plumbing Inspector to see to the enforcement of all provisions of the ordinances relating to plumbing and plumbing equipment; and to make such inspections and perform such tests as may be necessary in the enforcement of such ordinances.

SEC. 2.3-24 PLUMBING INSPECTOR - STOP ORDER. The Plumbing Inspector shall have the power to order work stopped on the construction, alteration or repair of plumbing equipment when such work is being done in violation of any ordinance. Work shall not be resumed after the issuance of such a stop order except on written permission of the Plumbing Inspector; provided that if the stop order is an oral one it shall be followed by a written stop order within one hour. Such written stop order may be served by any policeman.

SEC. 2.3-25 PLUMBING INSPECTOR - PENALTY. Any person, or corporation violating or failing to comply with any of the terms and requirements of this article shall be fined a sum not less than \$5.00 nor more than \$25.00, or be imprisoned for not to exceed six (6) months or both such fine and such imprisonment. Each day that any such violation or failure continues shall be considered as a separate and distinct offense and shall be publishable as such.

SEC. 2.3-26 DIRECTOR OF PUBLIC WORKS - OFFICE CREATED. There is hereby created the office of Director of Public Works, being a continuation of the former office of Superintendent of Public Works. The Director shall be appointed by the City Manager. (Amended 3/7/72)

SEC. 2.3-27 DIRECTOR OF PUBLIC WORKS - DUTIES. The Director of Public Works is responsible for the organizing, directing and coordinating the activities of several divisions comprising the Public Works Department including municipal engineer, problems relating to the design, construction, and maintenance of streets, sewers, and other public works structures, the cleaning of streets, the collection and disposal of refuse and garbage and the maintenance of mechanical equipment and building. (Amended 3/7/72)(Amended 4/18/88)

SEC. 2.3-28 DIRECTOR OF PUBLIC WORKS - MOTOR FUEL TAX. All repairs, construction or reconstruction of any and all streets and of all adjuncts and appurtenances thereto which may be paid in whole or in part out of money received by the Town from the State of Illinois as its share of Motor Fuel Tax shall be under the control of the Director of Public Works. (Amended 3/7/72)

SEC. 2.3-29 ELECTRICAL INSPECTOR - APPOINTMENT. There is hereby created, and continued as heretofore, the position of Electrical Inspector, who shall be appointed by the City Manager in accordance with Statutes made and provided applicable to the managerial form of municipal government. (Amended 3/7/72)

SEC. 2.3-30 ELECTRICAL INSPECTOR - DUTIES. It shall be the duty of the Electrical Inspector to see to the enforcement of all provisions of the ordinances relating to electrical installations and electrical equipment and to make such inspections and perform such tests as may be necessary in the enforcement of such ordinances.

SEC. 2.3-31 ELECTRICAL INSPECTOR - STOP ORDER. The Electrical Inspector shall have the power to order work stopped on the construction, alteration or repair of electrical equipment or installations when such work is being done in violation of any ordinance. Work shall not be resumed after the issuance of such a stop order except on written permission of the Electrical Inspector; provided that if the stop order is an oral one it shall be followed by a written stop order within one hour. Such written stop order may be served by any policeman.

SEC. 2.3-32 ELECTRICAL INSPECTOR - PENALTY. Any person, firm or corporation violating or failing to comply with any of the terms and requirements of this article shall be fined not less than \$5.00 nor more than \$25.00, or be imprisoned for not to exceed six (6) months or both such fine and such imprisonment. Each day that any such violation or failure continues shall be considered as a separate and distinct offense and shall be punishable as such.

SEC. 2.3-33 LEGAL DEPARTMENT - COMPOSITION AND QUALIFICATION. All of the legal activities of the Town government are assigned to the Law Department of said Town. The Legal Department shall consist of a licensed attorney at law to be known as the Corporation Counsel. The Corporation Counsel shall be the responsible head of the Legal Department with the full authority to direct the carrying on of its activities. He shall be appointed by the City Manager, and his activities shall be authorized and supervised by the City Manager.

The Corporation Counsel shall at the time of his appointment be a practicing member of the Bar of McLean County, Illinois, and be of good standing therein and otherwise qualified by law to serve as legal officer of the Town. He shall devote such of his time and energies to the discharge of his official duties as such duties may from time to time be required. The Corporation Counsel shall be required upon conclusion of his terms of office to turn over official Town files and records to his successor in office. (Amended 1/5/73)(Amended 3/5/80)

SEC. 2.3-34 LEGAL DEPARTMENT - SUITS AND ACTIONS. The Corporation Counsel shall prosecute or defend any and all suits or actions at law or equity to which the Town may be a party, or in which it may be interested, or which may be brought against, or by, any officer of the Town on behalf of the Town or in the capacity of such person as an officer of the Town. (Amended 3/5/80)

The Corporation Counsel may, with the approval of the City Manager, employ outside legal counsel to attend to the legal affairs of the Town in the event that attorneys within the Legal Department are unable to attend to such affairs due to a specialized nature of the legal matter, when a hearing officer or attorney is required and attorneys in the department have a conflict, or when otherwise authorized by the City Manager.

In the event the outside counsel is representing the Town, the City Manager is authorized, on behalf of the Town, to waive such matters as necessary to enable such outside counsel to represent other clients doing business or otherwise interacting with the Town on matters unrelated to the outside counsel's representation of the Town. (Entire Division amended 5/21/07 by Ord. No. 5136)

SEC. 2.3-35 LEGAL DEPARTMENT - ADVICE. The Corporation Counsel shall be the legal advisor to the Town and shall render advice on all legal questions affecting the Town whenever requested to do so by any Town official. Upon request by the President, or the Town Council, he shall reduce any such opinion to writing.

The Corporation Counsel shall

1. advise and assist in the drafting of all Town ordinances, order, regulations, and contracts to which the Town is expected to become a party;
2. approve all ordinances as to form before the same are submitted to the Town Council;
3. approve all contracts before the same are signed by the proper officials;
4. be responsible for the handling of any and all legal affairs of the Town and
5. be responsible for the prosecution of violations of Town ordinances before Courts having jurisdiction to try such offenses and in addition, shall have such other duties as may be assigned to him, provided that outside counsel may be hired with Council approval for special projects. (Amended 3/5/80)

SEC. 2.3-36 LEGAL DEPARTMENT - JUDGMENTS. It shall be the duty of the Corporation Counsel to see to the full enforcement of all judgments or decrees rendered or entered in favor of the Town and of all similar interlocutory orders. (Amended 3/5/80)

SEC. 2.3-37 LEGAL DEPARTMENT - COMPENSATION. The City Attorney shall receive such annual salary as is provided by ordinance and the same shall apply to the Assistant City Attorney. Additional compensation shall be paid for the usual services in the issuance and sale of municipal securities, being bond issues, of either revenue or general obligation forms; for obtaining of easements for the acquisition of property; and all matters pertaining to special assessments. Expenses incurred for travel and similar incidental expenses applicable to the business of the Town shall be reimbursed.

SEC. 2.3-38 TOWN CLERK - OFFICE CREATED. The office of the Town Clerk, heretofore established by Ordinance as an appointive office, is hereby retained. The Clerk shall be appointed by the City Manager, and receive such compensation as may be provided by Ordinance.

SEC. 2.3-39 TOWN CLERK - DUTIES. The Town Clerk shall be the recording officer of the municipality and have custody of all documents, books, records and papers pertaining to the Town or departments thereof, not specifically assigned to some other officer or department and shall be the keeper of the official seal of said Town. The Clerk must attend all meetings of the Town Council, or Board, and keep the records of the proceedings thereof, and where required, to see to the publication of all ordinances, resolutions and notices requiring same. The Town Clerk shall be immediately in charge of the Deputy Clerk and shall be responsible for his acts. The Clerk shall furnish to the various departments of the State of Illinois all records and data so required or directed by Statute to be furnished. The Clerk of said Town shall keep the Town offices open during such hours as may be directed by the Town Council. All documents filed with the Clerk

may be evidenced by certified copies and the passage and publication of ordinances and notices may be proved by such certificate. Said Clerk shall perform all duties prescribed by the Town Council of said Town or by law or ordinance, under the supervision of the City Manager. The Clerk shall not, however, be responsible for preparation of a report of estimated funds necessary to defray the expenses of the Town for the fiscal year for the consideration of the Board of Trustees prior to the preparation of the Annual Budget or Appropriation Ordinance. (Amended 4/3/72)(Amended 11/15/76)

SEC. 2.3-40 TOWN CLERK - INDICES. The Town Clerk shall keep and maintain a proper index to all documents and records kept by him so that ready access thereto and use thereof may be had.

SEC. 2.3-41 TOWN CLERK VACANCY. In case the office of Town Clerk shall become vacant for any reason, the City Manager shall appoint a successor. (Amended 4/3/72)(Amended 11/15/76)

SEC. 2.3-42 TOWN TREASURER - OFFICE CREATED. There is hereby created the office of Town Treasurer. The Town Treasurer shall be appointed by the City Manager and shall receive such compensation as may be provided by ordinance. (Amended 12/3/73)

SEC. 2.3-43 TOWN TREASURER - EX OFFICIO COLLECTOR. The Town Treasurer shall be ex officio collector and shall perform all duties of that office.

SEC. 2.3-44 TOWN TREASURER - GENERAL DUTIES. The Town Treasurer shall perform such duties as may be prescribed for him by Statute or ordinance, and shall perform such other duties and functions as assigned by him by the Town Council or the City Manager. It shall be the duty of the Town Treasurer to see to the accounting, bookkeeping and collection of funds; to make preparations for the disbursing of revenue; to receive all money paid in to the Town, whether directed from the person paying the money or from the hands of such other officer or employee as may receive it; to pay out money only on vouchers or orders properly signed by the President and Town Clerk; to supply the Town Clerk and the Town Council and all other officers of said Town all data pertaining to the Town's finances when so requested; to be responsible for the maintenance of records of the Water and Sewer Department and to be responsible for the preparation and collection of water and sewer charges. The Town Treasurer shall not retain any fees or other stipends received from the performance of his duties, but the same shall become the property of the Town.

SEC. 2.3-45 TOWN TREASURER - DEPOSIT OF FUNDS IN DESIGNATED DEPOSITORIES. The following financial institutions are designated depositories of and for the Town of Normal Funds:

- Busey Bank (Added 8/16/93)
- Central Illinois Bank of McLean County (Added 8/16/93)
- Certificate of Deposit Account Registry Service Program (CDARS) – Any participating bank as determined by the Finance Director (Added 10/6/08)
- Chase Bank (Added 10/17/88)(Amended 3/16/92)(Amended 2/5/07)
- Commerce Bank (Added 10/17/88)(Amended 3/20/95)
- Federal Reserve Bank of Chicago (Added 5/1/89)
- First State Bank of Bloomington (Amended 3/16/92)(Amended 8/16/93)

First Tennessee Bank (Added 1/5/04)
 Freestar Bank (Added 10/16/95)(Amended 2/5/07)
 Heartland Bank & Trust Co. (Added 8/16/93)
 Illinois Metropolitan Investment Fund (Added 10/20/97)
 LaSalle National Bank (Added 7/21/86)(Amended 3/16/92)
 Main Street Bank (Amended 3/16/92)(Amended 2/5/07)
 Northern Trust Company of Chicago (Added 3/2/87)
 PNC Bank (Added 1/19/99)(Amended 5/3/10)
 Regions Bank (Added 1/19/99)(Renamed 3/21/05)
 Soy Capital Bank and Trust Company (Added 3/21/05)
 State Farm Bank, F.S.B. (Added 11/17/03)
 The Illinois Funds (Added 8/6/97)
 US Bank (Added 8/7/00)(Amended 5/6/02)

Depositories herein designated shall at all times comply with the laws of the State of Illinois with reference to the requirements of depositories and shall promptly furnish such statements to the Town of Normal as are required by State Law. (Amended 3/7/72)(Amended 8/7/78)

SEC. 2.3-46 TOWN TREASURER - RECORDS. He shall keep records showing all money received by him, showing the source from which it is received and purpose for which it is paid and he shall keep records at all times showing the financial status of the Town.

SEC. 2.3-47 TOWN TREASURER - ACCOUNTING. The Treasurer shall keep such books and accounts as may be required by statute or ordinance, and he shall keep them in the manner required by the Board of Trustees.

SEC. 2.3-48 TOWN TREASURER - SPECIAL ASSESSMENT FUND. All moneys received on any special assessment shall be held by the Treasurer as a special fund to be applied only to the improvement, or bonds and vouchers issued therefore, together with interest thereon, for which the assessment was made and said money shall be used for no other purpose, unless to reimburse the Town for money expended for such improvements. Payment on bonds or vouchers shall be in accordance with the statutes and the laws and the Treasurer shall keep his books and accounts in such a manner so that proper appropriation in payments in principal and interest can be made and ascertained.

SEC. 2.3-49 TOWN TREASURER - WARRANTS AND TRANSFER OF FUNDS. All warrants drawn on the Treasurer must be signed by the President and countersigned by the Clerk, stating the particular fund or appropriation to which the same is chargeable, and the person to whom payable; and no money shall be otherwise paid except as may be provided by statute. Money shall not be transferred by the Treasurer from one fund to another, after it has been collected or paid, except as may be ordered by the President and Board of Trustees or except in the manner and form prescribed by statutes. The Town Treasurer, or his designated agent, may electronically transfer Town funds either for investment purposes, or for the payment of Town debts, or for any other usual and customary purpose provided such electronic transfer of funds is approved by the Clerk, the Clerk's designee, or President of the Board of Trustees. Such transfer shall be reported monthly to the President and Board of Trustees for authorization or ratification. In the absence of the Clerk or Deputy Clerk, the City Manager or Assistant City Manager may also authorize the electronic transfer of funds. (Amended 2/21/94 by Ord. No. 4208)(Amended 2/16/98 by Ord. No. 4494)(Amended 2/21/05 by Ord. No. 4996)

SEC. 2.3-50 CHIEF OF POLICE - OFFICE CREATED. There is hereby created the office of the Chief of Police for the Town of Normal, Illinois.

SEC. 2.3-51 CHIEF OF POLICE - APPOINTMENT. The Chief shall be appointed by the City Manager; provided that if the person appointed Chief was at the time of such promotion a member of the Department, he shall retain his status and rank while serving as Chief and shall revert to such status and rank when his term as Chief has ended. (Amended 3/7/72)

SEC. 2.3-52 CHIEF OF POLICE - DUTIES. The Chief of Police shall be the keeper of the Town Jail and shall have custody of all persons incarcerated therein. He shall keep such records and make such reports concerning the activities of his department as may be required by statute or by the Town Council. The Chief shall be responsible for the performance by the Police Department of all its functions, and all persons who are members of the Department shall serve subject to the order of the Chief of Police.

SEC. 2.3-53 CHIEF OF POLICE - RULES AND REGULATIONS. The Chief of Police may make or prescribe such rules and regulations not inconsistent with rules and regulations promulgated by the Board of Police and Fire Commissioners as he shall deem advisable; such rules when approved by the Town Council shall be binding upon such members. Such rules and regulations may cover, besides the conduct of the members, uniforms and equipment being worn or carried, hours of service, vacations all other similar matters necessary or desirable for the efficiency of the Department.

SEC. 2.3-54 HEALTH INSPECTOR - OFFICE CREATED. There is hereby created the office of Health Inspector for the Town of Normal. The Chief of Police shall serve as ex officio Health Inspector.

SEC. 2.3-55 HEALTH INSPECTOR - DUTIES. The Health Inspector shall enforce all ordinances containing provisions for the protection of public health; he shall make inspections of food stuffs and of the premises used for storing or selling of food stuffs; he shall enforce all provisions as may be provided by ordinance; he shall perform such other duties and functions as is required by statute or ordinance.

SEC. 2.3-56 HEALTH INSPECTOR - REPORT. The Health Inspector shall make such reports to the Board of Trustees as may be required. He shall also make recommendations for rulings, orders or ordinances respecting the public health whenever he is requested to do so or whenever he deems it advisable or necessary.

SEC. 2.3-57 HEALTH INSPECTOR - COMPENSATION. No additional compensation shall be paid the Chief of Police for his duties as Health Inspector for the Town of Normal.

SEC. 2.3-58 TOWN ENGINEER.

- A. Appointment and qualifications. There is hereby created and continued as heretofore the office of Town Engineer. The Town Engineer shall be appointed by the City Manager and shall be a licensed professional engineer in the State of Illinois.

- B. Duties. The Town Engineer shall be under the supervision of the City Manager and shall be responsible for all engineering questions and duties of the Town assigned to him. The Town Engineer shall attend meetings of the corporate authorities and give opinions, verbal and written, when requested. He shall also be the engineer for the Board of Local Improvements and shall attend all meetings of said Board. The Engineer shall be responsible for field inspection for all new construction except as specifically excluded by the Board of Trustees. (SEC. 2.3-58 added 1/2/73)(Renumbering revised 12/3/73)(Amended 2/7/78, Eff. 4/1/78)(Amended 4/18/88)

SEC. 2.3-59 INFORMATION SERVICES.

- A. Appointment. There is hereby created and continued as heretofore, the position of Director of Information Services, who shall be appointed by the City Manager in accordance with Illinois law and Town ordinances applicable to the managerial form of government.
- B. Duties. The Director of Information Services shall be under the supervision of the City Manager and shall be responsible for information storage, processing, and retrieval as those duties are assigned from time to time by the City Manager. (SEC. 2.3-59 added 3/17/97 by Ord. No. 4445)

SEC. 2.3-60 DIRECTOR OF HUMAN RESOURCES.

- A. Appointment. There is hereby created and continued as heretofore, the position of Director of Human Resources, who shall be appointed by the City Manager in accordance with Illinois law and Town ordinances applicable to the managerial form of government.
- B. Duties. The Director of Human Resources shall be under the supervision of the City Manager and shall be responsible for providing a comprehensive human resources management system as those duties are assigned and delineated from time to time by the City Manager. (SEC. 2.3-60 added 3/17/97 by Ord. No. 4445)