

PROCEDURES FOR PROCESSING AND RELEASING LEGAL NOTICES

1.0 Purpose:

- 1.1 To establish procedures and guidelines to be followed in requests for and review of legal notice requirements, prior to printing and distribution by the newspaper.

2.0 Scope:

- 2.1 The importance of legal notice accuracy and conformance with State Statutes, City Charter and City Code provisions cannot be overemphasized. An inaccuracy can result in nullification of the legal notice, or invalidating of an election or other important municipal action. To preclude errors in publication, the procedures outlined in this directive shall be followed by all employees responsible for the release of City legal notices.
- 2.2 The placing of a legal notice that is a requirement by State Statutes, City Charter or City Code provisions such that its failure to be published would cause the City problems, must be published in a locally distributed newspaper.

3.0 Action:

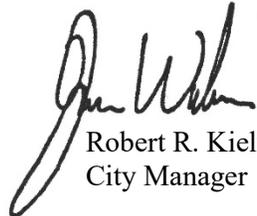
- 3.1 Legal notices shall be prepared with the utmost care and accuracy and in compliance with all requirements of Illinois State Statutes, City Charter, City Code and any other pertinent regulations or directives. When in doubt, consult the City Attorney for approval.
- 3.2 After preparation and mailing of notices, two finished copies must be sent to the City Clerk for verification of publication. The City Clerk will be responsible for collecting/filing and verifying proof of publication for all notices.
- 3.3 The following persons will be fully responsible for meeting the requirements of this directive in their area of activity:

<u>Responsible</u>	<u>Area of Responsibility</u>	<u>Type Notice</u>
Director of Public Works	Streets & Sanitation Water & Sewer Municipal Buildings Engineering Department	1. Notice to Bidder 2. Award of Contract 3. Special Assessments 4. Special Taxation
Director of Community Development	Plan Commission Zoning Board of Appeals Building and Zoning Special Committees	1. Notice to Bidders 2. Public Hearings 3. Public Notices
Director of Finance	Finance	1. Treasurer's Report 2. Delinquent Special Assessments 3. Appropriation Ordinances

<u>Responsible</u>	<u>Area of Responsibility</u>	<u>Type Notice</u>
City Clerk	City Council Police Department Fire Department Other - If not specifically assigned	1. All legal notices not otherwise identified in this directive.
Director of Human Resources	Board of Fire and Police Commissioners Other - If not specifically assigned	1. Employment Practices 2. Fire & Police Comm. legal notices
Director of Parks and Recreation	Parks, Forestry, Cemetery	1. Notice to Bidders 2. Public Hearings 3. Public Notices

4.0 Distribution:

4.1 Employee Information website www.citylf.org.



Robert R. Kiely, Jr.
City Manager